The Roman Catholic Community of Saint Paschal Baylon
Administered by the Congregation of the Blessed Sacrament since its founding in 1953
with Saint Ann Shrine and an award-winning Catholic School since 1955.

Wedding Notes, Guidelines & Procedures

Congratulations! Your journey of faith has brought you to our church so that you may commit yourselves to each other before God in the sacred bond of the Sacrament of Matrimony. We are happy to be able to help you in celebrating this momentous occasion in your life.

Thank you for wanting to share your vocation with Saint Paschal Baylon Church community. The following guidelines and procedures assist you in the theology and purpose of marriage in the Roman Catholic Church, and make the *Order of Celebrating Matrimony* a truly special sacred ritual—the foundation of your life together.

A Sacred Commitment – In the Context of the Church's History

1. Marriage is a sacrament where you, the couple, are the ministers of the sacrament. It is also a church or parish event. You, as members of the Roman Catholic Community of Saint Paschal Baylon, are part of the Roman Catholic Church, in the Diocese of Cleveland. We, as a parish community, are here to help you in preparing for Christian marriage and provide for you several ministries and services to assist you. It is important for all to recognize that you, as a couple, are getting married in a church or faith community; you are in collaboration with us, while respecting church guidelines and **the policies that our insurance company requests.**

First Steps in Arranging Your Wedding & Assisting Ministries

2. Clergy (Pastor or his assistant – Parochial Vicar) or our Catechetical Leader from the Pastoral Staff will meet with you initially. You meet to prepare the necessary paperwork for the sacramental preparation. If you do not have a priest or deacon already in mind, or one from your family, we will assist you and assign a priest (or deacon if there will not be a Mass) to witness your sacrament of matrimony. This pastoral staff member will guide you through the preparation of the Sacrament of Marriage. For a Mass, a priest will preside at your wedding. For a marriage ceremony, not with a Mass, (i.e., when one of those to be married is not Catholic) either a priest from the parish or a deacon will preside at the ceremony.

3. During your initial meeting, you will enroll in a computer/online tool called "Prepare/Enrich." A Sponsor Couple, provided by the parish, will mentor and walk with you as you journey toward your wedding day and review this exercise with several sessions in their home. The Diocese of Cleveland requires couples to take "Prepare/Enrich" and a retreat day called Pre-Cana. We ask that you participate in one of these retreat days with our first preference being with our cluster parish, Saint Clare or at the Jesuit Retreat Center in Parma. In the "Pre-Cana" weekend/retreat, you will have the opportunity to reflect on your vocation as a married couple. Please check the Diocese of Cleveland website for available times for these preparation programs. Your wedding file must contain **a certificate of completion** to be included in your parish wedding folder. (www.dioceseofcleveland.org).

The three (3) requirements: 1) Prepare/Enrich Computer Tool, 2) Meet with Sponsor Couple & 3) Retreat Day.

4. Please meet with the parish staff member **before** you hire a wedding coordinator; **one is not needed** for the church. The church provides volunteer sacristans and our own music/liturgy minister that will assist. You will meet with:

1) clergy **and**
2) music minister before your wedding (in person – playing through your music selections)
3) sacristan for the rehearsal, usually a month before (online through email)

5. If you are planning to have a priest or deacon who is a relative or friend from another parish witness your marriage vows, a copy of these guidelines will be sent to him or you may inform him that they are available on the website of the parish. Please give the priest's or deacon's name, address and phone number to the office five months in advance. Church law and the Diocese of Cleveland require permission for a visiting clergy member to witness your marriage **and a "letter of suitability**". (Priests around the globe know of this important step.)

6. A church sacristan, priest or deacon will still be available during your wedding to open the church, set up and ensure that there are the appropriate vessels and items for your marriage ceremony. Also, the parish music minister is responsible to be present to assist the wedding celebration. The parish music minister receives a stipend for this required presence, as part of this minister's contract with the parish. The musician's presence assists with our audio and video equipment for your wedding.

