

# **Saint Malachy Catholic Church**

## **Wedding Policy**



## **WEDDING CEREMONY CHECKLIST**

- Fill out Wedding Request Form, Schedule beginning of Marriage Prep & Confirm Wedding Date
- Begin meetings at parish level (couple should plan to meet approximately once a month, either for one of the classes above, the review a couple for the pre-marriage inventory, or a meeting with clergy: See MARRIAGE PREPARATION PROCESS)

### **Within 1 MONTH after beginning Marriage Prep and confirming the Wedding Date**

- Register for Pre-Cana or Engaged Encounter. (Contact Parish if financial assistance is needed)
- Read the “Wedding Ceremony Checklist” booklet you received as it is your responsibility to know and be aware of the information provided.
- Register for Christian Sexuality Workshop or Natural Family Planning.

### **1 MONTH prior to wedding date the following MUST be COMPLETED:**

- Complete marriage prep, including the FOCCUS Pre-Marriage Inventory and review
- Complete marriage preparation packet, which includes the following:
  - Prenuptial Questionnaire
  - Any dispensation or permission requests needed
  - Baptismal records for both (baptized) parties - *freshly printed from the parish of your baptism, NOT the originals or a photocopy.*
  - Two witness affidavits for each party in regard to their freedom to marry
  - Permission if neither party is a parishioner
- Readings selected from *Together for Life* booklet and discussed with celebrant.
- A wedding coordinator will be assigned to help with your wedding and give you your wedding checklist. Any questions regarding music, decorating, florals, etc. will be answered, if not already answered.

### **2 WEEKS or more prior to your wedding date:**

- Contact the celebrant (Father or Deacon) to ensure all ceremony details are in order and to process the final paperwork. Set appointments accordingly. Father may wish to schedule a “pre-rehearsal-rehearsal” with the couple ONLY.
- Marriage license - Apply for your marriage license at the Henry county courthouse if you have not done so already. License good for 60 days. Give to the priest or deacon at the rehearsal.
- Communicate the dates/times for rehearsal, pictures, and the ceremony to the wedding party.

### **Week of your wedding**

- Contact your wedding committee member to review ceremony details and to confirm everything is in order.
- Connect with the wedding party- remind them of the date/time of rehearsal, pictures & ceremony.

## **Congratulations on your engagement!**

May this be a time of grace and heavenly blessing. You are coming to the Catholic Church to be married. A Catholic wedding is so much more than a social event. It is a sacrament in which a man and woman become husband and wife in the presence of God, the presider, and your family and friends. *(If one party is not baptized, it is not a sacrament, but still contracts a marriage bond.)*

***From the Rite of Marriage: “Dearly beloved, you have come together into the house of the Church, so that in the presence of the Church’s minister and the community, your intention to enter into Marriage may be strengthened by the Lord with a sacred seal.”***

The staff at Saint Malachy Church will be happy to assist you as you plan for this momentous and sacred day. That preparation will reflect the principles that govern Catholic liturgical celebrations.

### **ELIGIBLE WEDDING COUPLES**

To be married at Saint Malachy Church, the bride and the groom, or either the bride or the groom, must be practicing Catholics. Both parties must be free to marry in the Catholic Church.

### **SCHEDULING A WEDDING**

To inquire about scheduling a wedding, either the bride or the groom should contact the parish office. The couple should check with the parish office to see what dates the church is available. Other events may be scheduled on your wedding date. If no other events are scheduled, you may use the church earlier than your scheduled time. At the time of scheduling the wedding, the bride and groom will need to either have already begun the Marriage Prep process, with a priest or deacon, or will need to promptly schedule an appointment in order to begin the process. *The wedding date cannot be confirmed on the parish calendar until the couple has either already begun the Catholic marriage prep process or has an appointment scheduled to begin in the near future.* Saint Malachy does not have a fee for the reservation and use of the Church. In order to cover the cost of utilities, a free will donation is appreciated, but is entirely at the discretion of the couple and/or their families.

