

# *Guidelines for Weddings*



## *St. James the Apostle Catholic Church*

***1000 Decatur Road  
McDonough, GA 30252  
Office: 770-957-5441  
Fax: 770-957-0383  
[www.stjamesapostle.com](http://www.stjamesapostle.com)***

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To the Bride and Groom:

Congratulations on your engagement! We wish you many blessings throughout your married life as husband and wife. This booklet is compiled to assist you in planning your marriage at St. James the Apostle Catholic Church. The topics covered are drawn from questions asked by many couples over the years.

Your wedding day should be one of the most memorable of your life. To assure this, all arrangements should be as complete and precise as possible. Remember also, that you are not just planning a wedding, you are also preparing for a marriage. While it is understandable that you will devote appropriate attention to the details of the ceremony, your primary focus should be on the sacramental state you are entering. With this detailed outline to help you begin planning your wedding, you should be able to maintain a balance in the preparation so that the practical details, important as they are, do not become all absorbing.

We ask that you thoroughly familiarize yourself with the wedding policies and procedures at St. James the Apostle as outlined in this booklet. We will be happy to answer any questions or concerns you may have. To indicate your understanding and acceptance of the guidelines, we ask that both the prospective bride and groom sign and return the provided Acknowledgement of Responsibility Form.

The clergy and staff at St. James the Apostle wish you every blessing for your married life together. We will strive to help you begin that life well and happily.

Sincerely yours in Christ,



Rev. Liam Coyne  
Pastor



Mara Martin  
Parish Ministries Coordinator

## CONTENTS

- I. General Requirements for Marriage in the Church
  - A. Freedom to Marry
  - B. Interfaith Marriage
  
- II. Arranging the Ceremony
  - A. Reserving the Date of the Marriage
  - B. Officiant
  - C. Wedding Coordinator
  
- III. Facilities
  - A. Church
  - B. Room Assigned for Wedding Participants
  
- IV. Fees
  - A. Fee Structure
  - B. Fee Schedule
  - C. Officiant Stipend
  - D. Refund Policy
  
- V. Marriage Preparation
  
- VI. Required Documentation
  
- VII. Final Meetings
  
- VIII. Planning the Liturgy
  - A. Ceremony
  - B. Music (including fee)
  - C. Flowers and Decorations
  - D. Photography and Video
  
- IX. Rehearsal
  
- X. General Regulations
  
- XI. Cancellation

### **Attachments:**

- Acknowledgement of Responsibility
- Florist Agreement
- Photographer Agreement
- Videographer Agreement
- Sacramental Records Information

## **I. GENERAL REQUIREMENTS**

### **A. Freedom to Marry**

Church law requires that both parties be free to marry, that is, neither party was married previously. If either of you were married before and your former spouse is still living, you will need to obtain a declaration of nullity of the marriage from the Tribunal of the Archdiocese. A priest or deacon of the parish can assist you in starting the process. Under no circumstances may a date be set for the ceremony, not even tentatively, until an annulment has been granted.

### **B. Interfaith Marriage**

In an interfaith marriage, the Catholic party promises to maintain his or her own faith and to do all in his or her power to ensure that any children born of the union will be raised in the Catholic faith. The non-Catholic party makes no promises but is made aware of the promise by the Catholic party.

In an interfaith marriage, the minister of the non-Catholic party may be invited to participate in the ceremony. The type of participation will depend upon whether or not the marriage will be celebrated within a Mass. Usually, however, it will involve participating in the readings and/or giving a blessing. Church law does not permit the priest and minister to ask jointly for and receive the vows, nor does it permit a double recitation of the vows. Visiting clergy should contact your St. James the Apostle Parish Officiant prior to the rehearsal to coordinate details of the ceremony.

In some circumstances, permission will be given for a minister to officiate at the marriage in a location other than the Catholic parish. If you wish to obtain this permission, you will need to talk to one of the clergy. Such permission affects only the actual ceremony. You must still comply with the other provisions of Church law.

