

St. Stephen Church

Wedding Policies



Congratulations on your engagement! We are honored you are considering celebrating the sacrament of marriage at St. Stephen Church. We encourage you to view your wedding ceremony as the sacramental union for life in the presence of a faith community. The wedding ceremony reflects and celebrates these religious beliefs.

We desire to make your wedding as meaningful and beautiful as possible. The following guidelines have been prepared to help you answer the many questions you have. Please read them carefully since you are responsible for their content.

We cannot hold a wedding date until the application and agreement (which follow these guidelines) are signed and received in our office.

Any questions can be directed to the parish office at 871-3373.

Considerations and Requirements

1. At least one partner must be a practicing Roman Catholic and 18 years of age, or have legal permission to marry.
2. You must notify the parish office nine months prior to the wedding date.
3. Since St. Stephen will have a significant place in your married life, we invite you to consider becoming members of our parish.

Your Wedding at St. Stephen Church

4. When both the bride and groom are Catholic, the wedding ceremony is normally celebrated within a Mass (with Holy Communion). When only one party is Catholic, the wedding is normally celebrated within a service without Mass.
5. For your ceremony, you will need to secure the services of a priest or deacon to preside at your ceremony.
6. A parish wedding coordinator will be assigned to all weddings. They will make contact with you several months prior to your wedding date.

Fees

7. Please contact Judy at the parish office, 513-871-3373 for information regarding fees. We require an initial deposit to hold the date and time. The final costs must be paid two weeks prior to the wedding.
8. A non-refundable deposit of \$200 is required to hold the date and time along with the Agreement and Application. These should be mailed to:

St. Stephen Church
Wedding Manager
320 Donham Avenue
Cincinnati, OH 45226.
9. This fee covers the rental of the church-it does not include any stipends for the musician(s) or presider.

Wedding & Rehearsal Time Information

10. A Saturday wedding must begin by 4pm. The Church should be left empty by 5:45 pm. The church will be open 2 hours prior to the wedding ceremony. Friday weddings are acceptable and the time will be determined with your presider, the church or the wedding coordinator.
11. All rehearsals will be the day prior to your wedding date. The rehearsal time will be decided between the Bride & Groom, wedding coordinators and your presider. Only one hour is provided for the rehearsal. Please advise your wedding party to arrive 10 minutes early to ensure the rehearsal proceed in a timely manner. Readers should come ready to practice. There will be no musical practice at the rehearsal.

Decorations

12. Our church has a maximum seating capacity of 350 people. There are 20 rows of pews.
13. St. Stephen Church does not allow the use of an aisle runner. We have a beautiful Terrazzo floor.
14. Pew decorations are permitted but should not be secured with masking tape or other items that deface the pews.
15. Aisle candles are not permitted.
16. The flower girl may not drop any type of petals.
17. All florists will need to call the parish office for a delivery time.
18. Flowers on the altar used at the wedding are to be left in church after the ceremony.
19. Sanctuary furniture, decorations, flowers may not be moved by the florist or family. Seasonal decorations provided by the parish are integral to the liturgical celebration and must not be moved.
20. Please designate a friend or family member to be responsible for cleanup of all decorations and trash after the ceremony. It is the responsibility of the couple to see that all decorations, programs, etc. are removed from the church after the ceremony.

Music

21. Music is a basic element of all liturgical celebrations. Please contact Charlie Runtz, 513-574-5568, as soon as possible to talk through your music options. The parish office will

also be able to provide you with costs for the music. We offer no guarantees that musicians will be available unless you schedule immediately. We are fortunate to offer a harpist, keyboard and organist, a violinist and guitarist all who are vocalists.

22. A parish musician must be present at all wedding to ensure the integrity of the sound system.
23. The priest, deacon or pastoral administrator must approve all music.

Photography

24. To maintain the dignity of the wedding liturgy, photographers and videographers are not allowed to enter the sanctuary.
25. Flash photos are only permitted during the entrance and exit processions and for posed shots afterwards. At no other time during the ceremony is flash photography allowed.
26. The photographer may go to the choir loft during the ceremony once the Hold Harmless Agreement has been signed and returned to the wedding coordinator.
27. The bridal party has use of the church for photographs 1.5 hours before the ceremony and a half hour after the wedding.

Parking

28. Parking for the rehearsal is allowed in the main lot, next to the church. Parking for the wedding is in the main lot and on surrounding streets. Please note that our lot allows for tandem parking (2 cars per lined space).

