

AGREEMENT for COLLABORATION
between
PROFESSIONAL WEDDING COORDINATOR and ST.THOMAS AQUINAS CHURCH

Names of Bride and Groom _____

Date of Wedding _____

Please contact Rosanna Hughey, senior parish wedding coordinator, as soon you have been selected as a "vendor." Her email address is Rosanna.hughey@sbcglobal.net .

1. The logistics of a Catholic wedding ceremony are directed by Catholic Church guidelines. It is not the responsibility of the professional wedding coordinator to set up the Church and/or direct the rehearsal and wedding ceremony. Rather, these are the responsibility of the assigned Parish Wedding Coordinator (hereafter PWC) under the direction of the pastor/celebrant.
2. Upon arriving at the wedding rehearsal and/or ceremony, **please** identify yourself to the PWC.
3. Please direct any and all questions that family, guests or vendors may have about the ceremony to the PWC. Please do not seek out clergy for answers as they are quite busy at this time and the PWCs are trained to answer these sorts of questions. In case of need, the PWC, not the professional, will confer with the celebrant. You **must obtain** the permission of the PWC to enter **any space beyond the communion rail**.
4. Please review our other policies for photographers, videographers and florists, which can be found on our parish website (www.stthomasaquinasdallas.org) or provided by your bride. If there are any questions please contact Rosanna Hughey at the email noted above. Please understand that PWCs are not empowered to 'bend rules'; these are parish-established policies.
5. The Bride's Room is available to the Bridal party **two and a half hours** before the wedding ceremony. There can be no exceptions to this because of other events scheduled there.
6. Please note that the judgment of the pastor, parochial vicar, or parish deacon will be definitive in all things. Special requests by the couple, parents, members of the bridal party or visiting clergy should be submitted to the pastor's office two weeks in advance of the wedding. The decision of the pastor is final in all cases.

Name of Professional Wedding Coordinator – please print

Business name

Business e-mail address and phone

I understand the above-noted policy and agree to abide by these guidelines

Signature/Date

Please note that the first violation of these policies will result in a written request for compliance from the pastor. The second violation will result in forfeiture of professional privileges at St. Thomas Aquinas Church.