

Policies and Guidelines for Parish Weddings



ST. LUKE THE EVANGELIST CATHOLIC CHURCH

7575 Holliday Dr East

Indianapolis, In 46260

(317) 259-4373

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Reverend Msgr. Joseph F. Schaedel, *Pastor*

Fr. Jegan Peter, *Associate Pastor*

Mrs. Diane Schafer, *Director of Spiritual Life and Formation Ministries*

Mr. Tom Nichols, *Director of Music Ministry*

Updated 04/12/2016

Marriage Preparation & Wedding Checklist

- ___ 1. Wedding date approved, Policy Agreement signed & Deposit paid
(Minimum of 6 months, preferably 1 year, prior to desired wedding date)
- ___ 2. Submit **Baptismal Certificate with notations** from church of baptism
- ___ 3. First Meeting with parish priest for marriage preparation
- ___ 4. Attend One in Christ Retreat
(at least 6 months prior to wedding and before NFP)
- ___ 5. Register and Attend Natural Family Planning Class
- ___ 6. Attend meetings with Sponsor Couple
(They will administer the Prepare-bring checkbook)
- ___ 7. Second & Third Meeting with parish priest for marriage preparation
- ___ 8. Meet with Director of Music Ministry
(3-6 months prior to the wedding)
- ___ 9. **Pay all outstanding fees**
(1 month prior to the wedding)
*(checks payable to **St. Luke Catholic Church**)*
- ___ 10. Information for Program given to Director of Music Ministry
(3 months prior to wedding)
- ___ 11. Final Meeting with celebrant to finalize Wedding Liturgy
(about 6 weeks before the wedding)
- ___ 12. Set-up Sheet Returned to Parish
(2 weeks prior to the wedding)
- ___ 13. Civil Marriage License obtained
(In Indiana, no more than 60 days before the wedding date)
- ___ 14. Wedding Program Draft prepared by St. Luke; sent to couple for review & approval; and available for their printer
- ___ 15. Marriage License completed (but not signed) & given to priest
(given at rehearsal)

The Vocation of Marriage

The Catholic Church believes that Marriage is a Sacrament - an effective sign of God's love instituted by God to give grace. It is a holy covenant made by a man and woman, in which they give themselves to each other, out of love, fully and without reservation. In marriage, both husband and wife are called to love as Jesus loved. Through their union, they bring about God's will in their home and in society.

It is not just about sealing your love. It's about being followers of Jesus Christ!

The Marriage Liturgy reflects this understanding. It is meant to give praise to God for His presence in that covenant. With this in mind, we have set up policies to allow you, your family, and guests to experience God's grace within the Sacrament of Marriage. Our hope is that these policies will help the day run as smoothly as possible.

We are excited to help you celebrate this special Sacrament and look forward to making your wedding a happy and holy time.

Marriage Preparation Process

After establishing registration status, the marriage preparation process will begin. The process includes the following:

1. *Initial Meeting with a parish priest*

This meeting will be scheduled at least six months prior to the desired wedding date. At the meeting the priest will discuss:

- a) The One in Christ Retreat (*outlined below*)
- b) Natural Family Planning class (*outlined below*)
- c) The Sponsor Couple Program (*outlined below*)
- d) The PREPARE Inventory (*outlined below*)
- e) Necessary paperwork for the celebration of marriage

2. *The One in Christ Retreat*

The *One in Christ* retreat is a 3-dayretreat presented by Christian married couples and a priest of the Archdiocese of Indianapolis. It takes place at various times of the year at different parishes in Indianapolis. The weekend is meant to give a unique opportunity to spend time focused specifically on marriage preparation with your future spouse and to grow in your relationship with Christ. This weekend does have a separate fee for supplies, room, and board.

Natural Family Planning is the name for various methods of tracking fertility in order to delay or achieve pregnancy. It is commitment of love & dedication to responsible parenthood in accordance with God's will. Instruction on methods and their use is the second half in the One in Christ retreat. However a more indepth NFP is also required (see item #5)

3. *Natural Family Planning Class*

This class is on the medical aspects of natural family planning. Go to www.archindy.org click on Family Ministries to register. There is a fee for this.

4. *Sponsor Couple Program*

Couples are asked to meet with a sponsor couple as a part of the marriage preparation process. Sponsor couples are parish members who have been married at least five years and trained to act in this role. This typically involves 3 meetings including of the PREPARE Inventory. The sponsor couple will share about their experience of marriage in addition to working with the couple to discuss and prepare for married life.

