

Your Wedding at  
The Basilica of Saint John the Baptist



The Basilica of Saint John the Baptist

627 McKinley Avenue NW  
Canton, Ohio

[www.stjohncanton.com](http://www.stjohncanton.com)

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# Welcome

Dear Friends:

Congratulations on your engagement! Your decision to enter into the relationship of married life is a serious one, and it serves as a wonderful sign of hope and strength to the faith community of The Basilica of Saint John the Baptist.

Your decision has been reached after much discussion and prayerful thought, but it is just the first step in the process of building a successful marriage. The love you have privately shared is now being made public. Your family, friends and parish now prepare to support and encourage you in the celebration of your wedding, as well as in your life-long commitment to each other.

This period of engagement is an important time to deepen your love and prepare for the rest of your life together. In this time your commitment to one another will grow by working together in preparation for the celebration of your wedding and looking closely at the realities of marriage. It is a time for richer dialogue, greater trust and full sharing of your deepest and more personal hopes, dreams and values.

To assist you during this exciting time, we present the following guidelines intended to insure a joyful, reverent and prayerful celebration of the Sacrament of Marriage within the context of the Church's prayer. These materials are meant to help you prepare not only for the wedding day, but for marriage, a lifetime experience of hope and joy, a faithful promise you have both chosen to offer and receive "in good times and in bad, in sickness and in health," to love and honor each other all the days of your lives!

As your parish family, we will be with you as you embark on this great journey. We look forward to working with you as you prepare to celebrate your wedding day and beyond.

With warm regards,

Very Reverend Ronald M. Klingler, *Rector*  
Deacon Carl Burkhardt, *Permanent Deacon*  
Robert Sullivan, *Organist and Director of Music/Liturgy*  
Kimberly Musille, *Director of Religious Education*



# ***General Information***

## **PARISH MEMBERSHIP REQUIREMENT**

To receive the Sacrament of Marriage, at least one of the parties seeking to marry must be Roman Catholic, and a registered, active, and participating parishioner of The Basilica of Saint John the Baptist.

## **TIMES WHEN THE BASILICA IS AVAILABLE FOR WEDDINGS**

- Friday Evenings at 6:00 PM - Selected dates in May and June
- Saturdays at 1:00 PM or 6:00 PM (September - May)

## **TIMES WHEN THE BASILICA IS NOT AVAILABLE FOR WEDDINGS**

- Days or times other than those listed above.
- Palm Sunday week
- Lent through Easter Sunday weekend.
- During Lent
- Any other time the Basilica has been scheduled for other events.
- Any other time the parish staff deems it necessary that no wedding be scheduled.

## **BOOKING THE WEDDING DATE**

Available wedding dates may be obtained from the basilica office. The wedding couple must:

- Contact the basilica Rector a minimum of nine months before the desired wedding date.
- Confirm existing membership and participation.
- Reserve and secure the date with a non-refundable deposit of \$100.00 (transferable to another date if you need to reschedule.)

## **SCHEDULING THE WEDDING REHEARSAL TIME**

- Rehearsals are held on Friday evening at 5:00 or 6:00 PM.
- Rehearsals are 30 - 45 minutes in duration.
- When a wedding ceremony is scheduled for a Friday evening, its rehearsal will be held on Thursday evening.
- The wedding rehearsal time must be confirmed when the ceremony itself is booked.

## **FOR THOSE PREVIOUSLY MARRIED**

A Declaration of Nullity must be provided at the time of your booking in order to demonstrate that you are now free to re-marry in the Catholic Church. This applies to all forms of previous marriage, whether by a judge, by a religious leader in another faith tradition, or common law. If you have any questions, please speak with the parish priest.

## WEDDING FEES

The Basilica of Saint John the Baptist is a vital urban parish providing for the spiritual and ministerial needs of its people and the surrounding community. It is a “museum quality” church, a jewel-like setting for your wedding day, the heart of your faith life, the center of liturgical celebrations and the sacraments. Your wedding fee assists in covering the expenses incurred by the parish in helping you celebrate your wedding day, such as the maintenance and upkeep of the historic church building (including heating), cleaning of the basilica and grounds before and after your wedding, and many hours of priest and staff time needed to prepare and celebrate well the many aspects of your wedding. All of this contributes toward making your wedding day as meaningful and memorable as possible, so your generosity is greatly appreciated!

