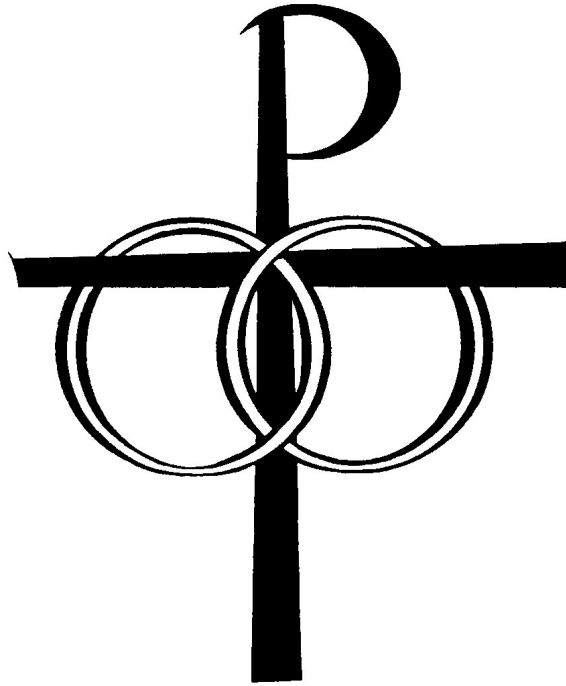


Wedding Guidelines



ST. MARY OF THE IMMACULATE CONCEPTION CATHOLIC CHURCH

512 N. Perkins Street
Rushville, IN 46173
(765) 932-2588

MARRIAGE PREPARATION PROGRAM

A married couple is a sign of God's faithful love to one another and to the larger community.

The Archdiocese of Indianapolis recognizes the importance of the marriage Preparation Program as a foundation for better marriages. Catholics planning to marry in the archdiocese are required to complete such a program. Marriage preparation at St. Mary Catholic Church offers you a variety of opportunities to deepen your relationship, to discover more about yourself and the future spouse as you plan to marry—your strengths and weaknesses, and the expectations each of you bring to the marriage.

The *Short List* of the minimum requirements of the program:

1. Continued Mass attendance.
2. Initial Meeting with the priest and schedule date.
3. Participate in TOBIT weekend.
4. Complete a couple-relationship inventory
5. Meetings with Sponsor Couple
6. Attend a Natural Family Planning Class
7. Watch *Beloved* Marriage Prep Series (6 sessions)
8. Meetings with Priest
9. Meet with Parish Wedding Coordinator and Priest to finalize Wedding plans

The more *In-Depth List* with explanation on the minimum requirements of the program:

1. Continue regular attendance at Mass on Sundays and Holy Days of Obligation. The celebration of the Sacrament of Confession prior to date of the wedding is highly encouraged for the Catholic parties.
2. An initial interview with the priest you want to officiate at your wedding to discuss your preliminary marriage plans. This should be a year in advance of the anticipated wedding date, no less than 9 months in advance, but before you set a firm date. Call the Parish Office to check on availability of dates and to set an appointment with the priest.
 - ❖ A **newly issued baptism certificate** from the Catholic church of baptism is to be given to the priest for your file or mailed to the office as soon as possible. Non-Catholics, if baptized, are also asked to present documentation of their baptism.
3. Participation in a TOBIT weekend Retreat (or equivalent) for engaged couples. The Fatima Retreat House is located at 5353 East 56th Street, Indianapolis, IN 46226. Go to <http://www.archindy.org/fatima/calendar/tobit.html>, email fatima@archindy.org, or call 317-545-7681 to find out more information and to register for a weekend.
4. Complete a couple-relationship inventory. This parish utilizes the on-line *Prepare & Enrich* pre-marriage inventory. The priest will provide additional information at the initial interview.

5. Meet with a sponsor couple from the parish. They will work with each couple for several (generally 1 to 2) meetings using the Prepare & Enrich pre-marriage inventory. The sponsor couple will help you to interpret the results of the inventory and use them as a discussion guide. The inventory will suggest potential challenges and strengths for you as individuals and your relationship. This is not formal therapy. At the conclusion of the meetings, the sponsor couple writes a brief evaluation of the couple and sends it to the priest. The priest will give you the name and phone number of the trained married couple you are to call for appointments.
6. Attend a Natural Family Planning Class (NFP). Classes are held at St. Louis Parish, Batesville, Indiana on the first Sunday of the month from 9:00a.m. to 12:15p.m. There is a \$30.00 fee for books and materials (subject to change). To register, call 812-934-3338 or 812-934-4054.