## **II. ARRANGING THE CEREMONY**

### **A. Reserving the Date of the Marriage**

After you have contacted a priest or deacon of the parish to officiate at your wedding, the wedding coordinator reserve the date and time on the parish schedule. All reservations are made on a first come, first served basis. It is, therefore, important to contact the parish as far in advance of your proposed date as possible. Generally a minimum of six months is necessary, although during certain times of the year weddings are booked much farther in advance. Set up times to meet with the Wedding Coordinator and Music Director following the initial meeting with clergy:

Wedding Coordinator: Mara Martin (770)957-5441 ext. 101/[mmartin@stjamesapostle.com](mailto:mmartin@stjamesapostle.com)  
Music Director: Diane Scarbrough (770)957-5441 ext. 104/[dscarbrough@stjamesapostle.com](mailto:dscarbrough@stjamesapostle.com)

## B. Officiant

You must personally contact the priest or deacon you wish to officiate at your wedding.

If you wish a priest or deacon from outside the parish to officiate, you must first contact him and ask that he, in turn, contact the St. James the Apostle Parish wedding coordinator. He will then be asked to confirm in writing that:

- i) he is willing to officiate,
- ii) he is willing to complete the necessary pre-marital instructions and paperwork,
- iii) he has completed the requirements to officiate and confirmation of that has been received by St. James the Apostle Parish.

The permission required by Church law for him to officiate will be granted by the Pastor only after the completed paperwork has been received at St. James the Apostle Parish. The documentation required by Church law must be received in St. James the Apostle Parish **at least one month prior** to the wedding.

If the marriage preparation takes place with the local priest or deacon and you have visiting clergy celebrate the wedding, it is customary to provide a stipend to that clergy member in addition to the clergy that has done the marriage preparation.

Even if you have an outside Officiant, a member of the St. James the Apostle Parish clergy will be assigned to your wedding. All documents must be sent to him. Furthermore, all questions about St. James the Apostle policies and procedures and the documents required for the pre-nuptial file should be directed to him.

Visiting clergy are expected to follow the policies of St. James the Apostle Parish regarding the conduct of the ceremony and to cooperate with the St. James the Apostle wedding coordinator and parish staff.

## C. Wedding Coordinator

Our wedding coordinator is Mara Martin for weddings held at St. James the Apostle. Consultation with the parish wedding coordinator is required for all weddings, including those with an Officiant from another parish.

The wedding coordinator can answer questions and assist you in planning the practical details of your wedding. Please be aware that the entire ceremony is under the direction of St. James the Apostle clergy and the wedding coordinator. **A bridal consultant, if you choose to have one, must not interfere and may function only under the direction of the officiating priest or deacon and the wedding coordinator.**

### III. FACILITIES

#### A. Church

The church seats ~ 600 guests and can accommodate an even greater number, if required.

Weddings may be scheduled on Saturdays at 1:00 p.m. or at another time with the pastor's approval.

The wedding party may arrive 1-1/2 hours prior to the ceremony for pictures and preparation. The church must then be vacated 1-1/2 hours from the time the ceremony commences.

Please be aware that other sacraments may be held on Saturday mornings. In this case, the wedding party should be respectful and not interfere. The church must be vacated **no later than 3pm** on the day of the wedding.

On the day of the wedding the normal exit/entrance route for guests into the Church is through the Parish Hall. Kindly refrain from using the four exit doors in the Church.

#### B. Designated Room for Wedding Participants

Our Nursery is the designated room for the bride and her attendants. Room 210 is the designated room for the groom and groomsmen.

### IV. FEES

#### A. Fees

The basic fee covers cost for the use of the facilities and is payable at the time the wedding reservation is made. **The wedding may not be entered into the parish calendar until the entire basic fee is paid.** Once the clergy assigned to your wedding has approved the date, full payment of the fee is expected in order to reserve that date. Checks should be made payable to St. James the Apostle Catholic Church.

#### B. Fee Schedule

Non-parishioners and registered parishioners who are not active:

Use of Church \$400  
(Including the use of a designated room for the wedding participants)

Active Registered Parishioners:\*

Use of Church \$300

\* An active registered parishioner is an individual who is registered in St. James the Apostle parish and who has been active in Time, Talent and Treasure for one year prior to the entry of wedding date on the parish calendar. The determination of whether one is an active parishioner is reserved to the Pastor and is based upon regular

attendance at Mass, volunteer work in parish ministries and financial contribution of more than a nominal amount through envelopes or check so that it is on record at the parish.

