

Marriage Arrangement Guidelines for Catholics from other Parishes

How can one ever express the happiness of a marriage joined by the Church, strengthened by an offering, sealed by a blessing, announced by angels, and ratified by the Father? . . . How wonderful the bond between two believers, now one in hope, one in desire, one in discipline, one in the same service! They are both children of one Father and servants of the same Master, undivided in spirit and flesh, truly two in one flesh. Where the flesh is one, one also is the spirit. [The Catechism of the Catholic Church #1642]

The Parish community of The Basilica of Saint Mary Star of the Sea congratulates you on your forthcoming nuptials and desires to assist you in preparing for the Sacrament of Marriage. We ask you, also, to adhere to the following guidelines:

1. A letter of permission from the Pastor of your local Catholic Parish is needed for you to be married at The Basilica of Saint Mary Star of the Sea. Once arrangements have been made with your Pastor, call Saint Mary Star of the Sea Parish Office 305-294-1018 to inquire about available dates and times.
2. Though we are willing to open our Basilica to you for your wedding, previously and unfortunately for you, several outside couples have neglected to inform us of their change in plans after reserving our Basilica for a time and date. Their neglect has precluded good parishioners from scheduling their weddings in their own Parish Basilica! Therefore, in order to protect the peace of the Parish, it is now required for you to send a check of five hundred dollars as an indication of the seriousness of your intent to be married here on the day and at the time you have scheduled. We regret that we have had to take this measure. This is not a fee for a wedding. There can be no fees for sacraments. However, we will welcome your further offerings, which will extend your love to sustain our beautiful Basilica, School, and many Parish ministries to those in need. Generally, couples from outside the parish have given an additional five hundred dollars to help us in our need. This offering may be mailed to us before the rehearsal.

3. Upon receiving your Pastor's permission letter and preparing your offering of \$500.00, call the Parish Office to officially secure the time and date of your wedding. The wedding times on Saturday are at 11:00 AM, 1:00 PM, or 3:00 PM, and on week days at 11:00 AM, 1:00 PM, 3:00PM and 5:00 PM.

4. Your Pastor, or his delegate, will complete all the marriage preparations, proper canonical forms, and all your diocesan requirements in a timely manner to be sent to your diocese, then to our Archdiocese of Miami, and finally to The Basilica of Saint Mary Star of the Sea one month before the wedding.

5. Kathy Roberts serves as The Basilica of Saint Mary Star of the Sea Director of Music. As a staff member of this Basilica, Kathy Roberts has oversight of all music, including weddings. Therefore all musical arrangements are to be made with her and finalized one month before the wedding, along with her stipend. Our music director is very competent and dedicated; your cooperation with her is necessary for the well being of your wedding ceremony. She may be reached at (305) 296-8453 or krobertskwf@hotmail.com.

If another organist, musician or soloist is asked to participate, or play, instead of Kathy, her fee must still be paid. Kathy will still have to be present because of her knowledge of, and experience with, the organ and sound system in the Basilica.

If you have not sent any selections of music to Kathy, or paid her stipend one month in advance of your wedding, then we assume you will have no music at your wedding. We do not at any time allow pre-recorded music. There will be no exceptions to these rules.

6. The wedding ceremony will be performed by one of the priests or deacon of The Basilica of Saint Mary Star of the Sea. We welcome a family member who is a priest or your parish priest to celebrate the ceremony if you desire. Please have your invited guest priest call Rev. John C. Baker, Pastor.

7. At the time of the wedding rehearsal we ask that you be on time - - there may be other events, or rehearsals scheduled to follow yours. Our music director is not required to attend the rehearsal.

You need to present a valid **Florida Marriage License** at the **start of your wedding rehearsal**, unless you are already married civilly. The Key West Marriage License Bureau is located at 500 Whitehead St. (305) 294-4641.

8. Flowers may be delivered to the Basilica one hour before the wedding.

9. Experience has shown the following to be detrimental for weddings:
- a. Aisle runners and swags are **not** to be used for liability and insurance limitations and for the safety of wedding guests
 - b. Dropping petals or flowers in the aisle and barricading the aisle with swags
 - c. Throwing rice, confetti, birdseed, birds or other items
 - d. Taping or tacking decorations to the pews is not acceptable. (Only ribbon may now be used to hang decorations on pews).
 - e. Arriving late and/or delaying the time of your wedding more than ten minutes will compromise the integrity of your planned ceremony and diminish the joy of your celebration.
 - f. No flower girl or ring bearer under the age of 5
 - g. All vehicles must be removed from the Basilica parking lot one half hour after the wedding

10. As our principal purpose is to pray in Church, we ask that your photographer or videographer speak with the priest celebrant before the wedding that all may pray in peace. The Basilica will be available to you for photographs one half hour before, and until one half hour after, your wedding. No photographer or videographer is allowed in the sanctuary at any time.

11. The customary gratuities for the altar servers are presented just before the ceremony by the best man acting on the groom's behalf. The groom may also wish to acknowledge the celebrant and any other concelebrants with appropriate gratuities.

13. Please call the Rectory Office from 8:30 AM to 4:30 PM, Monday through Friday to let us know how we may be of service to you.

YOUR CHECK LIST TO KEEP:

Appointment with Priest or Deacon for Letter of Permission _____
Pre-nuptial Questionnaire filled out with Priest or Deacon _____

Permission Letter and Offering sent _____
Pre-Cana Class _____ Baptismal Certificates turned in _____

Witness Forms turned in _____ Copy of Civil Marriage License turned in if
Married civilly _____

Rehearsal Date Set _____ Chosen Readings _____

Music Arrangements finalized with Kathy Roberts & her fee paid _____

Additional Offering to the Basilica made _____

Offering for Altar Servers given _____

Florida Marriage License obtained _____
(Reminder: please bring to Rehearsal)

Please keep a copy of these guidelines and check list, then sign below to acknowledge that you have received the above stated regulations and do agree to fulfill them.

Bride _____

Groom _____

Date _____