

## Church of Our Lady of Victory Wedding Policy & Fee Schedule

### POLICY:

1. Parishioners should arrange a date with the parish secretary and priest.
  - a. This date will be confirmed once the preparation work is underway.
  - b. Parishioners are those who are on the parish registry, *who participate regularly in our weekend liturgies, who partake in parish life in some form of ministry, and who support the parish financially according to their means with some consistency.*
  - c. Once a young person graduates from high school and attends college they are still considered a member of the parish under their family registration until they graduate and begin work away from home.
  - d. Sons and daughters of registered active parishioners are welcome to celebrate their wedding at Our Lady of Victory. It is their family home. A contract will be given at the time of booking. The down payment to hold the date is to be returned with the signed contract before the date is finalized.
2. Recent members of the church community:
  - a. If a couple wants to join the parish to celebrate their wedding at Our Lady of Victory, a wedding date will be given only after they have been members for six months.
  - b. During this time they will be given a chance to exhibit their seriousness in being a member of the parish by participation at weekend Mass, support of the parish through the use of contribution envelopes and in their choice of particular service to the community.
  - c. After six months and consultation with the pastor, a date may be given.
  - d. Exceptions will be considered for those recently moving to Fergus Falls.
3. Couples who are not members of Our Lady of Victory Parish
  - a. These couples must be registered and active members of a parish in the Roman Catholic Church.
  - b. Non-parishioner weddings are permitted on Saturday afternoons when the following requirements are met:
    - i. Clear the date with the pastor of Our Lady of Victory
    - ii. A letter of the pastor of the parish where they are registered giving the pastor of Our Lady of Victory permission to witness the marriage. This is called “delegation”.
    - iii. Agree to the policies for weddings at Our Lady of Victory.

## FEE SCHEDULE:

### **Parishioners:**

Monetary gifts of gratitude are welcomed but not required. If you require use of the Fellowship Hall, St. Joseph's room, or the School Gym please see the parishioner pricing schedule (pg. 8).

### **Non-Parishioners:**

\$650 for non-parishioners

This fee covers the following services:

1. Use of the Church facility; a priest or deacon who witnesses your wedding;
2. A wedding liturgy and music planning session;
3. Marriage preparation meetings with the pastor or his delegate;
4. Copyright fees for music/text for programs.
5. Use of the St. Joseph's Room for wedding party (bride, bridesmaids, groom, groomsman)
6. Use of the Fellowship Hall for a reception.

Music:

1. An Our Lady of Victory keyboardist and song leader are available upon request. All scheduling is to be handled directly with the musicians. They are compensated separately. They are accustomed to singing in our church and are familiar with Catholic liturgy and how it is celebrated in our church. They also are familiar with the sound and lighting system.
2. Other singers and musicians are permitted, but must comply with Our Lady of Victory policies.

## DEPOSITS

1. **Non-parishioners only:** A non-refundable down payment of \$100, payable to Our Lady of Victory, is required along with the attached signed contract to hold the date. The balance is due two weeks before the wedding.
2. **Parishioners:** Please sign the attached contract to hold the date.
3. If the Fellowship Hall is being used for the reception then a refundable \$200 damage deposit payable to Our Lady of Victory Church is also due at the time of reservation.
  - a. Please note that all receptions must be scheduled for following the Saturday evening mass.

Two (2) weeks before the wedding, the parish office also needs to receive these items:

- The Marriage License
- A check made out to the Our Lad of Victory keyboardist you've engaged, with his/her name on the check for the agreed upon amount
- A check made out to the Our Lady of Victory song leader you've engaged, with his/her name on the check for the agreed upon amount
- A check made out to Our Lady of Victory for the balance of the fee (\$550 for non-parishioners)

The parish business manager or priest will make sure the musicians receive their checks before the wedding liturgy begins.