

SACRAMENT OF MATRIMONY

Marriage Preparation Process | OUR LADY OF GRACE CATHOLIC CHURCH



Matrimony Liturgy Policies and Guidelines

Congratulations on your upcoming wedding! This resource is designed to assist engaged couples as they plan for their wedding ceremony.

1. TIME OF THE WEDDING

All Saturday Weddings will be scheduled at either 11:30 am or 2:30 pm. The time of weddings on other days of the week may be selected in conjunction with the parish.

2. SCHEDULING POLICY

- ❖ Space availability is as follows:
 - For an 11:30 am Saturday wedding, dressing rooms will be available at 10:00 am, the worship space will be available beginning at 10:00 am, and the worship space and parish premises must be vacated by 1:30 pm.
 - For a 2:30 pm Saturday wedding, dressing rooms will be available at 1:00 pm, the worship space will be available beginning at 1:00 pm, and the Worship Space and parish premises must be vacated by 4:30 pm.
- ❖ No wedding will be scheduled until the marriage fee and the completed scheduling form have been submitted.
- ❖ No wedding booking is considered final until an email confirmation has been sent by the parish to the bride and groom.

3. MUSIC

Your wedding liturgy is a sacred ceremony and the music you choose should reflect the sacred character of the liturgy.

- ❖ All musical choices must be made in consultation with Colleen Puscas, our Coordinator of Music & Liturgy, even if other musicians/music ministers are providing music for the service. Any musicians from outside the parish must communicate with Colleen at the earliest opportunity and must participate in a mandatory rehearsal prior to the wedding. Contact Colleen Puscas at capuscas@ologn.org or 773-4275 x230.
- ❖ Singing at the wedding is to be led by a cantor, who is familiar with Catholic liturgy and possesses the skills needed for this ministry.
- ❖ See Section 11 for information about financial compensation for music ministers.

4. READINGS

The Order of Celebrating Matrimony calls for the use of particular scripture readings. The readings will be selected in consultation with the priest-celebrant.

5. ART AND ENVIRONMENT

- ❖ No flowers or decorations may be placed on the main altar at any time. They are permitted on the tabernacle altar.
- ❖ Flowers and other decorations should not be placed in any location that will impede the movement or the sight lines of those attending the wedding or exercising ministries in the sanctuary. The priest/deacon may move the flowers to a different spot or direct the florist to do so.
- ❖ Florists are asked to observe exactly the guidelines in the attached diagram.
- ❖ Tape may not be used on the pews or on any of the sanctuary furniture.
- ❖ Rice, birdseed, etc., may not be thrown after the wedding anywhere on church grounds. If the guests are given soap for blowing bubbles, this must be done only outside the building.
- ❖ Flower petals may not be dropped on the floor before, during, or after the wedding.
- ❖ Seasonal decorations already in place in the church, e.g. during Advent, Christmas and Easter seasons, are not to be removed.
- ❖ The church will be available for decorating at the times listed below, unless prior consent is given:
 - For an 11:30am wedding, the church may be decorated at 9:30am
 - For a 2:30pm wedding, the church may be decorated at 12:00pm.
- ❖ Flowers and other decorations must be removed from the church when the wedding party leaves the building. If you wish to leave your flowers in the church as a donation, please let the priest or deacon know.

6. PHOTOGRAPHY

- ❖ Photographs may be taken in the worship space or Gathering Space only during the following times:
 - For an 11:30 wedding: Between 10:00 and 11:00 am and after the wedding until 1:30pm.
 - For a 2:30 wedding: Between 1:00 and 2:00 pm and after the wedding until 4:30 pm.
- ❖ The use of flash photography is not permitted during the wedding ceremony.
- ❖ Photographers are asked to observe exactly the guidelines in the attached diagram.
- ❖ Photographers must check in with the Wedding Facilitator on the day of the wedding.
- ❖ Our Lady of Grace is not responsible for any property left at the church after the wedding.

7. ATTIRE

Please be respectful of the dignity and sacredness of the occasion by dressing appropriately. Due to certain current trends in wedding attire for brides, it is necessary to insist on the following requirements for all women in the wedding party:

- Strapless dresses/gowns must be worn with a sweater, bolero or something that covers the shoulders.
- Absolutely no cleavage may be visible.

- Mini-skirts are not permitted.
- If members of the wedding party are inappropriately dressed, the priest may require them to cover up with a sweater, jacket, alb, etc.

8. WEDDING FACILITATOR

A parish Wedding Facilitator will be assigned for your wedding and rehearsal. The role of the Wedding Facilitator is to be present at the wedding rehearsal, either to assist the priest or deacon or to conduct the rehearsal, and to be present on the wedding day to ensure that everything flows smoothly.

If the couple has hired an outside wedding coordinator, he/she is expected to comply with any directions given by the Priest, Deacon, or parish Wedding Facilitator.

9. THE REHEARSAL

All individuals participating in the entrance procession or exercising a liturgical ministry (e.g. a reader) must be present for the wedding rehearsal.