Church Requirements

7. The liturgy is the primary way the church celebrates your marriage. Priest or deacon presiders will officiate your marriage, recognized by the church ***and the state of Ohio***. You will obtain the proper legal papers from county and state, but the priest will assist you with the following during three required appointments:

A. Each party needs a **NEW copy of his/her Baptismal certificate** from the church at which he/she was baptized. If you were not baptized at Saint Paschal Baylon, **please contact the parish of your baptism and obtain a NEW copy** to be **mailed to you** to bring to the minister. NOT THE ORIGINAL when you were a BABY – A NEW CURRENT COPY from the church of baptism.
B. Provide you with an overview of the meaning and theology of marriage in the Roman Catholic tradition;
C. Deposit of ½ (or $200) the church donation to reserve the date after the tool, "Prepare/Enrich" is taken and all meetings with the sponsor couple.

   PLEASE MAKE CHECK to: SAINT PASCHAL BAYLON and in the memo line, place "wedding deposit for YOUR NAME." Give this to the Pastoral Staff person who is assisting you so that s/he may place the date in the church calendar book and give to the parish business manager. There is a ***non-refundable*** deposit required before the date is set. This includes many of the preparation fees that the parish provides

D. Review the official Catholic Church's *Order for Celebrating Matrimony*;
E. Discuss and plan your marriage service/liturgy;
F. Remind you to get your license in advance;

G. Review the rehearsal and placement of family members and wedding party
H. Witness your marriage;
I. Register your marriage with the Catholic Church AND the place of your baptism;
J. The priest or deacon will submit a signed marriage certificate to the county clerk's office the notice of your marriage.

8. Your wedding file, as noted previously, must contain a certificate of completion of either Engaged Encounter or Pre-Cana Day Retreat. Your retreat director will provide this certificate. This certificate is due **before** planning the wedding liturgy.

9. Freedom to Marry: For a marriage to be validly celebrated in the Catholic Church, both parties must be free to enter into marriage. **If either of you has had a previous marriage** (and the spouse of that marriage is still living), it will be necessary to discuss the details of that marriage with a priest/deacon of the parish staff to determine whether you can be validly married in the Catholic Church at this time. If a previous marriage was terminated by the death of a spouse, the death certificate will have to be included among the documents requested as part of the preparation of your marriage. Your parish priests will help you with an annulment if this is necessary.

10. Differing Faiths: If one party is a baptized member of a Christian church other than the Catholic Church, proper permission *("Mixed Religion")* must be obtained by the assisting priest/deacon from the bishop through the Chancery. If either is a member of a religion other than Christian, or has no religious affiliation, the proper dispensation *(Disparity of Worship)* must be obtained by the assisting priest/deacon. (Non-Catholic parties will be made aware of the responsibilities that their faith places on the Catholic party, but they are not required to promise that they believe or will follow the teachings of the Roman Catholic Church.) Visiting clergy from other faith traditions are welcome to participate in the *Order for Celebrating Matrimony* outside of Mass. How they become involved with the liturgy will be part of the planning process with you.

Preparation

11. Couples begin the preparation for the sacrament of marriage by meeting with the clergy, preparing and completing the necessary paperwork required by the diocese. Additionally, they learn how to take the marriage assessment "Prepare/Enrich." The website is: https://www.prepare-enrich.com/. After the computer results are tabulated, couples meet with a "sponsor couple," which in several sessions reviews the Prepare/Enrich instrument with you.

12. Planning and preparing a wedding take time. Please contact the parish office at least six months before your proposed date for marriage. After all of the initial preparation [Pre-Cana Day/Weekend or Prepare/Enrich assessment and interviews with the clergy], the priest or deacon will assess if there is a "**readiness for the sacrament of marriage,**" understand the commitment and theology of the church for matrimony and, with the couple, choose a specific date six months in advance to put the date on the parish calendar.

The Wedding Liturgy

13. Saint Paschal Baylon is proud to celebrate the rituals meaningfully. The parish provides music ministers for the services. (They have the "right of first refusal" and weddings are part of their contract with the parish.) They have been trained in the appropriate music for a Roman Catholic wedding. They are present to support the ritual and ensure that our equipment is in working order. Please review the addendum for music selections that are used at Saint Paschal Baylon. You may wish to have someone from your family to sing; this occurs in the prelude music or postlude music. If there are particular hymns or songs from the church music books that you would like to request, please let your priest or deacon know. Music from popular culture is reserved for your reception. The music minister will meet with you so that you may hear appropriate music for each part of the service.

