

WELCOME TO ST. EDWARD CATHOLIC CHURCH

We are pleased you selected St. Edward Catholic Church for your wedding.

We thank God for our beautiful church and are glad to make it available for weddings.

Guidelines to celebrating your wedding at St. Edward Catholic Church

At least one of the parties must be Catholic. Any arrangements (including the date) for reserving the church for a wedding cannot be made until permission is granted from the priest or deacon who will perform the ceremony. If you are not a parishioner of St. Edwards, please have your parish priest and/or the priest or deacon officiating at the wedding send a letter to the pastor of St. Edward. The letter should grant permission for you to marry at St. Edward and/or confirm that he will officiate at the wedding.

The pastor of St. Edward is available for weddings of parishioners.

Documents for the Sacrament of Marriage

Copy of Baptism certificate with notation for marriage

Copy of the marriage license if you are married civilly

Marriage preparation Program

Foccus- If you are getting your marriage preparation at St. Edward you must take the test before your first meeting with the priest.

Pre-Cana- please check the Diocese website for more information www.dolr.org/familylife

NFP- www.ccli.org

Sponsor couple- check in the church office for more information

You are required to participate in a marriage preparation program offered by St. Edward. If you live outside of Arkansas, you should follow the requirements of the diocese where you live, a class in Natural Family Planning is normally required for you to marry in the Catholic Church in Arkansas, no matter where you live.

Please note that the priest or deacon who performs the wedding ceremony has the responsibility to ensure that the canonical requirements are met regarding marriage

preparation and the details of the wedding ceremony itself. You will meet with the priest several times to fulfill all marriage preparation requirements. These sessions will address the spiritual and theological significance of the sacrament of Matrimony, as well as issues specific to your relationship.

If you have been married previously, it is the policy of the Diocese of Little Rock that no preparation for a wedding (including setting the date and reserving the Church) can be made until a declaration of nullity has been granted for your prior marriage(s). Your pastor can answer your questions regarding this process.

Please remember that a Catholic marriage is a sacrament, a sign of God's presence and love. Therefore, we ask that everyone maintain an attitude of reverence when inside the church. Such reverence and respect mean dressing appropriately in a holy place as well as refraining from chewing gum, using cell phones, having loud conversations, etc. We hope that your memories of your wedding at St. Edward's will be of love shared between you and God in a holy and beautiful setting.

WEDDING TIMES:

Wedding celebrations are normally scheduled as follows:

Saturdays: 12:00 p.m. or 6:00 p.m.

If you want to get married on a different day or time, please ask the priest or Deacon who is preparing you for marriage who will notify the church office.

The marriage ceremony or Mass is **not permitted** outside the church by Diocesan regulations.

FEE SCHEDULE

Use of the Church

(General Rate): \$1,650 is for the church rental

Wedding consultant and music fees are separated, you will need to contact them and cover their fees separately.

Deposit

A \$500 non-refundable deposit must be made **at the time of your reservation**. The balance must be paid at least thirty days (30) before the date of the wedding or the deposit will be forfeited and the wedding automatically canceled.

MISCELLANEOUS FEES
(These services are an additional cost)

St. Edward Wedding Coordinator: *Please contact the wedding coordinator ASAP*

Nita Danaher 501 993-5166

Carla Mora 501-247-0161

Ruby Serna 501-944-3790

St. Edward Church Organist

Phillip Quick 501-831-2625

Cantor

Lisette Christensen 501-410-5178

Choir in Spanish

Manuela Negrete 501-771-9104

Cafeteria Rental: Please inquire separately about this if you wish to have your receptions here. Because the parish has many activities, please be aware that sometimes the church is available but the cafeteria is not.

Reserving your wedding at St. Edward is not a guarantee that St. Edward will have reception facilities available for you. There are, however many possibilities for reception halls within a very short distance.

NOTE: The miscellaneous fees are in addition to the “Use of the church” fee.

