

SS. PETER & PAUL CATHEDRAL -- WEDDING REQUEST FORM

To confirm your wedding date in the cathedral, please call Diana Hay in the parish office to make an appointment to return this form and a check payable to SS. Peter & Paul Cathedral. The fee for the cathedral is \$1,000.00. The fee for the chapel is \$750.00. In the event that your wedding plans change and you cancel your wedding date, we will retain the \$250 donated to the cathedral endowment and the difference will be refunded to you immediately.

BRIDE

Name _____

Address _____

Zip _____

Telephone: Day _____
Eve _____

E-Mail Address _____

GROOM

Name _____

Address _____

Zip _____

Telephone: Day _____
Eve _____

E-Mail Address _____

PARISH PASTOR

PARISH PASTOR

TOTAL NUMBER OF EXPECTED GUESTS _____

Wedding Date _____ **Time** _____ **Rehearsal Date** _____ **Time** _____

Will the ceremony include Mass? _____ **Who will officiate?** _____
From Parish _____ **Telephone** _____
Address _____

Will the ceremony be in the Cathedral _____ **or in the Blessed Sacrament Chapel** _____

Please answer the following questions to the best of your ability. *If you cannot answer a particular question at this time, you should contact Diana Hay or your host/hostess as soon as you have the updated information.*

1. All that you need to provide for the priest to celebrate Mass is available at the Cathedral. (Vestments, Hosts, wine, candles, vessels, etc.) Will your priest bring any of these items? _____ If so, please list the items he will bring with him. _____
2. Do you intend to leave flowers at the statue of Mary? _____
3. Will you have a Unity Candle? _____
4. You will want to provide for your own servers, lectors, and Eucharistic ministers. Will this be a problem? _____
5. Will you need a stand for the guest book? _____ Kneelers _____
6. Who is your photographer? _____
Address _____ Telephone _____
7. Who is your videographer? _____
Address _____ Telephone _____
8. Who is your florist? _____
Address _____ Telephone _____
9. Will you be using a Wedding Coordinator? _____
Address _____ Telephone _____

We acknowledge receipt of the Wedding Guidelines, and have read and fully understand the information.

BRIDE _____ DATE _____

GROOM _____ DATE _____



SS. PETER & PAUL CATHEDRAL

Dear Father

_____ and _____ are seeking to reserve SS. Peter and Paul Cathedral/Blessed Sacrament Chapel as the place for their wedding. They are asking that you officiate at their wedding liturgy. We hope that you will be able to do so.

If you decide to officiate at the wedding, it is generally assumed that you will prepare the liturgy and its details with the couple. See the attached checklist.

As the one officiating, please complete the attached "Agreement of the Officiating Priest" form and return it immediately. As you are doing so, please be aware of the following points.

- The completion of all necessary paperwork is your responsibility, even if you find it necessary to delegate to another priest. Please mail all the papers **NO LATER THAN TWO MONTHS** prior to the date of the wedding. ***The paperwork should include:***
 - Preparation for Marriage form (Archdiocese of Indianapolis), or its equivalent from your diocese.
 - For the Catholic party, a recently (< 6 months prior to the wedding date) issued baptismal certificate with notations.
 - For a validly baptized Christian, either a certificate of baptism from the church in which he/she was baptized, or a letter of testimony from the church; or failing that, a letter of testimony from a witness (e.g., parent) to the baptism.
 - Any necessary Permission, Dispensation, Freedom to Marry (Lack of Canonical Form), or other documents which show freedom to marry (i.e., statements of nullity).
- When the paperwork comes from outside the Archdiocese of Indianapolis, it first must be released through the proper chancery and forwarded to the Archdiocese of Indianapolis, P.O. Box 1410, 1400 North Meridian Street, Indianapolis, IN 46206-1410, attn. Dianne Adams.

Finally, please make the couple aware that a Marriage License issued by the State of Indiana must be presented to the wedding host/hostess of SS. Peter and Paul Cathedral on the night of the rehearsal.

If you have any questions about any of the above, please feel free to call us at (317) 634-4519, or e-mail either one of us at julian.peters@archindy.org or diana@ssppc.org. Thank you for your ministry and assistance in this celebration of marriage.

Sincerely,
Father Julian Peters, OSB, Interim Administrator
Diana Hay, Executive Assistant

1347 N. Meridian Street • Indianapolis, Indiana 46202
317-634-4519 • Fax 317-630-9621



SS. PETER & PAUL CATHEDRAL

AGREEMENT OF THE OFFICIATING PRIEST

_____ and _____

have asked me to witness their marriage at SS. Peter and Paul Cathedral/Blessed Sacrament

Chapel on _____ at _____

and to be present and direct the rehearsal scheduled for _____

_____ at _____.

I agree to be responsible for:

1. The assessment of their readiness for marriage in the Church.
2. Providing information about options of Marriage Preparation Programs available according to the Common Marriage Policy of the Dioceses of Indiana.
3. Discussing with them the spirituality and sacramentality of marriage, prayer, and the requirements of intention and consent for the sacrament of Marriage.
4. Completing the necessary paperwork and documentation for delivery to SS. Peter & Paul Cathedral not later than two months before the wedding.
5. Being present and directing the rehearsal with the assistance of a wedding host/hostess provided by SS. Peter and Paul Cathedral.
6. Witnessing the marriage and celebrating the wedding liturgy.

(Parish Seal)

Signed: _____

Address: _____

Return to SS. Peter & Paul Cathedral, 1347 N. Meridian Street, Indianapolis, IN 46202

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317-634-4519 • Fax 317-630-9621

Presider's Checklist for Liturgy Preparation

Weddings at SS. Peter and Paul Cathedral / Blessed Sacrament Chapel

- ❑ Prayers Chosen
- ❑ Vows / Ring's Blessing Chosen
- ❑ General Intercessions Chosen / Edited / Copied
- ❑ Unity Candle / No Unity Candle decided
- ❑ Other cultural customs decided
- ❑ Marian Devotion – after Prayer after Communion (Mass)
- ❑ Marian Devotion – after Nuptial Blessing (Outside of Mass)
- ❑ All Ministries Assigned
 - Lector #1
 - Lector #2
 - General Intercession Leader (if not cantor)
 - Gifts brought forward (if Mass)
 - Extraordinary Ministers of Holy Communion (if Mass)*
 - Server(s) (if Mass)

* It is the custom at SS. Peter and Paul Cathedral that Communion Under Both Kinds be offered. Only for grave pastoral reason should this be omitted.



SS. PETER & PAUL CATHEDRAL

WEDDINGS AT THE CATHEDRAL

WELCOME

Welcome to you, the bride and groom, your wedding party and guests to the cathedral, the central church of the Archdiocese of Indianapolis. Our wish for you is that the cathedral will provide the simple elegance of environment and the sacred atmosphere to make the beginning of your marriage, the wedding as liturgy, a profound memory and the start of a long, joyful and spiritual journey together. With this in mind, we offer the following as guidelines, reminders and policies.