5. *PREPARE Inventory*

Couples will complete the PREPARE inventory during the second meeting with their Sponsor Couple.

The inventory consists of a number of statements about married life with which each person agrees or disagrees. A third party company then compares the answers confidentially. The instrument is to be used by the couple as a tool to foster discussion and prayer in the course of their preparation for married life. **Bring a checkbook to the appointment** to cover the materials fee for the PREPARE Inventory.

6. *Documents*

A record of documents is assembled and archived in the parish office for each marriage celebrated at St. Luke Catholic Church. This includes the PREPARE Inventory, the "Preparation for Marriage" form, any dispensation forms needed, certificates of completion for sponsor couples and the One In Christ Retreat, baptismal certificates, and a copy of the marriage license. Any paperwork should be sent to the following address:

St. Luke Catholic Church
Attn: Diane Schafer
7575 Holliday Dr E
Indianapolis, IN 46260

7. *Meetings with parish priest*

In addition to completing all of the necessary preparation for marriage, the couple will meet with the parish priest twice to review and to discuss the theology of marriage. Couples will receive a copy of the *Together for Life* wedding planning booklet, which they will review with the priest. This booklet will be used to plan the details of the wedding liturgy. **It is the couple's responsibility to retain the Celebrant for the wedding...not parish staff.**

* Parish priests are available by appointment at any time throughout the preparation process to meet with the engaged couple, together or individually, to talk about any concerns. **Couples are responsible for contacting the Priest and contracting with them for the wedding...not staff.**

Obtaining a marriage license in Indiana

For Indiana Residents

The couple must present themselves *in person at the same time* at the clerk of court in the *county in which at least one of the parties resides*, **no more than 60 days** before the wedding occurs. You will need to provide approved forms of identification and proof of residence. Applicants must be at least 18 years of age and prove their freedom to marry. If one or both of the parties have contracted a previous legal marriage, proof of divorce or legal annulment must be provided to the clerk in order to issue a marriage certificate. Further information can be found at the websites listed below.

For Out of State Residents

The couple must present themselves *in person at the same time* at the clerk of court in the *county in which the ceremony will take place* (Marion County), **no more than 60 days** before the wedding occurs. You will need to provide approved forms of identification and proof of residence. Applicants must be at least 18 years of age and prove their freedom to marry. If one or both of the parties have contracted a previous legal marriage, proof of divorce or legal annulment must be provided to the clerk in order to issue a marriage certificate. Out of state residents may be charged additional fees for obtaining a marriage license. Further information can be found at the websites listed below.

Marion County Clerk website

<http://www.indygov.org> click on Marion County Clerk

Hamilton County Clerk Website

<http://www.hamiltoncounty.in.gov/departments.asp?id=2100>

The Wedding Liturgy

A Catholic wedding ceremony involves the Liturgy of the Word or the Nuptial Mass. Depending on the type of Liturgy, one of two versions of *Together for Life* will be used to select the prayers, readings, vows, and blessings. Music selections will be made during a meeting with the parish Director of Music Ministry, who is trained to select appropriate music for liturgical celebrations.

1. *Nuptial Mass or Liturgy of the Word*

When both the bride & the groom are baptized Catholics they will normally be married in the context of a Nuptial Mass. In the case of a Catholic marrying a non-Catholic, Mass may not be celebrated. In these situations, the Liturgy of the Word will be celebrated followed by the Rite of Marriage.

2. *Liturgical Planning*

All Couples must plan for the following:

a) Refundable Security Deposit

St. Luke charges a fee of **\$250.00** as a security deposit at the time the wedding is booked. Wedding dates will not be reserved until the security deposit has been received along with a signed copy of the wedding policy agreement found on the parish website.

This fee includes coverage for damages, additional maintenance work or clean-up outside of the normal set-up and tear down for weddings, replacement fees for Bride's Room keys, and guarantee for any fees due to the Church for services or rentals. If the couple meets all requirements of St. Luke's wedding policies and pays all of their fees, their security deposit will be returned to them in full no more than a month after the wedding date.

b) Director of Music Ministry

All Couples must meet with the Director of Music Ministry at least six months before the ceremony to select music and to discuss musicians. Usually, all weddings have an organist/pianist and a cantor. Arrangements can be made for additional musicians. His fee is **\$225.00**

c) Worship Aid (program)

The Music Director will prepare a worship aid (wedding program) for each couple to print for their wedding. Specific order of the outline, wording, and content as provided by St. Luke cannot be changed, as it is formatted to follow the order of the Liturgy.

