

**Wedding Agreement Form**  
**St. James Catholic Church**  
**905 Park Ave.**  
**Falls Church, VA 22046**  
**(703)532-8815**

Congratulations on your engagement. This form is designed to assist you as you begin preparations for your wedding. All policies and fees are effective May 1<sup>st</sup> 2016.

- Before scheduling a wedding the engaged couple must contact and meet with a priest or deacon. Please call the rectory to set up an appointment. Allow at least six months for marriage preparation.
- You can schedule your wedding after you and the priest have agreed on a date and time. The Church will be scheduled when the Church deposit and the signed Wedding Agreement form are received at the rectory office.
- The Church deposit/fee is refundable up to 30 days before the wedding. The fees for weddings are as follows;
  - o \*\$300 Church deposit/fee. The Church deposit/fee for non-parishioners is \$500. The deposit/fee will cover the fees for the Church. Please make check payable to St. James Catholic Church.
  - o \$200 Organist. Please make check payable to the Organist.
  - o \$200 Soloist/Cantor. Please make check payable to the soloist/cantor.
  - o \$50 Two Altar Servers. \$25 cash for each server can be dropped off at the church or given directly to the servers.
  - o If you would like to make an offering to the Priest or Deacon, please make check payable to them.
- Within two weeks of submitting the deposit and Wedding Agreement form, you will receive a letter confirming that the Church is reserved. Please keep in mind YOUR DATE IS NOT RESERVED UNTIL YOU RECEIVE THE CONFIRMATION LETTER.
- For additional information please refer to the Wedding Guidelines booklet or call the rectory at 703-532-8815.

\*Quinceaneras also require a \$300 deposit to reserve the church.

By signing below, I agree to abide by fees on this agreement form and the guidelines in the Wedding booklet.

\_\_\_\_\_  
Signature of Bride or Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Bride and Groom

\_\_\_\_\_  
Wedding date

\_\_\_\_\_  
Telephone Number

---