### **WEDDING TIMES**

Wedding celebrations are scheduled as follows:

- Between 12:00 PM and 2:00 PM Saturday. No later than 2p.m.

\* Other times can be considered, for a good reason and if the parish schedule can accommodate it.

\*\* 2 PM is most conducive to a Wedding Outside of Mass. With a full Mass, this does not provide much time for pictures afterward, as the couple is asked to complete pictures by 3:30 PM, when pictures begin. Couples are encouraged to consider this and may prefer to begin a Wedding Mass by 1:30 or earlier.

## **WEDDING PRESIDERS [OFFICIANT]**

- Either a priest or deacon can officiate at the Rite of Marriage. However, only a priest can celebrate the Mass. There are two forms of Catholic Marriage Ceremonies: The Wedding Mass and Wedding Outside of Mass
- Wedding Mass: The celebrant is always a Catholic priest (ordinarily, the pastor, but a visiting priest may be allowed, with the permission of the pastor). However, even within Mass, a Catholic deacon can officiate at the Rite of Marriage, in which case they would be the presider over the marriage rite, while the priest would still preside at Mass.
- Wedding Outside of Mass: Either a Catholic priest or deacon can preside at a Wedding Outside of Mass. Ordinarily, a Wedding Outside of Mass will be celebrated by a deacon, except in the event of guest presider (see below). This option is chosen if one of the parties is not baptized, or if another good reason exists.

## **GUEST PRESIDERS AND THE WEDDING CELEBRATION**

Any Catholic wedding ceremony must comply with the *General Instruction of the Roman Missal*, and must be in keeping with the St. Malachy Wedding Policy and celebration format. Guest Presiders are respectfully requested to comply with the directions of the pastor. Requests for ceremony adaptations, however minor, should be made to the pastor no less than one month prior to the wedding date. All final decisions regarding weddings at Saint Malachy Church are the responsibility of the pastor.

### **CHECKLIST FOR GUEST PRESIDERS**

- Guest presider must have permission from the pastor to celebrate a wedding at Saint Malachy Parish.

### **GUEST PRESIDERS FROM OUTSIDE OF THE DIOCESE OF PEORIA**

- Guest presider must have his Chancery send a letter of suitability to the Peoria Chancery to confirm he is a validly ordained priest or deacon in good standing.

## **NON-LOCAL COUPLES**

Generally, weddings at Saint Malachy Parish should be for couples in which either the bride or groom are currently active Saint Malachy Parishioners. Currently active means living within the parish boundaries or surrounding area AND regularly attending Sunday Mass at Saint Malachy.

- If both bride and groom are non-local (living outside of parish boundaries or surrounding area, such that they would not regularly attend Sunday Mass at Saint Malachy), there ought to still be some connection to the parish, such as having grown up in the parish and/or still having parents or other family members within the parish.
- All requests for weddings of non-local couples must be approved by the pastor or other parish clergy, in coordination with the pastor.

- Non-local couples must still be in contact with the pastor of their local parish, who will need to write a letter of permission to the presider, granting permission to witness their marriage at Saint Malachy Parish.
- It is highly recommended that the local parish carry-out the marriage prep process, including the completion of the Pre-Nuptial Packet, which must be mailed to Saint Malachy Parish before the date of the wedding, to be filed in the parish office, after the wedding.
- **The couple must report to the parish office the name of the person responsible for their marriage prep process, as close to the time of setting the date as possible.**