St. Luke will place an image of the corpus of the church, its contact information, and its music licensing information on all of the wedding programs it prepares. This information must be present in its original format as it ensures that our licensing and any other privileges of St. Luke Catholic Church apply to all materials prepared and/or printed by the church.

d) **Lector(s)**

During the ceremony, there are two Scriptural readings and the Prayers of the Faithful (petitions) to be read. Couples may invite friends or family members to read, provided that they are baptized Christians. Lectors need to attend the wedding rehearsal to familiarize themselves with the readings and the church.

e) **Greeters/Ushers**

Generally, most couples choose the groom's attendants or other important friends and family to greet guests before the ceremony and to seat them. Couples should plan for one usher for each 50 guests to be seated. The bride & groom or their families may also choose to greet guests as they arrive.

f) **Art & Environment**

All aspects of the art and environment (including floral arrangements, etc.) and use of the church property must be discussed with Diane Schafer.

At a Nuptial Mass, the following are also required for the liturgy:

g) **Altar Servers**

For a Nuptial Mass, three altar servers are needed to assist the priest in preparation of the altar for the Liturgy of the Eucharist. These servers must be previously trained to assist during the Mass. Some couples have friends or family members who are trained to be servers, but the parish can provide altar servers for the Wedding Mass for \$20 per server.

h) **Extraordinary Ministers of Holy Communion**

Ordained clergy are the ordinary (or normal) ministers of the Eucharist. In addition to any ordained clergy, there may be a need for Extraordinary Ministers of Holy Communion. Friends or family of the couple who are currently functioning as Extraordinary Ministers in their own parish may fill this function. The parish can also provide Extraordinary Ministers if needed.

i) **Gift Bearers**

At a Nuptial Mass the bread and wine, which will become the Body and Blood of Christ, are presented in an offertory procession. At least two members of the congregation will be needed. Many couples ask their parents, or close friends, to fill this role.

3. *Time of Weddings*

Weddings can be scheduled up to 18 months before the desired date. Weddings must be scheduled at least **six months prior** to the date of the wedding.

Saturday weddings can be scheduled at 1:00pm, 1:30pm, 2:00pm or 2:30pm. We do not hold Friday weddings. Only one wedding may be scheduled on a Saturday in order to allow time for Funeral Masses.

For weekend weddings, the church or chapel is available for preparation, the ceremony, and photography 90 minutes before the start of the wedding. Photography & clean up must be completed no later than 4:30pm.

Arrival and departure times must be confirmed with the parish staff.

Weddings during the week will be considered at the discretion of the priests and parish staff.

AN IMPORTANT NOTE

At times, funerals may be scheduled on a Saturday morning on the day of a Saturday afternoon wedding. For obvious reasons, these cannot be scheduled in advance. Please call the parish office on the Thursday afternoon prior to a Saturday wedding to see if a funeral has been scheduled for the day of the wedding. If none have been scheduled, the church, chapel, & Fr. Courtney Room may be available for earlier or later decorating, photography, and clean-up time.

4. *Final Meeting with the Celebrant*

About 6 weeks before the ceremony, the couple will meet with the celebrant for their wedding to finalize the details of the Liturgy as discussed with the priest, Director of Music Ministry, and parish staff. At this time they will finalize the readings, prayers, and blessings and discuss any other details outstanding.

It is also recommended that within 2-4 weeks of the ceremony the couple participate in the Sacrament of Reconciliation to be more fully open to the grace they will receive in the Sacrament of Marriage. This can be arranged to occur before or after this meeting.

5. *Rehearsals*

The wedding rehearsal is an important part of familiarizing the couple, their families, and other participants with the different aspects of the ceremony and the layout of the church. Rehearsals are normally held the night before the wedding and take approximately one hour.

For weekend weddings, the rehearsal is scheduled at the following times

Saturday weddings - 6:30 pm on Friday
If you need an earlier time please contact Staff.

The church and chapel are in use from 5:00-6:00 pm on weekdays for the rosary, Confessions, Liturgy of the Hours, and daily Mass. We ask that couples be respectful of this time for worship. Alternate times for the rehearsal may be arranged with the celebrant, provided that the church is available.

Usually, the celebrant will conduct the rehearsal. At that time, the couple should present him with their **completed** marriage license. To make full use of the celebrant's time, please make sure that all participants arrive on time to the rehearsal. Also, please **bring a copy of the wedding program** to the rehearsal for the use of the celebrant.