THE DESIGN OF THIS PACKET

This packet is designed so that you can 1) plan completely and appropriately for each aspect of the wedding liturgy; 2) be aware of the needs of the cathedral and the guidelines mailed to the various vendor-participant/principals in your wedding. Please go over each sheet carefully; take them with you when planning. You will want to monitor the responsibilities of all those principals involved in your wedding day.

THE FORMS TO BE RETURNED

Included is a wedding request form that we would like you to fill out and return to the Cathedral Executive Assistant. Also, include a check to cover the offering required for your use of the church or chapel. ***If we do not receive the form and check within three weeks of mailing this packet, we will assume you have cancelled your plans and open the date for other couples' weddings.***

In addition, you will find a letter and form you are to give to the priest you have asked to officiate at the wedding. He should complete the "Agreement of the Officiating Priest" form and return to us immediately. ***Be aware that he is being asked to complete the pre-marriage paperwork so that we have it on file a full two months prior to the date of the wedding.***

FOLLOW-UP: THE WEDDING HOST/HOUSTESS

When we receive your wedding request form and check, we will assign a wedding host/hostess to you. He/She will call or write you, then try to be available to you for any questions you might have that are not covered in this packet. He/She should be given details for the set-up needed for your wedding at least 30 days prior to the date. He/She will be present at your wedding and rehearsal.

THE MARRIAGE PREPARATION PROGRAM

Preparation programs designed to help couples understand the permanency and Christian character of their commitment are available through your home parish. Contact your priest at least six months before the desired wedding date. Your dialogue and discernment with him are a part of an Archdiocesan policy, which assures you sufficient preparation prior to marriage.

1347 N. Meridian Street • Indianapolis, Indiana 46202
317-634-4519 • Fax 317-630-9621

ON MAKING YOUR ARRANGEMENTS

1. Set the date well in advance. We ask you to set it at least six months prior to your wedding. It is understood that Archdiocesan celebrations in the cathedral take precedence, therefore no date is guaranteed in advance of six months. With that condition in mind, we ask you to reconfirm your date six months before the wedding date. Make sure you set the rehearsal date as well. The time for both is determined by the availability of the space. Saturday afternoon weddings must be scheduled no later than 2:00 p.m. since the cathedral must be cleared and quiet by 3:45 p.m.** in preparation for the Parish Eucharistic Liturgy and the Sacrament of Reconciliation. ***Do not plan on use of the cathedral for any type of preparation for your wedding any earlier than one and a half (1 ½) hour before the ceremony.***
2. You are asked to provide your own priest to celebrate the marriage. He will be given a letter of delegation to preside at the ceremony from the cathedral pastor. This written delegation between the two is essential for the validity of your marriage. The letter will be mailed to your priest presider approximately two months prior to the wedding.
3. In order for church records to be updated, complete pre-marriage paperwork, including certificates of baptism should be submitted two months prior to the ceremony.
4. Weddings are scheduled no later than the following afternoon times:

Cathedral Church	2:00 p.m.
Chapel	1:00 p.m.

**A Saturday evening wedding may be scheduled for 7:30 p.m. only in either the cathedral or chapel.

Final Remarks

In closing, the following individuals are able to assist you at the Cathedral:

Executive Assistant/Cathedral Events Coordinator: Diana M. Hay

Director of Music: Ed Greene

Also welcoming you to SS. Peter & Paul Cathedral include:

Interim Administrator: Father Julian Peters, OSB

And especially Archbishop Daniel M. Buechlein

God bless you.

Sincerely,



Diana M. Hay

Executive Assistant/Cathedral Events Coordinator

SS. Peter and Paul Cathedral

WEDDING AS LITURGY

"Liturgy" is a somewhat unfamiliar word to many. It is an ancient word whose meaning is best translated "the work of the people." When applied to prayer and worship, "liturgy" attempts to describe the ritual actions, words, and gestures of the people gathered for prayer and worship of God.

Weddings in the Catholic Church are "liturgy." That is, they are the prayer and worship of the people gathered. Whether the wedding in a catholic church is "with mass" - i.e., a "eucharistic liturgy"; or "without mass" - i.e. the "wedding liturgy"; both are the prayerful, worshipful work of those gathered.

Thus, when planning your wedding liturgy with and through your presiding priest and other ministers (e.g., musician), keep in mind that what you are planning is **FIRST AND FOREMOST** prayer and worship which should involve full, conscious and active participation of all gathered.

HOSPITALITY IN MAKING CHOICES

Keeping in mind that the wedding is liturgy, it is very important to make choices of prayers, scripture, hymns/responses/acclamations, processions, postures, the place of bride and groom (as well as attendants), etc. which are HOSPITABLE.

Hospitable basically means "welcoming." Those who are hospitable recognize the needs of those that have come and make efforts to attend to those needs.

When people gather for prayer and worship, to be hospitable means to make choices, which engage and invite the people to prayer and worship. For example, at a wedding:

- ❖ People who are in prayer and worship need to be able to HEAR and to SEE (through the sound system, good speaker preparation, plants, candles, and the like placed so as not to obstruct the assembly's view or the movement in the sanctuary or aisle, etc);
- ❖ They need to be able to WITNESS the vows (i.e., have the bride and groom appropriately located so that they can be seen and the vows can be heard);
- ❖ They need to feel welcome by the congregational music chosen (familiar, appropriate to the occasion, singable for the assembly);
- ❖ They need to be "cued" by the presider (through simple hand gestures and words) when to stand, sit, or face a particular way;
- ❖ They need to be able to understand the readings being read and the prayers being offered (i.e., those asked to do these should be capable readers and practiced);
- ❖ The musicians need to be familiar with Roman Catholic liturgy so that their planning, preparation, and leading help people to worship together;
- ❖ They need to be greeted and welcomed not only by the ushers, but also by family, friends, and the presider;
- ❖ They need to be encouraged by the presider to participate as fully as they are comfortable;
- ❖ They need to know that they are welcome.

Thus, as all aspects of a wedding celebration, the liturgy itself should be hospitable.

INVOLVEMENT OF OTHERS IN THE MINISTRIES AT THE LITURGY

Besides the customary "roles" of a wedding party (i.e. bride, groom, attendants, flower girl/ring bearer*, parents, ushers, etc.), there are specific ministry roles individuals can perform. The presider is not the only leader of prayer and worship at a wedding. There are other ministries, which can be and are best carried out by members of the wedding party, family, or friends from the wedding party. They include:

- ❖ **lectors/readers**
- ❖ **leaders of prayers of faithful**
- ❖ **greeters (in addition to the ushers)**
- ❖ **servers** (Mass only)**
- ❖ **gift bearers (Mass only)**
- ❖ **eucharistic ministers (Mass only)**

In addition, sometimes there are well-qualified and willing vocalists and other musicians who could be a part of the liturgical music.

Finally, but by no means last, there are all the members of the wedding party! For you see, what leadership in focus and participation (singing, responding, listening, greeting) the wedding party itself provides, encourages and gives permission to those who have gathered for the wedding liturgy. In this way, therefore, the assembled guests become the "assembly", ministering one to another and to those who are ministering in special fashions noted above.