### FEE SCHEDULE FOR WEDDINGS AT THE BASILICA

**These fees are non-negotiable**

#### **BASILICA FEE** **\$ 1,500**

*(A \$100.00 nonrefundable deposit is required at the time of booking the wedding date.)*

*Included in the Basilica Fee:*

- Basilica Rector (priest)
- Director of Music/Organist
- Two Flower arrangements for the High Altar
- Use of Brass Unity Candle Stand
- Paperwork Documentation and Processing

#### **ADDITIONAL MUSICIANS**

- Cantor (**Required if planning a full Mass**) **\$ 90**
- Individual Instrumentalists (*trumpet, violin, flute, etc*) **\$ 150**
- Instrumental Ensembles (*string quartet, brass quintet, etc*) **\$ 700-1,100**

*Cantors and Instrumentalists/Ensembles are contracted by the Director of Music.*

*These musicians are drawn from the Canton, Akron and Cleveland Symphony Orchestras.*

- Harpist **\$275-400**
- Basilica Choir **\$1,000 minimum\***  
*fee varies depending on musical requirements and season*

#### **ADDITIONAL FEES**

- Basilica Candelabras **\$20**
- Tower Bells (*five minute peal after the wedding*) **\$25**

\*minimum of nine months notice

# ***Required Documentation***

You have chosen to witness your mutual promises of love and fidelity in the Catholic Church, and your faith is an important determining factor in how you will enter into this intimate relationship of marriage. The Church is responsible for discerning your intentions and capacities for making this promise, and is required to assemble various documents.

About four to six months before the wedding, you will both meet with the rector to assemble your file (the “wedding paperwork”), complete the Prenuptial Questionnaire, and be interviewed to determine your freedom and intention to marry.

You will need to submit:

- 1. *Baptismal Certificates*** newly issued and dated within six months of the date you are to be married.
  - Catholics should contact their church of baptism and inform them of your date of marriage, and the address of The Basilica of Saint John the Baptist where they are to send the certificate.
  - Photocopies of originals cannot be accepted for Catholics
  - Non-Catholic Christians need to supply a record of baptism.
- 2. *Confirmation Certificates*** (for Catholics) newly issued and dated within six months of the date you are to be married. Please note that records are oftentimes kept at the church of baptism, so one certificate frequently has both baptism and confirmation dates on it.
- 3. *Witness Affidavits*** testifying to your freedom to marry are required from both the bride and groom. We will give you a form and ask that parents or close family members complete them.
- 4. *A Catholic Marrying a Non-Catholic*** needs to complete an additional form which we will supply:
  - Permission for Marriage of Mixed-Religion, which will either be approved by the rector if one of the couple is a baptized Christian, or by the bishop if one of the couple is a non-Christian;
  - Dispensation from Canonical Form granted by the bishop if the Catholic will celebrate the wedding in the tradition of the non-Catholic spouse.
- 5. *Certificate of Completion of Marriage Preparation Program*** - commonly known as **Pre-Cana**. In addition to assisting you with the wedding day, the Church wishes to assist you in building a successful marriage. In order to do this, the diocese requires that all couple complete a premarital program. These programs are designed to deepen your awareness of the challenges of living together in Christian marriage. Through discussions, exercises and presentations, you will have the opportunity to concentrate more intensely on the many facets of married life. The marriage preparation program should be completed well in advance of the date of the wedding.
- 6. *A Civil Marriage License*** is required for your marriage to take place in the Basilica of Saint John the Baptist. It is effective one day after you obtain it, and is valid for 60 days thereafter.

# ***Basilica Wedding Policies***

## **I. Introduction**

*“The Liturgy is the source and summit of the Christian life, and from it flows the Church’s power and strength because of the sacrifice of Jesus Christ on the cross” (Sacrosanctum Concilium, Vatican Council).*

The Wedding liturgy is a sacred rite invoking God’s witness and blessing upon the words and commitment made by the bride and groom. In the midst of all the obvious joy and excitement, your wedding remains a moment of utmost, profound worship celebrated by you and your families and friends. It is an expression of your personal faith with the context of your faith community.

## **II. General Principles**

Because the sacredness of the wedding ritual, and out of respect for God and the house of worship which is the basilica building, a few things need to be explicitly understood and accepted without exception:

- The Basilica of Saint John the Baptist is not a ‘venue’ as are reception halls or restaurants, it is not rented: it is a house of worship and a community of faith to which you belong, and which you are specifically asking to witness your promises.
- Respect, decorum and dignified behavior will be maintained and observed at all times by you, your wedding party and all your guests in regard to the basilica property and building, the nave of the basilica as well as the sanctuary and the entire staff.
- Punctuality for your rehearsal and ceremony is presumed.

