

St. William Parish Wedding Handbook



*Thank you for choosing
St. William Catholic Church
for your wedding.*

*The Community of St. William shares
The joy of your upcoming marriage!*

This pamphlet contains guidelines and requirements for the Rite of Marriage at St. William Catholic Church and the Diocese of Savannah, Ga.

**♥Marriage preparations should begin
at least six months before the wedding date.**

- Reserve your desired date with the church office. (Remember to schedule a date and time for your wedding rehearsal as well.) Weddings are not scheduled during the Penitential Season of Lent or Advent or holiday weekends.
- Enroll in an Engaged Encounter or Pre-Cana Course as soon as possible. You may contact one of the following or speak with your home parish office.
 - Diocese of Savannah (www.diosav.org) (912) 927-4725
 - Diocese of St. Augustine (www.dcf.org) (904) 308-7474
 - Archdiocese of Atlanta (404) 888-7819
- A Baptism Certificate issued no more than 6 months prior to your wedding date is required for Catholics. Call or write the church where you were baptized to obtain a current certificate. The church should send this directly to our office.
- Questionnaires (1 for bride/1 for groom) must be completed by the bride and groom with the priest or deacon.
- Affidavits (2 for bride/2 for groom) must be completed by parents or other family members with the priest or deacon.

- A Marriage License for the state of Georgia must be obtained prior to the wedding. (912) 554-7231
- Talk with the Pastor if either the bride or groom has been previously married, as additional paperwork is required.
- Non-parishioners must complete their paperwork with their own parish of registration. Please allow ample time to get this accomplished.

Offerings & Fees

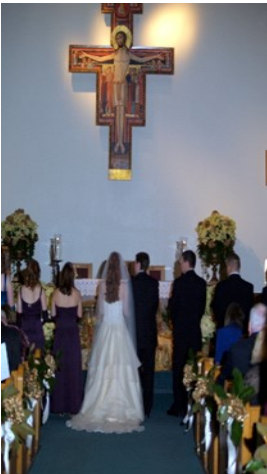
- An offering of \$250 for the use of St. William is required when either the Bride or Groom (not the parents of either the Bride or Groom) is a registered and **contributing parishioner of St. William** for a period of at least one year prior to the date of making reservations for the wedding.
- An offering of **\$1000.00** for the use of the St. William is required when the Bride and/or Groom is a **non-contributing St. William parishioner**, or when the Bride and/or Groom is a parishioner of **another Catholic parish within the territory of the Diocese of Savannah**. A letter of verification of registration from the parish within the Diocese of Savannah is required.
- An offering of **\$2,500.00** for the use of the St. William is required when neither the Bride nor the Groom are registered parishioners of St. William.
- The previously mentioned fees do not include a stipend for the priest or deacon. Stipends or offerings to the officiating priest or deacon are greatly appreciated and should be made directly to them.
- The fee for the St. William Wedding Coordinator is \$300.

Offerings & Fees (continued)

- Altar floral arrangements fees vary dependent upon budget and are determined by the Floral Coordinator.
- Music and Musician fees are not included in the church fee. They are determined separately from the church and are arranged with the Director of Music.

Wedding reservations will not be confirmed until a \$100 non-refundable deposit is received. If the non-refundable deposit is not received within two weeks (14 days) following the date on which the reservation was made, the reservation will be cancelled.

*The above offerings and all fees are due **120 days prior to wedding date** or the wedding will be cancelled, no exceptions will be made.*



Wedding Coordinators

St. William has a team of Wedding Coordinators. The Wedding Coordinators work with the couple to plan the Liturgy and inform the couple of what is permitted or not permitted for weddings in the Catholic Church and at St. William. They are present to help the priest/deacon with organizing the bridal party and moving everyone smoothly through their steps of participation at both the re-

hearsal and the wedding. The fee is due 120 days prior to the wedding.

