



Wedding Guidelines

Useful Contact Information:

Fr. Vincent Brewer, Pastor.....Parish Office: (608) 837-7381

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Fr. William Vernon, Parochial Vicar.....Parish Office: (608) 837-7381

Deacon Joseph Stafford608-334-4505 (Cell)
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Joanna Rogers, Pastoral Ministry608-837-7381 Ext. 237
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Valerie Richardson, Director of Liturgy & Music.....608-837-7381 Ext.247
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-Cecile Gregory, Coordinator of Music-Saint Albert the Great Church (608) 837-7381
Cecile.gregory@epiphanyparishwi.org

Annette Kiesow, Coordinator of Music- St. Mary Church, Marshall,WI (608)

To locate a Catholic Parish in another city:www.masstimes.org

Diocese of Madison Office of Family Ministry.....www.madisonfaithandfamily.org
Congratulations to you and to your families as you prepare to celebrate the Sacrament of Marriage. Along with our prayers, we offer our assistance in helping to make your wedding day a joyous one. We also wish to be of assistance to you in the years that lie ahead.

This booklet will explain and clarify the specific requirements regarding your wedding at Epiphany of the Lord Parish. While we have tried to answer many of the questions you might have, please feel free to call the staff at the parish office for further assistance.

Sincerely in Christ,

The Pastoral Staff

SCHEDULING THE DATE AND TIME

Please notify the parish **at least six months** prior to the date on which you would like to schedule your wedding. The sooner you make your request, the greater the possibility of obtaining the specific date that you desire. It is advisable to secure your wedding date at the church before you make arrangements with other venues. The pastor or deacon of the parish is the usual presider of the Sacrament of Marriage. However, priests or deacons who are friends or relatives may celebrate with permission.

Weddings are usually celebrated on Saturdays. However, it may be possible to have a wedding on a different day. If you are hoping to have your wedding on a day other than Saturday, please discuss this with the priest or deacon as soon as possible. Weddings on Sundays or on Solemnities have particular readings and prayers.

The *latest* possible time that a wedding can be scheduled on *Saturday* is *1:00 p.m.* Because of other regularly scheduled uses of the church (the priests' schedule of Confessions and Mass) the wedding party, guests, and associates will only be allowed use of the church until *3:00 p.m.*, *at which time the church must be returned to its original condition.*

The wedding may be celebrated as a Nuptial Mass or as simply the Marriage Rite. You will discuss with your priest or deacon the form of your wedding ceremony.

PREPARATION PROCESS

The Marriage Preparation Process is designed to help you deepen your love for one another and for the Lord Jesus. Through your preparation, you will discover your strengths as well as areas of potential conflict. This process includes:

1. Completion of the *Premarital Checklist*
2. Completion of the diocesan *Prenuptial Questionnaire with the priest or deacon.*
 - * A *Baptismal Certificate* for both parties is required.. Catholic certificates “with all available notations” must have been issued within six months prior to the wedding. It is your responsibility to contact your church of baptism to obtain the certificate. Parish contact can be made through that church’s website.
 - * If your wedding is to be an *interfaith marriage*, the Catholic party must promise that he/she will continue to practice their faith. This includes the responsibility of doing all in your power to have your children baptized and raised as Catholics.
3. There are three options for the required *Marriage Preparation Course*.
 - a. *Witness to Love* is the preferred choice, which is organized with a couple of the parish.
 - b. *Online Pre-Cana* may be completed through CatholicMarriagePrep.com
 - c. Attend a *Marriage Prep Weekend*. Go to madisondiocese.org/mp for available options/dates. On-line registration is available. Pre-registration is required.
4. If your marriage is to be an *interfaith marriage*, additional instructions are needed to ensure that the party of the non-Catholic faith understands the Catholic Church’s teaching on Sacraments, etc.
5. Completion of the FOCCUS (Facilitating Open Couple Communication, Understanding, & Study) or Prepare & Enrich process with a trained parish couple. You will be assigned a couple by the Pastoral Minister. The couple will contact you to set up a first meeting date.
6. Completion of the Natural Family Planning course, through the diocese, either in person or online, is highly recommended.
7. The actual planning of your Wedding with the presider and the Coordinator of Music.
8. Apply for your Marriage License and bring it to the rehearsal. Contact your local County Clerk’s office to obtain your license according to state law.

LITURGICAL ENVIRONMENT

Church

All weddings are celebrated in one of our parish churches. The church is a gathering place of worship. We ask that you foster the spirit of prayerfulness and respect while you are here.

Changing, moving or displacing any of our church furniture and decorations is not allowed. We request that you inform everyone associated with your wedding of this requirement. After the wedding, please make sure you pick up the things that were left behind: booklets, ribbons, bows, etc. We recommend assigning this job to a specific person prior to the ceremony (i.e the ushers, parents, etc.)

Throwing of rice, carrying signs, etc.

The throwing of rice, birdseed, confetti, etc. is not allowed. This creates a safety hazard and a maintenance problem. Nobody (flower girls, junior bridesmaids, etc.) is allowed to throw anything on the floor of the Church or on the outside parish grounds. This *includes flower petals* in the bridal procession. In keeping with the reverence of the Mass, no one in the bridal party is allowed to carry any type of sign during the ceremony. Your respect for our Church and Parish grounds is appreciated.

Flowers/Green Plants

You are welcome to use flowers and arrangements for the ceremony. If you are ordering from a florist, be specific as to what you want and where the flowers should be placed.