## **III. Specific Concerns**

- **The Wedding Rehearsal** will be held the evening before your wedding, and it is an important part of the preparation for the ceremony. It allows members of the immediate wedding party to become familiar with the environment of our basilica and with the public roles they will assume as part of the liturgy. The person directing the rehearsal (usually the Rector) will give a brief overview of the liturgy to help all concerned understand the prayerful nature of the celebration. Only those directly involved in the ceremony should be invited to the actual rehearsal in the basilica - other should be directed to meet you at the rehearsal dinner site. Those who should be present at your rehearsal in the basilica include the bride and groom, both sets of parents, step parents, etc., Bridesmaids, groomsmen, ushers, reader, and gift bearers. At the rehearsal a responsible adult must accompany any children who are in the wedding party. We ask that you require all these members of your wedding party to be present for the rehearsal, and kindly remind them they **MUST ARRIVE ON TIME**. We suggest that you ask everyone to arrive 15 minutes before the scheduled time. Remind them of the traffic issues during the late afternoon. Please allot 45 minutes for the rehearsal if everyone is on time.
- **The rehearsal itself is not the time for discussion and decision-making.**
- **Please also be aware that musicians are not present for the wedding rehearsal.**

- **Alcohol** consumption during the rehearsal or prior to the ceremony on your wedding day potentially jeopardizes the validity of the marriage, and will not be tolerated under any circumstances. Because this is a religious ceremony and house of worship, failure to comply with this policy by you, your guests or visitors will result in the forfeiture of your privilege to celebrate the sacrament of marriage at the Basilica of Saint John the Baptist at the discretion of the rector at any point of the rehearsal or ceremony.
- **Outside Professional Consultants** you retain operate solely within the permission and instruction of the rector and or director of music/organist, who has complete oversight of the ceremony, nave, sanctuary and celebration of your wedding at the basilica. If you have contracted someone else to help with your wedding, please understand that this person's responsibilities do not pertain to the liturgy and that they are not to interfere in any way with the responsibilities of the Basilica staff, which include the preparation, rehearsal and celebration of the liturgy. Your Consultants will adhere to the policies of this handbook.
- **Photographers and Videographers** and their assistants will respect the sacredness of the religious event, and the basilica as a house of worship. They will act and behave discreetly and reverently, taking care not to damage furniture and environment by standing on pews or with their equipment. They will be held responsible for any damage caused. They will adhere to the policies of this handbook (see page 17 of this booklet for Guidelines for Photographers and Videographers - please give copies to each). All photographers and videographers must present the rector with a current business card and meet with the rector 1 hour before the ceremony to review procedures, with these principles in mind:
  - *Before the Ceremony* (no more than 30 minutes prior to the wedding):
    - Areas available are usually limited to the bride's gathering area (Bell Tower Vestibule) and outside the basilica.
  - *During the Ceremony:*
    - Flash photography may not be taken, or any extra lighting equipment used while the ceremony is in progress.
    - No one may be situated in the main aisle during the wedding processional.
    - Photographers and equipment are not to be setup in the Sanctuary (altar area).
    - **No photographic equipment, or personnel are permitted in the organ loft.**
  - *After the Ceremony:*
    - The wedding party may return for pictures.
    - Those involved with pictures may not leave the premises until all photography work has been completed.
    - A late start to your wedding may result in shortened photograph opportunities.
    - Flash and other lighting equipment may be used at this time.
- **Flowers and Decorations** for the church should be discreet and complementary to the building's splendid architecture and interior artwork. At the Basilica, "less is more" in this regard (see pages 18-19 of this booklet for Guidelines for Wedding Florists and Decorators - please give a copy of these pages to your florist).

- *General Guidelines for you and your florist:*
  - Two arrangements will be placed on the sides of the High Altar by the Basilica (see page 5 under Basilica Fees). Flowers may be placed on the side altars (Blessed Virgin Mary - left side and The Altar of St. Joseph - right side). The arrangements for the High Altar will be at least 4 feet wide and 3 feet tall. You may choose all white flowers or a spring “color mix.” It is impossible to “color coordinate” flowers in a building with stained glass windows, oriental rugs, etc.
  - It is not advisable to put an arrangement in front of the “Altar of Sacrifice” especially when lighting the Unity Candle. The potential of pollen ruining the brides dress is present.
  - Basilica decorations or arrangements already present for a particular liturgical season may not be moved or removed.
  - Altar candles proper to the basilica may not be moved or removed, and for safety reasons, no additional candle stands are permitted.
- *Pew-end Decorations* may be used at regular intervals along the entire length of the aisle
  - Pews may never be blocked by ribbons, cords, strings, etc.
  - Pinning, gluing, nailing, tacking, taping or stapling are not permitted to attach pew decorations - elastic bands, plastics pew clips or ribbons must be used instead.
- *Aisle-runners* are no longer permitted in the basilica for safety concerns.
- **Rice, Birdseed, Confetti, Flower Petals, Sparklers, Balloons, Birds, Butterflies, Bubbles, etc.** are not permitted inside or around the outside of the Basilica due to safety, maintenance and time concerns.

