

Saint Anne Catholic Church
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ST. ANNE CATHOLIC CHURCH
Diocese of Charleston

WEDDING GUIDELINES

Saint Anne Catholic Church is happy to offer its facilities to its parishioners when a wedding is planned. We do understand that it is difficult to coordinate the date and time of the wedding ceremony with the available dates of the reception facility. We will try our best to accommodate you, but we must follow the guidelines of Saint Anne Church and the rules of the Catholic Church. With this in mind, please do not order invitations or secure any reservations with the reception facility or any other wedding services until the meeting with your priest or deacon takes place. By doing this and allowing yourselves ample time to plan your special day, you will avoid any additional expense of lost deposits and stress which can accompany planning such an event.

Occasionally, a bride and groom, or their families, will desire some practice in the wedding service which is neither customary to Catholic traditions nor practical for the physical facilities of the parish. Often, there are questions concerning a family's previous marriage(s), or other difficult family issues, including children in the service, and seating arrangements, to name just a few. It is with these considerations in mind that the following regulations and procedures were developed. **PLEASE REMEMBER:** You are in a church and all wedding party members need to treat it with respect.

Wedding Plan

At least one year prior to the wedding date, you should meet with the priest or deacon to check on availability on the wedding day selected. The priest or deacon will prepare you for your wedding. He will discuss with you the process of preparation for marriage, including Pre-Cana, Engaged Encounter, or individual sessions, necessary documentation and paperwork and will provide materials that will assist you in planning the wedding liturgy.

Wedding Director

Diane Hinton – (803) 366-6652 e-mail: ldhinton@comporium.net

The Wedding Director is prepared to assist the couple in planning the logistics and details for their wedding at Saint Anne. Since our Wedding Director knows our church well, she is absolutely necessary for all weddings. Call her as soon as your reservations have been confirmed. The Wedding Director, or her representative, will also assist and conduct all rehearsals.

Music Director

Jermaine Evans – (803) 517-4537 e-mail: jermainelevans@gmail.com

The Music Director must be contacted by phone or e-mail to set a consultation time at least six weeks prior to the wedding date. Leave a voicemail or send an e-mail message, and make sure to type in the subject line: Saint Anne Wedding. The Music Director is responsible for handling music for every wedding held at St. Anne Church. Some couples prefer to have the Music Director make the selections for them. There is no extra charge for this. However, there are additional fees if you choose to use the organist and/or cantor. The Music Director and any musicians hired by him are experienced professionals and are able to sing/play most anything. Please keep in mind that the use of pre-recorded music (compact discs, tapes) cannot be permitted. Secular music, such as secular love songs, music from stage productions and movies, and current popular songs, will not be a part of the church ceremony. The popularized wedding marches of Wagner ("*Here Comes the Bride*") and Mendelssohn ("*There Goes the Bride*") should not be used considering they come from operas in which the marriage ceremony is a farce.

Saint Anne Church does not provide:

Wedding bulletins or programs; Plume pens or Guest books; VCR Cameras/equipment/personnel for recording a service; Unity Candles; reception table coverings, decorations, or childcare.

Photography and Video

Photographers and videographers must confer with the Wedding Director at least one hour before the wedding. They are welcome to take pictures and while being sure to record make movements inconspicuous at all times. Photographers are discouraged from using a flash or standing light during the ceremony. They will have the opportunity to take lighted shots before or after the ceremony if the couple is not late. They are welcome to take pictures on the church property (i.e. by the statues of Mary outside the school or Grotto at the entrance of the parking lot).

Florist

Large quantities of decorations are not necessary. Since it is a Christian wedding, you will want to keep the central symbols of the Church paramount. The altar, ambo (pulpit), processional cross, presider's chair and other furnishings in the sanctuary are treasured symbols and may not be moved or obscured by decorations.

Candelabra with dripless candles (Paradise Candles \$50 fee required) may be placed on the floor out of the way of the presider and the wedding party.

The pews are made of wood. Therefore, the use of tape, tacks, nails, glue, or push pins on the wood furnishings are forbidden. Instead, tie a ribbon around the top of the pew and tuck the loops of the bow into the tied ribbon or use clips. Only artificial flower petals may be scattered down the aisle (they are easier to clean and non-staining). It is forbidden to throw birdseed, confetti, rice, or balloons anywhere on church property. The use of runners on the aisle is not permitted.

Fees & Honorariums

- Set-up Fee = \$100.00
This fee pays for the extra preparation items used during this especial event, such as sound, candles, linens, just to mention a few.
- Wedding Director = \$125.00
This fee pays for the services of the wedding director: assisting the couple in making the ceremony in the church, coordinating the wedding rehearsal, and setting chairs up, kneelers, and candles in the sanctuary on the wedding day.
- Music Director = (negotiated with director)
This fee is negotiated and set directly with the Music Director and/or Cantor.
- Church Use Fee = \$325.00
This fee is for non-active parishioners to use the sanctuary and other rooms for the rehearsal and wedding. The Church Use Fee is waived if the Bride, Groom, or their parents are Active Parishioners at Saint Anne Catholic Church for a period of at least one year prior to the wedding day. Carefully check below to learn who qualifies as an Active Parishioner.

Important Note / Nota Importante

Active Parishioners

Registered in the parish for minimum of 1 year, contributing and actively serving in at least one ministry of the Parish.

