



ST. THOMAS MORE NEWMAN CENTER

A Catholic Community of Faith

Fee Information & Guidelines for Weddings

DESCRIPTION	WILL USE (☑)	COST	Date Paid
Chapel Use (Registered Parishioners) Due at Booking		\$200.00	
MPR Room & Kitchen (Registered Parishioners) Due at Booking		\$250.00	
Chapel Use (Non Registered Persons) Due at Booking		\$600.00	
MPR Room & Kitchen (Non Registered Persons) Due at Booking		\$400.00	
Wedding Facilities Coordinator Due at Booking		\$150.00	
Mass Coordinator Due at Booking		\$50.00	
Presider (Priest or Deacon)		75.00	
Flower Committee-Donation Due at Booking		\$	
Cantor(s)*		\$150.00	
Pianist/Organist*		\$150.00	
Musicians*		\$150.00	
	TOTAL		

**This fee is applicable to those musicians who are a part of the Newman community. Outside musicians brought in may require different fees.*

WEDDING GUIDELINES AT 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”) 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.

SCHEDULING YOUR WEDDING

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

Weddings cannot conflict with regularly scheduled events of the parish. 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 Chapel 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 between late August and Thanksgiving (MU football season), weddings **will not** be scheduled on home football Saturdays. The Newman Center parking lot is not available and parking is difficult anywhere on campus.

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

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

OFFERING for Use of Chapel Space

For registered members: (Registered **at least 6 months** prior to starting wedding preparations.) The offering to the Newman Center for the use of our church for a wedding is payable when chapel is reserved.

For those who are not registered members: The offering to the Newman Center for the use of our church for a wedding is payable when chapel is reserved.

USE OF SUPPORT STAFF

A wedding coordinator & AV operator from the approved Newman Center list must be employed to ensure all the details of the wedding are met without incident.

WEDDING PARTY

The size of your wedding party **should 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 the Newman Center. Reserving the Chapel **does not** reserve additional rooms for bridal party use. 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 Ushers Closet in the rear of the chapel.

MUSIC

Arrangements for music, musicians, and sound system must be made with Kelley Burns (Liturgist/Music Director) or Trent Rash (Assistant Music Director). They may be contacted at the Newman Center office (573-449-5424; Kelley.burns@comonewman.org;trent@comonewman.org). Initial contact is suggested six months before the wedding date. Final arrangements need to be completed one month before the wedding date.

DECORATIONS

Please arrange time for decorating with the Receptionist at the Newman Center office. You may have access to the Chapel **two hours** before the scheduled time of a morning/afternoon wedding; **one hour** before the scheduled time of an evening wedding.

Decorations are to be provided by the florist of your choice. They should be in good taste and liturgically appropriate. 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 wooden chairs in the chapel 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 in the or in the Chapel **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

We ask that you be considerate of all those who worship in our church. 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.

CIVIL MARRIAGE LICENSE

This should be given to your presider at the rehearsal.

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

Pictures 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.

We ask that **NO** flash photography be used during the ceremony, and that photographers not stand on furniture.

Please remind your photographer about the time limitation when scheduling pictures in the Chapel. Use of the Chapel 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 Chapel 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 Chapel from 6:30 until 9 PM.

The space in the Courtyard is available, but no other rooms are available for pictures.

The loft area above the Usher 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.

WEDDING FACILITIES 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

Approved Persons:

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

Mike Burns, burns.mike.r@gmail.com, 573-289-3524

MASS COORDINATOR

- 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

Deb Tesoro, debra.tesoro@gmail.com, 573-268-4955

Jane Smith, jwsmith41@outlook.com, 573-424-9373

CANTOR(s)

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

Approved persons:

Trent Rash, trent@comonewman.org, 573-289-5852

Kelley Burns, kelley.burns@comonewman.org, 573-808-1951

Mike Burns, burns.mike.r@gmail.com, 573-289-3524

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:

Sarah Amos, sarah.amos@mail.mizzou.edu, 810-569-9723

Kelley Burns, kelley.burns@comonewman.org, 573-808-1951

Jeff Krall, jeff@faircom.com, 573-239-2474

Charlie Colozza, cec9tf@mail.missouri.edu, 573-469-8697

MUSICIANS

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

Approved persons:

Mike Burns, bagpipes, information available upon request

Genevieve Jones, 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

