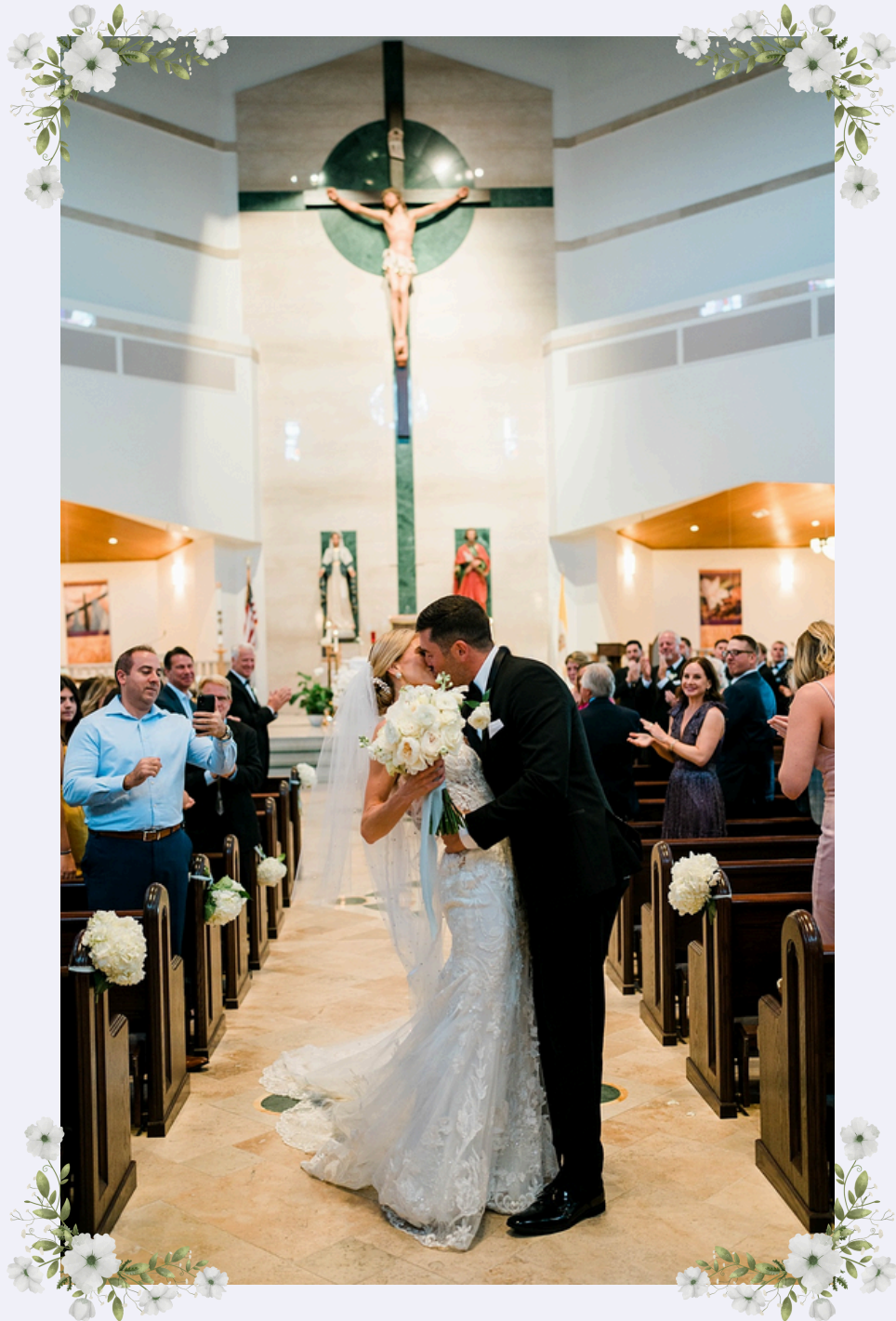


St. John the Evangelist Catholic Church Naples, Florida

Wedding Guidelines





St. John the Evangelist Catholic Church

Naples, Florida

Dear Bride/Groom to be,

Welcome to St. John the Evangelist. We are happy to do all that we can to help you prepare for the Sacrament of Holy Matrimony. Marriage is a serious and sacred commitment. We, at St. John the Evangelist, are delighted that you have chosen to bring your commitment before God and His people. We are honored that you have chosen us to help you prepare not only for the celebration of the Sacrament of Marriage, but also for a permanent, joyful, and faith-filled married life together.

Our marriage policy is intended to offer an overview and to clarify any questions you might have concerning the Sacrament of Marriage and how it is celebrated at St. John the Evangelist. Please take the time to review this policy and its guidelines. After you have reviewed it, return the application and signed contract with the necessary deposit. Once we have received your forms and confirmation from your preparing priest, one of our wedding directors will confirm the date and time of your wedding. Finally, please be assured of our prayers that God's abundant blessings will be with you as you prepare for this most holy Sacrament of Marriage and your future lives together.

