

# Marriage Guidelines

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## **THE DIGNITY OF MARRIAGE AS A SACRAMENT IN CHRIST**

### **CHRISTIAN MARRIAGE MUST BE A FREE CHOICE**

Marriage is a mutual decision of a man and woman in which each partner freely gives to each other and accepts from one another this sacrament of selfless love. The freedom necessary to marry must be based on careful and prayerful reflection and not merely sentimentality or emotionalism. A marriage must be entered into freely without any external pressure from a circumstance or a person.

### **CHRISTIAN MARRIAGE IS A PERMANENT UNION**

The intimate partnership of married life and love has been established by the Creator and elevated by Christ as a sacrament symbolizing His love for His people, the Church. Because of this, it is a sacred union and a great mystery of unbreakable oneness and is rooted in the conjugal covenant of personal consent. In Mark 10:9, Jesus clearly states, ***“So then, what God has united, man (we) must not divide.”*** Because this is the action of Christ in our lives, this union is sacred and brings us into the mystery of our oneness with God. We give witness to his covenant by personal, permanent, faith-filled consent.

### **CHRISTIAN MARRIAGE INCLUDES THE RIGHT TO HAVE CHILDREN**

By its very nature, wedded love reflects the mutual love between husband and wife resulting in openness to new life in children. Therefore, married Christians are ***“no longer two, but one flesh”*** (Matthew 19:6). In their readiness to cooperate with the love of Creator and savior, the married couple accepts children as an extension of their love to be nurtured in the fullness of God’s life.

### **CHRISTIAN MARRIAGE DEMANDS TOTAL FAITHFULNESS**

Because Christ is faithful to us, Christian couples nourish and develop their marriage by their own life commitment. In marriage human and divine love merge reflecting faithfulness in thought and affection, in all that they are and in all that they will become. By this faithfulness they promise to continually help each other grow in faith and personal development. This nurturing together gives glory to God and is publicly expressed and supported in Christian Community.



## CHRISTIAN MARRIAGE GUIDELINES

***Please Note: Wedding arrangements are to be made at least six (6) months in advance of your marriage. All wedding dates are tentative upon completion of the wedding preparation program. This program will be conducted by the priest and a married couple from the parish.***

### HOW DO WE GET STARTED?

Please call the parish office to inform us of your desire for a Christian Marriage and to check the availability of dates. Please return the information sheets that will be emailed to you and your wedding fee as soon as possible to reserve your date. You will then be contacted by Father Kevin to set up an initial meeting *at least* 6 months to a year before your wedding date.

### CERTIFICATES

**Baptismal:** *Catholics* must obtain a ***newly issued certificate*** from the parish at which they were baptized. It must be dated within six (6) months of the scheduled wedding date. *Non-Catholics* please obtain a copy of your baptismal certificate or a statement that you were baptized. No date restriction is required.

**Confirmation:** While not required for the Sacrament of Matrimony; it is strongly encouraged that both parties to the marriage become fully initiated members of the Catholic Faith. For more information about Adult Confirmation, please speak with Father Kevin.

### PREVIOUS MARRIAGE(S)

If there was a previous marriage with either of the parties, **please notify the priest as soon as possible**. Any previous sacramental marriage must be annulled or declared invalid *before* entering a new sacramental marriage.

### MIXED AND INTERFAITH MARRIAGES

When a Catholic wishes to marry a non-Catholic Christian or an individual of another faith in the Church, they must be granted a dispensation. The requirement for the granting of this dispensation is that the Catholic party must make certain promises. Please speak to Father Kevin for more information. Usually, in such circumstance, the Marriage is celebrated outside of Mass.

## **THE SACRAMENT OF THE EUCHARIST**

The Eucharist is the source and summit of our Christian Faith. Whenever possible, we celebrate the other sacraments within the context of Mass. Therefore, when two Catholics celebrate a wedding the celebration takes place within the celebration of the Eucharist.

## **THE SACRAMENT OF RECONCILIATION**

If it has been a long time since you went to confession, a general review of life is encouraged. Reconciliation is on Saturday afternoon at 4:00 PM in the Reconciliation Room and/or it may be offered at the end of the rehearsal if Father Kevin is presiding.