#### IV. Guests

- **Parking** is available in the basilica parking lot located between the Parish Hall and Rectory, and on each side of McKinley Avenue. All guests are responsible for their automobiles.
- **Changing Facilities** are simply not available, so please arrive already dressed in wedding attire, but no more than 30 minutes before your ceremony:
  - *Brides and Bridesmaids* gather in the Vestibule under the Bell Tower. Please be aware and respectful of the fact that the only rest rooms are located in the same area.
  - *Groom and Groomsmen* gather in the basilica sacristy where the clergy vests for the ceremony.
- **Wheelchair and Disability Access:**
  - There is a ramp located on the West side of the Basilica. Handicapped parking is available in the basilica parking lot.
- **Receiving Lines and Guest Books** are not permitted since they are extremely time consuming: in their joy, many of your guests will rightfully want to have a “few” words with you. Please keep in mind your time constraints here at the Basilica, and at the reception venue.

# *Liturgical Guidelines*

## **I. Liturgical Celebration of Your Marriage**

The celebration of the Sacrament of Marriage, which is rooted in the Church's regular worship life, is not a private family function, nor is it merely a social affair or a personal expression of your love for one another. Rather, it is an action of the entire Catholic Church in whose presence you commit yourselves to one another. Because the Sacrament of Marriage is worship, it is principally congregational. And because it is congregational, every effort should be made to enable the people to participate in a full and active manner. The liturgy is neither a show nor a performance and it is not enhanced by any design that creates passive observers. Everyone present should be encouraged to participate by being able to hear, see, speak, sing and pray.

## **II. Mass with Communion vs. Marriage Ceremony**

After meeting and consulting with the rector who will preside at the wedding, the couple will determine if the marriage will be celebrated in the context of a Nuptial Mass (with Communion) or a Marriage Ceremony (without Communion). The determining criteria will center on the religious background of the bride and groom, and which form of the liturgy best accommodates the assembled guests to celebrate their unity.

The Basilica of Saint John the Baptist is fully committed to making all our guests feel welcome as brothers and sisters in God, joining in the prayer of this joyous occasion. At the same time, it would be a disservice to pretend as though differences and divisions within our Christian faith family and with other traditions do not exist. Specific concerns you must ask yourself:

- Are those attending coming from the Catholic tradition, or will there be many other Christian or non-Christian traditions represented?
- Will the celebration of Mass with Communion make a significant number of your family and guests feel excluded from feeling fully welcome and participating?

While we do all we can to overcome difference and divisions, we choose instead to focus on what unites us at this moment of joy, welcoming all to your celebration of unity. With this in mind, we recommend the following formats for your liturgical service:

- **Mass with Communion** (see sample wedding program on page 14):
  - for a Catholic marrying another Catholic;
  - both families are significantly practicing Catholics
- **Marriage Ceremony without Communion** (see sample wedding program on page 15):
  - for a Catholic marrying a Non-Catholic Christian
  - for a Catholic marrying a person of another Faith Tradition, or not Faith Tradition
  - for Catholic families which are largely non-practicing.

## **III. Wedding Party**

- **Best Man and Maid/Matron of Honor**  
These individuals are very special persons in your life, and by custom they accomplish two things:
  - they are witness to the words of fidelity and love you publicly exchange with

- each other;
- they are to support and encourage you in the practice of faith you are publicly professing.

Because of this honor *and* responsibility, at least one of the witnesses should be a practicing Catholic.

- **Ministers of Hospitality (Ushers)**

The ushers are first and foremost the ministers of hospitality. As soon as your guests arrive at the Basilica, they are welcomed by the ushers. The ushers are the ones who hand out your programs and seat your guests.

