

## Appendix C

### Parish Fees\*

√ Parish Expenses:	\$100.00
√ Presider:	\$75.00
√ Pastoral Minister:	\$125.00
√ Organist:	\$125.00



**NOTE:** All fees are due at the consultation with the Pastoral Minister.

\* If you are experiencing financial difficulties, please contact the pastor. We will be happy to assist you in any way possible.

## *The Sacrament of Marriage*

*Wedding Guidelines*

*for the*

*The Faith Communities  
of*

*St. Mary's — St. Robert Bellarmine*

## **Appendix B**

### **Photography/Videography**

As you prepare to celebrate your marriage, we can certainly appreciate your wanting to record the ceremony through photography or some other permanent record. It is always good to remember that what we celebrate is far more important than any record of the ceremony. To help insure the solemnity of this sacred occasion, we ask that you share the enclosed guidelines with those who will/may be taping and/or photographing your ceremony.

**Your photographer must sign the enclosed form and fax/mail it to the Pastoral Minister 1 month prior to your wedding. If this form is not returned, they will not be allowed to photograph the ceremony.** Please make sure they are given the form and understand the necessary guidelines.

The photographer should in no way hinder, interrupt or distract the sacred rites. Photographers are asked to remain out of the sanctuary area (behind the line of front pews) until after the ceremony. We request that you meet with the clergy who is presiding over the ceremony no less than fifteen (15) minutes before the ceremony is scheduled to begin.

#### **Flash Photography:**

Flash pictures can be taken until the start of the first Scripture reading; flash photography may be resumed after the final blessing.

#### **Video Taping:**

Simple motion pictures or video taping is acceptable as long as there is no excessive movement that would distract the people, use of additional lighting to the church and no excessive wires or equipment. If there is to be more than one camera please discuss with the clergy and/or his representative to determine the most appropriate location.

#### **Scheduling:**

Weddings are scheduled with the Pastor only.

## Appendix A

### The Environment of the Worship Space

#### Flowers/Plants

Although flowers are optional, if you do decide upon having them, the following suggestions may be helpful:

- A. Potted green plants work exceptionally well to enhance the warm inviting colors of the Church.
- B. Potted blooming plants or cut flower arrangements also work well in the church.

#### Placement

- A. No flowers may be placed on the altar table.
- B. Good locations for flowers are in front of the ambo and/or altar, and to the side of the altar/ambo.

#### Church Environment

The parish has an environment team who prepares the Church for our liturgies. If this team has an arrangement of plants or flowers and other environmental settings, you are welcome to add to them. **However, you may not move, remove, or change the existing décor in any way.** Your cooperation is appreciated.

#### Bows

Decorative bows for the ends of the pews may be used. However, they may not be nailed or tacked onto the pews. Also prohibited, is the use of any other method that would damage the finish of the pews.

#### Aisle Runner

This is optional. They may be rented or purchased from your florist. The aisles at St. Mary's and St. Robert Bellarmine are approximately 60 ft. long. The

## Welcome!

Congratulations to both of you! Your engagement is a special and unique time for you, your families and friends, and for your entire parish community. This is a time of new beginnings, of love, of promises and of hope. We, the faith communities of St. Mary's and St. Robert Bellarmine, along with the entire Catholic Church, are blessed and encouraged by your willingness to make this commitment of life and love to each other.

Your wedding celebration will be a grace-filled and special moment in your lives. The Church invites you to celebrate and solemnize your wedding in the context of Christian prayer. Indeed, so important is marriage in Christian Life that it has been instituted by Christ as a sacrament: Christian marriage makes Christ, in his love, sacramentally present. The love you share makes manifest Christ's love to all of us.

Great care is taken to see that the prayer for this special moment is reverent, graceful, beautiful and open to the movement of God's Spirit among us. As much care should be taken in planning and preparing for the liturgy as is taken for planning all the other aspects of your wedding. Our celebration of the sacraments, marriage included, is always rooted in listening to the scriptures so we can be nourished and strengthened by God's Word. We always celebrate the sacraments as a community. We gather our brothers and sisters in faith and ask for their prayerful support. These celebrations are incomplete unless they are filled with song, with prayerful gestures, and with silence in which we hear the voice of God in our lives.

