

Welcome to the Cathedral of the Immaculate Conception, where you will celebrate your wedding. The Parish community joins with your family and friends in congratulating you and offers prayers for your mutual happiness. We are here to help you make your wedding day memorable, enjoyable and holy as well as sacramental.

We are honored that you are being married at the Cathedral. We hope that you will honor the Cathedral by respecting and observing the norms governing the celebration and the facilities. With this in mind, we ask you to reflect on the following requisites and procedures.

### **1. Setting the Date:**

- Weddings will be celebrated according to the norms of the Catholic Church at the Cathedral of the Diocese of Wichita based upon availability.
- The couple must schedule an appointment with the Rector or the Associate Pastor to determine the date at least six (6) months prior to the wedding.
- Since the Cathedral is in demand, and all things being equal, it would be more prudent to set the date a year in advance.
- At the time of setting the date, a non-refundable fee of reservation must be paid. (See Section 8.)
- If you are not a parishioner of the Cathedral parish, you are requested to visit with your own Pastor about the proposed wedding and preparation. If he cannot celebrate your wedding ceremony, any other priest in good standing with the Church may celebrate your wedding, or a priest of the Cathedral may be available, if his parish duties allow.
- Any couple considering marriage for a second time should be aware that time must be given for a possible annulment. No wedding date will be set until the annulment process is complete and an affirmative decision has been rendered.

### **2. Prenuptial Preparation:**

- Appropriate marriage formation as approved by the Rector or Associate Pastor
- Documents as required by the Diocese.
  - Prenuptial file
  - Recent copies of the baptismal record
  - Civil marriage license
  - Engaged Encounter certificate or its equivalent

### **3. Times for Wedding Ceremonies:**

- Ordinarily weddings will not be celebrated during the seasons of Advent and Lent.
- By Diocesan law, no weddings are celebrated on Sundays and Holy Days of obligation.

- Wedding times are: Friday at 5pm, and Saturday at 11:00am and 2:00pm. *We cannot accommodate weddings at times other than these.*

#### 4. Rehearsal:

- The rehearsal times for Friday weddings are Thursday night at 6pm. The rehearsal times for Saturday weddings are Friday night at 6:30pm and 7:30pm. *We cannot accommodate weddings at times other than these.*
- The wedding rehearsal time must be confirmed when the ceremony is booked.
- The rehearsal may be conducted by the Priest Celebrant, Deacon or Cathedral Wedding Coordinator. **Outside wedding coordinators** are not allowed to conduct the rehearsal at the Cathedral.
- Punctuality is expected. Failure to show up on time means forfeiture of the time slot.
- All those who have a role in the ceremony must attend the rehearsal, including lectors, ushers, acolytes, candle lighters, and others as specified by the priest.
- Out of respect for the sacredness of the Cathedral, the following are strictly prohibited in the Cathedral: chewing gum; smoking; consuming of food, beverages (with the exception of bottled water), and alcohol; and cell phone usage.

#### 5. Dress Code

- Attire for women: We request that brides use prudence when choosing a wedding gown and attire for their attendants. Many styles of strapless and low-cut gowns, although fashionable and popular may not be appropriate in a Cathedral/Church setting. If you select strapless or low-cut gowns, we ask that you also select stoles, boleros, or short jackets to wear during the religious ceremony. Most bridal shops provide these items that can be easily shed when it's time for the reception.
- Attire for men: Men are required to wear business- to formal- attire: i.e. shirts that button to the neck and ties.

#### 6. Music:

- The Cathedral Director of Music and organist serve as the principal musicians at all Cathedral weddings. As the principal musicians, they are entrusted with the responsibility of determining the suitability of musical selections within the context of the Roman Catholic wedding liturgy. They must approve all music and musicians chosen for the ceremony, and will assist with the arrangements for cantors, instrumentalists, and ensembles. Only the Cathedral organist may play the Cathedral organ.
- The musical staff also bears the essential responsibility of ensuring the proper performance and timing of the various musical portions of the wedding liturgy. To prevent any hardship, **do not**

**make any musical plans without consulting the Cathedral music staff.** One should call the Cathedral office to obtain the contact information for the musicians.

- Remember that the Sacrament of Marriage is a liturgical celebration. Therefore, one of the basic principles that should underlie the selection of music is whether the music is indeed liturgical music. Popular songs and secular music, no matter how meaningful they may be, are not appropriate in the liturgy. They may be appropriately performed at the wedding reception. For the wedding liturgy, the appropriate emphasis is on sacred music, which derives its context from scriptural and liturgical sources. By its very nature, sacred music enhances the liturgical rites being celebrated. The music must also be fitting and appropriate for our liturgical space and within the norms of our regular parish music program.