10. THE WEDDING DAY

- ❖ All members of the wedding party must be present in the building at least thirty minutes before the wedding.
- ❖ Do not bring alcohol on to the premises, and do not consume alcohol at any time before the wedding.
- ❖ The bride and groom are asked to ensure that the priest/deacon has the marriage license and certificate at least one hour before the wedding.
- ❖ To discourage theft, you are advised to keep your valuables (phones, cameras, purses, wedding gifts, etc.) with you, in the trunk of your car, or in the possession of another relative or friend.
- ❖ Be sure to eat something nutritious before the wedding.

11. FEES

The following amounts are provided for your information.

❖ **Marriage Preparation Fee, Parishioners (must be paid before wedding can be scheduled):**

Facilitator:	\$200
Church Use:	N/A
FOCCUS scoring:	\$25
Planning manual:	\$5
Total:	\$230

❖ **Marriage Preparation Fee, Non-Parishioners* (must be paid before wedding can be scheduled):**

Facilitator:	\$200
Church Use:	\$500
FOCCUS scoring:	\$25
Planning manual:	\$5
Total:	\$730

❖ **Other fees:**

- One In Christ Marriage Preparation Seminar: \$399 (+ NFP instruction fee)

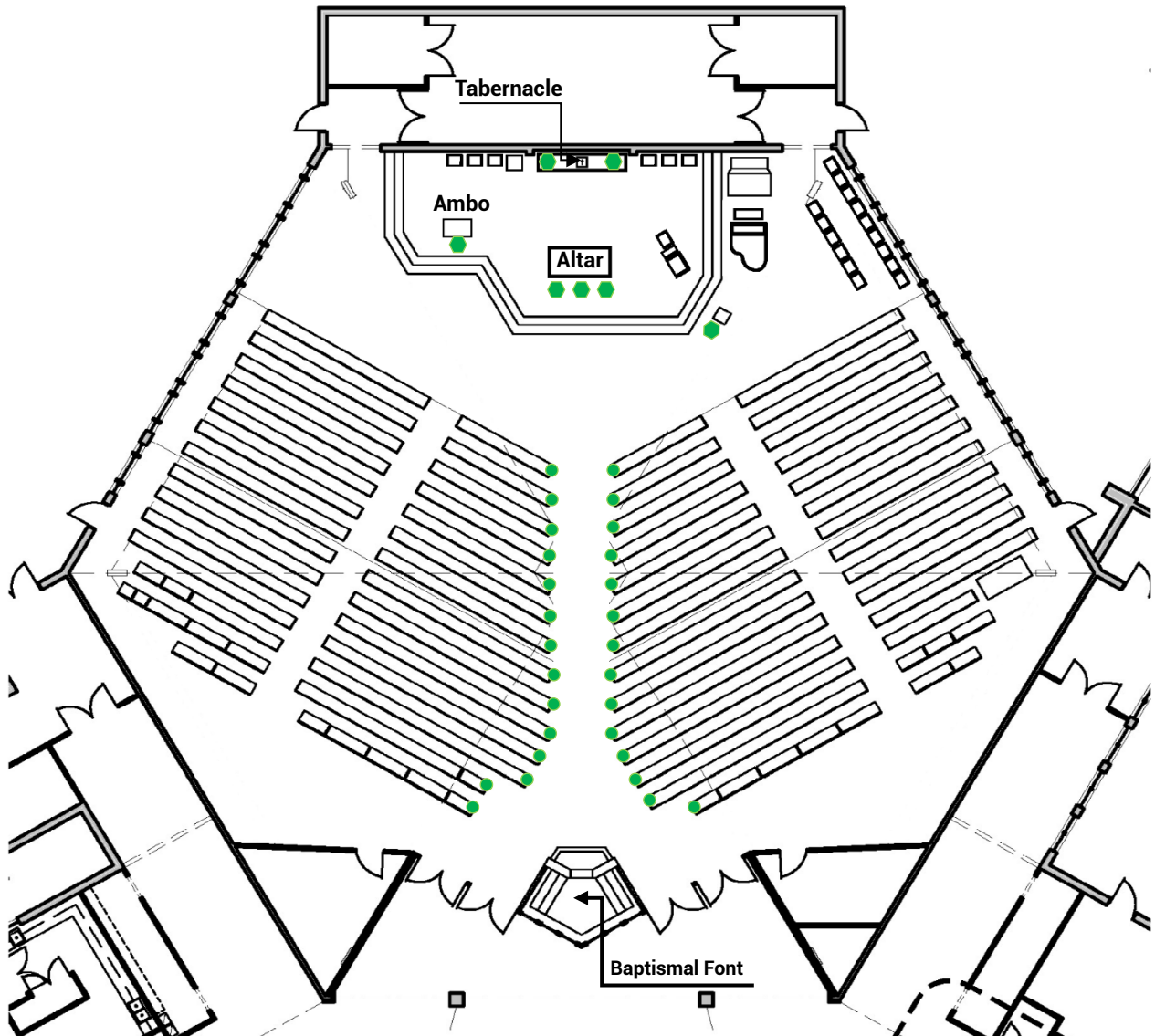
- Stipends:

- Accompanist: \$250 (paid to Accompanist)
- Cantor/Song Leader: \$150 (paid to Cantor)

*(Check should be made out to the person, not to the parish,
and delivered to the parish one week before the wedding.)*

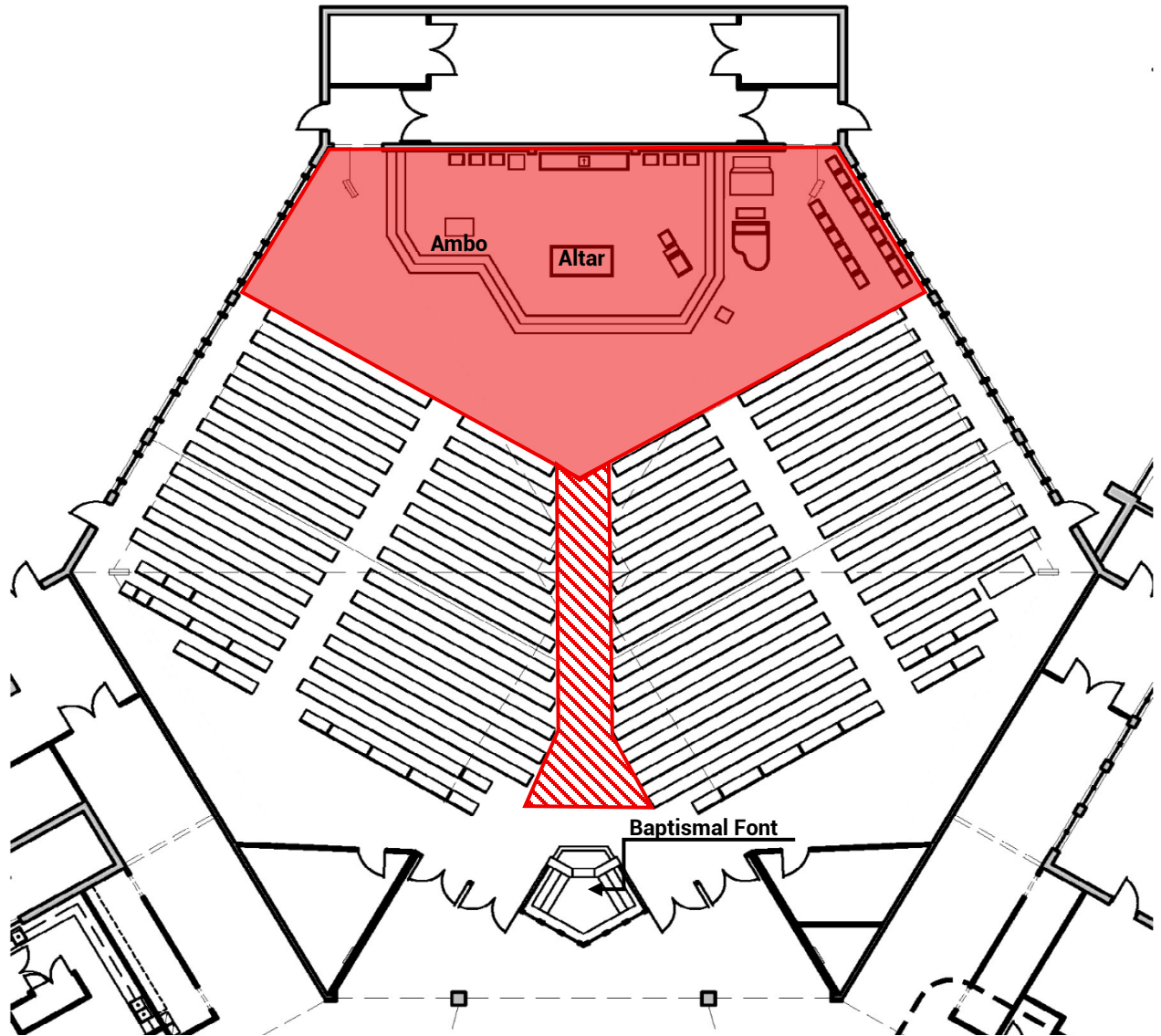
- Altar Server \$20 each (usually given as cash on the wedding day)
- Clergy: At your discretion



I. Diagram of PERMITTED LOCATIONS for placing floral arrangements



- The use of artificial flowers in the sanctuary is prohibited. Artificial flowers may only be used as decorations on the pews.
- Floral arrangements in front of the altar or ambo should never exceed their height.
- Tape, staples, thumbtacks or pushpins may not be used on the pews or on any of the sanctuary furniture.

II. Diagram of RESTRICTED AREAS during the ceremony



-  Restricted area at all times during the wedding ceremony.
-  Restricted area during the ceremony but permitted to take photographs during the entrance procession and processional, without interrupting them.