

DIVINE REDEEMER PARISH

*ST. JAMES AND ST. MARY
ROMAN CATHOLIC
CHURCHES*

The SACRAMENT of HOLY MATRIMONY

A Wedding Guide for the Bride and Groom





To the Bride and Groom—

Congratulations on your upcoming marriage!

Enclosed are some guidelines to assist you in the planning of your marriage liturgy.

The ministry of the Wedding Coordinators is provided as a service of Divine Redeemer Parish. We offer our services without charge and will assist you, your families, the bridal party, and guests at the rehearsal and on the day of your wedding.

—The Wedding Committee

Planning the Order of Holy Matrimony

The celebration of the Rite of Marriage is a very joyous and sacred celebration! The parish community of Divine Redeemer celebrates this sacrament with you. The parish clergy are representatives of the entire church community. They will assist you and are the ones who determine what is appropriate during the liturgy. In order to respect the desires of you (the bride and groom) and to keep all communication as clear as possible, the parish asks that all communication regarding the wedding liturgy be with the two of you (the bride and groom).

A parish wedding coordinator, as well as members of the parish wedding committee, will be present at your rehearsal and wedding to ensure that you, your bridal party and your families are prepared for your wedding ceremony and to ensure that all of your needs on the wedding day are met. We ask that all members of the bridal party follow and respect the directions given by these volunteers.

This booklet includes a checklist of things to complete prior to the wedding ceremony, as well as, guidelines for our church sites.

Checklist for the Bride and Groom

Please insure that all items have been addressed before the wedding.

6+ Months Prior to the Wedding

- ☐ Contact parish office by completing the Wedding Information Form on the website to request your proposed wedding date and ensure that we have all your contact information.
- ☐ Meet with Deacon Tom Lopus to learn about the pre-marriage process and confirm that the proposed wedding and dates meet Church requirements.
- ☐ After meeting with Deacon Tom, collect all new annotated baptismal certificates and other required documents for the completion of the required paperwork with the priest/deacon assigned to our wedding.

3-4 Months Prior to the Wedding

- ☐ Contact the music director to schedule a meeting with him/her.
- ☐ Schedule meeting with your assigned priest/deacon.

Checklist for the Bride and Groom (continued)

1-2 Months Prior to the Wedding

- ☐ Have final meeting with your assigned priest/deacon to review final details of your wedding.
- ☐ Obtain marriage license.

3-4 Weeks Prior to the Wedding

- ☐ Complete Wedding Worksheet with choices of Readings & Prayers.
- ☐ Give a draft of your program to Deacon Tom, your presider and the music director for approval prior to printing.

1-2 Weeks Prior to the Wedding

- ☐ Give each reader a copy of their reading.
- ☐ Discuss rehearsal and ceremony details with the wedding coordinator.
- ☐ Celebrate Sacrament of Reconciliation/Confession.

Rehearsal

- ☐ Bring marriage license to rehearsal.
- ☐ Bring all fees and donations to rehearsal.
- ☐ Bring programs, unity candle, pew decorations, bells, bubbles, ring bearer pillow, etc. to rehearsal.
- ☐ Allow 1 hour for the rehearsal.

First Steps

At least six months prior to the wedding, you must first contact the parish by completing the Wedding Information Form with your proposed wedding date and ensure that we have all your contact information. Then you will be contacted by Deacon Tom to verify the information and to determine if both parties are free and ready to marry. Deacon Tom will also explain the next steps in the process. Your date will not be confirmed until this required pre-marriage interview with Deacon Tom has taken place.

Marriage Preparation

Church doctrine requires that every engaged couple participate in an approved marriage preparation program. Divine Redeemer Parish offers a Sponsor Couple program that allows the engaged couple to meet directly with a married couple from our own parish for instruction. Please contact the parish coordinator, Anna Torrance, at atorrance@diopitt.org or by phone at (412) 584-6631. As an alternative, couples can participate in the "Joy Filled Marriage" program offered by Renew the I Do foundation. See renewtheido.org for dates of these programs. You can also find additional information on other parish based marriage preparation programs at www.diopitt.org/marriage-preparation.

The Sacrament of Reconciliation: This Sacrament should be celebrated by the Catholic parties prior to the time of the rehearsal and wedding.

Liturgy

Deacon Tom or the priest/deacon assigned to your wedding will guide you regarding selections for the marriage liturgy, including the readings, petitions, and other ritual elements.

