

DRESSING

The wedding party may use the bridal room located in Marian Hall to dress. Immaculate Conception Church is not responsible for any valuables left in the room. The room must be left as found.

RECEIVING LINE/RICE

The receiving line is appropriately formed at the place of reception. At the church, all are God's guests and, therefore, no receiving line is formed there. It is prohibited to block off the center aisle so that guests may not have access to seating. Additionally, the throwing of rice, confetti or birdseed is not permitted at Immaculate Conception Church.

SERVICE FEES

The following fee structure applies for all weddings celebrated at Immaculate Conception Church.

1. Once the wedding date has been confirmed, a non-refundable deposit of \$100 is required and should be made payable to Immaculate Conception Church. No further marriage preparations will be allowed until this deposit is received.
2. The remaining balance is due one (1) month prior to the celebration of the marriage.

SERVICES & FEES BREAKDOWN

Please make checks for the services below payable to the individual(s) rather than the church.

| | |
|-----------------------------------|-------|
| Priest/Deacon Preparing | \$200 |
| Priest/Deacon Presiding/Preaching | \$200 |
| Wedding Coordinator | \$100 |
| Altar Server | \$25 |
| Music Director | \$200 |
| Soloist | \$100 |

REHEARSAL/WEDDING

A parish wedding coordinator will be available to assist you **at your rehearsal and on the day of the wedding.**

1. The rehearsal is normally scheduled the evening before the wedding.
2. The entire bridal party should be assembled in the church at least 20 minutes prior to rehearsal. One hour is scheduled for the rehearsal. **Please be prompt** as other weddings or Church functions may be scheduled.
3. Have the bridal party "line-up order" decided before the rehearsal.

On the wedding day:

1. In the spirit of this holy and joyful occasion, please turn off all electronic devices and encourage the wedding party and guests to maintain a prayerful presence in the church.
2. Don't forget the rings!
3. The completed Marriage License and Church Marriage Certificate will be given to the Best Man or Maid of Honor following the ceremony.

THINGS TO REMEMBER

1. Arrange the wedding rehearsal date and time with the priest or deacon four (4) months prior to your wedding date.
2. Contact the parish Music Director at (614)267-9241 ext. 289 approximately 3-6 months prior to the wedding to set an appointment for wedding music selection. **Music fees are due the day of this appointment.**
3. Acquire all necessary documents as soon as possible.
4. Pay balances on fees/services one (1) month prior to wedding date.

Normal business hours for the Immaculate Conception Parish Office are Monday through Thursday 9:00 a.m. to 4:00 p.m. and Friday 9:00 a.m. to noon.

SPECIAL REMINDER

The Church is the House of God. Smoking, eating and drinking are not allowed. This rule also applies while photographs are being taken. **NO ALCOHOL is permitted at any time.**

Revised 7/30/19

Celebration of the Sacrament of Marriage

A Planning Guide



414 E. North Broadway, Columbus, OH
www.iccols.org ♦ (614)267-9241

WEDDING POLICIES

Your wedding day is one of the most special days in your life. On this day you make a solemn, lifelong promise, a covenant with each other and with God, witnessed by God's people, your relatives and friends. Your wedding, therefore, is special to others, too, as it affects both the civil and Church communities. Here at Immaculate Conception Church, we want your wedding to be beautiful, memorable and holy.

PREPARATION

Immaculate Conception Church is available for the wedding of any **registered** member of the parish. This courtesy also is extended to those who do not live in the area but whose parents are active, registered and contributing members. The normal time frame for weddings is Saturday between 9 a.m. and 1:30 p.m. Weddings may be scheduled on other days/times if there is no conflict with previously-scheduled parish activities.

Arrangements must be made with the priest or deacon of the parish **at least 12 months** prior to the date desired. A wedding date will be confirmed only after the couple has completed an initial meeting with the clergy. The marriage preparation process then will progress as follows:

1. Couples will be assigned to a Marriage Mentor Couple, priest or deacon who will administer the pre-marital inventory, "Fully Engaged." This is a tool created to help the engaged prepare for married life in a very practical and spiritual way in accordance with principals and traditions of the Catholic Christian Faith. Navigating the pre-marital inventory will take several meetings.
2. Schedule and complete the diocesan "Joy-Filled Marriage Program."
3. Schedule and complete the "Introduction to Natural Family Planning" course.

The following documents must be presented to the clergy as soon as possible, unless otherwise noted:

1. **A Certificate of Baptism** for each person, dated no more than six months prior to the date of marriage, must be obtained from your church of baptism. This certificate also must include notations of other sacraments received. For baptized, non-Catholics, one must present evidence of baptism, such as a copy of a baptismal certificate.
2. **A civil marriage license**, presented as soon as possible, but no later than the time of the rehearsal. Bring the entire marriage license packet.
3. **Written permission of the pastor of the Catholic partners (bride or groom)** if they are a member of a parish other than Immaculate Conception Church.
4. **In the case of a second marriage**, either a copy of a death certificate of the former spouse or a decree of nullity from an Ecclesiastical Court must be provided.

WEDDING LITURGY

The wedding of two Catholic persons normally takes place during Mass. It is expected that the pastor or deacon assigned to Immaculate Conception take an active role in the ceremony. A visiting Catholic clergy may participate but must be licensed by the State of Ohio. The parish priest or deacon working with the couple should be informed four (4) months prior to the wedding about the participation of the clergy. Non-Catholic clergy who have a special relationship with the bride or groom also are welcome to participate in the ceremony.

There are a number of Scripture and prayer selections available for a Catholic wedding liturgy. A booklet will be provided from which to make these selections to include three Scripture passages, one of which **must be** a selection from the Gospels, proclaimed only by a priest or deacon. Non-scriptural readings may not be used. A wedding Mass scheduled on a Sunday must use the readings for Sunday, as the Solemnity for Sunday always takes priority. However, the second or New Testament reading may be substituted by another selection from the booklet.

MUSIC

The appropriate liturgical music and all other arrangements of music should be discussed at least two months before your wedding with the music director at 614-267-9241. Fees for additional instrumentalists and rehearsals will vary and can be discussed with the music director. All music must follow the guidelines of the Diocese of Columbus in regard to church music for weddings.

FLOWERS & DECORATIONS

Flowers for the wedding are to be selected and purchased by the couple. It is preferred that flowers used in the altar area remain after the wedding. Please inform the florist that flowers are not to be placed on top of the altar itself, and that nothing is to be attached to the pews by glue, tape or other adhesive. All decorations must be removed after the ceremony. No artificial flowers may be used at the altar.

Appropriate church decorations for the pews are permitted, but must be coordinated in advance.

PHOTOGRAPHERS/VIDEOGRAPHERS

The photographer and videographer must confer with the Wedding Coordinator as to where they can be positioned during the ceremony. Other than the processional and recessional, they are to maintain a discreet presence outside the seating area of the main body of the church. Photographers and recorders should not enter the sanctuary or choir loft during the ceremony. Since the Holy Eucharist is reserved in the tabernacle, and at Mass Christ becomes present on the altar, reverence and respect for God's presence is to be given at all times prior to, during, and after the ceremony. Following the wedding, 30 minutes of pictures may be taken in the church, at which time it is permissible to use the sanctuary area as a picture setting.

Flash photography may be taken during the processional and recessional only. The photographer/videographer may step out into the center aisle area but must not impede the flow of the processions.