Many couples schedule a rehearsal dinner after the rehearsal at St. Luke. It is recommended that you allow about two hours between the starting time of the rehearsal and the starting time of the dinner. This will allow ample time for the rehearsal and for your guests to travel to the dinner. Couples are also reminded that all participants in the rehearsal are traditionally invited to the dinner, from lectors and gift bearers, to the wedding party, and any clergy involved.

No food or beverages other than bottled water will be allowed on parish grounds during the rehearsal. No alcohol will be permitted on church grounds at any time and anyone under the influence of alcohol will be asked to leave the rehearsal.

6. *Dressing*

The Fr. Courtney Parlor and reception room is used for the bridal party for use before the wedding ceremony at no additional charge to the couple.

Only bottled water is allowed in these rooms, which must be cleaned and removed by the end of their use. Food may be allowed in this room up to one hour before the beginning of the Liturgy with prior approval. ***NO ALCOHOL IS ALLOWED ON CHURCH PROPERTY AT ANY TIME.***

Bridal parties are to arrive at the Church fully dressed. The Bride will be allowed to dress here. All are asked to remove all personal belongings from all rooms upon their departure. Please ask friends and families members to help with clean up, so that the bride & groom do not have to stay after the ceremony.

Hair stylists and make-up artists **are not** allowed to perform services on church property. All personal grooming must take place before arrival at St. Luke. This includes nails. The wedding party may make other minor preparations on site.

Any damage to church property may result in a forfeiture of the \$250 security deposit. If damages to the church are in excess of that amount a bill will be sent to the bride & groom for the balance of repairs or replacement.

7. Decorations

Couples are welcome to decorate church property for their weddings, as it is a celebration! We simply ask that you keep the following in mind as you plan your wedding:

- Candles, flowers, or other decorations may not be placed on top of the altar, as this is reserved exclusively for the Eucharist. Flowers and other decorations can be placed around areas of the altar, as instructed by a parish priest.
- Certain items in the church are regarded as particularly sacred, such as the tabernacle, the baptismal font, and the altar. Please consult with the parish staff before making any plans to decorate these areas.
- Certain liturgical seasons will have more decorations in the Church. These have been arranged for the purpose of worship for the entire parish and may not be taken down or replaced for a particular wedding. Please discuss with the parish priest if your wedding falls during one of these times in the Church year.
- Plastic aisle runners are not permitted in the church.
- Aisle posts & candles are available from the church for a **\$90.00** fee, as outlined in the “Fees” section of this packet.
- Aisle posts may be decorated with simple decorations such as a bow, garland, or single flower tied to the post itself. Decorations that require removal of hurricanes, candles, or create damage to the post are prohibited and will be removed by St. Luke Staff. This may also result in forfeiture of the security deposit.
- For the send off of the couple, birdseed, rice, confetti & other such perishables are not allowed. If you choose, a send off can be arranged by ringing the church bells, or you may provide your own bubbles, ribbons, sparklers, flower petals, etc. (to be cleaned by the wedding party).
- Our maintenance staff, will set-up the church environment for your wedding, exclusive of floral arrangements, photography equipment, etc. **You will need to complete a set-up form at least two weeks prior to your wedding**
- Candles and open flames are only allowed in the church proper.
- St. Luke is happy to receive donations of floral arrangements from a wedding. Receipts can be provided for all donations made to St. Luke.

- If flowers are to be donated, the couple's florist must arrange to place florals in a vase or place the arrangements around the church. The florist must take down any items used to decorate aisle posts following the wedding.
- **NO FERNS ARE ALLOWED**
- All plans for decorating the church must be approved by the parish staff.

8. *Clean-up*

The parish maintenance staff is responsible for simple clean up after the wedding, including replacement of parish property to storage. This does not include any wedding items (flowers, etc.) or any personal items of the wedding party. After the allotted time in the church, all items must be removed from the space, even if the reception is to take place at St. Luke.

The church environment must be returned to its original configuration after the wedding and prior to the next church service.

There is no cost for the use of the church proper or the chapel. However, any excessive clean-up, or clean-up made due to violations of St. Luke policy in any rooms, will result in a loss of a portion or the entirety of the \$250 security deposit.

9. *Photography*

Prior to the ceremony, the church space is available for photography. We ask that no church property be moved before the beginning of the liturgy as it set specifically to aid in the celebration of your wedding. We suggest that photography be completed 30 minutes prior to the ceremony, as guests will begin to arrive at that time.

