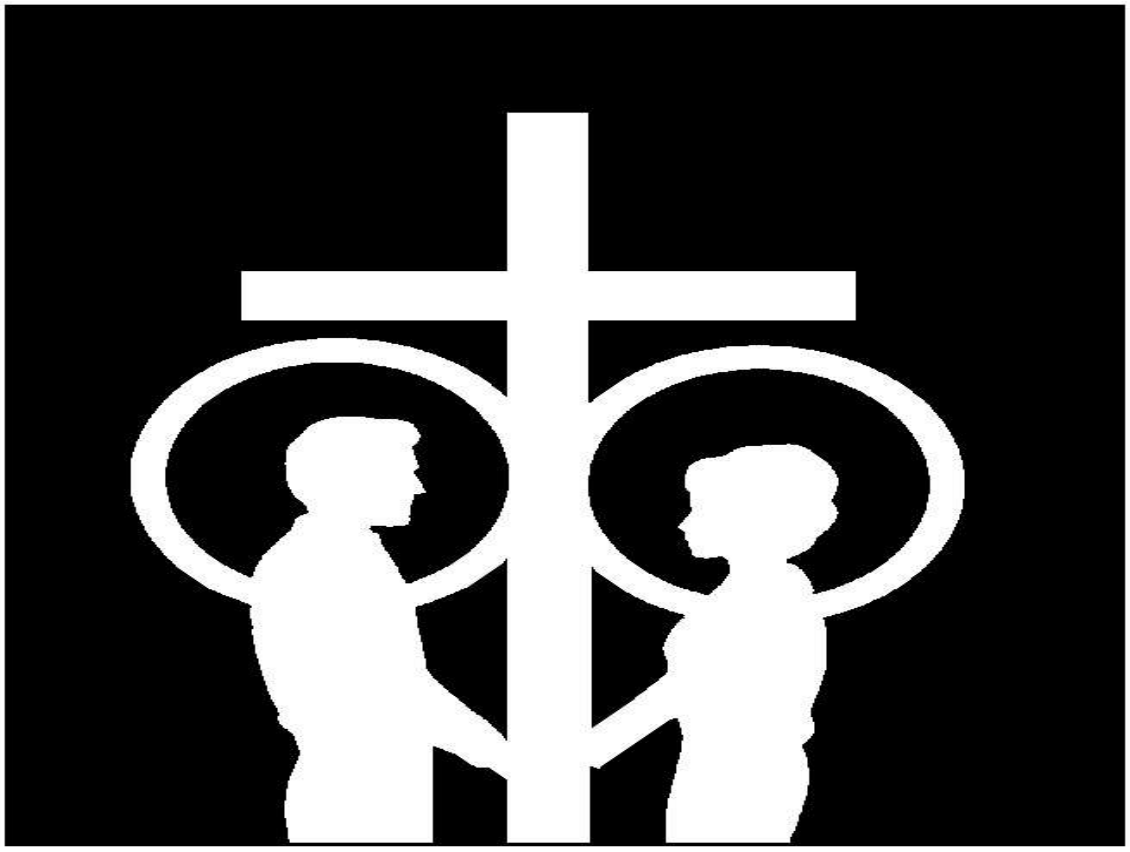
Wedding Guidelines & Policies



Saint Francis Xavier Church
Mount Washington, Kentucky

Revised November 6, 2026

Congratulations!

There are many details that go into planning a wedding. Couples get caught up in them very early on. First the right person, then the ring, then the announcement to family and friends, then congratulations on all sides. We want to congratulate you as well and wish you the best for the future.

It is most important that **marriage** preparation be one of the first things a couple begins to work on, together with the priest or deacon who will perform the wedding ceremony.

Saint Francis Xavier parish and the Archdiocese of Louisville have set policies to guide couples through their preparation, not just for the wedding but for married life afterward. The Universal Church is invested in you and in your relationship.

Your success as a married couple brings God's love into the world in a unique way. Your commitment and life-long work at your relationship is full of opportunities to rely on one another, and on the grace of God.

A wedding is for a day; a marriage is for a lifetime. For this reason, the Archdiocese of Louisville requires that a couple contact a priest or deacon at least six (6) months in advance of their intended wedding date. The Church wants a couple to have at least a six-month engagement so that they have time to spend individually, and as a couple to grow more firmly in their commitment to each other.

