



403 Grandview Avenue
Pittsburgh, PA 15211

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Wedding Policy Agreement

Contacts: The bride or groom and the clergy involved are the only people who should contact the church for any wedding information.

- General wedding questions: ext 103 or weddings@smomp.org
- Pastor: Fr. Michael Stumpf ext 104 or mjstumpf@smomp.org
- Music Director: Amanda Bruce ext 105 or abruce@smomp.org
- Office Manager: Sandy Crowley ext 101 or scrowley@smomp.org

Setting the Date: Interview with a member of the clergy, sign this agreement, and submit full amount of deposit for the church:

- 1) Interview - The couple must have an interview with a priest or deacon in order to complete a pre-marriage interview and gather the necessary paperwork before a date can be set. The member of the clergy is the only one who can call and set the date.
- 2) Wedding Policy Agreement – This agreement must be signed and given to the parish offices along with the deposit.
- 3) Church deposit – To be submitted with this signed Wedding Policy Agreement

Differences for Parishioners and Non-parishioners

- **Parishioners** – individuals who have been registered and are actively on the rolls for at least 6 months, attending services here, and offering something of time, talent and treasure for the common good of the parish, or those who have immediate family that fit this description.
 - Have the right to the use of the services of parish clergy for their weddings or they may ask an outside member of the clergy
 - The suggested deposit for the church is \$350 or tithe of your wedding
- **Non-parishioners** – neither the individual or immediate family are registered and participating in the life of this parish community. Non-parishioners may be accommodated.
 - Must arrange for their own Catholic clergy to perform the service
 - The suggested deposit for the church is \$1100 for tithe of your wedding

Dates and Time: Weddings are permitted any day of the week but Sunday. Our Saturday wedding times are at 1:00 PM and 3:00 PM. You are allotted 2 hours on your wedding day for the preparation, celebration of the ceremony and photographs. The normal time frame is ½ hour before the ceremony and ½ hour after the ceremony with the ceremony taking about 1 hour.

Rehearsals: You are allotted 1 hour for the rehearsal during the week proceeding your wedding date and are most often schedule the day before your celebration.

Wedding Coordinators: Our parish has several people who will aid with the wedding ceremony. One will contact the couple about 3 months before the wedding date to make the final wedding selections. She/he will set the rehearsal time, be present at the rehearsal and possibly lead it. She/he will be present the wedding ceremony to assure things run smoothly.

Photography and Videography and Florist: We provide you a list of regulations for each. You must give a copy of our regulations to each respectively.

Decorations: You are allowed to tastefully decorate our church for your wedding. Liturgical seasons must be respected and no liturgical or season decorations of the church can be moved (e.g. during the Lenten season flowers should be kept to a minimum, or if your wedding is the weekend of Palm Sunday there will be palm on the altar). If there is construction and/or repairs in or around the church, this may affect pictures etc., again nothing can be moved or modified. Nothing may be attached to any fixtures in the church using tape, glue, nails, thumbtacks or any other fastening device. Bows can be attached to the pews using elastic or a similar material. You may leave flowers on the altar at your discretion. All decorations must be removed after the wedding. The moving of church furniture is not permitted. A crash or aisle runner is not permitted. The church building must be left in the same condition it was found.

Nothing that leaves or could leave debris in any way will be permitted: This includes but is not limited to rice, birdseed, flower petals or bubbles, balloons, glitter, butterflies or doves.

Liturgical Ceremony and Procession

The celebration of Marriage is a sacrament and so it is a liturgical ceremony with either the full celebration of Eucharist or without it. The entrance procession and several other parts of this liturgy changed in the United States as of 2017. The priest will be part of the opening procession. Couples in the wedding party are to process down the aisle together, and the bride and groom are to process accompanied by parents in one form or another or together. There are also a few new musical parts. At our parish we have several options for the procession as well as other minor changes in the celebration, which will be explained to you fully by the presider and the music minister.

Music: All music must be coordinated through our Director of Music Ministry at our parish. Music should be set up about 3 months prior the wedding date. Soloist or other musicians are welcome and may be obtained through our Music Director or independently; all of these may require separate and additional fees. Cantors must be familiar with the Catholic liturgy and be able to sing the main mass parts if applicable. All music before, during and after your wedding in Saint Mary of the Mount Church must be sacred music. This means no pop music, movie soundtrack music, Broadway show tunes, and any other genre of music that would not be incorporated into a typical Catholic Mass. If another musician provides music, our Music Director still must receive a coordinating fee of \$100.

Ministries During the Wedding Ceremony

- Lectors – to proclaim the Word of God are to be provided by couple
- Gift Bearers – to carry the gifts of bread and wine forward (if you are having a mass) are to be provided by the couple
- Extraordinary Minister of the Eucharist – to help distribute communion (if you are having a mass) are welcome if they are EM's in a Catholic Church.
- Altar Server(s) – to assist the priest, if desired, must be provided by the couple, but are not necessary
- Music ministers – to lead congregation in song, will be provided by our parish unless specified otherwise

- Greeters and Ushers – to welcome and assist people to their seat, to be provided by the couple

Following the Wedding Ceremony: Please do not plan to have a receiving line because of time limitations. Reserve the receiving line for your reception.

Alcoholic beverages: Are not permitted on Church property

Additional Aspects: Pets or animals of any kind (except for trained service animals) are not allowed in the church. If you would like to include any other ritual, poetry or formal procedures in your wedding, they must be discussed with the priest or deacon beforehand.

Deposits and Donations

- Deposit for the church: \$350 Parishioners; \$1100 Non-parishioners
(Deposit check made payable to “Saint Mary of the Mount Parish”)
- Music Director and Cantor: \$300-\$400 (payable to the Music Director and Cantor)
- Wedding Coordinator: \$75 (payable to the Wedding Coordinator)

For more detailed information about weddings at St. Mary of the Mount, please see our web page, www.smomp.org, and select from the menu “wedding information”.

In all instances, the decision of the pastor (or his delegate) is final.

*Cut here and return with your deposit for the church to:
Saint Mary of the Mount Parish
Attn.: Wedding Department
403 Grandview Avenue
Pittsburgh, PA 15211*



Wedding Date and Time _____

	Bride	Groom
Name		
Address		
Phone #		
Email		

We have read this Agreement and agree to abide by its terms. Please Sign below:

Bride Groom

_____ Date