

Wedding Guide

We are glad you have chosen to express your faith in God and your love for each other through the sacrament of Marriage at Prince of Peace Church. Our team is ready to assist you in making this a beautiful and reverent ceremony.

Attached you will find the necessary information you will need to ensure your wedding date is secured and the planning process follows our parish guidelines.

To request a wedding date:

- The bride or groom must be Catholic.
- Must be a parishioner or immediate family of a parishioner.
(Non-parishioners will have to be approved by a priest before requesting a date.)
- Must contact the church at least six months prior to the desired wedding date to request a hold on the calendar.
- Weddings are generally not held during Lent. Call the office for exception.

Once the date is requested:

- Couple must meet with the pastor Father Chalmers for a pre-nuptial interview and to be approved to be married.
- Couple will be required to complete online wedding request form and select desired Prince of Peace priest for the ceremony. *Note: while every effort will be made to accommodate your request, due to scheduling limitations, we cannot guarantee the requested priest will be available.*
- A guest priest may be asked to perform the ceremony; however, the request will need to be approved by the pastor in advance.
- If applicable, bride and groom will need to provide a baptism certificate.

Next Steps, Expectations and To Do List

- Meet with the Pastor at least six months prior to wedding.
- To rent the parish hall for rehearsal dinner or wedding reception, schedule a meeting with the parish business manager.
- Complete the parish's approved wedding preparation program.
- At least three months prior to the wedding, the couple must meet with the Parish Liturgy Director, who will go over the order of the ceremony, plan the music, and will assign a wedding coordinator.
- Submit request for a guest musician or soloist to the Liturgy Director three months prior to the wedding.
- Meet with wedding coordinator one month prior to wedding to organize the logistics of the ceremony.
- Obtain State of Alabama Marriage Certificate within 30 days of wedding.

Change of Alabama Marriage Law

The State of Alabama marriage law neither requires a marriage ceremony nor prohibits it. The only requirement is the submission of the correct paperwork. The parties must meet the state's requirements – namely, that applicants must be of legal age, are not already married, are not related, and are competent to enter into marriage. Once the couple has submitted the completed and notarized forms to the probate judge's office and paid the associated fees, the State accepts that they are married – even if there was no formal ceremony, whether secular or religious.

It is important that Catholics understand that the Church recognizes that it is the Sacrament of Matrimony that actually brings about their marriage before God, therefore they are still bound by the required canonical form for marriage as recognized by the Church.

When a Catholic wishes to marry another, that union be recognized as valid before God and he or she must follow the Church's marriage laws, in addition to the civil marriage laws where he or she resides.

The following State procedures should be followed:

1. Obtain a Marriage Certificate Form from the state or county probate judge's office. This form is also available on the web site of the Alabama Department of Public Health: <https://dph1.adph.state.al.us/marriage/>.
2. Complete the form according to its instructions and have the form witnessed by a Notary Public. The parties can sign the document separately and/or at different times, but both signatures must be notarized. Prince of Peace Parish have staff available in the church office who is an authorized Notary Public and can perform this service for free.
3. The notarized form must be submitted within 30 days of the latter of the two spouses' signatures to the county probate judge's office for recording, along with the filing fee from that county.
4. The effective date of the marriage will be recorded by the State as the latter of the dates of the signatures of the spouses. In other words, if the spouses have their signatures notarized on separate dates, the date for the one who signed it last will determine the date of the marriage in the state records. **If the couple wishes for the State wedding date to be the same as the ceremony date, you can bring the form to the church and have it notarized on the date of the ceremony by a church staff person.**

WEDDING FEES

FACILITY FEES

	<u>Parishioner</u>	<u>Non-Parishioner</u>
Church - Sound Technician and Cleanup* Fee	\$350	\$1,350
Chapel - Cleanup Fee	\$200	\$750

WEDDING DIRECTOR'S FEES

Church	\$250	\$250
Chapel	\$125	\$125

MUSIC:

Fees will range from \$500 to \$1,700 depending on the musicians and the music chosen.

PRIEST – No charge, but stipends determined by the couple are customary.

***All fees must be paid in full 30 days prior to wedding date. Failure to pay may result in cancellation of the event.**

WEDDING REHEARSALS

Rehearsal for a Friday wedding is on the Thursday before the wedding, generally between 5:00-6:00 pm.*
Rehearsal for a Saturday wedding is on the Friday before the wedding, generally between 5:00-6:00 pm.*

Rehearsals must begin promptly at the scheduled time or time in the church is forfeited.

*Any deviation from the prescribed rehearsal times must be arranged and approved by the Liturgy Director and is dependent on availability.