Photography is permitted during the liturgy with the following restrictions;

- Photos must be finished by 4:30pm (to prepare for other parish Liturgies)
- Photographers and video operators are reminded that these premises are worship area and must be treated with respect.
- Courtesy and respect should be accorded anyone assisting in the liturgies, preparing the Church for service, or otherwise engaging in the work of the parish.
- Photographers and video operators are not allowed in the elevated altar area (sanctuary) and sacristy while the liturgy is in progress.
- The entire area at the front of the Church (i.e. the music platform, the elevated altar area [sanctuary], the statue of the Blessed Virgin, the open space in front of the congregational pews) is off limits during the ceremony. This includes the front pews in the middle of the Church/Chapel. Photographers may photograph in the center aisle after the bridal procession up to the last pew with seated guests.

- Flash Photography is permitted at the discretion of the celebrant.
- The Church/Chapel must be restored to original order at the end of the wedding.
- Unless there is a schedule conflict, photographs or videos may be taken in the Bride's Room & the Fr. Courtney Reception Room. If there is another service in progress, the doors from the Fr. Courtney Reception Room to the Narthex must be closed. Please note that if the Fr. Courtney Reception Room is needed, the room must be reserved through the Parish Office, since it is utilized for other functions.
- If aisle posts are in place for the liturgy, they may not be removed for picture taking.
- Photographers should keep in mind that certain areas of the church should be treated with respect while taking formal pictures before or after the ceremony. Poses should be kept to a proper level of decorum for sacred space and places like the altar should be kept free of items and persons.

10. *Videotaping*

Videotaping is permitted during the liturgy and there are certain areas in the church available for setting up tripods without disrupting the ceremony. Your videographer should bring his or her own supplies and cords. Restrictions on photography also apply to the videographer.

11. *Additional Notes*

- Smoking is not permitted on church property
- Food & beverages, with the exception of bottle water, are not permitted in the Church, Chapel, & Narthex.
- Alcoholic beverages are **never** permitted in the Church, Chapel, Narthex, Fr. Courtney Parlor, Reception Room, Bride's room or **anywhere** on parish grounds before, during, or after the ceremony.
- **NO ONE** under the influence of alcohol will be permitted in the church. Anyone who arrives intoxicated, including the bridal party, will be asked to leave.
- Late arrivals will be asked by the ushers to remain in the narthex until the processional is finished.
- Find a secure place for all of your valuables. **We do not recommend leaving anything in cars or unlocked rooms.**
- Please arrange to have someone remove your belongings after the wedding (unity candles, programs, guest book, etc.).
- **Please choose attire for the bridal party that reflects the value of modesty. Shoulders must be covered and length of clothing should be carefully considered. Women's clothing should also include proper coverage of the back, midriff, and neckline.**
- No animals are permitted in the church building at any time.

- Real flower petals may not be dropped in the church. Synthetic petals may be used, but must be cleaned by the wedding party after the ceremony.
- Any children included in the bridal party should be able to comfortably walk down the aisle alone.
- **Receiving lines and/or pew-by-pew dismissal of guests by the Bride & Groom are not allowed in the church.**
- All fees due & donations made to St. Luke Catholic Church, including music fees, must be paid in full **no later than one month prior** to the wedding. Access to church property will not be granted until fees are paid.
- Parishioners who face economic difficulty are invited to discuss with the pastor if fees or programming costs seem a hardship. St. Luke is happy to work with any couple to arrange for these circumstances
- No decisions will be made without the express approval of either the Bride or the Groom.

Parishioner Status

In order to get married at St. Luke, either the couple or one of the couples parents or grandparents, much be registered parishioners.

To be a parishioner: you must be a registered member, attending Mass each week, actively tithing and volunteering in at least one of our many ministries.

If you are currently not registered in the parish, but wish to be...you will have to be a member here for 6 months; actively tithing, volunteering and attending Mass here on a regular basis before you can schedule your wedding or begin your marriage prep.

Director of Music Ministry

“A wedding is not a private affair or happening. Every marriage is an act of liturgy, of public worship. Because a sacrament is being celebrated, the church surrounds it with prayers and ceremonies to enhance its solemnity, to ask God’s special blessing, and to help this community appreciate more fully its sacredness and importance...”
(Wedding Liturgy: Policy and Norms, Archdiocese of Indianapolis)

About 6 months before the wedding ceremony **each couple must arrange a consultation with the parish Director of Music Ministry**. He will review the liturgy, music and set-up needs you have for the wedding liturgy. This consultation must take place at least 3 months prior to the wedding.

