



Cathedral of the Nativity of the Blessed Virgin Mary

Cathedral / Chapel Wedding Reservation & Contract

Groom: _____	Bride: _____
Address: _____ _____	Address: _____ _____
Home phone: _____	Home phone: _____
Cell phone: _____	Cell phone: _____
Email: _____	Email: _____

Name of Priest/Deacon preparing the couple: _____

Name of Priest/Deacon presiding at the ceremony: _____

Rehearsal date and time: _____

Ceremony date and time: _____

Name of wedding coordinator: _____

By completing and signing this contract, we agree that we have received, read, and fully understand the Preparation and Marriage Policy of Nativity B.V.M. Cathedral in Biloxi, Mississippi.

We understand that the Nativity B.V.M. Cathedral cannot be reserved until the stipend of \$_____ is paid in full.

Date stipend paid: _____ Cash _____ Check _____

Stipend received by: _____ Check number _____

We understand that we are required to utilize the services of a Nativity B.V.M. Church Coordinator. We have received his/her phone number and will coordinate with him/her to secure his/her services. The church coordinator fee will be negotiated with and paid directly to the Coordinator.

The Nativity B.V.M. Minister of Music has first right of refusal in regard to wedding music. We have received his phone number and will coordinate with him to secure his services or that of a substitute. The musician fee will be coordinated by and paid directly to him.

In the event of a cancellation, the above stipend will be refunded in full if the Cathedral is notified at least 30 days in advance.

Signature of Groom

Signature of Bride

NATIVITY BVM CATHEDRAL
WEDDING POLICIES
JUNE 26, 2018

TO ALL CONCERNED:

- 1. It is requested that only Nativity Cathedral Coordinators be utilized for Wedding Ceremonies held at Nativity BVM Cathedral facilities. However, all outside wedding personnel – coordinators, musicians, photographers – are guests of Nativity BVM Cathedral. They DO NOT establish policy/order of conduct for the weddings held in the Nativity BVM Cathedral.**
- 2. All outside wedding personnel are to familiarize themselves with the Cathedral policies and are to abide by the policies/directives established by Nativity BVM Cathedral and its staff.**
- 3. Wedding Coordinators SHALL NOT change the manner in which the wedding party is to be presented and placed in the Church and seated that is contrary to the established practices of Nativity BVM Cathedral.**
- 4. With “RARE” exception, all wedding instrumental musicians are to be stationed in the Music Balcony and will play from that location. (*It is the desire of Nativity BVM Cathedral “NOT” to have the furniture of the church moved/relocated as a rule, due to the wear and tear this causes to those items.*) Any musician who can not manage the stairs of the Music Balcony should be replaced for one that can ascend/descend the stairs.**
- 5. Music for any wedding held in Nativity BVM Cathedral is to be coordinated – “first and foremost” with the Minister of Music of Nativity BVM Cathedral and, directives of Nativity BVM Cathedral and the Minister of Music are to be honored.**
- 6. A “wedding couple” shall be the ones who elect to have the pipe organ or the Music Balcony electronic keyboard utilized for their wedding. This is “their” decision.**
- 7. Guest Vocalists – Cantors who are serving a wedding that is a Mass - with the parts of the Mass sung - are expected to fulfill their role as**

“Cantor” serving/leading from the front of the Church from the location of the Cantor’s Podium. The Mass setting utilized by Nativity BVM Cathedral is currently “The Mass of St. Francis Cabrini” and is to be the primary Mass setting to be utilized. By request and with permission by the Minister of Music and the Rector of Nativity BVM Cathedral, other Mass settings may be utilized. However, if a Cantor/Vocalist is to be utilized for a Wedding Mass – then the Mass parts of that Mass “ARE” to be sung.

8. All Wedding Photographers/Videographers are to remember to honor the sacred nature of the “Holy Event” of a wedding and are to minimize their presence/conduct as to NOT detract from the experience, conduct and display of the wedding.

1.Positioning/Placements MUST be coordinated/approved by the “Church” Wedding Coordinator.

2. Flash can be used - but limited.

3. No open flames can be used on carpet without protection beyond the altar; - spring loaded candles only. “Unity Candles” are permissible with floor protection.

4. No live flames are allowed beyond those on the altar – or that are a part of the ritual Mass; - spring loaded candles ONLY.

5. All items brought into the church, need to be removed at the end of the ceremony.

Photographers/Videographers are to coordinate and respond to the directives of Nativity BVM Cathedral Wedding Coordinators, the Minister of Music, Clergy and Staff.

9. As a rule, Wedding Rehearsals are to be a maximum of one hour.

10. As a rule, “Post Wedding Photo Shoots” are to be no longer than 30 minutes.

11. These are the policies that have been established by the “Liturgical & Spiritual Life” Committee in consultation with the Rectory/Clergy, Minister of Music and Wedding Coordinators of Nativity BVM Cathedral. Any individual/individuals that can not abide by these directives shall not serve in Nativity BVM Cathedral and wedding couples should seek those parties that can honor these policies in coordination with Nativity BVM Cathedral personnel.