

Agreement for Weddings in the Saint Anastasia Catholic Church

5205 A1A South, St. Augustine FL 32080
 Phone 904-471-5364 Fax 904-471-7448
 Email: stanastasiacc@aol.com
 website: www.stanastasiacc.org

Submission of this form does not guarantee a time and date. Our Pastor's signature is required to secure all wedding dates and times.

PLEASE PRINT LEGIBLY

Rehearsal: Date: _____ Time: _____
 Wedding: Date: _____ Time: _____
 Liturgy: Mass _____ Liturgy of the Word _____ (one of these selections must be checked)

Celebrant/Deacon _____

Name	Parish	City/State	Phone	Email (req.)
<i>(If a priest other than the celebrant is preparing you, please list the information below)</i>				

Preparation priest _____

Name	Parish	City/State	Phone	Email (req.)
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GROOM	BRIDE
Name:	Name:
Address:	Address:
City/St/Zip:	City/St/Zip:
Home Phone:	Home Phone:
Business Phone:	Business Phone:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Religion:	Religion:
Current Parish:	Current Parish:
Best Man:	Maid of Honor:

All scheduling/planning with the Saint Anastasia Parish regarding this wedding must be via the bride or groom only.

We have read all the regulations concerning the celebration of weddings at the Saint Anastasia Parish. We agree to comply with these and any subsequent additions to the approved policy of the Parish and/or Diocese. We understand and accept the conditions that we and all members of our wedding party, as well as all persons attending our wedding and/or rehearsal, must follow regarding personal conduct in the use of the designated parish facilities. Furthermore, we the undersigned shall insure, defend, and hold free and harmless the Diocese of St. Augustine and Saint Anastasia Parish from and against any and all actions, claims, liabilities, assertions of liabilities, losses, costs and expenses whatsoever, including but not limited to attorneys fees, which in any manner may arise or be alleged to have arisen or resulted or alleged to have resulted during the preparation and/or participation in the above mentioned wedding, including, without limitation, any claim or claims for bodily injury or death of any person(s) whatsoever and for any loss or damage whatsoever and for any loss of means of support and for any loss or damage whatsoever to property and further including without limitation, any claim or claims arising during the preparation and/or participation in the above mentioned wedding by the undersigned, its agents, servants, employees, guests and invitees. Additionally, the bride and groom assume full responsibility for any lost, stolen, or damaged person, communal or church properties.

_____	_____	_____	_____
Groom's signature	Date	Bride's signature	Date
Saint Anastasia Pastor Approval _____		_____	
		Date	

Your fee will be determined by the Saint Anastasia Pastor and is based solely on the current parishioner status of the bride or groom only (not parents, grandparents, or any other relative).

Additional scheduling fee for non-Saturday or national holiday weddings \$250.00 _____

\$500.00 _____ For registered & contributing Saint Anastasia Parish members of one year or more at the time of contract submittal, living within the parish boundaries.	\$1,000.00 _____ For registered & contributing Saint Anastasia Parish members of less than one year at the time of contract submittal, living within the parish boundaries OR registered members of a parish within the boundaries of the Diocese of St. Augustine.	\$2,500.00 _____ Members of parishes outside the Diocese of St. Augustine.
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Please complete this form and return it to the parish office at the above address, Attention Weddings; Also include one half the determined fee (made payable to Saint Anastasia Catholic Church) The church deposit is refundable less a \$50.00 administration charge up to 7 months prior to your wedding. If you cancel within 7 months of your wedding you forfeit your deposit. The balance of your church fee is due one month prior to your wedding.

*Norms for **Scheduling of Weddings** in the

Saint Anastasia Parish – Saint Augustine, FL

**“For this reason a man shall leave his father and mother
And be joined to his wife, and the two shall become one flesh.’**

So they are no longer two, but one flesh.

Therefore, what God has joined, no human must separate.” (Mt 19:5-6)

The Catholic Church believes that God is the author of marriage.¹ Therefore, marriage is not just a human institution despite the many civil, social and cultural structures that are placed upon the union of a man and woman. Marriage is a sacrament that “bears the imprint of God’s love.”² Thus, when a marriage is celebrated in the community of faith -- the Church -- the man and woman who become husband and wife state publicly that they wish to cooperate with God in being a sign of His love for all the world.

