

GETTING MARRIED  
AT  
ST. IGNATIUS PARISH



650 Parker  
San Francisco, CA 94118  
(415) 422-2188 – general office  
(415) 422-6520 – wedding assistance



## CONGRATULATIONS AND WELCOME!

The Sacrament of Marriage (Matrimony) is a sacred celebration during which a couple stands before God and the community to profess lifelong fidelity and love. At St. Ignatius Parish, we are privileged to host many couples on this most special day, and we do all within our ability to ensure that the day is both joyful and appropriately solemn.

**"So they are no longer two but one flesh.  
Therefore what God has joined together,  
human beings must not divide" (Mark 10:8-9).**

## INTRODUCTORY INFORMATION

### **Who may be married at St. Ignatius?**

To celebrate a wedding at St. Ignatius Parish, the couple must meet all Church and civil requirements for marriage. In addition, the bride and/or groom must normally be registered parishioners of St. Ignatius Parish or a member of the University of San Francisco faculty, staff, student body, or alumni. Those who receive permission from their home pastors may also be married here.

### **Who may officiate at your wedding?**

**IT IS THE SOLE RESPONSIBILITY OF THE COUPLE TO PROCURE A QUALIFIED PRIEST OR DEACON WHO WILL OFFICIATE AT THE WEDDING.** Clergy not assigned to St. Ignatius will need to ask our Pastor for official delegation. Clergy not residing in the Archdiocese of San Francisco will also need to provide a letter of good standing.

The priest or deacon who officiates at your wedding is also responsible for preparing you for marriage. Please note that the traditional stipend offered to your clergyman for his time and energies in preparing you and officiating at your wedding is **NOT INCLUDED** in the fee you pay to St. Ignatius.

Any non-Catholic party is also welcome to invite his/her clergy to participate in the wedding liturgy. This will need to be coordinated with your Catholic officiant.

## What must be done before reserving a date for a wedding?

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- Check our on-line Church Calendar to see if your desired wedding date is available.
- Read our Guidelines, summarized here, but presented in full detail on our website.
- Fill out the Marriage Registration Form, also found on-line.
- Call Sr. Theresa Moser (415-422-6520) to place a temporary hold on a date.
- Return the Marriage Registration Form, signed Contract (available here and on-line), and deposit to Sr. Theresa to secure your date.

## AT YOUR SERVICE

### **Sr. Theresa Moser:** [moser@usfca.edu](mailto:moser@usfca.edu) / 415-422-4520

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Sr. Theresa is our Office Administrator. She is your primary contact for wedding concerns and questions. She will assist you in reserving your date, introduce you to the preparation process, and answer any questions you might have.

### **St. Ignatius Wedding Coordinator:** contact information will be provided at the appropriate time

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Three months before your wedding you will be assigned a Wedding Coordinator, who will assist you in finalizing details of your wedding liturgy, run your rehearsal, and facilitate your celebration on your wedding day. Our Wedding Coordinators are all part-time, so please plan accordingly. Also, please note that any private wedding coordinator you have hired, if they are present at the church, is expected to respect the role and authority of the parish Wedding Coordinator at all times.

### **Teresa DuSell:** [tadusell@usfca.edu](mailto:tadusell@usfca.edu) / 415-422-5262

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Teresa DuSell is our Director of Music. She will guide you through the process of music selection and she will assign the appropriate musicians for your wedding, once you let her know your desires. You may contact Teresa at any point in your process and/or access our website, which has a long list of pre-approved songs and instructions for music selection. In any case, Teresa will be in touch with you at least three months prior to your wedding to finalize your choices.

### **Fr. Stephen Sauer, S.J.** [ssauer2@usfca.edu](mailto:ssauer2@usfca.edu) / 415-422-6021

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Overseeing the entire wedding program here at St. Ignatius Parish is our Director of Worship, Fr. Stephen. He is available to answer your questions about liturgical matters and also to assist you along the way with any difficulties you may encounter. Please do not hesitate to contact him.

