

***Congratulations on your engagement! The following information may be helpful as you decide if you would like to be married at the Basilica of the Immaculate Conception.***

**Associated Costs for the Celebration of the Rite of the Sacrament of Marriage (during / outside of the Eucharistic Celebration).**

**1. Destination Wedding: Persons outside the Diocese of St. Augustine**

- a. The cost for the use of the Church is \$1500.
- b. The cost of hiring musicians is additional, and payments are handled between you and the musicians.
- c. Stipends for the Priest(s), Deacon(s), and Altar Server(s) who assist with the celebration of the Rite of Marriage are also additional and the exchange of those funds are handled between you and them.
- d. The cost of liability insurance is not included in this price.

**2. Destination Wedding: Persons within the Diocese of St. Augustine**

- a. The cost for the use of the Church is \$1000.
- b. The cost of hiring musicians is additional, and payments are handled between you and the musicians.
- c. Stipends for the Priest(s), Deacon(s), and Altar Server(s) who assist with the celebration of the Rite of Marriage are also additional and the exchange of those funds are handled between you and them.
- d. The cost of liability insurance is not included in this price.

**3. Parishioners of the Basilica (Registered for a minimum of 8 months)**

- a. The Cost for the use of the Church is \$500
- b. Either or both of the engaged couple must themselves be parishioners of the Basilica
- c. The cost of hiring musicians is additional, and payments are handled between you and the musicians.
- d. Stipends for the Priest(s), Deacon(s), and Altar Server(s) who assist with the celebration of the Rite of Marriage are also additional and the exchange of those funds are handled between you and them.
- e. The cost of liability insurance is not included in this price.

**Booking your Marriage Celebration in 5 easy steps:**

1. Contact the parish wedding coordinator to inquire about availability for the date and time that you wish to be married.
  - a. Initial contact / inquiry can be made for you by any person you delegate to seek information
  - b. Booking a date, and all further conversations must be between the parish staff, in particular the Parish Wedding Coordinator, and either the Bride or the Groom.
2. Before your wedding is placed on the calendar of the Basilica, the priest(s) or deacon(s) who will officiate at the wedding and/or coordinate marriage preparation must send an email confirming that he commits to officiate at the wedding and/or is assuming responsibility for the couple's preparation. This confirmation email must also state that the celebrant priest or deacon commits to provide a Letter of Good Standing issued by his diocese (if from another diocese).
3. A deposit of \$100 will secure your 'tentative' wedding date at the Basilica.
4. After you have decided upon who the celebrant of the Rite of Marriage and / or the person leading your Marriage Preparation will be, and we receive the necessary documents from that / those persons, a further deposit of \$250.00 is due in order to confirm your tentative date.
  - a. The balance owing is due two (2) months before the wedding.
  - b. Your deposits will apply if you change your date but will not be refunded if you cancel your wedding here at Immaculate Conception.
5. After your date is confirmed and the deposit is received by the parish, you will need to purchase a liability insurance policy for the day of your wedding. The cost is \$100 and is not included in the cost for the use of the Church. Further instruction will be provided for you upon contacting the office. Currently, the insurance company allows you to acquire the insurance 6 months prior to your wedding date. We ask that you acquire the insurance 4-6 months from your wedding date and submit the certificate / proof of insurance at least 3 months prior to your wedding date.

## Required Marriage Preparation

- Couples who are preparing for Marriage who reside in the Diocese of St. Augustine are to begin marriage preparation no less than eight (8) months prior to the desired date of the wedding.
- Couples who come to the Basilica of the Immaculate Conception from outside the Diocese of St. Augustine will follow the norms established in the Diocese in which they reside.

## Arranging for a Priest / Deacon

- The Priests and Deacons of the Basilica, usually, only prepare and officiate at weddings of registered parishioners of the Basilica.
- If you are having a 'destination' wedding at the Basilica, you will want to arrange for a Priest / Deacon with whom you are familiar. This is usually a family friend / relation or the Priest of the Parish where you currently attend Mass.
  - Under normal circumstances, the Priest / Deacon who is presiding at the ceremony is also the Priest / Deacon is also the one who would be leading your marriage preparation.
  - If you are not able to arrange for a familiar Priest / Deacon to preside, it may be possible that the Basilica can engage one for you. However, this is a 'last option' and we do not guarantee our ability to engage a celebrant for you.
- The Priest or Deacon who will be responsible for marriage preparation must be willing to coordinate the diocesan requirements for marriage preparation, obtain dispensations and permissions that are needed, and prepare the documents that are needed. Priests or Deacons from outside the Diocese of St. Augustine must include a Letter of Good Standing in the completed wedding file. This letter must come from their chancery.

## Music / Accompaniment Guidelines

- Our music director, James Foxwell, will set a time to meet with you when you contact him at the appropriate point in the preparations after having signed the contract.
- Mr. Foxwell will be your accompanist for your wedding unless he is unavailable, since he has 'first right of refusal'. If he is unable to play for your wedding, he will offer you a list of substitutes.
- As well, if you require a Cantor /Soloist, we will arrange for a Cantor / Soloist from the Basilica to be your vocalist for the liturgy.
- Additional instrumentalists are allowed, but must be approved by our Music Director.
- We do have a music list which will be provided to you. The Music Director will help you to choose your music from the approved list. The Universal Church has rules about which music can be played at Liturgies and all parishes are required to write their policies in line with the Church.
- Recorded music is not allowed during any Liturgy.

## Things to know about available times and dates:

- Due to either, logistical difficulties or Church Law, the Church is not available for weddings on the following dates / times:
  - 5<sup>th</sup> Sunday of Lent
  - Palm Sunday
  - Holy Week (including Triduum through Easter Sunday)
  - December 23<sup>rd</sup> – 26<sup>th</sup> (inclusive)
  - December 30<sup>th</sup> – January 1 (inclusive)
- As a general rule, there are no weekday weddings at the Basilica, however under the right circumstances and for good reason... it may be possible.
- The church is available for weddings on Saturdays as follows:
  - 9:30 a.m. wedding: 8:45 - 10:30 a.m. typical use of Church
  - 2:30 p.m. wedding: 1:45 – 4:00 p.m. typical use of Church
  - 5:00 p.m. wedding: 4:15 - 6:30 p.m. typical use of Church
  - 7:30 p.m. wedding: 6:45- 9:00 p.m. typical use of Church

- There may be other 'changeable' dates related to events in the downtown core, which could adversely affect your plans. The parish wedding coordinator will let you know if such is the case when you request your date (s).

If you have any further questions, please contact the wedding coordinator at 904-357-0187 or [weddingplanner@icjax.org](mailto:weddingplanner@icjax.org).