

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 at \$625. Non-parishioner’s fee is \$1250. 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 will be 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 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*. (Parish musician fees include one vocalist and one pianist). Any fees for additional musicians are paid directly by the wedding party.

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 Sharon Sweeney with all music questions (sharon.sweeney@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:** _____

2. Checklist for Weddings: *Please Initial and Return*

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

Notify your florist and others. These litter the facilities and are very difficult, to impossible to clean up. If we find glitter anywhere on the premises we will be keeping all or part of your deposit, depending on the amount of effort for the cleanup.

No Glitter-Initial here _____

- **Clean Up and Damage**

Notify the pastor immediately by email of damage done to the facility. Trash, unused food and drink, flower petals, hangers, plastic bags, boxes, programs, etc. need to be bagged and disposed of by the couple’s team in the dumpster outside the kitchen. _____

- **Decorating**

Notify your florist and others. No tape, glue, or fasteners are permitted on the pews. Things that are to be attached must hang from ribbon or string. _____

- **Arrival Time**

Weddings are Saturdays at 10am or 1 pm. The wedding party and decorators should plan to arrive no earlier than 8:30am or 11:30 am, depending on the time selected. _____

- **Departure Time**

All indoor photographs, cleanup and activity must conclude by 12:00pm and 3:00pm, depending on the wedding time selected, to ensure transition and setup for other functions. _____

- **Food and Drink**

No gum, food or beverage may be brought inside the church. Food and non-alcoholic drink is permitted in the Bride’s and Groom’s Areas: parish library and Cenacle Room by the hall. _____

- **Dress Code**

The dress code of the bride and groom and the entire wedding party should reflect the nature of the ceremony: namely, the union of husband and wife before God, the Church and community. As it is 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. _____

- **Music**

Contact Sharon Sweeney (sharon.sweeney@epiphanyparish.com) well in advance of the wedding. Music selections for the Rite must be sacred in character and approved by the Music Directors prior to publication of your wedding program. _____

- **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. _____

- **Receiving Lines**

Receiving lines are *not* permitted in the church; that is, the bride and groom do not release guests from the pews. The receiving line takes place at the reception venue. _____

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 -due with reservation.
- Child of Parishioner/Active Parishioner: \$625 – due with reservation.
- Non-Parishioner Church: \$1,250 – due with reservation.

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: _____