



## **St. Martha Catholic Church Wedding Guidelines**

Congratulations on your upcoming wedding. We welcome you and would like to help you in your preparations.

Within one week of the wedding date being set, please contact Wedding Coordinator Liz Himanga at 281-360-5707 and Wedding Music Coordinator Olga Wong at olga.wkh@gmail.com to begin your wedding planning. Please refer to the following guidelines in your planning.

### **THE CELEBRATION**

#### Date and Time

Please arrange the date and time of your wedding with the priest or deacon who is preparing you for marriage.

Weddings may be scheduled on Saturdays at 12:00 PM, 3:00 PM and 7:30 PM. There is also an option for a wedding ceremony within the Saturday 5:30 p.m. parish Mass. Church will be open one hour before the wedding with the exception of a 7:30 PM time. Due to the fact that there is a 5:30 PM Saturday Vigil Mass, the church will be available at 6:45 PM. Any other day or time must be confirmed with the Presider. If two weddings are scheduled for the same day, there will be a three-hour interval between starting times.

#### Rehearsal

The rehearsal will be scheduled at 5:00 PM the night before the wedding. If this time is not available due to church activities, it will be adjusted. All of the wedding party, parents, readers, and others who will be a part of the celebration need to attend.

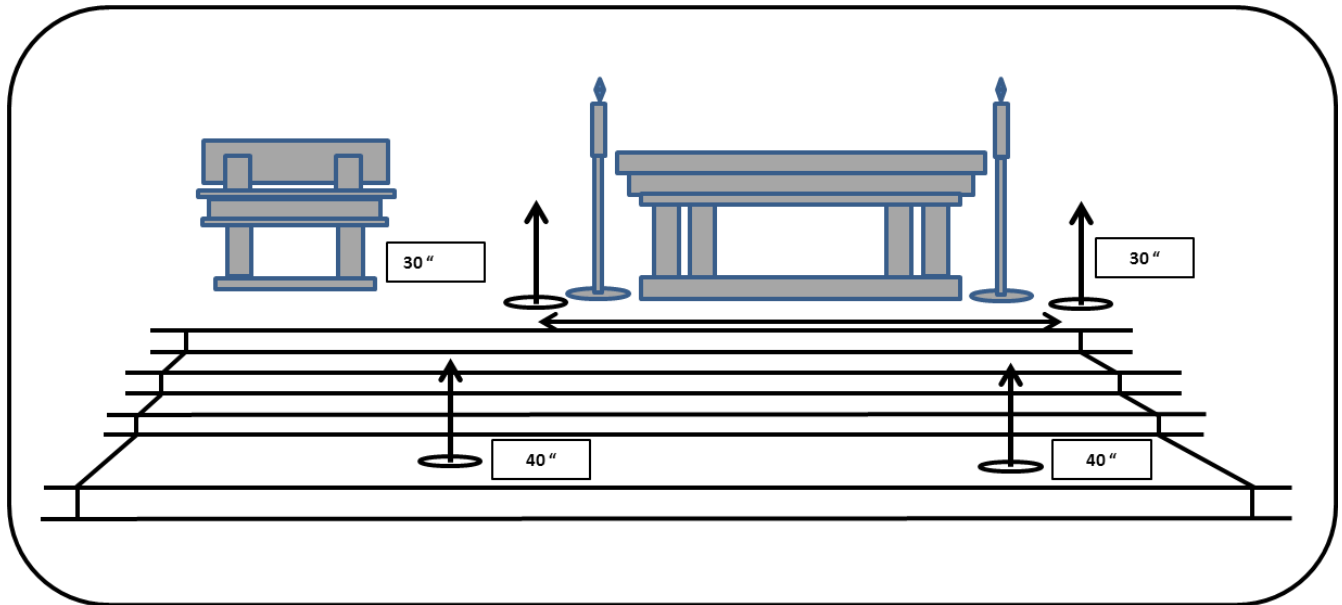
Please ask all in the wedding party to dress appropriately for the rehearsal and that they refrain from behavior which is unbecoming in Church, such as loud talking and gum chewing.

The Marriage License and envelope must be given to the priest, deacon, or wedding coordinator at the rehearsal.

#### Decorations

Florists may begin delivery of flowers one hour prior to the ceremony. Special arrangements may need to be made for a 7:30 PM wedding.

Flower arrangements may be placed on each side of the altar. Arrangements on the lowest step must be less than 40 inches tall. Arrangements on the top step must be less than 30 inches tall. Please place flower decorations so that they do not hamper movement around the altar. Flowers cannot be placed on the altar. Existing plants on altar are not to be moved. Silk flower arrangements cannot be used anywhere near the altar.



Potted plants may be used, but the florist must provide waterproof covers or saucers.

Fresh flowers, greenery, and bows may be placed on the pew ends by tying them with ribbon. Silk flowers are not acceptable.

During Lent only existing altar decorations can be used. No additional flowers or decorations can be added or substituted.

During Christmas or Easter seasons there will be more church flower arrangements near the altar than usual. If additional flowers are desired, special approval must be requested.

A flower girl(s) may toss silk floral petals. Fresh petals are not to be used. Please assign someone to pick up and remove the silk petals.

If your florist does not provide pin-on service of corsages, please designate a friend or family member to do this.

Aisle runners are not permitted.

No candles other than those already present in the sanctuary are allowed. Unity candles are not a part of the Catholic wedding ceremony in the church; these are more appropriately used at the reception.

### Miscellaneous

All participants must be at the church one hour before the ceremony.

Best Man will have both wedding rings.

Presider will arrange altar servers as necessary.

Guests are not to throw rice, birdseed, confetti, etc. after the wedding.

Signing of a guestbook should be reserved for the reception.

Food is not permitted in the church, but water bottles are permitted. Bride and groom are to assign people to clean up the Reception Room (bride and attendants), Usher's Room (groom and groomsmen), and Family Room (parents and grandparents).

### Music

Cantors and accompanists must be chosen from St. Martha's music ministry.

The St. Martha Music Selection Form must be submitted to Wedding Music Coordinator Olga Wong (olga.wkh@gmail.com) at least three months prior to the wedding date. The church cannot guarantee music or musician services unless the selection form is submitted to the Wedding Music Coordinator at least three months prior to the wedding date.

### Wedding Program

Three copies of the finalized wedding program must be dropped off at the Parish Office one month prior to the wedding. The Wedding Rehearsal Coordinator will provide one copy to the Presider and two copies to the coordinators of the wedding. If a formal program is not prepared for guests, the Wedding Coordinator will still need the program information to aid Presider and coordinators to conduct the wedding.

### Children

Please consider the age and maturity of children that you would like to take part in the wedding.

All children must be supervised at the rehearsal and the wedding.

### Photographer

The Wedding Coordinator will meet with the photographer on the day of the wedding.

The photographer may take photos during the ceremony as long as the equipment and photographer are not visually distracting.

Flash may be used at the back of the church during the entrance procession and recession. Flash is not allowed during the ceremony.

The photographer is not allowed near the altar area or front pews during the Liturgy. The photographer may stand to the back or side for pictures during the ceremony.

Artificial lighting is not permitted.

Photos may be taken in the church for 30 minutes after ceremony.

### Videographer

The Wedding Coordinator will meet with the videographer on the day of the wedding.

The video camera, tripod, and other equipment may be placed in a position to the right of the altar (side opposite the choir area) or in the back of the church and must remain there throughout the ceremony. Equipment is not permitted in the sanctuary area.

The videographer may take video during the ceremony as long as the equipment and videographer are not visually distracting.

Artificial lighting is not permitted.

