



*St. Mary* OF THE *Expectation*  
CATHOLIC CHURCH

Dear Engaged Couple,

Thank you for your recent inquiry regarding the Sacrament of Matrimony and for contacting St. Mary Parish regarding your wedding plans. Marriage is one of the most important commitments you will make during the course of your life. Because of its importance, the following points are important in regard to your plans.

The Sacrament of Marriage is part of the faith life of the individual. It is also an extension of the life of faith of the community. As part of the journey toward marriage, we ask that couples register in our parish and share our Sunday worship six months prior to the beginning of the marriage preparation process.

Marriage is the one Sacrament that is administered by the couple to each other. The Catholic Church beginning in the 1960's, required that couples undergo a marriage preparation process (sometimes referred to as Pre Cana) of 4 to 6 months in duration. This process has enabled couples to have a stronger marriage long-term and a greater chance of true success. The marriage preparation process begins with a meeting of the couple with a priest or deacon. The second part of the preparation process consists of participation and completion of the sponsor couple program offered through our parish. The priest or deacon will provide details at the initial meeting.

A particular area of concern in marriage preparation is the issue of co-habitation of couples. In our society, it has become more and more acceptable for couples to live together prior to their marriage. Although this may seem like a socially acceptable action, clergy, as well as psychologists have found that it is the one single factor that can have the most damaging effects for a lifelong commitment. The changing spiritual and personal dynamics of a couple moving from a cohabitating to a marital commitment has in some instances caused up to a 60% greater chance of divorce in the life of the future marriage. We ask that you seriously consider the implications of this before beginning the marriage preparation process. This may be a factor in the type of wedding ceremony that will be celebrated.

When the couple meets with the priest or deacon for the first time, specific details, such as the date and time of the marriage will be arranged. Marriages are not scheduled during Lent.

Thank you again for considering the importance of the marriage, not so much as a social act, but an act of two people of faith. We look forward to working with you.

In Christ,

Rev. John Rooney  
Pastor

## Marriage Guidelines

These guidelines are extensive. Please read carefully and sign this document on page 2. Both pages must be turned in to the parish office with your marriage information/request form.

- Either the bride and/or groom must be an active, registered parishioner for at least 6 months prior to turning in the marriage information/request form.
- Marriages are scheduled throughout the calendar year, except during Lent.
- Weddings are scheduled for couples who do not have a prior marriage bond. If either party, regardless of religion, has been married previously, the prior marriage must be resolved. Please contact the Parish Office for more information.
- Details regarding fees can be found on a separate page within this packet.
- The Church will seat 1300 people, the Day Chapel seats 60-70 people.
- The Church has 21 center aisle rows, the Day Chapel has 5 center aisle rows.
- The only candles allowed will be church candles on the altar.
- Plastic pew clips, ribbons, or soft material must be used to attach bows or flowers to the pews. NO TAPE, NO METAL/WIRE, NO CLAMPS.
- No rice, flower petals, confetti, bird seed, or any other type of material may be thrown in the church or anywhere on church property.
- Please be mindful of dresses and/or decorations that use glitter. Many times additional effort must be used to clean up glitter residue. An additional cost may be charged for the clean-up.
- All ring bearers and flower girls under the age of 6 must be accompanied by an adult for the procession.
- Choose any photographer you like. Those who take photographs or videos must not enter the sanctuary area (raised area with altar).
- Photos may be taken as wedding parties enter and leave, but the photographer may not stop processions.
- No flash photography during ceremony. You must use available light only.
- Video cameras may be placed on one of the side aisles.
- After ceremony has ended, 30 minutes will be allowed for pictures. Pictures may also be taken 1 hour prior to ceremony.
- Details regarding music and musician information can be found on a separate page in this packet.
- All scripture selections to be read can be chosen with the guidance of the priest or deacon and with the help of the "Together for Life" book available at the parish office.
- The Bridal Parlor, on the right side of the vestibule, can be used by the bride on the day of the wedding. There is a long mirror in the room.
- Hair and makeup should be done prior to arrival.
- Attendants must come to church already dressed and ready.
- Groom and groomsmen should dress prior to their arrival.