- **Children in the Wedding Party**

We understand the desire of couples who wish sometimes to include very young members of their families in the wedding as flower girls or ring bearers. We simply ask you kindly to consider carefully the age of any children you might wish to include in your wedding party. Really young children can sometimes be quite overwhelmed (and perhaps a little frightened) by the spectacle of the wedding ceremony, especially the opening procession. We recommend thoughtful planning in this regard. Children should be old enough to have a sense of the event and the importance and execution of the procession. Children must be able to walk the length of the aisle.

#### IV. Readings and Liturgical Prayers

You will be provided with the book *Together for Life* by Joseph Champlin, which, along with various prayers and blessings, contains those scripture readings most appropriate for use at weddings. In consultation with the rector who will preside at the wedding, or the Organist and Director of Music/Liturgy, you will select usually three passages from scripture. Non-scriptural readings or poems are never permitted in place of the scriptures.

Weddings held at the Basilica of Saint John the Baptist are celebrated according to the worship books of the Roman Catholic Church: the Roman Missal, the Lectionary and the Rite of Marriage. In the case of weddings where ministers of other Christian denominations or other faiths are taking part, appropriate adaptations may be made after consultation with the minister and the engaged couple.

#### V. Options

- **The Unity Candle** has emerged in contemporary times as an additional symbolic expression of the couple's vows and as a "symbol of unity." This is one among several wedding customs that are not officially part of the Church's liturgical ritual. In preparing your wedding with the rector or Organist and Director of Music/Liturgy, you may find it helpful to discuss whether or not you need to include the unity candle in your ceremony, based on the following considerations:

- As Catholics, the 'symbol of unity' is expressed in the wedding vows, which make known not only *your* words, but makes Word (Jesus Christ) present once again: "I, N., take you to be my husband/wife: I promise to be true to you in good times and in bad, in sickness and in health. I will love you and honor you all the days of my life."
- Additionally, the rings you exchange as a sign of your love and fidelity symbolize the permanence of the marriage vows (a circle with no beginning and no end), as well as the permanence of God's love for you both (no beginning and no end).

- Finally, your verbal commitments to your promises of love and fidelity are made visible by your ongoing choice to wear your rings publicly and permanently.

For these reasons, a unity candle might well be viewed as redundant and unnecessary.

- **Flowers to the Blessed Virgin Mary** have been a custom retained by various Catholic cultures. Please consult with the Rector or Organist and Director of Music/Liturgy if this is an option you wish to include in your ceremony.
- **Cultural Wedding Traditions** are a great gift of many different cultures. In celebrating our diversity, we recognize their value as an integral part of your heritage. However, in the spirit of good order and noble simplicity which has always characterized the Roman Rite. Please consult with the Rector before making any commitments to use different cultural traditions in the Basilica during your ceremony.

## VI. Wedding Programs

One of the things that will help your guests to participate and worship well together is a nicely designed, printed program. If you wish to have a printed program for your wedding, the guidelines on pages 14-15 of this booklet will be of assistance to you. Listed on the left-hand margin in each example are those parts of the liturgy that should be printed in the program. Items printed in *italics* indicate variable that you should list in the finished product. Optional items are given in brackets. The music office will provide you with all the musical variable (titles, composers and music texts) once your musical selections have been finalized. The Organist and Director of Music/Liturgy can offer several examples of previous wedding programs.

**Program for Full Mass (with Communion)**

(Note: Items printed in italics indicate variable that you should list in a printed program. Optional items are given in brackets. The music office will provide you a detailed list of music titles and composers for the selections you have made once all the musical arrangements are finalized. Scripture references for the readings and gospel are generally taken from the options provided in the Together for Life book, chosen in consultation with the Rector or Organist and Director of Music/Liturgy).

We ask you to kindly turn off all mobile devices and flash cameras during the ceremony.		
Prelude [Seating of the Mothers]	<i>music title</i>	<i>composer</i>
<b>INTRODUCTORY RITES</b>		
Processional(s) Greeting Opening Prayer	<i>music title</i>	<i>composer</i>
<b>LITURGY OF THE WORD</b>		
First Reading		<i>scripture reference</i>
Responsorial Psalm (cantor first, then all)	<i>psalm number</i> <i>text of psalm refrain</i>	<i>composer</i>
Second Reading		<i>scripture reference</i>
Gospel Acclamation (cantor first, then all)	Alleluia*	<i>composer</i>
Gospel Reading		<i>scripture reference</i>
Homily		Very Reverend Ronald M. Klingler
<b>RITE OF MARRIAGE</b>		
Exchange of Vows Blessing and Exchange of Rings [Lighting of the Unity Candle] General Intercessions		
<b>LITURGY OF THE EUCHARIST</b>		
Presentation of the Gifts	<i>music title</i>	<i>composer</i>
Eucharistic Prayer Acclamations (sung by all) Lord's Prayer	<i>title of Mass setting</i>	<i>composer</i>
Sign of Peace Lamb of God	<i>title of Mass setting</i>	<i>composer</i>
Music During Communion	<i>music title</i>	<i>composer</i>
Prayer after Communion		
[Visitation to the Blessed Virgin Mary]	<i>music title</i>	<i>composer</i>
<b>CONCLUDING RITE</b>		
Final Blessing and Dismissal		
Recessional	<i>music title</i>	<i>composer</i>
Postlude	<i>music title</i>	<i>composer</i>

