



Marriage Policy

The Cathedral of Saint John the Evangelist
1007 Superior Avenue
Cleveland, Ohio 44114
(216) 771 – 6666

Welcome and Congratulations

Congratulations on your engagement. This is a wonderful and exciting time as you take this first step to prepare yourselves for the rest of your lives together. Marriage is a very beautiful and wonderful vocation that God has willed for the good of husbands and wives, and their children, as well as for the sanctification of the world. This ‘Marriage Policy’ has been prepared in order to assist you with all the necessary provisions for your upcoming wedding. Please take time to read and consider it carefully. Should you decide that you would like to move forward with having your wedding at the Cathedral, or would like more information, the bride or groom should contact Fr. Sean Ralph. In the event that other particular questions arise that are not foreseen herein, a list of contacts that will be helpful to you during this time is provided below.

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| ❖ Fr. Sean Ralph , <i>Rector</i> | sralph@dioceseofcleveland.org
216-771-6666 x 5330 |
| ❖ Fr. Joselito delos Reyes , <i>Parochial Vicar</i> | jdelosreyes@dioceseofcleveland.org
216-771-6666 x 1162 |
| ❖ Deacon Matthew Lawler , <i>Deacon</i> | mlawler@dioceseofcleveland.org |
| ❖ Deacon John Sferry , <i>Deacon (retired)</i> | jssferry@dioceseofcleveland.org |
| ❖ Steven Otlowski , <i>Office Manager</i> | sotlowski@dioceseofcleveland.org
216-771-6666 x 4700 |
| ❖ Gregory Heislman , <i>Music Director</i> | gheislman@dioceseofcleveland.org
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| ❖ Joanne Laessig , <i>Wedding Records</i> | jlaessig@saintjohncathedral.com
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What is required to be able to get married at the Cathedral?

- ❖ **The first thing to take into consideration is what marriage actually is. Now that might sound obvious and silly, but it is fundamentally important. God is the author of marriage, and so, we are not free to decide what marriage is “for us;” rather, it is something that has been received through divine revelation. Thus, in order to enter into marriage, both husband and wife will have to attest through public declaration and the ascription of their signatures that they are in agreement with the Church’s understanding of marriage. The actual declaration to which you will have to give your assent is as follows:**
 - “We, in the presence of one another, individually declare our freedom to marry and our freedom from any know impediments between us. We hold marriage to be a life-long and faithful union for the mutual sharing of our life and love; it is a union which is open to the transmission of life and rearing of children; it is a union which is modeled after and symbolizes God’s ever faithful love for His people. It is this partnership of life and love that we seek in marriage and to which we publicly give our consent.”
- ❖ **Neither party can have been married previously, either in the Church, civilly, or by common law.**
 - The only exceptions to this rule, is if your previous spouse has died, or if the Church has issued a declaration of invalidity in the matter of your previous marriage.
- ❖ **At least one party must be a baptized and practicing Latin Rite Catholic, and obtain a letter of permission from the pastor of the parish where they attend, in order to be married at the Cathedral. If one of the parties lives in the territory or is a member of the Cathedral parish, a letter of permission is not required. Note: The letter that would be required of your pastor is included in this marriage packet. [BLUE FORM]**
- ❖ **Catholic individuals must be practicing members of the Church.**
 - Regular participation at Sunday Mass is a minimum. If you have not been a regular participant in the life of the Church up to this point, it’s never too late to start. Register in your parish and begin going to Mass. It is only once you have been doing this regularly, that your proper pastor will be able to sign the letter of permission that is required.
- ❖ **Contact the Cathedral office a minimum of six months prior to your intended wedding date. Although, you may certainly contact us sooner.**
- ❖ **Complete the marriage preparation process, detailed on the following pages.**
 - Please note that, if the marriage preparation process is going to take place somewhere other than the Cathedral, you will need to have the person preparing you send us the enclosed letter attesting to this. [GREEN FORM]
- ❖ **If a Catholic is marrying a non-Catholic, the Catholic party will need to be willing to promise the following:**
 - “I affirm my faith in Jesus Christ, and with God’s help, I intend to continue living that Faith in the Catholic Church. I promise to do all in my power to share the Faith I have received with our children by having them baptized and raised as Catholics.”

Overview of the marriage preparation process

- ❖ **An introductory meeting with the priest or deacon from the Cathedral Staff will take place first.**
 - It is at this time that he will determine your freedom to marry, check date availability, and then write your date into the Cathedral schedule of weddings. Please note that the finality of your wedding date is contingent upon you meeting all of the requirements for marriage and your completion of the marriage preparation process.
- ❖ **The marriage preparation process takes place over the six or more months leading up to your wedding day, under the direction of a priest or deacon.**
 - Please note, it is possible for the priest or deacon preparing you for marriage to be other than those assigned to the Cathedral. If you would like a priest or deacon from your parish, or a priest or deacon with whom you are especially close, to prepare you for marriage, that is permitted. They will need to sign and return the letter included in this wedding packet attesting to their willingness to undertake this responsibility. [GREEN FORM]
 - The preparer must turn in all marriage preparation paperwork to the Cathedral or the Chancery Office of their diocese at least 45 days prior to the wedding date.
- ❖ **You will meet with a priest or deacon regularly during the period of preparation. This usually results in five to eight meetings over the course of six to nine months, with each meeting lasting around an hour.**
- ❖ **Completion of the 'Prepare-Enrich' pre-marital inventory.**
 - This is an evaluative instrument which is taken online and will form the basis of discussion for a few of the preparation sessions. The priest or deacon responsible for your preparation will explain more about this, as well as collect your e-mail addresses so that it can be distributed to you digitally.
- ❖ **Completion of the 'Beloved' at-home component.**
 - At the end of each marriage preparation session, the priest or deacon will give you a DVD to be watched by both of you prior to your next preparation meeting. Each DVD contains two episodes, each approximately thirty minutes in length. You are asked to watch each episode together and discuss it afterwards, using the discussion questions that accompany each DVD. At your next session, the priest or deacon will ask you some questions related to what you have watched and discussed, as well as collect the DVD from you and give you the next one. The episodes may also be streamed digitally.
- ❖ **'Natural Family Planning' instruction.**
 - While most people know that Catholic Church teaching is categorically opposed to contraception, far fewer know much about natural family planning (NFP), the alternative approach to family planning promoted and encouraged by the Church.
 - Each couple is asked to complete natural family planning instruction. This may be done either in person, by meeting with a teaching couple, or by taking an online NFP course through the *Couple to Couple League*. Other online courses may also be accepted. Check with the priest or deacon preparing you for marriage for more information.

