



ST. JOHN NEUMANN  
*Catholic Church*

# Guidelines for Celebrating Marriage at St. John Neumann

[www.saintjohnsunbury.org/marriage](http://www.saintjohnsunbury.org/marriage)

John Pratt, Marriage and Family Life Coordinator  
740-965-1358 x. 113

Congratulations on your engagement! Our parish is dedicated to helping couples prepare for a lifetime of marriage as well as a prayerful and joyful celebration of their wedding day. Our marriage preparation supports couples in deepening their relationship with God and one another, provides catechesis on the graces and duties of the sacrament, develops communication skills, assists couples in connecting with our parish community, and accompanies them in planning their wedding liturgy.

## Marriage Preparation:

Engaged couples are asked to ensure completion of all components of their marriage preparation requirements at least **60 days prior to their wedding**. The various steps and stages of marriage preparation are laid out in detail on our parish's marriage webpage: <https://saintjohnsunbury.org/marriage>.

## Marriage License:

The civil license for marriage is to be presented to the wedding coordinator at the wedding rehearsal. We recommend you apply for your license at least **two to three weeks** before your wedding. Once obtained, marriage licenses are good for **60 days**.



**Please bring the entire license packet to the wedding rehearsal.**

A wedding cannot take place without this civil license for marriage. The application for marriage license must be made in-person by **both persons** to the Probate Court of the county in which either resides.

**Delaware County Probate Court**

**145 N. Union Street  
Delaware, OH 43015  
M-F 8:30 a.m. - 4:30 p.m.  
740-833-2680**

**Franklin County Probate Court**

**Marriage Licensing Dept.  
373 S. High St.  
Columbus, OH 43062  
23<sup>rd</sup> floor 8:00 a.m. - 4:30 p.m.  
614-525-3898**

Our staff will file the completed civil paperwork after the ceremony.

## **Scheduling Your Wedding:**

Below is helpful information on when you can schedule your wedding here at St. John Neumann:

- **Saturdays** starting between **10:00 a.m. and 1:00 p.m.**
- **Friday** evenings starting between **4:00 p.m. and 6:00 p.m.**
- Wedding times are subject to approval by the pastor.
- Please note that there are no Sunday weddings.
- Wedding dates can only be reserved once a couple has:
  - Completed their initial meeting
  - Fulfilled all requirements to establish their freedom to marry
  - Paid the facility usage fee
- The rehearsal time is always the evening before the wedding unless it is a weekday wedding. Weekday wedding rehearsals are determined on a case-by-case basis.

Our very active parish necessitates that we keep your wedding within a time frame that allows our parish to serve the sacramental and liturgical needs of all our parishioners. The wedding ceremony, photos, clean-up, and vacating the Church



must take place within **2 ½ hours of the start time** of the wedding. For Saturday weddings, the photos, clean up, and vacating the Church must be completed by **3:00 p.m. or 2 ½ hours after the start of the wedding** (whichever comes first).

## Wedding Liturgy:

*Wedding Coordinator: Tami Wetzel / [tamiwetzel85@gmail.com](mailto:tamiwetzel85@gmail.com) / 740-815-4854*

About 2-3 months prior to your wedding, our wedding coordinator, Tami Wetzel, will contact you to discuss details regarding your rehearsal and wedding liturgy. The SJN wedding coordinators are parishioners of the church and have been delegated by the pastor to oversee all parish wedding rehearsals and ceremonies according to the guidelines of the Catholic Church and SJN parish. SJN weddings are conducted according to the liturgical and sacramental guidelines of the Church, not according to the prevailing trends of the current culture or the wishes of the participating families. Any exceptions must be discussed with the wedding coordinator before the day of the rehearsal, so she has time to discuss it with the clergy. SJN wedding coordinators also offer assistance to the bridal party and family on the day of the wedding and assist any visiting clergy. Please feel free to contact Tami Wetzel at any point after you have scheduled your wedding at St. John Neumann parish.

## Nuptial Mass vs. Wedding Ceremony:

Weddings between two Catholics typically take place during Holy Mass. There may be reasons that a couple asks for a wedding ceremony rather than a Nuptial Mass. A wedding ceremony includes scriptural readings, homily, and exchange of marriage vows but does not have the Liturgy of the Eucharist. For this reason, when a Catholic marries a non-Catholic, couples will often choose the wedding ceremony.

