

Newman Center Parish Information & Guidelines for Weddings

DESCRIPTION	WILL USE (✓) (Check all that apply)	COST	Date Paid
Church Use (Registered Parishioners) REQUIRED		\$0.00	
Security Deposit for Cleaning (All Persons and Due at Booking) Separate Check from Rental Fee. REQUIRED	✓	\$200.00	
MPR Room & Kitchen (Registered Parishioners) OPTIONAL: Due at Booking		\$250.00	
Church Use (Non Registered Persons) REQUIRED: Due at Booking		\$600.00	
MPR Room & Kitchen (Non Registered Persons) OPTIONAL: Due at Booking		\$400.00	
Flower Committee-Donation (Due at Booking)		\$_____	
TOTAL PAID TO PARISH			
Facilities Manager/Mass Coordinator REQUIRED	✓	\$150.00	
Presider (Priest or Deacon) Suggested Offering	✓	75.00	
Cantor(s)* REQUIRED	✓	\$150.00	
Pianist/Organist* REQUIRED	✓	\$200.00	
If Pianist/Organist is also Cantor (one person rather than two)		\$275.00	
Other Musicians*		\$150.00	
TOTAL PAID DIRECTLY TO INDIVIDUALS (Paid no later than rehearsal)			

**This fee is applicable to those musicians who are a part of the Newman community. Outside musicians brought in may require different fees. Musicians brought in that are not on the approved persons list require approval by the Music/Liturgy staff. **All fees should be paid directly to the individual with the exception of space use fees and Flower Committee Donation (if applicable), which can be paid to the Newman Center Parish and are due at booking.*

Facilities Manager/Mass Coordinator

- Unlocking/locking authorized rooms and doors for use of the wedding party
- Basic furniture movement (chairs for couple/bridal party, Mary/Holy Family statues, guest book stands, etc.)
- Coordinate with musicians to determine sound system needs (Please provide contact info for your musicians one month in advance)
- Prepare PowerPoint slides for use during ceremony
- Present at rehearsal for Sound Checks for lectors and musicians, if necessary
- Setup and teardown of music area/sound system
- Liaison with photographers/videographers regarding lighting and sound needs

If Mass Coordinator Needed:

- Standard Mass Coordinator functions (setting up and putting away after the liturgy)
- Assist visiting clergy and liturgical ministers (altar servers, lectors, Eucharistic Ministers, etc.) as necessary
- Other related duties to the liturgy as necessary
- This position must be used if a full Mass is chosen

Approved persons:

Patrick Pullins, patrick.pullins@gmail.com, 573-881-3727

Jerry Hays

Cantor(s)

- Leads the singing of the chosen music
- Prepares for responsorial psalm and any special music
- Available for rehearsal if necessary (additional fees may apply)

Approved persons:

Anna Hargis, ahargis@shelterinsurance.com, 573-424-3329

Stephanie Hamisak, shamisak82@gmail.com, 573-303-6204

Pianist/Organist

- Provides accompaniment for chosen music
- Prepares for any special instrumental music
- Available for rehearsal if necessary (additional fees may apply)

Approved persons:

Musicians

- Provides instrumental support for chosen music
- Prepares for any special instrumental music
- Available for rehearsal if necessary (additional fees may apply)

Approved persons:

Maria Lusardi, violin, information available upon request

Seejoon Jun, violin, information available upon request

Justin Hahm, cello, information available upon request

Emily Franke, flute, information available upon request

Mary Hale, flute, information available upon request

Monica Beglau, flute, information available upon request

Kim Dillon, oboe, information available upon request

Linda Spollen, harp, information available upon request

WEDDINGS AT THE ST. THOMAS MORE NEWMAN CENTER PARISH

Congratulations on your approaching marriage. This is one of the most important steps that you will take in your life. The St. Thomas More Newman Center Parish, (hereafter referred to as “the “Newman Center Parish”) as a caring faith community, has a deep concern for you and all its members; thus, we have developed the following wedding guidelines. We ask that you read them over very carefully. Please contact the Newman Center Parish office (573-449-5424) with any **facility use** questions. Refer any **liturgical/ceremony** questions to your officiating priest/deacon.

SCHEDULING YOUR WEDDING AT THE NEWMAN CENTER PARISH

One of the two parties **must be** Catholic.

Weddings cannot conflict with regularly scheduled events of the parish, but can be scheduled on any day that is available. Scheduling a wedding at a regular weekend Mass is also acceptable and encouraged. Saturday afternoon weddings may not be scheduled to start later than 2 PM; the wedding party must be finished with pictures and cleanup in the church must be completed by 3:45 PM so that preparations can be made for the 5 PM Mass. Saturday evening weddings can be scheduled at 7:30 PM; the wedding party may set up decorations and take pictures beginning at approximately 6:30 PM, following the parish 5 PM Mass. If there are no pictures before the ceremony, a 7 PM start time may be scheduled. *NOTE: Our Korean faith community has a Mass at 7 pm on the third Saturday of the month.*

If you are planning a wedding at the Newman Center Parish between late August and Thanksgiving (MU football season), weddings **will not** be scheduled on home football Saturdays. The Newman Center Parish parking lot is not available, and parking is difficult anywhere on campus.

