November 1, 2022

Dear Bride and Groom,

Congratulations on your intention to enter the Sacrament of Holy Matrimony. As with all sacraments, your wedding takes place in the context of the sacred liturgy, which is the public worship of God offered by the entire Church. It is important to be adequately prepared for the reception of any sacrament, so that you may be open to receive its graces.

This grace proper to the sacrament of Matrimony is intended to perfect the couple's love and to strengthen their indissoluble unity. By this grace they help one another to attain holiness in their married life and in welcoming and educating their children.

Christ is the source of this grace. Just as of old God encountered his people with a covenant of love and fidelity, so our Savior, the spouse of the Church, now encounters Christian spouses through the sacrament of Matrimony. Christ dwells with them, gives them the strength to take up their crosses and so follow him, to rise again after they have fallen, to forgive one another, to bear one another's burdens, to be subject to one another out of reverence for Christ, and to love one another with supernatural, tender, and fruitful love. In the joys of their love and family life he gives them here on earth a foretaste of the wedding feast of the Lamb (Catechism of the Catholic Church 1641-1642).

The best preparation of any sacrament is a good confession. I encourage you to make frequent use of the Sacrament of Reconciliation, both during your preparation for marriage and throughout your life.

The attached guidelines outline the marriage preparation process and provide you with the necessary information for having your marriage celebrated at St. Mary’s Cathedral. It also includes the points of contact for your marriage preparation, liturgy planning, and music planning. Please read it carefully.

We look forward to helping you prepare for the Sacrament of Holy Matrimony, the vocation to Christian marriage, the joys of family life, and ultimately eternal life.

Sincerely in Christ,

Very Reverend David R. Price
Rector and Pastor

Encl: St. Mary’s Cathedral Wedding Policies and Guidelines
St. Mary’s Cathedral
22 West Kiowa - Colorado Springs, CO 80903
Phone (719) 473-4633
www.stmaryscathedral.org

St. Mary’s Cathedral Wedding Policies and Guidelines

St. Mary’s Cathedral welcomes you to our marriage preparation and wedding planning processes. Following is an overview of the processes you must follow to celebrate your sacrament at St. Mary’s Cathedral.

Preparation:

- Register for marriage preparation **at least 12 months before your anticipated wedding date**.

- Schedule your initial marriage preparation meeting with St Mary’s Cathedral clergy.

- Reserve the date for your wedding: To reserve the Cathedral for your anticipated wedding date, contact the Cathedral office to determine whether your anticipated wedding date is available on the Cathedral calendar, fill out the wedding agreement (part of this packet) and make the initial payment.

- Meet with St. Mary’s Wedding Liturgy Coordinator and Music Coordinator, **at least four months prior to your wedding date** to help you plan your ceremony.

- **Complete your marriage preparation process.**
  For the Diocese of Colorado Springs, the preparation process includes:
  - Initial interview with the priest or deacon
  - Facilitating Open Couple Communication, Understanding & Study (FOCCUS) inventory process or similar inventory
  - Catholic Engaged Encounter or similar retreat
  - Natural Family Planning (NFP)
  - Marriage preparation course
  - Final meeting with priest or deacon to review all necessary paperwork

If your marriage preparation is being conducted outside of St. Mary’s Cathedral parish, but within the boundaries of the Diocese of Colorado Springs, your pastor needs to ensure that your completed marriage preparation file arrives at St. Mary’s Cathedral **at least four weeks prior** to your wedding date.

If your marriage preparation is being conducted in a diocese outside of the Diocese of Colorado Springs, meet with your local priest, deacon, or other person responsible for marriage preparation to complete the requirements of your diocese. Once your marriage preparation is complete, your completed marriage preparation file must be sent from your
parish to your local diocese to the Diocese of Colorado Springs Chancellor’s office at least six weeks prior to your wedding date with a letter indicating your marriage is to take place at St. Mary’s Cathedral.

