

St. James Parish Policy Information

The use of alcohol or drugs prior to the wedding is inappropriate in view of the sacred rites; therefore, such activity may result in the cancellation of your wedding.

If you want to celebrate the Sacrament of Reconciliation before your marriage, please come to our parish celebration any Saturday at 4PM.

All wedding party members must be in the church no less than 15 minutes before the scheduled start of the wedding. If a wedding cannot begin on time, the Presider (priest or deacon) may be forced to omit such planned elements as the candle ceremony, various presentations, or change your celebration from a Mass to a simple ceremony.

If it becomes necessary to change the date or time of your wedding, it is imperative that you notify your Presider immediately. Notification must be submitted in writing if you must cancel your wedding.

Parish Policy Agreement Form

Name of Bride: _____

Name of Groom: _____

Date and Time of Wedding: _____

We, the undersigned, have read the instructions for our transportation company, our photographer and videographer, and ourselves. We agree to abide by all of the information contained in this booklet.

(Signature of the Bride)

(Signature of the Groom)

This form is to be returned to the Music Minister at the Parish Center no less than three months before your wedding date.

6. Nothing is to be thrown inside the church building. As the bride and groom leave the steps of the church, guests may throw rice or birdseed. Bubbles and bells are also permitted outdoors. Balloon releases are not permitted, as they constitute a danger to the marine life surrounding our island.

7. If you intend to publish a booklet for your wedding, please consult with your priest or deacon about the content of such booklets. All copyright laws must be obeyed. It is not permissible to print any of the readings or prayers to be used at the wedding. It is also not permissible to print the words to the hymns without purchasing the rights. Samples are available in the main office.

8. Please make an appointment to arrange for your wedding music with the Minister of Music at least 3 months before the wedding date. When finalizing your arrangements, the Music Minister will collect:

Church Fee:	check for \$500.00, made payable to 'St. James Church'
Music Fee:	check for \$275.00, made payable to 'cash'
Rehearsal Fee:	check for \$25.00, made payable to 'cash' (Payable at Wedding Rehearsal)

Also, all required Parish Policy Agreements must be returned at this meeting.

9. Please return all required paperwork to your priest or deacon at least one month before the wedding date. The only exception is the Marriage License, which **is to be brought to the rehearsal.**

- Complete all “Parish Policy Agreement Sheets”, along with your photographer, videographer, and limousine company.

General Guidelines for Weddings at St. James Parish

1. The diocesan Pre-Nuptial Investigation must be successfully completed by a priest or deacon before a priest or deacon before any wedding date can be set or reserved.
2. The priest or deacon who meets with you to conduct the Diocesan Pre-Nuptial Investigation will usually also witness your marriage, unless you request a priest or deacon of your own choosing. You will be notified in advance if the priest or deacon with whom you met will not be able to preside at your wedding due to vacation schedules or transfers.
3. Floral arrangements must be placed on the tile floor, not on any carpeted areas of the church, nor the altar or the altar steps. Flowers or bows used to decorate the pews must be attached with ribbons or rubber bands, not with any form of tape or adhesive as these may damage the wood finish.
4. All members of the wedding party must be old enough to follow rehearsal instructions. All readers must be able to speak clearly and distinctly, and be prepared to proclaim the reading as we do at Catholic Mass. Anyone performing any service at the wedding must be present for the rehearsal.
5. Flower Girls may not throw flower petals, confetti or anything else inside the church. Ring Bearers do not carry the rings to be used, but rather, they are given to the priest or deacon on the day of the wedding, before the celebration begins.

St. James Parish Policy Information

Information Regarding your Transportation

The groom and best man must be at the church ½ hour before the scheduled start of the wedding.

The bride and the remainder of the wedding party must be in the church at least 15 minutes before the scheduled start of the wedding.

Alcoholic beverages are not to be served in the limousine before the church services.

Limousine and Transportation Agreement Form

Name of the Bride: _____

Name of the Groom: _____

Date of the Wedding: _____

Name of the Transportation Company: _____

Telephone Number: _____

I have read the instructions provided in this booklet, and agree to abide by the information herein. I understand that a violation of these policies may result in being barred from working weddings at St. James Parish.

(Signature of Transportation Representative)

This form is to be returned to the Music Minister at the Parish Center no less than three months before your wedding date.

St. James Parish Policy Information

Information Regarding your Photographer

The Presider (priest or deacon) retains the final word on what is permissible behavior on the part of your photographer.

The photographer must arrive at the church at least 10 minutes prior to the scheduled start of the wedding.

The photographer must consult with the Presider (priest or deacon) before the liturgy begins for their final instructions.

The photographer is restrained from standing on any carpeted area of the church.

Absolutely no extra lighting may be used before, during or after the wedding in the church or the narthex.

Photographer Agreement Form

Name of the Bride: _____

Name of the Groom: _____

Date of the Wedding: _____

Name of the Photographer: _____

Telephone Number: _____

I have read the instructions provided in this booklet, and agree to abide by the information herein. I understand that a violation of these policies may result in being barred from working at St. James Parish.

(Signature of the Photographer)

This form is to be returned to the Music Minister at the Parish Center no less than one month before your wedding date.

Marriage Preparation Checklist

- New Baptismal Certificate: must be an original from the church of baptism with a raised seal (no photocopies), dated within six months of the wedding date; both sides of the certificate must be completed. Get your certificates after _____.
- Letters of Freedom to Marry.
- Parental permission to marry (if either party is under 19 years of age).
- Banns announced in your home parish.
- Marriage license from any Town Hall in NY State, or any City Clerk's Office in NYC. You must get your license more than 24 hours before the wedding. The license is valid for 60 days; therefore, get your license after _____.
- Pre-Cana sessions are held here periodically. A letter will be sent informing you of the dates. For information about the Diocesan Pre-Cana programs, call the Parish Center at (516) 731-3710.
- Contact the Music Minister at (516) 731-3710 ext. 49 at least 3 months before the wedding to speak about your wedding music. The Music Minister also collects all wedding fees at this time.
- Make an appointment to discuss the wedding plans with your priest or deacon. Please complete the selection sheet in 'Together for Life' before you call (516)731-3710 to make an appointment.
- Make an appointment for your wedding rehearsal. **Please bring your marriage license to the rehearsal.**

Policy Information

Information Regarding your Videographer

The Presider (priest or deacon) retains the final word on what is permissible behavior on the part of your videographer.

The videographer must arrive at the church at least 10 minutes prior to the scheduled start of the wedding.

The videographer must consult with the Presider (priest or deacon) before the liturgy begins for their final instructions.

The videographer is restrained from standing on any carpeted area of the church.

Absolutely no extra lighting may be used before, during or after the wedding in the church or the narthex.



Videographer Agreement Form

Name of Bride: _____

Name of Groom: _____

Date of the Wedding: _____

Name of the Videographer: _____

Telephone Number: _____

I have read the instructions provided in this booklet, and agree to abide by the information herein. I understand that a violation of these policies may result in being barred from working weddings at St. James Parish.

(Signature of the Videographer)

This form is to be returned to the Music Minister at the Parish Center no less than three months before your wedding date.

St. James Parish
Marriage Preparation Booklet

