



## WEDDING GUIDE/TIMELINE/CHECK LIST

### Fees

*Your fee is based solely on the current parishioner status of the bride or groom only (not parents, grandparents, or any other parishioner)*

- \$1,200 --For bride and groom who are registered & contributing SS. Peter and Paul Parish members for one year or more at the time of contract submittal plus living within the parish boundaries.
- \$1,750 --For bride and groom who are non-parishioners.

**This Fee includes:** Parish Wedding Coordinator; Natalie Milligan ([nmill101@yahoo.com](mailto:nmill101@yahoo.com)); Music Director, Krys Kozinski ([kkozinski@ssppeaston.org](mailto:kkozinski@ssppeaston.org)); and use of the Church for Rehearsal and Ceremony. This does not include the priest/deacon stipend.

*We are sorry, but Saints Peter and Paul Parish cannot accept any appeals nor grant any exceptions to the established church fees.*

### IMPORTANT INFORMATION

1. **Place for Weddings within Saints Peter and Paul Parish** The main body of the church is the only place where weddings may be celebrated in Saints Peter and Paul Parish.
2. **Time for Weddings and Rehearsals** Weddings are celebrated **2:00PM** on Saturdays at Saints Peter and Paul Church and at St. Michael Mission Church. **The nuptials, including photos must conclude by 4PM.** Weddings at St. Joseph Mission Church are celebrated any time after 12:00 noon on Saturdays.
  - We do not schedule the celebration of weddings for any of the **Saturdays of Lent**.
  - Requests for weddings to be celebrated on other days or times require the permission of the Saints Peter and Paul Parish pastor.
  - **Weddings are not permitted during the Easter Triduum, or on Thanksgiving Day, Christmas Eve, Christmas Day, or New Years Day.**
  - Rehearsals are normally scheduled on Fridays (or the day prior to the ceremony) at **6:00PM and MUST BEGIN PROMPTLY.** The Parish Wedding Coordinator will wait no more than 10 minutes for a wedding rehearsal to begin.
3. **Selection of the celebrant** The priests of Saints Peter and Paul Parish prepare and officiate weddings of parishioners of Saints Peter and Paul Parish. All other couples shall secure the services of a priest or deacon and complete the requirements for marriage preparation. If one of the SS. Peter and Paul Parish priests is requested to officiate, it will be subject to his availability. Before a wedding can be placed on the calendar of SS. Peter and Paul Parish, the priest(s) or deacon(s) who will officiate the wedding and/or coordinate marriage preparation must send confirmation (fax, letter or e-mail) that he commits to officiate at the wedding and/or is assuming responsibility for the couple's preparation. The couple must also submit a completed wedding agreement with payment. **[Please Note. – We do not “tentatively” schedule weddings on the Saints Peter and Paul Parish calendar.]**
4. **Marriage Preparation** Couples who are preparing for Marriage **and reside in the Diocese of Wilmington** are to begin marriage preparation no less than **one year prior to the wedding date. Pre-Cana is not a substitute for Marriage Preparation. Depending on the complexity of the preparation, and whether the couple is being prepared outside the parish, please allow at least one year from the initial meeting with the preparation deacon/priest.**  
:  
Couples **residing outside** the Diocese of Wilmington will follow the norms established in the Diocese in which they reside. The priest or deacon who will be responsible for marriage preparation must be willing to coordinate the diocesan requirements for marriage preparation, obtain dispensations and permissions that are needed, and prepare the documents that are needed returning all information to the Diocese of Wilmington **no later than two month prior** to the wedding day. **The priest or deacon must confirm with SS Peter and Paul no less than a year, prior to the ceremony that they will be responsible for marriage preparation.**

## WEDDING GUIDE/TIMELINE CHECK LIST *(continued)*

**Please come to the Church dressed for the ceremony.** Saints Peter and Paul Church a secluded space, the “Crying Room,” to the left of the main doors, where the bride can dress and the bridal party can gather and await the beginning of the ceremony. Please note, that the Crying Room is not directly adjacent to rest rooms. Keep all articles including makeup bags, etc. in the Crying Room and please ensure that it is returned to its original, clean condition upon departure.

**Furnishings.** The altar, ambo (pulpit), priest’s and deacons’ chairs, the chairs for the bride and groom, and other furnishings are fixed and cannot be moved. The seasonal decor and other appointments in the Church (Advent wreath, Easter candle and seasonal flowers), likewise, may not be altered or moved. We will provide kneelers, chairs, altar candles, and other elements of the liturgy, as needed.

**Military Weddings.** Military swords remain in the narthex (gathering area) during the liturgy. Sword ceremonies may only take place outside the doors of the church (outdoors, not in the narthex).

