Policies and Guidelines

For

The Sacrament of Marriage

At

St. Paul Cathedral

Fifth Avenue (Oakland) at North Craig Street
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Dear Engaged Couples,

As pastor and rector of Saint Paul Cathedral Parish, I want to offer a word of welcome to the Cathedral. As you begin your preparations for the Sacrament of Marriage to be celebrated at Saint Paul Cathedral Parish, be assured of my prayers for you in this important process and for your growth in faith and love in Jesus Christ.

Pope Saint John Paul II said that “the very preparation for Christian marriage is itself a journey of faith. It is a special opportunity for the engaged to rediscover and deepen the faith received in Baptism and nourished by their Christian upbringing. In this way they come to recognize and freely accept their vocation to follow Christ and to serve the Kingdom of God in the married state.

There are many details and concerns that you will face in the coming months. But none is more important than your reflection on the holiness and sacredness of the marriage covenant that you are about to enter. This covenant, by which a man and a woman establish between themselves a partnership of life and love has been
established by God himself and endowed by him with its own proper laws, and has been raised by Jesus Christ to the dignity of a sacrament. Marriage is ordered both to the unity and love that joins a husband and wife in a life-long bond as well as the procreation and education of children if it is God’s will. The communion of the spouses gives rise to the communion of the family.

It is so very important in this period of preparation that you take time to reflect on the meaning of the sacrament you are soon to enter. This is a life-long bond, “for better or worse, for richer or poorer, in sickness and in health, until death do you part.” Christ is the source of grace for a Christian marriage and will provide you the strength and ability to live out the marriage covenant with fidelity and love. Grow in your prayer together; come to Mass as a couple; read the Scriptures; find the time to pray and to seek the blessing of God now so that it will already be a part of your life in marriage.

Preparing for your wedding day is an exciting and wonderful time for engaged couples. We share in that joy and will offer every support we can to make this day a special celebration of both the love of God that has brought you together and your own love that will join your hearts as one in this special sacrament of marriage.

May God bless you and keep you always close to his loving heart.

With every best wish and prayer, I remain,

Sincerely in Christ,

Fr. Kris D. Stubna

Very Reverend Kris D. Stubna, S.T.D.
Rector and Pastor
Important Dimensions of the Sacrament of Marriage

The Catholic Church understands marriage as sacred, holy and a life-long bond between a man and a woman. This covenant was established by God himself and by its very nature is ordered toward the good of the spouses and the procreation and education of children. Between baptized persons, the marriage covenant has been raised by Jesus Christ to the dignity of a sacrament.

Jesus says in the Gospel of Matthew: “At the beginning the Creator made them male and female and declared for this reason a man shall leave his father and mother and cleave to his wife. And the two shall become as one. Thus, they are no longer two but one flesh. Therefore, let no man separate what God has joined.” (Matthew 19:4-6)

As the Catechism of the Catholic Church makes clear, “The Sacrament of Marriage signifies the union of Christ and his Church. It gives spouses the grace to love each other with the love with which Christ has loved the Church. The grace of the sacrament thus perfects the human love of the spouses, strengthens their indissoluble unity, and sanctifies them on the way to eternal life.” (CCC 1161).

Marriage is a vocation in which the spouses’ intimate love for each other mirrors the love that God has for his Church. The love is exclusive and indissoluble. It expresses itself most profoundly through the conjugal love between husband and wife. The Catechism of the Catholic Church describes this love in a beautiful way: “Conjugal love involves a totality, in which all the elements of the person enter – appeal of the body, and instinct, power and feeling and affectivity, aspiration of the spirit and of will. It aims at a deeply personal unity, a unity that beyond union in one flesh, leads to forming one heart and one soul; it demands indissolubility and faithfulness, in definitive mutual giving; and it is open to fertility.” (CCC 1643). These reflections raise important questions about the immoral use of artificial means of birth control and call married couples to learn about
Natural Family Planning and the means through which the Church assists married couples in the regulation of births in a way that reflects God’s laws.

