

St. Mark Catholic Church

60 Narragansett Avenue

Jamestown RI 02835

401-423-1421

secretary@stmarkjtn.org

Wedding Guidelines and Liturgy Information

You are receiving this because you are in the process of securing your wedding date at St. Mark Catholic Church in Jamestown RI. It is our hope and prayer that through your journey of preparation, you will acquire a deeper understanding of God's plan for your marriage, and that you will learn the truths and virtues you will need to live out your vocations as husband and wife.

Eligibility to Marry at St Mark Catholic Church

- Either the bride or the groom is a registered parishioner of St. Mark Church.
- If outside of St. Mark parish: written permission of the priest of the Catholic Church of the bride or groom must be given, and he also agrees to prepare you for your Catholic marriage.

Preparing for your Catholic Marriage

*After having **reserved** your wedding date, you should begin your preparations by setting up a meeting with your priest who will prepare you for the sacrament of marriage.*

He will assist you in compiling your Marriage Data File (MDF) which consists of:

1. Pre-Marital Investigation (interview) conducted by the priest.
2. Baptism and other Sacramental Certificates for the bride and groom (the certificates can only be obtained from those parishes within 6 months of your wedding date).
 - For Catholics: Simply call the church where you were baptized, explain that you are preparing for marriage, and request a **current** copy of your records (not the original certificate) with notations regarding other sacraments on the reverse side.
 - For non-Catholics:
 - Copy of Birth Certificate
 - Copy of Baptismal Certificate from other denomination
 - 2 letters of "Free Status" (inquire with priest who is preparing you)
3. Certificate of Completion of Pre-Cana/Marriage Prep program.
4. Letter of Good Standing for the priest/deacon who will officiate.

Policies for Use of St. Mark Catholic Church

You and your guests will be expected to show proper reverence in attire and behavior for the sacred space and solemnity of the Sacrament of Marriage at both the rehearsal and the wedding ceremony.

Communications

Because of the volume of correspondence in planning for the Sacrament of Marriage, we respectfully request that **all communications and requests come from the bride and groom only**. The Parish Secretary is part-time in the office on Monday through Wednesday. If you need to reach out to her outside of those days, it is best if you email at secretary@stmarkjtn.org

Planning your Ceremony

During/following your Pre-Cana/Marriage Preparation classes be sure to speak to the priest preparing you for the sacrament. He will be able to assist you with choosing prayers, readings, vows, etc. and other information to plan your ceremony.

Musicians

Andrea Theroux is the Music Director at St. Mark Parish. Please reach out to Andrea at her email musicministry@stmarkjtn.org regarding any questions on music for the ceremony. Please speak to her even if you want to bring in your own musician.

Ring Bearers/Flower Girls

Ring bearers and flower girls are a welcome and beautiful addition to many weddings. These young members of the bridal party need to walk or be carried down the aisle and must sit with parents during the ceremony. Wagons or strollers are not permitted. Family pets are not allowed a role of any kind at this Liturgical celebration.

Decorations

Floral arrangements are to be placed within the Sanctuary and in keeping with proper Church etiquette and may remain in the church or you may take them with you. If removing any arrangements, kindly designate an individual to do so immediately following your ceremony. The Church will be open 1 hour before your ceremony for your florist to deliver and set up. [Suggestions for arrangements: 1 large or 2 medium in front of the altar (no taller than the altar); 2 small arrangements for each side of the Tabernacle; 1 medium in front of the lectern.]

The Church Liturgical Decorations at St. Mark are not to be moved or covered.

Pew bows or floral decorations must be affixed with ribbon. Please do not use tape of any kind or tacks.

Aisle runners, flower petals, confetti, rice, seeds, bubbles and champagne are not permitted in or on Church grounds.

Photography

Your photographer and/or videographer should meet with both your celebrant and St. Mark Ceremony Coordinator before the ceremony to discuss parameters. In general, they should be as inconspicuous as possible, are not allowed in the sanctuary area, shouldn't obstruct or delay any part of the ceremony, and are asked to be seated during the Liturgy of the Eucharist. No spotlights are permitted.