WEDDINGS TIMES

Friday Weddings: Between 5:00 p.m. and 7:00 p.m.

Saturday Weddings: Between 11:00 a.m. - 2:00 p.m. or between 5:30 p.m. - 7:00 p.m.

*Weddings must begin promptly at the scheduled time or time in the church is forfeited.

BRIDES AND GROOM ROOMS

NOTE: Other events, such as baptisms, may be scheduled on the same day as the wedding. The wedding party should not assume they have sole access to the church on the day of the wedding and must abide by the following access times.

- Designated rooms for the bridal party are provided based on availability and must be reserved in advance.
- Access to the church and rooms is no earlier than 8:00 a.m. for a morning wedding and no earlier than 1:00 p.m. for an evening wedding.
- Mass is held on Saturday at 4:00 p.m. The wedding party must be out of the church by 3:30 p.m. and remain quiet and reverent in common areas during the service.

CHURCH DECORATIONS

- Flowers and drip-free candles are permitted in the sanctuary.
- No tacks, pins, staples or tape or **GLITTER** may be used.
- Pew decorations, if used, must be tied on (**NO WIRE IS TO BE USED**).
- All flower holders, candelabras and other rentals must be removed from the church/chapel after the wedding and picked up no later than the next business day after the wedding.
- Flowers must be pre-arranged and may be placed in the church prior to the Saturday Mass.
- Flowers may remain on the altar for the weekend church services.
- No decorations are permitted on walls, windows, ceilings, or doors of the church or chapel.

PICTURES AND VIDEOS

- Pictures in the church are allowed only during allotted time and all photographer's equipment must be promptly removed.
- Photos may begin at 8:00 a.m. for a morning wedding.
- Photos may begin at 1:00 p.m. for an evening wedding and be completed by 3:00 p.m. for a Saturday wedding.
- No flash photography allowed during the wedding ceremony.
- Photographers may set up equipment in the back of the church behind the pews.
- Photographers are not allowed forward of the center cross aisle or on the altar during the ceremony.
- Pictures are **not** allowed in the main foyer after 3:30 p.m. Pictures may be taken outside or in the chapel as long as it does not interfere with parishioners attending the Saturday 4:00 p.m. Mass.

EXPECTATIONS

- No food or drink is allowed in the church or chapel.
- If young children are in the wedding party, they should be mature enough to follow directions and perform their role without distracting from the ceremony.
- Aisle floor cloths are not permitted.
- No real or artificial flower petals may be used on aisle carpet.
- No birdseed, rice, confetti, bubbles, sparklers, etc. may be used in church or parking lot.
- No cell phone use during the wedding rehearsal or wedding.
- **ABSOLUTLY NO ALCOHOLIC BEVERAGES MAY BE SERVED BEFORE THE WEDDING.** Failure to comply with this rule will have very serious consequences.
- Clothing worn by the wedding party must be appropriate, modest and reverent. Clothing with glitter is not allowed.

I acknowledge that I fully understand and agree to abide by all the outlined guidelines, and I will communicate these requirements with my vendors, wedding party and family members.

Bride/Groom Name: _____

Bride/Groom Signature: _____ Date: _____

Prince of Peace Room Rental Fees
Includes required Diocesan Insurance Fee

	<u>Parishioner</u>	<u>Non-Parishioner</u>
St. Jude Room (<i>capacity 50</i>) and Kitchen	\$625	\$875
Deasy Hall (<i>capacity 175</i>) and Kitchen	\$1,325	\$1,825

***Events serving alcohol and/or events beginning after 5:00 p.m. require a security fee of \$250.**

Please note that Prince of Peace **is not a wedding venue**. The fellowship hall and meeting rooms may be rented based on availability. Rooms must be cleaned on Saturday evenings in preparation for Sunday use.

ROOM AVAILABILITY

- The wedding party or caterer is responsible for table arrangement and desired setup.
- Chairs may not be removed from any room without prior permission. Requests to have chairs removed from Deasy Hall must be approved by the Parish Business Manager in advance and will require a fee of \$500.
- Events **MUST END** and all decorations and personal items removed at **11:00 p.m. SHARP!** Security officer will leave, and the church alarm will automatically arm at 11:00 p.m.
- Deasy Hall, St. Jude meeting room, and Kitchen will be available at 8:00 a.m. on the day of the event for setup.

ALCOHOL USE

- Only beer, wine and/or champagne may be served on the premises.
- Alcohol must be served by a hired bartender provided by the caterer and all state laws must be observed. (Legal drinking age is 21 years of age).
- Bar areas are only permitted on tiled area of Deasy Hall or on the back patio.
- Alcohol and/or containers are not permitted outside the social hall area.