**Please note: when choosing children to be a flower girl or ring bearer, they should be at least five (5) years old or older.*

***When choosing servers, they should be no younger than fifth (5th) grade level, girls or boys, and preferably experienced. They may also be adults.*

USING THE CATHEDRAL BUILDING

As the mother Church of all Catholics within the Archdiocese, the cathedral is a place where you can feel at home. Needless to say, all persons involved in your wedding need to be encouraged by you and the presiding priest that the cathedral is a place of prayer and worship for God's people. Consequently, the following guidelines have been implemented to assist you in planning:

1. **THE BRIDES ROOM**- Not very fancy, but very functional; it is located on the gallery level south side which has been set aside for the bride and her bridesmaids. It has a long mirror, places to hang garments, a restroom, a screen and a few chairs. If you have more than three (3) in your party, there is a room below this that can be used as well.

The elevator can take you up to the gallery level. However, those of you who do not want the groom to see you before the wedding will be warned that you will need to cross over the gallery to get to the elevator! The other alternative is to come down the "hidden" staircase. However, some make their entrance to the church by the way of the stairs that lead from the gallery to the nave.

There is no preparation room for the groom or the groomsmen. They are expected to come ready for the ceremony. (The sacristy is not a men's dressing room.) No one is to come to prepare for the wedding any earlier than one and a half (1 ½) hour before the wedding.

2. CATHEDRAL FURNITURE - Enclosed, you will find a floor plan of the furniture and seating arrangement. This is the normal set-up for the cathedral. The front section will hold 288 people. The back section will hold 288 people. If more *seating* is needed for additional guests, please notify your hostess or the Events Coordinator. The chairs may not be moved or rearranged by anyone other than the cathedral staff. Chairs will not be added just to form an aisle. Chairs will not be taken away to widen the aisle.

The altar, ambo, floor standing candles and the archbishop's chair may not be moved or have any decorations attached. A table is provided for unity or "wedding" candles. Inform your hostess if you need a guestbook stand or kneelers. (You will need to discuss the use of kneelers with the presiding priest well before the rehearsal.)

3. CHAPEL FURNITURE - The chapel has seating for 68 people (2 to each of the 34 pews). You should plan for no more than 70 guests when considering the chapel. Because of fire regulations, additional chairs cannot be added.

4. CANDLES - A Unity Candle is your option and responsibility. They are often provided by florists or specially made by candlemakers. You are welcome to light any other candles out in the cathedral. If you want a candlelight ceremony, however, you must notify your florist, photographer, and videographer, as well as the hostess. Floor standing candles are necessary since the cathedral does not have standard pews.

5. LITURGICAL DECORATIONS - **ANY LITURGICAL DECORATIONS (PLANTS, BANNERS, ALTAR CLOTH, ETC.) ALREADY PRESENT ON THE ALTAR PENINSULA OR IN THE NAVE OF THE CATHEDRAL MAY NOT BE DISTURBED IN ANY WAY.**

6. RICE & MISCELLANEOUS DECORATIVES - Bird seed, rice and any other confetti-like substance may not be thrown on the cathedral property. Although this "fertility custom" is a tradition, it is also a time consumer for the maintenance staff to clean. Please advise all guests of this policy before the wedding date.

To replace the rice custom, some couples have balloons released outside as they depart from the church. We only ask that the balloons be delivered already inflated and that they are never brought into the nave of the cathedral. If one should get loose, it would stay up on the ceiling since we are unable to retrieve it from that height.

7. PARKING - There is limited parking behind the cathedral which is accessible from Pennsylvania Street. There is also metered parking on the streets surrounding the cathedral. The parking meters will require money weekdays 6 a.m. to 6 p.m.

8. CONCERNING THE HANDICAPPED - The cathedral is equipped with an entrance for the handicapped and an elevator just off Meridian Street near the rectory. Look for the symbol on the sign. Please inform the hostess about your handicapped guests. Removing two chairs on an aisle easily accommodates wheelchairs. A wheelchair is available if needed.

9. POST-CEREMONY - To insure that nothing is left at the cathedral, assign someone the responsibility to collect all your belongings afterward, especially in the sacristy, the bride's room and the vestibule. That person would also make sure that unfinished work of photographers and florists is complete. It is important that the cathedral be quickly and quietly readied for the people who come to the next liturgy.

10. SECURITY - We will arrange for security for the area around the cathedral during the time you and your guests are here the day of your wedding. The cost for this security will come from the fee you paid us. It is very important to be aware of your surroundings while here. Don't leave valuables in plain sight in your vehicle. Vehicles are to be locked at all times.

SACRED PLACES

In planning your wedding, remember the cathedral and chapel are sacred places of worship. Remind your wedding party not to let nerves get in the way of respect for this holy place. (i.e. voices and volume)

- ❖ The chapel is never to be used as a "photography studio".
- ❖ Please understand that the cathedral and chapel are typically open every day from 7:00 a.m. until 5:00 p.m. Many people come to pray or just to see the place. Therefore, we ask for a quiet and reverential behavior from you, your family and friends.
- ❖ Sound carries exceptionally well from the choir loft so please be attuned to your volume while there.
- ❖ Dress that is considered immodest or sexy is inappropriate in the cathedral.
- ❖ Smoking is permitted outside only.
- ❖ No food or drink is allowed in the cathedral or chapel. ***Alcoholic beverages will not be tolerated on the cathedral premises.*** However, water may be available for the wedding party members.

It is the responsibility of the bride, groom and the presiding priest to inform all guests of these policies.

REHEARSALS

The rehearsal time should be scheduled at the time the wedding is scheduled. The rehearsal is usually scheduled for the evening before the wedding. However, this may not always be possible due to conflicts with other events. You will do a "walk through" of the ceremony so that everyone will be familiar with it. The presiding priest is expected to guide you through this. Because of other rehearsals scheduled the same evening as yours, plan on about an hour for your practice.* (You and your presider may want to take some time to inform the wedding party about the policies of the cathedral.)

**Rehearsal of lectors, servers and eucharistic ministers should be arranged at a time prior to the wedding.*

MUSIC - MUSICIANS, PLANNING

Enclosed are the wedding music guidelines published by the Archdiocesan Office of Worship. Ed Greene, Cathedral Director of Music and Cathedral Keyboardist, will assist you in the planning of the music for your wedding liturgy and in contacting and coordinating other musicians. A cantor will be necessary to lead the assembly in sung prayer. Mr. Greene and one of the cathedral cantors will provide the music for your wedding liturgy.

If there is a family member or a friend, who is a musician, he/she may play or sing during the prelude and/or at specific times during the liturgy (i.e. Preparation of Altar and Gifts). This must be approved by and coordinated through Mr. Greene. Rehearsal time for guest musicians will be provided, but must be planned well in advance of the wedding day. All music played or sung by guest musicians must be submitted to Mr. Greene for approval at least thirty (30) days before the day of the wedding.