These are important realities for engaged couples to reflect upon as they prepare for this intimate and life-long bond as husband and wife. It is in this context that we understand cohabitation before marriage to be a sin. Living together and having sexual relations before marriage can never be reconciled with what God expects of us. It prevents those preparing for marriage from being able to receive Holy Communion and to be in a state of grace for the Sacrament of Marriage. In addition, countless studies have shown that couples who live together before marriage have higher rates of divorce and a poorer quality of marital relationship than those who do not.

It is the expectation of the Church that engaged couples do not live together and those doing so must separate for the period of preparation for their wedding. Living chastely during these months of preparation will teach you many things about one another, but importantly will require that you grow in the virtues of generous love, sacrificial giving, self-restraint and good communication – virtues which are essential for a good and lasting marriage.

In presenting yourself here and asking to be married in the Catholic Church, it is imperative that you take time in these months of preparation to grow in faith and to deepen your relationship with Jesus Christ and his Church. The grace that you will need to deepen the bonds of love you now share and to truly live out your vocation for the rest of your lives requires great things of you. These are only possible with the grace given to us in and through Jesus Christ.

May God bless you in this special and joyous time.
TO BE MARRIED AT ST. PAUL CATHEDRAL,  
THE POLICIES OF THE ROMAN CATHOLIC CHURCH,  
THE DIOCESE OF PITTSBURGH AND  
ST. PAUL CATHEDRAL MUST BE FOLLOWED.

GENERAL REQUIREMENTS:

☐ At least one party (bride or groom) must be a Catholic in good standing, registered in a parish, practicing his/her faith, and contributing to the parish.

☐ Both bride and groom must be canonically free to marry.

☐ Cohabitation presents significant issues in determining readiness to marry.

☐ Only a Catholic ceremony can be performed.

☐ Scheduling must occur at least six months prior to the proposed wedding date to allow for the preparation and assessment of the engaged couple to be completed.

☐ Inquiries as to dates and times for weddings at St. Paul Cathedral are to be made through the Cathedral’s Wedding Coordinator, (412.621.4951 ext. 14) at which time preliminary questions will be asked to determine your freedom to marry. Requests for wedding dates are handled in the order that they are received, on a first-come, first-served basis.

☐ Couples will need to secure a priest or deacon to preside at their wedding. Only parishioners of Saint Paul Cathedral parish (who have been members for a least one year prior to scheduling their wedding) are entitled to the pastor or parochial vicar to preside at their wedding. Those who qualify as parishioners may inquire about the availability of particular Cathedral priest but one may need to be assigned depending on schedules. THIS IS FOR PARISHIONERS ONLY.

Non-parishioners or those who have not been a parishioner for a least ONE FULL YEAR MUST ARRANGE FOR THEIR OWN CATHOLIC PRIEST OR DEACON to take care of the requirements of the marriage preparation, required paperwork, and for the celebration of the marriage. WE CANNOT CONFIRM YOUR DATE UNTIL YOU HAVE SECURED THE PERMISSION OF THE PRIEST WHO WILL PRESIDE AT THE WEDDING.

You will need to contact the priest or deacon in sufficient time before the wedding—at least 6 months—to do the necessary paperwork and other pre-marriage requirements.

☐ During the six-month preparation period, couples will meet with their priest/deacon to prepare their pre-nuptial file — which includes: Diocesan Assessment forms, baptismal certificates, and any other particular documents that pertain to the situation of the couple. If needed, the priest will then submit this file in a timely manner to the appropriate chancery office for any required permissions or dispensations. Included in this file would be a letter of delegation granted by the Cathedral pastor for
any visiting priest from another diocese, coming to the Cathedral for a celebration. (See the INQUIRY FORM for this delegation request.)

1. Catholics must submit to the individual preparing their pre-nuptial file, their baptismal certificates which have been recently issued by the church of baptism, dated within six months of the wedding date, signed by the parish priest, having a church seal embossed on it. For all other Christians, a baptismal certificate of whatever age will suffice, which will be returned to you after appropriate information is copied and recorded.