❖ Participate in a 'Pre-Cana' experience.

There are a variety of programs that fulfill this requirement and you are only required to attend one of them. Upon completion of the program, please bring a copy of the certificate to the priest or deacon preparing you for marriage.

- **Engaged Encounter** – is a diocesan program that is held locally and offered regularly. It is a weekend long experience that requires reservations, which can be made by contacting the Marriage and Family Office at 216-696-6525, ext. 2322.
- **Pre-Cana Day** – is a parish based program that usually lasts for several hours on a Saturday or Sunday. The availability of such programs can be obtained by contacting whatever parish it would be convenient for you to attend. It is also offered regularly at the Jesuit Retreat Center in Parma, Ohio. They are located at 5629 State Road, Parma Ohio 44134, and can be contacted at 440-884-9300. It is also offered at Loyola of the Lakes Retreat House at 700 Killinger Road, Clinton, Ohio, 44216, and can be contacted at 330-896-2315.
- **Cana II Day** – is a program specifically tailored to those who are entering into a second marriage. Information can be obtained by contacting the Marriage and Family Office at 216-696-6525, ext. 2322.

Documents that you will need to obtain

❖ Baptismal Certificate

- Catholics are required to obtain a recently issued baptismal certificate (*not the one that you received when you were baptized as an infant*). This can normally be done very easily by calling the parish in which you were baptized and requesting one. You can have the certificate mailed to you and then can present it to the priest or deacon preparing you for marriage.
- Non-Catholics should obtain a baptismal record if it is something that can be acquired from your faith tradition (*this can be a copy of the original*)

❖ Declaration of Invalidity (if applicable)

- If either party was previously married, you will need a copy of the declaration of invalidity that was given to you by the ecclesiastical tribunal which heard the case. If neither of you were previously married, then you will not need to obtain this document.

❖ Death Certificate for former spouse (if applicable)

❖ Marriage License

- You will need to obtain a marriage license from either the county of the bride or the groom. This is a civil document and can be obtained from the court no more than sixty (60) days prior to your wedding date, otherwise it will expire.

- Ashland County: Ashland County Probate Court 419-282-4325
142 West Second Street
Ashland, Ohio 44805
- Cuyahoga County: Cuyahoga County Probate Court 216-443-8920
1 Lakeside Avenue, Room 146
Cleveland, Ohio 44114
- Geauga County: Geauga County Probate Court 440-279-1830
231 Main Street, Suite 200
Chardon, Ohio 44024
- Lake County: Lake County Probate Court 440-350-2624
47 North Park Place
Painesville, Ohio 44077
- Lorain County: Lorain County Probate Court 440-329-5175
308 Second Street
Elyria, Ohio 44036
- Medina County: Medina County Probate Court 330-725-9703
93 Public Square
Medina, Ohio 44256
- Summit County: Summit County Probate Court 330-643-2350
209 South High Street
Akron, Ohio 44308
- Wayne County: Wayne County Probate Court 330-287-5575
107 West Liberty Street
Wooster, Ohio 44691

Offerings

The Church does not charge for the reception of Sacraments. They always remain God's free gift of His grace to us, and as such, people have a right to receive them from their proper pastors and in their proper parishes. That being said, the Cathedral is an inner city parish that is 175 years old. Maintaining the beauty and operation of the Cathedral is only possible through the generous donations of the congregation, a subsidy by the Diocese of Cleveland, and the financial assistance of other individuals and groups, such as yourselves.

By way of comparison, a survey of other churches in downtown Cleveland identified a range of \$2,000 - 5,000, as the various offerings for the use of the church building and other services associated with a wedding. The Cathedral of Saint John the Evangelist would ask for a donation of \$1500, to be made in two payments of \$750, at the beginning of your marriage preparation process, and at the very end. (*usually about a year apart*)

While we do not charge for the reception of the Sacrament of Matrimony, we would ask you to work the following donations/fees/gratuities into the budget for your wedding for use of the church building and all of the other services that will help to make your wedding day a beautiful and memorable event. With the exception of the initial deposit of \$750, all other offerings are due at your rehearsal and should be given to the wedding coordinator in their respective envelopes. The envelopes are provided in the back pocket of this wedding packet.

- ❖ \$750 deposit due at the time of your first meeting with the priest or deacon preparing you for marriage. This is required to permanently hold your wedding date.
- ❖ \$275 fee for the organist
 - If you would like to have additional instrumentalists or vocalists, these can be arranged through the music director at the cost of \$225 for each additional musician.
- ❖ \$50 gratuity for the wedding coordinator
- ❖ \$25 gratuity for the sacristan
- ❖ \$30 gratuity for the altar servers
- ❖ Envelope for the priest. (The gift amount for the priest is at your discretion.)
- ❖ \$750 remainder of the donation for the use and maintenance of the church

If you are a parishioner of the Cathedral, and have any questions concerning offerings or if there is a financial difficulty, please talk with the priest or deacon preparing you for marriage.

Livestreaming

It is possible to livestream your wedding and receive a digital copy of the livestream. This is not the same as a professionally produced video of your wedding, and requires additional staffing to operate the multiple camera system. Due to the cost of operating and maintaining the equipment, and the necessity to have a trained operator on site, there is a cost of \$300 for this service. There is also a contract that must be signed prior to the wedding. If you are interested in having your wedding livestreamed, please discuss this with the priest or deacon preparing you for marriage. [PURPLE FORM]

Planning the wedding liturgy

To assist in making your wedding liturgy here at the Cathedral one that is both prayerful and particularly meaningful to you, there are several parts of the liturgy that we would ask you to prayerfully consider and decide upon.