## **BANNS OF MATRIMONY**

Public announcements of your marriage are made in the parish bulletin three Sundays prior to your marriage date. If you are a member of another parish, please call that parish and have them print your banns in their bulletin as well. These announcements are made to give the Christian Community an opportunity to respond to your intentions of marriage.

## **PLACE OF MARRIAGE**

A marriage is celebrated normally in the parish of either the bride or groom. If the wedding is to take place in a parish where neither is a member, a written permission for the marriage to take place must be obtained from the pastor of the parish where you are a member. When couples are not members of any parish, the priest/deacon will evaluate this situation on an individual basis.

## **ENGAGED ENRICHMENT CONFERENCES** (requirement for *all* couples)

**All enrichment days are on Saturday. Registrations are made through the Nazareth Project website at [www.archmil.org](http://www.archmil.org).** Register far enough in advance to avoid disappointment. Certificates received from the Enrichment Program are to be given to Father Kevin.

## **MARRIAGE LICENSE**

You must obtain a marriage license and it must be brought to the rehearsal. Many important details can be found for Waukesha and Milwaukee counties at:

<http://www.waukeshacounty.gov/defaultwc.aspx?id=38131>

<http://county.milwaukee.gov/GettingMarried22000.htm>

## **MARRIAGE WITNESSES**

State law, as well as Church law, requires two adult witnesses for the validity of your marriage. Your witnesses must be eighteen (18) years of age, but they do not have to be Catholic. They may be your best man or maid/matron of honor, other members of your wedding party, parents, etc. In any event, they must be present for your wedding to be true witnesses.

## **SIGNING OF THE MARRIAGE LICENSE**

The signing of the marriage license will take place either during the Mass or at the rehearsal depending on the discretion of the presider of your wedding. The priest, the bride and groom, and the two adult witnesses sign the marriage license. The priest will return the license to the Waukesha County Register of Deeds.

## **YOUR WEDDING REHEARSAL**

Father Kevin will work with you to set the date and time for your wedding rehearsal. In general, rehearsals may begin at any time during the day before your wedding but the last start time is 6pm. *Please be on time.* Inform your family and attendants to enter at the front door of the church. The rehearsal will take approximately one hour. All are welcome, but all those who will be a participant in the ceremony should be present. Musicians usually are not required to be present at this time.

**IMPORTANT: Remember to bring your Marriage License, wedding candles, wedding booklets and Mass Stipends (fees for Father and Musician) to the rehearsal.**

## **RECEPTION AND DINNER**

When available, Father Kevin may attend the wedding dinner or reception. If you would like Father Kevin to be present, please send him an invitation. Father suggests inviting your FOCCUS couple to those events.

## **WEDDING ATTENDANTS**

Your attendants need not be Catholic, but no matter what their faith may be, we would suggest that they be people of faith.

## **FLOWERS**

Flowers may be placed in front of the altar or pulpit. **No flowers or candles may be placed on the altar.** If they are placed around the altar, they must not be taller than the altar. Weddings during the Advent, Christmas, and Easter seasons must respect the Church décor for that season. Contact Donna Czajka at 262-679-4923 with church environment questions.

## **AISLE RUNNER**

No aisle runner is required and is discouraged. If you chose to have a runner, due to the floor's slope and irregular surface, a cloth runner is recommended to minimize slipping. The length of the runner for the main aisle is about seventy-five (75) feet. The runner needs to be taped to the floor at both ends with blue painter's tape brought with you.

## **UNITY CANDLES**

The use of unity candles is strictly optional as it is not an official ritual of the Catholic faith. If you would like to have this ceremony, you must provide the three candles and holders involved. A good suggestion is to use your baptismal candles, if you still have them, for the small candles. The candles will be placed upon a special table in the sanctuary. No other non-Catholic rituals can be added to the Mass or service.

## **WEDDING PROGRAM**

The church does not require a program booklet, nor does it print one if desired. The music director can assist you with sample copies and format. If those attending the service are not familiar with the Catholic worship ritual, a more detailed booklet is suggested with directions for standing, sitting and the responses to the ritual prayers.