- Other Requirements: If either the bride or groom has been previously married or lived in a common law union and is divorced, please discuss this with either the priest, deacon or other person responsible for your marriage preparation as a declaration of nullity will have to be granted before you can schedule a wedding date at St. Mary’s Cathedral.

Scheduling:

Wedding
- Weddings may be scheduled on Saturdays at either 1:00 pm or 6:30 pm.
- The Cathedral is used for a variety of liturgical celebrations and events; therefore weddings must start and end on time.
- Weddings will start provided the bride, groom, witnesses and presider are present.
- Weddings not starting on time run the risk of musicians, guests, and others not being available for the ceremony.
- Weddings starting after the scheduled start time will not be able to extend for pictures or any other activity beyond 3:00 pm for an afternoon wedding or 8:30 pm for an evening wedding.

Rehearsal
- Rehearsals take place the evening before the wedding at 5:00 pm.
- Rehearsals will be led by the Wedding Liturgy Coordinator.
- Rehearsals will begin on time and last approximately one hour.

Fees and Stipends:

- The parishioner fee for weddings at St. Mary’s Cathedral is $750.
  - Please see the Required Fees page for the definition of a parishioner.
  - If you are a parishioner and your family’s means are limited, you may request a tithing sheet from the Cathedral to calculate your fee.
  - It is also possible to celebrate your wedding in a simple, way. This means only the bride, groom, two witnesses, immediate family and celebrant will be present. The ceremony will take place without music.
- The non-parishioner fee is $1,200.
- Your reservation for the Cathedral will be considered tentative until the appropriate signed and dated Agreement (Parishioner or Non-Parishioner) is received along with one half of the requested fees and the initialed Liturgy Wedding Guidelines.
- All fees must be paid in full at least one month prior to your wedding date.
- Checks should be made payable to “St. Mary’s Cathedral” with a note in the memo line that reads, “Wedding” and the wedding date. Checks can be dropped off in person to the Cathedral office during business hours or mailed to the Cathedral.
- Musician stipends should be negotiated through the Music Coordinator and paid to the Wedding Coordinator prior to the wedding.
Liturgy and Music Planning:

The *Order of Celebrating Matrimony* and the Lectionary are the liturgical books approved for use in the Catholic Church. All wedding ceremonies must take place according to the manner described in the ritual book.

The sacraments were instituted by Christ as a divine help to live a holy life and attain eternal salvation. They have been handed down to us from the Apostles through the Church. The liturgy used in their celebration, therefore, is regulated by the Church. Catholics have a right to the liturgy celebrated per the approved liturgical books. Catholics do not have the right to deviate from the prescribed ritual. We revere and respect your wedding as a holy and sacred celebration. We encourage you to make your wedding plans with the realization that the whole Church is rejoicing and celebrating with you. Your decisions and plans for your liturgical celebration must reflect the norms of the Catholic Church and the holiness of this sacrament. Our Wedding Liturgy Coordinator will assist you in planning your liturgy.

- **You are responsible for requesting a Cathedral priest or deacon to celebrate your wedding.**
  - As pastor of the Cathedral Parish, Fr. Price has ordinary jurisdiction to celebrate the sacrament of matrimony. All other clergy must receive permission and delegation from Fr. Price to validly witness a wedding at St. Mary’s Cathedral.
- If both parties are baptized Catholics, the marriage celebration will take place Within Mass. If one of the parties is non-Catholic, the marriage ceremony will take place Outside of Mass (i.e., without Holy Communion).
- You are responsible for arranging meetings with the Wedding Liturgy Coordinator and Music Coordinator **at least four months prior** to your wedding date.
- The Wedding Liturgy Coordinator will meet with you to discuss the options for your wedding liturgy including the form (Within or Outside of Mass), procession, selection of readings, prayers, Mass parts and recessional.
  - Prior to meeting with the Wedding Liturgy Coordinator, you should request a copy of the “Together for Life” book from the parish. Prayerfully go through the entire book and choose parts from each section.
- The Music Coordinator will help you plan the music for your wedding and will coordinate all cantors and/or instrumentalists. The Music Coordinator must approve all music selections. The Coordinator will provide a copy of the St. Mary’s Wedding Music Memo which gives guidance on music selections. Only music appropriate for a communal, liturgical celebration will be permitted. Pre-recorded music is not permitted in the Cathedral.