Sincerely yours in Christ,

Fr. Tom Zalewski





St. John the Evangelist Marriage Policy

“FROM THE BEGINNING OF CREATION, GOD MADE THEM MALE AND FEMALE. FOR THIS REASON A MAN SHALL LEAVE HIS FATHER AND MOTHER AND BE JOINED TO HIS WIFE, AND THE TWO SHALL BECOME ONE FLESH. SO, THEY ARE NO LONGER TWO BUT ONE FLESH. THEREFORE, WHAT GOD HAS JOINED TOGETHER, NO HUMAN BEING MUST SEPARATE.” MK 10:6-9

It is our great honor and privilege here at St. John the Evangelist to welcome you as you celebrate the Sacrament of Holy Matrimony. The following packet contains important information on the marriage policy and guidelines. Please take the time to read these guidelines carefully. If you have any questions or would like further clarification on this policy, please contact the Church Office at 239.566.8740.

RESERVING THE CHURCH:

Times for weddings are as follows:

Monday-Friday: Please call the Main Office for available times. 239.566.8740

Saturday: 1:00pm, 6:30pm

Please note that these times are not valid on the Church's Holy Days of Obligation, other special liturgical days, and major civil holidays.

Due to the high volume of requests for weddings at St. John the Evangelist, we do not hold wedding dates.

To initiate the reservation and preparation process, the couple must contact our Main Office at 239.566.8740 to determine availability. They must then complete the Marriage Application and Marriage Contract, included in these guidelines and return them to the Main Office a minimum of six months prior to the requested wedding date. Your wedding date is not secure until the application and fully executed contract have been received and processed.

You can mail the paperwork to the Main Office, Attn: Weddings, at 625 111th Ave N. , Naples, FL 34108



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PREPARATION:

Each couple will complete all marriage preparations with a priest or deacon in accordance with the requirements of the Diocese of Venice. For parishioners prepared at St. John the Evangelist, all paperwork and documentation required must be submitted to the Main Office at least one month prior to the scheduled wedding date. For couples prepared outside the Diocese of Venice and marrying at St. John the Evangelist, all paperwork and documentation must be received by their home Diocese at least two months prior to the wedding date.

DECORATIONS:

Decorations may be brought in one hour before the wedding. Please note these restrictions:

- no kind of adhesive, hooks, or pins are to be used on the pews or any church furnishings
- no candles are allowed on the floor of the aisle
- no pews or aisles are to be blocked or cordoned off in any way at any time
- no aisle runner
- rice, confetti, bubbles, bird seed, etc. are prohibited for maintenance and safety reasons
- Flower girls may not throw flower petals or blow bubbles
- any décor already in the Church must be left in its place. Nothing should be moved
- flowers should not block the altar, steps, or ambo and must be removed immediately after the ceremony

WEDDING PARTY:

All bridal attire should be modest and appropriate to the sacredness of a wedding liturgy. All members of the bridal party are expected to be clothed appropriately for both the wedding and the rehearsal.

PHOTOGRAPHY/VIDEOGRAPHY:

Couples are to arrange for their own photographer and florist. Photos and videos are welcome, provided they do not become a distraction during the liturgy or impede the movement or flow of the liturgy. Photographs are permitted on a limited basis in the church after the wedding at the discretion of the Wedding Director. All photography before and after the wedding will be based on the schedule and availability of the Church.

DECORUM:

At no time are food and beverages to be brought into any part of the Church. Smoking or vaping is not allowed at any time. There should be no alcohol consumed before, after, or during the rehearsal or the wedding.





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MUSIC:

As in any other celebration the music should express and reflect the atmosphere of the ceremony. In accordance with the dignity of the occasion, the lyrics of songs to be sung ought to reflect the Christian understanding of love and marriage, the mystery of Christ and the Church. Music from the entertainment industry, pop-culture, or similar genres is not appropriate at any time during the celebration of Christian marriage, no matter how beautiful the lyrics, or how meaningful they may be to your relationship. You may enjoy them in your wedding reception. Only music that has been composed for liturgy can be used during the celebration. A music selection guide featuring YouTube links of appropriate Wedding music will be emailed to you from the St. John the Evangelist Music Director/Organist, Edward Persin.

In addition, all music to be performed at your wedding ceremony will be led by professional musicians and soloists. We do not allow pre-recorded accompaniments (tracks) for singers or allow devices to play recorded music. Only live music performance of appropriate sacred, Christian or classical wedding music repertoire is allowed.