To begin the process for your wedding, a call should be made to the Parish Office at 502-955-5366 to set up an appointment with a priest or deacon.

Your wedding at Saint Francis Xavier

The parish church is available for the weddings of registered, participating members of the parish, and their children, even if the children have moved away. Either the bride, the groom, or their family should be a member of Saint Francis Xavier Parish.

Normally, the priest or deacon assigned at Saint Francis Xavier will preside at the weddings of parishioners. The deacon may be assigned when the Rite of Marriage is not a Mass.

Members of registered families still living in Saint Francis Xavier Parish are asked to register themselves as a separate household, if they will be living in the Mount Washington area after the wedding. Our expectation is that frequent attendance at Sunday Eucharist has been, or will become, a part of your life. The same expectation holds for taking part in other areas of parish life.

Catholics from other parishes may also request to be married here with the permission of their pastor. It is anticipated that the pastor of their home parish will be the celebrant for the wedding. If this is not the case, arrangements should be made with the priest or deacon assigned to Saint Francis Xavier.

Saint Francis Xavier has established a church usage fee to help defray some of the expenses that the parish incurs to host your wedding and to advance our ministries. The church usage fee for parishioners who have been members ***over one year*** is $500; for parishioners registered ***less than one year*** it is $750.

The church usage fee is payable to Saint Francis Xavier Church. The fee is required to hold the reservation. It should be presented to the Parish Secretary at the time the church is reserved for the rehearsal and wedding.

Our cancellation policy: The church usage fee is fully refundable if cancelled with greater than sixty (60) days' notice. A refund of the usage fee, less $200, will be given if cancelled with less than (60) days' notice.

No one is refused a wedding in the church based on an inability to pay the expenses incurred by the church for its use. Hardship circumstances should be discussed personally with the Pastor. The church usage fee does not cover costs of a keyboardist and other musicians; purchased flowers and materials; photography; or reimbursement for damage or extra cleaning resulting from your wedding.

Due to liturgical demands, Friday night weddings no later than 7:00 pm are encouraged. Saturday weddings may be scheduled with permission of the pastor. Saturday weddings that will be a Mass must be scheduled no later than 1:30 pm.

Weddings cannot be scheduled during the Easter Triduum (Good Friday and Holy Saturday), or the two weekends prior to and including Christmas.

During Advent and Lent, the Universal Church observes special periods of penance. In consideration of these penitential times, the Pastor requests that decorations in the church and music selected for your wedding be subdued. The liturgical color of the season will remain on the altar, and the church environment of the season will remain.

Preparation

CONTACT AT LEAST 6 MONTHS OUT: Couples who wish to be married at Saint Francis Xavier should contact the parish office no less than 6 months before the proposed wedding date. The six-month period begins with a meeting with the priest or deacon (hereafter referred to as your "quarterback") who will be performing your wedding. At this initial meeting, the priest or deacon will get to know you as a couple and explain completely the formation process you are entering while answering any questions you may have.

At this meeting, forms for the bride and groom will be completed that provide biographical information and establish the freedom and the intent to enter a sacramental relationship.

The next step is for the couple to contact the Adult Formation Minister to schedule a **FOCCUS** survey. **F**acilitating **O**pen **C**ouple **C**ommunication, **U**nderstanding and **S**tudy sessions are designed to help prepare a couple for marriage. The survey covers all areas of married life. It is designed to encourage couples to discuss with each other all aspects of a sacramental marriage. In no way is it designed to prevent the couple from being married in the Church.

Upon completion of the **FOCCUS** sessions your quarterback then selects one of the three archdiocesan marriage formation programs for the couple to complete. (Sponsor Couple, Engaged Encounter, or Foundations for Marriage) The certificate of completion from whichever program is assigned is returned to your quarterback in a follow up meeting.

Preparing for the big day!

After the couple has completed their marriage formation they may begin their wedding day liturgy planning.

Although this is "your" day, it is also the Church's Day. We celebrate in Sacrament always the loving presence of God acting in our lives. So there needs to be a balance, actually a balance in God's favor. Music, readings, participants, and actions need to reflect that this is a service of prayer that consecrates two people to live a life of love in which God's presence may be seen.