Marriage preparation in the Catholic Church requires an ongoing commitment to deepen personal faith and translate faith into practice. Cohabitation during engagement presents a danger to chastity and gives scandal to others. For this reason, couples who wish to marry at St. Mary Catholic Church are expected to live chastely and separately during their engagement.

7. *Beloved – Mystery and Meaning in Marriage* can be viewed on Formed.org. *Beloved* has six, 35-minute sessions. You are asked to view each session together and discuss its meaning for your future marriage together. The St Mary Parish Code: BQGGCK provides you free unlimited access to this and other Catholic Christian resources. You are encouraged, but do not required, to watch the additional six sessions from *Beloved – Living Marriage*.
8. 3 to 4 meetings with the priest to discuss the preparation process to date and receive instructions on marriage as a Sacrament.
9. Meet with Parish Wedding Coordinator and Priest to finalize Wedding plans. They will help you plan your wedding ceremony in accordance with the liturgical guidelines from the Archdiocesan Office of Worship and parish policies. At this meeting, be prepared to discuss the full list of family and friends who will be a part of your wedding. Include Lectors and any special musicians. (See the section on Music for important information concerning guest organists.) If you are planning a Mass, remember you will need Altar Servers, Gift Bearers, and Eucharistic Ministers. The priest will help you arrange for ministers from the parish if you need help.

The success of your marriage preparation depends on you. **It is your responsibility** to schedule the meetings and the sessions in a timely manner, and to complete all the meetings well in advance of your wedding. It is up to you to give the time and attention needed for the program to be meaningful for both of you.

It is our prayer that your participation in the Marriage Preparation Program and retreats will be a time of honest soul-searching, and that this preparation would be a portal to a holy, joyous, fruitful, life-long, and loving relationship.

PLANNING YOUR WEDDING CEREMONY

During the Marriage Preparation Program, you will receive materials to help you prepare for your marriage and plan for your wedding ceremony. The following information is intended to help you plan for the practicalities of a wedding using St. Mary Catholic Church facilities.

Your wedding will (likely) be immediately preceding the Saturday evening Mass. Please realize that the Sacrament of Reconciliation is scheduled for 4:30 p.m. on Saturdays, with Mass following at 5:30 p.m. **Wedding parties, photographers, and wedding guests must be clear of the church and Narthex by 4:30 p.m.**

LOCATION OF WEDDING AND TYPE OF CEREMONY

Traditionally, weddings are held at the parish of the bride, or the parish of the Catholic groom if the bride is non-Catholic. Rare exceptions may be made by the pastor

The Church expects the Sacrament of Marriage between two Catholics to take place in the context of the Mass. If special circumstances exist, please discuss with the priest. The Church recommends that marriages between a Catholic and a non-Catholic Christian be celebrated in a non-Mass Wedding Ceremony. The non-Catholic minister may participate in the rite with the approval of the priest. A marriage between a Catholic and a non-baptized person may not be celebrated in the context of Mass and must use the basic Wedding Ceremony.

VISITING PRIESTS

Visiting priests are always welcome with pastor's permission. The visiting priest needs to provide a "Letter of Good Standing" from their Ordinary (i.e., Bishop, Abbot, or Provincial). In order for a visiting priest to preside or officiate a wedding at St Mary Catholic Church, permission must be delegated to him from the Pastor / Parish Administrator.

PHOTOGRAPHS & VIDEOS

The Church may be used before and after the ceremony for photographs, time permitting.

The wedding party, guests, and photographers must clear the Church, 60 minutes prior to the next wedding or Mass (by 4:30 p.m. Saturdays). Please discuss this time constraint with your photographers to make sure they do not plan for more photographs than can be managed.