Outside Wedding Consultants are wonderful for planning rehearsal dinners, receptions and other events surrounding weddings. They are not necessary for planning the Liturgy. They may be present, but only assist at rehearsals and weddings if directly asked by St. William staff.

Floral Arrangements

St. William Church Flower Guild is responsible for all altar flowers in the church. **Please contact our Floral Coordinator, Therese Raimondo (912) 230-7313 to discuss your floral design.**

Wedding floral arrangements will remain in the church as a sign to our parish community that a celebration has taken place and will be acknowledged in the weekend bulletin.

No birdseed, rice or flower petals may be thrown during or after the ceremony.

Pew markers are permitted as long as there is no nailing, gluing or tacking to the wooden pews.

Our Floral Coordinator, Therese Raimondo, is available as an independent contractor for all your wedding floral needs. A deposit is due for the florals, one month prior to the wedding date. The balance is due one week before, the wedding! Bride and or groom coordinates directly with Therese.



Live Streaming

Weddings may be live streamed via St. William's camera with prior arrangements, and availability of a technician. The fee for the technician is \$125. The fee is due 120 days prior to the wedding.

Photography

Photos may be taken before, during and after the ceremony: however, the photographer cannot interfere with the ceremony. Video cameras are permitted in certain areas. Consult the Wedding Coordinator as to their placement. Please ask your photographers to *dress appropriately* for church.

The Wedding Ceremony Place

The main church is equipped with a piano and an organ and seats large groups. The chapel is available for smaller ceremonies but has no organ or piano.

Date and Time

Saturday is the traditional wedding day. Please keep in mind certain time constraints due to the Sacrament of Reconciliation at 4:30 and Vigil Mass at 5:30. A Wedding Mass may be celebrated no later than 2:30p.m. and a ceremony outside of Mass may be scheduled no later than 3:00p.m. The church must be vacated by 4pm for Saturday weddings. An evening ceremony may be scheduled upon availability of the church and the priest/deacon. If there is a delay of more than 30 minutes, St. William reserves the right to cancel and/or reschedule the wedding.

It is suggested that there be a Nuptial Mass only when both the bride and groom are both Catholic. In this instance you will need to designate three readers, two gift bearers and two Eucharistic Ministers to participate. The Rite of Marriage outside of Mass requires you to enlist two readers only, however a third reader may be used for the Prayer of the Faithful.

Music



The music for your wedding must be coordinated through our Director of Music, **Kate Hamer (912-634-5040)** who, as a Minister of Music, brings a wealth of experience to your planning.

If you are planning to use outside musicians, please note that a \$300 fee must still be paid to our Church musicians and arrangements coordinated with the Director of Music. This fee is due 120 prior to the wedding.

Guest Presider

*Non-parishioners of St. William who wish to marry at St. William must have a priest or deacon from another parish who will officiate at their wedding. When the officiating priest or deacon is from outside of the Diocese of Savannah, he **must** submit a letter of aptitude from his bishop or superior. Delegation to officiate at a wedding is necessary for validity. Delegation will not be given by the Pastor of St. William until the officiating priest or deacon submits this required letter of aptitude from his bishop or superior. **It is the responsibility of the wedding couple to inform the officiating priest or deacon of this essential requirement.***

If possible, the guest presider should bring their own vestments.

Liturgy of the Word and Marriage Rite

You will be given a copy of the book, “Together for Life” which contains selections of all scripture readings and optional parts of the Rite of Marriage. This is a wonderful resource to *personalize* your ceremony.



Complete the worksheet at the back of the “Together for Life” book and send it to the Wedding Coordinator as soon as possible, but no later than 60 days before the wedding.

There are two Scripture readings, one from the Old Testament and one from the New Testament which should be read by friends or relatives. Please choose 3 readers, one for each of the scripture readings and one for the Prayers of the Faithful. *Choose people who are lectors in their church or are good public speakers. Make sure to give your readers copies of their readings and invite them to the rehearsal to practice reading at the microphone.*

The third reading is taken from the Gospels and is read by the priest/deacon.