Visiting Priest or Permanent Deacon:

If you have a priest or permanent deacon that you would like to have celebrate your wedding liturgy, they will need to obtain the proper permissions of the Church. If you ask a visiting priest or permanent deacon to perform your wedding liturgy, it is understood that he will be responsible for the preliminary paper work. They must also follow our wedding guidelines.

Wedding Liturgy Times:

Weddings cannot normally be scheduled on a Sunday, nor can they be scheduled on any Holy Day of obligation. Marriages are typically not celebrated during Lent and Holy Week because of the solemn nature of that time.

Liturgy (continued)

Wedding liturgies are typically scheduled on Saturdays at 2:00 PM at St. James and 2:30 PM at St. Mary for registered parishioners. The liturgy can be earlier , but it cannot be later than these times. Weddings for non-parishioners are scheduled on Saturdays at 11:00 AM. The time for a Friday liturgy is flexible.

Pastors of Other Faiths:

In the case of an interfaith marriage, the non-Roman Catholic party may invite his/her pastor to participate in the ceremony. In the context of the Liturgy of the Word, the visiting pastor may vest and proclaim one of the readings before the Gospel. At the conclusion of the ceremony he/she may offer a prayer/blessing. If an interfaith wedding is celebrated during a Mass, the visiting pastor may come from the assembly at the end of the ceremony to offer additional prayers, and exhortation and a blessing. This should be discussed with your presider.

Lectors:

As a couple, you are encouraged to ask as many as three people to participate as lectors for the Scripture Readings and the Universal Prayer. The lectors should attend the rehearsal (if they cannot attend the rehearsal, they should arrive forty-five minutes before the wedding for instruction) and review the readings prior to the rehearsal. The lectors do not need to be Catholic.

Music

All music before, during, and following the wedding must be appropriate for a sacred place, time, and event. It must be suited for its place within the worship service and determined appropriate. Music composed for theatrical or entertainment purposes is not appropriate for a sacred place or sacred occasion. Luke Ponce, Parish Director of Music and Liturgy, is responsible for the music in all marriage celebrations and is available to advise you on all matters of music. Everything relating to the music of the ceremony must be handled directly through him. He must approve all selections and plans for music. An online Music Wedding planner is available prior to meeting with him at: www.divine-redeemer.org/wedding-planner.

Music (continued)

Please contact the Director of Music 3-4 months before your wedding to arrange a meeting. He can also answer questions regarding a cantor, soloist, or additional musicians. Please do not ask to bring in another organist.

Please call Luke directly through the church office at (412) 741-6650 or by email at: lponce@divine-redeemer.com.

Guidelines for Use of the Church

Altar Flowers:

The church typically has green plants and/or flowers in the sanctuary throughout the year. If you wish to have additional flowers, it is customary to have a flower arrangement on either side of the tabernacle. If desired, an additional arrangement can be placed before the altar. There are several different stands available that you can choose from for these flower arrangements. If you choose to have flowers for the sanctuary, they should arrive at least one and a half hours prior to the wedding. Artificial flowers are not liturgically appropriate for use in the sanctuary. Please contact the wedding coordinator if you have any questions regarding flowers or seasonal decorations. If you choose to add flowers or plants to the sanctuary, please note that they must be set on a protective saucer or stand so the marble is not stained or damaged.

Please note: During Advent, the church is not decorated except for the Advent wreath. You are permitted to bring flowers or plants for the sanctuary, but they must be removed following the ceremony. During Christmas and Easter, the church will be decorated appropriately with flowers, plants, and trees. These may not be removed for weddings.

Pew Decorations:

They should be light in weight and attached to the pew in a way to avoid scratching the wood. A rubber band works well to attach the decorations to the chairs and pews. **The use of metal pins, or adhesives is not permitted.** For safety reasons, no glass vases/containers are permitted on any of the pews or anywhere in the center aisle.

Aisle Runner:

A crash is not permitted because it is too slippery and a tripping hazard.

Guidelines for Use of the Church (continued)

Flower Girls & Ring Bearer:

Flower girls and ring bearers are not permitted to throw/drop petals while processing up the aisle. They are also not permitted to carry any signs as these are not liturgically appropriate.

Worship Aides/Program:

You may want to consider preparing a program for your wedding. This would help your guests follow the Catholic rite and encourage the congregation to participate, particularly in the singing of songs, responses, and acclamations. Sample programs are available for your review. Please have Deacon Tom and/or your presider preview your program before printing to prevent any errors.