### **Others**

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In addition to the above individuals, we will provide you with the services of a sacristan on the days of your rehearsal and wedding, and the assistance of one of our clergy for your preparation and celebration, should you be a parishioner of St. Ignatius Parish.

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# TIMELINE

Here is a suggested timeline for your process:

## **NO LESS THAN ...**

### **6 MONTHS**

#### **BEFORE YOUR WEDDING**

- Check to see which Wedding Seminar you will attend
- Begin preparation with your priest or deacon
- You will need to obtain newly issued baptismal certificates
- You will need to complete a FOCCUS questionnaire
- You will need to complete some sort of pre-marriage retreat

### **3 MONTHS**

#### **BEFORE YOUR WEDDING**

- Receive the name of your Wedding Coordinator (WC) from Sr. Theresa.
- Have an initial conversation with your WC
- Initiate music planning with Director of Music (DM)
- Check status of required documents

### **2 MONTHS**

#### **BEFORE YOUR WEDDING**

- Finalize your music selections and musician choices
- Send individual checks for musician deposits to WC

### **1 MONTH**

#### **BEFORE YOUR WEDDING**

- Submit completed paperwork to Sr. Theresa
- Finalize liturgy and décor decisions with WC

### **2 WEEKS**

#### **BEFORE YOUR WEDDING**

- Pay balances for church and any additional charges to Sr. Theresa.
- Send individual checks for musician balances to WC
- Obtain your marriage license (if not yet obtained)

### **REHEARSAL DAY**

- Submit your marriage license to your WC
- Bring to the church (if applicable) the lasso, veil, and coins that will be used during your liturgy.
- Rehearse a) formal seating, b) entrance and exit of wedding party, c) readings, and d) basic movements that will occur during your liturgy.

### **WEDDING DAY**

- 90 min before: set-up begins (florists welcome at this time)
- 60 min before: grooms and groomsmen arrive
- 30 min before: bride and bridesmaid arrive
  - guests welcome to arrive
  - videographer and photographer welcome to set-up
- 15 min before: formal seating and entrance processions line-up in

Please note that all paperwork, with supporting documentation, must be submitted to us **NO LATER THAN ONE MONTH** prior to your celebration. **THIS IS ESPECIALLY IMPORTANT TO KEEP IN MIND IF YOU ARE BEING REPAIRED BY SOMEONE OUTSIDE THE ARCHDIOCESE OF SAN FRANCISCO.**



# PREPARING AND PLANNING

## Personal Preparation

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The Archdiocese of San Francisco requires that you begin your marriage preparation NO LESS THAN 6 MONTHS prior to your wedding. In actuality, you are urged to begin a full 8-9 months in advance. These six months are NOT a waiting period. Rather, they are a time of active preparation. The most important part of your preparation will take place during spiritual conversation with a member of the clergy and time away on retreat as a couple. It is to be noted that the priest or deacon helping you may determine that there is a question regarding your readiness for marriage. He may refer you to a professional for evaluation and assessment. For this reason, it is best not to delay your initial meeting.

With your clergy, you will complete a PRE-NUPTIAL QUESTIONNAIRE. This will require you to obtain recently issued baptismal certificates for both bride and groom and perhaps the acquisition of certain permissions from the Archdiocese.

Your preparation will also involve the taking of the FOCCUS Pre-Marriage Inventory, an instrument used to help couples identify aspects of their relationship where greater communication is needed. You will also be asked to participate in an approved MARRIAGE PREPARATION SEMINAR. You can register for an engaged encounter weekend at [www.sfcee.org](http://www.sfcee.org) or investigate other approved programs by following the appropriate link at [www.sfarchdiocese.org/home/ministries/marriage-family-life/marriage-preparation](http://www.sfarchdiocese.org/home/ministries/marriage-family-life/marriage-preparation).

If neither the bride nor groom is a registered parishioner of St. Ignatius Parish, the parish pastor of the Catholic party will need to provide a letter granting permission for the wedding to take place at our church. Please discuss this with your clergy member.