## MARRIAGE PREPARATION PROCESS

- Meetings with clergy** - Several sessions (approximately 5-7) with a parish priest or deacon. Sessions will include the Roman Catholic understanding of Marriage, Biblical evidence thereof, the planning of the wedding ceremony, and any other areas as determined by the priest, deacon or the couple themselves. These sessions will also involve the completion of the pre-nuptial packet, which must be completed prior to the wedding and filed at the parish office after the wedding.
- Take the Pre-Nuptial Inventory (FOCCUS)** - This is NOT a test, but only a tool to identify key topics for discussion, in order to begin to facilitate that discussion.
- Review Couple Meeting** - Discuss the results of your Prenuptial Inventory (FOCCUS). This is a very important part of the preparation for the Sacrament and the engaged couples need to be flexible and available to meet with their review couple.
- Marriage Prep Sessions:** The “classes” for Marriage Prep are held by the Catholic Diocese of Peoria (<https://cdop.org/evangelization-and-faith-formation-old/marriage/>). Each couple must complete one option from Part One AND one option from Part Two:
  - Part One: Attend a Pre-Cana OR Engaged Encounter** – These sessions will help prepare couples on subjects such as spirituality, sexuality, communication, inter-faith issues, and finances.
  - Part Two: Christian Sexuality Workshop OR Natural Family Planning** - These sessions are not simply about the “rules” about sexuality. They help couples understand the beauty of God’s vision for the gift of sexuality, which He created to reflect His own love, so that they can understand that the vision of sexuality which the Catholic Church embraces, although considered outdated by much of the secular culture, is truly the ONLY vision of sexuality that will promote the best interest of the married couple in a holistic manner. Once understanding this vision, they can more readily embrace it.

## COHABITATING PRIOR TO MARRIAGE

Prior to marriage, it is not appropriate to live together. Sexual intercourse, as a beautiful and sacred gift from God, is intended for marriage. Living together before marriage is also scandalous, which means it could cause another to fall into sin, by following your example.

## **PREVIOUS MARRIAGE**

If either of the engaged persons has been married previously, and if the former spouse has not died, notification of a final declaration of nullity from a church Tribunal must be in hand in order to attest that there is not an impediment to a future marriage. Because of the variables regarding the time it takes to complete a case, no future marriage may be scheduled in any Catholic Parish until the annulment procedure is completed. While awaiting the outcome of the Tribunal's actions, couples are advised to deepen their lives of faith and their relationship with Jesus Christ.

## **SPIRITUAL DEVELOPMENT**

Consider your engagement as an opportunity to deepen your faith, and grow in your relationship with Jesus Christ. A sacrament is an encounter with God that imparts grace. Prepare your heart to receive the grace of God on your wedding day in the Sacrament of Holy Matrimony. Even in the case of a non-sacramental marriage, in which one party is not baptized, you are still entering into a sacred covenant created by God to glorify Him and image His love to one another and to the world. Come and worship with your faith community – we look forward to joining you in prayer. This is also a necessary part of building a foundation of faith for your family. The St. Malachy Church Mass, Reconciliation and Eucharistic Adoration schedule is as follows:

### **Masses:**

- Monday-Wednesday: 8:00 AM
- Thursday: 5:45 PM
- Saturday: 5:00 PM
- Sunday: 8:15 AM, 10:30 AM
- School Mass: 9:00 AM, most Wednesdays during the School Year
- First Friday & First Saturday: 8:00 AM

### **Sacrament of Reconciliation:**

- Monday-Tuesday: 8:45 AM
- Thursday: 5:00 PM
- Saturday: 3:30-4:30 PM
- Anytime by appointment.

### **Eucharistic Adoration Hours:**

- Monday: 2:00-9:00 PM
- Thursday: 4:30-5:30 PM
- First Friday & First Saturday: 8:30-9:00 AM

## **PLANNING YOUR WEDDING CEREMONY CELEBRATION**

The staff and volunteers of St. Malachy Church will work with the couple to plan a wedding celebration that is meaningful, beautiful, and in keeping with the best of Catholic liturgy, theology and spirituality. A couple's wedding ceremony celebrates the love they have for one another, but it also reflects the love God has for His people and is a part of His plan for marriage, which is crucial to His plan for the salvation of the world. A Catholic wedding is a form of Catholic Liturgy, which is always communal and conducted according to the liturgical norms of the Church; a couple's choices should invite and make it possible for their families and friends to fully enter the celebration. Above all else, a Catholic Wedding Mass or ceremony gives glory to God and invites all present to encounter Him!