In all cases, the cathedral musicians will provide the service music for the liturgy (i.e. Gathering Song, Responsorial Psalm, etc.). All music planning and coordination will be discussed in a meeting with Mr. Greene. This meeting should include **at least** the bride and groom. Others may be present if they wish. Please, contact Mr. Greene at 317-634-4519, extension 14 at least three months before the date of your wedding to make arrangements for this meeting.

The stipend for Mr. Greene will be discussed when you speak to him. The stipend for the cantor is arranged with the cantor. These stipends are to be paid at least one week before the day of the wedding.

WORSHIP AIDS

At any wedding liturgy, it is not enough to have a “program” (that is, a list of the participants and an outline of the liturgy). Whatever is handed to the people assembling for the celebration should aid them in their participation—listening, seeing, singing, and responding. This is a part of what is meant by “hospitality”. Mr. Greene will print a worship aid that may be inserted into the program that you plan to print. This worship aid will be 5 ½” x 8 ½” and will contain the music and some of the responses that the assembly will need to participate fully in the liturgy.

Following is a list, not exhaustive, of “Do’s” and Don’ts” when planning your printed program.

DO:

- ❖ list the participants (wedding party, people exercising various ministries, etc.)
- ❖ print a basic order of service so that the flow of the liturgy will be recognized
- ❖ print scriptural citations (book, chapter, and verses) for the readings

DON'T:

- ❖ print the texts to the readings. We are called to "listen to the Word of God."
- ❖ print the texts to prayers, intercessions, preface, eucharistic prayer, etc. These are for active listening.

OFFERING

Although the Cathedral of SS. Peter & Paul is the central church for all members of the Archdiocese, it is the weekly contributions of its individual parishioners and guests that cover a large portion of the utilities and maintenance expenditures. The parish is very, very small. Therefore, we ask an offering of \$1,000 for use of the Cathedral Church and \$750 for the Blessed Sacrament Chapel. This is paid at the time you submit the request form included with this packet. The offering is used in the following way: church upkeep, security stipend and hostess stipend.

Remember that no wedding date is confirmed unless the Rectory Office has received the fee and completed wedding request form. All weddings must be scheduled through the Rectory Office of SS. Peter & Paul Cathedral!

No fee is paid to the presider at your wedding from the offering made to the Cathedral. You may choose to make a gift (honorarium, stole fee) to the presider at your wedding. There is no set amount for this, and most presiders if asked will demur to give an amount. You might want to consult with other couples who have been married recently to determine a guide for you, if you feel that is necessary.

SS. PETER & PAUL CATHEDRAL FLOOR PLAN

DATE: _____

WEDDING OF: _____

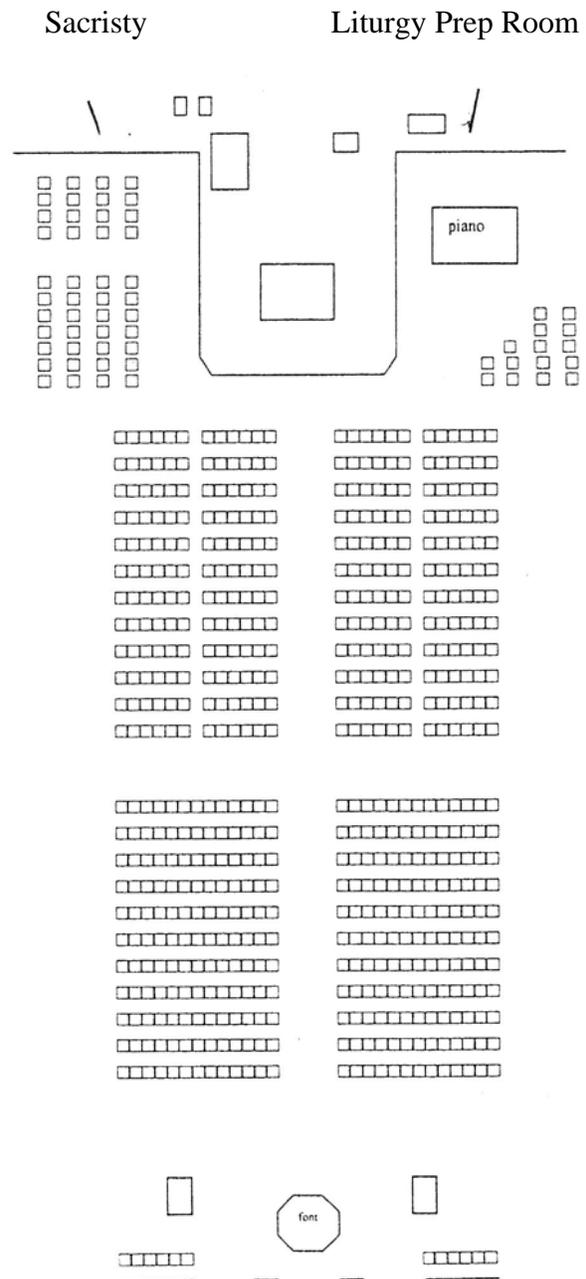
This is the normal set-up that you will use for your wedding in the cathedral (seating 288 in the front section and 286 in the back section).

Arrangement of the bridal party and your entry into the worship space procession is up to you and/or your presider.

The furniture may not be moved. Please see section entitled "Furniture" for guidelines.

If you are not familiar with the cathedral, please come to Sunday Liturgy with us sometime. This will help you become familiar with the space and how wonderful the Liturgy is in it, as well as how your guests will feel. You're sure to agree that the cathedral is a special and holy place.

Please note: there is a place for musicians to practice and place their instruments in the Liturgy Prep Room.