The Planning Guide [YELLOW FOLDED SHEET] will walk you through the specific elements of the wedding liturgy. You are asked to fill in the requested information and return it to the priest or deacon preparing you for marriage **at least 30 days prior** to the wedding. If you are not being prepared at the Cathedral, please also turn in a copy to the Cathedral Office.

- ❖ You will indicate all those who will be in the wedding procession.
- ❖ You will also indicate any other particulars, such as prayer at Mary's Shrine, sign of peace, etc.
- ❖ You will select which scripture readings you would like proclaimed. These can be found in the wedding reading booklet included in this packet.
- ❖ You will also have the option to indicate members of your family and friends who you would like to participate in the wedding liturgy in various liturgical roles. These individuals should be Catholics in good standing. The opportunities for participation are as follows:
 - One person to proclaim the first reading
 - One person to read the petitions
 - One person to proclaim the second reading
 - Two or more people to bring up the gifts

Music

Music has always been an important part of the Church's sacred rites. The Cathedral Music Director can assist you in planning musical selections that are conducive to prayer, musically well crafted, and liturgically appropriate.

To assist you in making musical selections for your wedding, a collection of Mp3s has been prepared by the Music Staff of the Cathedral. You are not limited to the music included on the flash drive; other SACRED songs that you've heard in church might also be appropriate for your wedding. The ideal music for the liturgical celebration of marriage in the Catholic Church is that which is identifiable as prayer. Each and every text is explicitly Christian and expressive of the Christian community at ritual prayer.

Favorite ballads that mention love do not necessarily speak of the mystery of Divine love. Therefore, romantic popular songs, though they may inspire religious sentiment, are not necessarily appropriate for the Sacrament of Marriage. Obviously, it is impossible to record all of the music that might be appropriate for your wedding ceremony. Your ideas and suggestions are welcomed.

Music is performed by live musicians at your wedding; pre-recorded tracks are not played during a wedding ceremony. A Cathedral-staff organist must be employed for your wedding. The Cathedral organist is capable of playing and singing the requisite Mass parts (*Gloria, Responsorial Psalm, Alleluia, Holy, Mystery of Faith, Amen, & Lamb of God*).

Additional vocal selections require that you engage a vocalist. Vocalists may be friends, relatives, or family members, provided they are capable of obtaining and learning the chosen music on their own. If you are bringing in a vocalist of your own choosing, it is best to have them sing sacred music which they have, and with which they are familiar, rather than choosing selections from this flash drive. Rehearsals with vocalists are scheduled on the day of the wedding, not at the rehearsal the evening prior.

Music for the Rite of Marriage

Part I: Processional / Recessional music (*Mp3 selections 1-10*)

❖ **Processional** music accompanies the bridal party to the altar at the beginning of the ceremony, and the **Recessional** music accompanies the exit of the bridal party and guests at the end of the ceremony. Music of this ceremonial type may also be used during the **Presentation of the Gifts**. Ten (10) selections are recorded. You need to choose two (2) selections: one for the **Processional** and one for the **Recessional**. Please note, the tempo (*speed*) of each of these selections is variable in that each may be adjusted slower for the processional and faster for the recessional. Only one minute of each selection is recorded to accommodate disk space; all selections are longer in live performance.

- 1 BEETHOVEN - Ode To Joy
- 2 CAMPRA - Rigaudon
- 3 CLARKE - Trumpet Voluntary
- 4 HANDEL - La Réjouissance from Fireworks Music Suite
- 5 HANDEL - Arrival of Queen of Sheba
- 6 HANDEL - Hornpipe from Water Music Suite
- 7 MENDELSSOHN - Wedding March
- 8 MOURET - Rondeau
- 9 PURCELL - Trumpet Tune
- 10 STANLEY - Trumpet Voluntary
- * WAGNER – Bridal chorus: Lohengrin (“Here comes the bride”) – NOT RECORDED

Part II: Instrumental & Vocal Music

- ❖ Please choose a total of five (5) or six (6) selections from either the Instrumental or Vocal selections:
- A maximum of three (3) for the Prelude, (while guests are being seated prior to the service)
 - One (1) selection for the Presentation of Gifts (Offertory)
 - One (1) selection for Communion
 - One (1) selection for the Prayer at the Shrine of the Blessed Virgin Mary (optional after Communion)
- ❖ If your ceremony is a simple Liturgy of the Word (*not a Mass*), there is no need to choose music for the Presentation of Gifts or Communion.
- ❖ If you become overwhelmed by where to place the selections in your ceremony, simply choose five (5) or six (6) selections, and the Cathedral Music Director will advise you as to where best to place them.

❖ **Instrumental Music** (*Mp3 selections 11-31*) In addition to organ, this music may be rendered by a variety of instruments. Below you will find composers, titles, and in some cases required instrumentation (*indicated in parenthesis following the title*). If a song indicates (*Trumpet*) or (*Strings*) in parentheses following the title, and you choose that song, the appropriate instrumentalist(s) will need to be hired.