Wedding Coordinator fee:

\$150

#### C. Officiant Stipend

There is no charge for the administration of sacraments. However, it is customary to give the Officiant a stipend for the marriage preparation and performing the marriage ceremony. This is NOT included in the amount you pay to the parish.

Typically in Atlanta, the clergy stipend ranges from \$150 - \$300.

If your wedding includes a Mass, you will need an altar server. The wedding coordinator can arrange that for you. The Altar Server stipend is \$40 for each server.

**All fees (basic, Officiant stipend, Wedding Coordinator, Music Minister and Altar Server (if applicable) must be paid before or on the day of the rehearsal.**

#### D. Refund Policy

If a wedding is cancelled at six months prior to the date of the ceremony, the fee is fully refunded to the party who paid the fee. If it is canceled within three to six months of the date of the ceremony, 50% of the fee is refundable to the party who paid the fee. In cases in which a wedding is cancelled less than three months of the ceremony, the fee is non-refundable.

### V. MARRIAGE PREPARATION

Marriage preparation is mandatory. On your first visit, the Officiant will discuss how to fulfill this requirement. There are several available alternatives.

Upon completion of the pre-marriage preparation program, contact the Officiant for a follow-up meeting to discuss the outcome of the program, to review the completion of the necessary documentation and to plan the wedding ceremony in preparation for planning other details with the wedding coordinator. You must provide the certificate of completion to the clergy assisting you with your pre-nuptial file.

The most important aspect of preparation for the marriage is spiritual: to ensure your readiness to be united in a sacrament before God. This means that both parties to the engagement should have an active faith involvement. For Catholics, this includes active participation in a Catholic parish – at the very least being registered in a local parish and attending Sunday Mass regularly. Participation in volunteer parish ministries and financial contribution according to your means are desirable. In a situation in which the bride and groom reside outside the boundaries of the parish, they are encouraged to register in the parish closest to where they live, become active in local parish activities, to begin marriage preparation there and have their parish clergy officiate at the wedding.

## VI. REQUIRED DOCUMENTATION

The wedding coordinator will complete the “Bride” and “Groom” questionnaires. It is preferable for both the bride and groom to attend this meeting.

The following documents are required prior to the marriage:

- i) If Catholic, a recent copy of your baptismal certificates, issued no more than six months **prior to the date on which it is handed to the wedding coordinator**. This may be obtained by requesting a copy from the parish in which you were baptized. It is important to indicate that the certificate is for the purpose of marriage since there is a special form of baptismal certificate for marriage preparation. Please request a baptismal certificate “with all notations.”
- ii) If non-Catholic, but baptized in another religion, the matter of baptism will be handled by affidavits. (See (iii) below)
- iii) Both parties, whether Catholic or not, may have to obtain affidavits of freedom to marry from two persons. These are usually completed by parents, but may be done by anyone with knowledge of you since early teenage years. Their signatures must be witnessed by a priest, deacon, pastoral minister or a notary public.
- iv) You must obtain a Marriage License issued by the state of Georgia. The ceremony **WILL NOT** occur if a license is not in our files. It is illegal in Georgia for a clergy to officiate at a marriage unless the license is in hand. Assurances that the license has been issued are not sufficient. The license is ordinarily obtained in the county of residence of either one of the parties or from any county in Georgia.

Henry County     HenryCountyProbateCourt.com     770-288-7600

Clayton County     ClaytonCountyProbateCourt.com     770-477-3301

**All documentation should be mailed to the wedding party, NOT TO THE PARISH OFFICE. The wedding party must hand deliver the required documents to the parish office.**

We expect the Marriage License to be obtained, along with the return envelope furnished by the County, to be placed in your file at least **one month prior to the ceremony**. Any other arrangement must be approved explicitly by the Officiant.