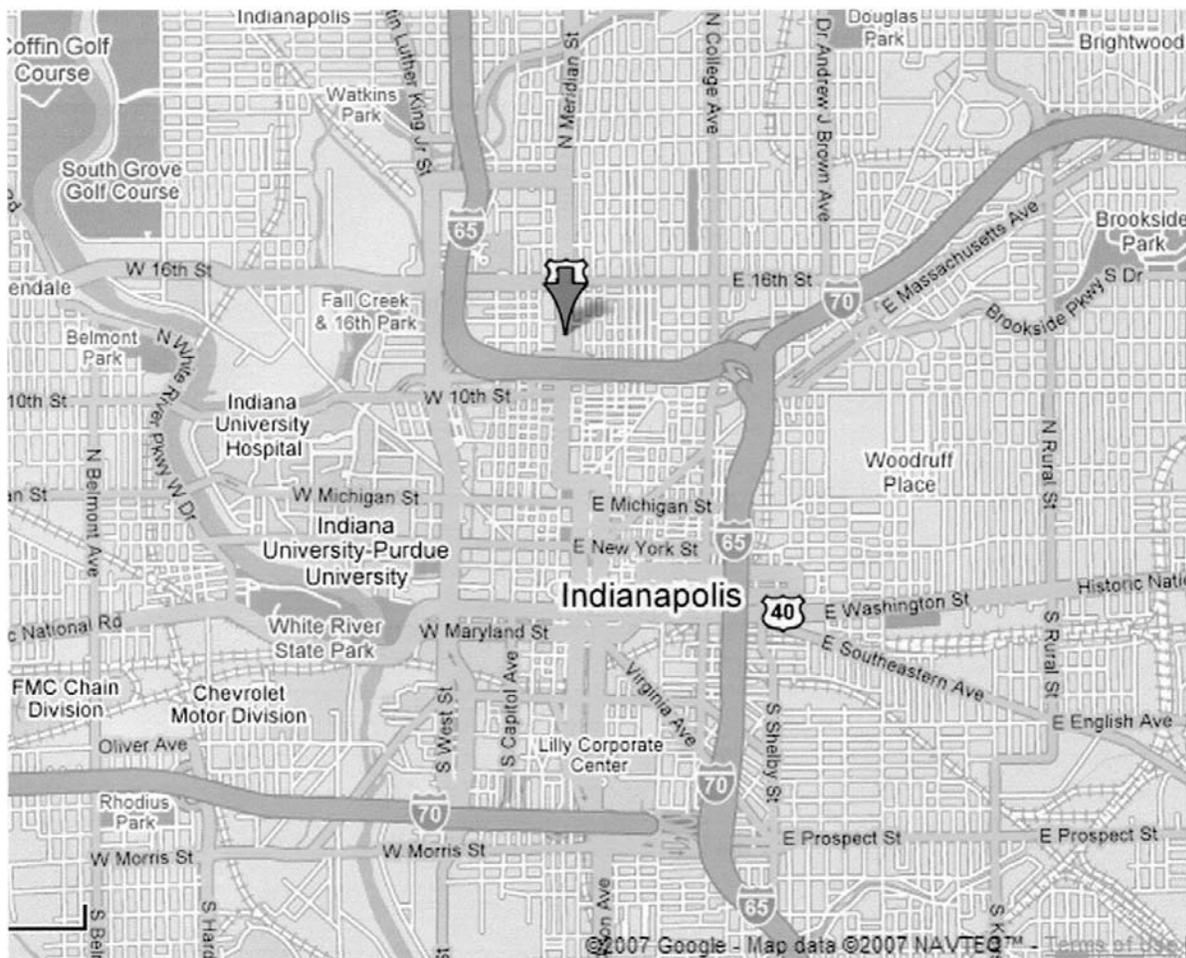
SS. PETER & PAUL CATHEDRAL

Welcome to the Cathedral!

You may park behind the cathedral in the lot facing Pennsylvania Street. There is also on the street parking in the area around the cathedral.

The cathedral is open every day from 7:00 a.m. until 5:00 p.m.

Weekend Liturgy is celebrated on Saturday evening at 5:00 p.m. and Sunday morning at 10:30 a.m. Daily Liturgy is scheduled at 8:00 a.m. Monday through Saturday and Noon Monday through Friday.



SS. PETER & PAUL CATHEDRAL

WORKING WITH YOUR FLORIST

The cathedral interior is elegant in its simplicity. Therefore, it is well suited for weddings just as it is. Or, it can be a creative florist's dream. The following are a few guidelines concerning floral arrangements within the cathedral:

1. The space is much larger than most people think. Too few, too low or too small of an arrangement will be lost. For this reason, please be sure that the floral designer examines the space in person. Large plants, arrangements in intense color, and trees do well in this space.
2. The cathedral has its own leased plants. These are always there for you to use as they are. However, they must stay where they are placed. Only cathedral personnel may move a plant if the florist decides either not to include them in the scheme or sees need for different placement.
3. Floral arrangement must not obstruct the view of the assembly. They must always be able to see the altar, the lector and the presider even when he is seated.
4. The furnishing in the sanctuary may not be moved. If more seating is needed for additional guests, please notify the hostess. The chairs may not be moved or rearranged by anyone other than the cathedral staff. Chairs will not be added just to form an aisle. Chairs will not be taken away to widen the aisle.
The altar, ambo, floor standing candles and the archbishop's chair may not be moved or have any decorations attached. A table is provided for unity or "wedding" candles. Inform your hostess if you need a guestbook stand or kneelers.
5. Delivery of plants and flowers must be scheduled with the cathedral staff hostess. Pick-up must be immediately after the ceremony. If this is not possible, please inform the hostess who will direct you to a location where the flowers can be stored until the florist is able to pick them up.
6. Remind the florist that all designs must contribute to the sacred character of the Sacrament of Marriage. Do not ask them to arrange commercial decorations such as blinking Christmas trees or garden trellises.
7. Aisle runners. Because of the type of floor located within the cathedral (Terrazzo) and because aisle runners squirm and slip underfoot on such floors, aisle runners are not allowed.
8. Bows or flowers on the seating must be tied to the chairs. In no way may a row of chairs be cordoned off at either end.
9. Tacks, nails and other tapes may not be used anywhere in the building.

Please take this form with you when planning arrangements with your florist.

Concerning the wedding of:

Dear Florist,

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1. The space is much larger than most people think. Too few, too low or too small of an arrangement will be lost. For this reason, please be sure that the floral designer examines the space in person. Large plants, arrangements in intense color, and trees do well in this space.
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3. Floral arrangement must not obstruct the view of the assembly. They must always be able to see the altar, the lector and the presider even when he is seated.
4. The furnishing in the sanctuary may not be moved. Enclosed, you will find a floor plan of the furniture arrangement. Normal set-up in the cathedral will look like this. Seating in the front section will hold 288 people. The back section will hold 286 people. If more seating is needed for additional guests, please notify the hostess. The chairs may not be moved or rearranged by anyone other than the cathedral staff. Chairs will not be added just to form an aisle. Chairs will not be taken away to widen the aisle.
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5. Delivery of plants and flowers must be scheduled with the cathedral staff hostess. Pick-up must be immediately after the ceremony. If this is not possible, please inform the hostess who will direct you to a location where the flowers can be stored until you will be able to pick them up.
6. All designs must contribute to the sacred character of the Sacrament of Marriage. Please do not arrange commercial decorations such as blinking Christmas trees or garden trellises.
7. Aisle runners. Because of the type of floor located within the cathedral (Terrazzo) and because aisle runners squirm and slip underfoot on such floors, aisle runners are not allowed.
8. Bows or flowers on the seating must be tied to the chairs. In no way may a row of chairs be cordoned off at either end.
9. Tacks, nails and other tapes may not be used anywhere in the building.