2. Confirmation of the wedding date and time will occur only AFTER the couple has met with the priest or deacon who will conduct the required assessment and confirm the freedom of the couple to enter marriage in the Catholic Church. Questions dealing with prior marriages, sacred vows, age, maturity, intentions and knowledge of the sacrament will be discussed. Once a determination has been made that nothing made known to the priest or deacon would prevent the marriage from taking place within the Catholic Church, then the date becomes officially confirmed and you may proceed with other wedding plans.

3. The priest or deacon who is presiding at the marriage will receive instructions as to the manner in which weddings are conducted at Saint Paul Cathedral. These policies and procedures must be adhered to for anyone celebrating a wedding at the Cathedral.

☐ In situations where clergy other than those from the Cathedral are interviewing the couple, the reception of the INQUIRY FORM, (signed by the priest or deacon who is going to officiate), will notify the Cathedral Pastor that the proposed wedding may proceed. This form attests to bride’s and groom’s canonical freedom to marry. It also assures the Pastor of St. Paul Cathedral that the one officiating will be responsible for making certain all the required Diocesan papers are completed, obtaining any needed permissions or dispensations, procuring necessary delegation, overseeing that the marriage preparation classes are attended, and agreeing to conduct the rehearsal and celebrating the wedding.

1. Occasionally, the individual conducting the interview with the couple will not be the same individual to witness the vows at the ceremony. It is ultimately the responsibility of the celebrant to make sure that the canonical interview is being conducted in a timely manner, and all prescripts of the law are being fulfilled.

2. Effective 3/28/10 by special faculty, the Bishop of Pittsburgh grants to every priest and deacon who possess the faculties of the Diocese of Pittsburgh, the general delegation to assist at marriages (those conducted within this diocese) without need of delegation from the territorial pastor. This permission does not apply to a priest or deacon from another diocese or religious who does not possess the faculties of the Diocese of Pittsburgh. These individuals may request delegation through the INQUIRY FORM.

☐ Couples will need to attend Diocesan-approved pre-Cana classes. To attend a class in Pittsburgh, search www.diopitt.org or www.pittsburghengagedencounter.org for various dates, or check to see if your local parish conducts a marriage-prep course. St. Paul Cathedral does not sponsor these classes.
For Non-Parishioners: A signed *PASTOR PERMISSION FORM* from the pastor of each Catholic to be married must be given to the priest/deacon who is preparing you for your wedding. He will include it in the pre-nuptial file.

The couple agrees to a service stipend as outlined in the STIPEND section of this document.

**PLEASE NOTE:** Your wedding date will be officially confirmed after your first meeting with a Cathedral priest OR our reception of the *INQUIRY FORM*. 
STIPENDS

For the sake of clarity and equity, the following policy has been established. Please note the distinction within the policy between active registered members of St. Paul Cathedral Parish and Catholics who are non-parishioners.

For the sake of definition, an "active registered member of St. Paul Cathedral Parish" is understood to be a practicing Catholic who has been a registered, involved and contributing member of the Parish for at least one year prior to the reservation of a date for a wedding. This status is determined by the pastor of the Cathedral.

A "non-parishioner" is understood to be a Catholic who is not a registered, contributing member of St. Paul Cathedral Parish for the required time period, but is a practicing Catholic and a registered member of a Catholic parish outside the boundaries of the Cathedral Parish. This status is determined by the non-parishioner’s pastor.

For active registered members of St. Paul Cathedral Parish:

For active registered members of the Cathedral Parish, an offering of $1000 is asked to cover any related expenses for the use of the Cathedral for your wedding celebration. This includes an offering for the use of the Cathedral, Cathedral security and the basic services* of the organist. A non-refundable deposit of $500 must be received with your application form, with the balance of $500 due no later than three months before the scheduled wedding.

For non-parishioners:

The couple agrees to a service stipend of $1,500 which includes an offering for the use of the Cathedral, Cathedral security and the basic services* of the organist. A non-refundable deposit of $750 must be received with your application form, with the balance of $750 due no later than two months before the scheduled wedding.

