

ST. PATRICK CATHOLIC CHURCH

Marriage Guide

***Congratulations on your engagement!** Here at St. Patrick, we are excited to work with you for the spiritual and practical preparations for your marriage in Christ. God's blessing upon you in this next step in your life together!*

Purpose

Marriage in the Catholic Church is a covenant between a man and a woman free to marry in order for them to enter more deeply into the mystery of Christ. The goal of marriage is to help a couple (and their children) grow in holiness and prepare for the Kingdom of Heaven. When a couple says "I do" they are accepting four "goods" of marriage. These four good things include: partnership, permanence, fidelity, and fruitfulness (openness to life). When both the man and woman are baptized the covenant is elevated to a Sacrament, a special gift from God to help them on their journey.

Marriage FAQ: What is needed to be married at St. Patrick Catholic Church?

1. Contact office:

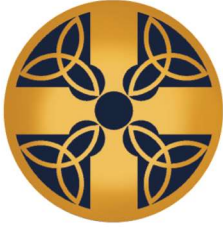
- First call (217-367-2665) or email our parish office: secretary@stpaturbana.org.
- Parish Secretary will give marriage folder and engaged couple will fill out Wedding Application which includes your proposed date of wedding.
- Set- Up meeting with Pastor

2. Meet with Pastor:

- Fill out initial wedding file paperwork
- Determine the date of the wedding

3. Complete Pre-Marriage Formation and paperwork: Marriage prep will consist of 5- 7 meetings total.

- Meetings:
 - ✓ 1 with the pastor, Fr. Anthony
 - ✓ 2-3 with a FOCCUS mentor couple
 - ✓ 1-2 for theological instruction
 - ✓ 1 with the Liturgists, Frank Gallo
- 2 Additional conferences (See folder for details)



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Marriage Preparation Checklist/ Timeline

Purpose:

This checklist is to be used by the engaged couple to complete their pre-marriage formation and paperwork two months prior to the wedding date. Please send all paperwork to parish secretary.

Key:

Complete = X; Incomplete = Blank; Not Applicable = NA

* = making a civil marriage valid in the Catholic Church.

Before meeting with Pastor:

	Groom	Bride
New Original Baptismal Certificate		

Month 1:

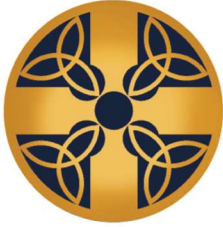
	Groom	Bride
Questionnaire		
Confirmation Certificates		
Affidavit 1		
Affidavit 2		

Months 2-6:

3 FOCCUS Meetings		Meet with liturgist	
Marriage Preparation A		Psalm	
Marriage Preparation B		Reading 1 (Letters and #s)	
Convalidation *		Reading 2 (Letters and #s)	

One month prior to wedding:

Civil Marriage License	
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Planning Your Wedding Day

TIME OF A WEDDING:

- Friday Weddings after 2 PM
- Saturday Weddings 10 AM - 1 PM

WEDDING REHEARSAL: The times of the rehearsal are 5 PM- 6 PM on Friday before the wedding. The entire bridal party (bride, groom, attendants, flower girl/ring bearer, parents, grandparents, and readers) should be in attendance. Generally, musicians do not attend or practice at the rehearsal.

DRESSING ROOM: The bride and her attendants may use Lounge in the Parish Center. The groom and his attendants may use the family room in the back of the church or the lower level Trinity Hall lobby. The rooms are available for no longer than 2 and a half hours prior to the scheduled wedding. Please leave these rooms as you found them. Any disposable items such as hangers or plastic bags must be completely removed from the room.

FOOD, ALCOHOL, MARIJUANA You may bring food into the Lounge in the Parish Center. Alcohol and Marijuana is, absolutely, not permitted anywhere on the church grounds prior to or after the ceremony. A marriage is potentially invalid if one or more of the couple is under the influence of drugs or alcohol.

DECORATING THE CHURCH:

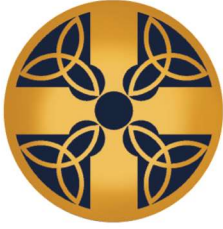
- The church may be decorated up to two hours before the wedding (provided nothing else is scheduled in the church). Flowers, greenery, candelabra, and other decorations may be used, with approval from the music director. Please make sure that decorations do not mark or damage the floors, walls, or woodwork of the church.
- During certain liturgical seasons (Christmas, Lent, Easter) the decorations in the sanctuary may not be removed.

Furniture: No furniture in the church may be moved. Please inform your photographer and/or videographer that he or she may not move any furniture.