- 11 BACH - Air from Orchestral Suite #3
- 12 BACH/GOUNOD - Ave Maria
- 13 BACH - Brandenburg Concerto #3 (Strings)
- 14 BACH - Largo from Concerto for 2 Violins (Strings)
- 15 BACH - Jesu Joy of Man's Desiring
- 16 BACH - Sheep May Safely Graze
- 17 BACH - Sinfonia from Cantata 156
- 18 BACH - Sleepers, Awake from Cantata 140
- 19 CORELLI - Pastorale from Concerto #8 (Strings)
- 20 HANDEL - Air from Water Music Suite
- 21 HANDEL - Largo from Xerxes
- 22 HAYDN - Andante from Concerto in Eb (Trumpet)
- 23 MOZART - Sonata In D (Strings)
- 24 MOZART - Sonata in Bb (Strings)
- 25 PACHELBEL - Canon in D
- 26 PURCELL - Sonata in D/I (Trumpet)
- 27 PURCELL - Sonata in D/III (Trumpet)
- 28 SCHUBERT - Ave Maria
- 29 TELEMANN - Concerto in D/II (Trumpet)
- 30 TELEMANN - Concerto in D/IV (Trumpet)
- 31 VIVALDI - Spring from the Four Seasons (Strings)

❖ **Vocal music** (*Mp3 Selections 32-49*) There is no need to hire a vocalist unless you choose VOCAL solos for your wedding. The Cathedral organist is capable of singing the Mass parts (*Gloria, Responsorial Psalm, Alleluia, Holy, Mystery of Faith, Amen, & Lamb of God.*) VOCAL selections for Prelude, Offertory, Communion, and the Prayer at Mary's Shrine require that you hire a vocalist; a vocalist may be hired through the Cathedral Music Department.

- 32 BACH/GOUNOD - Ave Maria
- 33 BACH - Bist du bei mir
- 34 BACH - Jesu Joy of Man's Desiring
- 35 BERNSTEIN - One Hand One Heart
- 36 FARJEON - Morning has broken
- 37 FOLEY - One Bread One Body
- 38 FRANCK - Panis angelicus
- 39 WREN - When Love Is Found
- 40 HAAS - Where There Is Love
- 41 HAAS - Wherever You Go
- 42 JONCAS - On Eagle's Wings
- 43 LANDRY - Hail Mary Gentle Woman
- 44 MOORE - Love endures
- 45 MOZART - Alleluia
- 46 MOZART - Ave verum
- 47 MOZART - Laudate Dominum
- 48 SCHUBERT - Ave Maria
- 49 SCHUTTE - Here I am Lord

Photography / Videography

Most couples choose to hire a photographer or videographer to record their wedding day. This is permitted provided a few things are kept in mind.

- ❖ **Photographers and videographers are asked to meet with the celebrant at least fifteen (15) minutes before the ceremony.**
- ❖ **The couple is asked to give their photographer and videographer the sheet of guidelines included with this marriage policy. [PINK FORM]**
- ❖ **The wedding liturgy is an action of the Church at prayer, and as such photography or videography should never interfere or disrupt the liturgical action in any way.**
 - Pictures and video are only to be taken from designated areas outlined on the sheet of guidelines.
 - Video lights and flash photography are not permitted during the ceremony, but may be used during the procession
- ❖ **Pictures may be taken after the wedding ceremony, however, you must be finished and out of the church by 1:30 pm if your wedding is at noon, or 3:30 pm if your wedding is at 2:00 pm.**

Frequently Asked Questions

- ❖ **How does parking work for my wedding?**
 - **Friday** – Complimentary parking is available from 4:00 pm–10:00 pm. Guests arriving prior to 4:00 pm will be required to pay for parking in the garage or surface lot.
 - **Saturday** – Complimentary parking is available for both morning and afternoon weddings in the surface lot.
- ❖ **Can we decorate the church with flowers or other decor?**
 - Flowers are permitted in the sanctuary, (*except during Lent*) however, no flowers may be placed on top of the altar. Please note, that due to the size and scope of the Cathedral, small arrangements are simply lost in the cavernous space. The Cathedral is grand and beautiful all by itself, so it is not necessary (*not to mention much less expensive*) to have flowers in the sanctuary.
 - Pew bows or other decorations may be attached only by ribbons or rubber-bands; the use of clips, tape, or wire is not permitted. Pew decorations may be put up no more than thirty (30) minutes prior to your wedding and must be removed by the florist or a member of the wedding party at the conclusion of the ceremony.

❖ **Is the Cathedral handicap accessible?**

- A wheel chair ramp is located on the north side of the Cathedral.

❖ **Can children be part of the wedding party/procession?**

- Children should be at least five (5) years old to take part in the procession or ceremony.

❖ **Can my pet be part of the wedding party/procession?**

- No, pets may not take part in the procession or ceremony. Only licensed guide or assistance animals are permitted in the Cathedral.

❖ **Can guests throw anything at the end of the wedding?**

- It is not permitted to throw anything which would land on the ground (rice, confetti, bird seed, flower petals, etc.). The possibility of slipping on items left on sidewalks and stairways, as well as the unsightly accumulation of litter on the Cathedral grounds, warrants this prohibition. We ask your cooperation.
- Due to environmental concerns and our proximity to Burke Lakefront Airport, the release of balloons is not permitted.
- Guests may blow bubbles or use sparklers, provided that the waste is disposed of properly.

❖ **Can we write our own wedding vows?**

- The exchange of consent is the form of the sacrament of marriage. This form is set by the Church to express what is taking place in that solemn moment. It is therefore not possible to write your own vows.

❖ **Is the use of the unity candle permitted?**

- Since the unity candle is not a part of the marriage rite, its use is not permitted at the Cathedral. If you wish to make use of the symbolism of the unity candle, we recommend that it be used at the beginning of your wedding reception.

❖ **May we incorporate ethnic or cultural religious traditions in the ceremony?**

- Many cultures have wedding traditions that are an official part of their wedding liturgies. Please consult the priest or deacon preparing you for marriage regarding the whether it is appropriate to include these in your ceremony.

❖ **Do I need to have a wedding program printed?**

- Wedding programs are optional and, if printed, may contain musical notation for congregational responses. Programs may also include a thank you note, or your new address.
- A final draft of your program **MUST** be submitted to the music director at least two weeks prior to the wedding. Only after the draft has been approved should it be taken to the printer.
- If you are having a wedding Mass, the following text explaining who is permitted to receive communion should be included:

“Catholics believe that the Eucharist is the true Body and Blood of Jesus Christ, and that our receiving of the Blessed Sacrament is the sign of our oneness and unity with Christ and His Catholic Church. We invite Catholics who are prepared and properly disposed by being in a state of grace, to come forward at this time to receive Holy Communion. Others, who are present from different faith traditions, while not able to receive Holy Communion today, are still invited to join with us in prayer and song as we long for the full unity of the Church.”