All vocal music selected must be sacred in nature. Instrumental music should be sacred or drawn from the Classical repertoire. Popular secular music, while perfectly suitable for the reception, is not permitted during the wedding liturgy. All music must be performed live during the liturgy. St. Luke Catholic Church follows the music guidelines of the Archdiocese of Indianapolis. The Director of Music Ministry will provide guidance in this area.

The Director of Music Ministry normally plays the organ and/or piano for all liturgies. Additional instruments may be used, such as flute, oboe, trumpet, and various string instruments, as well as harp. The organ or piano must be used to accompany the sung responses such as the Responsorial Psalm and the Gospel Acclamation (“Alleluia”). As well, a cantor from the church will be made available for a wedding Mass. Outside vocal soloists may fulfill the role of cantor, provided they exhibit the necessary skill and experience.

The Director of Music Ministry at St. Luke Catholic Church has first right of refusal for all weddings at St. Luke Catholic Church (organist/pianist). If couples choose to use a different organist/pianist for the wedding, **a reduced fee of \$75** will be charged for the preparation and program layout services still provided by the Director of Music Ministry.

During the Wedding Mass, the Responsorial Psalm, Gospel Acclamation, Eucharistic Acclamations, and the *Lamb of God* are all normally sung. A guest vocalist fulfilling the role of cantor must be familiar with the Catholic Mass and its music. Guest musicians who will serve as the cantor must still be accompanied by a separate organist or pianist.

Guest musicians are ultimately responsible for supplying musical scores for performance. St. Luke does have a fairly extensive library of music that will be made available for use. Photocopies of music are not legal and will not be accepted as musical scores.

Music stands and chairs are available for guest instrumentalists. As well, a music stand and microphone are available for guest vocalists as well.

The Director of Music Ministry will not be present at wedding rehearsals.

Fees

So, how much does a wedding cost at St. Luke Catholic Church?

Fees Payable to outside institutions

Marriage Preparation

Total Preparation.....		\$434.00
P.R.E.P.A.R.E. Inventory	\$ 35.00	
One in Christ Retreat	\$ 350.00	
Natural Family Planning	\$ 49.00	

* Parishioners who face economic hardship are invited to discuss their situation with parish staff or the parish priests. Arrangements can be made to help reduce the cost of marriage preparation and wedding fees.

Suggested Donations

Honoraria**

It is customary for the couple to give a donation to the celebrant as well as the priest who helps to prepare the couple for marriage. This is a suggestion, as often many couples ask for guidance.

Priest's Honorarium.....	\$150.00
<i>(payable to the priest[s] involved, given at any time)</i>	

Fees payable to St. Luke Catholic Church

All fees must be paid in full **one month** prior to the Wedding Date

Church Facilities Fees

Refundable Security	
Deposit.....	\$250
Parishioner Fee.....	\$800
Non-Parishioner Fee.....	\$1200
Organist/Pianist Fee*	\$225

* All couples are required to have a music consultation with the St. Luke Catholic Church Director of Music Ministry at least 6 months prior to the wedding, whether or not he is the performing organist/pianist at the wedding.

Music & Liturgy Fees

Church Cantor**	\$100.00
Altar Servers***	\$20.00/person
Aisle Posts & Candles.....	\$90.00

** Fees for outside musicians are the responsibility of the couple and will not be handled through St. Luke Catholic Church

*** Altar Servers should be directly given cash on the wedding day. Three (3) servers are required for a Nuptial Mass only. Five (5) servers are required for Mass.

Refund Policy

From time to time, the couple may cancel a wedding due to unforeseen events, such as illness. In these cases, please contact us to discuss a possible refund for fees or services that have not yet been provided.

Contact Information

St. Luke is here to make your wedding day a grace-filled moment and we welcome your questions at any time. To set a meeting with a priest, please call our parish office at (317) 259-4373

To select a date for your wedding, to begin planning your wedding or for wedding related questions, please contact:

Mrs. Diane Schafer, *Director of Spiritual Life and Formation Ministries.*
317) 259-4373 ext. 218
dschafer@stluke.org

To set up an appointment with our Director of Music Ministry, or for any music related questions, please contact:

Mr. Tom Nichols, *Director of Music Ministry*
(317) 259-4373 ext 227 (Monday – Thursday, Sunday)
tnichols@stluke.org

Congratulations, again, and enjoy this wonderful time in your life!