## **VIDEO RECORDING**

Video taping is permitted but the recorder must be on a tripod anywhere along the back circumference of the church or off to one side in the front of church, and must not interfere in any way with the celebration. No video cameras are permitted in the altar area or in the middle aisle. If one of your guests wishes to tape from the pew, that is okay, as long as they do not move out of the pew. No bright lighting is allowed during the service. As a courtesy, have the videographer meet at the service with the photographer to work out details of shots.

## **PHOTOGRAPHER**

Please give the Wedding Photographer Guidelines (located on page 9) well in advance to both your photographer and videographer. The priest will be available 20 to 30 minutes before the service for any questions. They need not be at the rehearsal unless they are not professional. Consult with the photographer about friends and family taking pictures during and after the service. **Remember, all picture taking after the wedding must be completed by 3:45 PM.**

## **USHERS (Men or Women)**

Your ushers will be responsible for ushering and greeting your guests, pulling back the runner after the wedding, checking the pews for lost articles and clearing away all foreign objects, such as Kleenex, etc. Ushers should be present for the rehearsal and at least one-half hour before the wedding ceremony, and should encourage the guests to enter the church early enough to begin the service on time.

## HOSPITALITY SUITE

This room will be available for the bride and her attendants two hours before the wedding. A full-length mirror and a private restroom are part of this suite. Please select one person to clean up the room after the wedding. All boxes, hangers, runner, etc. are to be removed or placed into the dumpster.

## MUSIC

Please contact Paul Malecha, St. Joseph Parish Music Director, 262-662-2832, Ext. 15, or at [music@stjoesbb.com](mailto:music@stjoesbb.com) three (3) months before your wedding date to set up a required consultation meeting in order to discuss the arrangements for a musician, as well as selecting music. All outside soloists, including vocalists and instrumentalists are allowed only upon review and approval of St. Joseph's Music Director. **The music fee and other important information can be found on page 10-13 of this booklet.**

## WEDDING FEE

The Wedding Fee is \$175 and is paid at the time of your wedding reservation request. ***Please make your check payable to St. Joseph Parish.*** PLEASE NOTE: *If you are experiencing financial hardship, please explain this to the priest/deacon arranging your marriage.*

## TIME OF WEDDINGS

Weddings take place on any day except Sunday and Holy Days. There are no weddings celebrated during the season of Lent. On Saturday, the latest start time available is 2:00pm. For evening marriages during the week, please set the time with the priest witnessing your marriage.

## PLANNING YOUR TIME

You can be assured that the time you have chosen for your wedding is the time it will begin. Your arrival at the church is dependent upon your required last-minute preparations. Generally, everyone should be present at least one-half hour prior to the wedding. The Wedding Mass will take approximately one hour; the wedding ceremony without Mass is about 30-45 minutes.

## CELEBRANT OF THE MARRIAGE LITURGY

The pastor of the parish is the usual celebrant of the liturgy. A priest friend or relative is welcome to preside or concelebrate the liturgy, with the permission and delegation of the pastor.



## **ITEMS NOT ALLOWED AT ST. JOSEPH PARISH**

- ✘ Rice or bird seed throwing after the wedding ceremony is not allowed (State regulation).
- ✘ No alcoholic beverages are allowed on the premises.
- ✘ No smoking is allowed inside of the building.

## **GUIDELINES FOR THE RECEPTION OF COMMUNION**

***For Catholics:*** As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should not be conscious of grave sins and should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession. A frequent reception of the Sacrament of Penance is encouraged for all.

***For Our Fellow Christians:*** We welcome our fellow Christians to this celebration of the Eucharist as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit in this Eucharist will draw us closer to one another and begin to dispel the sad division that separates us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us "that they may all be one" (John 17:21). Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are not admitted to Holy Communion.

***For Those Not Receiving Holy Communion:*** All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

***For Non-Christians:*** We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.



## A WORD TO WEDDING PHOTOGRAPHERS

Welcome to St. Joseph!

You are a professional, and this is probably your 12th wedding of the month. We invite you into a spirit of prayer by listening to the Scripture readings and prayers to the extent you are able.

Whenever the priest, servers, musician, or photographer moves, 100 pairs of eyes follow and distract from the focus of the ceremony. If possible, we request that you take pictures from the rear of the church once the wedding party has entered the sanctuary. Use of flash is ok, but not from the center aisle facing the priest. *The movement of photographer to take pictures distracts from the service.* This is especially important when the reader is proclaiming the scripture texts. You are welcome to restage any pictures after the service. All photography must be completed by 3:45 p.m. Saturday.