Couples must make music arrangements with Edward approximately three months prior to the wedding date. He can be reached at Edward@sjecc.com or at 239-566-8740 ext. 3920. All music selections must be approved by him. Couples are required to use the services of the St. John the Evangelist Music Director/Organist as well as a Cantor from St. John to lead the congregational singing for Wedding Masses and Wedding Ceremonies. The church musician fees are outlined in the St. John the Evangelist Wedding fees.

Other singers and musicians may be used for solo selections (at the couple's expense) but must be approved by the Director of Music three months prior to the wedding. Instrumentation such as string quartets, trios, solo violin, trumpeter are available as well to enhance the beauty of your ceremony. The Director of Music will provide referral information for these musicians. Fees for additional musicians are separate from the St. John the Evangelist Wedding music fees and are paid to the musician(s) directly from the couple.

At your request, the Director of Music will provide a Wedding program template for you to create and design a program for your wedding guests, if you so choose.

The Director of Music/Organist and Cantor are not present for your rehearsal.





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REHEARSALS:

Rehearsals are ordinarily on the eve of the wedding. All rehearsal times are assigned once the wedding time is reserved.

We ask that couples bring their marriage license with them to the rehearsal.

A Wedding Coordinator will be present to supervise the rehearsal and will be present at the wedding liturgy. Any outside wedding consultant has no role in the liturgy.

PUNCTUALITY:

Out of respect for the parish staff and for other scheduled events, wedding parties are expected to be prompt for both the rehearsal and wedding ceremony. We ask that all members of the party arrive 15 minutes prior to the assigned rehearsal time. On the wedding day, the groom and groomsmen should arrive at least 30 minutes prior to the ceremony. The bride and her bridesmaids should arrive no later than 15 minutes prior to the ceremony.

FURTHER ASSISTANCE AND QUESTIONS:

After carefully reading these Wedding Guidelines, please contact our Main Office at 239.566.8740. One of our Wedding Coordinators will be able to assist you with any questions you have and guide you through the process, including reserving a specific date and time for your wedding. Once you have spoken to someone in our Main Office, you are encouraged to print out these guidelines, wedding application, and contract. Please note: No date is considered to be reserved until a fully executed application, contract, and fee are received.

These guidelines, along with those of the Diocese of Venice, are intended to serve as a means to allow us to work closely with you in a cooperative way to assure that your wedding day is the day you desire, while respecting the liturgy of our Church and the many demands placed upon our schedule. We pledge to do all we can to assist you in planning for and celebrating this special, sacred event.





Wedding Timeline

EARLY PREPARATION:

1. Contact the Main Office to discuss dates and our process. Full payment of the Church fee is required to secure a date.
2. Read the Wedding Guidelines and complete the Wedding Application and Contract. Return these forms to the Main Office via email (info@sjecc.com with "Wedding" as the subject) or mail. You may also bring them directly to the Main Office.
3. Select the photographer, videographer, and florist for your wedding and inform them of the St. John the Evangelist's guidelines.
4. Select your wedding party. Please see the guidelines regarding the wedding party policies.

SIX (6) MONTHS PRIOR TO WEDDING:

1. Proceed with Marriage preparation with your parish priest or deacon in order to begin the preparation as required by the Diocese of Venice.
2. No sooner than 6 months prior to your wedding date, request newly issued baptismal certificates from your church of baptism to present to the priest or deacon preparing you for marriage.

THREE (3) MONTHS PRIOR TO WEDDING:

1. Consult with your priest or deacon to ensure timely delivery of all required documents.
2. Call or email (info@sjecc.com with "Wedding" as the subject) the Main Office with any questions regarding your wedding ceremony and to confirm a rehearsal date and time.

ONE (1) MONTH PRIOR TO WEDDING:

1. Fees for the Organist, Cantor, Wedding Coordinator, Altar Server, and Priest are due the Main Office.
2. Contact the Main Office to confirm receipt of all necessary documentation from preparing priest.
3. In the State of Florida, a marriage license is valid for 60 days. It is the responsibility of the couple to obtain the license and bring it to the wedding rehearsal. A wedding may not be performed without this license.





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WEDDING FEES

Fee	Cost	Notes
Church	\$500-parishioner/relative of parishioner \$1000-non-parishioner	The full Church fee is due prior to securing a wedding date
Officiant	\$200 suggested gift	
Organist	\$300	
Cantor	\$200	
Wedding Coord.	\$150	
Altar Server	\$25 (cash)	For a nuptial Mass
Convalidation	\$500-parishioner/relative of parishioner \$1000-non-parishioner	For those married civilly who wish to have a blessing in the Church. Also includes an Officiant fee.

All fees are due a minimum of one month prior to the date of the wedding.

