

1. Epiphany Marriage Policy: Please Initial and Return

“The Matrimonial covenant by which a man and a woman establish between themselves a partnership of the whole life, is by its nature ordered toward the good of the spouses and the procreation and education of offspring; this covenant between baptized persons has been raised by Christ the Lord to the dignity of a sacrament” (Catechism of the Catholic Church).

Step One. Epiphany church is available for active parishioners and their children. Engaged couples should (re)introduce themselves to the pastor by email to set a tentative date: pastor@epiphanyparish.com. The tentative wedding date is not a reservation. Weddings can be scheduled for Saturdays at 10am or 1pm. Tentative dates are held for five days.

Note well: for the purposes of this policy, active parishioners are those who have established a *pattern of attending and supporting financially* Epiphany Church. On a case-by-case basis, others may request to reserve the church for a wedding.

Step Two. The wedding date is confirmed only after the submission of *Deposit/Fees* and initialed forms: *Policy, Checklist and Intake Forms*. Request a Copy of these forms when returning them to the Office.

Step Three. The couple will then set up a meeting with the pastor, assistant pastor or deacon to attend to paperwork and discuss the preparation process.

Wedding Fees. Fees are \$625 for parishioners and \$1,250 for non-parishioners. The Damage/Policy/Checklist Deposit is \$375. The Fees and Deposit are non-refundable after 30 days because this reservation precludes other reservation requests. No exceptions. Fees cover *Church Rental, Clergy Stipend, and Parish Musicians*.

Other Clergy/Musicians/Vocalists. Outside clergy and musicians/vocalists are welcome. However, their fees are separate and carried by the couple. There are no discounts to Epiphany wedding fees, insofar as parish staff are committed even indirectly to assure a successful celebration of the wedding. Contact the parish Directors of Music about all music questions (music@epiphanyparish.com). Contact the pastor about all other questions.

Wedding Preparation. Those living distant from Epiphany must visit with a local priest or his delegate to fill out the necessary paperwork and prepare for the wedding. The file must be sent to Epiphany prior to the wedding.

Initial Here: _____

Checklist for Planning your Wedding: Please Initial

- **NO “sparkles” or glitter on dresses, skin, tables, flowers, programs etc.**

These drop off and litter the facilities and are virtually impossible to clean up. _____

- **Clean Up**

Trash, flower petals, hangers, plastic bags, boxes, programs, etc. need to be removed by the couple’s ushers or others and put in the outside dumpster by the kitchen. _____

- **Throwing**

In light of liability issues, the diocesan Insurance Policy prohibits the throwing of rice, bird seed and confetti. Bubbles may be used outside the building (only)_____

- **Decorating**

You are welcome to begin decorating the church at 11:00 am. No tape, glue, or fasteners are permitted on the pews. Things to be attached must hang from ribbon or string. _____

- **Arrival Time**

Weddings are typically at 1pm. To allow cleanup in time for 3 pm confessions and 4pm Mass, the wedding party should plan on arriving at the church no earlier than 11 am. _____

- **Photography should end by 2:45 pm**

Please, all indoor photographs, cleanup and activity must be concluded by 2:45 pm, so that the church can be readied for afternoon Mass prior to 3 pm Confessions. _____

- **Food and Drink**

Gum is not permitted in the church. No food or drink of any kind may be brought inside the church. Food and non-alcoholic drink is okay in the Bride’s Room and Groom’s Area. _____

- **Smoking**

Smoking is permitted away from the building, and never in the building. Cigarette butts should be thrown in the trash, and not dropped in flower beds, on the road, etc. _____

- **Dress Code**

The dress code of the bride and groom and the entire wedding party should reflect the nature of what is being celebrated: namely, the union of husband and wife before God, the Church and community. As it is a sacred space and a sacred event, clothing should be modest and in good taste. The wedding gown and wedding party dresses must respect this principle. ***Low cut dresses, front or back, for example, are inappropriate.*** _____

- **Music**

The parish Music Directors (music@epiphanyparish.com) should be contacted well in advance of the wedding. Please remember that this is a sacred event and the music must reflect this. All music must be sacred in character referring to Christ, the Church, the Sacrament etc. Questions regarding music may be directed to Music Directors. Music selections must be approved prior to publication of your wedding program. _____