Before the service, the bridal party gathers in the Hospitality Suite, and the groomsmen assemble in the Parish Hall.

As the bridal couples process up the aisle in the beginning and the end, you may take photos (with or without flash) anywhere you like.

The wedding party processes in as couples. There are no kneelers. The bride and groom sit in the first pew on the right side of the center aisle except when they come to the foot of the altar for their vows. They exchange vows facing each other with the priest standing between them and the altar.

After the exchange of rings and a nuptial blessing, the mothers (and often the fathers) come to the small table beside the altar to light the flanking wedding candles. The bridal couple then lights their wedding candle and they stand behind the table facing the congregation. They then come with their principle attendants to the altar to sign the wedding license.

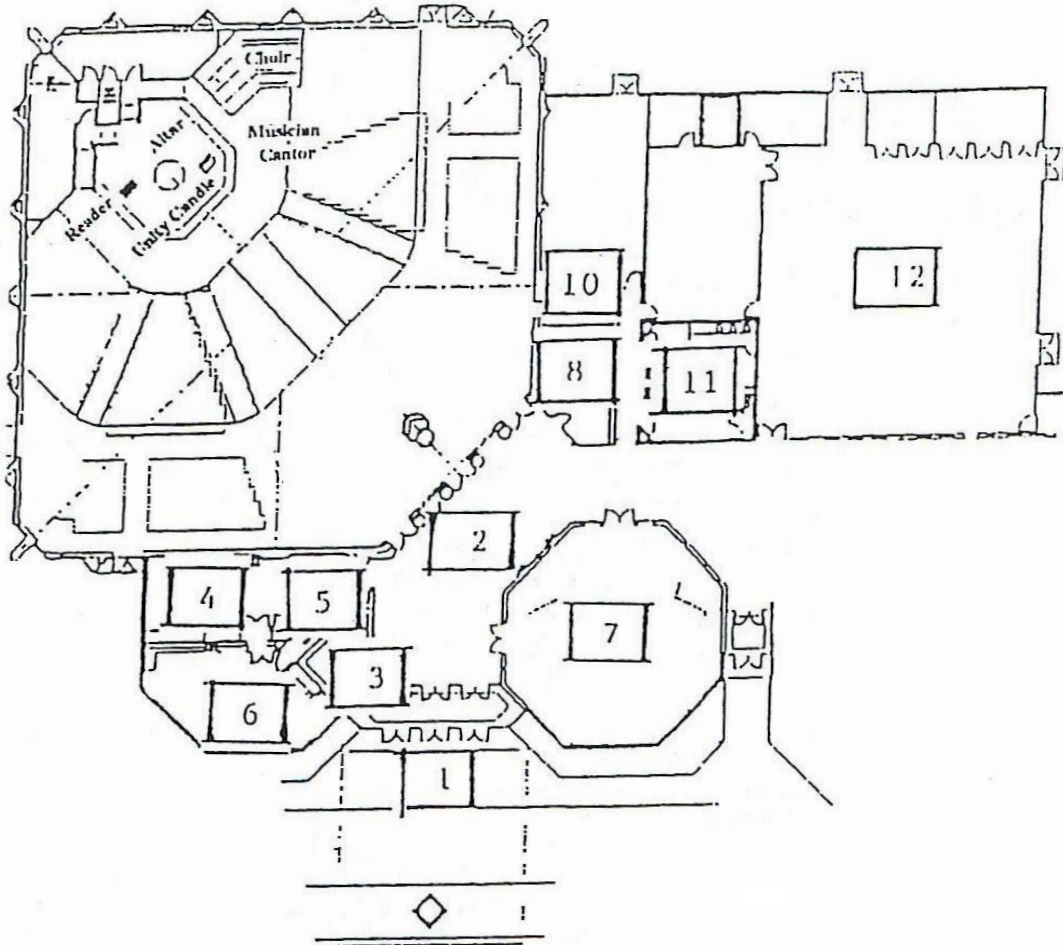
Right before the end of the ceremony, the couple faces the congregation for their first kiss and introduction.

We hope these guidelines assist you in making your work easier and more prayerful. We thank you for your assistance in making this day memorable for this newly married couple.