### **FAMILIES OF ENGAGED COUPLES**

As mentioned before, families of engaged couples often enjoy participating in the planning process. Saint Malachy Church respectfully requests that families of engaged couples direct their questions to the couple, rather than the Church staff. Church staff and volunteers will work the couple directly.

### **WEDDING MASS OR WEDDING OUTSIDE OF MASS**

When two practicing Catholics marry, they ordinarily celebrate the Rite of Marriage within a Nuptial Mass. Since Holy Communion entails a union of those that share the same faith within *full communion*, Holy Communion is only received by those who are in full communion, namely practicing Catholics in good standing with the Church. It is often the practice that, when a Catholic and a person of another faith marry, they celebrate the Rite of Marriage outside of Mass (i.e. without the Eucharist), ensuring that their family and friends can comfortably participate. Inter-faith communion is not allowed. However, Mass may still be celebrated if both parties are baptized, as long as the non-Catholic party consents to the choice of celebrating the Rite of Marriage within Mass.

### **CHOOSING THE READINGS**

Engaged couples are invited to take an active role in discussing and choosing the Scripture readings, music and other aspects of the wedding celebration. The priest or deacon will assist you in making selections. You will receive a "*Together for Life*" booklet to help you select the readings for your ceremony. Couples are asked to prayerfully review the Old Testament readings, Responsorial Psalm, New Testament readings, and Gospels in the "*Together for Life*" booklet, and make one selection from each category.

The wedding celebration is an opportunity for families and friends of the couple to learn the values of love and marriage that the engaged couple holds most dear. Selecting readings is much more than, "I always liked that bible passage," but rather, might be described with the words, "This reading best captures what we want to say about love." The couple should consider where they hear the Lord speaking to them within the readings and prayerfully discern what the Lord might be intending to say to them and to their guests on the day of their wedding. The readings then become a compass of sorts, directing the attention of all present toward the spiritual message of the wedding ceremony.

### **PRAYERS OF THE FAITHFUL:**

The couple may also compose the "Prayer of the Faithful" or sample intercessions can be found in the "*Together for Life*" booklet.

## MUSIC

Planning of the music will be guided by our Parish Music Director, Lance Carroll (309-502-9513). He can assist with the planning and/or execution of the music, as well as recruitment of any needed soloists or accompanists. Outside musicians are welcome, but should still consult with the parish music director for coordination and planning.

Wedding music serves as an expression of faith, giving all glory to God, because all Catholic weddings are a liturgy, gathering the people to glorify God. Marriage is a work of the Lord, who has called the bride and groom together and who will remain at work throughout their life together. For this reason, all music to be performed in the Church is to be sacred and religious in nature, or otherwise instrumental only. Secular music CANNOT be incorporated into the liturgy in any way and so the couple should not make any arrangements that anticipate having secular music played in the Church.

**Pre-recorded music IS NOT allowed during the liturgy.** This is in keeping with the church guidelines that the liturgy is from the people – it is not a production.

€ **NOTE FOR MUSICIANS:** No one is to change the sound system controls without permission from the pastor.

## WEDDING COMMITTEE MEMBER

The St. Malachy Church requires that a team of wedding committee members be assigned to each scheduled wedding. The wedding committee members will be assigned approximately 3 months prior to the wedding date. The designated Wedding Committee member(s) serve as the “Wedding Coordinator” referred to throughout this document. If the couple chooses to hire an additional wedding coordinator, this person does not take the place of the coordinator assigned from the parish wedding committee.

One of the wedding committee members will contact the couple twelve weeks prior to the wedding to review the ceremony details, provide instruction of how the wedding ceremonies are handled in our church, help you select an altar cloth, show you where the bride and groom can get ready and answer any questions you may have. On the wedding day the wedding coordinators will prepare the church for the ceremony and will help oversee other details prior to the ceremony. After the ceremony, the coordinators will check that the church is in order, but the couple should plan to recruit family or friends to assist with clean-up. You may request a specific coordinator(s) if you are familiar with someone on the list, by reaching out to the lead coordinator before twelve weeks prior.