## VII. FINAL MEETINGS

Two final meetings are required **6 weeks prior to the wedding** – one with the Officiant, wedding coordinator and Music Minister and a second consultation/rehearsal with the Music Minister (see VIII Planning the Liturgy – Music).



## **VIII. PLANNING THE LITURGY**

### **A. Ceremony**

The Officiant will provide a booklet containing the various options you have for the prayers and readings for the ceremony. He will explain how to prepare the list of your selections. You will present your selections to the Officiant at your final meeting with the Officiant, wedding coordinator and Music Minister. If you fail to provide your own selections, or where any selections are left blank, the Officiant will make his own selections.

If your wedding includes a Mass, ideally you will need at least one altar server. The wedding coordinator will make those arrangements for you.

### **B. Music**

All music for the wedding ceremony must be discussed with and approved by the St. James the Apostle Music Director. The Music Director will meet with the bridal couple as follows:

1. Initial planning session with clergy and St. James wedding coordinator.
2. A separate music consultation to assist the couple in selecting appropriate liturgical music for their ceremony.
3. The Music Director will attend the wedding rehearsal.
4. The Music Director will provide the music for the ceremony.

It is not customary at St. James to have an organist or pianist other than the St. James organist/pianist perform at weddings. If such a request is made, the St. James Music Director must interview the guest organist at least six months in advance before permission is granted. Any guest vocalist must contact the Music Director at least one month prior to the ceremony.

Only live music is allowed; no recorded music.

All music must be suitable for a Sunday liturgy, or sacred in nature with no secular text associated with it. Text for vocal solos is to be limited to sacred music appropriate for a wedding. The Music Director will guide the couple through the selection process. Final decision on any questionable music will be at the discretion of the Music Director.

The fee for the Music Director is \$250.00 and should be paid prior to the ceremony.

### **C. Flowers and Decorations**

#### **1. Altar Flowers**

Altar Flowers may be donated in honor of the wedding (unless this date has already been selected and paid for by another family.) Please contact the wedding coordinator for more details.

## 2. Other Floral Arrangements

You may use your own florist for other floral arrangements in the church; however, you may only place arrangements in the sanctuary area at the ambo, tabernacle and altar steps. Any other supplemental arrangements must be discussed and approved by the wedding coordinator. The decision of the wedding coordinator about placement of flowers is final.

Sanctuary furnishings, coverings, flags, etc. may not be moved.

No aisle runners are allowed.

Before selecting a florist, check with the wedding coordinator to ensure that the company you are considering is permitted to handle weddings at the parish. The florist is required to review the guidelines and agree by signature to the policies of St. James the Apostle Parish (Florist Agreement attached).

## 3. Candles

Candles burn unevenly in the church due to air currents from heating and air conditioning; therefore we use only oil candles. No other candle displays may be utilized. Unity Candles should be reserved for your wedding reception.

## 4. Pew Decorations

Pew decorations are discouraged. If used, they must be affixed with plastic clips. Tacks, staples, tape or putty are not permitted on the church walls or furnishings.

All pew decorations must be removed immediately following the ceremony. Your consultant, florist or individual assigned by you must assist you with this clean up. Acceptance and approval of St. James the Apostle Parish guidelines are required. You will be held fully responsible for any damage to the pews or other furnishings as a result of the use of this type of decoration.

## 5. Flower Girls and Ring bearers

Due to liability issues, flower petals, real or artificial, **MAY NOT** be strewn on the floors. If you choose to have a flower girl in your wedding party, her role is to be strictly symbolic.

The same applies to ring bearers. The ring bearer's role is strictly symbolic. The rings to be used for the ceremony may not be attached to the ring bearer's pillow. **Rings are to be given to the wedding coordinator or Officiant prior to the ceremony.**

## D. Photography and Video

### 1. Photography

The bride and groom make arrangements for photography. Within reason, the photographer is permitted a great deal of leeway before and after the Mass or ceremony. However, the photographer may not enter the altar area during the ceremony and may not come forward of the last pew in the center aisle. The ceremony begins when the wedding procession commences. It is strictly

forbidden for any of the crew to enter the sanctuary (inclusive of the altar area where priest presides) and music/choir area platform.