## Necessary Documentation

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To summarize, the following documentation will be needed for you to be married at St. Ignatius:

- **Baptismal Certificates** - A baptismal certificate must be obtained for each member of the couple who is baptized (Catholic and non-Catholic). This certificate must come from the church in which she or he was baptized and it must be issued WITHIN THE LAST SIX MONTHS. If one of you is not baptized or a certificate is not obtainable, Sr. Theresa can provide further instruction.
- **Personal Testimony Form** - The priest will assist you in completing this document, known as Form A.
- **Freedom to Marry** – Testimony from a parent, relative or close friend, stating that you are free to be married is also required. The priest will explain the procedure for obtaining this testimony, known as Form B.
- **Marriage Preparation Certificate** – The archdiocese requires you to attend a marriage preparation workshop or retreat. Sr. Theresa can assist you in finding one suited to your schedule. A certificate of attendance will be issued to you and must be submitted along with your other forms.

- **Marriage License** - The couple must have a valid California Marriage License, which can be obtained at ANY county clerk's office. If you choose to get your license from the county of San Francisco, located in City Hall, we recommend that you make an appointment on-line beforehand. Licenses are good for up to 90 days. They must be presented to the Wedding Coordinator at your wedding rehearsal.
- **Clergy Forms** – If the priest or deacon officiating at your wedding is not from the Archdiocese of San Francisco or not a member of the staff of St. Ignatius, letters will be required to authorize him to do so.
- **Special Forms** - Sometimes it is necessary to obtain a special permission or dispensation before a marriage may take place. If so, the priest or deacon preparing you will explain this and assist in obtaining whatever is necessary.

After the celebration of the marriage liturgy, a notification that it has taken place will be sent to the church of baptism of the Catholic parties.

## **Wedding Liturgy**

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Next to the personal preparation of the couple, the planning of the wedding liturgy is the most important task you are to accomplish in the months ahead. Our staff is ready to help you plan a celebration that respects the traditions of the Catholic Church while at the same time allowing you as much freedom as is permitted to make the celebration reflective of who you are.

The kind of wedding ceremony you would like is probably already in your mind. As ministers of your sacrament, you are urged to take an active part in planning your wedding liturgy. You have the opportunity to select prayers, scripture readings, blessings, music, and to decide other ritual details in a way that expresses your desire to praise God, to implore God's blessings, and to lift up the gathered assembly. To aid in this planning, we use the 2012 REVISION of the booklet, *Together for Life*, by Joseph M. Champlin (Ave Maria Press: Notre Dame Press, Indiana). Sr. Theresa will make a copy available to you. Additional copies can be purchased at our parish bookstore or on-line.

You have TWO MAJOR OPTIONS for your liturgy. You may exchange vows either within the context of a Mass or within the context of a Liturgy of the Word. Both options are VALID CATHOLIC LITURGIES. The Mass will include communion, while the Liturgy of the Word will not. Detailed outlines of both types of liturgies, as well as further information concerning the appropriate of either option can be found on our website.

Non-Catholic couples celebrating their weddings at St. Ignatius are expected to follow our usual guidelines and policies. Unless indicated otherwise by you, it will be assumed that your order of service will be that of a Liturgy of the Word. Further information and a sample Order of Service can be found on our website.

## **Music**

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Music is a very important component of most weddings. Like every other aspect of your celebration, it has as its primary purpose the engagement of those assembled in active prayer and worship. For this reason, ONLY SACRED music is appropriate to the occasion. Furthermore, all sacred music used within a wedding celebration must also be LITURGICAL, that is, it must contribute to the active participation and prayer of the assembly in a way that is appropriate to the moment for which you have selected it. For this reason we have a list of pre-approved



music, which you can find on our website. While it is possible to incorporate music that is not listed on our list, final approval for these must be obtained from our Director of Music. In the case that your desired music is not a part of our standard wedding repertoire, including it in your celebration may necessitate ADDITIONAL FEES for the purchase of music and rehearsals for our musicians.

St. Ignatius accompanists and cantors are the DESIGNATED MUSICIANS for all of our weddings. We have also a number of qualified instrumentalists who know well the acoustics of our church and who are available to play with us. Guest vocalists are welcome to sing solos at pre-determined points in the liturgy, but they are not necessary, as our cantors are more than qualified. PLEASE DO NOT ENGAGE OUTSIDE MUSICIANS WITHOUT FIRST SPEAKING WITH OUR DIRECTOR OF MUSIC.