Programs

Programs can help your guests better understand and enjoy your ceremony, but they are not mandatory. We do not provide programs; that is the responsibility of the couple. If programs are used, please ensure that you appoint someone to go through the church to pick them up afterwards.

Stipends

Stipends for musicians and soloists, whomever you secure, should be determined with them in advance and paid prior to the wedding ceremony. The Priest stipend, Ceremony Coordinator stipend, and Servers should be paid at the time of the rehearsal. These are separate from the Church Fee.

Church fee for Non-Parishioners is \$800. (\$300. Non-refundable deposit and balance of \$500)

Church fee for St. Mark Parishioner is \$500. (\$100. deposit and balance \$400)

Wedding Planner / Presiding Priest - Rehearsal

The Priest presiding at your ceremony needs to be present for the rehearsal. Your Wedding Planner is welcome to attend the rehearsal and ceremony to help and provide moral support, but they should **not** be involved in the *planning* or *rehearsing* of your wedding ceremony.

Alcohol

Alcohol is not allowed in or on the Church grounds. At your rehearsal and on your wedding day, the entire bridal party is required to abstain from alcohol before arriving at the Church.

Traffic

Please inform your guests that they may encounter significant travel delays because of traffic and on-going construction projects, especially during peak tourist seasons (June - October)

Handicap Accessibility

Handicap access to the church is available through the side ramp to the front doors.

Timetable of Preparation Before your Wedding

1-2 years - prior to your wedding date:

Secure church and priest to prepare/officiate your marriage and venue for reception. Meet with your priest and secure the needed documents.

5 months prior to your wedding date:

Ensure that all necessary documents have been compiled, and your MDF is complete. Remind your priest (if other than pastor of St. Mark) that the MDF needs to go to your home Diocese (if outside of RI).

1 month prior to your wedding date:

Verify that your MDF has been approved and forwarded to St. Mark Church.

1-3 months prior to your wedding:

Obtain a Marriage License.

If you currently live in Rhode Island:

- If both parties live in RI, you may apply for a marriage license at the city or town hall where either party has legal residency.
- If only one person lives in RI, you must apply for a marriage license from the city or town hall where the RI resident lives.

If you currently live outside of Rhode Island:

- You must schedule an appointment at Jamestown RI Town Hall. Go to the Town Hall website (jamestownri.gov - Town Clerk) for details on the Marriage License application process.

A RI State marriage license is valid for 90 days after issue. The priest has no legal authority to marry a couple who have not obtained a license, nor can he legally marry a couple with an expired license.

1 month before your wedding:

Mail you final payment for the Church.

Be certain that your musician has a list of finalized song/music selections. Payment should be made directly to the musicians / soloist.

Your worksheet of reading selections and readers, prayers, blessings, etc. for your Ceremony are due to the priest marrying you.

Rehearsal

On the day of your rehearsal the Church will be open 1 hour before your designated start time. Your rehearsal should last no longer than 1 hour. It is preferred that your officiating priest attends (if not pastor of St. Mark) , as well as all who have a role in the ceremony.

Please arrive on time.

You will need to bring with you:

- Marriage License
- 2 copies of each reading
- 2 copies of the Prayers of the Faithful
- Any stipend payments owed
- Programs (if any)

Wedding Day

The Church will be open 1 hour before your ceremony and remain open for 1 hour following.

The groom and groomsmen should arrive *no later than 45 minutes before* the ceremony to greet and seat your guests.

The bride and her attendants should arrive at the Church *10 minutes before* the scheduled start of the ceremony and await the signal from the Ceremony Coordinator to enter the Church waiting area.

Please come dressed and ready as there is not an area available to get ready in the Church.

Following the ceremony, your priest will sign your Marriage License. St. Mark Church will submit the signed Marriage License to the Town Hall.

Unless prior permission is given, the receiving line is not to take place at St. Mark Church.

After your Wedding

Copies of your marriage certificate can be requested in-person, by mail or online from Vital Records at Jamestown RI Town Hall. <https://www.jamestownri.gov>

Your Sacrament of Matrimony will be officially registered at:
St. Mark Church, 60 Narragansett Avenue, Jamestown RI 02835.