## **7. Decorations:**

- Simplicity in decorating can be elegant.
- The throwing of any substance such as rice, birdseed, confetti, flower petals or any other material is not permitted in the Cathedral or on the grounds. Bubbles are allowed only outside. No fireworks are permitted.
- Balloons are not allowed inside the Cathedral.
- The Cathedral does not provide any special decorations.
- All floral arrangements must be delivered promptly.
- Final positioning of all arrangements in the sanctuary must be approved by the Priest Celebrant.
- Only hanging bows are permitted on the pews. No masking tape, scotch tape, or thumbtacks may be used to attach decorations to the pews.
- Flower petals, real or artificial, are strictly forbidden.
- Candelabra: if used, must be rented from a florist, and the candles must be of wax and must be “dripleless”.
- Artificial, plastic, or silk flowers are not to be used.
- It would be a thoughtful gesture to donate the floral arrangements for the Sunday liturgies; otherwise, they must be removed immediately following the ceremony.
- All other decorations must be removed from the Cathedral immediately following the ceremony.
- An aisle runner is not allowed in the center aisle at the Cathedral for safety reasons.

## **8. Fees:**

- Fees are determined by the practice of stewardship participation in the parish as defined:
  - Stewardship Parishioner: has been registered at the Cathedral parish for at least a year and lives out the entire stewardship way of life through sharing time, talent and treasure.
  - Non-stewardship Parishioner: is registered at the Cathedral parish but does not live out the entire stewardship way of life of sharing time, talent and treasure.
  - Non-Parishioners: does not belong to the Cathedral parish.
- Fees
  - Stewardship Parishioner: Total fee: \$650.00 (\$50. Deposit + \$600.00 fee)
  - Non-stewardship Parishioner: Total fee: \$1,050.00 (\$50. Deposit + \$1,000.00 fee)
  - Non-parishioner: Total fee: \$1,250.00 (\$250. Deposit + \$1,000.00 fee)
  - Stewardship Parishioner Anniversary: Total fee: \$300 (\$50 Deposit + \$250 fee)

#### **9. Payment for use of the Cathedral:**

- The non-refundable deposit, in accord with the schedule listed in Section 8, is expected at the time of setting the wedding date.
- Payments must be made with cash or check. We do not accept debit or credit cards. Checks must be payable to St. Mary's Cathedral.
- Final payment must be made thirty (30) days prior to the wedding date.
- It is customary for the couple to give a monetary gift to the Priest Celebrant and the altar servers.
- Payment to musicians should be made directly to them.

#### **10. Participating Liturgical Ministers:**

- Normally laypersons that are commissioned as extraordinary ministers of Holy Communion do so only in their own parish churches. If there is a need for extraordinary ministers of Holy Communion from outside the Cathedral Parish, they need to be commissioned ad hoc by the Cathedral Rector for that specific wedding liturgy only.
- If possible, altar servers should be provided by the family; if not, arrangements can be made with the Cathedral.

#### **11. Photography and Videography:**

- The Rector or Associate Pastor must approve all photography arrangements prior to, during, or after the wedding liturgy. The following norms must be observed.
  - The Cathedral is not a photo studio, so the time used for photographs is limited to before and/or after the wedding liturgy.
  - Photographers should be discreet and not interfere with or intrude on the wedding liturgy; therefore, once the procession and recessional begin, they may not be interrupted.

- The couple is asked to inform the photographer of these norms.
- All photography in the Cathedral ceases twenty (20) minutes prior to the start of the wedding liturgy.
- Additional microphones, if they are cordless, may be included for audiotaping and video.
- Violation of these norms will result in the refusal of the photographer's privileges at the Cathedral in the future.
- All photographers, including family and friends, must abide by these norms.

## **12. Punctuality**

- All weddings must begin on time out of respect for the Priest Celebrant, the congregation and other events at the Cathedral.
- Schedules are tight, so time limits must be observed.

## **13. Facilities**

- There is a bride's room for the convenience of the bride and her attendants.
- There is a dressing room for the groom and his groomsmen.
- All personal belongings should be removed immediately prior to the wedding liturgy. The Cathedral is not liable for lost or stolen items.

## **14. Children**

- While we welcome children to our liturgy, we ask that they not distract from the sacred celebration.
- Should they act up, please take them to the gathering space to ease their anxiety, and then return to the celebration.
- Based on previous experiences and on the fact that it is the bride and groom's moment, children under five (5) years of age are not permitted in the wedding party.
- The Cathedral does not provide baby-sitting service.

## **14. Clean-up**

- It is expected that each wedding party be responsible for cleaning up and removing their trash, both in the Cathedral and the dressing rooms
- It is asked that someone is designated to pick up extra programs in the Church after the wedding, and that someone is in charge of removing all items and trash from the Cathedral space, bride's room, and the sacristy where the men wait.

## 15. Particular Considerations

- Any changes from the above norms must be submitted to the personal consideration of the Rector or the Associate Pastor.