\* please note that during the season of Lent, alleluias are not sung in the Basilica's liturgies. During Lent the gospel acclamation will be "Praise to you Lord Jesus Christ, King of Endless Glory."

**Program for Marriage Ceremony (without Communion)**

(Note: Items printed in italics indicate variable that you should list in a printed program. Optional items are given in brackets. The music office will provide you a detailed list of music titles and composers for the selections you have made once all the musical arrangements are finalized. Scripture references for the readings and gospel are generally taken from the options provided in the Together for Life book, chosen in consultation with the Rector or Organist and Director of Music/Liturgy).

We ask you to kindly turn off all mobile devices and flash cameras during the ceremony.		
Prelude [Seating of the Mothers]	<i>music title</i>	<i>composer</i>
<b>INTRODUCTORY RITES</b>		
Processional(s) Greeting Opening Prayer	<i>music title</i>	<i>composer</i>
<b>LITURGY OF THE WORD</b>		
First Reading		<i>scripture reference</i>
Responsorial Psalm (cantor first, then all)	<i>psalm number</i> <i>text of psalm refrain</i>	<i>composer</i>
Second Reading		<i>scripture reference</i>
Gospel Acclamation (cantor first, then all)	Alleluia*	<i>composer</i>
Gospel Reading		<i>scripture reference</i>
Homily		Very Reverend Ronald M. Klingler
<b>RITE OF MARRIAGE</b>		
Exchange of Vows Blessing and Exchange of Rings [Lighting of the Unity Candle] [General Intercessions] Sign of Peace Nuptial Blessing [Visitation to the Blessed Virgin Mary]	<i>music title</i>	<i>composer</i>
<b>CONCLUDING RITE</b>		
Final Blessing and Dismissal		
Recessional	<i>music title</i>	<i>composer</i>
Postlude	<i>music title</i>	<i>composer</i>

\* please note that during the season of Lent, alleluias are not sung in the Basilica’s liturgies. During Lent the gospel acclamation will be “Praise to you Lord Jesus Christ, King of Endless Glory.”

# ***Music Policies***

## **Music Guidelines**

Music in the wedding ceremony or Mass can illuminate the spoken word to make the marriage service the celebrative liturgy that it should be. This introduction has been prepared in order to make the music selection process instructive, enjoyable and as easy as possible. The Director of Music/Organist normally offers a twenty-minute prelude to the ceremony or Mass, music for the procession of the wedding party and bride, and music within the ceremony or Mass. The Director of Music/Organist will normally plan most of the prelude music, but suggestions by the bride and groom, of their own choosing or from the selection sheet, can be incorporated. When selecting music for your wedding, please be aware that all songs sung in our Basilica must be sacred music of the highest quality. Texts for solos should be from the Bible or our hymnal. Instrumental music should be appropriate to a service of worship. The tradition of music at the Basilica has been of the classical nature, this is one of the many qualities that has set it apart from other Catholic Churches. The Director of Music/Organist will give final approval of all music for weddings at the Basilica of Saint John the Baptist. Hymns, sung by the full congregation, can be used at the processions or at communion. The moods of all music can be varied from lofty and serious to joyful and festive. Quiet and peaceful joy is as appropriate as jubilant praise.

## **Organist and Director of Music/Liturgy**

The Basilica Organist serves as organist for all weddings held at the Basilica. As principal musician for the wedding, the Organist and Director of Music/Liturgy is entrusted with the responsibility of determining the suitability of musical selections with the context of the Roman Catholic wedding liturgy, and must approve all music chosen for the ceremony.