****Unity Candle:** The unity candle is not a part of the marriage rite. However, if one is desired it should be provided by the couple along with an appropriate stand and may be placed in or near the sanctuary. The couple's individual candles may be lit from the two altar candles already in place.

Aisle Runner: No aisle runners are allowed

Ribbons and Bows: Please do not use tape, tacks, nails, or wire to attach anything to the pews. Only plastic pew fasteners provided by the florists may be used.



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How many pews are there?

- Middle : 24 pews *each aisle*
- Left side: 6 pews
- Right side: 5 pews

Candles: Any candles or candelabra must be dripless or contained within a glass covering.

Miscellaneous: The use of a wagon for children's entrances are **not** allowed. Pets are also not permitted in church.

CLEANING THE CHURCH: Any decorations used in the church must be completely removed immediately following the wedding and picture taking. Any items left in the church will be thrown away or become the property of the parish. Programs should be removed from the pews, and kneelers returned to their upright positions. You may leave flowers in the church for the Sunday liturgy. If you would like to donate such flowers, please notify the parish office so we may acknowledge and thank you.

RECEIVING LINE: The bride and groom may greet their guests after the ceremony in the vestibule of the church or outside on the sidewalk area. Because of time limitations, a receiving line at the church is not advisable if the couple is planning to take pictures after the ceremony.

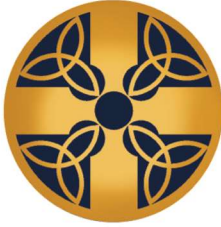
CELEBRATORY ITEMS: Due to our diocesan insurance policy as well as the clean up afterwards, the following items are NOT PERMITTED to be thrown outside of the church: rice, bird seed, and confetti. Bubbles are allowed as long as they are distributed outside of the church. Balloons are not permitted inside or outside of the church.

PHOTOGRAPHY AND VIDEOGRAPHY: The liturgy which celebrates your marriage is sacred. While we understand your desire to record this moment, picture taking is not the sole focus of the day. We ask that you observe the following.

- Please avoid the steps of the sanctuary/sanctuary and excessive movements during the ceremony.
- No additional lighting may be brought into the church.
- Photographs in church are limited to one hour before and **30 minutes after** the ceremony.

Couples must inform their photographers about these policies.

That's a lot but hopefully it helps things move smoothly. Know that you are in our prayers!



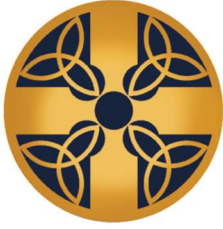
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Wedding Fee Schedule

Donation to St. Patrick	\$300 (parishioner)
<i>(Being a parishioner at St. Patrick in good standing includes Membership in St. Patrick Parish for a least 6 months and actively sharing of time, talent, and treasure with the parish)</i>	
	\$1000 (non- parishioner)
Officiant	\$300¹
Director of Music	\$300²
Cantor	\$100
Additional Ministers	\$20-\$25³
Maintenance Fee	\$75⁴
Live Stream Video	\$50

Please note: All fees are submitted to the Director of Music before your wedding.

1. This fee includes all wedding preparation classes here at St. Patrick. Fees for Diocesan classes are handled separately. ***\$150 is customary for providing wedding preparation only when the wedding is taking place elsewhere.***
2. This fee includes meeting with the couple and choosing all music for their celebration. Additional fees may be assessed according to the complexity of the requests (i.e. hiring additional instrumentalists, additional rehearsals, preparing music, etc.)
3. This fee is typical for additional ministers serving at your wedding that include: 1.) Altar servers, 2.) Lectors, and 3.) Eucharistic ministers.
4. The wedding party is responsible returning all kneelers to an upright position and for all cleanup following the ceremony. Clean up includes removing all items, decorations and floral arrangements brought in for the wedding, placing garbage in the trash bins in the church, 4 bathroom, and 2 rooms used for getting ready. If there is anything broken or spilled, please notify the celebrant.



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Pre Wedding and Post Wedding Checklist

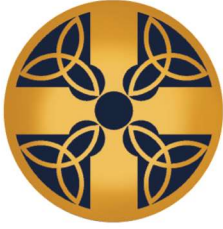
Pre-wedding

- 1) Please contact the parish 5 business days before the wedding to request us to move our altar flowers in the event you would like to use your own flowers.
- 2) Please select two friends or family members to be responsible for the clean up the church and rooms used for the wedding. Tell the celebrant at the rehearsal the individuals you selected.