Miembro Activo de la Parroquia

Registrado en la parroquia por un mínimo de 1 año, contribuyendo regularmente y sirviendo en un ministerio de la parroquia.

- Honorariums / Donations
These are the responsibility of the bride and groom to fix with the following parties for services rendered. When applicable, these should be given the night of the rehearsal:
 - ❖ Presider Priest or Deacon
 - ❖ Sound Technician
 - ❖ Altar Servers

Civil Preparations

A marriage license must be secured from the Probate Court in any county in South Carolina prior to the wedding. Contact the Probate Court for time limitations. Blood tests are strongly urged. Please leave your marriage license with the priest/deacon no later than the day of the rehearsal.

Wedding Program

We do recommend that you have a liturgy guide or program booklet to help your family and friends actively participate in your wedding ceremony. However, this service is not provided by our parish. You must make arrangements with someone to have these designed and printed. We strongly advise you to have the Wedding Director review it before taking it to the printer. You will want your program to be *liturgically correct* and to reflect what is occurring during your ceremony.

Rehearsal

The rehearsal is not a “party” and should be taken seriously. Be certain that each member of the wedding party understands the importance of being attentive and prompt to the rehearsal and wedding. The total time allowed for the rehearsal is one hour. Please plan to arrive on time.

The Wedding Day

- The pastor is normally the presider at the wedding. Should you desire to have another priest or deacon preside or assist at your wedding, the permission of the pastor of St. Anne Catholic Church is required.
- The Sunday Liturgy is a model for your wedding celebration. Your wedding is not a theatrical event and should be celebrated in the way in which the parish celebrates the Eucharist. The liturgical environment and art (banners, furniture arrangement, etc.) inside of the sanctuary and in the lobby cannot be disturbed.
- It is recommended that all members of the wedding party (ushers, bridesmaids, parents, bride and groom) be at the church one hour before the time of the wedding. **Bride, please abide by the same rule.**
- The church building will **not** be opened earlier than 2 hours before the wedding ceremony. **Please do not ask the wedding director on the night of the rehearsal to open the church earlier than two hours before the ceremony.** The sanctuary is unavailable on Friday nights. Therefore, be sure to make arrangements with your florist to deliver your flowers up to two hours before the ceremony.
- Saint Anne Church is not responsible for any items you bring to the ceremony or that are lost or stolen.
- Experience has shown that the inclusion of children in the wedding party is not always wise. Consider the ability of very young children to participate worshipfully in your wedding service before inviting them to be in the wedding. If you choose to have young children participate in the wedding, you may want to plan for them to be seated with their parents after the processional.
- **Alcoholic beverages, illegal or legal drugs and any kind of weapon (gun, knife, etc) are strictly prohibited on all church property.** It is also expected that the wedding participants will refrain from the use of alcohol or other drugs before arriving at the church property for the rehearsal and wedding.

Waiting Rooms

The bride and her attendants will use the Church Meeting Room which has sufficient space for last minute preparation. We strongly recommend doing hair and makeup at home or at a salon. Our facility does not provide adequate space for these activities. The groom and groomsmen usually come attired and will use the sacristy to prepare.

Clean-up

In planning your wedding, please designate help ahead of time. It is the responsibility of the wedding party to see that all decorations and wedding items are removed from the sanctuary before leaving the church and that all trash is placed in the dumpster located at the end of the parking lot, in front of the playground. If any other rooms are used (i.e. meeting room, sacristy), please make sure they are left clean and neat as you found them.

Special Note to Family and Friends

We know that this is a very important day for the Bride and Groom. We also realize that everyone wants to remember this day in a special way. In order to make this Sacrament a special moment for the wedding couple, it is also important that no outside distractions disrupt what is taking place at the altar.

Please remember:

- No flash photography by guests and family
- No gaming devices during the ceremony
- Turn off cell phones

Wedding Rehearsal Sheet

Saint Anne Catholic Church

Rehearsal Date and Time: _____

BRIDE: _____ GROOM: _____

Opening Prayer

Heavenly Father, we thank you for bringing us together today in anticipation of the wedding of _____ and _____

We pray for guidance, patience, tolerance and understanding, as we go through this practice tonight.
We also pray for nice weather tomorrow and that everyone may have safe travels to and from the wedding.
We ask this in the name of our Lord, Jesus Christ, Amen.

ITEMS TO REVIEW FIRST:

1. Marriage License. You must bring the license for the rehearsal.
2. Does everyone know everyone? What is their job during the wedding?
3. Does everyone know what time they need to be here?
4. Personal items should be at the meeting room where the Bride stays. Make sure the room is locked during the ceremony. We are not responsible for items left unattended.
5. Use of alcohol, drugs, or any narcotic items, by the couple or their guests, is not permitted. If intoxicated in any way, the ceremony will not take place.
6. No smoking anywhere on the church property.
7. Respect the sanctuary, watch your language, be reverent.
8. Location of First Aide and Defibulator if needed.
9. If flower peddles are dropped or thrown, they will need to be picked up by someone.

CEREMONY:

1. Chairs for Bride and Groom
2. Kneelers
3. Unity Candle
4. Flowers to the Virgin Mary
5. Blessings of Bible, Lace, Rosary, Coins, ... etc.
6. Presentation of the Couple – How would you like to be introduced?
 - a. Mr. and Mrs.
 - b. Mr. and Mrs. John Doe
 - c. John and Jane
 - d. John and Jane Doe