WEDDING DETAILS

Date: _____ Time: _____

Your Priest: _____

Your Cantor: _____

Your Organist: _____

Additional Musician: _____

Your Coordinator: _____

Altar Server? Yes No



Application for Marriage

Today's Date: _____

Requested Priest: _____ Assigned Priest: _____

Wedding Date: _____ Wedding Time: _____

I am: A parishioner A non-parishioner

Related to a parishioner Name of related Parishioner: _____

Bride: _____

Address: _____

Telephone: _____ email: _____

Religion: _____

Church of Baptism: _____

Have you been married before: _____

If yes, are you free to marry? Yes No

Groom: _____

Address: _____

Telephone: _____ email: _____

Religion: _____

Church of Baptism: _____

Have you been married before: _____

If yes, are you free to marry? Yes No

Preparation Only (to be married outside the Diocese of Venice)

Preparing Priest or Deacon: _____

Place of Wedding (Church Name): _____

Address: _____

Parish and Diocese of Wedding: _____

Telephone Number: _____

Name of Officiant (if known): _____

Paperwork Preparation (to be married at St. John the Evangelist Church but prepared outside the Diocese of Venice)

Consulting Priest: _____

Parish of Preparation: _____

Address of Parish: _____

Diocese of Preparation: _____



Wedding Agreement

Please Print

Name of Bride: _____ Religion: _____

Name of Groom: _____ Religion: _____

Date and Time of Wedding: _____

We, the undersigned, agree to accept all of the policies and conditions outlined in the above stated wedding guidelines. As an essential element of the consideration of this contract, we agree that no part of the wedding ceremony contradicts the teachings and beliefs of the Roman Catholic Church. Furthermore, we agree that our payment of \$_____ will secure our wedding date and time. This fee can be made payable to St. John the Evangelist Church by cash, check, debit, or credit card. We understand that this payment does not include fees for musicians, the Wedding Coordinator, Altar Servers, or the Priest offering.

Entered into this _____ day of _____, _____

The Diocese of Venice, Florida
Fr. Tomasz Zalewski
Pastor, St. John the Evangelist Church

Signature: _____ Date: _____

Signature of Bride: _____ Date: _____

Signature of Groom: _____ Date: _____

For Wedding Office Use Only:

Date Paid: _____ Check Number: _____ Received by: _____



Addendum to Wedding Agreement for Couples Being Prepared Within the Diocese of Venice

We are currently being prepared for our wedding at St. John the Evangelist Catholic Church by _____ at _____, located at _____ in the Diocese of Venice.

We understand that the Priest or Deacon preparing us must submit our completed Marriage Preparation file to St. John the Evangelist Catholic Church at least 4 weeks prior to our wedding date. Our Marriage Preparation file should include:

- Pre-nuptial Questionnaire ("A Form)
- Affidavits of Freedom to Marry ("B" Forms, 2 from each party)
- Completed Pre-Marital Inventory, scored with results
- Acknowledgement that the Pre-Marital Inventory results have been reviewed
- An Engaged Encounter/Pre-Cana certificate
- A Baptismal Certificate with notations (within the last 6 months)
- Decree of Nullity (if either person was previously married)
- Death certificate (if a former spouse is deceased)
- Reading selections completed from "Together for Life" booklet

We understand that failure to process the paperwork accordingly, may prevent our wedding from taking place on the date secured.

Signature of Bride: _____

Date: _____

Signature of Groom: _____

Date: _____

Signature of Priest or Deacon: _____

Date: _____



Addendum to Wedding Agreement for Couples Being Prepared Outside the Diocese of Venice

We are currently being prepared for our wedding at St. John the Evangelist Catholic Church by _____ at _____, located at _____ in the Diocese of _____.

We understand that the Priest or Deacon preparing us must submit our completed Marriage Preparation file to the Diocese in which we are being prepared at least 8 weeks prior to our wedding date. Our Marriage Preparation file should include:

- Pre-nuptial Questionnaire (“A Form)
- Affidavits of Freedom to Marry (“B” Forms, 2 from each party)
- Completed Pre-Marital Inventory, scored with results
- Acknowledgement that the Pre-Marital Inventory results have been reviewed
- An Engaged Encounter/Pre-Cana certificate
- A Baptismal Certificate with notations (within the last 6 months)
- Decree of Nullity (if either person was previously married)
- Death certificate (if a former spouse is deceased)
- Reading selections completed from “Together for Life” booklet

The Diocese in which we are being prepared will then send the completed paperwork to the Diocese of Venice Tribunal Office, attention “Judicial Vicar”, who will forward the file to St. John the Evangelist Catholic Church. We understand that failure to process the paperwork accordingly, may prevent our wedding from taking place on the date secured.

Signature of Bride: _____

Date: _____

Signature of Groom: _____

Date: _____

Signature of Priest or Deacon: _____

Date: _____