**Florists.** We suggest coordinating your colors with the liturgical season in which your wedding will take place. At Saints Peter and Paul Parish, floral decorations may complement, not be a substitute for decorations in place for regular parish celebrations. You may not remove or relocate them (the Advent wreath, Nativity scene, the Easter candle, etc.). Seasonal liturgical symbols should not be lost in the array of your bridal floral arrangements. Simpler is always better.

The florist is allowed to set up no earlier than **one and one-half hours** prior to the scheduled start of the wedding; Many couples share their celebration of God’s love with the rest of the parish community by donating their wedding flowers to the church. We greatly appreciate this generous gesture. Flowers that are not being donated to the parish must be removed from the church immediately following the wedding.

- **Bows may be attached to the pews using only elastic bands, string or ribbon (tacks, nails, tape, glue and metal devices are not permitted).** Please remove all pew markers from the church immediately following the celebration.

### **NOT PERMITTED**

- **Pew candle stands are not permitted.**
- **Unity Candles are not permitted.** It is not part of the Catholic Rite of Marriage. As the use of candles in the liturgy always symbolizes Christ as the Light of the World, the unity candle is not permitted in the church.
- **Aisle-runners are not permitted.** Our liability insurance prohibits this because even the best of aisle-runners have histories of producing slips and falls with injuries.
- **Alcohol** is not permitted on the church grounds (even in the parking lot).
- **Bird seed, rice, flower petals, bubbles, etc. are not permitted** and may not be thrown anywhere on the church property (inside or outside), at any time before or after the ceremony. It is helpful to advise guests of this policy before the wedding date. (This kind of salute to the couple is more appropriate for your reception.)
- **Receiving lines after the liturgy are not appropriate in the church.** At the end of your wedding, your wedding party will proceed directly to the rear of the main aisle, then to north side of the church, and reassemble in the area near the sanctuary for photographs.
- **Flash photography, external lighting, wireless mics and devices** are not permitted

**Departure.** Please make arrangements for someone in your party to be responsible for the removal of all trash left in pews and in the back of the church, including wedding programs and empty containers. To ensure that nothing is left at the church, please assign someone to collect all your belongings after the ceremony, especially in the Crying room.

### **Photographers and Videographers.**

- Photographers and videographers are welcome to film the liturgy but may not intrude upon the liturgical action.
- Please advise your photographer and videographer that neither equipment nor personnel may be in the sanctuary (altar area) or in the musicians’ area during the wedding liturgy
- Photographers may not direct any of the actions of any of the participants in the wedding during any part of the ceremony, from the entry of the wedding party (mothers, priest and groom, groomsmen, bridesmaids, bride and father) through the exit of the last of the wedding party from the head (west end) of the aisle at the end of the ceremony.
- For a Saturday wedding, pictures may be no later than 4 PM at SS Peter and Paul and the Mission Church of St. Michael. Please respect this time as there may be parish Masses, the hearing of confessions, choir preparation, etc. following your liturgy. Sometimes with all the excitement, the picture taking gets rather noisy. Please remember that you are still in a house of prayer and there will be people coming into the church for prayer. Please limit your photographs to formal settings appropriate for God’s house (i.e. of family, etc.), and reserve the taking of “sight-gag shots” for your reception.

## CHECKLIST FOR YOUR WEDDING

### 12 Months Prior to Wedding Day

- Confirmation(s) from the priest(s) or deacon(s) via fax, letter or e-mail that he will officiate [celebrant] at the wedding.
- The **confirmed** “Preparation” Priest/Deacon name, phone number and email address.
- A completed, signed Wedding agreement from the couple.
- Payment of the qualifying church fee. (Payable to the Saints Peter and Paul Parish)

### 8 Months Prior to Wedding Day

- Begin Marriage Preparation with local Priest/Deacon.
- Marriage Preparation Classes begin (Pre Cana is not considered “Marriage Preparation.”)
- **Confirmation of eligibility to be married in the church, notification which comes from the preparation priest**

### 6 Months Prior to Wedding Day

- Baptismal Certificate from the church of Baptism for Bride and Groom (if Catholic) (issued within 6 months, can be obtained by call the parish of baptism)

### 2 Months Prior to Wedding Day

- Couples must meet with the Music Director. She will orient the couples to the selection of music that is appropriate for Catholic liturgy, and assist in selecting music for their wedding liturgies. Working with the Music Director, couples must have their music selected no later than two months before their wedding date. To schedule an appointment with the Music Director, Krys Kozinski, [kkozinski@spppeaston.org](mailto:kkozinski@spppeaston.org) or call her 410.822.2344, ext. 8.

### 30 Days –and counting--prior to your Wedding Date

- A completed, signed and returned Photographer/Videographer agreement from the couple. (Attached to this contract)
- It is recommended that you secure your marriage license issued by Talbot County at least seven working days before the wedding date. Call 410-822-2611 for information and restrictions.

