

2023/2024

Weddings

at **ST TERESA OF AVILA**



Guidelines & Agreements

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SAINT TERESA OF AVILA CHURCH
306 Morris Avenue, Summit, NJ 07901
P: 908.277.3700 F: 908.273.5909 | st-teresa.org

Request for Marriage AT ST TERESA OF AVILA CHURCH

By submitting this completed form, we are requesting to celebrate the sacrament of matrimony at St Teresa of Avila Church. All preliminary documentation **must be received prior to an initial meeting with the pastor** in order to secure the date.

Groom

FULL NAME (First, Middle, Last)

AGE

ADDRESS (Current Residence)

CITY, STATE, ZIP

PHONE

EMAIL

RELIGION

CURRENT PARISH

PREVIOUSLY MARRIED: YES NO

IF SO, WHERE?

DATE (DD/MM/YY)

PARENTS' NAMES AND ADDRESSES

Bride

FULL NAME (First, Middle, Last)

AGE

ADDRESS (Current Residence)

CITY, STATE, ZIP

PHONE

EMAIL

RELIGION

CURRENT PARISH

PREVIOUSLY MARRIED: YES NO

IF SO, WHERE?

DATE (DD/MM/YY)

PARENTS' NAMES AND ADDRESSES:

ARE YOU NOW CIVILLY MARRIED? YES NO

IF SO, WHERE?

DATE (DD/MM/YY)

**Please submit
the following
documents with
this form:**

- ◀ Copy of valid ID/driver license (*color copy/front and back*) for both bride and groom.
- ◀ Currently issued baptismal certificates for both bride and groom from Church of baptism. *An original sacramental record is required for the wedding file, indicating all received sacraments (ie Baptism, First Holy Communion, Confirmation).*
- ◀ Letter of permission to be married at St Teresa of Avila Church from local parish (*for non-parishioners and those not registered in Summit*).
- ◀ *Original copy of your marriage license (*if you are civilly married and request a convalidation*).

Vendor Information

RECEPTION VENUE

VENUE NAME

CONTACT INFO

WEDDING PLANNER

NAME

CONTACT INFO

PHOTOGRAPHER

NAME

CONTACT INFO

VIDEOGRAPHER

NAME

CONTACT INFO

FLORIST

NAME

CONTACT INFO

REQUESTED DAY

DAY OF THE WEEK

MONTH

DATE

YEAR

TIME

- < **We certify with our signatures below, that we have answered all the above questions honestly and to the best of our ability.**
- < **We understand that although we are requesting permission to be married at St Teresa of Avila Church, we may not have confirmation of any wedding date without submitting all required paperwork and meeting with the pastor.**
- < **We also understand that a requested date/time may not be secured until the payment is received in full, following the initial meeting with the pastor.**
- < **Once the fee has been received, we agree to complete the remaining and necessary steps to be properly prepared for the Sacrament of Matrimony in the Catholic Church in a timely manner.**

GROOM'S SIGNATURE

BRIDE'S SIGNATURE

DATE

DATE

Church Safety Rules & Regulations

Wedding Rehearsals / Wedding Masses / Wedding Ceremonies

In accordance with the directives from the Cardinal Archbishop and the Archdiocese of Newark the following guidelines remain in place for the above mentioned gatherings inside the church for weddings.

1. Mask Wearing:

- Masks are not required.
- Proof of vaccination is not required.

2. Safety Regulations for the Communion Rite:

*(*for a wedding Mass only)*

- Ministers are required to sanitize their hands after receiving Communion themselves, and again before distributing Communion to the assembly.
- The Sign of Peace should be offered, but continued to be made without physical contact.
- The chalice is still prohibited for the assembly.
- For those who are gluten intolerant, special arrangements are to be made in advance of the liturgy.

3. Programs

- Programs or other materials may be placed on a table at the doors of the church for individuals to pick up and must not be left in the pews after the ceremony is concluded.

4. Posed Photography

- Posed photography inside the church following the ceremony will be permitted for 10 minutes.

5. Photographers and Videographers

- Photographers and Videographers are required to comply with the complete set of guidelines listed in the Photography/Videography agreement on page 5.

By signing your initials, you have agreed to comply with these rules and regulations with respect to the church's effort to keep safe all those who enter and preserve the solemnity of the liturgical celebration.

GROOM'S INITIALS

BRIDE'S INITIALS

Photography & Videography Agreement

The Sacrament of Marriage is a sacred liturgical celebration according to the rites and customs of the Catholic Church. All photography and videography personnel are subject to the terms of this agreement.