14. Our church is proud to have an Art & Environment Committee while maintains the worship environment. Please alert the A & E Committee and clergy member if you plan to remove your floral arrangements and take them to your reception. Flowers usually remain for the weekend liturgies so that parishioners will know that there has been a wedding and pray for you. Please note the specific locations and height for flowers allowed in our sanctuary. Please note: **No tape, wire, screws or other items may be affixed to the pews, windows or doors causing damage.** The church does not possess curtains for the windows. Many families leave flowers at the Holy Family (Mary & Joseph) statues near the baptismal font.

15. A booklet, *Together for Life*, will be given to you when you meet with the presider of your marriage again, to choose readings and intercessions that you feel reflect your beliefs about Christian marriage. We ask you to think of parishioners or family members who proclaim well the Word of God to be a lector for your liturgy. You may choose one or two readings and have a different person read each. Additionally, chose someone to read the "Universal Prayers" (also called the Prayers of the Faithful/General Intercessions or petitions).

16. The **parish cantor or musician will sing** the Psalm (between the readings). You may choose a particular one contained in the preparatory wedding guide.

17. Your groomsmen ordinarily act as ushers to greet your guests. During the rehearsal they will be instructed as to other ways they may be of service, such as opening and closing doors, taking a collection for a cause that you may wish to have your guests support, etc. We invite you to consider having your guests seated anywhere in the church, rather than being selective by sitting only on the bride's or groom's "side." All are there to celebrate you as a couple, and should not have to make a decision about supporting a particular side.

18. Three altar servers, who each receive a stipend ($20), will minister at your wedding ceremony: A cross bearer and altar server(s) will assist the priest or deacon in the ritual. Let us know if you have a specific server in mind; otherwise, we will schedule servers to help us.

19. If you will have a Wedding Mass, choose at least two people to bring up the bread and wine (and possible collection) during the Preparation of the Altar and Gifts. Also, Communion Ministers will assist with the distribution of Holy Communion. Let us know of particular parishioners or guests who are commissioned as Communion Ministers that you would like to serve in this ministry during your wedding.

Ritual Notes

20. We celebrate weddings during most of the church's liturgical year (Christmas Time, Easter Time and Ordinary Time. Weddings are not normally celebrated, except for a pastoral situations, during Advent and Lent: These preparatory seasons of the church year help us focus on other elements of Christian life that are different from themes of the sacrament of marriage.

21. There are three different rites in the *Order for Celebrating Marriage*, divided into two different categories: the Rite within a Mass and the Rite of Marriage Outside of Mass. Traditionally, two Catholics marrying may request a Eucharist or Mass with the Rite of Marriage. However, couples do not have to feel pressured to have Eucharist (Mass) with the Rite of Marriage. You may wish to consider your guests.

22. A Catholic marrying a non-Catholic celebrates the "Rite of Marriage Outside of Mass." Permission is needed from the Diocese of Cleveland for a Marriage **with** a Mass for a Non-Catholic and a Catholic. This is a regular procedure for Canon Law continues to envision that Catholics marry Catholics. The minister assisting you with the preparation will explain this procedure and submit the paperwork for completion.

23. The vocation of marriage flows from your baptismal commitment and your service to Christ and the church. It is now encouraged that the couple greet their guests as they gather in the church before the ceremony. NB. **This is in the official rite of the Roman Catholic Church**. You may wish to consider that the bride and groom both greet your guests as they arrive for your wedding celebration.

24. The entrance rite usually begins from the Family Life Center and processes into the church from the baptismal font around (the long way) to the sanctuary to remind you of your covenant of baptism, discipleship, and vocation in the LORD.

25. It is helpful to note that the *Order for Celebrating Matrimony* states that because the couple is entering into marriage together, it is symbolized by having the bride and groom process down the aisle together. Parents may also join you in this procession with the other ministers (lectors, servers, etc.) and the wedding party. During the last preparatory meeting with the priest or deacon and the sacristan, a seating and procession flow chart will be prepared.