*Basic services include the initial meeting with the organist to go over the selections for the celebration and your assurance that an organist will be present for your wedding. Please note: other music-related fees such as cantors/soloists and instrumentalists must be negotiated with the Cathedral Music Director. (see: Music for the Rite of Marriage).
For both registered members and non-parishioners:

1. A stipend for the priest is $200.00.
2. A gratuity of $25.00 for the altar server is customary; there are usually two.
3. These stipends need to be given to the Wedding Coordinator no later than the rehearsal.
THE WEDDING REHEARSAL

Rehearsals are generally scheduled the evening before the wedding. Since multiple weddings occur on a given day, a schedule has been established to give the couples a degree of expectation in regard to the time of their rehearsal. A period of 45 minutes will be reserved for this purpose. **It is most important that all arrive on time.**

The 2:00 p.m./2:30 p.m. Friday Wedding: Rehearsal **begins** at 4:30 p.m. the evening before.

The 2:00 p.m. Saturday Wedding: Rehearsal **begins** at 4:30 p.m. the evening before.

The 4:00 p.m. Saturday Wedding: Rehearsal **begins** at 5:30 p.m. the evening before.

**A REHEARSAL MUST BE CONFIRMED WITH THE WEDDING COORDINATOR.**

If your rehearsal has already been confirmed for another date or time, please indicate so on your **Wedding Application.** If you need to change this time, please call the Cathedral’s Wedding Coordinator. You will need to make sure the time is agreeable with the priest/deacon who is to officiate.

The priest or deacon who is to officiate at the wedding is expected to be present to conduct the rehearsal. The Wedding Coordinator from St. Paul’s will be present for the rehearsal and will assist in conducting the rehearsal as the priest/deacon wishes.

Please bring with you to the rehearsal your PA State Marriage License, your prayer selection sheet, and any wedding booklets you plan to distribute. If you are having a Unity Candle ceremony, you may bring those items as well.

The wedding rehearsal is not the rehearsal for musicians. Any necessary music rehearsals should take place at a separate time arranged through the music office (generally, just prior to the actual wedding.)
THE WEDDING DAY

Weddings celebrated at St. Paul Cathedral are held on:

Friday at 2:00 p.m. or 2:30 p.m.
Saturday at 2:00 p.m. and 4:00 p.m.

No other starting times are permitted because of other regularly scheduled liturgies.

By Diocesan law, no weddings are permitted on Sundays or Holy Days of Obligation or other special days of the Liturgical Year, e.g. Holy Thursday, Good Friday, Holy Saturday. St. Paul Cathedral observes the Lenten season as well, refraining from scheduling weddings during this penitential time. There are other times, due to the use of the Cathedral, that weddings are not available.

Because the Cathedral's schedule is very full, every couple must be aware that there are time limitations. The groomsmen and ushers can generally plan on arriving at the Cathedral about 45 minutes before the actual scheduled wedding time. The bride and her attendants should plan to arrive at the Cathedral ½ hour prior to the actual scheduled wedding time. It is very important that the wedding begin on time.

Due to time constraints and other scheduled events, receiving lines are never permitted following a wedding. Permission may be granted by the Wedding Coordinator on a case-by-case basis for posed photographs in the sanctuary, if this is desired by the couple. A decision is made based on sufficient time and everyone’s being respectful of the sacred space that they are in. Photographs may be taken outdoors on the Cathedral grounds provided that the parking lot is left accessible to the individuals needing to park for the next scheduled event. Those gathered for the 2:00 p.m. wedding will need to be on their way by 3:15 p.m., so that the 4:00 p.m. wedding party can begin their preparations. Those gathered for the 4:00 p.m. wedding will need to be on their way by 5:15 p.m. so that the Cathedral can prepare for the 6:00 p.m. evening liturgy.
POLICIES AND PROCEDURES

Regarding children in the wedding party: Children must be at least 5 years of age in order to participate in the wedding party. For your own benefit, and from experience, the use of younger children in the wedding party is not permitted. This is the policy for all weddings at St. Paul Cathedral.