Sincerely,

***The Pastor and Staff of St. Joseph Catholic Faith Community  
Big Bend, WI***

# ST. JOSEPH CHURCH



## KEY

- 1 – Main Entrance
- 2 – Gathering Area
- 3 – Cloak Room
- 4 – Ministry Suite
- 5 – Information Center
- 6 – Hospitality Suite
- 7 – Day Chapel
- 8 – Blessed Sacrament Chapel
- 9 – Church
- 10 – Reconciliation Room
- 11 – Restrooms
- 12 – Parish Hall



# **WEDDING MUSIC POLICIES, FEES and GUIDELINES**

## **General Policies and Fees**

Our parish Director of Music assists you in selecting music for your Wedding Liturgy. Please see the attached document for assistance in selecting your wedding celebration music. Our Director of Music is more than happy to acquire a cantor to sing for your wedding. If, however, you desire to have any outside musicians collaborate for your wedding (as a singer, instrumentalist, or pianist), you must first obtain the approval of the Director of Music.

The fee for our Director of Music is \$250, which includes the initial planning consultation, playing and/or singing for the entire wedding, 10-15 minutes of prelude music, and up to 30 minutes prior to the wedding reserved for rehearsal with outside musicians. This fee is due no later than the date of your wedding rehearsal, but can be paid any time prior to that date. If visiting musicians will be collaborating with our Director of Music and require more than 30 minutes of rehearsal, there is also an hourly rate for this additional rehearsal time. If you have a visiting pianist or accompanist providing the music for your wedding, there will be a bench fee of \$100 paid to the Director of Music above and beyond any fee charged by the visiting musician.

Approximately 3 months prior to your wedding, you should contact the Director of Music to set up a face to face meeting to go through the attached documents and make final musical determinations for your wedding. The attached list is a good starting point, with many popular selections, but they are only suggestions. You may have any music you wish at your wedding, provided that the music is appropriate to a sacramental celebration, and is sacred in nature. Secular (non-God oriented songs and music) is only permitted before or after the actual ceremony itself; music within the mass or ceremony must be sacred. The next page discusses general guidelines for choosing music for your wedding ceremony, and the following pages are a worksheet to help with your selections.

## **Wedding Music Guidelines**

Since you have elected to celebrate your wedding in a Catholic Church rather than simply to live together or marry in a civil ceremony, you intentionally chose to situate yourselves in a Christ-centered event; the sacramental nature of your marriage will strengthen you for the rest of your lives, and having your wedding in the church shows your commitment to live your sacramental love from the day of your wedding forward. Music is an integral part of any sacramental celebration in the Church, and as such, the music should reflect this holy reality. Therefore, please consider the following in choosing your music.

1. Consider the words of the music you would like. Do they make a statement about Christian or sacramental love, or simply your love for one another?
2. The Sacrament of Marriage and its celebration within a Mass is the public prayer of Christ and the people in attendance at your wedding. They are not passive participants attending only to serve as witnesses. A soloist or choir can be an important complement to the music of the ceremony, but they must not replace the active, sung participation of the congregation. In choosing music, you should always keep this goal in mind.
3. Music that is of a secular nature (not God-centered) is more appropriate at the reception or as people are entering the church before the mass begins. The same is true of recorded music. Any music during the mass must be live music, and should be sacred. (Please note: Just because a song includes the word "God" does not mean it is sacred. You should ask yourself, what is the overall tone or genre of the music in question?)

## Music Selections for Weddings - St. Joseph Parish

NAMES OF COUPLE: \_\_\_\_\_

WEDDING DATE: \_\_\_\_\_ WEDDING TIME: \_\_\_\_\_

**MUSIC SELECTIONS** LIKE ☺ DISLIKE ☹

### *Processional/Recessional Music*

<u>Bridal March (Richard Wagner)</u>	1	2	3	4	5
<u>Canon in D (J. Pachelbel)</u>	1	2	3	4	5
<u>Hornpipe (George Fredrick Handel)</u>	1	2	3	4	5
<u>Jesu, Joy of Man's Desiring (J.S. Bach)</u>	1	2	3	4	5
<u>Ode to Joy (Ludwig von Beethoven)</u>	1	2	3	4	5
<u>Prince of Denmark's March (Jeremiah Clarke)</u>	1	2	3	4	5
<u>Psalm 19 (Benedetto Marcello)</u>	1	2	3	4	5
<u>Trumpet Tune in D (H. Purcell)</u>	1	2	3	4	5
<u>Wedding March (Felix Mendelssohn)</u>	1	2	3	4	5

