

# *St. Stephen Church*

## *Wedding Policies*

Congratulations on your engagement! We are honored you are considering celebrating the sacrament of marriage at St. Stephen Church. We encourage you to view your wedding ceremony as the sacramental union for life in the presence of a faith community. The wedding ceremony reflects and celebrates these religious beliefs.

We desire to make your wedding as meaningful and beautiful as possible. The following guidelines have been prepared to help you answer the many questions you have.

We cannot hold a wedding date until the application, signed agreement, and deposit are received in our office.

Any questions can be directed to the parish office at 513-871-3373.

### **Considerations and Requirements**

At least one partner must be a practicing Roman Catholic and 18 years of age, or have legal permission to marry.

You must notify the parish office nine months prior to the wedding date.

Since St. Stephen will have a significant place in your married life, we invite you to consider becoming members of our parish.

### **Your Wedding at St. Stephen Church**

When only one party is Catholic, the wedding is normally celebrated within a service without Mass.

For your ceremony, you will need to secure the services of a priest or deacon to preside at your ceremony.

Our team of wedding coordinators will be assisting you during the rehearsal and the wedding ceremony. They will contact with you several months prior to your wedding date to discuss the details of your ceremony and to offer you any support or assistance.

### **Fees**

Please contact Diana at the parish office, 513-871-3373 for information regarding fees. We require an initial deposit to hold the date and time. The final costs must be paid two weeks prior to the wedding. Our parishioner rate applies only to members who have been registered at St. Stephen Church for 12 months prior to applying to be married.

**A non-refundable deposit of \$250** is required to hold the date and time along with the Agreement and Application. These should be mailed to:

St. Stephen Church  
ATTN: Diana  
320 Donham Avenue  
Cincinnati, OH 45226.

### **Wedding & Rehearsal Time Information**

**A Saturday wedding must begin by 4pm.** The Church should be left empty by 5:30 pm. The church will be open 1.5 hours prior to the wedding ceremony. Friday weddings are acceptable and the time will be determined with your presider and the church.

All rehearsals will be prior to your wedding date. The rehearsal time will be decided between the bride & groom, wedding coordinators and your presider. Only one hour is provided for the rehearsal. Please advise your wedding party to arrive 10 minutes early to ensure the rehearsal proceed in a timely manner. Readers should come ready to practice with their readings. There will be no musical practice at the rehearsal.

### **Decorations**

Our church has a maximum seating capacity of 320 people. There are 20 rows of pews.

St. Stephen Church does not allow the use of an aisle runner or aisle candles.

Pew decorations are permitted but should not be secured with masking tape or other items that deface the pews.

The flower girl may not drop any type of petals.

We are happy to use any flower arrangements used in church after the ceremony.

Sanctuary furniture, decorations, and flowers may not be moved by the florist or family. Seasonal decorations provided by the parish are integral to the liturgical celebration and may not be moved.

Please designate a friend or family member to be responsible for cleanup of all decorations and trash after the ceremony. It is the responsibility of the couple to see that all decorations, programs, etc. are removed from the church after the ceremony.

### **Music**

Music is a basic element of all liturgical celebrations. Please contact Charlie Runtz at 513-574-5568 as soon as possible to talk through your music options. The parish office will also be able to provide you with costs for the music. Please talk with Charlie Runtz about using family or friends as a vocalist. A parish musician must be present at all wedding to ensure the integrity of the sound system.

The priest, deacon or pastoral administrator must approve all music.

### **Photography**

To maintain the dignity of the wedding liturgy, photographers and videographers are not allowed to enter the sanctuary.

Flash photos are only permitted during the entrance and exit processions and for posed shots afterwards.

The photographer may go to the choir loft during the ceremony once the Hold Harmless Agreement has been signed and returned to the wedding coordinator.

### **Parking**

Parking for the rehearsal and wedding is in the main lot and on surrounding streets. Please note that our lot allows for tandem parking (2 cars per lined space).

## *Miscellaneous Items*

The entrance procession and line-up of wedding party will be decided prior to the rehearsal with your wedding coordinator.

St. Stephen Church does not provide liturgical ministers (servers, readers or communion distributors) for weddings. It is the responsibility of the couple to provide individuals who have been suitably trained for that ministry.

At all times you and your wedding party must conduct yourselves with dignity and decorum.

There is no eating, drinking or chewing gum permitted in our church.

At no time is alcohol permitted on church property, including the parking lot.

There is no dressing area for the bride or bridal party, but the bridal party may stay in the ladies' rest area until the ceremony.

There is to be no throwing of rice, birdseed, confetti or releasing of balloons on the premises.

There is no receiving line at church after the ceremony due to parish mass times.

The use of any wagon-type conveyance to transport toddler attendants down the aisle during any part of the processional or recessional is not permitted.

