

Congratulations on your Engagement...

Congratulation on your decision to marry!

By seeking marriage at the Parish of St. Bartholomew, you are choosing not only to commit yourselves as husband and wife for the sake of each other, but also for the whole community of faith. Your marriage is a Sacrament of the Church.

As such, the fruitfulness of your mutual love, (your future children,) and your community of family and friends gathered all around you, all serve as a sign to the world of God's overwhelming love for us. As people of faith, we come to recognize your love as the permanent, faithful, unending, ever-present, creative and merciful love God has for every one of us.

What follows are some helpful guidelines for your preparation for marriage, which takes into consideration Civil law, Church law, policies of the Diocese of Cleveland, and the customary practices which this parish has established based on practical experience.

Please read them carefully so as to avoid any confusion which may lead to misunderstandings or disappointments later. If you have further questions, please ask those who are preparing you for this lifelong commitment.

Fr. Len Bacik

Pastor

Date of Marriage...

While some couples set their marriage date a year or so in advance, the Diocese of Cleveland requires that a couple intending marriage contact the parish at ***least six months before*** the proposed time of marriage.

Due to the number of wedding requests here at St. Bartholomew, realistically we suggest nine to twelve months. **A wedding date cannot be set, nor a hall rented, nor other preparations begun before meeting with the Pastor.**

The parish priest with whom you meet will advise you regarding the availability of the church for the date and time you are seeking. **Please understand, however, that at this time the date is tentative.**

Your willingness to cooperate in the evaluation and preparation process for marriage will determine the finalization of a wedding date. Please make no plans or commitments until the priest certifies your date.

Place Of Marriage...

In keeping with the sacred character of the Sacrament of Marriage, marriages should take place in a sacred setting, one specifically set aside for worship.

Normally this setting is the Catholic Church, unless dispensation (permission) has been obtained for the celebration of marriage in the church of another Christian Tradition. This comes directly from the Bishop.

In keeping with the sacred character of the sacrament of matrimony, marriages should be celebrated in a sacred space, i.e., one set aside for divine worship. Marriage properly takes place in the parish church of either the bride or the groom. (Canon Law 1115)
Weddings are not permitted to be celebrated outside a building dedicated to worship, e.g. a park or party center.

Witnesses For Marriage

Best Man & Maid of Honor...

Catholics, members of other Christian churches and non-Christians may be witnesses. (e.g., best man and maid of honor) at the celebration of marriage in a Catholic Church. Catholics may also be witnesses at marriages which are validly contracted between Christians in other churches.

P preparation for Marriage...

The purpose of evaluation and marriage preparation is three-fold:

- (1) ***Evaluation***: To be sure that you intend that your marriage is consistent with what Christ and the Church understand as marriage.
- (2) ***Preparation***: To help you understand the sacramental aspects of matrimony and to reflect on the dynamics of a successful and happy marriage.
- (3) ***Liturgy Planning***: To plan the marriage ceremony itself.

“Church Marriage” is a far different reality than merely having one’s marriage in Church. Church marriage implies a life of faith and the practice of that Faith within a Church community. If one does not practice the Faith with some regularity, and if such a person as no intention or desire to deepen his/her participation, Church Marriage would be inappropriate. The action of coming to church for marriage implies a specific intent which flows from Faith and understanding of marriage as a sacramental act.

These are some questions to consider:

- * How important is it to be an active member of the Church Community and to worship on Sundays?
- * Will Catholic Christian values have an impact on how we live our married life?
- * As a Sacrament, how will your marriage reflect the Church’s effort to present Christian values to the world? (permanence, commitment, and fidelity)

The Process of Preparation for Marriage...

Initial Meeting:

This is an opportunity for you and the priest you have asked to prepare you for marriage to become acquainted. It will also involve the gathering of some basic information. One of the parties must be a **registered & active** member of St. Bartholomew. Otherwise, written permission is needed from the pastor of one of your parishes to have your wedding here at St. Bartholomew Church.

Sacramental records:

Catholic parties are to obtain their own baptismal certificate from the church in which they were baptized. This document must be dated within the last six (6) months. Non-Catholics are asked to obtain their baptismal certificate from their denomination.

Previous marriages:

If a person has been married before, it is necessary to provide the following:

- Certificate of previous marriage.
- Death certificate of previous spouse.
- Church Declaration of Nullity.

The Process of Preparation (cont)...

It is Diocesan Policy that each couple participate in a formal evaluation ***before*** marriage.

The more recent is the “***Prepare & Enrich.***”

It is a 165 item questionnaire assessing relationship strength and growth areas in 20 categories. The couple each takes the survey online, and then meet for 3-6 feedback sessions with your parish priest.

The goal is to help build a stronger, happier marriage.

You may want to check it online @ www.prepare-enrich.com.

There is a processing fee of \$35. The first individual to take the survey enters his/her credit card number.

Spiritual Formation...

Each couple is required to participate in one of the following two options with which there is a cost associated that your priest will be able to explain.

Pre-Cana:

Is a day-long session presented by other couples whose sharing on significant topics generates a personal response to you and your fiancé on the related topic.

At St. Bartholomew couples are directed to participate at the
Jesuit Retreat House in Parma @440.884.9300
Sundays from 12:45pm-8pm.

In our experience it has been a favorite of many couples.

The Celebrant...

According to Church law, the parish priest has the canonical right to officially minister at weddings performed in his parish. Priests, as family members (relatives) are welcome to officiate. Other priest friends and acquaintance are welcome to concelebrate.

Liturgy Planning...

