

Checklist for Weddings

Our Lady Queen of Peace Parish

at

Sacred Heart Church

Braintree ~ Weymouth

Congratulations!! Contact the office 781.337.6333 to schedule a meeting with our Pastoral Associate, Mary Beth Brady email: mbbrady@shstm.org

- We are only able to reserve a date for your wedding after you have had your **first meeting** to begin your paperwork. The first meeting is normally with the Pastoral Associate. It is helpful but not essential, prior to our first meeting for marriage, to have a newly issued original copy of your Sacramental Records (i.e.: Baptism and Confirmation *if they did not take place* at Sacred Heart or St. Thomas More). The parish(es) where the Sacrament(s) occurred will be familiar with the process and will pre-send the records to our parish office. Kindly advise them that the record is for your **Marriage paperwork**, and they will send the correct version of your records. You will need to provide them with (1) your birth date and (2) names of your parents. The parish offices for Our Lady Queen of Peace are located at: 55 Commercial Street, Weymouth Landing 02188. These documents are mandatory for marriage in the Catholic Church and must be provided prior to the wedding. Please be prepared to leave a non-refundable deposit made out to Our Lady Queen of Peace Parish for \$200.00 at the first meeting to reserve the church for your desired date and time.
- The **days and times available** for weddings in our parish are typically:
Fridays: afternoon or evening
Saturdays: 12:00pm, 2:00pm, and 5:30pm
Sundays: 2:00pm to 3:00pm
These times are fixed to fit our regular Mass schedule.
Please note that it is difficult (if not impossible) to reserve a wedding on a Holy Day of Obligation or civic holiday due to scheduling constraints and Church law restrictions.
- Make an appointment to meet with Fr. Sean Connor through the Pastoral Associate (email: mbbrady@shstm.org). Appointments are usually scheduled before mass on Saturday (2:00PM or after mass on Sunday (12:30PM)
- **There is no cost for a sacrament; however, you are responsible for reimbursing the parish staff for their professional work.** It is customary to donate to the parish. The offering made to the parish is a deposit of \$200.00 at the time of booking the wedding and an additional \$800.00 by the date of your wedding rehearsal for a total of \$1,000.00. Your offering is made to "Our Lady Queen of Peace Parish. (The money goes to the parish, not to the individual priest.) This offering covers the hired professional musicians; a wedding coordinator; maintenance; heating and cleaning services; and an

offering to the parish. Parishioners who find the cost prohibitive may apply for financial assistance to have the church donation amount reduced in proportion to the amount spent on the wedding. Parishioners who regularly use envelopes/electronic giving are also eligible to apply for financial assistance with the donation portion. Both groups are responsible to reimburse our professional fees (\$700.00) (non-registered parishioners who are requesting the space for their wedding are required to make the regular offering, plus an additional offering of \$500.00, for a total of \$ 1,500.00).

- **The Archdiocese of Boston requires a period of formal marriage preparation (“Pre-Cana”).** The diocese offers multiple opportunities to complete the *Transformed in Love* training program before you are married. A list of programs may be found at <https://www.bostoncatholic.org/familylife/transformedinlove>. If you have trouble registering for one of these programs, please discuss this with our Pastoral Associate for alternative recommendations. Please provide the parish with a certificate of completion prior to the wedding date.
- **The Commonwealth of Massachusetts requires a wedding license.** You must go to the city or town clerk’s office and complete an application for a wedding license and fulfill all civil requirements for the Commonwealth of Massachusetts. *This license needs to be given to the priest or deacon or wedding coordinator before the wedding rehearsal. In Massachusetts, without the wedding license the priest cannot witness your marriage.* Please note: The marriage license is not valid for the first 3 days after its being issued; after that, it is good for 60 days. After the wedding, the parish office will mail you a record of your marriage for your records. Couples traveling abroad and those needing an immediate change of name documentation may need a copy of the legal record for this purpose. Please note that the legal record of marriage comes from the city/town where you applied for the marriage license. You would need to make arrangements through the clerk’s office of that particular city/town to assist with this need. *After the wedding, the parish office will mail you a record of your marriage for your records.* Couples traveling abroad and those needing an immediate change of name documentation may need a copy of the legal record for this purpose. Please note that the legal record of marriage comes from the city/town where you applied for the marriage license. You would need to make arrangements through the clerk’s office of that particular city/town to assist with this need.
- **Planning the Mass or ceremony –** The Pastoral Associate and musicians contracted by the parish will help in preparing your nuptial mass (45 minutes with the Eucharist) or ceremony (30 minutes without the Eucharist). We welcome family and friends to participate in the wedding liturgy as a reader, gift bearer and/or altar servers. (Please avoid asking those without previous experience to serve in a liturgical role as reader.) They may also serve as extraordinary ministers of Holy Communion if they serve and are appointed in this capacity from their own Catholic parish communities. Please understand that the use of extra ordinary ministers of Holy Communion is dependent on the pastoral need for them at Mass. (Please make arrangements with the priest celebrant or pastoral associate at least 2 weeks in advance as it concerns this request).