CANDLES

There are 4 brass altar candlesticks on the high back altar and two candlesticks on the front altar, plus the sanctuary lamp. Used of a so-called “unity candle” is allowed but not encouraged. “Unity” is already symbolized in the bride and groom themselves, their exchange of vows, and the exchange of rings. The exchange of vows marks the actual moment when marriage begins. If you choose to light a unity candle, the couple must provide the unity candle plus the two taper candles. If you wish to include the lighting of the unity candle in your wedding ceremony, please inform the wedding consultant. The unity candle will not occupy a prominent place in the sanctuary.

PHOTOGRAPHS

Photographs may be taken inside or outside the Church before the service and after the service. For daytime weddings, the church will be normally available at 11:00 a.m. For evening weddings the church will be available **NO EARLIER THAN 5:00 P.M.** The photographer must conclude taking pictures inside the church around the altar at least 30 minutes before the time of the wedding. The photographer will not be allowed to enter the sanctuary area of the church (the area in front of the front pews) during the wedding ceremony. The rear of the church and the choir loft serve as great locations for taking pictures. No flash during the ceremony itself, please. If your photographer has any questions, please contact the Wedding Coordinator.

VIDEOS

A video camera, on a tripod, may be set up provided it does not obstruct or distract. Consult the Wedding Coordinator for appropriate placement.

SECURITY

We, at St. Edward Parish, are proud to be located amid the beauty of historic downtown Little Rock. The parish priest lives close to the church and feels very safe walking any time of the day or night, but items have been stolen from locked vehicles in our parking lot in the past. For this reason, all are advised to leave nothing of value visible in their cars. If you feel the need of professional security such as an off-duty police officer, this is your responsibility. St. Edward has many activities in the day and evening hours and employs security on rare occasions, such as fundraisers. Please inform the wedding coordinator if you plan to use such security.

REHEARSAL

The rehearsal is usually held at 5:30 p.m. on the day before the wedding. Time can change depending on the families or church activities

ALL MEMBERS OF THE WEDDING PARTY ARE EXPECTED TO ATTEND AND TO BE ON TIME.

The rehearsal is a very important part of the wedding experience and should proceed in a manner respectful of the church. Strict observance of the following regulation is required: Drinking alcoholic beverages is not permitted in the Church or on the Church grounds before, after or during the rehearsal or the wedding. Doing so are grounds for the wedding to be canceled.

- 1-The Priest will direct the rehearsal.*
- 2-Everyone in the wedding party should arrive fifteen minutes before the rehearsal.*
- 3-Both sets of parents, if possible, should be present at the rehearsal.*
- 4-The ushers and readers should also be present for the rehearsal.*
- 5-The groom should deliver the marriage license to the Priest at this time.*
- 6-The Priest will direct the rehearsal.*
- 7- Everyone in the wedding party should arrive fifteen minutes before the rehearsal.*
- 8-The ushers and readers should also be present for the rehearsal.*
- 9-The groom should deliver the marriage license to the Priest at this time.*

READINGS

The engaged couple may select the Scripture Readings (First, Psalm, & Second) to be read by the lector(s). The Gospel Reading (also chosen by the couple) is read by the Priest or Deacon witnessing the marriage. Lectors are not required to be Catholic, however, you should choose individuals who can read well and proclaim the Word of God confidently.

OFFERTORY PROCESSION

The engaged couple may select **Catholic** family members or **Catholic** friends to carry the Offertory Gifts in procession to the Altar where the priest will receive them.

ALTAR SERVERS

Altar servers are not needed at a wedding unless you know an altar server that you would like to participate in your wedding and you are having a Mass. Inform the Wedding Coordinator if you have family members who are Altar Servers.

WEDDING PARTY

Due to space limitations, please have no more than six bridesmaids and groomsmen (in addition to the maid /matron of honor). All groomsmen must be male, and all bridesmaids must be female.

As a matter of courtesy, if you wish the priest to be in the photographs, please request that the photographer take pictures with him **immediately after** the ceremony.

Due to safety concerns, the use of any flower petals/or aisle runners is not permitted inside or outside the church building. If you have questions, please ask the wedding consultant.

Please Note: St. Edward Catholic Church, the pastor, the wedding coordinator and all other officials of the church are not responsible for items left in the church, in the dressing room or on the grounds.

We ask that both the bride and groom read these Directives. It is your responsibility to inform your photographer and florist, or any other outside help of these Directives.