❖ **Who needs to come to the rehearsal?**

- It is important that all members of the wedding party be present for the rehearsal, as well as any individuals you have asked to proclaim the Scripture readings or read the petitions during your celebration.
- Please be prompt and on time. Do whatever is necessary to get your guests there on time; tell them the rehearsal is 15-30 minutes earlier than it is scheduled so that they won't be late.

❖ **How early should people arrive on the wedding day?**

- On the day of your wedding, the entire bridal party should be at the Cathedral thirty (30) minutes prior to the wedding. Please note that if there is a wedding before yours, they have until thirty (30) minutes prior to the next wedding to vacate the Cathedral.
- The Cathedral does not have a dressing room on the premises for the bridal party. Prior to the ceremony, the ladies may gather in the Baptistry, a room which is located off the Ninth street vestibule. This room is heated and air-conditioned.

❖ **Can a priest or deacon other than those assigned to the Cathedral preside at our wedding?**

- Yes, if you have a priest or deacon in your family, or one with whom you are especially close, you are most welcome to have him celebrate your wedding at the Cathedral. Please note that if he is a priest or deacon from another diocese, he will need to obtain a *Letter of Suitability for Ministry* to be sent to the Cathedral at least thirty (30) days prior to the wedding.
- The priest or deacon must also apply to the State of Ohio for a license to officiate at a wedding. See the website named below for the form and instructions.
<https://www.ohiosos.gov/globalassets/records/forms/8001.pdf>

❖ **Who will preside at our wedding?**

- If you do not know a priest or deacon, a priest or deacon from the Cathedral will be happy to preside at your wedding. This *may* be the priest or deacon who prepared you for marriage, but also may not be, depending on his availability and on other scheduled Cathedral events. Presider scheduling will not be finalized until 5-6 weeks prior to the wedding. Be sure to check with the Cathedral Office before including the name of the presider in any printed material.

❖ **Will my wedding be celebrated with Mass or without Mass?**

- If both of you are Catholic, then your wedding will be celebrated with Mass. However, if for some reason you are excessively late for the wedding (15 minutes), the priest who is celebrating the wedding may change to a wedding without Mass in order to allot for the loss of time by the late arrival.
- If one of you is a Catholic and the other person is a baptized Christian from another faith tradition, ordinarily a wedding without Mass is celebrated. However, if the Catholic party has a strong devotion to the Mass, there is the possibility of having a wedding with Mass through the requesting of a dispensation. This will need to be discussed with the priest or deacon who is preparing you for marriage.
- If one of you is a Catholic and the other person is not baptized, then the wedding without Mass is celebrated. No dispensation to have a Mass is possible.

❖ **When do we need to be out of the Cathedral after the wedding?**

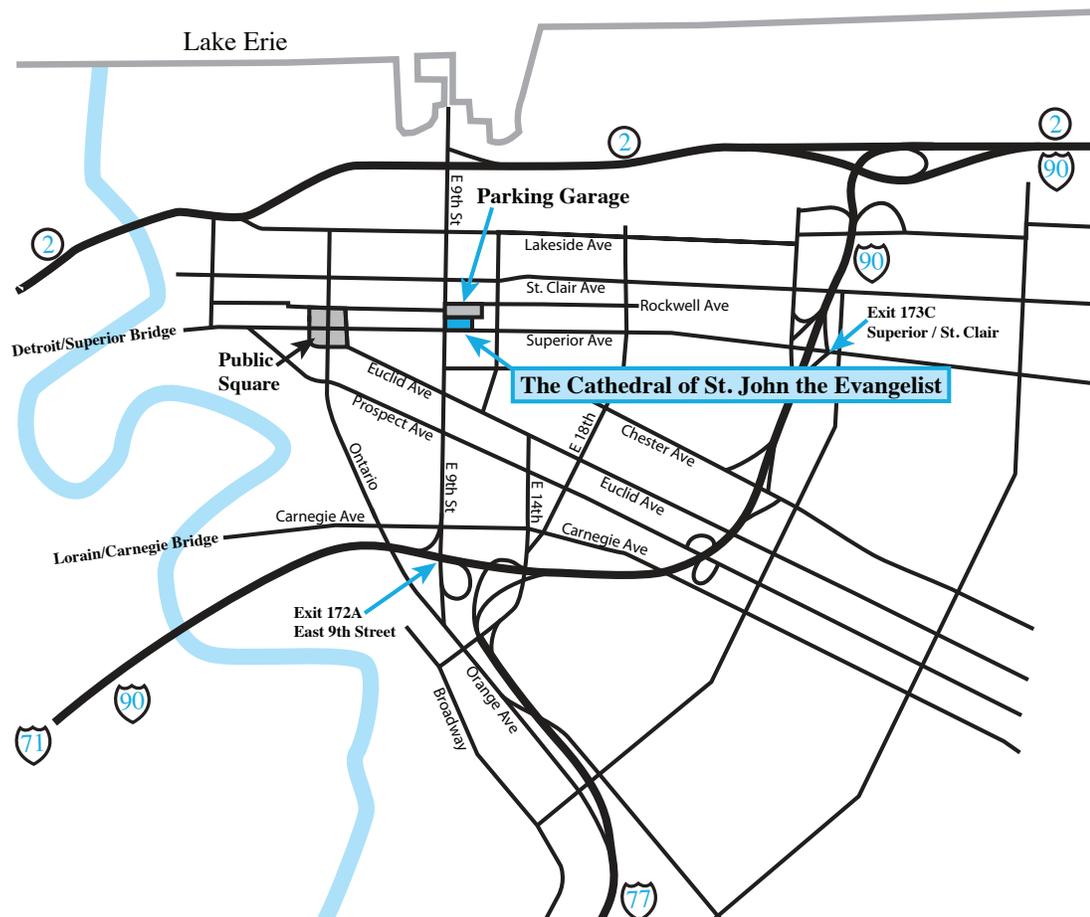
- Every couple is allotted two (2) hours for their wedding. Thirty (30) minutes prior, for setup; roughly one (1) hour for the ritual itself; and thirty (30) minutes afterward, for pictures.
- If you have the 12:00 noon wedding, you must be out of the Cathedral by 1:30 pm. If you have the 2:00 pm Wedding, you must be out of the Cathedral by 3:30 pm.