**SAINTS PETER AND PAUL CHURCH**  
-1866-  
(NEW CHURCH DEDICATED 2005)  
1210 S. Washington Street  
Easton, MD 21601

**MASS SCHEDULE**  
Monday-Friday: 8:30am  
Saturday: 5:30pm and  
Confessions—4:00-5:00 PM  
Sunday: 8:30am and 10:30am  
Spanish Mass • Saturday: 7:30pm

**ST. JOSEPH MISSION CHURCH**  
-1765-  
13209 Church Lane  
Cordova, MD 21625

**MASS SCHEDULE**  
Sunday: 8:00am  
Confessions—Before Mass

**ST. MICHAEL MISSION CHURCH**  
-1969-  
109 Lincoln Avenue  
St. Michaels, MD 21663

**MASS SCHEDULE**  
Wednesday: 12:00 Noon  
Saturday: 5:30pm  
Sunday: 10:30am  
Confessions before all Masses

**Photographers and Videographers**  
**Norms for Weddings at Saints Peter and Paul Parish**  
**(see addendum for the use of Drones/Unmanned Aircraft Systems (UAS))**

Wedding of \_\_\_\_\_ and \_\_\_\_\_ Wedding Date \_\_\_\_\_  
Bride Groom

**Photographer and Videographer must acknowledge (by their signature) at least two months prior to the wedding date.**

- Photographers and videographers are welcome to film the liturgy but may not intrude upon the liturgical action. Flash photography and external lighting are permitted during the processional and recessional, but **NOT during the liturgy.**
- Neither equipment nor personnel may be in the sanctuary (altar area) or in the musicians' area during the wedding liturgy. Equipment may be set up in the center aisle and/or on the floor level to the left of the ambo (pulpit) and the right of the Celebrant's Chair.
- Photographers may not direct any of the actions of any of the participants in the wedding during any part of the ceremony, from the entry of the wedding party (mothers, priest and groom, groomsmen, bridesmaids, bride and father) through the exit of the last of the wedding party from the head (west end) of the aisle at the end of the ceremony.
- For a Saturday wedding, pictures may be taken no later than 4 PM at SS Peter and Paul Church and the Mission Church of St. Michael. Please respect this time. Preparation for parish Masses, the hearing of confessions, choir preparation, etc. are scheduled. Sometimes with all the excitement, the picture taking gets rather noisy. Please remember that you are still in a house of prayer and there will be people coming into the church for prayer. Please limit your photographs to formal settings appropriate for God's house (i.e. of family, etc.), and reserve the taking of "sight-gag shots" for your reception.

Please sign and date below as confirmation that you have read and understood these requirements and agree to comply with them.

Photography Company: \_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Photographer's Signature Date Phone

\_\_\_\_\_  
Videographer's Signature Date Phone

**Permission to Use Photographs**

I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_ grant permission

Subject: Wedding Location: \_\_\_\_\_

I grant to Saints Peter and Paul Parish, its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize Saints Peter and Paul Parish, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Saints Peter and Paul Parish may use such photographs of me with or without my name and for any lawful purpose, including for example, such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Bride's Signature \_\_\_\_\_ Groom's Signature \_\_\_\_\_

Bride's Printed name \_\_\_\_\_ Groom's Printed name \_\_\_\_\_

**Photographers and Videographers  
Norms for Weddings at Saints Peter and Paul Parish  
Use of Drones/Unmanned Aircraft Systems (UAS)**

Wedding of \_\_\_\_\_ and \_\_\_\_\_ Wedding Date \_\_\_\_\_  
Bride Groom

Photographer and Videographer must acknowledge (by their signature) at least two months prior to the wedding date.

It is required that a photography company using Drones/UAS must provide the following documents and abide by the following regulations:

- Company privacy policy, explaining its use of personally identifiable information they will collect, for what purpose the data is collected and if it will be shared with others.
- A copy of its proper insurance for the use of a UAS in the event of an accident; stating that the celebrant, parish, and diocese are not responsible in the event of any accident.
- The drone may under no circumstances be used inside the church and in any way detract from the sacrament.
- It may not be flown near or over people
- May not capture ones personal property (autos, license plate information).

Upon signing this, the photography company submits and agrees to all the requirements listed above.

Photography Company: \_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Photographer's Signature Date Phone

I have read and understand the above:

Bride's Signature \_\_\_\_\_ Groom's Signature \_\_\_\_\_

Bride's Printed name \_\_\_\_\_ Groom's Printed name \_\_\_\_\_

**This document must be signed and approved by the wedding celebrant in order for the use of a drown to be permitted.**

Celebrant \_\_\_\_\_  
(PLEASE PRINT)

\_\_\_\_\_  
Celebrant Signature Date Phone