



Saint Ambrose Catholic Church

Congratulations on your engagement and upcoming wedding! We are happy to assist you as you prepare for the Sacrament of Marriage. The following pages are a compilation of most of the things which you need to be aware of in planning your wedding. You can always call on us as the days pass to answer any questions or to assist you with any aspect of your wedding.

Scheduling Your Wedding Date:

To begin the inquiry process and to schedule your wedding, call the Saint Ambrose Parish Office at 314-771-1228.

The couple desiring to marry at Saint Ambrose is to notify a parish priest or deacon as soon as they have the intention to marry. Archdiocesan guidelines require at least SIX MONTHS notice however, it is imperative to contact the parish before you sign contracts with venues for the celebration-the date you are asking for may already be taken. Initially, you will meet with the Pastor Fr. Jack Siefert, and he will direct you to the the Parish Pastoral Associate, Jennifer Meehan, who will then meet with the you and fill out the Pre-Nuptual Investigation and explain the preparation process.

Generally, weddings are celebrated on Friday evenings at 6:00 p.m. (Parishioner or Non-Parishioner) or on Saturday at 11:00 a.m. (Parishioner or Non-Parishioner) and 1:30 p.m. (Parishioners ONLY)

For those who are non-parishioners/visitors you will be responsible for securing your own presider for the wedding ceremony.

Costs:

Offering to the Parish:

Active Parishioner and Legacy Families	No Charge for Church, see ceremony fees below.
Non Parishioner	\$1,000 charge for Church, see ceremony fees below.

To be considered an active parishioner you must have registered and been an active member of the parish for at least six months prior to the wedding being booked at Saint Ambrose. Given the definition of active parishioner status, those who do not meet these requirements are considered non parishioner/visitor.

For non parishioner/visitors a non refundable deposit of \$500 must accompany the signed registration form. The remaining balance of \$500 is due 60 days prior to the wedding date.

Presider: \$200

The above fee is if a priest or deacon from Saint Ambrose is the presider at your wedding. If you are having priest or deacon other than from Saint Ambrose ask them what they are requesting for compensation. Please give that check directly to that priest or deacon instead of Saint Ambrose.

Wedding Coordinator \$250

You are required to use a Saint Ambrose Wedding Coordinator. The fee is payable directly to them no later than the rehearsal date. The parish Wedding Coordinator is the equivalent to a Day of Wedding Coordinator. However when inside of the church, the Parish Wedding Coordinator has the final say on how things will operate, when things will occur, and how things are done. If your own wedding coordinator is going to be at the church on the day of the wedding, please have them contact the Saint Ambrose Wedding Coordinator.

Parish Organist: \$200

Although you are not required to contract with the Saint Ambrose Music Director, Darren Modde, we encourage you to do so. Mr. Modde will meet with you to help select your music. You can view his website as a good resource to start the process with him. You will find a list of appropriate Catholic music on the website (www.moddemusic.com).

If you choose to bring in an outside organist, there will be a \$75 fee payable to Darren Modde, Saint Ambrose Music Director, to cover his consultation time and equipment setup costs related to an outside organist using the church organ. You must make arrangements for an outside organist directly with Mr. Modde.

Parish Cantor: \$150

If Cantor is from outside of parish, fees are to be determined and paid directly to them. Approval of the outside cantor is made by the Music Director of Saint Ambrose.

Altar Servers: \$20

Please pay each server in cash. Mark two separate envelope with *SERVER*. Saint Ambrose can provide one or two servers or you may supply your own.

The Wedding Party:

- ~The church sanctuary can accommodate up to eight bridesmaids and their accompanying groomsmen.
- ~Larger wedding parties will be required to sit in church pews.

Decorations:

- ~The Church aisle is about 85 feet long
- ~There are 25 pews on each side
- ~Seating Capacity is approximately 450
- ~Aisle runners are NOT permitted.
- ~Flowers brought in for the altar are not to be removed from the Church.

- ~Objects (bows, flowers, etc.) for pew decorations must be secured with string or ribbons only and removed immediately following the wedding. NO TAPE is allowed.
- ~Candles are not permitted on the pews.