St. James the Apostle allows flash photography during the ceremony, but only from the back of the church. The official photographer, family and friends should keep in mind the sacred nature of the occasion and conduct themselves accordingly. Similarly, the photographer must be dressed appropriately for a formal church service. All people are to conduct themselves in the church recognizing that it is a sacred place where reverential silence is expected.

**The photographer is allowed thirty minutes after the ceremony for posed photographs**, after which time he/she will be requested to vacate the premises. Any posed photographs involving the Officiant are to be taken first. The photographers are required to review the guidelines and agree by signature to the policies of St. James the Apostle Parish. (Photographer Agreement attached).

2. Video - The following regulations apply to videotaping weddings:
  - a. All video equipment must be set up no later than thirty minutes before the scheduled time of the wedding on the right side of the Church determined by the wedding coordinator.
  - b. Video equipment must be stationery during the ceremony; no “roving” camera is permitted.
  - c. Cameras may not be set up anywhere in the sanctuary.
  - d. No floodlights or any other special lighting may be used during the ceremony.
  - e. No wires may be laid down across any aisles.
  - f. Nothing may be taped, pinned stapled or otherwise affixed in any way to church walls, furnishings or floors.
  - g. Persons operating video equipment shall be dressed appropriately for a formal church service and in a manner comparable to the guests in attendance.

St. James the Apostle Parish reserves the right to ask anyone (member of the wedding party, outside wedding consultant, photographer, videographer or other vendors) who violates these rules to either correct the violation immediately or to leave the premises. No exceptions will be made. It is the responsibility of the bride and groom to advise the photographer and videographer of the regulations and to stress our insistence upon compliance. Acknowledgement of agreement with the policies of St. James the Apostle Parish is required. It is suggested that on the occasion of the ceremony itself, you designate a member of one of the families to carry out this responsibility, and identify that person to our wedding coordinator. However, the wedding coordinator will intervene if the use of such video equipment interrupts the ceremony.

## **IX. REHEARSAL**

A rehearsal is usually scheduled the day before the ceremony. The rehearsal times for weddings held in the church are normally held between 4:00 p.m. and 6:00 p.m.

Changes in the rehearsal time must be approved by the Officiant, St. James the Apostle wedding coordinator and the Music Minister and only if another slot is available.

Please be aware that the entire ceremony is under the direction of St. James the Apostle clergy who is in attendance with the assistance of the wedding coordinator. Bridal consultants, if you choose to have them, are not to interfere and may function only under the direction of the Officiant and/or the wedding coordinator.

The rehearsal is scheduled for approximately an hour in the church. The rehearsal is limited to the time allotted and will be terminated promptly at the end of that time. The bride and groom are responsible for ensuring prompt attendance of the wedding party. Those attending should be present at least 15 minutes before the scheduled rehearsal times and dressed appropriately in view of the setting.

Please refer to the Section on General Regulations for guidelines for appropriate use of the facilities and parish grounds. All members of the wedding party must be mindful that they are within a sacred place where respectful behavior is expected from everyone.

## **X. GENERAL REGULATIONS**

- No smoking is permitted anywhere in the parish buildings or courtyard area.
- No food or drink may be brought into the church at the rehearsal or at the actual ceremony. Light refreshments and bottled water may be brought into the assigned rooms for the bride and groom only. No alcohol may be consumed on parish grounds or brought into the parish facilities.
- Due to liability issues, no rice, bird seed, confetti, sparklers or flower petals may be thrown or used on the parish grounds. It is your responsibility to advise your guests of this policy.
- A receiving line is not to form at the back of the church. Please reserve that for your reception venue.
- A designated room will be assigned for the exclusive use of the bride and her attendants. We recommend that items be removed from the assigned room(s) prior to the ceremony. Otherwise, assign someone to take charge of personal belongings left in the room(s) during the ceremony, as the parish cannot accept responsibility for the security of personal items.
- For the sanctity of the church, protection of parish property, security of your guests and for the overall decorum of your wedding, these regulations will be strictly enforced. It is the responsibility of the bride and groom to assure that your suppliers, wedding party, family and guests are aware of and observe these regulations.