### *Responsorial Psalms*

<u>Psalm 19: Lord, You Have the Words</u>	1	2	3	4	5
<u>Psalm 34: Taste and See</u>	1	2	3	4	5
<u>Psalm 98: All the Ends of the Earth</u>	1	2	3	4	5
<u>Psalm 103: The Lord is Kind and Merciful</u>	1	2	3	4	5
<u>Psalm 128: Blest Are Those Who Love You</u>	1	2	3	4	5
<u>Psalm 145: I Will Praise Your Name</u>	1	2	3	4	5

### *Unity Candle/Preparation of Gifts*

<u>Instrumental</u>	1	2	3	4	5
<u>I Have Loved You</u>	1	2	3	4	5
<u>Prayer of St. Francis</u>	1	2	3	4	5
<u>How Beautiful (Twila Paris)</u>	1	2	3	4	5
<u>You Are Mine</u>	1	2	3	4	5

### *Communion*

<u>Gift of Finest Wheat</u>	1	2	3	4	5
<u>One Bread, One Body</u>	1	2	3	4	5
<u>On Eagle's Wings</u>	1	2	3	4	5
<u>Taste and See</u>	1	2	3	4	5
<u>We Have Been Told</u>	1	2	3	4	5

### *Song at Marian Altar*

<u>Ave Maria (In Latin, Franz Schubert)</u>	1	2	3	4	5
<u>Ave Maria (In Latin, Bach/Gounod)</u>	1	2	3	4	5
<u>Ave Maria (In English, Dan Kantor)</u>	1	2	3	4	5
<u>Hail Mary: Gentle Woman (Carey Landry)</u>	1	2	3	4	5

**WEDDING MUSIC PLANNING GUIDE**    **Date/Time of Wedding:** \_\_\_\_\_

Bride: \_\_\_\_\_ phone/ e-mail: \_\_\_\_\_

Groom: \_\_\_\_\_ phone /e-mail: \_\_\_\_\_

Cantor: \_\_\_\_\_ phone /e-mail: \_\_\_\_\_

Organist/Pianist: \_\_\_\_\_ phone /e-mail: \_\_\_\_\_

Guest Musicians: \_\_\_\_\_ phone /e-mail: \_\_\_\_\_

Number of Bridesmaids: \_\_\_\_\_                      Flower Girl: \_\_\_\_\_      Ring Bearer: \_\_\_\_\_

\_\_\_\_\_ Mass      \_\_\_\_\_ Ceremony

**MUSIC SELECTIONS**

*Prelude music as guests are seated:* \_\_\_\_\_

*Mother's Entrance (optional)* \_\_\_\_\_

*Processional (Bridal Party)* \_\_\_\_\_

Bride's Entrance \_\_\_\_\_

- Old Testament Reading

Responsorial Psalm \_\_\_\_\_

- New Testament Reading

- Gospel Reading

Unity Candle (optional) \_\_\_\_\_

- Prayer of the Faithful (General Intercessions)

**(Mass only) Presentation Song** \_\_\_\_\_

**(Mass only) Communion Song** \_\_\_\_\_

*Presentation to the Blessed Mother (optional)* \_\_\_\_\_

Recessional \_\_\_\_\_

ADDITIONAL NOTES:

# DIRECTIONS TO ST. JOSEPH CHURCH

**N** Waukesha



**S** Waterford

## ***Directions to St. Joe's from the North***

Take Exit 50 off of I-43 to State Hwy 164 (also known as Big Bend Drive or Clark Street). Travel South on State Hwy 164 for approximately 2.5 miles. At the intersection of State Hwy 164 (Clark), turn left (traveling East) onto Milwaukee Avenue (also known as Janesville or Country Trunk Highway L), you will travel approximately 0.4 of a mile, St. Joseph Catholic Church is on your left located at S89 W22650 Milwaukee Avenue, Big Bend, WI 53103.