26. Another option that SPB allows, contrary to the ritual, is having the groom process with his parent(s) and the bride process with her parent(s).

27. Since the couple is the primary symbol and are the ministers of the sacrament, they will be seated in a central location within the sanctuary of the church in a place of honor next to the altar.

28. Marriage continues the covenant relationship with God and celebrates the new covenant that the two of you will share. This sacrament helps you to grow in holiness. The *Gloria* is sung during the Introductory Rites of a Mass as a way to gather the assembly into your joyous ritual.

29. All will show reverence and respect to the sacred symbols of the church (altar, tabernacle, cross, ambo, baptismal font, etc.) by customary bows. **Proper reverence and behavior for church is expected**. Smoking, mobile phones and gum chewing are inappropriate for the church premises. Appropriate dress is expected at the wedding, and for the rehearsal, with long pants or skirts (at or below the knee), shirts or blouses (shoulders covered) and shoes. Please inform your family and wedding party of this responsiblyand for the respect and reverence for the church.

30. We appreciate maintaining the proper cleanliness of the church and grounds. Please appoint ushers or friends to assist as hospitality ministers/cleaners. All items that you bring (flower or tux wrappers, programs, pins, etc.) are to be taken with you when you leave. A vacuum cleaner is available to all parties who may need to tidy-up after a service.

31. If you wish, the music minister will prepare a special ritual program guide for your wedding liturgy. Two weeks before the ceremony please give a detailed listing of your wedding party and family members so that we may include them in the program.

32. You, as the basic symbol of the sacrament, are important. Nothing should distract the congregation from this symbol of the sacrament. The other prime symbols of the sacrament are the wedding rings. The bishops of this country have forbidden other elements taken from our secular society because they distract from the primary symbols.

33. An option: The Easter or Paschal candle, as a symbol of Christ, may be used during the *Order of Celebrating Matrimony.* Please let the minister know if this important symbol of the church to be used in your service. We discourage use of the "unity candle," for it is not included in the Roman Rite marriage ceremonial. This product may be used at your reception to adorn your banquet table. Additionally, no candles may be attached to pews or other fixtures in the church.

34. Please ensure that your godparents are invited and included in the celebration.

35. A room in the Family Life Center is available for the bride to get ready for the ceremony. We are not responsible for personal belongings left unattended.

PASTORAL NOTES

Donations & Stipends

36. There are many expenses involved in running a parish and in the preparation of your marriage. Those needing special financial assistance are asked to discuss this with the clergy assisting you. Your minimum donation is broken down to the following expenses ***that are given at the time the date is set***. **Final payments are due during the last meeting with the priest or deacon and music/liturgy minister weeks before:**

- **$185.00 for accompanist** and $150.00 for any additional musician, including cantor (Checks are made out in their names.) These are for SPB musicians. Other musicians may charge varying fees.
- **$175.00 suggested donation** for preparation with the Pastoral Staff/Clergy-priest or deacon who witnesses the wedding
- **$400.00 donation** for the use of the church (paid in two installments – **one** when the date is set – non-refundable and the other **in your last meeting with the clergy**). Thank you for having your checkbook ready.
- **$20.00** for each altar server (3 for a Mass) – customarily provided by the best man.

37. Non-parishioners are welcome to celebrate the *Order for Celebrating Matrimony* at Saint Paschal Baylon if approved by the pastor. A donation of **$600.00** is requested for use of the church and facilities; this is normally given during the first meeting with the priest or deacon so that we may reserve the calendar for you. Additionally, the pastor of the bride must also give permission for the clergy of Saint Paschal Baylon to witness the marriage. This written permission must be received at least three (3) months before the wedding. For non-parishioners, the stipends for the musicians and servers are also due on the day the date is set for the wedding.

Etiquette, Safety & Sacred Concerns

38. Every effort should be made to begin your wedding liturgy at the time scheduled. Late arrival of the wedding party through negligence inconveniences a great many people: your guests, the presider, the musicians, the sacristan, etc., and may interfere with a church service scheduled to follow your wedding.

