



# FACT SHEET FOR WEDDINGS

[www.sicparish.org/wedding](http://www.sicparish.org/wedding)

*Welcome to St. John Chrysostom Catholic Church!*

*Kindly review the following guidelines before contacting the Parish House to plan your event.*

## Key Contacts

<b>Pastor:</b>	Rev. Edward J. Hallinan
<b>Assistant to the Pastor:</b>	Michelle O'Hanlon (610.874.3418 x 117 or <a href="mailto:mohanlon@sicparish.org">mohanlon@sicparish.org</a> )
<b>Music Director:</b>	Patti Georges (610.833.2012 or <a href="mailto:spigeo@comcast.net">spigeo@comcast.net</a> )
<b>Pre-Cana Coordinator:</b>	Joan O'Brien (610.876.5727 or <a href="mailto:obrien138@comcast.net">obrien138@comcast.net</a> )
<b>Wedding Coordinators:</b>	Brooke Banville (610.587.8087 or <a href="mailto:brooke.banville@gmail.com">brooke.banville@gmail.com</a> ) Elena Sisti ( <a href="mailto:elenamsisti@gmail.com">elenamsisti@gmail.com</a> ) Janet Haggerty ( <a href="mailto:haggerty5@comcast.net">haggerty5@comcast.net</a> )

## Scheduling

- ❖ Contact Michelle O'Hanlon, assistant to the pastor, at least six months before your desired wedding date to set up a meeting with Father Hallinan. This meeting lasts about an hour and includes:
  - Booking the wedding and rehearsal dates;
  - Completing a pre-nuptial questionnaire (the Pre-Nuptial Investigation, or PNI);
  - Review of the requirements for the Sacrament of Marriage;
  - Provision of the marriage liturgy planning book, *Together for Life*; and
  - Review of the parish wedding fees.
- ❖ Please note when scheduling:
  - Saturday weddings at St. John Chrysostom must begin by 2 p.m.
  - Rehearsals are typically held one or two days before the wedding, no earlier than 6 p.m. Rehearsals last about one hour, and all members of the wedding party must be present. Participants should arrive 20 minutes before the rehearsal start time.
- ❖ Contact our parish Music Director, Patti Georges, as soon as your wedding date and time are confirmed. *Mrs. Georges must be notified whether or not you plan to use her services.* She will help facilitate with any other musicians involved.
- ❖ You will be assigned one of three parish wedding coordinators: Brooke Banville, Elena Sisti or Janet Haggerty. They will contact you to assist with your liturgy planning, the rehearsal and the wedding ceremony.

## Marriage Requirements

- ❖ Pre-nuptial meeting with Fr. Hallinan
- ❖ Official baptismal certificates (not photocopies) for the bride and groom.  
The church of your baptism should submit these directly to our Parish House no more than six (6) months before the wedding.
- ❖ Marriage license (due at the wedding rehearsal)

## Liturgy Planning

- ❖ *Together for Life*, which will be provided at the initial interview, includes a pullout liturgy selection form that includes space to indicate readings, music, intercessions, the Sign of Peace, and other elements of the liturgy.

*Note:* Couples marrying at St. John Chrysostom may not write their own vows.

**Couples should complete the liturgy form in its entirety and return one (1) copy to the Parish House *and* one (1) copy to the Wedding Coordinator no later than one week before the wedding rehearsal.**

Questions about the form may be directed to the Wedding Coordinator.

## Church Information

- ❖ Seating capacity: 800
- ❖ Flowers on pews are permitted if affixed in a non-damaging way. Tape, glue and staples are not permitted.
- ❖ St. John Chrysostom does not permit runners, a unity candle, or the use of confetti or rice inside or outside the church.

*May God bless your marriage.*

*St. John's parish wishes you every happiness as you begin your life together!*

Rev. 8312017