## Wedding Coordinators

- Carrie Boelens                      525-0695                      (Lead Coordinator)
- Julie Atwell
- Kathy Carroll-Duda
- Kathy O’Rourke
- Kathleen Repass
- Barb Sigwalt



## **DECORATING AND PREPARING THE CHURCH**

*Decorating can be done the day before the wedding as long as no other event is scheduled in church prior to the wedding. No decorating prior to the day before the wedding is permitted.*

- **Weddings during Advent and Lent.** Decorations should be very simple and thus reflect the spirit of the season. Advent decorations will NOT be removed for a wedding.
- **Front doors of the church are not to be decorated.** The shepherd's hook and its area in front of the church may be decorated.
- **The lighted stand** (on which the Book of Memorial is placed) is not available for use.
- **Table by the back entrance** (that holds gifts for Mass) is not to be moved.
- **Altar cloths.** These are chosen with the help of the wedding committee member. Altar cloths available for weddings are labeled as well as any other linens to be used for weddings.
- **Kneeler.** The couple will ordinarily share a double-kneeler, especially for the Liturgy of the Eucharist within a Wedding Mass. There is a cloth for covering the kneeler hanging by the altar cloths. Let your wedding coordinator know if you have plans to use a kneeler.

### **FLOWERS**

Please schedule someone to receive delivery of your flowers on the day of your wedding.

- **SANCTUARY**
  - Flowers are **NOT** to be placed on the altar. If placed in front of the altar, flowers should not be higher than the altar.
  - Flowers may be placed in front of the altar, on either side of the altar or in front of the Ambo (pulpit). You may request the wedding committee member to remove any flowers/plants, which are already in church. This, however, will be done at the discretion of the wedding committee member, in consultation with the pastor.
- **WEDDINGS DURING CHRISTMAS OR EASTER**
  - Flowers should be planned to complement the church's decorations rather than replace them. **The environment may not be changed.** The wedding coordinator can communicate with the Liturgy Committee to determine what the plans are for environment during that season.
- **FLOWERS TO MARY and/or MOTHERS**
  - Please inform your wedding coordinator if you plan to do the following:
    - Many couples place flowers by the statue of Mary, Joseph or other statues during the ceremony. This is ordinarily done after receiving Holy Communion and is usually accompanied by the singing of the Ave Maria, another Marian song or another appropriate hymn. The purpose of this veneration of these images is an outward symbol of the couple asking Mary, Joseph or other saints to pray for their marriage and thanking them for their prayers. It should always be understood that it is NOT an act of worship of the saint or of the statue. All worship is due to God alone and the saints help us follow Him more closely.
    - Some couples choose to give flowers to their mothers, either at the same time or at another time, as arranged with the priest or deacon.

- **FLORIST**

- Please arrange to have your florist be at the church by 4:00 PM to pick up returnable aisle runners, rented plants, etc. Please instruct either your florist or someone you designate to clear away the floral boxes, paper, vases and any other debris from the flowers.

### **UNITY CANDLE**

- The unity candle is not ordinarily a part of either Catholic Wedding ceremony. As such, it is not recommended and may NOT take place *within the Rite of Marriage itself*. Some couples prefer to incorporate it into another aspect of their celebration, such as the reception or rehearsal dinner. If the couple strongly prefers to light the unity candle within the Church, it may be incorporated into the end of the ceremony, after Holy Communion. If used, it is ordinarily placed in front of the Holy Family statues. Couples who choose to include this ritual must provide their own candles, the unity candle along with two individual candles and candle holders. When used by two baptized parties, the couple is encouraged to consider using their baptismal candles, if available, as the two outside candles.

### **BAPTISMAL FONT**

- The baptismal font exterior may be decorated, but **nothing is to be placed IN the font**.
- Netting is available for decorating around the baptismal font. Let your wedding coordinator know if you are interested in using this.