- **Reverence in Church**

The Church is a sacred and holy place dedicated to God. Please ensure the reverent respect and decorum of your entire wedding party both at the rehearsal and the wedding liturgy. There should be no boisterous activity, running, or yelling. As there are many opportunities for injury in and around the Church, children must be attended at all times and may not be allowed to run about freely in and around the church facilities. Once again, please inform your party that food and non-alcoholic drinks are permissible only in the Bride’s Room and Groom’s Room. Food and drink must be set aside a half hour before a Wedding Mass. _____

- **Legalities**

It is imperative that you remember your valid Marriage License from McLean County. A marriage cannot be performed by the priest unless he is certain that a certificate has been obtained. For this reason, the marriage license must be brought to the wedding and given to the priest (or deacon). _____

- **Holy Communion at Wedding Mass**

Because of the unfortunate state of separation between Christians, non-Catholics, and non-practicing Catholics should not approach to receive Holy Communion. Those not able or disposed to receive communion may come forward and receive a blessing-indicating this by crossing their arms in front of their chest. _____

- **Bride's Room**

The Bride's Room may be used for the bride and bridesmaids prior to the wedding. Food and non-alcoholic drinks are allowed. ALCOHOL is never permitted before a wedding or in the church. The Bride's Room should be left clean and orderly, the groom and groomsmen should plan to arrive at the church already dressed or retire to the Groom's Room in order to prepare. In both cases, please clean up after yourselves: all hangers, plastic bags, and other trash must be removed completely from the room and thrown in the trash. _____

- **Photography and Video**

Most pictures should occur before the wedding. The photos of the bride and the groom can be taken after the ceremony. The general rule is that the photographer/video personnel are not allowed where there is marble flooring. Inform the photographer that all pictures must be done by 2:45 pm. Please note that the altar needs to be returned to its pre-wedding state at 2:45 pm. So that the church can be readied for 4 pm Mass prior to Confessions. _____

- **Flowers**

Flowers purchased for the wedding ceremony should remain in the church. This will not only enhance the beauty of the Church for the Lord's Day Masses, but they will serve as a reminder to our parishioners of your recent marriage and will subsequently encourage their prayers for you.

IF flower petals are used for the processional, they must be cleaned up immediately after the wedding. The wedding ushers typically do this while the photos are being taken. With the exception of the flowers left for the weekend Masses, the wedding party should remove everything else. _____

- **Receiving Lines**

Receiving Lines are not permitted in the church; that is, the bride and groom do not release guests from the pews. Customarily, the couple retires to the Bride's Room and exit to the awaiting applause of the people in the vestibule or just outside the church. The receiving line then takes place at the reception hall off premises. _____

- **Miscellaneous**

The center aisle is 100 feet long. Bows may be attached to the pews with a ribbon. No tape, tacks, wire or plastic floral clips may be used. Notify your florist. _____

3. Wedding Intake Form: Please Complete and Return

I attest that I am an Active Parishioner/Child of Active Parishioner _____. I am a Non-Parishioner _____.
See the definition for active parishioners in *Step One* of the Policy.

Your Name (First/Last) _____

I am NOT-Baptized _____ Baptized _____ My Fiancée: NOT-Baptized _____ Baptized _____

My Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

Fiancée Name (First/Last): _____

Wedding Date (previously approved by the Pastor): _____. The rehearsal is typically the evening before at 5pm and lasts one hour.

Fees/Deposit: (non-refundable after 30 days). The Fees and Deposit are non-refundable after 30 days because this reservation precludes other reservation requests. Fees are for Church Rental, Clergy, and Musicians. The couple pay visiting clergy and musicians separately. The Damage/Checklist Deposit aims to ensure that the Policy and Checklist are observed completely. Take Note: *There are no partial return of Fees or Deposit.*

- Damage/Checklist Deposit: \$375
- Child of Parishioner/Active Parishioner: \$625
- Non-Parishioner Church: \$1,250

Celebration: Wedding within Mass: _____ Wedding outside Mass: _____

Two Catholics marrying should choose to celebrate their nuptials within Mass. A Catholic and non-Catholic baptized Christian may choose a Wedding Outside Mass (no Eucharist; Liturgy of the Word Only). A Catholic and non-baptized person must choose a Wedding Outside Mass.

My fiancée, our families, friends, wedding party and I will abide by the Epiphany Wedding Policy and Planning Checklist. Attached are our Damage/Checklist Deposit and Church Fees for Rental, Clergy, and Musicians. We understand that the Fees/Deposit are non-refundable after 30 days. We understand that failure to abide by the Policy and Checklist entails the forfeiture of the entire Deposit.

Signature: _____ Date: _____