## **Cantor**

If you are planning a full mass with Communion, a Basilica Cantor is required, and only experienced Basilica Cantors are permitted to serve in this capacity at weddings. This helps avoid disappointment to the couple and their families since it ensures a desirable continuity with the basilica's regular worship life, and protects the parish's mission in terms of high quality liturgy. It also helps guarantee that the service will go smoothly because presider, cantor, organist and instrumentalists are accustomed to working with each other as well as with the specific acoustical demands of the basilica. Unfortunately, we will not be able to accommodate guest singers.

## **Instrumentalists**

Instrumentalists (trumpet, violin, oboe, flute, harp, trio, quartet, quintet, etc) may be used during the ceremony. The Organist and Director of Music/Liturgy will make arrangements for the musicians used at your wedding. Musicians from the Canton, Akron, New Philadelphia and Cleveland Orchestras are used. Should you not wish the added expense of these musicians, please keep in mind that the 79 rank Basilica Organ (Kegg) can adequately provide many moods.

## **Choral Ensembles**

Occasionally couples wish to engage the services of the Basilica Choir for their wedding. When this is desired, a minimum of 9 months notice is needed to secure the entire choir. They will be conducted by the Organist and Director of Music. Music selections will be discussed during the music consultation.

## MUSIC SELECTION SHEET

		Mother's Processional	Wedding Party Procession	Bride's Procession	Recessional
1.	<i>Trumpet Voluntary</i> .....X.....X (Jeremiah Clarke)		X	X	
2.	<i>Trumpet Tune in C</i> .....X.....X.....X (Henry Purcell)		X	X	X
3.	<i>Rondeau</i> .....X.....X (Jean Joseph Mouret)		X	X	
4.	<i>Trumpet Tune in D</i> .....X.....X.....X (David N. Johnson)		X	X	X
5.	<i>Rigaudon</i> .....X.....X (Andre Campra)		X	X	
6.	<i>Te Deum Prelude</i> .....X.....X.....X (Marc-Antoine Charpentier)		X	X	X
7.	<i>The Rejoicing</i> .....X.....X (George Frederick Handel)			X	X
8.	<i>Praise the Lord</i> .....X (Sigfrid Karg-Elert)				X
9.	<i>Jesu, Joy of Man's Desiring</i> .....X (Johann Sebastian Bach)	X			
10.	<i>Air</i> .....X (George Frederick Handel)	X			
11.	<i>Tuba Tune</i> .....X.....X (C.S. Lang)			X	X
12.	<i>Hornpipe</i> .....X (George Frederick Handel)				X
13.	<i>March in D Major</i> .....X (George Frederick Handel)				X
14.	<i>Grand Choeur in G Major</i> .....X (Theodore Salome)				X
15.	<i>God of Grace</i> .....X (Paul Manz)				X
16.	<i>Now Thank We All Our God</i> .....X (Sigfrid Karg-Elert)				X
17.	<i>Fanfare</i> .....X (C.S. Lang)			X	
18.	<i>Sheep May Safely Graze</i> .....X (Johann Sebastian Bach)	X			
19.	<i>Prelude in G</i> .....X (Johann Sebastian Bach)				X
20.	<i>Toccata</i> .....X (Charles Marie Widor)				X

## ***Guidelines for Photographers and Videographers***

1. Please check in with the Basilica Rector upon your arrival. He will review our photo/video procedures with you, even if you have photographed a wedding here in the past. You are requested to provide a current business card for our files.
2. Weddings at the Basilica of Saint John the Baptist are scheduled at 1:00 PM and 6:00 PM. The setup time allowed is 1 hour before the ceremony. A maximum of 30 minutes will be allotted for pictures after the ceremony ends.
3. Photographer/Videographer personnel and their equipment are to be as unobstructive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. Posing during the liturgy, waving to the couple or distracting from the ceremony will not be tolerated. Flash photography or video lights is not permitted during the liturgy.
4. Photographers/Videographers are not permitted in the sanctuary or any other place deemed inappropriate by the Basilica staff. Video equipment cannot be obstructive and must remain stationary.
5. No photographic equipment or personnel is permitted in the organ loft.
6. Microphones and/or electric wiring cannot be taped across the aisles. The Basilica sound system is not to be tampered with in any way.
7. Photo and video lighting racks are not permitted during the ceremony.
8. All equipment and containers are to be kept on the floor, out of sight, and well out of the way of traffic patterns. Nothing should be placed in or on the pews.
9. Standing on any pews for picture taking or posing is forbidden. The altar is a sacred place, nothing should be placed upon it, nor should it be used as a prop.
10. Altar candles and church decorations may not be moved or removed.
11. Musicians may not be photographed or video taped without their explicit personal approval.
12. Because of the sacredness and formality of the wedding, proper attire is required of all personnel (suit & tie, dark clothes).
13. No Food or beverages is to be brought into the basilica. Alcoholic beverages are not permitted on basilica property.
14. All voices must be kept down during photographic sessions. Shouting is inappropriate.
15. It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.
16. Any questions about these policies must be directed to the Rector or the Organist and Director of Music/Liturgy.
17. Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the church.