## Officiating Clergy:

Our priests or deacon usually witness the weddings here at SJN, however, if you should wish another **Catholic clergyman** to witness your wedding they must be:

- **Licensed by the State of Ohio** and assume responsibility for all necessary paperwork and pre-marital interviews and counseling. Please contact the

Secretary of State of Ohio for information pertaining to the civil license necessary for an out of state priest or deacon to marry you:



**Secretary of State  
30 E. Broad Street  
Columbus, Ohio 43266  
(614-466-4980)**

- **Submit a letter of suitability** if not from the diocese of Columbus,
- **Sign and abide by the Visiting Clergy Policy** for weddings at St. John Neumann.
- **A letter of delegation** will need to be given by the pastor of St. John Neumann.
- In the case of visiting priests, one of our parish's priests will celebrate the wedding Mass. A visiting priest could preach the homily and witness the vows.

Any Catholic priest or deacon is welcome to concelebrate/assist at a wedding Mass. Please make any requests regarding visiting clergy at your initial meeting with our Marriage and Family Life Coordinator. Concelebrating priests and assisting deacons will need to submit a letter of suitability if from outside the Diocese of Columbus.

## **Roles in the Wedding Liturgy:**

Friends and relatives of the couple may participate in the liturgy in various roles:

- For the wedding to be valid in the Catholic Church, it must have two official witnesses (of adult age). Depending on which county issues your marriage license, witnesses may be required to sign the marriage record/license.
- Readers for the two scripture readings, the prayers of the faithful and responsorial psalm (although this is often sung).
- If you are having a Nuptial Mass, you can also choose two people to bring the bread and wine to the altar at the offertory.
- Altar servers (trained to serve at SJN).

## **Scripture Readings:**

Couples may choose from numerous options provided by the Church for the scripture readings at their wedding liturgy. Couples will share their preferred



readings with the wedding coordinator in the final 2-3 months leading up to their wedding.

A helpful resource we recommend for choosing Scripture readings and music is: <https://www.foryourmarriage.org/dating-engaged/planning-a-catholic-wedding/>

## Music for the Liturgy:

*Sacred Music Director, Rich Krehnovi / [rkrehnovi@stjohnsunbury.org](mailto:rkrehnovi@stjohnsunbury.org) / 614-937-6683*

A Church wedding is not only a very personal event but also a Sacrament of the Church. As such, the religious nature of the ceremony must be carefully preserved. However meaningful some music may be to the couple personally, the principle that governs the acceptability of wedding music is the religious aspect. Popular songs and secular music do not have a place in a liturgical celebration which includes music selected as prelude music. Additionally, pre-recorded music is not permitted in the Church. All musical selections are subject to the approval of the St. John Neumann Sacred Music Director.

The music for your wedding should be planned jointly by you and the Sacred Music Director. Planning the music should begin **no later than two months** prior to the wedding date. The Parish organist generally serves as the principal musician at St. John Neumann weddings and bears the responsibility of ensuring the proper performance and timing of the various musical portions of the wedding liturgy.

St. John Neumann is blessed with several gifted and experienced vocalists accustomed to providing liturgical music and familiar with SJN's accompanist and the acoustical demands of the liturgical space. Either male and female voices or combinations of those are available. Couples desiring to utilize a vocalist or instrumentalist other than those already approved by SJN, should make that request to the Sacred Music Director at least three months prior to the wedding date. In the event that the wedding couple arranges for all non-SJN musicians to provide their music, there will still need to be a SJN staff member present for any rehearsal in the church as well as the wedding itself to manage the sound system and ensure the proper use of the space and instruments.



## **Worship Aids:**

It is strongly recommended that you provide your guests with an Order of Service or Worship Program to assist your guests in their active participation at your wedding celebration. This is especially important when the wedding will be celebrated within a full Mass.

## **Outside Bridal Coordinator:**

Sometimes a couple will choose to employ a bridal coordinator to assist them in the finer details of preparing for their wedding and reception. St. John Neumann welcomes these coordinators in their role of providing support for the couple. The SJN wedding coordinator is responsible for adherence to the liturgical guidelines of the church and will conduct the rehearsal for that purpose. The couple and outside bridal coordinator agree to comply with the liturgical guidelines of the Catholic Church, St. John Neumann, and the SJN wedding coordinator.