MUSIC
Music should be carefully chosen and should be suitable to the religious nature of the celebration. The text or lyrics of a song are as important as the quality of the music. Just because a song is "sacred" does not mean it is liturgically appropriate at a particular point in the wedding liturgy. Our Director of Music will assist you in this planning.

PHOTOGRAPHY and VIDEOGRAPHY
"*Great care should be taken to ensure liturgical celebrations, especially the Mass, are not disturbed or interrupted by the taking of photographs.*"—Instructions on Worship of Eucharistic Mystery, Vatican II

Policies for the Photographer/Videographer

- They must check in with the Presider upon arrival for directions. They are not permitted to approach the front of the church beyond the halfway point during the liturgy.
- Drones are not permitted in the church.
- The Church will be available for photos 2 hours before the wedding. Pictures taken inside after the wedding must be finished within 30 minutes. Pre-wedding pictures are encouraged.
- Tape is not to be used on the pews, walls, floors, or doors.
- The liturgical environment is not to be altered in order to accommodate photography or videography. No liturgical furnishings, (e.g. candles, chairs, etc.), are to be moved.
- The use of flash photography during any liturgical celebration, including weddings, is prohibited.

Outside persons (wedding coordinators or planners) are not allowed to function inside of St. Francis Xavier church.

ITEMS NOT ALLOWED: Rice, birdseed, confetti, glitter, flower petals and balloons are not allowed in the church or anywhere on the parish grounds. Flower girls may carry flowers but may not drop petals on the floor. Use of an aisle runner is not permitted because it is a tripping hazard, especially for the elderly and women in high heels.

Do's and Don'ts
Do's:

Do get the marriage license from the Bullitt County Clerk within 30 days of the wedding. Bring it to the parish office once you have it so your quarterback can prepare it.

Do contact our Director of Music, Carrie Gary, four months prior to wedding. You may contact her at Carrie.Gary@sfxmw.com or by calling her at (502) 931-2193.

It is best to have all your attendants come to church on your wedding day dressed and ready. (Bride only exception)

Do express your understanding and agreement with parish regulations by reading and signing the "WEDDING AGREEMENT FORM".

You are asked to recruit a family volunteer or two to see that the church is left in a neat condition, that the cry room is straightened and all programs gathered from the pews.

Don'ts:

Don't forget to remind everyone to be on time, and on their best behavior for the rehearsal and for the wedding.

Don't bring food or drinks into the church building. This includes the gathering space and the bride's dressing room in the church.

Don't remove standing church decorations.

Don't overdecorate. The goal for decorating should be noble simplicity.

Don't use push pins, thumb tacks, nails, etc. to attach decorations or anything else to walls, baseboards or any hard surface in the church.

Free movement must be allowed around the altar and ambo (pulpit).

Don't consume alcoholic beverages or other substance prior to the wedding. The priest or deacon reserves the right to not perform the wedding, if the bride or groom appears to be impaired and unable to be fully conscious and aware of the solemn promises that the couple will be making during the wedding liturgy.

Don't tape decorations to pews (tie instead).

Don't throw or drop petals, rice, confetti, etc.

Note: Any damage incurred to the building, furnishings or extra cleaning required will be the responsibility for those who have engaged in the use of the building.

Saint Francis Xavier Church

155 Stringer Lane, Mount Washington, Kentucky 40047

AGREEMENT FORM

Name of Groom: _____

Name of Bride: _____

Date of Rehearsal: _____ Time of Rehearsal: _____

Date of Wedding: _____ Time of Wedding: _____

We have read and agree to comply with all the guidelines and stipulations outlined in The Saint Francis Xavier *Wedding Guidelines*.

We understand that any damage incurred to the building, furnishings or extra cleaning required will be our responsibility. We further understand that our failure to comply with the rules, guidelines and stipulations outlined in the Saint Francis Xavier *Wedding Guidelines* will result in additional fees payable to Saint Francis Xavier over and above our church usage fee.

_____ _____

Signature of the Groom Signature of the Bride

Date: _____

To reserve the date for your wedding this form must be signed and returned to the Saint Francis Xavier Parish Office along with the $500 or $750 church usage fee.