Please note that the fee you pay St. Ignatius Parish includes ONLY the stipend for your accompanist. All other musicians incur additional costs.

### **Décor and Flowers**

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St. Ignatius is an active parish. Our church is decorated according to the appropriate liturgical seasons and feasts. These decorations are part of any liturgical celebration and will normally remain in place for your wedding. In addition to our décor, you may wish to add flowers, candles and other decorations. These are allowed and encouraged, within certain limits. Please see Appendix B of our Wedding Contract for complete details.

Our church is an historic building. There may be times when unforeseen circumstances force us to attend to maintenance and other repairs, which in extreme cases may involve the possibility of scaffolding or other materials which cannot be removed.

### **Worship Aids (Wedding Programs)**

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Many couples consider providing their guests with a wedding program. If you do, IT IS YOUR RESPONSIBILITY to prepare and print them. We would like to encourage you to consider that this program can be a valuable aid in encouraging your guests to PARTICIPATE in your celebration. In other words, more than a memento of the occasion, the booklet that you prepare for your guests can tell them what is going on, give them lyrics to the songs you would like them to sing, or – when there are lots of non-Catholics present – prayer texts so that they can follow along and respond. Some examples of excellent worship aids can be found on our website.

## FACILITIES

### **Securing a Date and Time for Your Wedding**

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In order to secure your wedding day and time, you will need to submit to Sr. Theresa the following:

- A completed Marriage Registration Form (found on our website)
- A signed Wedding Contract (found on our website and at the end of this booklet)
- A \$1200 non-refundable deposit, payable by check or credit card

### **Scheduling a Rehearsal**

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Rehearsals may be held on weekdays between 5:00 PM and 7:00 PM. The dates are arranged through Sr. Theresa Moser at (415) 422-6520. The church is reserved for a period of ONE HOUR for your rehearsal, so punctuality is imperative. Rehearsals will not be extended beyond the scheduled time. Please note that musicians do not attend your rehearsal.

### **Bride's Waiting Room**

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On the day of the wedding, ONE HOUR before the liturgy, a waiting room with restroom is available for the bride and her attendants, just off the vestibule of the church. This room can accommodate comfortably only 8-12 adults and is offered to give the bride some privacy. It is generally not large enough to use as a space for dressing. Food is not allowed in this room, nor is any liquid other than water. No items may be left in this room during the ceremony, as it remains unlocked. St. Ignatius can assume no responsibility for items left, lost, or stolen from this room. We strongly recommend that valuables be left in limousines or other vehicles.

### **Reception**

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St. Ignatius Parish does not have facilities to accommodate receptions. Neither do we will allow treats or refreshments to be served in the church at any time. However, the University of San Francisco has numerous rooms that may be rented. You may contact Events Management (415-422-6166 or [eventsmanagement@usfca.edu](mailto:eventsmanagement@usfca.edu)) to explore this option.

### **Parking**

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St. Ignatius does not have a parking lot. On the day of your wedding, however, the spaces in front of the church on Fulton St will be reserved for your vehicles. This space can normally accommodate two limousines. Additionally, your guests will be allowed free access to the University of San Francisco Law School Parking lot, which is located one block away, on the south side of Fulton St.

### **Special Notice Regarding Punctuality**

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The normal allotted time for liturgy and photos is 90 MINUTES PER COUPLE. In order for the wedding to begin promptly, the entire wedding party should arrive at the church no less than 30 minutes before the liturgy. Tardiness may result in the shortening of your liturgy and/or the elimination of photographs at the end of the celebration. The Wedding Coordinator will have the final say in this matter.

## OTHER CONSIDERATIONS

### **Photography and Videography**

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Most couples arrange for their liturgies to be recorded. This, too, is allowed, keeping in mind that the sacred nature of the wedding liturgy demands discreet and professional behavior on the part of recording professionals. Please see Appendix C of our Wedding Contract for details.