Parking:

- Cathedral parking is on the west side of the church. Additional parking for wedding guests on Saturdays may be available in the bank parking lot, east of the Cathedral.
• All vehicles must be removed from the Cathedral or bank parking lots no later than one hour after the ceremony concludes to avoid occupying parking spots needed by parishioners attending Mass or other events at the Cathedral.
• Vehicles left in the parking lot after 10:00 PM may be towed at the owner’s expense.
**St. Mary’s Cathedral Contacts**

Rector and Pastor – Fr. David Price dprice@stmaryscathedral.org  
Parish Secretary - Mrs. Eva Warren ewarren@stmaryscathedral.org

<table>
<thead>
<tr>
<th></th>
<th>English Weddings</th>
<th>Spanish Weddings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clergy Point of Contact</td>
<td>Deacon Mark Griffith <a href="mailto:mgriffith@diocs.org">mgriffith@diocs.org</a></td>
<td>Fr. Roylan Recio-Mirabent <a href="mailto:rrecio@diocs.org">rrecio@diocs.org</a></td>
</tr>
<tr>
<td>Wedding Liturgy Coordinator</td>
<td>Mrs. Sara Akins <a href="mailto:saakins11@hotmail.com">saakins11@hotmail.com</a></td>
<td>Ms. Minita Sotomayor <a href="mailto:soto.minital1@gmail.com">soto.minital1@gmail.com</a></td>
</tr>
<tr>
<td>Music Coordinator</td>
<td>Mr. David Gosche <a href="mailto:dlgrosche@msn.com">dlgrosche@msn.com</a></td>
<td>Mr. Francisco Mayo <a href="mailto:chavohonda@yahoo.com">chavohonda@yahoo.com</a></td>
</tr>
</tbody>
</table>
Sacrament of Holy Matrimony - Liturgical Wedding Policies

A. Appropriate Attire for the Bridal Party: The wedding is a public act of worship offered to God by the assembled community. Out of respect for God and neighbor, clothing must be in accord with the principles of Christian modesty. For men, minimum acceptable attire is a collared shirt, tie, and dress slacks. Men are not permitted to wear hats in the Cathedral. For women, their backs, shoulders, and chests should be covered, and dresses or skirts should go to below the knee.

B. Appropriate Behavior: Because the Cathedral is a consecrated building, the wedding party and all guests must respect the sacred nature of the space. The Blessed Sacrament is reserved in the Cathedral; all are expected to maintain a prayerful silence in the worship space during the rehearsal, and before and after the wedding. Conversations, greetings, and comradery rightly belong in the Narthex/Gathering Space. People talking in the worship space may be asked to leave.

C. Candles: Altar candles, provided by the church, are lit at all liturgical celebrations. Candles, hurricane lamps, etc., from florists may not be used anywhere in the church. Use of a Unity or Remembrance Candle is not part of the Roman Rite and is not allowed.

D. Photos: Depending on the Cathedral schedule, pictures may be taken one hour before or after the ceremony. These times can be scheduled with the Administrative Assistant when scheduling the ceremony. Candid photographs during the liturgy by family members and friends are discouraged. Photographers should speak to the priest or deacon before the ceremony regarding taking pictures during the liturgy. The use of flash photography during the liturgy is restricted out of reverence for the ceremony. Each couple is responsible for providing their photographer with this information.

E. Decorations/Flowers: The church will be available one hour before the wedding for decorating. Aisle runners are not allowed for safety reasons. Arches are not permitted. Decorations on the end of the pews cannot be attached using clamps or tape; ribbon is recommended. Plants and other decorations in the church are not to be moved without permission from the Rector. Flower stands are available. When planning your wedding liturgy with the coordinator, discuss which liturgical season it will be on your wedding day. The coordinator can give you an idea of the liturgical colors and decorations that will be in use at the time of your wedding.