1. Check-in with the Parish Wedding Attendant upon arrival for a review of these terms.
2. General Parameters in the Nave of the Church:
 - a. A maximum of two (2) photographers and two (2) videographers are permitted inside the church at any time.
 - b. Designated and stationary locations will be assigned to each photographer/videographer. Moving around during the ceremony is prohibited.
 - c. Blocking or aisles or exits by persons or equipment is strictly prohibited.
 - d. Flash photography or video lighting is prohibited during the ceremony.
 - e. Photographers may only step forward during the processional, exchange of vows and rings, and recessional; and then remain **standing** for the rest of the ceremony.
 - f. Moving about the Nave of the church or up and down any aisle throughout the ceremony is prohibited.
 - g. Observance of the guiding stanchions is necessary.
3. A single stationary video camera may be placed in the choir loft 30 minutes prior to the ceremony. The camera must be removed immediately following the recessional at the end of the ceremony.
4. Audio Restrictions:
 - a. *Microphone or any other electric wiring may not be taped across the aisles.*
 - b. *Sanctuary microphones may not be disconnected or have anything attached to them.*
 - c. *The celebrant/priest will not wear microphones provided by videographers.*
5. Additional Restrictions:
 - a. *Photo and video lighting racks are not permitted during the ceremony.*
 - b. *Altar furnishings and church decorations may not be moved or removed.*
6. The use of drones inside or on the church property is prohibited.
7. Proper attire is required of all personnel. (No jeans, shorts, T-shirts, caps, sneakers etc).
8. Posed photography inside the church following the ceremony will be permitted for 10 minutes.
9. Any questions about these policies must be directed to the Parish Wedding Attendant, not to the celebrant/priest.
10. Any violation of these policies will be immediately addressed. Continued violations will result in the Photographer/Videographer being immediately asked to leave the church building and grounds and prevented from future services at STA.

- ◀ **All vendors and their assistants must adhere to these guidelines.**
- ◀ **By signing your initials, you acknowledge that you have read and understand the terms of this agreement, you will provide your vendor with a copy of these terms and conditions, and you understand that the pastor and parish staff reserve the right to refuse entrance to a photographer or videographer if the guidelines listed above are not followed.**
- ◀ **Failure of a photographer or videographer to follow these guidelines may also impede completion of a ceremony.**

GROOM'S INITIALS

BRIDE'S INITIALS

Floral & Decoration Agreement

The following allowances should be shared with the vendor by the couple.

Permitted:

Free standing vases or pots that sit in appropriate places on the altar or on pedestals provided by the couple/florist;

Pew arrangements affixed by a clip, or hung by a ribbon or other approved material;

Signs, photos, poster displays on easels;

Favors and gift bags;

Bells, bubbles and streamer sticks for guests
(only outside and upon exiting after the ceremony has concluded);

Arrival for delivery and setup by the vendor no earlier than one hour prior to the scheduled ceremony.

Not Permitted:

Floral or decorative structures, arches, or other freestanding pieces that may block entryways, pews or fire exits;

Floor fabrics, carpets, or runners of any kind;

Rice, confetti, glitter, or flower petals
(inside or outside the church);

Wagons or props;

Butterflies, birds, pets, or animals of any kind (the only exception is a service animal with verification of registration);

Roping off of pews or aisles;

Draped fabric blocking pew entrances/exits;

No materials, decorations, or floral arrangements that are nailed, tacked, taped, or glued to any surface in the church.

We, the couple, acknowledge that only floral arrangements and decorations appropriate to the sacred space will be permitted at the discretion of the parish staff.