Photography and Videography:

- ~Photographers and videographers are not allowed to enter the sanctuary.
- ~Flashes and camera lights can be used, but not during the Consecration.
- ~Videographers are requested to remain stationary during the ceremony.
- ~Photographs may be taken in front of the Sanctuary Gates after the ceremony.
- ~Photographs are allowed inside the Sanctuary Gates: Wedding Couple, Wedding Couple and their parents, Wedding Couple and their grandparents.

Rehearsal:

Rehearsals are usually held on the Wednesday or Thursday before the wedding. The rehearsal times are 6:00 p.m. or 7:00 p.m. and are scheduled for a period of 45 minutes. In order to stay on schedule, please ensure that all parties are present no later than ten minutes before the rehearsal time. To help make sure that we can accomplish everything that needs to be completed at the rehearsal, please make sure the Wedding Liturgy Planning Sheet is filled out and returned to the Wedding Coordinator. It is a simple form that allows you to select the readings as well as list the wedding party and other information the coordinator will need to know. This form **MUST** be received at least two weeks before the scheduled rehearsal.

Please also have at least one additional copy of the Prayers of the Faithful that you have written for the Wedding Coordinator. We also suggest that you give copies of the first and second readings plus the Prayers of the Faithful to the individuals that will be doing the readings.

Marriage Preparation:

Your wedding day is the start of a lifetime together, the beginning of a marriage that is Free, Total, Faithful and Fruitful. To ensure that you are preparing for your marriage as well as planning your wedding, the following Marriage Preparation is required for all couples whose marriage is being celebrated by Saint Ambrose clergy.

- 1) **Meeting with the Priest or Deacon who will officiate your wedding.** This initial meeting will establish a relationship and begin the process. You may be asked to meet with this clergy person several times throughout your preparation.
- 2) **Meeting with our Pastoral Associate.** At this meeting, you will discuss the Sacramental understanding of marriage, the marriage preparation process and the Fully Engaged inventory.
- 3) **Fully Engaged Couples Inventory.** Separately, you will complete an online inventory to help couples build a strong foundation of communication for their marriage. After each of you completes this inventory, you will meet together with our Pastoral Associate to discuss the results and explore communication and relationship-building skills.
- 4) **Marriage Preparation Weekend.** Together, you will attend a Marriage Preparation weekend. These weekends focus on the spiritual and practical aspects of living our the Marriage Covenant. Information on signing up for your Marriage Prep weekend will be made available at the first meeting with our Pastoral Associate.
- 5) **Intro to Natural Family Planning class.** Natural Family Planning (NFP) is not only highly effective for planning your family, it is also very effective in overcoming obstacles that compromise your ability to become parents. You will need to attend an

Introductory course on one of the NFP methods of your choosing. Information and class schedules will be made available at your first meeting with our Pastoral Associate.

Documents Needed:

Catholics are required to present a recently issued Baptismal Certificate unless baptized at Saint Ambrose. The baptismal certificate may not be older than six months at the time of the wedding. You can request a copy of your baptismal certificate by calling or writing the parish of your baptism. If your parish of baptism is now closed you can order one at <http://archstl.org/certificates>. Christians of other traditions must also furnish proof of baptism.

You must bring to the wedding rehearsal your Marriage License from the State of Missouri. Apply in advance. The license is valid for a period of thirty days.

Miscellaneous Requirements for the Church as a Place of Worship:

- ~Food and alcoholic beverages are prohibited in the church or on church property the evening of the rehearsal and the wedding day.
- ~Wedding party attire must be in good taste. Strapless and spaghetti strap dresses must be modest and avoid being too low cut.
- ~ Unity Sand is prohibited.
- ~There is no facility in the church available as a dressing area.
- ~For insurance reasons, rice, bird seed, rose petals, balloons or any other items are not permitted on church property.
- ~Please remove all items left in pews and in the back of church, including programs and pew decorations immediately following the wedding.

Final Message:

Yes, there is much to plan and a lot to prepare. But we pray that, through it all, you will keep a place in your heart for what really matters. For your wedding is one day; your marriage is forever. The time you spend now talking, praying, forgiving and working on your relationship, sets the groundwork for a holy and life-giving marriage: in good times and in bad, in sickness and in health, all the days of your life.

Sincerely,

Father Jack Siefert
Pastor

Please retain these papers for your review purposes.

Return the accompanying form and your deposit to the wedding coordinator. The deposit will secure your wedding date.

Tap here to download the form.