- **Our musicians are professionals. They are trained and experienced in Catholic liturgy and familiar with appropriate music selections.** We welcome non-parish, outside musicians or family members to sing or play at the wedding, but please understand that they, too, must be trained and experienced in Catholic liturgy and approved ahead of time by the Pastoral Associate or Pastor. Please understand that, though a person may be an accomplished musician, this does not mean that they are prepared to lead song in a liturgical celebration. Please discuss special requests well in advance.
- **Many couples have a wedding program to assist their guests.** *Wedding programs are optional.* Please have the Pastoral Associate review your worship aid (program) prior to printing to assist you and assure that nothing is missed.
- **You are most welcome to bring flowers.** However, the church's decorations, banners, altar cloths, etc., may not be moved or removed. Please note that during the season of Lent & Advent (usually February, March, December), the decorations in the church will be minimal according to the liturgical norms. You may provide flowers for the sanctuary (the raised wooden or tiled platform where the altar stands) when it is not already decorated for a particular season (i.e.: Christmas and Easter – lots of decorations in place). Please have your florist contact the parish staff to make arrangements for delivery and setup. Please note that flowers may not be placed upon the actual altar. Many couples leave an arrangement in place as a gift to the parish.
- **With regards to photography and videography,** we advise that you find a professional photographer that you are comfortable with who has experience with church weddings. We ask that family guests (amateur photographers) not leave the pews during the celebration so that your professional is able to memorialize your wedding. We ask that the photographer/videographer speak to the priest before the ceremony. Please note that a videographer may use only natural light and must remain out of the actual sanctuary (wood steps and floor)
- **After you have scheduled your wedding date,** kindly contact the coordinator to **book your wedding rehearsal.** Joan, our coordinator, will arrange a time for the rehearsal and will be present the day of the wedding to be sure everything goes smoothly. Her contact information is as follows: Joan McMasters E-mail address: twin3411@gmail.com Phone #: (781) 706-9883
- **Please remember to bring to your rehearsal the following:** A written list of those in the wedding party -including all attendants, flower girls, ring bearer, parents, grandparents. Your program (if you decide to have one) – remember this should be reviewed by the Pastoral Associate prior to the wedding. A list of the music and readings you have chosen (including the names of those reading) Your marriage license. A check for the balance of your church offering.

- **Please remind everyone to be on time for your rehearsal and wedding.** There are other parish events scheduled before and after your wedding rehearsal and celebration. (It will not only affect them, but you're wedding.) Sometimes due to traffic, accident, or unseen factors the bridal party is not on time and this delay effects the next Mass or wedding arriving. *Please understand that we cannot guarantee that a full Mass can take place if your delay would impinge on another scheduled liturgy.* We must reserve the right to simplify or change a Wedding Mass into a Wedding Ceremony should the bridal party not be on time to begin as scheduled.
- Can we have an aisle runner or a wedding candle in church? **Unfortunately, white runners/carpets are not safe or compatible with our space;** for this reason, we are unable to permit their use. While some weddings celebrate by having *rice, birdseed, balloons, bubbles, flower petals, confetti, butterflies, birds, etc. at the doors of the church or inside a building, please understand that they are not permitted inside or outside of the church.* There is a recent practice in some churches to have a "unity candle." This tradition comes from some of our other church communities. It actually is not a part of the Catholic rite of Holy Matrimony (Marriage). Many have seen them used at other churches, but their use is no longer permitted during the rite. We encourage and have found that many couples incorporate their use at the reception. This is a nice transition. A wonderful way to begin your gathering would be to offer the lighting of candles along with a blessing for the meal.
- **Refrain from alcohol or other substances prior to the wedding.** For your wedding to be valid, you must be sober. If the priest or deacon suspects that the bride or groom is under the influence, he has the right to refuse to witness the marriage, and the ceremony may need to be postponed. Please speak to your family, friends, and bridal party as well. There is plenty of time to celebrate after the ceremony!
- **Final note:** Should you have the need to make any changes to the ceremony, or **if you should decide to postpone or cancel your wedding, please notify the parish offices** as soon as possible.