



OUR LADY, QUEEN OF THE MOST HOLY  
ROSARY CATHEDRAL

# *Wedding Guidelines*

**Congratulations on your engagement and upcoming wedding!** Rosary Cathedral is honored you have considered us as an integral part of your marriage celebration. Listed in this packet are answers to the most frequently asked questions many couples have when planning their wedding.

**REQUIREMENTS:**

***The wedding needs to be scheduled at least six-months prior to the date of marriage.*** This requirement ensures the couple has adequate time for their pre-marriage classes and retreat.

Regarding a wedding at Rosary Cathedral, either the bride and/or the groom **must** be a baptized, active Roman Catholic in good standing with the Church. For a Catholic, it is also a time to renew one's commitment to live a faith-filled life as an active registered member of a Catholic parish. While you do not need to be a registered member of Rosary Cathedral, we will need a current certified copy of your baptismal record with notations from your church of baptism. All weddings at Rosary Cathedral are the Catholic Sacrament of Matrimony.

**If either party has previously been married**, whether civilly or religiously, there are additional steps that will need to be taken prior to booking a wedding at the cathedral. Please contact the Parish Office for more information.

**COST:**

**The fee for a wedding at Rosary Cathedral is \$1,500.00.** This includes the cost of using the cathedral, the organist, the cantor, and the wedding coordinator who will be present for the rehearsal and for the wedding. If a couple desires instrumentalists in addition to our organist, additional fees will apply.

Once a wedding date has been scheduled in the Rosary Cathedral calendar, a **\$250.00 non-refundable deposit** is due within two weeks of booking to reserve your date. The remaining balance is due **one (1) month before the wedding date.**

**TIMES:**

Weddings are scheduled on **Saturdays at 11:00am or 2:00pm** to ensure that wedding parties have use of the facilities for an adequate amount of time while also respecting our regular parish liturgies. **Friday weddings can be scheduled at 4:00pm or 6:00pm.** Couples have use of the cathedral for one hour prior to their ceremony, and up to an hour afterward for pictures. Due to our liturgy schedule, the wedding party **must** be out of the cathedral by 1:00pm for a morning wedding, and 4:00pm for an afternoon wedding (6:00pm or 8:00pm for a Friday wedding).

**DATE RESTRICTIONS:**

According to the universal law of the Catholic Church, no weddings may be scheduled on All Saints Day (November 1), All Soul's Day (November 2), Holy Thursday, Good Friday, and Holy Saturday.

At Rosary Cathedral, we also do not schedule weddings on the Saturday before Palm Sunday, the week between Christmas and New Year, on New Year's Eve, and during the Thanksgiving holiday. We also do not schedule weddings the Saturday before any major holiday such as Memorial Day and Labor Day. Additionally, the Old West End festival in our neighborhood takes place on the first weekend of June so we will not schedule a wedding during this time.

Please note that as the cathedral for the Diocese of Toledo, there are many special liturgies that take place during particular seasons, such as Confirmations during Lent, so this will limit the availability of the cathedral.

**REHEARSAL:**

Every wedding is required to have a rehearsal prior to their ceremony to walk through the liturgy. Rehearsals are typically scheduled the evening before the wedding at 4:00pm, 5:00pm, or 6:00pm, and last about an hour. Other arrangements can be made on a case-by-case basis. Contact the Parish Office *at least* two months in advance of your wedding to schedule your rehearsal.

In the event that two weddings are booked on the same day, the wedding that was booked first will have the first choice of rehearsal time.

Everyone who has a part in the wedding ceremony should be in attendance at the rehearsal. This includes but is not limited to: the entire wedding party, parents of the couple, flower girls/ring bearers, readers, Eucharistic ministers, and altar servers. Please ensure that the priest/deacon who is presiding at your wedding is available for your selected rehearsal time. If a key member of the ceremony is not at the rehearsal, they must arrive at least half an hour before the wedding start time and speak to the Parish Wedding Coordinator immediately in order to receive instruction.