## **Bridal Party Guidelines:**

We believe that men and women are created in the image of God. We are equally His children in our human dignity and supernatural calling. However, equality does not mean 'Sameness.' A man is not a woman, and a woman is not a man. Only a biological man and a biological woman, through their distinctive otherness that is ordered to each other, can join in a spousal union (USCCB, 2024). In addition, all members of the wedding party should uphold this belief, and as such, only members of the opposite sex may process down together in the sacred liturgy.



## Church Etiquette

- The Church sanctuary is a sacred space in which the Holy Eucharist (Body, Blood, Soul and Divinity of Jesus Christ) is reposed. Wedding guests should be mindful of God's presence in the Church and act accordingly.
- Rice, flower petals (including silk flowers), glitter, birdseed, or balloons (or anything that needs cleaning up) may not be used as part of the wedding celebration inside or outside the church.
- It is illegal in the state of Ohio to contract marriage in an inebriated state, no alcoholic beverages are permitted on the church property before or during the wedding. Church policy also requires that no alcohol be present on the property after the wedding. NO EXCEPTIONS.
- Food and beverages may not be brought into the **Church sanctuary**. However, if the bridal party does need to eat something and hydrate (non-alcoholic beverages only) before the wedding, keeping in mind the one hour Eucharistic fast, you may do so only in the designated preparation areas, specifically in bridal dressing room and rooms 4 and 5 under the parish offices. All trash and leftover items must be removed before departing our premises.
- Our entire campus is a non-smoking environment. Smoking in our buildings is not permitted.
- We ask that furnishings and fixtures be left in place unless the SJN wedding coordinator gives permission for them to be moved.
- All belongings of the wedding party and guests need to be removed from the church and dressing rooms immediately after the wedding ceremony.
- No wedding ceremony or photos may go beyond the allotted timeframe. (2.5 hours from the start of wedding and no later than 3:00 p.m. on Saturdays)
- Additionally, receiving lines or row by row dismissals are not permitted at the church.
- Any photographer or videographer must sign and abide by the photography guidelines
- Those providing the flowers and decorating the Church must sign and abide by the florist guidelines.
- Any visiting priest or deacon witnessing a wedding must sign and abide by the liturgical guidelines for witnessing marriages at St. John Neumann.



## Contract for the Bride and Groom

Everyone who is to be married at St. John Neumann Church is asked to sign an agreement for the use of the church. This agreement indicates that you have read and agree with the guidelines outlined in this document, including the Bridal Party Guidelines and the Guidelines for Church Etiquette. St. John Neumann reserves the right to cancel any scheduled wedding when these Wedding Guidelines are not observed or if it is determined that the marriage is in any way contrary to the teachings of the Church. All scheduled weddings are tentative pending the successful completion of the marriage preparation process and the parish's judgment that the couple is free to marry, not in need of a declaration of nullity, is capable of marriage, freely exchanges their consent to marry and consent to a valid sacramental marriage.

**Wedding Date:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Bride's Signature** \_\_\_\_\_ **Groom's Signature** \_\_\_\_\_





## Visiting Clergy Policy

### General Information:

Name of bride and groom: \_\_\_\_\_

Date of wedding: \_\_\_\_\_

Name of visiting priest and/or deacon: \_\_\_\_\_

Church Name and Address (of visiting clergy)

Diocese: \_\_\_\_\_ Parish: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

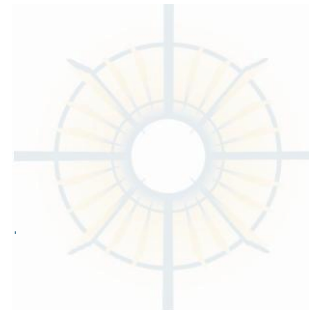
### Requested role of visiting clergy:

### Relationship to the engaged couple:

The pastor of St. John Neumann must approve all requests for visiting clergy. The 'norm' for visiting priests is that a priest of St. John Neumann is the wedding celebrant, and the visiting priest is a concelebrant with permission to preach. In some cases, the pastor may permit the visiting clergy to be the wedding celebrant at his discretion. All visiting clergy must agree to attend the rehearsal as well as the wedding and agree to celebrate the Mass or Ceremony in accordance with the liturgical norms of the Catholic Church and the parish guidelines and customs of St. John Neumann parish.

A Letter of Good Standing is required for all visiting clergy outside of the Diocese.