❖ **A warning about upcoming renovations.**

- Historic buildings are frequently in need of repairs and renovations. In upcoming years, the Cathedral will be undertaking a series of interior and exterior renovation projects. These include, but are not limited to: painting, plaster repair, & re-lighting. At this time, we are unable to predict when specific interior and exterior projects are going to take place. Meaning, that, at times, there may be lifts setup inside or outside of the building, as well as the need to block certain entrances to the Cathedral. Inside the church, scaffolding may also be set up.
- None of these projects will preclude your wedding from taking place, nor will it prohibit the normal things one expects at a wedding – walking down the aisle, pictures, accommodation of your guests, etc. However, we want you to be aware that some of the above mentioned projects may be taking place on your wedding date and that things like scaffolding may be visible.

❖ Directions to the Cathedral?

- Freeway directions to Cathedral from East of Cleveland
 - ❖ Take I-90 West toward Cleveland. Take Exit 174B - OH-Rt 2 “Downtown Cleveland.” After 1 mile take the exit for East 9th Street. At end of the ramp, take a left at the stop sign onto East 9th. The Cathedral will be on the left between the 3rd and 4th traffic light. Take a left at the 3rd light (*before the Cathedral*) onto Rockwell.
- Freeway directions to the Cathedral from West of Cleveland via I-90
 - ❖ Take I-90 East, toward Cleveland. Take the exit for East 9th Street; the exit ramp will put you on East 9th Street going North toward the Cathedral. After 0.8 miles the Cathedral will be on your right side (*immediately after crossing Superior Avenue.*) After passing the Cathedral, take the first right onto Rockwell Avenue.
- Freeway directions to the Cathedral from South of Cleveland via I-71
 - ❖ Take I-71 North, toward Cleveland. I-71 will end and join I-90 Eastbound. Take the exit for East 9th Street; the exit ramp will put you on East 9th Street going North toward the Cathedral. After 0.8 miles the Cathedral will be on your right side (*immediately after crossing Superior Avenue.*) After passing the Cathedral, take the first right onto Rockwell Avenue.
- Freeway directions to the Cathedral from South of Cleveland via I-77
 - ❖ Take I-77 North toward Cleveland. Take exit 163 toward East 9th St. Merge onto East 14th St. Take the first right turn at Orange Ave/US-422. Take the next right turn onto East 9th St. Go north 0.8 miles. After passing the Cathedral, turn right onto Rockwell.



Checklist

- Initial meeting with the priest or deacon who is preparing you for marriage
 - Additional Meeting Date: _____
 - Additional Meeting Date: _____
 - Set wedding date and time in the Cathedral calendar.
 - Set rehearsal date and time in the Cathedral calendar.
 - Deposit of \$750 made to the Cathedral. (*Make checks payable to: St. John Cathedral*)
 - Complete the 'Prepare-Enrich' pre-marital inventory.
 - Obtain and turn in baptismal certificates (*six (6) months prior to your wedding*).
 - Complete Natural Family Planning instruction.
 - Complete & return 'Beloved' DVDs before final the meeting with preparer.
 - Does Marriage Matter / Entering the Story of Marriage
 - Love Revealed / Total Gift of Self
 - A Sacramental Bond / Real Challenges, Real Love
 - Christ at the Center / A Deeper Unity
 - Conflict and Communication / Building a Thriving Marriage
 - Protecting the Bond / Sexuality and Authentic Love
 - Pre-Cana experience (*sometime before your wedding date*).
 - Give guidelines to photographer / videographer.
 - Contact the Cathedral Music Director (*60 days prior to the wedding*) due: _____.
 - Complete and turn in the liturgy Planning Guide (*before last session with preparer*)
(*Get a copy to the Cathedral no later than 30 days prior to the ceremony*) due: _____.
- If you are being prepared outside of the Cathedral parish, but in the Diocese of Cleveland:*
- Completed marriage file turned in to the Cathedral
(*at least thirty (30) days prior to wedding*) due: _____.
- If you are being prepared outside of the Diocese of Cleveland:*
- Completed marriage file turned in to the Chancery by your preparer
(*at least forty five (45) days prior to wedding*) due: _____.
- Obtain Marriage License no more than sixty (60) days prior to the wedding (*and bring to the rehearsal*).
 - Go to Confession (*for Catholic individuals*)
 - Remaining donations / fees in the envelopes (*bring to rehearsal*).
(*envelopes are located in the back pocket of this packet*)



The Cathedral of St. John the Evangelist

1007 SUPERIOR AVENUE
CLEVELAND, OHIO 44114-2582
(216) 771-6666

Dear Father Sean Ralph,

In accord with Canon 1118 of the 1983 Code of Canon Law, I the undersigned pastor of the person listed below, hereby grant permission for him / her to be married outside their proper parish in the Cathedral of Saint John the Evangelist.

I further acknowledge that he / she is a registered and practicing member of my parish.

Sincerely in Christ,

Title: _____

Name: _____

Signature: _____

Parish: _____

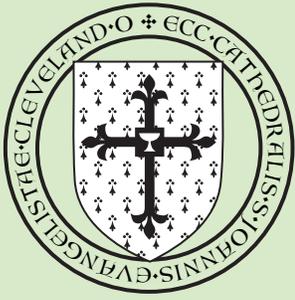
Address: _____

Phone: _____

Parishioner: _____

Wedding Date: _____

* Please return this form to the Cathedral as soon as it is completed.