## **XI. CANCELLATION POLICY**

St. James the Apostle reserves the right to cancel the wedding if the legal requirements under State or Church law are not met.

In the event of cancellation for any reason, please refer to Section IV (D) for the refund policy for wedding fees.

*After reviewing this booklet, please contact the wedding coordinator of the parish if you have any questions or concerns.*

Please sign and return the enclosed Acknowledgement of Responsibility to:

St. James the Apostle Catholic Church  
Attention: Wedding Coordinator  
1000 Decatur Road  
McDonough, Georgia 30252

*St. James the Apostle Catholic Church*

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

As the couple to be married at St. James the Apostle Catholic Church, we acknowledge that we are the Parties

responsible for the \_\_\_\_\_ wedding, scheduled on

\_\_\_\_\_ at \_\_\_\_\_ (Time).  
(Date) (Time)

Officiant \_\_\_\_\_.

We have been provided a copy of the booklet, *Guidelines for Weddings - St. James the Apostle Catholic Church*. Each of us hereby acknowledges that he/she has read the booklet; that he/she understands all of the policies and procedures set forth therein; that he/she has had the opportunity to clarify its contents, and that he/she agrees to abide by the provisions therein.

We further acknowledge and accept responsibility to relay all pertinent information to suppliers, all members of the wedding party, and all others involved in the wedding.

Bride \_\_\_\_\_  
(Signature)

Groom \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Witness \_\_\_\_\_

\_\_\_\_\_  
(Print)

Date \_\_\_\_\_

*St. James the Apostle Catholic Church*

*St. James the Apostle Catholic Church*  
**FLORIST AGREEMENT**

Wedding Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Officiant \_\_\_\_\_

Please review our policies regarding wedding flowers, candles and pew decorations and acknowledge your agreement below. The signatures must be that of the actual provider or a corporate officer with authority to enforce these regulations. The signed agreement must be received at St. James the Apostle no later than four weeks prior to the wedding. The St. James the Apostle Wedding Coordinator must verify that any outside florist has been approved to handle weddings at the parish.

**ALTAR FLOWERS:** The appearance of altar flowers affect the entire parish. Consequently, St. James the Apostle parish exclusively handles flower arrangements for the altar area in the church. The cost of flowers is included in the basic fee. Those provided by St. James the Apostle must be used; there are no exceptions.

**OTHER FLORAL ARRANGEMENTS:** An outside florist may be engaged for other floral arrangements in the church, however, you may only place arrangements in the sanctuary area at the ambo, tabernacle and altar steps. Any other supplemental arrangements must be discussed and approved by the wedding coordinator. Sanctuary furnishings, coverings, flags, etc. may not be moved. No aisle runners are allowed. The decision of the wedding coordinator about these matters is final.

**CANDLES:** Air currents from heating and air conditioning cause candles to burn unevenly in the church. Therefore, only oil candles are used.

**PEW DECORATIONS:** Pew decorations are discouraged. If used, they must be affixed with plastic clips. Tacks, staples, take or putty are not permitted on the church walls or furnishings. All pew decorations must be removed immediately following the ceremony. The church must be left in the condition in which it was found. The florist must assist with this clean-up, which is to be completed immediately following the ceremony in such a manner as not to interfere with the photographer. Acceptance and approval of St. James the Apostle Catholic Church guidelines are required. You will be held fully responsible for any damage to the pews or other furnishings as a result of the use of this type of decoration.

**FLOWER GIRLS:** Flower petals, real or artificial, MAY NOT be strewn on the floors. If there is a flower girl in the wedding party, her role is to be strictly symbolic.

Business Name \_\_\_\_\_

Florist Signature \_\_\_\_\_ Date \_\_\_\_\_

(Print) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Return to:  
**St. James the Apostle Catholic Church • 1000 Decatur Road**  
**McDonough, Georgia 30352**  
Phone 770-957-5441  
Fax 770-957-0383

*St. James the Apostle Catholic Church*

## PHOTOGRAPHER AGREEMENT

Wedding Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Officiant \_\_\_\_\_

Please review our parish policies regarding wedding photography and acknowledge your agreement below. Your signed agreement must be received at St. James the Apostle no later than four weeks prior to the date of the wedding.