Miscellaneous Items

29. The entrance procession and line-up of wedding party will be decided prior to the rehearsal with your wedding coordinator.
30. Lectors will bring their reading with them to the rehearsal and will have a short practice.
31. St. Stephen Church does not provide liturgical ministers (Servers, readers or communion distributors) for weddings. It is the responsibility of the couple to provide individuals who have been suitably trained for that ministry.
32. At all times you and your wedding party must conduct yourselves with dignity and decorum.
33. There is no eating or drinking in our church. Chewing gum is not permitted.
34. At no time is alcohol permitted on church property, including the parking lot.
35. St. Stephen Church does not have a drinking fountain. Only members of the bridal party may have a bottle of water.
36. There is no dressing area for the bride or bridal party. The bridal party may stay in the ladies rest area until the ceremony.
37. There is to be no throwing of rice, birdseed, confetti or releasing of balloons on the premises.
38. There is no receiving line at church after the ceremony due to parish mass times.
39. The use of any wagon-type conveyance to transport toddler attendants down the aisle during any part of the processional or recessional is not permitted.

40. The final plans for the wedding programs must be approved by the presider or pastoral administration before printing.
41. It is imperative that you bring the civil marriage license to the rehearsal and give it to the presider who will officiate at the wedding. The wedding cannot take place without the license.



St. Stephen Church
Wedding Application Information

Requested Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Bride

Legal Name _____ Date of Birth _____

Address _____

City, State, Zip code _____

Best Phone # _____ Home # _____

Email _____

Baptized: Yes _____ No _____ Confirmed: Yes _____ No _____

Religion _____

Current Parish/church _____

Address _____

How long have you been a member _____ Are you an active member of this church _____

Maid/Matron of Honor _____

Groom

Legal Name _____ Date of Birth _____

Address _____

City, State, Zip code _____

Best Phone # _____ Home # _____

Email _____

Baptized: Yes _____ No _____ Confirmed: Yes _____ No _____

Religion _____

Current Parish/church _____

Address _____

How long have you been a member _____ Are you an active member of this church _____

Best Man _____

Priest/Presider

Name & Parish _____

Address _____

Email address _____ Phone _____

*****Please indicate your reasons for requesting St. Stephen church for your wedding.***

Agreement for a Wedding at St. Stephen Church

Please check each of the following to indicate your agreement:

_____ We have received and thoroughly read the St. Stephen Church Wedding Guidelines and agree to abide by all rules and regulations set forth. We certify that all information we have provided to St. Stephen Church is accurate.

_____ We have contacted the presiding clergy and arranged the time for the wedding.

_____ We will participate in a marriage preparation program. (Talk with your Presider about this.)

_____ We agree to abide by these policies without exception.

_____ We will share the policies with our florist.

_____ We will share the policies with our photographer/videographer.

_____ We will share the Church policies with our musicians, if they are from outside the parish and obtain the necessary clearance to use the parish organ, piano and sound equipment.

_____ We will assume responsibility for payment related to any damage to the church or church property relative to the time of the rehearsal and/or wedding.

- Florist: Name _____ Phone _____
- Photographer: Name _____ Phone _____
- Musician: Name _____ Phone _____

Please sign, date and return along with Wedding Application to:

St. Stephen Church
Wedding Manager
320 Donham Ave.
Cincinnati, OH 45226

Bride: _____ Date: _____

Groom: _____ Date: _____

HOLD HARMLESS AND INDEMNIFICATION

Must be returned to church office no later than one week before the wedding.

For valuation consideration, the receipt of which is hereby acknowledged, the undersigned,

_____, whose address is _____

Do(es) hereby agree to indemnify, protect, save and hold harmless THE ARCHBISHOP OF CINCINNATI AND HIS SUCCESSORS AS TRUSTEE FOR THE CONGRGATION OF **ST. STEPHEN ROMAN CATHOLIC CHURCH, HAMILTON COUNTY, OHIO; ST. STEPHEN PARISH, CINCINNATI, OHIO AND THE ARCHDIOCESE OF CINCINNATI** (hereinafter jointly referred to as the "Archdiocese"), their respective representatives, agents and employees, from and against any and all liability, actions, causes of action, claims, judgments, loss, cost and expense arising out of or in any way related to or connected with the use or occupancy of the premises of the Archdiocese by the undersigned or by any of the undersigned's agents, employees, invitees, representatives or guests, which use or occupancy results in any injury to persons or property, except to the extent such injury is caused by the negligent acts or omissions of the Archdiocese, their representatives, agents or employees. If any claim is alleged against the Archdiocese by anyone (including governmental agencies) arising out of or in any way related to the use or occupancy of the premises by the undersigned or its agents, employees, invitees, representatives or guests, it is expressly understood and agreed that the undersigned shall take over the defense of each and every such claim promptly and pay all attorney's fees, judgments, settlement payments and all other costs and expenses whatsoever incurred in connection with the defense of all such claims, without exception, it being expressly understood that the undersigned shall be and remain fully responsible for all such claims and will hold the aforementioned indemnities completely harmless from and against any liability, actions, causes of action, claims, judgments, loss, cost or expense whatsoever in connection therewith.

(If signed by Business/Corporations)

(If signed by Individuals)

Name of Business

Name of Individual

By: _____

Title: _____

Title: _____

Date: _____

Date: _____