The Cathedral of St. John the Evangelist

1007 SUPERIOR AVENUE
CLEVELAND, OHIO 44114-2582
(216) 771-6666

Dear Father Sean Ralph,

I, the undersigned priest or deacon, acknowledge that I have met with the couple listed below and am resolved to prepare them for the Sacrament of Matrimony, which will take place at the Cathedral of Saint John the Evangelist.

Upon completion of the marriage preparation process, I will forward the pre-nuptial file to the Cathedral, either by mailing it directly, if the preparation is to take place in the Diocese of Cleveland, or by sending it through my chancery if I am outside the Diocese of Cleveland. I will do this prior to: 30 days before the wedding date, if prepared in the Diocese of Cleveland or 45 days before the wedding date, if prepared outside the Diocese of Cleveland

Sincerely in Christ,

Title: _____

Name: _____

Signature: _____

Address: _____

Phone: _____

Bride: _____

Groom: _____

Wedding Date: _____

* Please return this form to the Cathedral as soon as it is completed.



The Cathedral of St. John the Evangelist

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We acknowledge that we have read and will abide by the guidelines provided for weddings at the Cathedral of St. John the Evangelist. Further, we will abide by the deadlines provided therein.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____



The Cathedral of St. John the Evangelist

1007 SUPERIOR AVENUE
CLEVELAND, OHIO 44114-2582
(216) 771-6666

Photographer / Videographer Guidelines

Bride: _____ Groom: _____

Wedding Date: _____

Photographic Company: _____ Phone: _____

Person who will be
in the Cathedral on the day of the wedding: _____

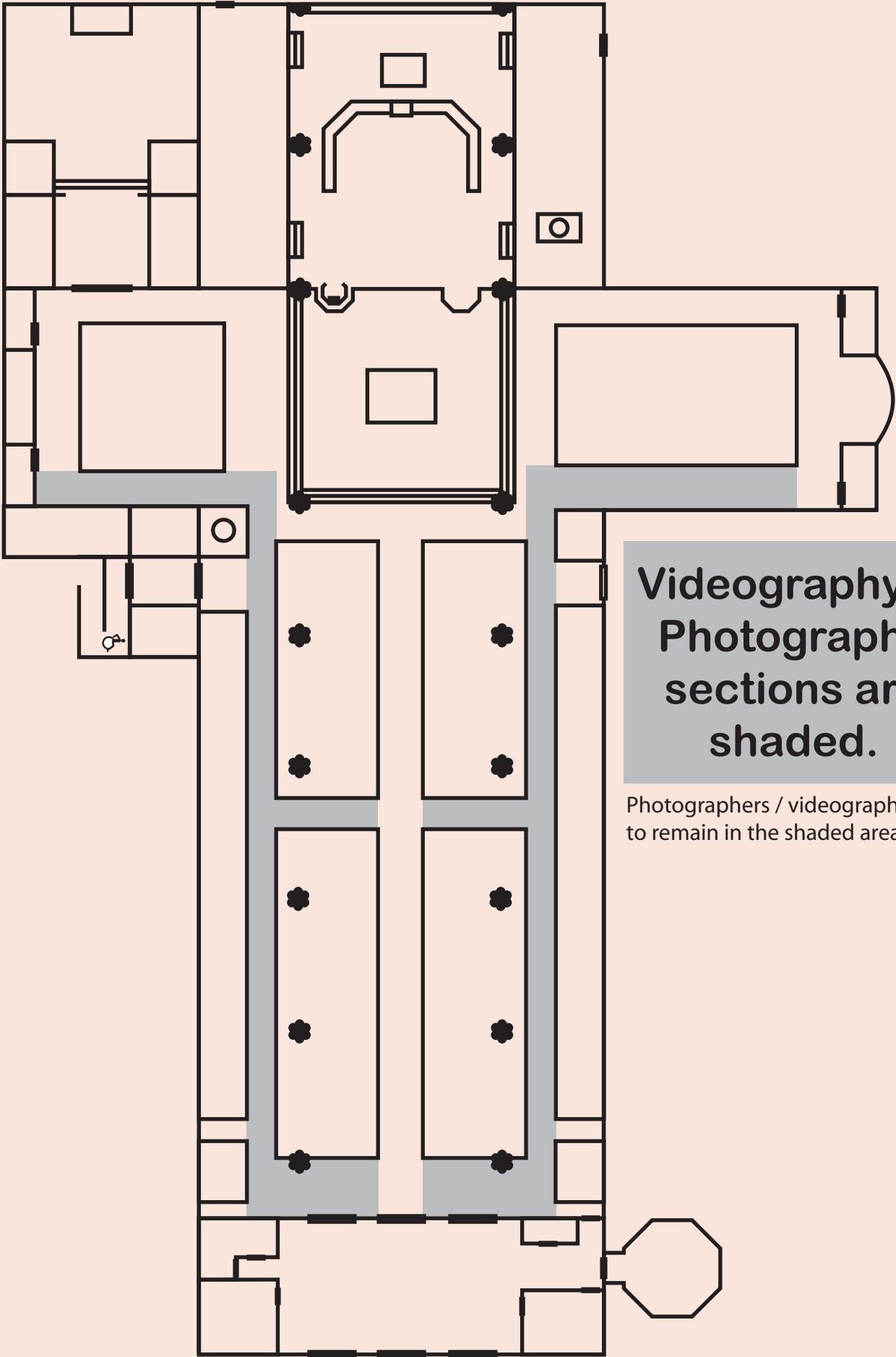
Photographer

Videographer

Photography / Videography Regulations

The photographing or filming of a wedding should never cause a distraction or interruption to the flow and focus of the ceremony. Photographing and filming are permitted during the ceremony with the following restrictions:

- The photographer / videographer is to contact the presider at least fifteen (15) minutes prior to the ceremony.
- Photographers / videographers are permitted to take pictures from the designated photography/videography locations indicated on the reverse of this form. They are not permitted to roam the Cathedral during the ceremony.
- Video lights and flash photography are not permitted during the ceremony, but may be used during the procession.