******The church is not officially reserved until the church office has received your Reservation Form (including date confirmation by a Newman Center Parish priest/deacon) and your deposit.***

Rehearsal time must be coordinated with the officiating priest/deacon **and** the parish office.

OFFERING for Use of Church Space

For registered members: (Registered **at least 6 months** prior to starting wedding preparations.) The offering to the Newman Center Parish for the use of our church for a wedding, payable when church is reserved, is \$200.00 to help cover the cost of heating, air conditioning and lights.

For those who are not registered members: The offering to the Newman Center Parish for the use of our church for a wedding, payable when church is reserved, is \$600.00

USE OF SUPPORT STAFF

A wedding coordinator & AV operator from the approved Newman Center Parish list must be employed to ensure all the details of the wedding are met without incident. To obtain a current list of names, contact information, and fees, please contact the deacon, music liturgist, or receptionist.

WEDDING PARTY

We encourage the size of your wedding party to be under 14, including the bride and the groom. There is no bridal preparation suite available. The bride and her party should be dressed for the wedding before arriving at Newman. The student lounge, staff kitchen, and gathering space are available for use. Do not leave valuables unattended during the wedding; they can be left in the greeters closet in the rear of the church.

MUSIC

Arrangements for music, musicians, and sound system must be made with Dr. Kevin Myers (Director/Campus Minister of Worship). He may be contacted via email at kevin.myers@comonewman.org. Initial contact is suggested six months before the wedding date. Final arrangements **must be** completed one month before the wedding date. A packet with music and liturgy information will be provided to the couple. Please send completed copies to the music director and facilities coordinator. To view information on diocesan approved music you can visit the diocesan website here: [Diocese of Jefferson City Wedding Guidelines](#)

DECORATIONS

Please schedule your time for decorating and have your suggestions for decorations (to be approved by the Receptionist) with the Receptionist at the Newman Center Parish office. You may have access to the church **two hours** before the scheduled time of a morning/afternoon wedding; **one hour** before the scheduled time of an evening wedding.

Decorations beyond what is already present will not be provided by the church. They should be in good taste and liturgically appropriate (and approved by the Receptionist). The font in the entrance of the church is a baptismal font; you are welcome to place flowers/plants around it, but not in the water. Decorations **are not** to be placed on the wood altar.

Decorations may be tied or affixed to the pews in the church with Contact Command Strips. Tape, tacks or nails **must not** be used. Church furniture and decorations (including flower arrangements) must not be rearranged or removed.

Only liturgically appropriate candles are allowed. No candelabras or Unity Candles are permitted.

Aisle runners are not allowed. This is for your safety.

REFRESHMENTS

We **do not allow** any food/drink other than bottled water in the church **at any time**.

THROWING RICE, BIRDSEED, CONFETTI, etc.

For safety reasons, nothing solid is to be thrown in the church or near the entrance of the church, including *rice, birdseed, confetti, glitter, etc.*

FACILITY CLEANUP

Please designate a family member or friend to make sure that all food remains, programs, decorations, flower petals, etc. are removed **immediately** following the wedding. If the space is returned in the same condition that it was found, the security deposit check (\$200) will be destroyed.

CIVIL MARRIAGE LICENSE

This should be given to your presider at the rehearsal.

PHOTOGRAPHY/VIDEOGRAPHY

(Please give a copy of this information to your photographer)

Pictures and video may be taken during the ceremony.

Since picture taking can be distracting for everyone, we ask that you have your photographer consult with the officiating priest/deacon before the ceremony to clarify where and when the pictures are permitted.

Flash photography should not be used during the ceremony, and photographers should not stand on furniture.

Please remind your photographer about the time limitation when scheduling pictures in the church. Use of the church for morning/afternoon weddings includes 2 hours before the wedding and about ½ hour after the wedding for setup, pictures and cleanup. For example, for a 2 PM wedding you would have the use of the church from noon until 3:45 PM. Evening wedding use includes 1 hour before and ½ hour after the wedding for setup, decorations, pictures and cleanup. For a 7:30 PM wedding, you would have the use of the church from 6:30 until 9 PM.

The space in the Courtyard is also available for photographs.

The loft area above the Greeter Closet is available for overhead pictures and videography. Check with your photographer to plan for these shots. Also remind them to exercise extreme caution when ascending/descending the steps.

Live Streaming and recording the wedding is available. Reach out to the facilities coordinator for more information.

St. Thomas More Newman Center Parish Church Reservation

I have read the guidelines for using the Newman Center Parish Church and/or Facilities.

By signing below I understand and agree to those guidelines.

Date/Time of Event: _____ Confirmed Presider _____

Bride: _____ Groom: _____

Print Name of Parishioner/Non Parishioner / Signature

Address City State Zip

Home Phone Number Cell Phone Number

This form must be returned with the fee information sheet filled out and applicable payment before the church is considered officially reserved.

St. Thomas More Newman Center Parish
602 Turner Ave
Columbia MO 65201
573-449-5424