In this spirit, the parish communities of St. Mary's and St. Robert Bellarmine provides the following guidelines. These guidelines insure that care and attention are given to the most important aspects of your marriage preparation.

May God bless you during this special time of reflection and preparation.



## How Do We Begin?

Couples who are interested in celebrating their wedding at St. Mary's or St. Robert Bellarmine must contact the Pastor six months prior to the wedding date. The Pastor will then set up a time to meet with each individual couple. **No date** will be placed on the parish calendar until after the couple has met with the Pastor. It is the Pastor, along with the couple, who will determine if the wedding will take place at St. Mary's or St. Robert's. The Pastor will then enter the wedding date into the parish calendar. If either person has been previously married, it is important to contact the Pastor earlier than six months. During the initial interview, the Pastor will then set up times to meet with the couple to help facilitate the preparation process.

**FOCCUS:** In accordance with the Archdiocese of Milwaukee's marriage guidelines, each couple will be given a pre-nuptial questionnaire. This is not a test, but rather an attempt to help you, as a couple, come to a deeper awareness of your strengths and weaknesses. This aid will be administered during one of your sessions with the Pastor.

**Archdiocesan Enrichment Program for the Engaged:** This program provides the opportunity for engaged couples to explore what a committed sacramental relationship will require of them. This program is offered as a day long Saturday event or as a Friday/Saturday overnight event. You will be given a brochure containing the dates, schedule and registration form for these programs.

**Baptismal Certificates:** Each of you must provide an updated copy of your baptismal certificate. Each Catholic must obtain a recently issued copy of his/her baptismal certificate. This copy, by Church law, must be dated within six months of your wedding date. This can be done by phoning or writing the church where you were baptized and asking them to send the baptismal certificate directly to St. Robert Bellarmine Parish. Other baptized Christians, who are not Catholic, must present a record of their baptism also.

## Your Wedding Day!

We will attempt to help you in any way possible on the day of your wedding. The Church and dressing rooms are made available to you 1/1 hour before your scheduled wedding time and 1/2 hour after the wedding is finished.

**Dressing Rooms.** Rooms will be provided for your convenience. **Please do NOT leave any valuables unattended at any time.**

**Clean-Up.** Please make arrangements ahead of time as to who from your party will be removing all boxes, papers, and other things that you brought into the church. Please be sure that things are left the way you found them.

**Rose Petals/Rice/Confetti/Birdseed.** These items are not allowed. Please do not use...inside or outside of Church! These can be very dangerous to walk upon and cause a great mess in the Church and/or sidewalks.

**Alcohol.** There is NO alcohol permitted on the premises. We reserve the right to refuse any member of the wedding party, under the influence, participation in the wedding ceremony.

**Cell Phones.** Please be respectful and leave your cell phones turned off for the duration of the wedding ceremony.

- √ **Gift Bearers.** Two (2) people (max. 4) are sufficient to bring forward the gifts of bread and wine. They should also be a part of your wedding rehearsal.
- √ **Eucharistic Ministers.** If your marriage takes place within Mass, you, the bride and groom, have the option to serve as communion ministers. Otherwise, if members of your wedding party, family and/or friends are Eucharistic ministers in their home parishes, you may invite them to serve in that capacity here at your wedding, provided they attend the wedding rehearsal so that they, too, are familiar with the worship space and logistics.
- √ **Ushers (Ministers of Hospitality).** In addition to seating the guests, handing out and picking up orders of worship, and attending to other physical details, ushers help to offer a warm, welcoming atmosphere for the celebration by extending a smile and greeting of some sort to those entering the Church. This simple gesture helps ease the stranger coming to our church for the first time. Attendants, along with both of you and your families, may also take part in greeting your guests as Ministers of Hospitality. Ushers are expected to be at your wedding rehearsal.