Runners

The use of aisle runners is not allowed because of safety concerns.

USHERS

In addition to the seating of guests, it is the duty of the ushers to ensure that programs, boxes, bows, etc. are picked up after your wedding. The church should be left in the same condition that it was prior to your wedding.

PHOTOGRAPHERS

Please let the Pastoral Minister know the name of your photographer/videographer. Some members of this profession have shown disrespect for our rituals and guidelines. Your photographer and/or videographer ***must consult with the celebrant on the day of your wedding***. At that time, the presider will inform them of any restrictions for photographs and videotaping during your ceremony. No pictures should be taken in church beyond 3:00pm since we need to prepare for the weekend. Again, we stress that it is your responsibility to communicate to your photographer/videographer that no church furnishings and/or decorations are to be moved or tampered with. The sacredness of the space and the sacredness of the occasion dictate that picture taking should be respectful and reverential, thus, the level of everyone's voices should also reflect this reverence.

MUSIC FOR YOUR WEDDING

The first step in planning the music for your wedding is to schedule a meeting with the Coordinator of Music at the church where the wedding will take place. Please refer to the “Useful Contact Information” page to determine who to contact. This initial meeting is used to give you a sense of where music is needed in the ceremony and to offer guidance and suggestions as you begin to pick the types of music and musicians that will be a part of your wedding. Some couples have no idea where to begin, and others have quite a few ideas about what they want.

The principal pianist/organist is the Director or Coordinator of Liturgy & Music, but there are times when a couple may wish to involve a family member or friend in providing prelude music (part of the music) for their Wedding Liturgy. These requests can be discussed and accommodated, providing said guest musician(s) is capable. All music involving a sung text must reflect God’s love rather than simply your love for each other (because “God is Love”, 1 John 4). The use of CDs or other forms of recorded music is **not permitted** before, during, or after the wedding ceremony.

Musicians’ Fee Schedule

The typical fee for the services of the musicians providing organ/piano accompaniment, coordination, and planning is: \$150.00. This fee includes one planning meeting and one rehearsal with cantors and other musicians prior to your wedding. If additional rehearsal(s) are needed due to the involvement of guest musicians or other circumstances, this fee may be increased in consultation with the wedding couple, or decreased due to special circumstances.

The typical fee for the services of the cantors and other musicians is \$125.00-\$150.00 each. This fee includes rehearsing with the accompanist, if needed, and may be increased if additional rehearsals are needed. Please check with any non-parish cantors or musicians for their fees.

OTHER CONSIDERATIONS:

It is not necessary to have a typed outline for the parish presider, but it is important that the reader has prepared to proclaim the Scripture ahead of time. The church will be responsible for having the readings at the pulpit. The reader should not carry a reading up to the pulpit.

Before printing the program, make sure that you have finalized the choices of readings, music, etc. with the presider. Music and lyrics are copyrighted materials and permission to print them in the program must be obtained from the publisher unless the music is in our parish hymnal.

There is no charge for use of our parish church since you and/or your parents are a *registered member of the parish and committed to parish stewardship*. In this context, the parish would welcome a contribution for use of the facility. It is appropriate to give your parish presider a gift in recognition of his part in the wedding. The gift is typically \$100, though any amount is appreciated.

SUMMARY OF STIPENDS (estimates only, fees may vary)

Priest/Deacon:	\$100.00
Organist/Keyboard:	\$150.00
Parish Cantor:	\$125.00
Other instrumentalists:	\$150.00 each

REHEARSAL

The time for rehearsal is set with the presider. We ask that you and the other people involved be prompt. The rehearsal typically takes place the evening before the wedding date, and typically lasts one hour. Please limit the number of people that come to the rehearsal that are not involved in the wedding. This will provide less distractions and a more efficient rehearsal.

Please **bring your marriage license to the rehearsal**. Give it to the presider at this time. Your rehearsal is the time that you, your wedding party, readers, ushers, family members, etc., will be receiving specific instructions regarding your actual wedding ceremony. Thus it is not possible for musicians to rehearse/perform during this time period. It is suggested that musicians' rehearsals take place prior to your wedding rehearsal. If necessary, the church can be reserved for musicians' rehearsals by contacting the parish office.

Please bring all stipends to the rehearsal.

WEDDING DAY

On the day of your wedding, there are rooms that can be used by the wedding party to dress before the ceremony. Customarily, the men are already dressed when they arrive at church. Please discuss with the presider the logistics for opening the church and various rooms, as well as arrival times for the wedding parties, flowers, photographer, etc.

ETIQUETTE

Attire

All wedding attire must reflect the virtue of modesty and be appropriate to the respect due to God's house. Please be sure that the bride's and bridesmaids' dresses reflect "that sense of modesty which should be the most beautiful adornment of the Christian woman." (Pope Benedict XV).

Food and Beverages

Food and beverages are restricted to the preparation areas. It is not acceptable to bring any food, soda, water bottles, etc., into the church. Alcoholic beverages are not permitted on church grounds. Gum/tobacco chewing is not permitted in the church. The church is a house of prayer and thus the space is sacred and should be treated as such. Please avoid any embarrassment by advising your guests of these requirements.

Pictures & Videotaping

Please ask your photographer/videographer to check with the priest/deacon regarding what is acceptable and what is not. It is never acceptable to use flash photography once the wedding ceremony has begun. Photographers are not allowed in the Sanctuary area. Also, movement (such as walking around while taking photographs) during the wedding ceremony should be limited and discreet. Please communicate these guidelines to your wedding guests as well.