- There is no official gathering area for groomsmen. They may gather in the vestibule or in the Church chapel.
- The Vesting Sacristy (near the ladies' restroom) is off-limits to all. This is the clergy preparation area.
- **NO FOOD OR DRINKS especially ALCHOLIC BEVERAGES** are allowed in the church building including chapel, bridal parlor and vestibule. **Any alcohol found on the premises either during the rehearsal or on the wedding day will lead to immediate cancellation of your wedding.**
- St. Mary Parish is not responsible for items lost or left behind after the wedding.
- Professional wedding coordinators are not allowed to participate in the rehearsal or ceremony. St. Mary will provide a wedding coordinator for the services.
- The rehearsal and wedding times and dates are arranged with your priest or deacon. Only the priest or deacon can request to have the date added to the Church calendar.
- Due to Mass and confession times, Saturday weddings are allowed from 10 a.m. to 12:30 p.m. and 6:30 p.m. or later, as agreed upon with the clergy.
- Saturday afternoon weddings must vacate the church completely by 2:30 p.m. so that Mass preparation can begin.
- For Marriage Preparation, St. Mary parish utilizes a sponsor couple system. You should hear from a sponsor couple directly once they are assigned.
- If you are four months from the wedding & have not been assigned a couple, please contact the office.
- A MARRIAGE LICENSE must be delivered to the parish office within one week of your wedding. Failure to provide a valid marriage license will lead to a cancellation of your wedding.
- Our wedding coordinators will open the Church one hour prior to the start time of the service. All deliveries and set up must be arranged/handled during this time.

I have read, understand and agree to the marriage guidelines set forth by St. Mary Catholic Church.

\_\_\_\_\_

Groom

\_\_\_\_\_

Bride

\_\_\_\_\_

Date

\_\_\_\_\_

Date

***Please retain a copy of all signed documents for your records.***

# Music Guidelines

Each couple is responsible for arranging and compensating their own music/musicians for the wedding. The following are parish guidelines for music.

- All music chosen for the ceremony and preamble must be Liturgical (approved Catholic Church music).
- **Recorded music is not allowed.** The role of liturgical musicians is ministerial in nature and cannot be replaced by electronic music. Music may be provided by musicians, vocalists, or both.
- A complete list of music selections must be sent to our Director of Music Minister within three months of the wedding for approval.
- **Failure to have music approved may lead to having no music at your wedding.**
- A parish approved sound engineer will oversee all sound for weddings at St. Mary.
- No outside parties are allowed to operate sound equipment.
- We provide microphones and a piano or organ. All other equipment and musical instruments must be provided and operated by your musicians/singers.
- For questions regarding music/singers, please contact the Director of Music Ministry in the parish office.

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**This section to be completed and returned to the parish office within 3 months of wedding date.**

Approved  
Wedding Date: \_\_\_\_\_ Priest/Deacon: \_\_\_\_\_

Groom: \_\_\_\_\_ Bride: \_\_\_\_\_

Musician(s)/Group Name: \_\_\_\_\_

Musician Contact # & e-mail address : \_\_\_\_\_

Additional music information/requests (i.e. soloists, instruments to be played, etc.):

\_\_\_\_\_  
\_\_\_\_\_

The following is/are the music/songs we have chosen for our wedding day, and are submitting for approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read, understand and agree to the marriage guidelines set forth by St. Mary Catholic Church.

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please retain a copy of all signed documents for your records.**

# Wedding Procession Form



\*Start with any grandparents, parents and escorts. Maid of Honor and Best Man will enter last in the bridal party line-up.

