



# Saint Mary Magdalen Church

2618 Brentwood Boulevard  
Brentwood, Missouri 63144-2324

Dear Friends:

Welcome and congratulations! Your commitment to love one another forever is a sign of hope for the world. Your request to marry in the community of the Church is a sign of faith. Through your preparation and entering into the Sacrament of Matrimony, you are a symbol of the unconditional love and intimate communion which exists between Jesus Christ and the Church. We, the people of St. Mary Magdalen Parish, pray that God will bless your marriage and, through you, make the world a better place. It is because we take the preparation and celebration of this sacrament so seriously that we provide for you the following guidelines.

## PREPARATION PERIOD

1. The couple desiring to marry at St. Mary Magdalen is to notify a parish priest or deacon as soon as they have the intention to marry. Archdiocesan guidelines require at least **SIX MONTHS**' notice however it is always a good idea to contact the parish before you sign contracts with venues for the celebration – the date you are asking for may already be taken. The priest or deacon will then meet with the couple and fill out the Pre-Nuptial Investigation and explain the preparation process.
2. The couple will be required to take the FOCCUS – a pre-marriage inventory to help the couple and the priest or deacon evaluate the strengths and weaknesses of the relationship. The FOCCUS is not a test to be passed but an instrument for discussion and growth. The rehearsal and wedding dates will then be discussed.
3. The couple will participate in a formal preparation program. They have the option of participating in:
  - a. The Engaged Encounter Weekend
  - b. Marriage Preparation Mini-retreat
  - c. Archdiocesan Marriage Preparation
4. In addition to one of the classes listed in # 3 above, it will also be required to attend a Natural Family Planning (NFP) class. Many hospitals in the St. Louis area offer this course. You can find a list of locations for NFP classes at <http://archstl.org/naturalfamilyplanning/page/nfp-introductory-sessions>

## DOCUMENTS NEEDED

Catholics are required to present a recently issued Baptismal Certificate unless baptized at St. Mary Magdalen. The baptismal certificate may not be older than six (6) months at the time of the wedding. You can request a copy of your baptismal certificate by calling or writing the parish of your baptism. If your parish of baptism is now closed you can order one at <http://archstl.org/certificates>. Christians of other traditions must also furnish proof of baptism.

You must bring to the wedding rehearsal your [Marriage License](#) from the State of Missouri. Apply in advance. The license is valid for a period of thirty (30) days.

## DATE AND TIME OF WEDDING LITURGY

Set the date and time of the wedding and rehearsal only after consultation with the priest or deacon. These dates and times are not to conflict with the regularly scheduled services in the church. Weddings will not be scheduled on Sundays, Holy Days, Eve of Holy Days, and during Lent or Advent. Only one (1) wedding per day!

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Wedding Times are:                      Friday:            No later than 7:00pm  
   Saturday:        No later than 1:00pm

## NUMBER IN THE WEDDING PARTY

We can accommodate a total party of twelve (12) comfortably within the Sanctuary. If you desire more than 12, it is best if only the bride and groom, best man and maid or matron of honor is in the Sanctuary. All other members of the wedding party may sit in the pews.

## SCRIPTURE READING

The priest or deacon will provide you with a selection of Scripture readings from which you may choose those to be proclaimed during the wedding liturgy. The Lector(s) you choose should be familiar with public speaking or at least not overly nervous when proclaiming the Word of God to an assembly.

## MUSIC

Music is essential to the celebration. Since marriage is a sacrament of the Church, it is a public as well as a personal event. The people gathered should be encouraged to actively participate in the celebration and music should be selected which will help them to take part in singing.

Regarding the selection of music, a few questions must be considered such as:

- 1) Is the text of all music rooted in Scripture and/or the Catholic faith?
- 2) Is the service music familiar enough to those gathered to allow them to participate?
- 3) How will the music help the people to pray this celebration?

Because the wedding liturgy emphasizes the divine aspect of marriage, all music chosen must reflect this sacred dimension. Secular music will not be allowed under any circumstances for any reason before, during, or after the wedding ceremony.

All music selections must follow the [guidelines](#) of the Archdiocesan Liturgical Commission. Music must be arranged through our Director of Music, Mr. Jerry Dorhauer, who will provide whatever assistance is necessary. If you are anticipating a friend to sing, or a musical ensemble playing at your wedding at St. Mary Magdalen, it will be necessary for them to audition for the musical director prior to the wedding rehearsal. The decision by the St. Mary Magdalen Music Director regarding if the singer or ensemble will perform at the wedding ceremony is the sole responsibility of the Music Director. Please call him at 314-707-7716 or email him at [JSDorhauer@reagan.com](mailto:JSDorhauer@reagan.com) to make an appointment. The St. Mary Magdalen Music Director has final word on all music selection. Fees are listed on page 3.