**PRESIDER:**

Couples may invite a Roman Catholic priest of their choice to guide the wedding preparation and to preside at the wedding Mass (with Communion). A Catholic deacon can do the preparation for a couple and can preside at a Catholic ceremony (without Communion). **The name, parish, and address of the priest or deacon needs to be sent to the Parish Office as soon as possible, or at least 6 months prior to the wedding date.** Rosary Cathedral does have a list of priests and deacons in the Toledo area that the couple may contact to preside at their wedding.

**PARISH WEDDING COORDINATOR:**

All weddings scheduled in our Cathedral must be supervised and coordinated by the Parish Wedding Coordinator. The service of the Wedding Coordinator is not optional, as they represent the Cathedral to every couple planning to marry here. You may bring your own Wedding Planner; however, the parish coordinator will still be present. The Parish Wedding Coordinator, collaborating with your presider, will run the rehearsal, not your wedding planner. The coordinator will be available the day of your wedding before, during, and after the ceremony to oversee all the many details of your ceremony.

**DECORATION:**

We are blessed to have such a magnificent Cathedral and encourage couples to keep in mind that oftentimes decorations can get lost in the visual impact of the space. The general Sanctuary décor for the parish's liturgical life will remain in place for weddings. If you would like an idea of what arrangements will be in place during your wedding, please contact the Parish Office.

Weddings held during the seasons of Advent and Lent should reflect the restraint of such liturgical seasons. If a wedding is scheduled during these times, it is to be understood that the somber décor and symbols reflecting these seasons will remain in place during all weddings. Décor denoting the season of Christmas, such as poinsettias and Christmas trees, may not be used outside of the Church's Christmas season (December 24 – the Feast of the Baptism of the Lord in January). Likewise, during the months of May and October, a statue of Our Lady of the Rosary will be placed on a stand in the sanctuary and will not be moved for a wedding.

Floral arrangements are permitted but, if they are live arrangements, *must* have a tray under them to protect our floors. Pew bows are also permitted as long as they are tied or hung from the pews – no tape or wire may be used.

**Aisle and Outside Guidelines:** We do not permit anything to be thrown or placed on the floor in the cathedral. Flower girls are not allowed to throw petals as they are slippery and are not easily cleaned up. No wagons, strollers, etc. are permitted for the flower girl or ring bearer to ride in. We also recommend flower girls and ring bearers be at least four years of age.

Aisle runners are prohibited. Balloons are not allowed in the cathedral.

The Old West End Association, and the cathedral, prohibit anything being thrown on the steps or pavement outside the cathedral (rice, petals, confetti). Couples are welcome to blow bubbles, ring bells, make ribbon wands, etc. on the front steps.

#### **PLANNING THE LITURGY:**

The Catholic Church as a selection of readings and prayers they recommend couples use for their weddings. At the Cathedral we can provide couples with the *Together for Life* booklet to assist their planning. This booklet also aligns with the “Reading Planning Form” found on our [website](#). For a copy of the booklet, contact the Parish Office. All reading selections need to be returned to the Parish Office at least six weeks prior to your wedding.

#### **WEDDING MUSIC:**

All music questions and selections will need the approval of Paul Monachino, the Director of Liturgical Music and Organist. A music packet with song options and examples is available on our [website](#). Since this is a Catholic liturgy, only music approved by the Catholic Church can be used. Secular songs will not be allowed as part of the liturgy.

Rosary Cathedral also works with a number of different instrumentalists (trumpets, strings, horns) that can be included in the wedding liturgy depending on availability. The additional fees associated with the instrumentalists are the responsibility of the couple and in addition to the wedding fee.

Please refer to the “Wedding Music Guidelines” on the [website](#) for more information. For questions, contact Paul at [pmonachino@toledodiocese.org](mailto:pmonachino@toledodiocese.org) or 419-244-9575 option 5.

#### **PHOTOGRAPHY/VIDEOGRAPHY POLICY:**

A policy will be made available for you to give to the photographers and videographers of your wedding. This document details where they can take pictures in the Cathedral during your ceremony. It needs to be signed and returned to the Parish Office one month before your wedding. Drones are not permitted to be used either inside or over the cathedral.

#### **ADDITIONAL GUIDELINES:**

**No food or drink** is to be brought into the cathedral. Bottled water is permitted. We are grateful if these are not left behind in the pews as the next event often follows immediately after your wedding.