The use of all camera and camcorder equipment must be unobtrusive during the ceremony. Photographers may use the main aisle during the entrance and exit processions. All other photographs and videos must be done within the pew or chair areas. A good place for camcorders is in the choir loft. (See the diagram of the church on the back cover.) The bride and groom sit in chairs to the right of the altar facing the assembly during most of the ceremony. The exchange of vows takes place in front of the altar with the couple facing one another.

DECORATIONS

Before you plan decorations for your wedding ceremony, call or meet with the Art & Environment Coordinator. This will help you avoid making arrangements that are not appropriate for the liturgical season or for our church building. You are encouraged to keep wedding decorations simple for easy installation and quick clean up.

Most weeks, the Art & Environment Committee prepares the church for the weekend Masses on Friday afternoon or early Saturday. You are responsible for arranging the items you plan to use for your wedding. **Please leave the Sanctuary with all objects and furnishings in their original places.**

FLORAL ARRANGEMENTS, BANNERS, WREATHS, & CANDLES

Seasonal decorations and banners that are in place for a particular Mass are to remain in place. Please do not move them without first consulting with the Pastor or Art & Environment Coordinator!

The Art & Environment Coordinator can tell you what seasonal decorations the church is planning for the weekend of your wedding date, so you can be prepared. If you want to leave flowers from your wedding as a contribution to the church's weekend Masses, please inform the coordinator. Wall hangings, special banners, or wreath arrangements are a special situation and must be discussed, in advance, with the coordinator.

Plan floral arrangements and their placement on the dais so that they will not interfere with the movements of the priest or the wedding party, or with visibility for the assembly.

Only dripless candles or candle stands/holders that will prevent wax from spilling may be used. The unity candle and candleholder are to be provided by the couple. **The altar table itself is never to be used as a stand for any candles or flowers!** **NOTHING** should be placed in front of the altar that will detract from its being the central focus in the sanctuary (large floral arches, for example.) Pedestal stands for candles, plant stands, foliage plants, and banners may be used upon request. Please give the Art & Environment Coordinator the name(s) and phone number(s) of your florist/decorator.

PEW BOWS & AISLE RUNNERS

Decorations for individual pews may not be attached with wire, tape, or materials that will leave marks, residue, or damage the wood.

Because of our carpeting, the sloped floor, and in the interest of safety, **aisle runners and wagons are not to be used.**

A Few Restrictions on decorations:

- ❖ Balloons are **not** permitted in our church sanctuary.
- ❖ No animals of any kind, *except for animal helpers for the disabled*, are permitted anywhere inside the building.
- ❖ Rice, birdseed, confetti, etc., are prohibited both inside and outside the church because maintenance crews are not available to vacuum between weddings and the next Mass.

MUSIC

All music at weddings must be in accordance with liturgical guidelines of the Archdiocese of Indianapolis. To help you select appropriate music, and to ensure that your musicians can work with our pipe organ, grand piano and sound system, your plans for music and musicians must be coordinated through St. Mary. Please read these guidelines. Also, see the current list of recommended musicians and cantors provided by the parish.

The U.S. Bishops' Committee on the Liturgy in "Music in Catholic Worship" recommended that music in all types of worship should meet certain standards:

- ❖ Is it good music technically, aesthetically, expressively?
- ❖ Is the music appropriate to the Liturgy?
- ❖ Does the music help the assembly to express their faith?

These principles, as applied to the wedding service, can be considered under three categories: liturgical songs, supplementary songs, and instrumental music.

I. Liturgical Songs

*(*Indicates music during celebration of Eucharist)*

The cantor and organist will lead the singing, so that all present may be able to participate in these liturgical songs:

- Opening / Gather Hymn
- Responsorial Psalm
- Gospel Acclamation ("Alleluia")
- *Hymn during the preparation of the gifts
- *Eucharistic Acclamations (Holy, Holy; Mystery of Faith; Great Amen)
- *Communion Song

II. Supplementary Songs

This includes any other songs that may be sung, for which there are no specified texts. These songs may be sung as prelude music or during the lighting of the nuptial candle. These songs should not simply be "show pieces," but should help to lead the assembly in prayer. They should be suitable for use in a religious, liturgical service. The lyrics should be drawn chiefly from sacred scripture and other liturgical sources and should express a **Christian** concept of love.