## DECORATIONS

- 1) Decorations are to be provided by the florist of your choice. They need not to be elaborate. They must be in good taste and in keeping with church decorum.
- 2) Unity Sand and Aisle Runners are **NOT** permitted.
- 3) Candle stands or candelabra are permitted in the sanctuary at the discretion of the parish priest.
- 4) If you use candles for the aisle, they must be enclosed in glass and should be lit by the florist or ushers prior to the ceremony. Use either free standing ones or those with rubber clamps to insure stability of the device. Any questions concerning decorations ask the wedding coordinator.
- 5) Nothing may be attached to either doors, windows, pews or any other device or fixture with thumb tacks, tape of any sort, screws or nails in or on the main church building of Saint Mary Magdalen or the St. Joseph chapel.
- 6) The length of the aisle is 91 feet from the sanctuary to the vestibule and 103 feet from the sanctuary to the front door. There are 29 pews on either side of the main aisle. The church will seat 600 comfortably.

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Provision must be made for removal of decorations immediately after the ceremony. The florist should contact the Rectory (314-961-8400) for time of delivery and removal of decorations.

- 7) Rice, birdseed, confetti, flower petals, etc., are **forbidden** because of safety and maintenance. **Please inform your guests of this parish policy.**
- 8) Flowers already in the sanctuary must have wedding coordinator approval before moving.

## SERVERS

Ordinarily, weddings are celebrated with servers. You are free to ask family members or friends to act as altar servers during the wedding or, we can arrange for servers from St. Mary Magdalen.

## PHOTOGRAPHS AND VIDEOS

Your wedding day is a very special part of your marriage and we understand that photographs and videography may play an important part, but you must also remember that the church is God's home and we must be reverent of this fact at all times. We invite you to take as many as you wish, but you will be obligated to follow the following rules:

1. All pictures will be taken outside of the Sanctuary. No exceptions, no excuse.
2. No sitting or leaning on the communion railing.
3. **No alcoholic beverages are permitted inside the church or outside on church property at any time.** Please inform your guest of this policy.
4. Pictures and videotaping may be taken during the ceremony.
5. Pictures are permitted before or after the ceremony.
6. NO cameras or camera stands may be set up within the Sanctuary railing at any time.
7. Pictures must be completed within forty-five (45) minutes after the ceremony.

Remember that the taking of pictures after the wedding ceremony is not permitted in every parish; this is a privilege here at St. Mary Magdalen.

## CHURCH AND WEDDING LITURGY

As we all have been told, "Church is God's House", and it truly is. However, many do not know because of different faith beliefs, that in the Catholic Church, the living true God is present in the Church at all times. During the Eucharist (the Mass), the priest consecrates the bread and wine into the true presence of Christ which is distributed during communion to those that have received the Sacrament of First Holy Communion. When communion is over, the host which is now the true body and blood of Christ is reposed in the tabernacle. Because of this sacred space, no one is allowed in the Sanctuary without the priest, deacon, wedding coordinator, or the music director being present in the Sanctuary with you.

Because the Eucharist is the central prayer and worship of the Church, weddings between two practicing Catholics are ordinarily celebrated during a Eucharistic Liturgy.

Interfaith weddings are usually celebrated as a Liturgy of the Word. The bride/groom who is not Catholic may invite a member of his/her clergy to participate in the wedding.

## OTHER ITEMS TO CONSIDER

1. Fees:
  - A. Offering to the Parish:

Supportive Parishioner -	No Charge
Non Parishioner -	\$750.00
  - Parishioners have made the church available for your wedding and your donation offsets some of the operational expenses incurred by the parish.