Preliminary Information

1. Couples who are preparing for Marriage who reside in the Diocese of St. Augustine are to begin marriage preparation no less than eight (8) months prior to the desired date of the wedding. Couples who reside outside the Diocese of St. Augustine will follow the norms established in the Diocese in which they reside.
2.
 - The priests and deacons of Saint Anastasia prepare and officiate at only weddings of parishioners of the Saint Anastasia Parish.
 - All other couples are to make arrangements with another priest or deacon (ordinarily, a priest or deacon from your home parish) to complete the requirements for marriage preparation. The couple will also need to secure the services of a priest or deacon to officiate at the wedding.
3. The priest or deacon who will be responsible for marriage preparation must be willing to coordinate the diocesan requirements for marriage preparation, obtain dispensations and permissions that are needed, and prepare the documents that are needed.
4. Before a wedding can be placed on the calendar of Saint Anastasia, the priest(s) or deacon(s) who will officiate at the wedding and/or coordinate marriage preparation must send confirmation (fax, letter or e-mail) that he commits to officiate at the wedding and/or is assuming responsibility for the couple’s preparation. The couple must also submit a completed wedding agreement and submit a 50% deposit check. **[Please Note. – We do not “tentatively” schedule weddings on the Saint Anastasia calendar.]**
5. All wedding scheduling/planning with the Saint Anastasia Parish must be via the bride or groom only.

**Revised May 25, 2011*

¹ Vatican Council II, *Gaudium et Spes*, no. 48.

² *Sacramentary (The Roman Missal)*, Preface for Marriage III.

Place for Weddings in the Saint Anastasia Parish

The main body of the church is the only place where weddings may be celebrated at Saint Anastasia parish. Weddings may not be celebrated either in the outdoor Mary chapel or in the Blessed Sacrament chapel.

Time for Weddings and Rehearsals

Weddings are celebrated only on Saturdays at Saint Anastasia church, at either 11:00 a.m., 1:00 p.m. or 6:00 p.m. We do not schedule the celebration of weddings for any of the Saturdays of Lent.

Requests for weddings to be celebrated on other days require the permission of the Saint Anastasia Parish pastor. Weddings are not permitted during the Easter Triduum, or on Thanksgiving Day, Christmas Eve, Christmas Day, or New Years Day.

Rehearsals are normally scheduled on Fridays at 4:00 p.m. (If there are to be two weddings on the following day, the additional rehearsal is at 5:00 p.m. And if there are three weddings scheduled the following day, a third rehearsal time is set for 6:00 p.m.) In case of multiple rehearsal weddings on a given weekend, setting rehearsal time is assigned first-come, first-serve. Rehearsals **MUST BEGIN PROMPTLY**. The parish Wedding Coordinator will wait no more than 10 minutes for a wedding rehearsal to begin.

Musical Selections for Weddings

The Music Director of Saint Anastasia parish assists all couples in selecting music for their wedding liturgies. Couples must set a meeting with the Music Director at the time of the reservation of the church: he will orient the couples to the selection of music that is appropriate to Catholic liturgy, and will assist them in making their choices. Working with the Music Director, couples must have their music selected two months before their wedding date.

Fees and Offerings

Your fee will be determined by the Saint Anastasia Pastor and is based solely on the current parishioner status of the bride or groom only (not parents, grandparents, or any other relative).

- **\$500.00**- For bride and groom who are registered & contributing Saint Anastasia Parish members of one year or more at the time of contract submittal plus living within the parish boundaries.
- **\$750.00**- For a bride and/or groom who grew up in Saint Anastasia parish are “returning home” for your wedding. Bride and groom must be active and contributing members of their current parish of residence. Eligibility for this rate requires at least four years of residence in Saint Anastasia parish prior to age 18, living at home with parents who were registered and contributing members of Saint Anastasia parish.
- **\$1,000.00**- For bride and groom who are registered & contributing Saint Anastasia Parish members of less than one year at the time of contract submittal plus living within the parish boundaries **OR** for bride and groom who are registered and contributing members of another parish within the boundaries of the Diocese of St. Augustine.
- **\$2,500.00**-Members of parishes outside the Diocese of St. Augustine.

We are sorry, but Saint Anastasia Parish cannot accept any appeals nor grant any exceptions to the established church fees.