Due to liability concerns and safety issues, the use of a crash/runner and any aisle candelabras, particularly lit candles or glass hurricane decorations in the aisle is not permitted at the Cathedral. In light of the clean-up efforts and time constraints, the throwing of rice, birdseed, flower petals, or anything else of that nature as well as the release of balloons, butterflies, doves etc. IS NOT PERMITTED.

We respectfully ask you to keep the sacred space clean and neat. All pew decorations, used programs, and flower boxes or debris must be promptly removed after the ceremony. Please ask those who helped you to decorate for your wedding to be responsible for this and to do it upon the completion of the ceremony.

With a sense of sincere gratitude, all flowers brought to the sanctuary for the wedding celebration must remain at the Cathedral for the enhancement of our worship site during the course of the following week. These flowers are considered an offering to the Lord and cannot be removed. The Cathedral does not provide flowers.

The Cathedral staff will designate an altar server for the wedding who is familiar with the layout of the sanctuary and sacristy as well as with our wedding liturgy guidelines. However, friends or family of the bride and groom may also assist in serving the Mass, along with the Cathedral server, provided the priest/deacon officiating is made aware of their involvement prior to the rehearsal.
PLANNING THE WEDDING LITURGY

The marriage ritual provides a wide variety of options and choices for the wedding liturgy, including Scripture readings, the exchange of consent, blessings, Prayers of the Faithful, etc. These options should be discussed beforehand with the priest or deacon who is to officiate. He will most likely give you a Together for Life booklet written by Joseph M. Champlin to assist you with your selections. Complete the prayer selection sheet from the back of this booklet and bring with you to the rehearsal.

The use of readings, which are not taken from Scripture or the use of so-called “original vows” composed by the couple is not permitted by Church law. Downloading scripture from the Internet is not recommended, since often it brings up translations that are not officially approved for liturgical use.

Readers may be chosen from family and friends to proclaim the first two scriptural passages and to assist with the Prayer of the Faithful. In choosing these individuals, one should be mindful of the acoustics of St. Paul Cathedral and select someone with a strong, clear voice with good enunciation; preferably someone who is a lector in their own parish. This person should be familiar with Catholic liturgy and believe the words he or she is proclaiming are the words of God. Anyone you select to serve in this capacity must be in appropriate, modest attire or he or she will be required to robe in a Cathedral alb and remain within the sanctuary during the wedding.

Although the use of a Unity Candle is not an official part of the Marriage Rite, one may be used. If one is to be used, the couple shall be responsible for providing these three candles, and they should be brought to the Cathedral at the time of the rehearsal. (Please note: If the couple wishes to keep their unity candle after the ceremony, they should designate someone to retrieve it before leaving the Cathedral. We are not responsible for items left behind.)

If your wedding is to be in the context of a Mass, it is the directive of the Catholic Church that only Catholics in good standing and who are properly prepared (i.e. not in a state of serious sin) may approach the table of the Lord. Those who wish to receive the Sacrament of Reconciliation (Penance) are urged to go to confession prior to the day of the wedding.

The United States Catholic Conference of Bishops has issued guidelines for Catholics and non-Catholics alike, in regard to the reception of the Eucharist. Out of reverence for the Eucharist and to make your guests more comfortable by avoiding any confusion, it is strongly encouraged, if a couple is planning a wedding program, that they include the following “Guidelines for the Reception of Holy Communion” in their program.
COMMUNION RECEPTION GUIDELINES

**For Catholics:** As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (Code of Canon law 916). A frequent reception of the Sacrament of Penance is encouraged for all.

**For our fellow Christians:** We welcome fellow Christians to this celebration of the Eucharist as our brothers and sisters. Because Catholics believe that the celebration of the Eucharist is a sign of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion.

**For those not receiving Holy Communion:** All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and one another.

**For non-Christians:** We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.
**ADDITIONAL INFORMATION**

I. **Dressing Procedures:**

For the sake of privacy, space and time, it is highly recommended that the bride and her immediate attendants arrive already fully dressed in modest attire for the wedding. St. Joan of Arc Chapel, located to the right of the Cathedral vestibule, is an area where the bride and her attendants may gather beforehand.