### **PEW AND AISLE DECORATIONS**

- If you will be using pew decorations, the church can provide pew bow holders.
- There are 13 pews on both sides of the main aisle, including one row of chairs.
- Ribbon or elastic may be used to attach bows.
- **No tape of any kind is permitted on the pews.**
- Aisle decorations must not obstruct your guests from entering and exiting the pews.
- All pew decorations must be removed immediately after the celebration.

### **AISLE RUNNER**

- An aisle runner, usually supplied by the florist, may be used. If used, the runner should be removed, for safety purposes, before dismissal of the congregation.
- An aisle runner **MUST** be used if fresh flower petals are to be dropped by the flower girl(s).
- The length of the aisle is 58 feet from the altar to the entrance way.

### **PROGRAMS**

You may choose someone to hand your wedding programs to the guests as they arrive or they can be placed on a table. Please let your wedding coordinator know if you need a table.

## **PARTICIPANTS IN THE WEDDING**

**READERS:** The wedding celebration can include up to three readers. It is ideal that readers be Catholic, or otherwise prepared to publicly read the Scriptures with conviction, confidence and reverence. They should plan to touch base with the celebrant either at the rehearsal or the morning of the ceremony, to confirm the details of their role and to see how the readings will appear on the ambo.

**GIFT BEARERS:** If a couple is celebrating with a wedding Mass, there is normally an opportunity to include family members or friends to bring up the gifts [bread, wine and water] at the offertory.

**ALTAR SERVERS:** Altar servers are not needed at a wedding unless you are having a Mass. Please discuss altar servers with Father prior to asking someone to serve. If you are requesting servers from the parish, this must be requested to the parish office at least one month before the ceremony.

**PERSONAL ATTENDANTS:** We strongly encourage you to have at least one person designated for the collecting of items from the church after the ceremony and one person responsible for the bride's belongings. Personal attendants usually assist the bride in getting ready for the ceremony, along with pinning flowers on family/ wedding party attendants. This person should plan to confirm with the wedding coordinator that everything is in order before leaving the church, after the ceremony.

**ADDITIONAL CATHOLIC CLERGY:** Should the engaged couple have a Catholic priest or deacon among their family and friends, the couple is most welcome to invite this clergyman to officiate at the wedding or at least to participate. Please discuss this with the priest or deacon who coordinates your marriage preparation.

## **WEDDING REHEARSAL**

Please allow an hour for your wedding rehearsal. The rehearsal is not a social event. Its purpose is to assist the wedding party with understanding their roles at the ceremony, so that on the wedding day, all can fully participate. *It is advisable that readers be requested to practice the reading during the rehearsal.*

Those who attend the rehearsal are those who have a role in the wedding celebration. They are:

- Bride and Groom
- Maid or Matron of Honor and Best Man
- Bridesmaids/Groomsmen
- Ring Bearer and Flower Girl
- Parents of the Couple
- Ushers
- Readers (strongly recommended)
- Gift Bearers (optional)
- Extraordinary Ministers of Holy Communion (optional)
- Musicians

**\*\*\*Musicians often come prior to the rehearsal to practice. They can set up with the Parish Office some other time to practice.**

Please remember to bring the following to rehearsal:

- € Marriage license, if you have not already given it to the officiating priest or deacon.
- € Copy of your personal Prayers of the Faithful, if you are preparing them yourselves.

### **ON YOUR WEDDING DAY**

When you arrive at the St. Malachy Church on your wedding day, you are entering holy ground; the church requests that the activity before, during, and after your wedding be in keeping with the peaceful and prayerful environment. Please be aware that other events (including funerals) may be scheduled on your wedding day. Check with your wedding coordinator or the Parish Office to determine how early you may arrive and decorate.

#### **BRIDE'S ROOM**

A room for the use of the bride and her attendants is available in the Youth Lounge. There is a small bathroom in the room that the bride and her attendants are welcome to use. All personal belongings and trash must be removed from the Youth Lounge immediately after the ceremony. Please assign someone to ensure that this room is clean and clear of all personal belongings after your ceremony.