F. Other Particulars: The use of rice, birdseed, popcorn, confetti, bubbles, potpourri, flower petals (fresh or artificial), glitter (on clothing or decorations), etc. is not permitted inside or outside the Cathedral. No live animals, except for service animals, will be allowed in or around the Cathedral. Children serving as flower girls or ring bearers, should be able to traverse down the aisle unassisted (e.g. no toy wagons, bicycles, etc.)

G. Miscellaneous: The Cathedral does not provide a place for the bride, groom, or wedding party to dress. The restrooms are located on the east side of the church adjacent to the gathering space, next to the Vesting Sacristy. Food and drink (except water) are not allowed in any area of the building. If an open alcohol container is seen before the wedding, the wedding will not take place and must be rescheduled for another day.

Since we hold many weddings at the Cathedral, it is imperative that these policies and guidelines be followed. Your signature on the appropriate Agreement page and initials on this page represents your willingness to comply with our policies and procedures. The celebrant or Rector reserves the right to make the final decision as to whether the wedding will take place. You are welcome to contact us to discuss these policies and guidelines or if you have questions.

Revised November 1, 2022
Required Fees

<table>
<thead>
<tr>
<th></th>
<th>Parishioner</th>
<th>Non-Parishioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Fees:</td>
<td>$750.00 (or tithe)</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Stipends for Cantors &amp; Instrumentalists:</td>
<td>(To be negotiated directly with the cantors &amp; instrumentalists prior to the wedding.)</td>
<td></td>
</tr>
</tbody>
</table>

A parishioner is defined as one who lives within the territorial boundaries of the parish, or is registered with St. Mary’s Cathedral, attends Mass regularly, and contributes a tithe or offering on a regular basis. Note that unless you volunteer for a ministry, offerings by envelope or check are the only way we know you are a participating member of the parish. Though the Catholic Church is universal, Catholics only have a right to be married in their own parish church. If you are a parishioner and your family’s means are limited as to not be able to afford these minimal fees, you may request a tithing sheet from the office to calculate your fee. It is also possible to celebrate your wedding in a simple way. This means only the bride, groom, two witnesses, immediate family and celebrant will be present, and the ceremony will take place without music.
Parishioner Wedding Agreement

____________________ and ______________________

(Groom) (Bride)

Address: Address:

E-mail: E-mail:

Phone #: Phone #:

Who wish to be married at St. Mary’s Cathedral on ____________________ (date) at __________ (time)

Understand that by signing this agreement, we promise to abide by the policies and guidelines set forth in this packet. We understand the fee to the church agreed upon for this wedding will be $750 or the amount calculated in the attached tithing sheet. A down payment of $375 (or 50% of total) must accompany this form and is not refundable. We will pay the balance no later than one month before the date of our wedding.

Also, we understand and agree that the celebrant or Rector reserves the right to make the final decision as to whether the wedding will take place.

Signature_________________________ Date_________________

Signature_________________________ Date_________________

Return this form with your initial payment of $375 to the
St. Mary’s Cathedral Parish Office

For Office Use Only

Received on: _________________

Check No.__________ Amount:______________
Non - Parishioner Wedding Agreement

____________________________________  and  __________________________________
(Groom)  (Bride)

Address:  Address:

E-mail:  E-mail:

Phone #:  Phone #:

*Who wish to be married at St. Mary’s Cathedral on ____________ (date) at _______ (time)*

Understand that by signing this agreement, we promise to abide by the policies and guidelines set forth in this packet. We understand the fee to the church agreed upon for this wedding will be $1200. A down payment of $600 must accompany this form and is not refundable. We will pay the balance no later than one month before the date of our wedding.

Also, we understand and agree that the celebrant or Rector reserves the right to make the final decision as to whether the wedding will take place.

Signature________________________________________  Date____________________

Signature________________________________________  Date____________________

*Return this form with your initial payment of $600 to the St. Mary’s Cathedral Parish Office*

For Office Use Only

Received on:________________

Check No.__________  Amount:______________