### PHOTOGRAPHY

The bride and groom make their own arrangements for photography. The official photographer, family and friends should keep in mind the sacred nature of the occasion and conduct themselves accordingly. Similarly, the photographer must be dressed appropriately for a formal church service. Within reason, the photographer is permitted a great deal of leeway before and after the ceremony. However, the photographer may not enter the altar area during the ceremony and may not come forward of the last pew in the center aisle. Flash photography is permitted during the ceremony, but only from the back of the church. The photographer is allowed thirty minutes after the ceremony for posed photographs, after which time he / she will be requested to vacate the premises. Any posed photographs involving the officiant are to be taken first. During the photo session after the ceremony, the photographer is the person principally charged with insuring that a respectful decorum, consistent with the sacred nature of the space, is observed by all involved. In the event the photographer has difficulties enforcing this, he / she may request the assistance of the wedding coordinator.

St. James the Apostle Parish reserves the right to ask any or videographer who violates these rules to either correct the violation immediately or to leave the premises. No exceptions will be made. Acknowledgement and agreement is required by signature.

Business Name \_\_\_\_\_

Photographer Signature \_\_\_\_\_ Date \_\_\_\_\_

(Print) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Return to:

**St. James the Apostle Catholic Church • 1000 Decatur Road  
McDonough, Georgia 30352**

Phone 770-957-5441

Fax 770-957-0383



*St. James the Apostle Catholic Church*  
**VIDEOGRAPHER AGREEMENT**

Wedding Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Officiant \_\_\_\_\_

Please review our parish policies regarding wedding videography and acknowledge your agreement below. Your signed agreement must be received at St. James the Apostle no later than four weeks prior to the date of the wedding.

**VIDEO**

The following regulations apply to videotaping weddings:

- a. All video equipment must be set up no later than thirty minutes before the scheduled time of the wedding.
- b. Wireless microphones may not be worn by the bride or groom or officiant.
- c. Video equipment must be stationary during the ceremony; no "roving" camera is permitted.
- d. Cameras may not be set up anywhere in the sanctuary.
- e. No floodlights or any other special lighting may be used during the ceremony.
- f. No wires may be laid down across any aisles.
- g. Nothing may be taped, pinned, stapled or otherwise affixed in any way to church walls, furnishings or floors.
- h. Persons operating video equipment shall be dressed appropriately for a formal church service and in a manner comparable to the guests in attendance.

St. James the Apostle Parish reserves the right to ask any videographer who violates these rules to either correct the violation immediately or to leave the premises. No exceptions will be made. Acknowledgement and agreement is required by signature.

Business Name \_\_\_\_\_

Videographer Signature \_\_\_\_\_ Date \_\_\_\_\_

Print \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Return to:  
**St. James the Apostle Catholic Church • 1000 Decatur Road**  
**McDonough, Georgia 30352**  
Phone 770-957-5441  
Fax 770-957-0383

Bride's Name:
Groom's Name:
Date of Wedding:

## Sacramental Records Information

- 1.) Are you **currently registered** as a parishioner at **St. James the Apostle Catholic Church**?  
**(Please indicate yes or no.)**

**Bride** \_\_\_\_\_ **Groom** \_\_\_\_\_

- 2.) Please include the **address where you will both reside** or receive mail after you are married.

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If you are both currently registered parishioners at St. James the Apostle, we will merge your records in our system. (Note that this includes merging your financial contribution unless otherwise stated.)

- We DO want our current financial records merged immediately after marriage.**
- We DO NOT want our current financial records merged until the next calendar year *after the wedding***  
 (Your envelope # or your name on the check will be the default)
- Do Not merge**

**PLEASE RETURN THIS PAGE TO THE WEDDING COORDINATOR.**

St. James the Apostle Catholic Church  
 Attention: Wedding Coordinator  
 1000 Decatur Road  
 McDonough, Georgia 30252