

General Guidelines



Registration

For a wedding to take place here at Saint Patrick, you or your parents must be registered members of the parish.

Age

For a wedding to be celebrated in the Catholic Diocese of Rockford, both individuals must be 19 years of age at the time of the wedding.

Setting a Date and Time

You must contact the pastor here at St. Patrick at least six months prior to your wedding date. This is required in order to enable sufficient time to complete an effective marriage preparation and collect the necessary paperwork.

Weddings are celebrated at St. Patrick on Fridays no later than 4:00 p.m. and on Saturdays at 11:30 a.m. and 1:30 p.m. at Crane Rd. and 1:00 p.m. and 3:30 p.m. Downtown. Due to the fact that we always have more than one liturgy scheduled per Saturday, receiving lines must be done at the reception, not in the church. You are assured the use of the church for two hours, beginning thirty minutes before the ceremony begins and ending approximately thirty to forty-five minutes after the ceremony ends.

Documents Needed

A Catholic must obtain a recently issued (within six months) baptismal certificate from the parish in which they were baptized. A photocopy of a non-Catholic certificate is sufficient. In addition, a civil marriage license must be obtained from Kane County. This can be obtained at the Kane County Clerk's office located in the Kane County Government Center, 719 S. Batavia Ave., Building B, Geneva. **Please bring the license to the parish office at least two weeks before your wedding.**

The priest will assist you in completing the remainder of the necessary forms required by the Diocese of Rockford.

Marriage between a Catholic and non-Catholic

In a marriage between a Catholic and non-Catholic, the Catholic will be asked to make a promise to raise the children as Catholics.

There are TWO St. Patrick Churches in St. Charles! – Remember that we have two churches, so be sure your guests, florist and other vendors have the correct one. 6N481 Crane Rd. or 400 Cedar St. (downtown).

Formal Preparation Process

1. Initial interview with the parish priest, explanation of the preparation process, establishment of a wedding date and time, and other issues as deemed necessary and appropriate.
2. Participate in Fully Engaged, a two session parish based marriage preparation program. Please contact Jay and Kelly Tulley at 847-875-1672 to set up the first session.
3. Attendance at the Diocesan Marriage Preparation Day called “Gift of Self: Marriage Preparation”. For more information, visit rockforddiocese.org/familylife, call (815) 387-3377 or email lchristianson@rockforddiocese.org.
4. Complete music preparation forms on our website at www.stpatrickparish.org by clicking on “Music Ministry” and then “Wedding Music” (Steps 1 and 2). For assistance, contact the Director of Music Ministry, Cyndee Zbylut, at 630-338-8031 or music@stpatrickparish.org.
5. Complete and return the information in the Wedding Guidelines packet (readings, etc.) at least one month before your wedding.
6. A final meeting with the priest to discuss the ceremony and to complete the remaining paperwork.

Wedding Rehearsal

The wedding rehearsal normally takes place the evening before the wedding. Please schedule your rehearsal time with the priest when you have finalized the wedding date.

The entire wedding party, parents of the bride and groom, and all others involved in the liturgy (readers, gift bearers, etc.) should be in attendance. This is an opportunity to “walk through” the ceremony and answer any final questions or address any other concerns.

If any young children who are not in the wedding party will be present at the rehearsal, please make child care arrangements for them.

Photography and Videography Policy

Please consult the photography and videography guideline sheet in the packet for details. All pictures, with the exception of those taken by the professional photographer, must be taken from the pews. Please remind your guests that *no flash photography* is allowed during the ceremony.

Flower and Decorations Policy

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In the interest of safety, cleanliness, and decorum, we ask that you **do not use the following**: *anything thrown inside or outside the church (birdseed, rice, confetti, **flower petals**, etc.), candelabras, bridal arches, or an aisle runner.* In addition, the *Unity Candle is not permitted* in the Diocese of Rockford.

Wedding Fees

\$500.00 to Saint Patrick Church (\$250 for registered parishioners)

\$75.00 for the Wedding Coordinator

\$250 to your Organist (normally combined with church check)

\$150 to your Cantor/Vocalist

\$175 or as agreed for Instrumentalist(s), if applicable

Two envelopes with \$10 cash each for the Altar Servers

Normally, an amount is also given to the priest as a sign of gratitude
(usually \$100.00).

Timeline – Deadlines for Completing Final Steps of Preparation

As early as possible

See “Formal Preparation Process” inside this booklet

One Month Before Wedding

- Bring Baptismal Certificate to the parish office.
- Select all music. Contact Cyndee for assistance at music@stpatrickparish.org.
- Return information from Wedding Guidelines packet

Two Weeks before Wedding

- Deliver Civil Marriage License to Parish Office
- Deliver checks/cash for all fees and stipends to the Parish Office

Additional Information

- Alcoholic beverages are **not permitted** on church property.
- Please *do not move or rearrange* anything in the Church without permission. Liturgical flowers and décor will remain in place.
- Please ask someone to be responsible for picking up any programs, ribbons, bows, flower boxes, tissues, water bottles, trash, etc. in the church, gathering area and bride’s room after the ceremony. Children enjoy having a task during photo time.
- Your Wedding Coordinator and Musician will be available the day of the wedding to assist you.

Saint Patrick Church

6N487 Crane Rd.

St. Charles, IL 60175

Phone: 630-338-8000 • Fax: 630-338-8008

Pastor: Rev. Msgr. Stephen J. Knox



Congratulations on your engagement!

We welcome you at this special and exciting time of your lives as you prepare for The Sacrament of Marriage. As a parish, we want to offer you our prayers and support. The following guidelines are intended to offer you help in completing your marriage preparation and planning your wedding ceremony.

May God bless you as you begin your new life together.