# ***Guidelines for Florists and Decorators***

1. Please check-in with the Rector (priest) upon your arrival. He will review the floral/wedding décor guidelines with you, even if you have provided flowers for a wedding here in the past. You are requested to provide a current business card for our files.
2. Weddings at the Basilica of Saint John the Baptist are scheduled at 1:00 PM and 6:00 PM. The set up time allowed is 30 minutes prior to the prelude music, which begins 20 minutes before the ceremony.
3. Flower stands are not permitted in the Basilica.
4. Pew-end decorations may be used at regular intervals along the entire length of the aisle. However, they may not be attached by pinning, gluing, nailing, tacking, taping or stapling. Elastic bands, plastic pew clips or ribbon must be used.
5. Pews must never be blocked by ribbons, cords, strings, etc.
6. Aisle runners are no longer permitted.
7. Floral arrangements on the High Altar will be prepared by a professional florist. Silk flowers are not permitted in the Sanctuary or on the altar. You must use flower containers that present no danger of leaking. Any damage incurred from a leaking pot will be the responsibility of the florist.
8. Sanctuary appointments such as the ambo (pulpit), presider's chair, lectern, candle sticks, banners, altar cloths, advent wreaths, the paschal candle, Ombrellino (umbrella), Tintinnabulum (bell tree) and any other liturgical environment **may not be altered, moved or removed under any circumstances**. Keep in mind that different colors are used in the Basilica during the varying liturgical seasons throughout the year. This is a general calendar: *Advent - purple. Christmas - white. Winter Ordinary Time - Green. Lent - Purple. Easter - White. Pentecost weekend - Red. Summer Ordinary Time - Green.* Expect to find some of these colors present in the basilica or in the sanctuary. These items may not be moved, removed or altered.
9. Questions regarding any seasonal colors being used during the wedding may be directed to the Rector.
10. Rice, birdseed, confetti, flower petals, sparklers, balloons, birds, butterflies, bubbles, etc may not be used, thrown or released in the basilica or on the property. The basilica is in constant use, and because of safety, maintenance, and time concerns, these items are prohibited.
11. The only candles permitted are those already in place by the basilica staff. Candelabras, lighted or unlighted are not permitted in the basilica. Candles in the aisles or on pews are not allowed. The Basilica Unity Candle candelabra will be used at all wedding.
12. All containers used for corsage, floral arrangements, etc., must be removed from the vestibule before leaving the basilica. This is the responsibility of the attending florist, not the basilica staff.
13. No food or beverage is to be brought into the basilica. Alcoholic beverages are not permitted on the property.

14. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.
15. If you have any questions about these policies, they may be directed to the Rector or the Organist and Director of Music/Liturgy.
16. Any violation of these policies will be immediately addressed. Continued violations will result in the removal of inappropriate decorations and the dismissal of the florist and decorating personnel from the building.

# Basilica Wedding Contract

**Grooms Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**What Parish do you attend?** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Have you been married before?** \_\_\_\_\_

**If so, please list date and Church** \_\_\_\_\_

~ ~ ~ ~ ~

**Brides Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**What Parish do you attend?** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Have you been married before?** \_\_\_\_\_

**If so, please list date and Church** \_\_\_\_\_

~ ~ ~ ~ ~

**Date and Time of Wedding** \_\_\_\_\_

**Total Fees Due** \_\_\_\_\_ **Fees Paid** \_\_\_\_\_

~ ~ ~ ~ ~

**Photographer** (Name and Number) \_\_\_\_\_

**Florist** (Name and Number) \_\_\_\_\_

*We have read this document in its entirety, and understand the following: 1) All wedding fees will be paid in full two months prior to the wedding day; 2) We agree to all terms listed in this document; 3) We acknowledge that all wedding plans will be forfeited due to any deviation from said guidelines.*

**Groom** \_\_\_\_\_ **Bride** \_\_\_\_\_

**Basilica Representative** \_\_\_\_\_ **Title** \_\_\_\_\_

**Date Signed** \_\_\_\_\_ **Wedding on Calendar** \_\_\_\_\_