Directions to Saint James and St. Mary:

Please include with your wedding invitations detailed directions to guide your wedding party and guests to appropriate church site. St. James' official address is: 200 Walnut Street, Sewickley, PA 15143 and St. Mary's official address is: 444 Glenfield Road, Sewickley, PA 15143.

Photography and Videography:

Photography and videography will be permitted during the ceremony, but should not detract from the solemnity of the occasion.

Cameras are not permitted on the elevated area of the sanctuary. All equipment must be kept out of aisles when not in use. Please consult your wedding coordinator for specific instructions.

All photos of groomsmen must be completed at least thirty minutes before the ceremony begins to allow them to escort guests. The photos of the bride and bridesmaids must be completed fifteen minutes before the ceremony. We simply ask that the photographer and videographer act in a professional manner.

Marriage License

You must secure a marriage license from the Commonwealth of Pennsylvania before your wedding day. A marriage license is typically valid for sixty days. To obtain a license, please visit your local county marriage license center. The license must be given to the wedding coordinator at the wedding rehearsal.

Rehearsal

The wedding rehearsal is typically scheduled at 5:30 PM on the evening before the wedding. If this time is not convenient, please talk to the Deacon Tom when scheduling your wedding and rehearsal. Please allow one hour for the rehearsal. Please have all members of the wedding party, and anyone else involved in the wedding liturgy, meet in the church 15 minutes before the rehearsal is scheduled to begin. Please bring the marriage license, fees, and donations; and if used, ring bearer pillow, unity candles and programs to the rehearsal.

On the Day of the Wedding...

- The groom, ushers, and groomsmen should arrive fully dressed one hour before the liturgy on the day of the wedding. They must be available to seat guests thirty minutes before the ceremony.
- The bride and bridesmaids should arrive fully dressed thirty minutes before the liturgy.
- No food or drink is to be taken into the church, bridal room or any other rooms used by the wedding party.
- **Alcoholic beverages and drugs are not permitted in or on the premises of Divine Redeemer Parish.** Should the bride and/or groom be impaired at the time of their wedding, the wedding vows could be considered invalid.

On the Day of the Wedding (continued)...

- Upon entering the church, all cell phones, pagers, and electronic devices should be turned to silent.
- While you may employ a wedding planner or coordinator, we ask that while at Divine Redeemer Parish, the bridal party please follow the directions of our wedding coordinators, who are trained to assist you for the wedding ceremony.

After the Ceremony

Photos are permitted at St. James Church in the sanctuary until 3:45 PM and on the premises until 4:00 PM; at St. Mary's Church in the sanctuary until 4:00 PM and on the premises until 4:30 PM.

A receiving line is welcome in the vestibule at St. James Church if time permits.

Doves, bells, or bubbles are permitted outside of the church. The throwing of rice, birdseed, confetti, etc. are strictly prohibited.

Since there is a 4:30 PM Mass on Saturday evening at St. James and a 5:00 PM Mass at St. Mary, it is requested that the wedding party and their guests kindly vacate the parking lots by 4:00 PM and 4:30 PM respectively.

Fees / Donations

Please see the list of donations/fees below. To avoid confusion on the day of the wedding, all donations/fees envelopes must be given to the wedding coordinator at the rehearsal.

Divine Redeemer Parish Donation

The parish does not charge for sacraments or the use of the church for weddings; however you are welcome to make a donation to the church. The typical donation is \$250 for parishioners and \$500 for non-parishioners. Please make check payable to Divine Redeemer Parish.

Priest/Deacon Donation

If you choose, you may give a donation to the priest/deacon as a thank you for his time. You can choose any amount that you feel is appropriate.

Music Director Fee

The musician fee is \$300. If extra rehearsal is needed (i.e. to work with soloists, instrumentalists, or to rehearse specially requested music not in the organist's repertoire) the additional rehearsal fee is \$60/hour. Please remit payment at least one week prior to the wedding date.

If other soloists are employed, you must negotiate their fee directly with them.

Altar Server Donation

\$20 is the suggested donation amount per server.

Contact Information

Divine Redeemer Parish

200 Walnut Street

Sewickley, PA 15143

(412) 741-6650

www.divine-redeemer.org

Scheduling Your Pre-Marriage Interview

Deacon Tom Lopus

tlopus@diopitt.org

(412) 680-3779

Wedding Coordinators

Lynn Davis - lynnmdavis@comcast.net Mary Beth

Leeman - marybeth19961997@gmail.com