

WEDDING GUIDELINES

ST JOHN the EVANGELIST CHURCH

6705 Old US Hwy 45 South, Paducah, KY 42003
1.270.554.3810 Fax 1.270.534.9163

If you wish to be married in a Catholic wedding ceremony at St. John, we offer to help in whatever way we can to prepare you for marriage and to insure that your wedding will be a prayerful experience.

In order to have your wedding celebrated at St. John, **at least one party must be a registered and active parish member for at least one year prior to the wedding** or must have an immediate family member (parent, child or sibling) **who is a registered and active member for at least one year prior to the date of the wedding.**

If you are Catholic, but not an active member of St. John, **with approval of our Pastor**, you may be able to have a wedding celebrated here. **To defray the costs for the use and upkeep of the church, a \$500 payment is to be made at the Parish Office when scheduling occurs.**

- Weddings on Saturday afternoon cannot be scheduled after 2:00 pm regardless of Mass or without Mass. **Church *must* be vacated no later than 3:30 pm to allow confessions and set-up for evening Mass.**
- ***“ALL MUSIC before and during the wedding must be selected in compliance with Diocesan Guidelines for Wedding Liturgies and coordinated with our music director, Adam Horbovetz.”*** **Music for the ceremony is to be arranged and paid for by the wedding party.** **Only persons authorized by the church are allowed to control the public address system.**
- ***In decorating for the wedding, church furnishings cannot be moved from their present location.***
- Decorations can be set up the day of the wedding ***following*** the regularly scheduled Mass for that day. **In some cases, earlier setup may be allowed IF approved by the Pastor.** ***All decorations must be removed within one hour following the ceremony or at least one hour prior to our scheduled Mass.***
- ***Our parish regular candles and candle holders must be used in the altar area.*** **Spiral, heart-shaped and/or arch-shaped candle arrangements **ARE NOT** permitted.** A unity candle is allowed, but must be furnished by the wedding party. St. John can provide the unity candle stand. **If candles are used on the window sill, “glass globes and glass bases must be used”.**

- NO candles are allowed in or on the baptismal font.
- NO pins, nails, tacks or tape are to be used on the pews or on any other surfaces in the church.
- The bridal party can dress in the school cafeteria (**clarify with pastor or parish office for use**). *These areas are to be cleared of all items within one hour of the ceremony or at least one hour prior to a scheduled Mass.*
- **Absolutely no food or drink, "other than water", is allowed in the church.**
- *All boxes, flowers, personal items and programs, etc. should be removed from the church within one hour of the ceremony or at least one hour prior to a scheduled Mass. This includes any outdoor decorations as well.*
- **RECEPTION AREA/(Cafeteria):RE: Rehearsal Dinner:** A fee of \$95.00 charged through Catholic Mutual Insurance: *St. John Church will pay the first \$45.00 (parish members only). A check payable to: Diocese of Owensboro in the amount of \$50.00 must be given to the parish office and a copy of the Diocese of Owensboro Liability Control Release Form must be signed and given to the parish office 15 days before the event when using facilities for a reception.*
- **"NO DRIVING ON ANY SIDEWALKS ALLOWED."** This includes the sidewalk leading from the large parking area to the front of the rectory/church. This also includes the florist. Parking in the back church parking lot permissible.

Responsible party

Date