GROOM'S INITIALS

BRIDE'S INITIALS

Liturgy & Music Agreement

Liturgy

1. **MUSIC** - Music for the wedding is planned jointly by the couple in consultation with the Director of Liturgy and Music - therefore, we ask that you please do not make any plans or music selections until the consultation. The Sacrament of Marriage is a sacred liturgical celebration according to the rites and customs of the Catholic Church. Therefore, the music best suited for the wedding liturgy would be sacred or liturgical in nature, both before and during the wedding, focused on God's love for us and our love for each other. Sung music texts are to be scriptural or Christ-centered. Other popular songs and secular music, no matter how meaningful they may be, are not appropriate to the sacred liturgy and are better suited to the wedding reception. The style and musicality of the selections must also be fitting and appropriate to the church's liturgical space and within the norms of the parish music ministry.
 - ◀ *Please refer to the list of suggested and approved music selections as a guide for choosing music that would be appropriate. Pop songs such as Can't Help Falling in Love - Elvis Presley, Hallelujah - Leonard Cohen, and What A Wonderful World - Louis Armstrong, or any others from a similar musical genre would not be considered appropriate for use in the church and therefore are not permitted at St Teresa of Avila.*
2. **MUSIC PERSONNEL** - The Director of Liturgy and Music is the appointed pianist/organist of Saint Teresa of Avila Church who plays at all weddings. A cantor is provided by the parish to serve as the vocalist/song leader for the liturgy. Outside professional instrumentalists (ie strings, brass, woodwinds) may be booked at an additional fee per musician with the assistance of the Music Director. Guest volunteer musicians, vocalists, or instrumentalists may only be permitted at the discretion of the Music Director.
3. **PRAYERS AND SCRIPTURE READINGS** - You will receive the "Together for Life" book to assist in selecting the spoken prayers and scripture readings for the Liturgy of the Word. Be sure you have read through this book entirely before your consultation. Members of the family or the wedding party may be selected to proclaim these readings: Old Testament, New Testament, and the Universal Prayer.
 - ◀ **SUBMIT YOUR SELECTIONS VIA:**
<https://togetherforlifeonline.com/selectionform/>

Symbols

1. **FLOWERS TO THE BLESSED VIRGIN MARY** - Although presenting a small bouquet of flowers at the altar of the Blessed Virgin Mary statue during a Catholic wedding is not part of the official Rite of Marriage, many couples who have a devotion to Mary want to take a moment before the conclusion of the liturgy to offer prayers for her intercession as they begin their life together. The Blessed Mother is a wonderful model of how we are to live out our faith and trust in God. While almost any flower would be appropriate for this devotion, the flowers that have a special connection to the Virgin Mary are lilies, roses, the iris, impatiens, marigolds, violets, the May Hawthorn, and many others.
 - ◀ *Please consult the Director of Music for the appropriate placement of this element in the liturgy program and the best music choices to accompany the moment (ie Ave Maria - Franz Schubert).*
2. **LIGHTING OF THE UNITY CANDLE** - This tradition is also not part of the official Rite of Marriage but holds special significance for many couples who wish to incorporate it into their wedding mass or ceremony. The couple must provide their own set of candles, typically sold as a set from most wedding supply vendors, and can be placed on a table with candle holders provided by the church. After the exchange of the vows and rings, the couple proceeds to the table, lighting two small candles, joining their flames to light one larger candle in the center, symbolizing two families being united as one.
 - ◀ *Please consult the Director of Music for the appropriate placement of this element in the liturgy program and the best music choices to accompany the moment.*
3. **CULTURAL WEDDING TRADITIONS** such as the "arras", "lazo", and similar elements are a great gift of many different cultures. In celebrating our diversity, we recognize their value as an integral part of your heritage. However, in the spirit of good order and noble simplicity, we ask that the couple carefully consider the number of primary and secondary sponsors they invite to participate in the liturgy if these cultural options are to be included.

GROOM'S INITIALS

BRIDE'S INITIALS

Booking Agreement

1. **AGREEMENT:** We, the couple, have reviewed together and initialed each of the preceding agreements included in the Wedding Handbook. These agreements include the Request for Marriage, Church Safety Rules and Regulations, Photography and Videography Agreement, Floral and Decoration Agreement and the Liturgy and Music Agreement.
2. **RULES:** We understand the importance of the rules and regulations that are in place with regard to the safety of our guests, respect for the sacred space, and the solemnity of the sacrament of matrimony.
3. **CONSULT:** We agree to consult with the parish staff prior to making any planning decisions with regard to the ceremony that will take place in the church.
4. **DEPOSIT:** We agree to pay a deposit fee of \$1,000 with the completed Handbook and Agreements that is non-refundable if the following should occur: 1. *the wedding starts more than 15 minutes following the agreed upon time* and; 2. *there is non-compliance by a vendor pursuant to these agreements*. The deposit amount is paid separately from the wedding fee and is not included with the wedding fee amount.
5. **FEE:** Following an initial meeting with the pastor and his subsequent approval to confirm the wedding, we agree to pay the wedding fee amount of \$2,900 in full to secure our wedding date/time, within 30 days of the meeting. The wedding fee amount is paid separately from the deposit fee and is not included with the deposit fee amount.
6. **CANCELLATION:** Should we decide to cancel our booking and/or not meet the requirements of documentation or preparation, we understand that our deposit may be subject to a \$500 fee deduction (no later than one month prior to the scheduled wedding date).
7. **CANCELLATION:** Should we decide to cancel our booking and/or not meet the requirements of documentation or preparation, we understand that our deposit of \$1,000 is not refundable (within 30 days to the scheduled wedding date).
8. **COMPLY:** We recognize and agree to comply with the following rules and regulations not outlined in the previous agreements:
 - a. Timely arrival is required on the day of the rehearsal (date TBD) and the day of the wedding. Late start time of the wedding will result in pre-planned elements of the ceremony being omitted at the discretion of the presider. If livestreaming is provided, one hour is allotted from the scheduled start time of the ceremony and will not be extended for a late start time.
 - b. Time allotment in the church and on the parish property is 30 minutes for a rehearsal and 90 minutes from the scheduled start time for the wedding day.
 - c. No food, drink, alcohol or other substances, including cigarettes, cigars, etc, will be allowed on the church premises at any time.
 - d. Attire appropriate to the sacred space is required for all including those in the wedding party and attending guests.
 - e. In the event that we do not request a guest priest/deacon to preside, a celebrant will be assigned to our wedding ceremony which may or may not be the pastor of Saint Teresa of Avila Church, depending on availability.