39. For the safety of you and your guests, **no objects** (such as rice, flowers and bird seed) **may be thrown on the premises, either in church or outside.** Additionally, no additional flooring (runners, carpet, wood planks, etc.) may be laid on the surface. Our insurance company, Catholic Mutual, is very strict about this safety factor and will bill you directly if there is a violation of this policy. The church **is not liable** for your guests' injuries due to a violation of this policy.

40. Photographing and videotaping the ceremony are permitted. However, so that the photographer and videographer not be a distraction to the congregation or detract from the reverence appropriate to the wedding liturgy, we request that you familiarize them with the following:

1. The photographer and videographer must not interrupt the progress of the entrance procession or position themselves where they will impede the movement of the members of the wedding party.
2. Flash photography distracts from the sacredness of the event and should not be taken during the *Order for Celebrating Matrimony* out of respect to you and this sacred ritual.

41. Photographers should exercise discretion both in the number of photos taken and in where they place themselves to take photos. A special reserved place will be shown to the photographer and videographer in the aisles. Photos are not permitted during the homily or the period following the Presentation of the Gifts until the distribution of Communion begins.

42. Videographers are to take a stationary position outside the sanctuary. Since the church lighting provided for the wedding liturgy is sufficient for video recording, *additional lighting is not permitted.*

43. Wedding poses may be done with flash photography before or after the *Order for Celebrating Matrimony*. Please inform the priest as to your preference when you set up your rehearsal time. **You will have a time (30 minutes) after your wedding for photography.** Please give a copy of these guidelines to your photographer(s).

Music Notes

44. Our music ministers will choose appropriate music with and/or for you at specific times during the liturgy, before (preludes), entrance of guests and the wedding party and postludes. We ask you to meet with them, to select together the appropriate church songs. Only sacred music is done at Saint Paschal Baylon weddings.

45. The Roman Catholic Church and its Congregation for Divine Worship of the Sacraments in 1971 issued a document forbidding the use of R. Wagner's "Lohengrin," or as most know it, "Here Comes the Bride." This piece of music may not be used because it comes from an opera that is contrary to the values and theology of marriage. Also, the *Order for Celebrating Marriage* expects the *Gloria* during a Mass, uniting the congregation in the rite, as is done at Sunday Mass.

> Secular music, even though it may emphasize the love of the spouses for one another, is ***not*** appropriate for the Sacred Liturgy. Songs that are chosen for the Liturgy should be appropriate for the celebration and ***express the faith of the Church"*** (see *Sing to the Lord; Music in Divine Worship* 220, the music guidelines for the Liturgy set forth by the United States Conference of Catholic Bishops, 2008, emphasis added).

As said above, soloists may be used, especially from the family, at certain parts before the Wedding Liturgy, or afterward. "Soloists should not usurp parts of the Mass designated for congregational participation" (see *Sing to the Lord: Music in Divine Worship* 221).

46. The *Ave Maria*, *Lord's Prayer*, and *Panis Angelicus*, may be sung only before the service begins as prelude music. If you are planning a prayer at the Shrine of Mary, after reception of Holy Communion, or the Nuptial Blessing (if there is no Mass), the *Ave Maria* or other Marian song may be sung at this time as you visit the statue and ask a blessing from the Holy Family upon your sacrament.

47. Vocal or instrumental solos are appropriate at the Presentation of the Gifts, but not at communion, when all should sing a Communion Hymn. The full set of ritual music, when there is a Mass (i.e. *Sanctus, Amen*, etc.) will be sung.

Choosing a Time for the Celebration

48. You are part of our parish community and we would like to have as many of our parishioners present to celebrate this wonderful occasion in your life. We will publish an announcement of your marriage in our parish bulletin ***if you request*** during the month you will be receiving the sacrament.

49. The "Blessing of an Engaged Couple," in the *Order for Celebrating Matrimony*, is celebrated at your request and may be done at a weekday Eucharist or one of the weekend Masses of your choosing. Also, it may be done during the end of the Pre-Cana Day/Weekend at the Saturday evening Mass or during the rehearsal.

50. Because our church has many events scheduled on a weekend (especially funerals), weddings are normally celebrated Saturday at 11 AM or 2 PM. Other times may be negotiated with you keeping in mind that the church has Saturday Masses at 9 AM & 4:30 PM and Confessions at 3:30 PM each week. We also allow for a funeral to be celebrated at 10 or 10:30 AM.