The final plans for the wedding programs must be approved by the presider or pastoral administrator before printing.

It is imperative that you bring the civil marriage license to the rehearsal and give it to the presider who will officiate at the wedding. The wedding cannot take place without the license.



***St. Stephen Church***  
***Wedding Application Information***

**Requested Wedding Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Rehearsal Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Bride**

Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Best Phone # \_\_\_\_\_ Home # \_\_\_\_\_

Email \_\_\_\_\_

Baptized: Yes \_\_\_\_\_ No \_\_\_\_\_ Confirmed: Yes \_\_\_\_\_ No \_\_\_\_\_

Religion \_\_\_\_\_

Current Parish/church \_\_\_\_\_

Address \_\_\_\_\_

How long have you been a member \_\_\_\_\_ Are you an active member of this church \_\_\_\_\_

Maid/Matron of Honor \_\_\_\_\_

**Groom**

Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Best Phone # \_\_\_\_\_ Home # \_\_\_\_\_

Email \_\_\_\_\_

Baptized: Yes \_\_\_\_\_ No \_\_\_\_\_ Confirmed: Yes \_\_\_\_\_ No \_\_\_\_\_

Religion \_\_\_\_\_

Current Parish/church \_\_\_\_\_

Address \_\_\_\_\_

How long have you been a member \_\_\_\_\_ Are you an active member of this church \_\_\_\_\_

Best Man \_\_\_\_\_

**Priest/Presider**

Name & Parish \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

***\*\*Please indicate your reasons for requesting St. Stephen church for your wedding.***

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## *Agreement for a Wedding at St. Stephen Church*

Please check each of the following to indicate your agreement:

\_\_\_\_\_ We have received and thoroughly read the St. Stephen Church Wedding Guidelines and agree to abide by all rules and regulations set forth. We certify that all information we have provided to St. Stephen Church is accurate.

\_\_\_\_\_ We have contacted the presiding clergy and arranged the time for the wedding.

\_\_\_\_\_ We will participate in a marriage preparation program. (Talk with your Presider about this.)

\_\_\_\_\_ We agree to abide by these policies without exception.

\_\_\_\_\_ We will share the policies with our florist.

\_\_\_\_\_ We will share the policies with our photographer/videographer.

\_\_\_\_\_ We will share the Church policies with our musicians, if they are from outside the parish and obtain the necessary clearance to use the parish organ, piano and sound equipment.

\_\_\_\_\_ We will assume responsibility for payment related to any damage to the church or church property relative to the time of the rehearsal and/or wedding.

• Florist:            Name \_\_\_\_\_ Phone \_\_\_\_\_

• Photographer: Name \_\_\_\_\_ Phone \_\_\_\_\_

**Please sign, date and return along with Wedding Application to:**

St. Stephen Church  
Wedding Manager  
320 Donham Ave.  
Cincinnati, OH 45226

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_

**HOLD HARMLESS AND INDEMNIFICATION**

Must be returned to church office no later than one week before the wedding.

For valuation consideration, the receipt of which is hereby acknowledged, the undersigned,

\_\_\_\_\_, whose address is \_\_\_\_\_

Do(es) hereby agree to indemnify, protect, save and hold harmless THE ARCHBISHOP OF CINCINNATI AND HIS SUCCESSORS AS TRUSTEE FOR THE CONGRGATION OF **ST. STEPHEN ROMAN CATHOLIC CHURCH, HAMILTON COUNTY, OHIO; ST. STEPHEN PARISH, CINCINNATI, OHIO AND THE ARCHDIOCESE OF CINCINNATI** (hereinafter jointly referred to as the "Archdiocese"), their respective representatives, agents and employees, from and against any and all liability, actions, causes of action, claims, judgments, loss, cost and expense arising out of or in any way related to or connected with the use or occupancy of the premises of the Archdiocese by the undersigned or by any of the undersigned's agents, employees, invitees, representatives or guests, which use or occupancy results in any injury to persons or property, except to the extent such injury is caused by the negligent acts or omissions of the Archdiocese, their representatives, agents or employees. If any claim is alleged against the Archdiocese by anyone (including governmental agencies) arising out of or in any way related to the use or occupancy of the premises by the undersigned or its agents, employees, invitees, representatives or guests, it is expressly understood and agreed that the undersigned shall take over the defense of each and every such claim promptly and pay all attorney's fees, judgments, settlement payments and all other costs and expenses whatsoever incurred in connection with the defense of all such claims, without exception, it being expressly understood that the undersigned shall be and remain fully responsible for all such claims and will hold the aforementioned indemnities completely harmless from and against any liability, actions, causes of action, claims, judgments, loss, cost or expense whatsoever in connection therewith.

(If signed by Business/Corporations)

(If signed by Individuals)

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Name of Individual

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_