For more information, please contact:

+ (Hostess)

Cathedral Executive Assistant/Events Coordinator at 634-4519

SS. PETER & PAUL CATHEDRAL

WORKING WITH YOUR PHOTOGRAPHER / VIDEOGRAPHER

1. Just by way of suggestion, having your photographs taken before the ceremony seems to be the most efficient and hospitable way to deal with time constraints. Guests are frequently pleased with this arrangement since they do not have to wait for you at the reception. Of course, this will all depend upon your schedule and other events scheduled in the cathedral that day.
2. Photographers must be approved by the Cathedral Executive Assistant/Events Coordinator.
3. Tell your photographer the following:
 - (a) He or she is expected to remain relatively stationary during the ceremony.
 - (b) Photography is not to take away or distract from the marriage ceremony. Good sense is a must. The liturgy of the Eucharist and the Marriage Sacrament cannot be belittled for the sake of a photograph.
 - (c) There is to be no flash photography after the procession; flash may be used during the recessional.
 - (d) There is to be no photographic paraphernalia on or near the sanctuary (altar peninsula) during the ceremony.
 - (e) Because the cathedral is a sacred place for prayer - even at times when it is not being used for the ritual - the photographer cannot use it as a studio. *Please limit the number of photos to be taken there.*
 - (f) Chapel: Because the Blessed Sacrament Chapel is, as the name suggests, a special place for prayer in the presence of the reserved Eucharist, the chapel is not to be used as a photographic studio. For weddings that take place in the chapel, a minimum number of photographs may be taken. Remember: the chapel must be cleared by 3:30 p.m. on Saturdays for the Sacrament of Reconciliation. Please do not ask for an exception.
 - (g) Furniture: Absolutely no furniture may be moved in order to get “a better picture”.
4. Video taping is best when it is shot from the first alcove on either side or from a floor position under the theatrical tree lights. Some videographers have used the choir loft in the past. Everything that is expected of the photographers (see #3 above) applies to the videographer as well. Finally, all video equipment must be stationary, no moving around the aisles.

Please distribute this form to your photographer while planning arrangements.

Concerning the wedding of:

Dear Photographer/Videographer,

The following are a list of guidelines and policies for weddings in the cathedral. Please take a moment to familiarize yourself with them before you begin planning your role within the wedding.

1. Just by way of suggestion, having couple's photographs taken before the ceremony seems to be the most efficient and hospitable way to deal with time constraints. Guests are frequently pleased with this arrangement since they do not have to wait long at the reception. Of course, this will all depend upon your schedule and other events scheduled in the cathedral that day.
2. Photographers must be approved by the Cathedral Executive Assistant/Events Coordinator or your host/hostess.
3. Please be advised of the following:
 - (a) You are expected to remain relatively stationary during the ceremony.
 - (b) Photography is not to take away or distract from the marriage ceremony. Good sense is a must. The liturgy of the Eucharist and the Marriage Sacrament cannot be belittled for the sake of a photograph.
 - (c) There is to be no flash photography after the procession; flash may be used during the recessional.
 - (d) There is to be no photographic paraphernalia on or near the sanctuary (altar peninsula) during the ceremony.
 - (e) Because the cathedral is a sacred place for prayer - even at times when it is not being used for the ritual - please do not use it as a studio. *Please limit the number of photos to be taken there.*
 - (f) Chapel: Because the Blessed Sacrament Chapel is, as the name suggests, a special place for prayer in the presence of the reserved Eucharist, the chapel is not to be used as a photographic studio. For weddings that take place in the chapel, a minimum number of photographs may be taken. Remember: the chapel must be cleared by 3:30 p.m. on Saturdays for the Sacrament of Reconciliation. Please do not ask for an exception.
 - (g) Furniture: Absolutely no furniture may be moved in order to get "a better picture".
4. Videotaping is best when it is shot from the first alcove on either side or from a floor position under the theatrical tree lights. Some videographers have used the choir loft in the past. Everything that is expected of the photographers (see #3 above) applies to the videographer as well. Finally, all video equipment must be stationary, no moving around the aisles.

For more information, please contact:

+ (Hostess)

Cathedral Executive Assistant/Events Coordinator at 634-4519

SS. PETER & PAUL CATHEDRAL

MUSICIANS FOR CATHEDRAL WEDDINGS

Organists/Pianists: Ed Greene 634-4519, ext. 14
(Cathedral Music Director)

Cathedral Cantors: Juan Jimenez 894-7574
Judi Sullivan 251-7010
Joe Vitale 637-6144
Jeanne Chandler, 927-7212
Shea Dell, 432-7048

Trumpet: Michele Howard 574-1162

Violinist: Byron Plexico, 460-6061
Pam Williams, 254-1216

Flutist: Anne Reynolds 471-8808

Harpist: Jill Pitz 581-1700

Cellist: Margie Hanna 257-3786

The bride and groom may contact these musicians themselves, or Mr. Greene will assist you in securing the services of the necessary musicians. The musician's stipend is arranged with each of the musicians.

SS. PETER & PAUL CATHEDRAL

WORKING WITH YOUR MUSICIAN - PLANNING WEDDING MUSIC

WEDDING MUSIC GUIDELINES - OFFICE OF WORSHIP, ARCHDIOCESE OF INDIANAPOLIS

In the document, *Music in Catholic Worship*, the U.S. Bishop's Committee on the Liturgy recommends that the music used in all types of worship be evaluated on three levels: musically, liturgically and pastorally. First of all, is the music technically, aesthetically and expressively good? - a judgment that should be made by "competent musicians." Secondly, does the music respect the nature of the liturgy itself with the participants assuming different roles in the various levels of communal prayer? Finally, does the music help the particular people involved to express their faith in their particular place, age and culture?

As an aide in applying these principles to the wedding service, it is helpful to consider the music under three categories: liturgical songs, supplementary songs and instrumental music. [Items marked with an asterisk (*) apply only when the Eucharist is celebrated.]

LITURGICAL SONGS

These include those sung parts of the worship in which all present should ideally take part. With a good organist and competent cantor, there are many realistic possibilities for assembly participation.

There are also many hymns that are becoming common to most Christian denominations. These can be especially useful for celebrations at which many non-Catholic Christians are present.

The *Gathering Song* (required for all weddings in the cathedral) is important in creating an atmosphere for celebration and in helping people to become conscious of themselves as a worshiping community. Given the arrangement at most weddings, it might be best to accompany the actual processing with instrumental music and then begin the song itself when all have arrived at their places.

The *Responsorial Psalm* is sung with the leadership of a cantor and the congregation normally singing a refrain.

The *Gospel Acclamation*, which prepares the congregation to hear the Word of God proclaimed in the Gospel reading, is one of the most important "acclamations" for the assembly. It requires little or no assembly practice. After the cantor or choir sings the acclamation, the assembly repeats it. Then, a verse is sung by the cantor and all repeat the acclamation a second time.

The *Eucharistic Prayer Acclamations** (Holy, Memorial, Great Amen) are important assembly parts of this great prayer of praise and thanksgiving. Among the most practical settings are those that can be adapted so that the phrase, "Hosanna in the highest" is used as a recurring refrain to be intoned by the cantor or choir and repeated by the congregation. The other two acclamations can also be sung first by the cantor or choir and then repeated by all.

The *Lamb of God** is usually sung during the fraction rite when the consecrated bread and wine are prepared for our reception.

A *Communion Processional Song**, used during the distribution of communion is a sign that expresses the oneness of the entire assembly in the Eucharistic Lord. A short, easy refrain is best for the congregation with the cantor or choir singing the verses.