II. **Music:**

Arrangements for all aspects of the music for the wedding liturgy must be made through consultation with the Music Director at St. Paul Cathedral Parish. To arrange a meeting with Don Fellows, call his office at 412-621-4951, ext. 28. He will assist you with music selections, and discuss other possible fees for cantors or instrumentalists. His comprehensive outline of musical guidelines accompanies the handout to couples.

III. **Flowers:**

Flowers are a gift to the Church and cannot be removed after the wedding. Florists are expected to follow the procedures as outlined in the separate form entitled: Floral Guidelines for Weddings in the Cathedral. Please note that seasonal decorations in the Cathedral may not be altered for any reason.

IV. **Photographers/Videographers:**

Photographers and Videographers are expected to follow the procedures as outlined in the separate form entitled: Guidelines for Photographers and Videographers for Weddings.

V. **Programs:**

If you are preparing a program to be handed to your guests, it should be reviewed by the priest/deacon officiating at the wedding and/or the Cathedral Music Director before it is printed. The Catholic wedding liturgy must proceed in a certain order and contain certain elements, regardless of how they might be represented in one's program. (Please note: All programs must be collected after the event, both used and unused, and removed from the Cathedral.)
VI. Marriage License:

It is the responsibility of the couple to obtain a civil marriage license from the Commonwealth of Pennsylvania as required by civil law. Contact the Register of Wills Office. The marriage license MUST BE PRESENTED TO THE PRIEST/DEACON who is presiding AT THE TIME OF THE REHEARSAL. The rehearsal and wedding cannot take place without the license so it is imperative that the license be brought to the rehearsal.

VII. Parking:

The Cathedral has very limited parking facilities. We encourage the use of street parking by all, and particularly by the bridal party. Extended use of the parking facilities, e.g. to attend the wedding reception cannot be allowed. Limos, trolleys, buses or other modes of transport should not block the driveway entrance of the Cathedral parking lot; **this is a fire lane**, and all those illegally parked will be towed.

*Entrance to the three garage doors in the Cathedral parking lot should never be obstructed. At any given moment, the priest may need to exit in an emergency.*

VIII. Proper Disposition:

It is a matter of Church law that the exchange of marriage vows requires full consent of one’s will. To this end, we wish to be clear that the use of alcohol (or other chemical mind-altering substances) is regarded as impairing the full and freely given consent required for a valid sacrament or legal marriage. Consequently, we will not permit alcoholic beverages in the Cathedral and environs. A bride or groom who has consumed alcohol and/or other substances prior to his/her arrival and appears impaired will result in a need to postpone the wedding. Limo drinks must be refrained from until after leaving the premises. Firearms are strictly prohibited at St. Paul Cathedral and its surrounding properties with the exception of law enforcement personnel.

IX. Proper Etiquette

Due to the sacred nature of the Cathedral Church, please remember that **NO** food, cigarette or liquid refreshments should be brought into the Cathedral. At any given time, the faithful community may be in the Cathedral to pray, please be respectful of their needs and refrain from loud conversations, running, sitting on the communion rail or other inappropriate behavior. No one should enter the sanctuary at any time without the consent of the priest.
X. Special Needs

Access for those with special needs is located to the left side of the Cathedral just off the main driveway. An elevator can bring one up to the main floor level of the Cathedral where handicap restrooms are located.

XI. Directions

Directions to St. Paul Cathedral can be located at the parish web site:
   http://www.stpaulpgh.org

The actual address of the Cathedral for wedding invitations is:
   Fifth Avenue (Oakland) at Craig Street, Pittsburgh, PA 15213.

All mail correspondence should be directed to:
   St. Paul Cathedral, 108 North Dithridge Street, Pittsburgh, PA 15213

XII. Air-Quality

The Cathedral is an air-conditioned facility and a smoke-free environment.

Contact Information:

Very Reverend Kris D. Stubna, S.T.D.  
*Rector and Pastor*  
St. Paul Cathedral  
108 North Dithridge Street  
Pittsburgh, PA 15213  
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