

Dear Bride and Groom,

First, congratulations on your engagement.

We are happy you have chosen St. Peter Chanel for the Sacrament of Marriage.

On the following pages we have compiled information that we believe may answer some of the questions you may have regarding your wedding.

WEDDING TIME LINE:

Time allowed for a wedding is two hours, including set up (1/2 hour), ceremony, pictures and clean up (1/2 hours). More time may be allowed if it does not conflict with another scheduled event. Please consult with your wedding coordinator to see if additional time can be accommodated.

REHEARSAL:

The rehearsal is scheduled the day before the wedding based on wedding time:

If your wedding is: Your rehearsal is:

Friday, 7:00 p.m. Thursday, 5:30p.m.

Saturday, 11:00 a.m. Friday, 4:00 p.m.

Saturday, 2:00 p.m. Friday, 4:45 p.m.

Saturday, 7:00 p.m. Friday, 5:30 p.m.

All rehearsals will take place in the sanctuary and begin promptly at the assigned time. Everyone participating in the ceremony **MUST** attend the rehearsal and arrive at least 15 minutes prior to your scheduled rehearsal. Remind the wedding party that Friday night traffic in Atlanta is predictably bad and to leave plenty of time. Also please remind the wedding party they are within a sacred place where respectful behavior is expected from everyone.

FACILITIES:

Our Sanctuary provides seating for 1,116. St. Peter Chanel is an active parish, and due to other scheduled events, the following are recommendations to follow so we can accommodate both the wedding and regular parish life.

- For a Saturday 11:00 a.m. wedding, the Church must be vacated by 12:30 p.m.
- For a Saturday 2:00 p.m. wedding, the Church must be vacated by 3:30 p.m.
- For a Saturday 7:00 p.m. wedding, the Bridal Party is asked to stay in their respective rooms until the 4:30 pm Mass has been dismissed (5:30 pm).

The Wedding Coordinator and volunteers will direct the Florist, Photographer and Videographer to an appropriate waiting/preparation area.

FLOWERS:

- You may use your own florist to provide arrangements for the Sanctuary. Your florist will be asked to acknowledge the guidelines by signature of the Florist Agreement. No shredding greenery or live ferns are allowed. The arrangements may be placed on both sides of the Tabernacle Tower on the stands provided.
- If providing fresh flowers for the altar, the arrangements must be left for the Sunday Liturgies. The flowers may be dedicated in honor or in memory of a person of the Bride and Grooms choosing. We can acknowledge your donation in our bulletin by contacting our event coordinator at 678-832-1244 to reserve your spot.
- Or you may choose to use the white silk arrangements that St Peter Chanel can provide.

DECORATIONS:

- Sanctuary furnishings, coverings, flags, seasonal (Easter/Christmas) decorations may not be moved. No aisle runners are allowed.
- For the protection of the wood, pew decorations must use ribbon, or tulle, to attach a bow or flower arrangement. All pew decorations must protect the wood from moisture and be removed and cleaned up immediately after the ceremony by a representative.
- No decorations are allowed on any entry doors, both exterior and interior. No rice, balloons, birdseed, etc., may be used.
- Acknowledgement and agreement is required by signature on the Florist Agreement.

FLOWER GIRLS AND RING BEARER:

- No flower petals may be strewn on the floors of the Sanctuary or anywhere in or outside the church building or parking lot.
- If you choose to have a flower girl in your wedding party, her role is to be strictly symbolic. The same is true for ring bearers. The rings to be used for the ceremony may not be attached to the ring bearer's pillow. The rings should be given to the Wedding Coordinator prior to the wedding so that she can place them on the altar. The minimum suggested age for both flower girls and ring bearers is age four.

PHOTOGRAPHY:

The Bride and Groom make their own arrangements for photography. Within reason, the photographer is permitted a great deal of leeway. See Photographer Agreement for details.

- The photographer may not enter the altar area during the ceremony and may not come forward of the last pew in the center aisle.
- No flash photography during the procession, ceremony or recession. The official photographer, family and friends should keep in mind the sacred nature of the occasion.
- The photographer is allowed thirty minutes after the ceremony for posed photographs.
- Any posed photographs involving the Officiant are to be taken first.
- The time allocated for photos after the ceremony is 30 minutes. Please be prepared to

move quickly through your list of photos. It is a good idea to give your photographer a complete list of your requests a week before your wedding. With this list, he will be able to make the most of the time you are allotted.

- The photographer is required to review the guidelines and agree by signature to the policies of St. Peter Chanel Catholic Church.

VIDEOGRAPHY:

If you choose to have your ceremony videotaped, your Videographer will be asked to acknowledge the following regulations by signature on the Videographer Agreement:

- All video equipment must be set up no later than thirty minutes before the scheduled time of the wedding. For the 7:00 p.m. wedding, the videographer may set up only after the parishioners have exited from the 4:00 p.m. Mass.
- The Bride and Groom may not wear wireless microphones however the videographer may plug into our system and get a feed from the mixer with prior approval from our sound tech, Pete Thomasberger. Email him at pthomasberger.spc@gmail.com.
- Video equipment must be stationary during the ceremony; no "roving" camera is permitted.
- No floodlights or any other special lighting may be used during the ceremony.
- No wires may be laid across any aisles.
- Nothing may be, pinned, stapled or otherwise affixed in any way to Church walls, furnishing or floors.
- Persons operating video equipment shall be dressed appropriately for a formal church service.