Conclusion

51. Again, ***thank you for your attention*** to these details and for your presence at Saint Paschal Baylon. We are honored that you wish to celebrate this important step in your vocation as a married couple.

52. These notes and guidelines are based on the many questions and concerns that couples like you have asked or wondered about through the years. We hope that they have been helpful to you as you consider choosing Saint Paschal Baylon Roman Catholic Church for your sacrament of matrimony.

Approved by the Liturgical Commission August 8, 2010 & Pastoral Council November 29, 2010

Updated January 28, 2023
Memorial of Saint Thomas Aquinas

Recommended Wedding Music Selections

1. All Creatures Of Our God And King
2. All The Ends Of The Earth (Psalm 98)
3. Allegro Maestoso
4. Amazing Grace
5. Amen el Cuerpo de Cristo
6. Ave Maria
7. Blest Are They
8. Blest Are Those Who Love You (Psalm 128)
9. Canon in D
10. Canticle Of The Sun
11. City Of God
12. Covenant Hymn
13. Eye Has Not Seen
14. For the Beauty of the Earth
15. Gift Of Finest Wheat
16. Glory and Praise to our God
17. Hail Mary: Gentle Woman
18. Here At This Table
19. Hosea
20. How Great Thou Art
21. I Am the Bread of Life
22. I Have Loved You
23. I Will Praise You (Psalm 145)
24. Jesu, Joy Of Man's Desiring
25. Joyful, Joyful We Adore Thee
26. The Lord Is Kind and Merciful (Psalm 103)
27. Lord of All Hopefulness
28. Love Divine, All Loves Excelling
29. Love One Another
30. Loving and Forgiving
31. May The Lord Bless Us (Psalm 128)
32. May The Road Rise Up To Meet You
33. My Soul Rejoices
34. O God You Search Me
35. Ode To Joy
36. One Bread, one Body
37. Only A Shadow
38. Our Blessing Cup
39. Pan de Vida
40. Peace I Leave With You
41. Praise God From Whom All Blessings Flow
42. Praise the Lord, Ye Heavens Adore Him
43. Praise to the Lord
44. Prayer Of St. Francis
45. Servant Song
46. Sing a New Song
47. Song Of The Body Of Christ
48. Table Of Plenty
49. Taste and See (Psalm 34)
50. The Gift Of Love
51. This Day God Gives Me
52. This Day was Made by the Lord (Psalm 118)
53. This Is The Day The Lord Has Made (Psalm 118)
54. Trumpet Voluntary
55. Trumpet Tune
56. Ubi Caritas (Taize)
57. Where There is Love
58. We Have Been Told
59. Wherever You Go
60. When Love is Found
61. You Are Mine

Ritual Outline for Your Selections – Wedding Mass

1. Prelude Music (beginning at least 15 minutes before the service):
    a. _____
    b. _____
    c. _____

2. Opening Procession/Opening Hymn: _____

3. Gloria: _____

4. The Collect (Opening Prayer): _____

LITURGY OF THE WORD

5. First Reading (pick reading & reader): _____

6. Responsorial Psalm (**SUNG**): _____

7. Second Reading: (pick reading & reader): _____

8. Gospel Acclamation (Alleluia - **SUNG**): _____

9. Gospel: (pick reading, proclaimed by deacon or priest) _____

10. Homily

RITE OF MARRIAGE

11. Consent (said by couple memorized or on note cards): _____

12. Vows (said by couple memorized or on note cards): _____

13. Exchange of Rings (said by couple memorized or on note cards)

14. Song (OPTIONAL): _____

15. Universal Prayers (General Intercessions) (pick reader and selection): _____

LITURGY OF THE EUCHARIST

16: Preparation of the gifts (pick family members to present gifts & song): _____

17. Nuptial Blessing: _____

18. Communion Song: _____

19. Visitation to Blessed Virgin Mary (OPTIONAL/Not in the *Order for Celebrating Matrimony* but a custom allowed at SPB):

_____

20. Closing Song or Processional: _____