SMOKING

- Prince of Peace is a smoke-free campus. No smoking is allowed in the building or on the grounds.

SUPERVISION OF MINOR CHILDREN

- At no time are children or youth permitted to roam the buildings or grounds unsupervised.
- Security officers will issue one warning. Continued violations of this rule may result in the removal of the violating parties or cancellation of the entire event.

DECORATING

- No decorations are permitted on walls, windows, ceilings, or doors. Use of nails, tape, tacks, etc. is not permitted.

DAMAGES

- The person booking the rooms is responsible for any damage. No one is permitted on the playgrounds for ANY reason.

FACILITIES USE AGREEMENT

The facilities of Prince of Peace are an integral part of the mission of our parish and will be rented only for sacramental-related functions such as wedding receptions, baptismal receptions, and like events. Local community-related functions may be permitted on a limited basis and only with special permission. The parish reserves the right to deny access to any group or individual with a history or intention of preaching or teaching in opposition to the doctrine, moral teachings, and practice of the Catholic Church.

Room(s) Rented _____

Renter's Name _____ Phone _____

Event Date _____ Event Times: Start _____ End _____

I have read the above rental requirements and agree to abide by them.

Renter Signature _____ Date _____

Booking not confirmed until signed forms are returned with payment.

**Prince of Peace Catholic Church
Florist Guidelines**

Please give these guidelines to your florist.

- Flowers and drip-free candles are permitted in the sanctuary.
- No tacks, pins, staples, tape, or GLITTER may be used.
- Pew decorations, if used must be tied on (**NO WIRE IS TO BE USED**).
- All flower holders, candelabras and other rentals must be picked up by the next business day after the wedding.
- No decorations are permitted on walls, windows, ceilings, or doors.
- Flowers must be pre-arranged and placed in the church prior to the Saturday Mass.
- Florist is responsible for cleaning up from any last minute adjustments by 3:00 p.m.

Wedding Party's Name and Wedding Date _____

Florist's name _____

Phone number _____

Business address _____

Signature of Bride/Groom _____

Date _____

Prince of Peace Catholic Church Catering Guidelines

Please give these guidelines to your caterer.

Prince of Peace Church has a warming kitchen ONLY, we have NO permits for cooking.

- All served drinks must be kept on the tiled area or outside on back patio.
- Caterer is responsible for restoring the kitchen to the state in which it was found. Removal of church owned items is not allowed.
- The warmer is NOT to be moved from the kitchen.
- Caterer is NOT allowed to begin delivery to or setting up of Deasy Hall and /or the Multipurpose rooms prior to day of event.
- Event must conclude no later than 11:00 p.m. Event organizers, including the caterer, must remove all personal items, leftover food, decorations and must exit the premises no later than midnight.
- After the event – all catering items must be removed from kitchen and parish hall. The kitchen and parish hall are scheduled for use every Sunday morning at 7:00 a.m.
- Caterers need to bring their own garbage bag liners for use in trash cans.
- All garbage needs to be placed INSIDE church dumpster.
- The church takes NO responsibility for items left overnight in the facility.
- Do not assume that freezer and refrigerator space will be available. These appliances are for parish use only.
- Appropriate and respectable attire is required while delivering and serving in the church hall.
- Caterers are confined to the kitchen only; they are not allowed to use the adjoining room, St. Jude, for storage of any kind. Use of any other room will result in a rental fee for the organizing party or caterer.

Wedding Party's Name and Wedding Date _____

Caterer's name _____

Phone number _____

Business address _____

Signature of Bride/Groom _____

Date _____

Prince of Peace Catholic Church

Photography Guidelines

Please give these guidelines to your photographer!

- Pictures in the church or chapel may be taken at the following times: but are subject to change:
Friday evening weddings: Two hours prior to the wedding and up until one hour after the wedding 8:00 p.m.
Saturday Day Weddings: 3½ hours prior to wedding ending by 3:30 p.m.
Saturday Evening Weddings: 2:30-3:30 p.m. and 5:30-8:00 p.m.
- All photographers' equipment must be removed by 3:30 p.m.
- NO pictures allowed in the main foyer after 3:30 p.m.
- No flash photography allowed during the wedding ceremony.
- Photographers may set up equipment in the back of the church up to the beginning of the pews.
- Photographers are not allowed forward of the center cross aisle or on the altar during the ceremony.
- Appropriate and respectable attire is required.

Please return the signed sheet to the Church.

Wedding Party's Name and Wedding Date _____

Photographer's name _____

Phone number _____

Business address _____

Signature of Bride/Groom _____

Date _____