If the Prayers of the Faithful are personalized, they must be sent with all other paperwork 60 days prior. Please bring a paper copy to rehearsal.

Between the first and second readings the Responsorial Psalm is sung by the cantor. If this is not possible, it may be recited.

St. William Parish Hall

St. William Parish Hall is available for rent for wedding receptions and parties. Please check with the parish office to see if your date is available. The hall is a separate charge and all arrangements for the hall must be made through the office.

The Rehearsal

- We allow for rehearsal on Friday, the day prior to the wedding, anytime between 3pm and 4:30pm, with a one hour anticipated timeframe. Please schedule your rehearsal day and time with the office.
- We request the celebrant, bride, groom, and parents arrive 30 minutes prior to scheduled rehearsal time.
- Inform all members of the wedding party, including your readers and other ministers, to be at rehearsal 15 minutes prior to scheduled time of rehearsal. Rehearsal will begin promptly at the scheduled time.
- A St. William Wedding Coordinator will be present to help the priest/deacon with organizing the bridal party and moving everyone smoothly through their steps of participation at both the rehearsal and the wedding.
- Please bring the **Georgia Marriage License** with you to the rehearsal.

Bridal Room

St. William does not have a ‘Bridal Room’. All hair, make-up and dressing should be done prior to arrival and should not happen on church property. There are two rooms available in the parish hall that the wedding party may make use of to gather 1(one) hour prior to the wedding ceremony, provided the rooms are available and prior arrangements are made with the office and wedding coordinator. These rooms must be vacated immediately after the ceremony, and are **not available** for guests who are waiting on extended photo sessions after the ceremony.

Special Notes:

- *No food, alcohol or tobacco products may be brought into the church, parish hall or chapel. Please do not leave behind water bottles or trash in the church.*
- *Our nursery is not available for weddings.*
- *The outside doors of the parish hall may not be propped open at any time.*

Notes

Mini Checklist

- _____ Contact your parish church
- _____ Check date availability and send deposit
- _____ Obtained Official Copies of Baptismal Certificates
- _____ Meet with Pastor for Pre-nuptial Investigation
Bring a recently-issued (within 6 months) copy of your baptism certificate. If one party is baptized in another Christian tradition, provide a letter attesting to the baptism.
- _____ Witness Affidavits of Free Status completed at least 60 prior to wedding
2 for Bride and 2 for Groom
- _____ Pre-Cana Class
- _____ Marriage License
- _____ Meeting with Wedding Coordinator
 - _____ Submit “Together for Life” Wedding Planner for Review
- _____ Meeting with Minister to Choose Music
 - _____ Submit Wedding Music for Review
- _____ Meeting with Flower Guild Coordinator

Arranged stipends and/or fees for:

- _____ Church and facilities use (\$100 non refundable deposit is required in order to secure date, balance due 120 days prior to wedding date)
- _____ Priest/Deacon
- _____ Wedding Coordinator
- _____ Music Minister and Cantor
- _____ Flower Guild
- _____ Live Stream Technician

St. William Catholic Church
2300 Frederica Road
St. Simons Island, GA. 31522
(912) 638-2647 (Fax) (912) 638-7577
stwilliamschurch@comcast.net
www.stwill.net

Reverend Monsignor Christopher J. Schreck
Pastor

Stacey Bristol
Parish Administrator
Executive Assistant to Monsignor Schreck
(912) 638-2647
stwilliamschurch@comcast.net

Kate Hamer
Director of Music
(912) 634-5040
kwhamer@comcast.net

Wedding Coordinators
Teri Kelterborn (912) 506-2135
tkelterborn@bellsouth.net
Molly Wolfe (678)591-7314
mswolfe1@yahoo.com
Becky Schanding (812) 599-2888
beckyschanding@gmail.com

Therese Raimondo
Floral Coordinator (912) 230-7313
therese_raimondo@hotmail.com

Marriage License
(912) 554-7231
701 H Street Brunswick, GA. 31520

(Revised 2/22/24)