[An additional fee of \$250.00 may be assessed for weddings not scheduled for Saturdays as well as all requests for weddings on national holidays.]

A deposit of 50% of the above fees is required when you submit the signed contract for the wedding. The balance of the church fee is due 30 days prior to the wedding. Should you cancel your wedding, the deposit is refundable (less a \$50.00 administration fee) up to seven months prior to the wedding date. If you cancel within 7 months of your wedding date you forfeit the total deposit.

These fees do not include the services of the Saint Anastasia Parish’s music personnel or an *honorarium* for the priest or deacon who is the officiant at your wedding.

**The following must be received
in order to reserve a wedding date
at Saint Anastasia Parish:**

- ✓ Confirmation(s) from the priest(s) or deacon(s) via fax, letter or e-mail that he will officiate at the wedding and/or is assuming responsibility for your marriage preparation.
- ✓ A completed, signed Wedding agreement from the couple.
 - ✓ A 50% deposit of the qualifying church fee.
(Payable to the Saint Anastasia Parish).
 - ✓ Appointment time with the Music Director
E-mail - staccmusic@aol.com

All questions concerning the scheduling of weddings in the Saint Anastasia Parish are to be directed to the Wedding Calendar Coordinator:

Phone -- (904) 471-5364

FAX -- (904) 471-7448

E-mail – stanastasiaccdov@aol.com

[Norms concerning the wedding liturgy are contained below.]

**IMPORTANT
WEDDING
INFORMATION AND GUIDELINES**
Saint Anastasia Catholic Church
St. Augustine, Florida

CONGRATULATIONS

on your upcoming marriage in the Saint Anastasia parish. The following are reminders of various topics that may be helpful in assuring a Special Day.

Please come to the Church dressed for the ceremony.

Saint Anastasia church does not have a place for the bride or any of the wedding party to get dressed. For the bride and her attendants: the church has a secluded space, the “San Antonio Room,” just inside the main doors, where the bridal party can gather and await the beginning of the ceremony. Please note, however, that the San Antonio Room is not equipped for dressing, and is not directly adjacent to rest rooms. The groomsmen can gather in our servers’ sacristy, but once again there are no facilities for changing into wedding attire in this room. The priest/deacon will take the groom and the best man to the Blessed Sacrament chapel to await the ceremony, while groomsmen are to assemble in the narthex (greeting spaces) of the church to help with the ministry of hospitality. If you are traveling from a distance, we suggest that you rent a motel room near the parish for the day: you and your attendants could dress there.

A note about securing items: We would like to think that because it is a Church wedding nothing nefarious will happen, but it is our sad experience that things disappear. For your protection please be sure to lock your handbags and valuables in the trunk of your car. Do not leave items of value in either the San Antonio room or the servers’ sacristy.

Furnishings

The altar, ambo (pulpit), priest’s and deacons’ chairs, the chairs for the bride and groom, and other furnishings are fixed and cannot be moved. The seasonal decor and other appointments in the Church (Advent wreath, Easter candle and seasonal flowers), likewise, may not be altered or moved. We will provide kneelers, chairs, altar candles, and other elements of the liturgy, as needed. Candelabras are not allowed for weddings at Saint Anastasia church.

Rice, bird seed, etc.

Bird seed, rice and any other confetti-like substance may not be thrown anywhere on the church property, at any time before or after the ceremony. It is helpful to advise guests of this policy before the wedding date. (This kind of salute to the couple is more appropriate for your reception.)

Military Weddings

Military swords remain in the narthex (gathering area) during the liturgy. Sword ceremonies may only take place outside the doors of the church (outdoors, not in the narthex).

Florists

Your wedding is a “Church wedding” in that you situate your celebration in the context of your life as a member of the Body of Christ, the Church Universal. Thus, in some ways it should reflect the liturgical season in which your wedding takes place.

We suggest coordinating your colors with the appropriate colors of the liturgical season in which your wedding will take place. At Saint Anastasia church, wedding floral decorations may be a complement to, not a substitute for, decorations already in place for regular parish celebrations. You may not remove or relocate any of them (the Advent wreath, Nativity scene, the Easter candle, etc.), and these seasonal liturgical symbols should not be lost in the array of your bridal floral arrangements. Simpler is always better.