### **Decorum and Safety Issues**

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Following current norms, determined by safety and liability concerns, St. Ignatius does not allow bridal runners, or the use of rice, confetti, rose petals, or bubbles.

Also, all bridal attire must be modest and appropriate to the sacredness of a wedding liturgy. The space used to accommodate your bridal party during the liturgy fits 16 adults comfortably. If your wedding party is larger than this, please discuss options with your Wedding Coordinator.

Finally, although cute, young children often are too startled to walk down the aisle when the church is full of guests. Therefore, we discourage you from including in your procession any child less than 4 YEARS OF AGE. Any children expected to participate in the entrance procession should be present at the rehearsal, where the Wedding Coordinator will exercise final discretion in determining their ease and readiness to walk up the aisle.

### **Directions to Send your Guests**

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The following directions may be helpful to your guests:

#### **From 80 West/Bay Bridge or 101 North**

Once in the city follow the 101 signs for Golden Gate Bridge. Take the Fell Street/Octavia off-ramp. Stay on Octavia, which ends at Fell St, where you must turn left. Continue on Fell Street until Shrader, where you will turn right. Continue up Shrader. The church is at the top of the hill at Fulton.

**PARKING:** The entrance to the Kendrick Parking Garage is found on Shrader, to your right, just before you arrive at the church on Fulton. Free parking has been arranged there for the duration of the service.

#### **From 280 South**

Exit at the 19<sup>th</sup> Avenue exist. Follow 19<sup>th</sup> Avenue (Highway 1) for approximately 3 miles. This involves going through Golden Gate Park. On the north side of Golden Gate Park, immediately turn right onto Fulton Street. At the top of the hill, St. Ignatius is found at the intersection with Parker.

**PARKING:** Parker Avenue turns into Shrader Street as it crosses Fulton Street. The entrance to the Kendrick Parking Garage is found on Shrader. At the intersection of Fulton/Shrader/Parker turn left. As you crest the hill, turn left into the garage. Free parking has been arranged there for the duration of the service.

#### **From Golden Gate Bridge/101 South**

Stay in the right lanes as you leave the bridge. Shortly after you pass through the tollgate, take Exit 438 (California 1) toward Golden Gate Park/19<sup>th</sup> Ave. California 1 is successively named Veterans Blvd then Park Presidio Blvd. About 2 miles from the bridge, turn left onto Fulton. At certain times of the day, this left turn is prohibited, in which case you can turn right onto Balboa (2 blocks before Fulton), then immediately turn left onto 14<sup>th</sup> Avenue and then left onto Cabrillo. After crossing Park Presidio, you can turn left on any street and travel one block to Fulton. In either case, after turning left onto Fulton, continue to the top of the hill, where St. Ignatius is found at the intersection with Parker.

**PARKING:** Parker Avenue turns into Shrader Street as it crosses Fulton Street. The entrance to the Kendrick Parking Garage is found on Shrader. At the intersection of Fulton/Shrader/Parker turn left. As you crest the hill, turn left into the garage. Free parking has been arranged there for the duration of the service.



# ST. IGNATIUS WEDDING CONTRACT

We have read carefully the Wedding Guidelines and Policies as presented on the St. Ignatius Parish website and as contained in the St. Ignatius Wedding Guide, and we agree to follow all of these as stated and explained, including those detailed in Appendices A, B, and C.

Furthermore, we understand what is required by both Church and civil laws as they pertain to getting married at St. Ignatius, and we understand that it is our responsibility to comply with all of these.

We also understand that it is our responsibility to communicate all pertinent policies to professionals and vendors involved in our wedding so that they may comply with all of the above. To this end, we understand that it is our responsibility to return Appendices A, B, and C to our St. Ignatius Wedding Coordinator, signed by the appropriate vendors.