## **The Wedding Rehearsal**

- √ Your wedding rehearsal usually takes place the night before your wedding.
- √ The following is needed at your rehearsal:
  - your marriage license
  - your general intercessions
- √ Your rehearsal will begin promptly at the assigned time, and will last no longer than 1 hour. In consideration to all concerned, *please be on time.*

**Marriage License:** You must obtain a MARRIAGE LICENSE from the County Court house where the wedding is to take place. Each of you needs to provide a birth certificate. You must apply for the license between thirty (30) and eight (8) days before your marriage. The license expires after thirty days. Call your County Court House for further details.

**Other Documents:** The Priest will let you know if any special circumstances related to your marriage require additional documentation.

### ***How do we prepare our wedding liturgy?***

The priest, in your discussions with him, will provide you with a booklet which explains the various parts of the wedding liturgy.

Approximately 2 months prior to your wedding date, you are asked to contact the Pastoral Minister to arrange a time to discuss the details of your wedding liturgy and music.

The following are some helpful questions/answers to get you started. Again, the priest and the Pastoral Minister will guide you in your planning.

#### **I. What planning for the wedding liturgy do we need to do?**

- √ **Readings.** In the selection of readings, it is acceptable for any favorite scripture passage to be used. However, non-scriptural passages are never used in place of the scripture. You are encouraged to be creative and select readings so that a common thread or idea connects the Liturgy of the Word. If you have difficulty finding readings that reflect the message you want to convey, you should talk to the priest or Pastoral

Minister for further instructions. When three readings are used, the first one should be from the Old Testament, the second from the New Testament, and the last one is from one of the gospels (Matthew, Mark, Luke or John). Your readings will serve as a foundation from which your music is selected.

- √ **General Intercessions:** You are encouraged to write your own general intercessions. In doing so, you may refer to the format and options given in your book. Petitions should be included for the church, world, poor and the bride and groom. When completed, a copy of the written petitions should be given to the priest at your wedding rehearsal.
- √ **Exchange of Marriage Vows:** You may compose your wedding vows, or choose from a couple of formulas. You are strongly encouraged to memorize them.
- √ **Decorations/Liturgical Environment:** Please see Appendix A.
- √ **Photographer/Videographer:** Please see Appendix B.

## II. Who are the Ministers for this celebration?

- √ **You, the couple!** In the Roman Catholic tradition, you, the bride and groom, administer the sacrament of marriage to one another. As ministers of marriage, you are prominently seated in the sanctuary where you will be both visible and participative during your wedding liturgy. For all of us who are your guests, you become a sign of God's fidelity and love present among us.
- √ **Priest Officiant.** Ordinarily, the parish priest will officiate at weddings celebrated here at St. Mary's and St. Robert's. You may have a special priest or deacon friend or relative whom you want to invite to concelebrate with the parish priest or even to officiate at your wedding. In this case, you must obtain permission from the parish priest. He will help to facilitate the processes involved.

- √ **Music Ministers.** The Pastoral Minister always conducts the consultation and planning session with the engaged couple. Couples being married at St. Mary's or St. Robert's are required to use the parish musicians. The musicians consist of an organist and Cantor. These services are not an option to be accepted or rejected.

All music chosen must be in accordance with archdiocesan guidelines. Also, at the time of the consulting session, all the liturgical services the parish offers to you are explained.

You may invite instrumentalists and soloists from outside our parish to be involved, but you are to discuss this possibility first with the Pastoral Minister during your consulting session before making any arrangements or commitments. Any musician you bring in is to be remunerated by you. Neither the Pastoral Minister nor the parish has any financial responsibility toward outside musicians you arrange for.

## III. Members of your family and friends should become involved in the liturgical celebration. Here are a few suggestions:

- √ **Lector (Reader).** The Lector proclaims the scripture readings and reads the general intercessions. It is suggested that you have at least two (2) people chosen to serve in this ministry. In choosing whom you want to read, be sensitive to the following:
  - Do the persons have experience as a lector?
  - Are they comfortable reading in front of a group?
  - Do they have the necessary gifts for proclaiming God's word effectively and reverently? (ie., good posture, eye contact, projection, good diction, etc.)

The Lector's presence at your wedding rehearsal is required. This will allow time to practice and to become aware of logistics.