Artificial flowers and artificial greenery are not appropriate. The florist is allowed to set up no earlier than one hour prior to the scheduled start of the wedding. Additionally, any flowers that are not being donated to the parish must be removed from the church immediately following the wedding. If you use palms or larger plants make sure they are removed from the church immediately following the celebration.

Bows may be attached to the pews using only elastic bands, string or ribbon (tacks, nails, tape, glue and metal devices are not permitted). Please remove all pew markers from the church immediately following the celebration.

Pew candle stands are not permitted.

Unity Candles are not permitted. It is not part of the Catholic Rite of Marriage. As the use of candles in the liturgy always symbolizes Christ as the Light of the World, the unity candle is not permitted in the church.

Aisle-runners are not permitted. Our liability insurance prohibits this because even the best of aisle-runners have histories of producing slips and falls with injuries.

When multiple weddings occur on a particular day, many couples choose to coordinate their floral decoration with the other couple being wed that day. It is a simple way to cut down on this wedding expense for you. Please consult with the church office about coordinating this.

Many couples share their celebration of God’s love with the rest of the parish community by donating their wedding flowers to the church. We greatly appreciate this generous gesture.

Photographers and Videographers

Photographers and videographers are welcome to film the liturgy but may not intrude upon the liturgical action. Flash photography and external lighting are permitted during the processional and recessional, but **NOT during the liturgy**.

Please advise your photographer and videographer that neither equipment nor personnel may be in the sanctuary (altar area) or in the musicians’ area during the wedding liturgy. Equipment may be set up in the the center aisle and/or on the floor level to the left of the ambo (pulpit) and the right of the Celebrant’s Chair.

Photographers may not direct any of the actions of any of the participants in the wedding during any part of the ceremony, from the entry of the wedding party (mothers, priest and groom, groomsmen, bridesmaids, bride and father) through the exit of the last of the wedding party from the head (west end) of the aisle at the end of the ceremony.

Pictures may be taken for one half-hour following the wedding. Please respect this time as there may be another wedding, one of the parish Masses, the hearing of confessions, choir preparation, etc. following your liturgy. Sometimes with all the excitement, the picture taking gets rather noisy. Please remember that you are still in a house of prayer and there will be people coming into the church for prayer. Please limit your photographs to formal settings appropriate for God’s house (i.e. of family, etc.), and reserve the taking of “sight-gag shots” for your reception.

We and other churches have for the preponderance of our weddings had photographers who acted professionally and respected the guidelines above.

Please share these guidelines – reproduced on a special form – with your photographer and videographer. Please have your photographer and your videographer sign the form confirming that they understand and plan to comply fully with these requirements at least two months prior to your wedding date.

Please remember....

Alcohol is not permitted on the church grounds.

Aisle-runners are not permitted. Our liability insurance prohibits this because even the best of aisle-runners have histories of producing slips and falls with injuries.

Unity Candles are not permitted. They are not part of the Catholic Rite of Marriage. As the use of candles in the liturgy always symbolizes Christ as the Light of the World, the unity candle is not permitted in the church.

Receiving lines after the liturgy are not appropriately held at the church. At the end of your wedding, your wedding party will process directly to the rear of the main aisle, then to north side of the church, and then reassemble in the area near the sanctuary for photographs.

The fees you have paid include no fees or honoraria. Please note the fees paid are for the rental use of the Saint Anastasia church only. The fee for your musician and honoraria for your priest/deacon, altar server, and sacristan normally are paid by you, at the rehearsal or immediately before the wedding. The fee for the musician is \$150. The suggested minimum honorarium for your priest/deacon is \$200; suggested minimum offering for your sacristan and for each server, \$25.

Nothing Left Behind To insure that nothing is left at the church, please assign someone the responsibility to collect all your belongings after the ceremony, especially in the servers' sacristy and in the San Antonio room. Please contact the parish office if you have any questions: Saint Anastasia Catholic Church, 904-471-5364.

Photographers and Videographers

Norms for Weddings at Saint Anastasia Catholic Church

Photographer and Videographer must acknowledge (by their signature) at least two months prior to the wedding date.

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Please sign and date below as confirmation that you have read and understood these requirements and agree to comply with them.

Wedding of _____ **and** _____ **Date** _____
Bride Groom

Photographer's Signature

Date

Videographer's Signature

Date