Live-Stream Available for Your Wedding

We are able to live-stream your wedding. This allows your guests who are unable to attend in person to view your wedding live on their TVs, computers, tablets, and smartphones via the St. Peter Chanel YouTube Channel.

After your wedding has concluded, a video recording of the live-stream remains available to you on our channel for one year.

In order to prepare the live-stream graphics, we will need the following information.

- Full Name of the Bride and Groom
- Name of the presider as well as any other clergy scheduled to participate
- Name of homilist if other than the presider (if we have been informed)
- Name of officiant if other than presider
- Citation for Scripture readings: 1st Reading; 2nd Reading; Responsorial Psalm (chapter and verses, not response) and the Gospel

Please let your wedding coordinator know at least two months in advance of your wedding date if you wish to live-stream your wedding, so that we can insure that a video production operator will be available.

MUSIC:

•The Bride and Groom must make an initial email contact with the Music Director within two weeks of receiving their Confirmation Letter. Jane Jackson's e mail address is jjackson@stpeterchanel.org. This first contact is required before making any decisions regarding the music/musicians. All music for the wedding ceremony must be discussed and approved by the St. Peter Chanel Music Director. Her direct line is 678-832-1247.

Guidelines for music at the ceremony include:

- All music must be of sacred content-no secular music will be allowed
- Only live music is allowed-no recorded music.
- All musicians, either instrumental or vocal, must perform in the choir loft.
- Guest organist, instrumental musicians and soloists must be approved by the Music Director. To ensure the quality of the music program, a member of the music staff must be present at the wedding regardless of whether he or she performs personally (the Bench Fee will apply).
- A Cantor is required for all weddings.
- No music rehearsal may take place during the wedding rehearsal due to time constraints. A separate music rehearsal may be scheduled for an additional fee.

Preparations in the Church, including the florist, photographer, and videographer, may not begin until all parishioners have exited the Church following the Vigil Mass.

The Wedding Coordinator and volunteers will direct the Florist, Photographer and Videographer to an appropriate waiting/preparation area.

WEDDING DAY:

The Bridal Party is urged to arrive at the Church one hour before the scheduled wedding time. The Wedding Coordinator and Wedding Guild volunteers will be there to guide you to the Bride's Room and Groom's Waiting Area. The florist, photographer and videographer may set up 30 minutes prior to the wedding. They are asked to abide by the regulations set forth in the vendor agreement they have signed. If they have any questions on the wedding day, they should direct them to the Wedding Coordinator.

GENERAL REGULATIONS:

No smoking is permitted anywhere in the parish buildings.

No alcohol may be consumed or brought on the parish grounds or in parish buildings, either at the rehearsal, before the ceremony or at the actual ceremony.

On the wedding day, non-alcoholic beverages and snacks are allowed in the Bride's Room and Groom's Waiting Area, within reason, and with the expectation that the room will be cleaned and in the condition in which it was found. It is best to assign someone outside of the wedding party to be responsible for clean-up.

No flower petals (real, paper or silk) may be thrown by guests or flower girls. No rice, balloons, birdseed, confetti, etc. may be used.

Receiving lines and guest books are not permitted in the Narthex or Church.

The Bride's Room is for the exclusive use of the Bride and her Bridesmaids. All personal items must be removed from the Bride's Room at least 20 minutes prior to the ceremony. It is best to assign someone outside of the wedding party to take charge of personal belongings especially cell phones and lock them in the trunk of someone's car. The parish cannot accept responsibility for the security of personal items.

The St. Peter Chanel Nursery is not available for weddings or receptions. Under no circumstances will any room within the church be allowed for impromptu babysitting purposes by family or guests, as this is in direct violation of the Safe Environment Policies of the Archdiocese of Atlanta.

CHECKLIST:

-Make initial contact with the Music Director within two weeks of receiving Wedding Date Confirmation letter. Contact information: jjackson@stpeterchanel.org or 678- 832-1247.

2 months prior:

-Provide Vendor Agreements to your Florist, Photographer and Videographer asking them to complete and return the forms to Barb Donnelly at least four weeks prior to the wedding.

One month prior:

-Submit "Together for Life" liturgy selections to Barb Donnelly. If prepared by another parish's priest/deacon, the completed wedding file is due.

One month prior:

-Final meeting with St. Peter Chanel Wedding Coordinator where you will turn in the stipend envelopes for Officiant, Parish Gift, Wedding Coordinator, Organist/Pianist (or Bench Fee if applicable), Cantor, Altar Servers.

Please insert appropriate amount in each envelope.

-If any other information is missing, you will be notified to bring it along.

The United States Conference of Catholic Bishops has a website containing information to assist you in planning your journey toward married life. There is a section on dating, engagement, planning a wedding, parenting and family life, www.foryourmarriage.org.

There are lists of frequently asked questions, tips, videos, and resources available where you may be able to find a quick answer to any questions you may have or to consider things that you may not have considered.

While planning the ceremony itself is very important, remember that the most important part is preparing for your marriage since it will last a lifetime.