**Signature of Visiting Clergy:** \_\_\_\_\_



## Guidelines for Photographers/Videographers

We welcome photographers and videographers to document this special occasion. However, we ask that you remember that the space in which you will be operating is considered Most Sacred. All poses should bear this in mind.

Upon arrival, please consult with the wedding coordinator to familiarize yourself with the church.

You will be given time prior to and after the ceremony to take posed pictures. All wedding photos at the Church must be completed within the allotted timeframe. (2.5 hours from the start of wedding and no later than 3:00 p.m. on Saturdays)

Once the ceremony has begun, for the sake of the sacrament, you should remain as unobtrusive as possible. During this time, you may not go up the altar steps, into the altar area, or between the altar steps and front pews. You may use the side aisles, back of the church and choir loft for pictures during the ceremony. Please no flash photography after the processional and before the recessional. Please do not impede the procession or recession.

Studio equipment is not to be set up in the church, and no church furnishings are to be moved for pictures.

**Photographer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Videographer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Engaged Couple**

\_\_\_\_\_



## Guidelines for Florists

St. John Neumann does not provide janitorial services on the weekends. It is therefore the responsibility of the florist or the wedding party to remove all flowers, bows, potted plants, or any other decorations brought into the church by the wedding party by 3:00 P.M. following a morning or afternoon wedding.

Often, the wedding couple will leave at least one floral arrangement after the ceremony to be used for the weekend Masses. Please let your wedding coordinator know in advance what your intentions will be regarding leaving any arrangements.

Upon arrival, please consult the wedding coordinator for the proper placement of flowers. No floral arches, additional candelabras or aisle runners are permitted.

Decorating may begin 2 hours before your approved wedding time unless otherwise noted.

**Florist Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Name of Engaged Couple**

\_\_\_\_\_



## Stipends and Fees

### Facility Usage Fee

#### Active-Registered Parishioner:

- There is a \$250 facility usage fee, which is due at the time of the couple's initial meeting with the Marriage and Family Life Coordinator. The office can accept cash, check, or online payment. Active parishioner status is reflected in Mass attendance for at least 6 months with measurable giving to the wellbeing of the parish.
- Our Faith and Family Center is available to parishioners to rent for wedding receptions or rehearsal dinners. Please see the parish website for more details under ["Facility Rental."](#)

#### Non-Active-Registered Parishioner and Non-members:

- There is a \$500 facility usage fee which is due at the time of the couple's initial meeting with the Marriage and Family Life Coordinator.

### Wedding Liturgy Stipends:

The following are stipends for the services provided during your wedding ceremony. All stipends should be given to the wedding coordinator on the night of the rehearsal. If you are paying by check, please make a check out for each stipend individually. Contact your wedding coordinator for names.

- **Celebrant:** Priest or Deacon - \$250
- **Soloist(s):** - \$125 for Masses / \$100 for ceremonies
- **Wedding Coordinator:** \$200
- **Sound technician** (if necessary): - \$100
- **Audio/visual technician** (including live stream) - \$125
- **Parish Organist/Instrumentalist:** - \$200 for Masses / \$175 for ceremonies



## St. John Neumann Wedding Planning Contact List

### **Parish Office** (appointments, forms, wedding file)

Lisa McDonough, Office Manager  
[lmcdonough@stjohnsunbury.org](mailto:lmcdonough@stjohnsunbury.org)  
740-965-1358 (ext.120)

Fr. Dan Dury  
[frdury@stjohnsunbury.org](mailto:frdury@stjohnsunbury.org)  
740-965-1358

Fr. Elias Udeh  
[frudeh@stjohnsunbury.org](mailto:frudeh@stjohnsunbury.org)  
740-965-1358

### **Marriage Preparation**

John Pratt, Marriage and Family Life Coordinator  
[jpratt@stjohnsunbury.org](mailto:jpratt@stjohnsunbury.org)  
740-965-1358 (ext. 113)

Julie Bando, Ministries Assistant  
[jbando@stjohnsunbury.org](mailto:jbando@stjohnsunbury.org)  
740-965-1358 (ext 102)

### **Wedding Coordinator**

Tami Wetzel  
[tamiwetzel85@gmail.com](mailto:tamiwetzel85@gmail.com)  
740-815-4854

### **Wedding Music**

Rich Krehnovi  
[rkrehnovi@stjohnsunbury.org](mailto:rkrehnovi@stjohnsunbury.org)  
614-937-6683