Post-wedding

- 1) Please be done with taking photos and cleaning up a half hour after the wedding. This will help us avoid overlapping with the time people come in to pray before confession on Saturdays.
- 2) Have your two people do the following:
 - All kneelers in the upright position.
 - If something spilled, please notify the celebrant.
 - Walk through the church, the 'cry room', the four bathrooms, and the two pre wedding locations of the bridal parties.
 - Place all garbage into trash cans. If they don't fit, place items in the dumpster outside.

*All lost items will be placed in our lost and found located outside the pastor's office. If the item is a phone or jewelry, the pastor will contact the wedding couple.



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Congratulations on your upcoming nuptials!

Our Director of Music at St. Patrick looks forward to working with you to help make this day a truly special occasion. Wedding policies differ among churches; to help you in your planning, here are some guidelines regarding weddings at St. Patrick.

Requirements

Parish policy states: “No one but the regular organist of St. Patrick Parish shall play the church organ or piano at weddings or at funerals. Any exception to this rule must be made with the consent of the Music Director.” In accordance with parish policy, I need to approve all wedding music.

All wedding ceremonies have music sung by the congregation – at the very least, the Gloria, a Responsorial Psalm and a Gospel Acclamation. We ask that an experienced cantor be present to lead people in prayer, to provide a welcoming presence, and to give strong musical leadership. St. Patrick has many fine cantors with extensive training and experience who may be hired for weddings.

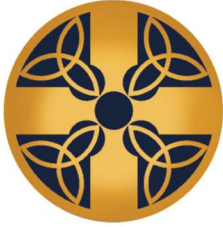
The Lord’s Prayer is a chance for all Christians to enter into prayer. To make sure that everyone has this chance to pray together, we ask that the Lord’s Prayer be spoken.

As Catholics, we believe that the music at our celebrations is prayer – and we believe it is important that we actively pray ourselves. For this reason, recorded music of any kind is not allowed in Catholic liturgies.

Personnel

Our Director of Music plays both the piano and the organ and is happy to play either or both for your wedding. And will also be happy to hire a cantor on your behalf and provide the music they need for the wedding. If on vacation or away during your wedding, the Director of Music will still work with you to plan the music and arrange for a substitute keyboardist.

If you have a family member or friend whom you would like to sing, this is still possible if they have the experience to feel comfortable singing in front of a crowd of family and friends. The hired cantor does not have to sing every piece of music; it would be fine for another vocalist to sing a special solo or two. Rehearsal with visiting vocalists once is preferred before the wedding (usually at the wedding rehearsal or on the day of the wedding); any additional rehearsals will incur a \$25 fee per session.



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Additionally, there are many other talented musicians in the area. If you want a little something extra, the Director of Music will be happy to hire whatever other instrumentalists you may want (trumpet, violin, flute, harp, oboe, etc.). If this is the case, you will be required to sign an instrumentalist contract and are obligated to pay a 50% deposit on any cancellation.

Repertoire

Because you've chosen to have your ceremony in a church, please consider this fact in planning your music. Your wedding is a church service and deserves to have appropriate music to honor the commitment you're making to each other before God. "Appropriate" does not mean any specific style, but keep in mind that the music in the liturgy exists solely to praise God – it is a form of worship – and should be considered as such when planning the liturgy.

A wide range of music is available. If you select something that is not familiar to the Director of Music, you may be asked to provide a copy – sometimes the same title is used by multiple composers. If you ask a friend or family member to sing for your wedding, she/he will always be asked to provide a copy of the music because many songs have multiple keys, arrangements, etc., and it is important that we have the same music.

The hymnals in our pews are Gather, Third Edition.

Decorations

St. Patrick does not provide any decorators or decorations, so you must provide your own arrangements and personnel for decorating purposes. Typically, couples decorate the church pews (please do not affix with tape) and the altar with flower arrangements. While you are welcome to take pictures after the ceremony, please remember that for **Saturday** weddings, all **decorations must be removed by 2:30 pm** and the church returned to its original state. **The Saturday Vigil Mass begins at 4 pm, and confessions before Mass start at 2:30 pm.**

The Next Step/Contact Information

Here are some questions you might want to think about: If you attend Mass regularly at St. Patrick or elsewhere, is there music that you've heard at Mass that you find meaningful? Are there hymns or religious songs that have special meaning to you or your family members? Is there music that you've heard at another wedding that you would like to have at yours?

Because work schedule, the Director of Music frequently not in the office during normal working hours. However, you are welcome to leave a message at the church office during those times; 217.531.7003. The easiest way to reach me is by e-mail: mora,novey@stpaturbana.org.

Best wishes as you continue preparing for your wedding