REQUESTED DATE:

 DAY OF THE WEEK MONTH DATE YEAR TIME

 GROOM'S SIGNATURE

 BRIDE'S SIGNATURE

 GROOM'S PRINTED NAME

 BRIDE'S PRINTED NAME

 DATE

 DATE

Approved Music Selections

INSTRUMENTAL: —

(Prelude / Seating of Mothers / Bridal Party Procession)

Air, from Suite No 3 in D — *Johann Sebastian Bach*
Arioso — *George Frideric Handel*
Arioso, from Cantata No 156 — *Johann Sebastian Bach*
Canon in D — *Johann Pachelbel*
Jesu, Joy of Man's Desiring — *Johann Sebastian Bach*
Largo, from Xerxes — *George Frideric Handel*
Meditation from Thais — *Jules Massenet*
Sheep May Safely Graze — *Johann Sebastian Bach*

INSTRUMENTAL:

(Bridal Procession)

Bridal Chorus — *Richard Wagner*
Trumpet Voluntary — *Henry Purcell / Jeremiah Clarke*
Procesion Alegre — *Gary Cornell*
Trumpet Tune in C — *Henry Purcell*
Rondeau — *Jean-Joseph Mouret*
Trumpet Tune — *Charles Callahan*

INSTRUMENTAL:

(Recessional)

Wedding March — *Felix Mendelssohn*
Hornpipe, from Water Music — *George Frideric Handel*
La Rejouissance (The Rejoicing) — *George Frideric Handel*
Ode to Joy — *Ludwig Van Beethoven*
Te Deum — *Marc Antoine Charpentier*

VOCAL MUSIC:

(Offertory / Communion / Meditation)

Ave Maria — *Franz Schubert*
Ave Maria — *J S Bach / Charles Gounod*
Ave Verum Corpus — *Wolfgang Amadeus Mozart*
Bridal Prayer — *Roger Copeland*
Come, Thou Fount of Every Blessing — *Nettleton*
Covenant Hymn — *Rory Cooney / Gary Daigle*
Gaelic Blessing — *John Rutter*
How Beautiful — *Twila Paris*
I Have Loved You — *Michael Joncas*
In Your Presence — *Chris de Silva*

VOCAL MUSIC (continued):

Irish Blessing — *Bob Chilcott*
Irish Blessing — *Lori True*
Panis Angelicus — *Cesar Franck*
Bread of Angels / Panis Angelicus — *Curtis Stephan*
Set Your Heart on the Higher Gifts — *Steven Warner*
The Gift of Love — *Hal Hopson*
The Lord Bless You and Keep You — *John Rutter*
We Come to Your Feast — *Michael Joncas*
We Gather in Love — *John Angotti*
With Great Love — *Chris de Silva*
Where Love is Found — *Dan Schutte*
Wherever You Go — *Gregory Norbet*

RESPONSORIAL PSALMS:

Psalm 33: Blessed Are We — *Jeanne Cotter*
Psalm 33: The Earth is Full of Beauty — *Jeanne Cotter*
Psalm 33: The Earth is Full of the Goodness — *Tony Alonso*
Psalm 34: Taste and See / I Will Bless the Lord — *Marty Haugen*
Psalm 34: Taste and See — *James Moore*
Psalm 103: The Lord is Kind and Merciful — *Jeanne Cotter*
Psalm 103: The Lord is Kind and Merciful — *Marty Haugen*
Psalm 112: Blessed the Man — *Tony Alonso*
Psalm 118: This Day Was Made by the Lord — *Christopher Walker*
Psalm 118: This is the Day the Lord Has Made — *Michael Joncas*
Psalm 128: Blest Are Those Who Love You — *Marty Haugen*
Psalm 128: Blessed Are Those — *Tony Alonso*
Psalm 145: How Good is the Lord — *Tony Alonso*
Psalm 145: Our God is Compassion — *Jeanne Cotter*
Psalm 148: Let All Praise the Name of the Lord — *Jeanne Cotter*
Psalm 148: Let All Praise the Name of the Lord — *Jane Terwilliger*

MUSIC NOTICE: (Effective July 2020)

In light of recent allegations against David Haas, and with particular pastoral sensitivity, we have discontinued the use of and removed from the list these music selections by the composer that may be familiar or may be requested for a wedding liturgy. These include the following, but are not limited to:

<i>Blest Are They</i>	<i>We Are Called</i>
<i>Deep Within</i>	<i>We Have Been Told</i>
<i>Mass of Light</i>	<i>We Will Rise Again</i>
<i>Now We Remain</i>	<i>We Will Serve the Lord</i>
<i>Psalm 116: The Name of God</i>	<i>Where There Is Love</i>
<i>Psalm 145: I Will Praise Your Name</i>	<i>Wherever You Go</i>
<i>Psalm 27: The Lord is My Light</i>	<i>Without Seeing You</i>
<i>Psalm 98: All the Ends of the Earth</i>	<i>You Are Mine</i>
<i>Song of the Body of Christ</i>	<i>You Are the Voice</i>

Music & Liturgy Selection Sheet

WEDDING CEREMONY AT ST TERESA OF AVILA CHURCH

BRIDE/GROOM NAME _____

PHONE _____

EMAIL _____

WEDDING DATE _____

WEDDING TIME _____

CELEBRANT _____

REHEARSAL DATE _____

REHEARSAL TIME _____

CELEBRANT CONTACT _____

CHECK ALL THAT APPLY:

BRIDESMAIDS _____
NUMBER

ORGANIST/PIANIST _____

LIVESTREAM

FLOWER GIRLS _____
NUMBER

CANTOR _____

UNITY CANDLE

GROOMSMEN _____
NUMBER

INSTRUMENTALISTS _____

PRINTED PROGRAM

RING BEARERS _____
NUMBER

FLOWERS TO MARY

MAKE ONE SELECTION FOR EACH OF THE FOLLOWING:

ORDER of CEREMONY

Prelude _____

Wedding Party _____

Bridal Procession _____

First Reading _____

NAME OF READER

Responsorial Psalm Sung _____

Recited

IF RECITED, NAME OF READER

Second Reading _____

NAME OF READER

Gospel Acclamation _____

Gospel Reading _____

Unity Candle* _____

Universal Prayer _____

NAME OF READER

Meditation* _____

Flowers to Mary* _____

Recessional _____

2023/2024

Music & Liturgy Selection Sheet

WEDDING MASS AT ST TERESA OF AVILA CHURCH

BRIDE/GROOM NAME _____

PHONE _____

EMAIL _____

WEDDING DATE _____

WEDDING TIME _____

CELEBRANT _____

REHEARSAL DATE _____

REHEARSAL TIME _____

CELEBRANT CONTACT _____

CHECK ALL THAT APPLY:

BRIDESMAIDS _____
NUMBER

ORGANIST/PIANIST _____

LIVESTREAM

FLOWER GIRLS _____
NUMBER

CANTOR _____

UNITY CANDLE

GROOMSMEN _____
NUMBER

INSTRUMENTALISTS _____

PRINTED PROGRAM

RING BEARERS _____
NUMBER

FLOWERS TO MARY

MAKE ONE SELECTION FOR EACH OF THE FOLLOWING:

Prelude _____

Wedding Party _____

Bridal Procession _____

First Reading _____

NAME OF READER

Responsorial Psalm
 Sung _____
 Recited _____

IF RECITED, NAME OF READER

Second Reading _____

NAME OF READER

Gospel Acclamation _____

Gospel Reading _____

Unity Candle* _____

Universal Prayer _____

NAME OF READER

Offertory _____

Communion _____

Meditation* _____

Flowers to Mary* _____

Recessional _____

ORDER of MASS