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- In order for someone to be considered a “Supportive Parishioner”
    - they must be a registered member of the parish no less than six (6) months prior to booking of the wedding
    - they must be active in “Time, Talent and Treasure” for those six months to be considered eligible for the status of “Supportive Parishioner”
  - These fees are not meant to limit your generosity to God or the parish. You may wish to consider all of the expenses incurred in your wedding and tithe accordingly.
  - B.    **Presider:**                    **\$200.00**  
The above fee is if a priest or deacon from Saint Mary Magdalen is the presider at your wedding. If you are having another priest or deacon other than from Saint Mary Magdalen ask them what they are requesting for compensation. Please give that check to the priest and or deacon instead of to Saint Mary Magdalen.
  - C.    **Parish Organist:**           **\$200.00**  
If you are going to have an organist other than Jerry Dorhauer, it will still be necessary for you to pay his fee. He will be there that day to ensure that the sound system is turned on and set for optimum performance.
  - D.    **Parish Cantor:**             **\$100.00**  
If Cantor from outside of parish -- Fees are to be determined and paid directly to them. Approval of the outside cantor is made by the Music Director of Saint Mary Magdalen and is final.
  - E.    **Wedding Assistant:**       **\$100.00**  
Sarah Dorhauer, 636-675-3300  
The parish Wedding Assistant is the equivalent of a wedding coordinator. However, when inside of the church, the Wedding Assistant is the final say on how things will operate, when things will occur, and how things are done. If your wedding coordinator is going to be at the church on the day of the wedding, please have them contact Sarah Dorhauer to introduce their selves to Sarah.
  - F.    **Altar Servers:** \$10.00 each for two Servers (no checks, cash only put \$10 in each envelope.)
2. In order to reserve the date you requested it will be necessary to pay the \$750 fee within one week of meeting with either the priest or deacon. Additionally the other checks for the other fees should be dated with the date of your wedding rehearsal. These checks should be sent in at the same time.
  3. Priest-friends are invited to either be the Presider or concelebrate with the Presider. Deacons are invited to participate at the Nuptial Mass or officiate outside of the Liturgy of Eucharist. Ministers or Rabbis are invited to participate by offering a blessing.
  4. If a Saint Mary Magdalen parish priest/deacon is not officiating at the wedding, the priest or deacon who is officiating is responsible for instructions, rehearsal, and wedding.
  5. If you intend to invite the priest or deacon to the reception or rehearsal dinner, invite him in the same manner as you would any other guest, i.e. via information at the same time as everyone else.
  6. Dress: Appropriate dress is required – If it passes “the Mom test,” it should be okay.
  7. Any questions – please ask.

## CLEANING UP AFTERWARDS

We do not have maintenance people working on weekends or holidays. We ask that you be considerate of those who worship in the church after your wedding. Please make sure that you have left the church in the way you found it. Please remove any discarded tissues, papers, garment wraps, hangers or programs or anything else left in pews. If the church is not cleaned up a fee will be levied to cover the cost of cleanup.

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## WEDDING REHEARSAL

Rehearsals are usually held on the Thursday or Friday before the wedding. These rehearsals are scheduled for a period of thirty minutes starting at the time you request. In order to facilitate an expeditious rehearsal time frame please ensure that all parties that are part of the wedding ceremony are present no later than ten (10) minutes before the rehearsal time. This should give everyone ample time to park and enter the church and say hello to all the participants. Please take into consideration what time your wedding party will be able to leave work or any other commitment they may have before deciding what time you select for the rehearsal. We ask that all other individuals that are not in the wedding party to please go to the rehearsal venue and wait for you there. To help make sure that we can accomplish everything that needs to be completed please make sure the *Wedding Liturgy Planning Sheet* is filled out with all pertinent information. It is a simple form that allows you to select the reading right on the form as well as who are in the wedding party and other information that the wedding coordinator will need to know. The Wedding Liturgy Planning Sheet needs to be returned to Deacon Bill Weiss no later than fourteen (14) days prior to your wedding date.

Please also have at least one (1) additional copy of the Prayers of the Faithful that you have written for the Wedding Coordinator. We also suggest that you give copies of the first and second readings plus the Prayers of the Faithful to the individuals that will be doing the readings. Please let the readers know to NOT bring up the paper copies when they read on the wedding day, they will read from the Lectionary.

When the rehearsal is completed we ask that all participants exit the church as quickly as possible. Believe it or not, the wedding coordinator, priest or deacon involved with the rehearsal started their day around 5:00am or earlier and they are tired, hungry and want to see their families. Thank you for your consideration, we do appreciate it.

## FINAL MESSAGE

Yes, there is much to plan and a lot to prepare. But we pray that – through it all – you will keep a place in your heart for what really matters. For your wedding is a day; ***your marriage is forever***. The time you spend now talking, praying, forgiving, and working on your relationship, sets the groundwork for a holy and life-giving marriage: in good times and in bad, in sickness and in health, all the days of your life.

Sincerely,

*Fr. Jack Siefert*

Fr. Jack Siefert  
Pastor

We, the bride and groom agree to adhere to the above rules.

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Groom's Signature

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Please Type Groom's Name

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Bride's Signature

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Please Type Bride's Name

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Date