#### **GROOM'S ROOM**

A room for the groom and his groomsmen is available in the Conference Room next to the Parish Office. There is a bathroom in the hall close to the Conference Room that the groom and groomsmen are welcome to use. All personal belongings and trash must be removed from the Conference Room immediately after the ceremony. There are waste baskets in the room. Please assign someone to ensure that this room is clean and clear of all personal belongings after your ceremony.

#### **SECURITY**

Please do not leave any unsupervised valuables anywhere in the church, including the Bride's Room and Groom's room. Do not leave valuables in cars where they can be seen. The St. Malachy Church is not responsible for the loss or theft of any personal belongings.

#### **FOOD AND DRINK**

- No food, drink, gum or food containers are allowed in the church worship areas.
- Food and drink may be brought into the Narthex, Conference Room and Youth Lounge.
- Food and drink are permitted in the kitchen, but please be sure to clean up the area after use.
- Water for musicians is allowed in the choir area.

## **NO ALCOHOL OR DRUGS POLICY:**

- No alcoholic beverages or drugs are permitted on church premises before, during or after the wedding or rehearsal. This includes the parking area.
- Visiting the local bars prior to the rehearsal and wedding ceremony is not advised.
- Any members of the wedding party who are clearly intoxicated upon arrival will not be able to participate in the ceremony.
- *If the bride or groom are clearly intoxicated, the wedding will need to be canceled, as they will be unable to make the free consent that is necessary in order for the marriage bond to take place.*

## **NO SMOKING POLICY**

- Smoking is not permitted in the St. Malachy Church building.

## **GUEST BOOK**

- If you have purchased a guest book and would like it to be set up at church, let the wedding committee member know and they can set up a table for that purpose.

## **DISMISSAL OF GUESTS**

The bride and groom should NOT plan to personally dismiss guests or have a receiving line. Guests should be encouraged to expect to greet the bride and groom at the reception. If ushers dismiss the guests they start with the front pews.

## **RICE, BIRDSEED, CONFETTI, GLITTER**

- For safety purposes and cleanliness of the church grounds, there is to be no rice, birdseed or confetti allowed inside or outside the church building. Also, balloons are not allowed in the church. Glitter should also never be used, in any capacity.

## **PHOTOGRAPHS AND VIDEOGRAPHY**

- You need to arrange to have all pictures ordinarily taken by 4:00 PM.
- Photographers and videographers are asked to stay at the perimeter of the church during the wedding itself with the exception – they may situate themselves at the intersection of our aisles for the entrance procession.
- Photographers and videographers should never enter the sanctuary (raised altar area), which is up the steps from the main floor of the area where the congregation is seated (the nave). Also, keep in mind that items should never be placed on the altar for pictures.
- Photographers may pose the wedding party and families on the sanctuary steps or below the steps in front of the altar. The sanctuary (raised altar area) is a sacred space. Please don't allow children or others to run in the sanctuary area before, during or after pictures.
- Flashes may be used during the processional and recessional.
- Flash photography during the ceremony is discouraged.
- Videographers are asked to place the video camera on a tri-pod on the floor level of the nave (not within the sanctuary) on the choir side, so as to not distract from the wedding. Another option would be to film from the back of the church.

The Church respectfully requests that the photographer:

- Cooperate with the spiritual nature of the wedding celebration.
- Remain respectful of the sacred environment.
- Work within the guidelines presented to them.

## **CELLULAR TELEPHONES**

All cellular telephones must be turned off or placed in vibration mode during the ceremony. It's a great idea to include this information in your wedding program so that your guests are informed.