Baptismal Record Request form. [GROOM]

Please send a full copy of my baptismal record to:

Saint Francis Xavier Church
155 Stringer Lane
Mount Washington, KY 40047

My Name: _____

My Father's Name: _____

My Mother's Full Maiden Name: _____

My date of birth: __ / __ / _____

____ I was baptized soon after birth
____ I was baptized later in childhood.
____ I was baptized (or received into the Catholic Church) through OCIA

Baptismal Record Request form. [BRIDE]

Please send a full copy of my baptismal record to:

Saint Francis Xavier Church
155 Stringer Lane
Mount Washington, KY 40047

My Name: _____

My Father's Name: _____

My Mother's Full Maiden Name: _____

My date of birth: __ / __ / _____

____ I was baptized soon after birth
____ I was baptized later in childhood.
____ I was baptized (or received into the Catholic Church) through OCIA

(Revised 12/13/2025)

Saint Francis Xavier

WEDDING MUSIC PREPARATION SHEET

_____	_____
Groom	Bride
_____	_____
Phone	Phone
_____	_____
Email	Email

_____ Rite I. The Order of Celebrating Matrimony Within Mass

_____ Rite II. The Order of Celebrating Matrimony Without Mass

_____ Rite III. The Order of Celebrating Matrimony Between a Catholic and a Catechumen

Wedding Date / Time: _____

Musicians:

Pianist: _____

Cantor: _____

Others: _____

_____

Number of Wedding Attendants: (Bride) _____ (Groom) _____

Number of Flower Girls/Ring Bearers: _____

Prelude Music: (*selections to be played as the assembly is arriving)*
***Musician's instrumental choice**, or specify selections:*

_____

_____

_____

Seating of Grandparents/Parents and HOW MANY: *Musician's instrumental choice, or specify selection (Ave Maria for Mothers)(can be omitted if parents are in Entrance Procession)*

_____

_____

Worship Music

Suggestions are offered, though ***choices are NOT limited*** to suggestions.
[Most often used songs are bolded.]

Entrance Processional Music: _____

Suggestions:

1. ***Trumpet Voluntary* – Clarke (BRIDE)**
2. *Trumpet Tune* – Purcell
3. *Ode to Joy* – Beethoven
4. ***Canon in D* – Pachelbel (BRIDESMAIDS)**

Entrance Song ***OPTIONAL:*** _____

Suggestions:

1. *Love Divine, All Loves Excelling*
2. *Joyful, Joyful We Adore You*
3. *Gather Us In*
4. *Love Is the Sunlight*
5. *God, in the Planning*
6. *Seasonal Selection (Christmas/Easter)*

Responsorial Psalm: _____

Suggestions:

1. *Psalm 33: The Earth Is Full of the Goodness of God*
2. *Psalm 34: Taste and See*
3. *Psalm 103: The Lord Is Kind and Merciful*
4. *Psalm 112: A Light Rises in the Darkness*
5. ***Psalm 128: Blest Are Those Who Love You (Refrain II)***
6. *Psalm 145: Our God Is Compassion*

Gospel Acclamation: _____

Suggestions:

1. *Mass of Renewal*
2. ***Celtic Alleluia***
3. *Mass of Joy and Peace*

Preparation of the Gifts: _____

Suggestions:

1. *Short instrumental selection (can be chosen by musician)*
2. *We Are Many Parts*
3. *God Is Love*
4. *God in the Planning*
5. *Love Has Brought Us Here Together*
6. *I Have Loved You*
7. *When Love Is Found*

Eucharistic Acclamations (Gloria / Holy, Holy, Holy / Mystery of Faith / Great Amen / Lamb of God) (*choose 1):*

____Mass of Christ the Savior ____Mass of Joy and Peace ____Mass of Renewal

Communion Song: _____

Suggestions:

1. *You Satisfy the Hungry Heart*
2. *Take and Eat*
3. *One Bread, One Body*
4. *Taste and See (Moore)*
5. *Draw Near*
6. *Come to the Feast*

Recessional Music: _____

Suggestions:

1. *Hornpipe* – Handel
2. ***Trumpet Tune* – Purcell**
3. *Ode to Joy* – Beethoven

Worship Aids:

_____ Option I: Couple makes worship aid/program or chooses to not have one

_____ Option II: Couple makes program; church makes music and response worship aid.
Please provide scripture readings to music director at carrie.gary@sfxmw.com

_____ I understand that accompanist Lori Kerr will be compensated $150 and Vocalist Carrie Gary, $100 prior to the ceremony for their services.