**Intoxicating beverages and other mind-altering substances** are prohibited on Cathedral property both inside and outside the church, including sidewalks and parking lots. Any members of the wedding party who appear to have these substances in their system, regardless of where they used them, will be asked to step down from participating in the liturgy. If the bride or groom is found to be intoxicated, the wedding will be cancelled without refunding the fees.

Additionally, Rosary Cathedral is a **smoke-free campus** in all public and private areas, including sidewalks and parking lots. This encompasses all tobacco products including, but not limited to, cigarettes, cigars, pipes, and vapes.

In order to maximize your allotted time for pictures following the wedding, we encourage the couple to have their **receiving line at their reception** and not following the wedding Mass or ceremony. A “tunnel” for the couple to walk through and take pictures on their front step is allowed. Our Wedding Mass Coordinator can assist in moving guests into position or ushering the couple and wedding party back inside for pictures.

The **unity candle**, colored sand, water, cross pieces, and the like are not done during Catholic wedding ceremonies according to the New Rite of Matrimony.

**ORDER OF PROCESSION FOR A WEDDING  
AT ROSARY CATHEDRAL**

**CROSS BEARER**

(Select a family member to be Cross bearer)

**SERVERS**

**CELEBRANT**

**GROOM**

(Alone or with Parents)

**BRIDESMAIDS AND GROOMSMEN**

**RING BEARER AND FLOWER GIRL**

**MAID OF HONOR AND BEST MAN**

**BRIDE**

(With One or Both Parents)

**WEDDING CHECKLIST**

- \_\_\_\_\_ Schedule wedding date and time with Parish Office
- \_\_\_\_\_ Pay \$250.00 non-refundable deposit to reserve date and time  
 Due within two weeks of booking  
 Payable by cash, check to Rosary Cathedral,  
 or online via credit card or bank withdrawal  
 Please notify Parish Office when it's been sent
- \_\_\_\_\_ Complete [Wedding Reading Form](#) on our website six weeks before your wedding
- \_\_\_\_\_ Complete [Wedding Music Planning Form](#) on our website six weeks before your wedding
- \_\_\_\_\_ Remaining balance of \$1,250.00 is due one-month before your wedding
- \_\_\_\_\_ Photography/Videography Policy signed and returned one month before your wedding

**NOTIFY PARISH OFFICE**  
419-244-9575 or [office@rosarycathedral.org](mailto:office@rosarycathedral.org)

- \_\_\_\_\_ Mass (with Communion) or Ceremony (without Communion)
- \_\_\_\_\_ Schedule Rehearsal date and time: \_\_\_\_\_

**Presider for your wedding:**

Name: \_\_\_\_\_ Parish: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Diocese: \_\_\_\_\_

**Marriage Prep (if different from presider):**

Name: \_\_\_\_\_ Parish: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Diocese: \_\_\_\_\_

**Wedding Planner/Coordinator (if applicable):**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Address: \_\_\_\_\_

**ITEMS NEEDED DURING MARRIAGE PREPARATION**  
to be given directly to priest/deacon doing marriage preparation

- \_\_\_\_\_ Copy of [Engaged Couples Conference](#) Certificate
- \_\_\_\_\_ Request a Baptismal Certificate with Notations from the church you were baptized at  
This document should be dated within six months prior to your wedding  
The church should send these directly to the priest/deacon doing your preparation
- \_\_\_\_\_ Documents of Divorce or Annulment, or Death Certificate, from previous marriages

If prepared in the Diocese of Toledo, the priest or deacon needs to send all documents to Rosary Cathedral eight weeks before the wedding.

If prepared outside of the Diocese of Toledo, the priest or deacon needs to send all documents for the wedding to their diocese first for approval and then the paperwork will be sent to the Diocese of Toledo Chancery. Our Chancery will send them to Rosary Cathedral. This process usually takes several weeks so please plan accordingly so they arrive to us eight weeks before the wedding.



If you have further questions regarding anything not listed here,  
or need further clarification, please contact the Parish Office.

Phone: 419-244-9575 option 0  
Email: [office@rosarycathedral.org](mailto:office@rosarycathedral.org)  
[www.rosarycathedral.org/sacraments/matrimony](http://www.rosarycathedral.org/sacraments/matrimony)