Videography & Photography sections are shaded.

Photographers / videographers are to remain in the shaded areas.

TECHNOLOGY SERVICES AGREEMENT

This Agreement (the "Agreement") is made effective on the ____ day of _____, 2022 (the "Effective Date") by and between the Cathedral of St. John the Evangelist ("Cathedral") and _____, ("Recipient"):

WHEREAS, Recipient desires that the Cathedral provide technology services for the Recipient at the _____ [Type of event - i.e, wedding, funeral, etc.] for _____ [Name of participants] on _____ [Date] at _____ [Time](the "Event"); and

WHEREAS, the Cathedral is willing to provide technology services for the Event under the following terms and conditions.

NOW THEREFORE, the parties agree as follows:

1. Term. This Agreement will become effective on the Effective Date and will continue in effect until the Cathedral completes the services to be provided hereunder.

2. Fee. The Cathedral will perform the technology services provided for hereunder for a fee of \$300 ("Fee"). The Fee shall be paid on or before _____ [Date].

3. Services. The Cathedral shall provide technology services for the Event as selected from the list below ("Services"). In performing the Services, the Cathedral shall be responsible for providing its own equipment. If the Services include recording, the Cathedral will record the Event in a manner and using methods and equipment that the Cathedral determines are appropriate in its sole discretion (the "Recordings").

- a) Livestream. The Cathedral will livestream the Event. The event will be streamed on a website or platform that the Cathedral approves, in the Cathedral's sole discretion. The Cathedral may, in its sole discretion, provide such livestream on a password-protected platform.
- b) Recording. The Cathedral will provide a copy of the Recording, as edited, in a hard copy or digital format to Recipient within a reasonable time following the Event.
- c) Livestream and Recording. The Cathedral will livestream and record the Event. The Event will be streamed on a website or platform that the Cathedral approves, in the Cathedral's sole discretion. The Cathedral may, in its sole discretion, provide such livestream on a password-protected platform. The Cathedral will provide a copy of the Recording, as edited, in a hard copy or digital format to Recipient within a reasonable time following the Event.

4. Music and Written Works. Recipient shall obtain prior written permission from Cathedral to use any music and/or written works (i.e., poems, book excerpts, etc.) during Event. The Cathedral, in its sole discretion, may reject Recipient's use of any music and/or written works.

5. Notice to Attendees. Recipient understands and agrees to provide all attendees with notice that the Event will be livestreamed and/or recorded and that such livestream and/or recording may include any attendees name, image, likeness, spoken words or work in any form and that such name, image, likeness, spoken words or work in any form may be displayed, released, exhibited, published, or distributed for any lawful Cathedral or Diocesan use or purpose including, without limitation, use on bulletin boards, websites, social media sites, print and electronic media, public relations and communications materials and/or presentations, and any other uses as may not be contemplated herein, without further notice or compensation.

6. Ownership and Use of Recordings. Cathedral and Recipient shall be joint owners of the Recordings, with Recipient's ownership rights vesting when the Fee is paid, provided, however, that the Cathedral shall not be obligated to provide a copy of the Recording to the Recipient other than in its final edited state and Cathedral shall have the sole right to edit the Recordings in its sole discretion prior to distributing a copy to Recipient. Either party may use the Recordings, in whole or in part, for any lawful purpose. Each Party agrees to indemnify the other party from and against any and all claims, losses, damages, or expenses (including reasonable attorney fees) to the extent arising from or relating to the

indemnifying party's use of the Recordings. This paragraph shall survive the termination or expiration of this Agreement.

7. Warranty. Cathedral does not warrant that the Services will be provided without error, interruption, or defect. Furthermore, Cathedral does not guarantee that Services will include specific components of the Event.

8. Limitation of Liability. In the event the Cathedral fails to provide Services for any reason, the Cathedral's liability under this Agreement shall be limited to providing Recipient a refund of the amount of the Fee paid by Recipient.

9. Indemnification. To the fullest extent allowed by law, Licensee covenants and agrees to indemnify, defend and hold harmless the Cathedral, the Catholic Diocese of Cleveland, the Bishop of the Catholic Diocese of Cleveland and their respective pastors, members, officers, agents, employees, contractors, licensees or invitees from and against any and all claims, damages, losses, costs, judgments or expenses, including but not limited to, reasonable attorney's fees and professional fees and litigation costs, caused by, arising out of, or related to any failure to perform any agreement or obligation to be performed by Recipient under this Agreement.

10. No Authority to Bind or Obligate. This Agreement does not authorize or appoint the either party as a general business agent or legal representative of the other, and neither party shall have any right or authority to assume or create any obligation or responsibility, express or implied, on behalf of or in the name of the other or to bind the other in any manner or thing whatsoever other than for purposes directly related to the performance of the Services.

11. Assignment. No obligations of either party required may be assigned or delegated without the prior written consent of the other party.

12. Miscellaneous. This Agreement contains the entire agreement between the parties with respect to the matters covered herein and it supersedes and replaces any prior communications or agreements (whether oral or written) between the parties about the matters covered herein. This Agreement may not be amended or modified except in writing. This Agreement, and any dispute concerning this Agreement, shall be governed by the laws of the State of Ohio. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives, successors and permitted assigns, except as expressly provided otherwise. Nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership or of joint venture or of lessor and lessee between the parties hereto. This Agreement may be executed in multiple counterparts, and the signature of any party to any counterpart is a signature to and may be appended to any other counterpart. Facsimile counterparts or counterparts sent by e-mail shall be deemed to be originals for all purposes. The failure of either party at any time to exercise any of its rights under this Agreement will not be deemed to be a waiver of those rights or any other rights hereunder.

Signed and agreed to by the parties on the following dates:

RECIPIENT

CATHEDRAL

By: _____

By: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