## **AFTER THE CEREMONY**

- We ask all congregants to depart from the church after the wedding in sufficient time for the church to be prepared for the upcoming Mass.
- Please assign a friend or family member to ensure that the Church is left in good order.
- If not unable to get a friend or family member, the committee member can help in any way possible. Please just let them know, they would be happy to help.
- Checklist for after the wedding
  - € Bride and groom's room emptied and cleaned immediately following the ceremony.
  - € Wedding programs collected from the pews.
  - € Floral boxes, floral paper, and debris removed.
  - € Decorations removed.
  - € Floral arrangements removed.
  - € Food /drink in the kitchen removed or placed in garbage.
  - € Any items left behind picked up.

## **CONTACTS**

Questions regarding your wedding ceremony should be directed to the priest or deacon coordinating your marriage preparation.

### **Pastor**

Fr. Daniel P Gifford (309) 944-5393

### **Deacons** (available for weddings)

Dcn. Robert O'Rourke (309) 502-1269

Dcn. Michael Sigwalt (309) 502-9243

Dcn. Tom Mattan (309) 737-4111

Dcn. Bob Thoene (563) 529-0529

### **Parish Office Manager:**

Mary Sebastian (309) 944-5393

## **WEDDING PROGRAM**

Creating and producing wedding programs are the responsibility of the wedding couple.

Suggestions of what you may want to include in your wedding program:

- Music Selections (Prelude, Seating of the mothers, Processional of bridal party, Procession of the bride, Communion Hymn, Recessional)
- Liturgy of the Word (First Reading, Responsorial Psalm, Second Reading, Gospel, Homily)
- Rite of Marriage (Wedding vows, Blessing of rings, Prayers of the Faithful)
- Liturgy of the Eucharist (if having a Mass) (Offertory, Eucharistic Prayer, Lord's Prayer, Nuptial Blessing, Sign of Peace, Holy Communion)
- Concluding Rite (Final Blessing, Presentation/Introduction of the couple)
- Recessional
- Names of parents, wedding party, lectors, pianist, soloist and celebrant.
- Address for the couple.

## **Example of the Liturgy order outside of a Mass**

### ***Prelude***

*"Perhaps Love"*  
*"This is the Day"*

### ***Processional***

*"Jesu, Joy of Man's Desiring"*

### ***Greeting/ Opening Prayer***

### **Liturgy of the Word**

*First Reading*

*Genesis 1:26-28, 31a*

*Responsorial Psalm*

*"The Lord is Kind and Merciful"*

*Second Reading*

*I Corinthians 12-31-13:8a*

*Gospel*

*John 15:12-16*

*Homily*

### **Rite of Marriage**

*Consent and Exchange of Vows*

*Blessing and Exchange of Rings*

*Prayers of the Faithful*

### **Prayers and Blessings**

*The Lord's Prayer*

*Nuptial Blessing*

### **Concluding Rite**

*Flowers to parents and/or /Mary statue (optional)*

*Final Blessing*

*Introduction of Couple*

### **Recessional**

*"Trumpet Tune"*



## **Example of the Liturgy order within a Mass**

### **Prelude**

*"In this Very Room"* Harris  
*"Simple, Devoted & True"* Wagner

### **Processional**

*"Canon in D"* Pachelbel  
*"Trumpet Voluntary in D Major"* Purcell

*Greeting*

*Opening Prayer*

### **Liturgy of the Word**

*First Reading Genesis 2:18-24*  
*Responsorial Psalm*  
*Second Reading Romans 15:1b-3a, 5-7, 13*  
*Gospel Mark 10:6-9*  
*Homily*

### **Rite of Marriage**

*Consent and exchange of Vows*  
*Blessing and Exchange of Rings*  
*Prayer of the Faithful*

### **Liturgy of the Eucharist**

*Presentation/Preparation of the Gifts*  
*Eucharistic Prayer*  
*The Lord's Prayer*  
*Nuptial Blessing*  
*Sign of Peace*  
*Holy Communion* "How Beautiful" Pairs

### **Concluding Rite**

*Flowers to parents and/or /Mary statue (optional)*  
*Final Blessing*  
*Introduction of Couple*  
*Recessional* "Trumpet Tune & Air" Purcell