SUPPLEMENTARY SONGS

This category includes songs for which there are neither specified texts nor any requirement that there should be a spoken or sung text (for example, during the preparation of the altar and gifts*, after the congregational communion*, during the recessional). At these times, a choir or a soloist may play a fuller role for there is no question of usurping the parts that belong to the whole assembly.

However, it should be noted that these songs should emphasize and enhance that part of the ceremony where they occur and not simply be "show pieces." They should help the community participate in the liturgical action and prayer that is taking place. The music should be suitable for use in a religious, liturgical service whose primary concern is the worship of God, which achieves the sanctification of God's people. The lyrics of the songs should be drawn chiefly from Sacred Scripture and other liturgical sources and should express a Christian concept of love, since the liturgy of marriage celebrates not only the love between two persons, but also their relationship to God, who is Love.

INSTRUMENTAL MUSIC

Instrumental music performed on the organ or other instruments can provide suitable accompaniment during certain parts of the service including the processional and the recessional, as well as during the preparation of the gifts* and before or after the communion song.* In most cases, pieces written specifically for the instrument to be used will sound the best. However, if instrumental transcriptions of vocal pieces are used, the criteria for choosing supplementary songs should be applied.

USING POPULAR MUSIC

The use of popular love songs at wedding presents some difficult questions. It is quite understandable that many couples should think of using these "special" songs in their weddings, and just because a particular piece happens to be "popular" does not automatically make it unsuitable for use as a supplementary song at the cathedral before, during, or after the wedding liturgy. For a song to be considered appropriate for use at SS. Peter & Paul Cathedral, its text must be specific in verbalizing the centrality of Jesus, of God the Creator, and/or of the Holy Spirit in our lives, or in the lives of the saints. It is not enough to assume that the love of a man and a woman spoken of in a song's text has any connotation other than that of human love, even though some might believe that the love of God is implied. In the setting of this Cathedral, the love of God for us, and our reliance on it, must be stated so that we are not forced to rely on assumptions and implications.

Popular songs are almost always appropriate for use at the time of the rehearsal dinner or during the reception held at a site away from the cathedral following the liturgy.

****The Director of Music at SS. Peter & Paul Cathedral has been given the responsibility for making the final decision on the appropriateness of all music used at the cathedral.**

PRE-RECORDED MUSIC

This music includes songs with vocal and accompaniment tracks, as well as instrumental accompaniments, which presuppose a "live" singer to supply the vocal line. While these vocal and instrumental arrangements may be prayerful and pleasing in their musical and textual expression, they tend to diminish the importance, which we as Catholic Christians place on "living" faith - the faith and worship we, as participants, express to God and to each other during this special event.

Therefore, while "live" vocals and accompaniments may seem simpler in design, they are our gifts of self, created and given for that very moment. As a sign of the faith we profess, only "live" music is acceptable.

SS. PETER & PAUL CATHEDRAL

WEDDING MUSIC WORKSHEET FOR THE BRIDE AND GROOM

Musicians

Name

Name

Address

Address

Telephone

Telephone

Music at the Wedding

Before Liturgy:

Processional:

Gathering Song:

Responsorial Psalm:

Alleluia:

MASS ONLY:*

*Preparation of the Gifts:

*Acclamation: (Holy, Eucharistic, Amen, Lamb of God)

*Communion:

Marian Shrine: (Optional)

Recessional:

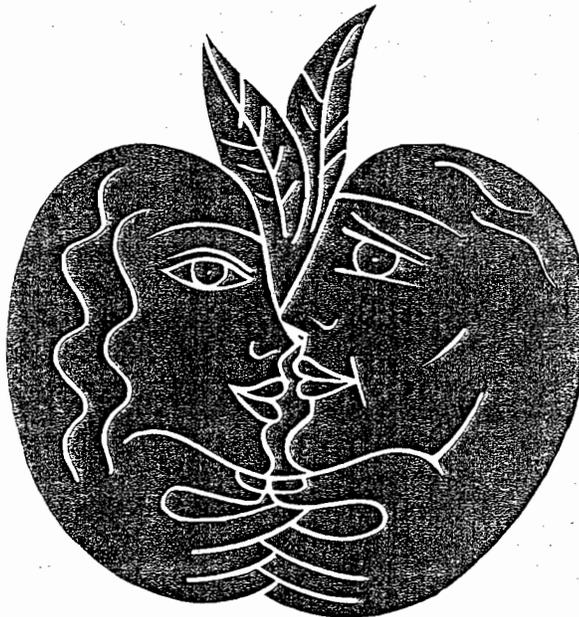
Postlude:

Notes:

Preparing Your Wedding Liturgy

Many engaged couples schedule their weddings a year or more in advance. Some reception facilities require at least this much advance notice, and the myriad details involved in wedding planning can easily occupy a couple for the better part of a year. For a couple planning to marry in the church, a major focus during this time is their preparation for the sacrament of marriage. Using a variety of formats, a parish's or diocese's marriage preparation program helps couples prepare for the lifelong covenant they will establish at their wedding. The couple's reflections on their faith and the church's faith concerning marriage are important starting points for their preparation.

The Catholic church's *Rite of Marriage* presents the couple as the minister of the sacrament of marriage and invites their participation in the preparation of the wedding liturgy. In conjunction with the priest or deacon who will preside at the wedding, the couple chooses among several options for the various prayer texts and scripture readings that will be proclaimed at the wedding liturgy. With the parish music director, the couple chooses hymns, acclamations,



a responsorial psalm and instrumental music. Individuals need to be asked to serve as ushers, lectors and ministers of the eucharist. Most parishes provide couples with a book to guide them through these choices.