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Bride's Full Name (printed legibly)

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Groom's Full Name (printed legibly)

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Bride's Signature

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Groom's Signature

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Date

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Date

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Primary Phone Number

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Primary Phone Number

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Primary Email

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Primary Email

Once completed and signed, please return this contract, with Appendices to:

Sr. Theresa Moser  
St. Ignatius Parish  
650 Parker St.  
San Francisco, CA 94118

## APPENDIX A: WEDDING MUSIC

### Musicians

St. Ignatius accompanists and cantors are the DESIGNATED MUSICIANS for all of our weddings. We have also a number of qualified instrumentalists who know well the acoustics of our church and who are available to play with us. In general outside musicians are not allowed to play at St. Ignatius. PLEASE DO NOT ENGAGE OUTSIDE MUSICIANS WITHOUT FIRST SPEAKING WITH OUR DIRECTOR OF MUSIC.

The only musician provided for you by St. Ignatius is the accompanist (organist and/or pianist). The cost of any other musician varies according to the market rate (see below). You are strongly encouraged to engage the services of a cantor. Cantors not only leads the assembly in the sung parts of the liturgy, but also provide vocal solo music where desired. Because of the special function and training of our cantors, they cannot be replaced by outside singers, no matter how qualified.

With regard to their services as wedding musicians, all of our musicians (with the exception of the accompanist) are considered independent contractors. In order to secure a given musician at a given rate, therefore, you will need to submit a deposit of \$100 per musician (separate checks made out to each one) NO LATER than six weeks before your wedding. We recommend that you do this as soon as you can, so that we can secure for you the best musicians available to us.

Subject to the review and approval of the Director of Music, you are free to engage outside soloists for non-congregational singing to supplement the services of our cantor and accompanist. They are not necessary, however, as our cantors are more than qualified to sing solo.

Outside musicians are responsible for providing, as necessary, appropriate music to our parish accompanist. Also, if the added musicians have not worked before with our parish musicians, it may be necessary for there to be a music rehearsal, the cost of which is the responsibility of the wedding couple.

The fees below are offered to give you an idea of the costs involved for musicians. They are SUBJECT TO FLUCTUATION. The final cost of your musicians will not be established until you pay your musician deposit.

Cantor	\$175	String Quartet	\$1025
Choir	\$1500	Trumpet	\$200
Violin	\$200	Brass Quartet	\$720
Violin & Cello	\$400	Brass Quintet	\$900

Other instruments, such as bagpipes and harp, are also available. Costs associated with these can be determined when there is interest.

### Musical Selections

All music selected for your wedding must be both sacred in nature and liturgically appropriate for any given moment of the celebration. To ensure the best possible liturgical experience, therefore, all selection and placement of music must be approved by our Director of Music.

I HAVE READ AND AGREE TO THE MUSIC POLICIES OF ST. IGNATIUS PARISH, AS OUTLINED IN THIS DOCUMENT.

\_\_\_\_\_  
Bride or Groom

\_\_\_\_\_  
Date

## APPENDIX B: FLORAL AND DECORATION GUIDELINES

These guidelines will assist you in knowing what is permitted in our church. Couples are responsible for communicating these guidelines to their florists and decorators.

Your wedding will take place within the larger context of the Catholic liturgical calendar. Certain liturgical seasons bring with them variations of our church décor. Any seasonal decorations present in our church at the time of your wedding must be left in place. Anything introduced into this environment should be simple, elegant, and should in no way distract from the liturgy itself.

### **Flowers**

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Unless prior permission has been given by the Wedding Coordinator to do otherwise, florists may set up **NO MORE** than one hour before the scheduled ceremony.

Floral arrangements are to be brought to the church already assembled. The florist is not to use the altar, sanctuary or vestibule to make arrangements. All delivery boxes and containers must be removed before guests begin arriving.

Floral arrangements may be attached to the end of pews or to the pulpit, but only with ribbon or plastic pew clips. No staples, wire, clamps or tape may be used. Pew arrangements must be dry when attached, since moisture damages the finish on the pews, and they may not be sprayed with water once in place. All pew decorations must be removed immediately following the wedding.

For safety reasons, pews and aisles are not to be blocked or cordoned off in any way by swags or draping.

Floral arrangements can be placed on the high altar (where the Blessed Sacrament is reserved), beside or in front of the Mass altar or on pedestals elsewhere in the sanctuary. We can provide up to four pedestals at no charge.