III. Instrumental Music

Organ or other instrumental music can provide suitable accompaniment during certain parts of the service, including the processional and the recessional. If instrumental transcriptions of vocal pieces are used, the criteria for choosing supplementary songs should be applied.

Musicians

Please contact the music director for suggestions of cantors and accompanists who have the skill and training to lead music at wedding celebrations. **Any musicians who will be part of the wedding but who are not among the regularly scheduled musicians at St. Mary Catholic Church must attend the wedding rehearsal.**

DRESSING AREAS FOR ATTENDANTS

The bride and her attendants may use North End of Multipurpose Room. (There is a divider.)

The groom and groomsmen may use South End of Multipurpose Room. (There is a divider.)

The women's restroom is on the ground floor at the north end of hall near Multipurpose room.

The men's restroom is on the ground floor at the west end of hall near School Kitchen.

- ❖ Plan to remove personal belongings and extra clothing from dressing rooms **prior** to the wedding. The dressing rooms must be left in the condition in which they were found or better.
- ❖ **No valuables should be left unattended at anytime, anywhere.** This applies to items left in automobiles in the parking lot as well as the dressing areas/reception room. The parish cannot be responsible for lost or stolen items.
- ❖ **Arrival time** for an a.m. wedding is typically 11:00a for 2:30p wedding. Please consult with pastor if additional time is required.
- ❖ Please place ALL trash from wedding party in trash bags for disposal. The wedding party is responsibility to get the room straightened and trash collected. The parish wedding coordinator will dispose of the trash bags, although attendance are welcome to help.

Alcoholic beverages are prohibited. Alcohol beverages are not permitted on Church grounds, prior to, during, or after the wedding or wedding rehearsal. Due to state and ecclesial law, the use of alcohol prior to the ceremony could result in cancellation of the ceremony.

Smoking is prohibited in all areas of the church building.

FEES AND EXPENSES

FOR MARRIAGE PREPARATION PROGRAM

- ❖ \$ 35 / marriage prep (Required, paid to St Mary Catholic Church, Rushville, IN)
- ❖ \$ 50 / Parish Wedding Coordinator
(Required, paid to St Mary Catholic Church, Rushville, IN)
- ❖ \$298 / TOBIT Weekend at Fatima Retreat House (for 2017)
(Required, payment made directly to Fatima)
- ❖ \$ 35 / On-line Prepare & Enrich Pre-Marriage Couple-Relationship Inventory
(Required, payment made directly to Prepare & Enrich
www. Prepare-enrich.com)

FOR THE USE OF THE FACILITIES

- ❖ \$200 / recommended for parishioner for at least 1 year or longer
- ❖ \$400 / recommended for parishioner less than 1 year
50%, non-refundable, due at scheduling

If true financial hardships exist, please discuss this matter with the priest. Here at St. Mary Catholic Church, our first concern is that you are well prepared to enter into a fruitful, life-long, loving Marriage. We do not want financial concerns to get in the way of this. Different options to reduce or remove the fees can be discussed or pursued.

MUSIC

Music & cantor fees are to be individually arranged with the musicians.

HELPFUL PHONE NUMBERS

St. Mary Parish Office / Priest 765-932-2588

Parish Wedding Coordinator

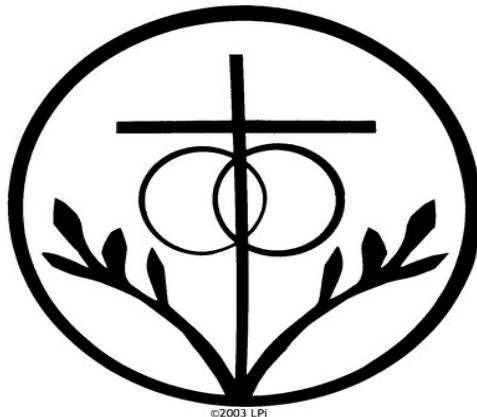
Connie Amos 765-561-4623

Lisa Wagoner 765-663-2444

Church Decorating/Art & Environment Committee

Rosie Chance 765-932-5350

Fatima Retreat House (TOBIT) 317-545-7681



©2003 LPI