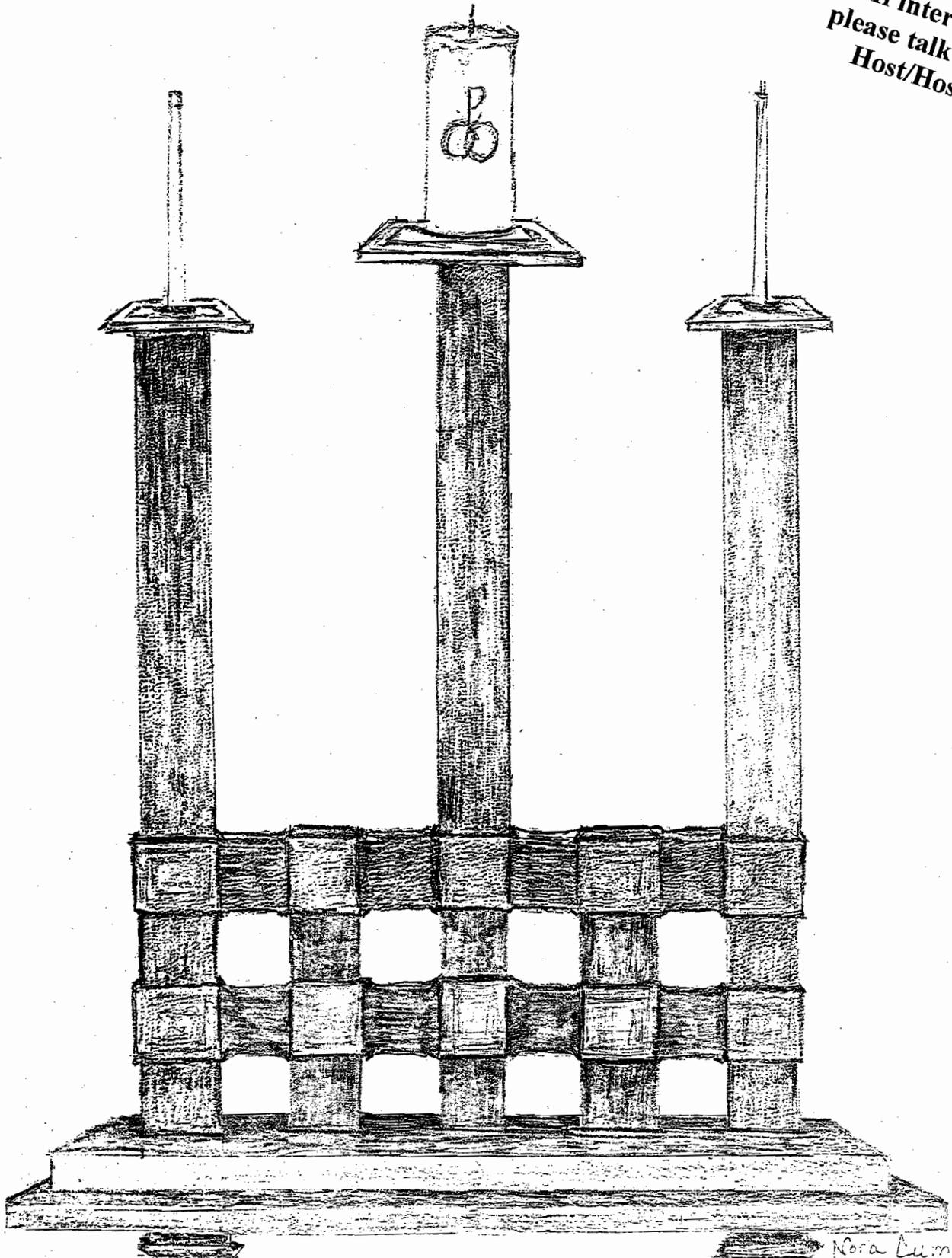
Like the other aspects of a wedding, the wedding liturgy is more apt to be free of anxiety and open to genuine celebration if it has been prepared well in advance of the wedding day. No one is served well by leaving decisions and details to the last minute. By preparing the wedding liturgy *together*, the couple has a wonderful opportunity to share their faith with each other, to explore the church's faith concerning marriage in the scriptures, to

discover the ways in which their families have celebrated special events, and to practice the kind of selfless concern for each other that will nurture and sustain the lifelong covenant of marriage.

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Unity Candle
Available at
SS. Peter & Paul Cathedral

*If interested,
please talk to your
Host/Hostess*



Nora Cummings

IN OBSERVANCE OF HOLIDAYS, THE
OFFICE OF THE MARION CIRCUIT
COURT CLERK WILL BE CLOSED
ON THE FOLLOWING DATES:

New Year's Day
Monday, January 2, 2006

Martin Luther King, Jr. Day
Monday, January 16, 2006

Presidents Day
Monday, February 20, 2006

Good Friday
Friday, April 14, 2006

Primary Election Day
Tuesday, May 2, 2006

Memorial Day
Monday, May 29, 2006

Independence Day
Tuesday, July 4, 2006

Labor Day
Monday, September 4, 2006

Columbus Day
Monday, October 9, 2006

General Election Day
Tuesday, November 7, 2006

Veterans Day
Friday, November 10, 2006

Thanksgiving Day
Thursday, November 23, 2006
and Friday, November 24, 2006

Christmas Day
Monday, December 25, 2006

WHERE TO APPLY FOR YOUR MARRIAGE LICENSE



Indiana residents must obtain a license in the county in which at least one of the applicants resides. Proof of residency is required in one of the following forms: a rental lease, current driver's license, state identification card, or current utility bill. Out of state residents must obtain a marriage license in the county in which the marriage will be performed. Both applicants must apply for their license in person.



CENTRAL INDIANA COUNTY CLERK'S OFFICES



Boone County — 765.482.3510
Hamilton County — 317.776.9629
Hancock County — 317.477.1109
Hendricks County — 317.745.9351
Johnson County — 317.736.3708
Madison County — 765.641.9443
Morgan County — 765.342.1025
Shelby County — 317.392.6320

REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE IN MARION COUNTY



DORIS ANNE SADLER
Clerk of the
Marion Circuit Court



200 East Washington Street
City-County Building
Room W-122, First Floor
Indianapolis, Indiana 46204
317.327.4720



Monday through Friday
8 a.m. to 4 p.m.



www.indygov.org/clerk
E-Mail: Marriage@indygov.org

REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE IN MARION COUNTY



IDENTIFICATION

Applicants under the age of 18 must have an original certified copy of their birth certificate. Applicants age 18 or older must show one of the following forms of identification at time of application:

- valid driver's license,
- current state identification card,
- original certified birth certificate,
- baptismal certificate with date of birth,
- military identification,
- passport,
- life insurance policy with date of birth,
- school identification card, or
- transcripts of school records indicating date of birth.



APPLICATION FEES

At the time of initial application the fee is **\$18 if at least one applicant is a resident of Marion County**. If neither applicant is a Marion County resident, the fee is \$60 at the time of initial application. Cash only please; no personal checks or money orders will be accepted at the time of application.

BLOOD TEST

Marion County does not require the prospective bride to provide a blood test at the time of application.



CERTIFIED COPIES

To receive via mail a certified copy of a marriage license obtained in Marion County, send a letter including the groom's name, the bride's maiden name, the date of marriage, a \$2 check or money order, and a self-addressed stamped envelope to the Marion County Clerk's office. Copies may also be obtained in our office. Please call 327-4720 in advance to facilitate processing. Order forms may be obtained online at www.indygov.org/clerk.

NO LEGAL WAITING PERIOD

Marriage licenses can be issued on the same day of application. There is no legal waiting period to obtain your marriage license and no witnesses are required.

Both applicants must appear at the Clerk's Office in person to complete the application. However, they may come at different times. If necessary requirements are not met, the application may be held for no longer than 60 days, after which time, it will be voided. Once issued, a marriage license is valid for 60 days during which time the marriage must be performed.



PREVIOUS MARRIAGES

If either applicant has been married previously, the license application requires information on the month, year and manner (e.g., divorce, death, annulment) in which the marriage ended.



AGE REQUIREMENTS

Applicants under the age of 18 must have parental consent. Additionally, applicants ages 15 and 16 must have a court order. Call for complete requirements.