All flower arrangements touching marble or linen are to be placed in plastic saucers.

Arrangements for delivery of personal flowers (bouquets, corsages, boutonnieres) must be coordinated with your florist and the Church Wedding Coordinator.

**WE ARE MOST APPRECIATIVE WHEN FLOWER ARRANGEMENTS ARE LEFT AFTER THE WEDDING AS A GIFT FOR OUR WEEKEND MASSES.** Otherwise, it is the responsibility of the florist and the wedding couple to see that all arrangements are removed immediately following the wedding.

### **Candles**

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The parish has a number of candles and candelabra that are available to you for a rental fee. Other candles or candelabra are permitted only if pre-approved and only if they include drip-proof hurricane globes. Oil candles from outside vendors are not permitted. Candle rental and purchase fees will be discussed with your St. Ignatius Wedding Coordinator when you meet.

Unity Candles are not really a part of the Catholic wedding liturgy. They detract from the true high points of your celebration, which are the exchange of vows and the sharing of Communion. If you opt to include a Unity Candle in your wedding, you must purchase it from St. Ignatius Parish for \$60. This is to ensure that the candles used fit safely into the church's candle stand.

Saint Ignatius does not permit candles to be attached to the ends of pews.

APPENDIX B: FLORAL AND DECORATION GUIDELINES  
(cont'd.)

Decorators must be on premises to remove outside candles IMMEDIATELY after the wedding. Furthermore, they agree to pay any costs incurred by the church either for professional clean-up of wax spills or for overnight storage of materials not removed within 15 minutes after the wedding.

**Varia**

Rice, confetti, bubbles, seeds, petals, etc. are not allowed inside or outside the church.

For safety and liability reasons, aisle runners are not allowed.

This form should be returned, sign, to your wedding coordinator at your first meeting.

I HAVE READ AND AGREE TO THE DÉCOR POLICIES OF ST. IGNATIUS AS OUTLINED IN THIS DOCUMENT.

\_\_\_\_\_  
Bride or Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Florist or Decorator

\_\_\_\_\_  
Date

PROFESSIONALS IGNORING THESE GUIDELINES RISK LOSING PERMISSION TO SERVICE FUTURE WEDDINGS AT ST. IGNATIUS PARISH.



## APPENDIX C: PHOTOGRAPHIC / VIDEOGRAPHIC GUIDELINES

These guidelines will assist you in knowing what is permitted in our church. Couples are responsible for communicating these guidelines to their vendors.

Professionals must report to the Wedding coordinator 30 minutes prior to the start of the wedding and are to follow the directives of the Wedding Coordinator at all times.

They must not be conspicuous nor obstruct any of the proceedings. Attire appropriately respectful of the Catholic liturgy is to be worn.

At no time should they stand in the center aisle except during the entrance procession. During the entire celebration, equipment is not allowed beyond the mid-point of the church (cross-aisle).

No equipment is allowed in the sanctuary. Video cameras may be stationed to the side of the sanctuary provided they remain immobile and can be operated unobtrusively. The Wedding Coordinator will indicate the appropriate placements. Photographs may be taken in the sanctuary before the wedding only until the time when the prelude music begins.

With permission, professionals may also use the rear choir loft.

Flash photography may be used only during the entrance and exit processions. Additional equipment to enhance lighting in the church is not permitted.

Time permitting, the Wedding Coordinator may allow pictures to be taken immediately after the conclusion of the liturgy. Please note that you are allotted 90 MINUTES TOTAL to complete your wedding and your photographs. Please plan accordingly. If the liturgy begins late or lasts too long, your time for photographs following the wedding will be curtailed.

Photographers and videographers need to be considerate of each other when positioning themselves for picture taking. They are not to obstruct each other's views.

This form should be returned, signed, to your wedding coordinator at your first meeting.

I HAVE READ AND AGREE TO THE ELECTRONIC RECORDING POLICIES OF ST. IGNATIUS AS OUTLINED IN THIS DOCUMENT.

\_\_\_\_\_  
Bride or Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Photographer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Videographer

\_\_\_\_\_  
Date