Order	Name	Song
Groom's Grandparents		
Bride's Grandparents		
Groom's Parents		
Groom's Parents (if needed)		
Bride's Parents		
Bride's Parents (if needed)		
Groom & Celebrant		
Bridal Party		
Maid of Honor & Best Man		
Ring Bearer/Flower Girl		
Bride and Father		

\*Please fill out and return to the wedding coordinator prior to rehearsal. [analyssa.harley@saintmcc.org](mailto:analyssa.harley@saintmcc.org)  
(EXTRA LINES ON BACK)

# Wedding Procession Continued



Order	Name	Song
Groom's Grandparents		
Bride's Grandparents		
Groom's Parents		
Groom's Parents (if needed)		
Bride's Parents		
Bride's Parents (if needed)		
Groom & Celebrant		
Bridal Party		
Maid of Honor & Best Man		
Ring Bearer/Flower Girl		
Bride and Father		

## Wedding Fee Information

Note: The Church fee includes, set up, wedding coordinator, & sound engineer fees, & regular church clean up.

Church Wedding Fee	\$250
Day Chapel Wedding Fee	\$100
Convalidation Wedding Fee	\$100
Marriage Preparation Only (wedding at another church)	\$100

Musician/Singer Fee: Negotiated directly with the musician/singer and paid directly to them.

Priest/Deacon: A customary offering is usually made to the Priest or Deacon for the time spent in marriage preparation, as well as the ceremony.  
\*This is not included in any church wedding fees

### **Payment Schedule**

St. Mary Wedding Fee due 60 days prior to wedding date.

Marriage Preparation Only Fee (\$100 non-refundable) due when marriage packet is turned in.

I have read, understand and agree to the marriage guidelines set forth by St. Mary Catholic Church.

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ ***For Office Use Only***  
Cash \_\_\_\_\_ Check # \_\_\_\_\_  
Amount Paid \_\_\_\_\_  
Balance \_\_\_\_\_

Please retain a copy of all signed documents for your records.

# Wedding Information / Request Form

**PLEASE PRINT**

## GROOM

Name: \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

(cell) \_\_\_\_\_

E-mail \_\_\_\_\_

DOB: \_\_\_\_\_ Birth Place \_\_\_\_\_

Religion: \_\_\_\_\_ Baptized  Yes  No

Baptism Date: \_\_\_\_\_ Church \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Confirmation:  Yes  No Date \_\_\_\_\_

Church \_\_\_\_\_  
Name City State Zip

Married Previously:  Yes  No Annulments:  Yes  No

If yes, where \_\_\_\_\_ When \_\_\_\_\_

Current Parish/Church \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Father's Name \_\_\_\_\_  
Last First Middle

Father's Religion \_\_\_\_\_

Mother's Name \_\_\_\_\_  
**Maiden** First Middle

Mother's Religion \_\_\_\_\_

## BRIDE

Name: \_\_\_\_\_  
**Maiden** First Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

(cell) \_\_\_\_\_

E-mail \_\_\_\_\_

DOB: \_\_\_\_\_ Birth Place \_\_\_\_\_

Religion: \_\_\_\_\_ Baptized  Yes  No

Baptism Date: \_\_\_\_\_ Church \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Confirmation:  Yes  No Date \_\_\_\_\_

Church \_\_\_\_\_  
Name City State Zip

Married Previously:  Yes  No Annulments:  Yes  No

If yes, where \_\_\_\_\_ When \_\_\_\_\_

Current Parish/Church \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Father's Name \_\_\_\_\_  
Last First Middle

Father's Religion \_\_\_\_\_

Mother's Name \_\_\_\_\_  
**Maiden** First Middle

Mother's Religion \_\_\_\_\_

Is this request to have an existing marriage convalidated in the Catholic Church?  Yes  No

Will you be married at St. Mary of the Expectation?  Yes  No

Is this for marriage preparation only?  Yes  No

### ***For Office Use Only***

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Registered Parishioner?  Yes  No If so date of registration: \_\_\_\_\_

Clergy Assigned: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_