The priest directing your marriage preparation will provide you with a ***Liturgy Planning Guide*** which will help you plan the prayers and readings of your wedding. You are encouraged to take an active role in the preparation of your marriage celebration.

This includes not only selection of Scripture readings but the appropriate prayers and blessings. He will help you through difficulties and may be particularly interested in the Scriptures you have chosen.

At some point along the way, you will need to meet with the parish Director of Music to determine musical selections.

Well in advance of the rehearsal, you will need to schedule another appointment with your priest to review and finalize liturgy plans.

ALL Liturgy forms, Sacred Scripture, Music, Prayer choices, and

Civil License must be in the hands of the Celebrant **one week before your Wedding Rehearsal or earlier.**

Page 8

The Marriage Liturgy...

Wedding Time:

SATURDAYS @1pm

The season of Lent is no longer a “closed time” for marriages in Church law. The penitential nature of this season, however, **strongly** suggests that weddings be discouraged. Here at St. Bartholomew, weddings are generally not scheduled during Lent. If one chooses to get married the Saturday after Easter, one must use the readings and prayers for that day since we celebrate Easter for eight days.

The Wedding Rehearsal...

Wedding rehearsals are usually held the day before the actual marriage. The exact date and time will be scheduled by the priest presiding at your wedding, **normally @5pm.**

The rehearsal will take one hour. Please make every effort to be prompt since other rehearsals or church events are often scheduled on the same evening. **Rehearsal will begin on time** even if some members of your party are late.

ALL Honorariums MUST be presented the day of your Wedding Rehearsal.

Your celebrant priest will conduct the rehearsal.

Liturgical Music...

You are asked to contact our Director of Music, Mr. John Hudak **at least four (4) months** prior to your wedding date so together you can set date for consultation and music planning.

The appointment will take approximately an hour, at which time you will have a chance to listen to excerpts of various pieces of musical literature. It is by Diocesan policy and that of St. Bartholomew Church, that **all** music for your wedding service be religious or sacred classical music. We ask that you refrain from selecting any Broadway or popular love songs. The Sacrament of Marriage is to maintain the utmost reverence and therefore **no** pre-recorded music will be used in the Church.

By parish policy, St. Bartholomew requires the ministry of a parish cantor for all Wedding Liturgies. All of our cantors at the parish are **practicing Catholics** who have been formed and trained in the ministry in service to the Roman Catholic Church. We **cannot allow “guest soloists” to perform a liturgical function within the sacred Liturgy as they are not trained Cantors of the Church.** The suggested honorarium for the Cantor is **\$100.00** and is to be given to the Wedding Rehearsal Coordinator or the Celebrant **the evening of your rehearsal.**

The suggested honorarium for the Director of Music is \$150.00 and is to be given to the Priest on or before **the evening of your rehearsal.**

Please contact Mr. John SC Hudak at St. Bartholomew Rectory:
440-842-5400 ext. 20 or E-Mail: SBMusicman20@yahoo.com

Page 10

Flowers and Aisle Runner...

You are welcome to provide flowers for your celebration, but the Sanctuary should not become cluttered, obstructing the Altar, Pulpit, Tabernacle, or presidential chair. It is customary that fresh flowers adorning the Altar remain after your wedding. All other plants, ferns, and flowers may be removed for your continued celebration. Flower stands and pedestals are available. Flowers are not to be placed on the Altar itself, and Sanctuary furniture and seasonal decorations are not to be removed or re-arranged.

An aisle runner is not required, but if used, it should be 150 feet in length. Please choose two ushers to fold and remove the runner from the Church after the services.

Bows may be placed at the ends of the *newly refinished* pews with bow hangers or ribbons but **may not** be taped, tacked/nailed, or wired to the pew and **must be** removed after the ceremony. There are 74 pews total.

Your florist must remove all their flower boxes and trash from the church vestibule and bride's room **before the wedding procession begins** not only due to the sacredness of the church but to keep these areas clean and dignified for the next services.

Photography...

The photographer and/or videographer should meet with the priest either at the rehearsal or just before the wedding to review parish policy and avoid misunderstandings.

You are welcome to take pictures after your ceremony or Mass, but please be considerate of another wedding or the celebration of the Sacrament of Reconciliation regularly scheduled on Saturday at 3pm. **Picture taking must end at 2:45pm on Saturday.**

The Church Sanctuary is not to be treated as a photography studio and although you enjoy taking pictures, remember it is a sacred place. The parish has recently renovated its' lighting system in the Church which now provides more than enough light for photography and videography. **No additional lighting** is permitted in the Church.

Receiving Line...

Due to time constraints from other weddings or scheduled Church events, it is recommended that you greet your guests at your reception. Please discuss this matter with the presider who is preparing you for your marriage.

Candle Services, Confetti, Rice, Birdseed, Balloons, etc...

It is not the practice of St. Bartholomew Church to hold a candlelight service for Wedding Liturgies. The lighting of the Church **as is** helps shape the celebration and gives proper and dignified light/brightness for the interior of the Church, Sanctuary and Choir Loft.

The use of rice, birdseed, or confetti inside or outside the church is **not** permitted at St. Bartholomew. These items can create a hazardous situation for walkers. Furthermore, the origin of some of these traditions are found in pagan rituals for fertility and are not part of our Liturgical traditions.

No flower petals may be scattered in the aisle of the Church.

Balloons and bubbles may be used **outside** of the Church. Please inform the provider of your balloons that **they are not to be brought into the church at any time.**

Wedding Program Booklets...

The use of a Wedding Program Booklet is purely an option of the wedding couple, it is not a necessity for the Liturgy. If you are choosing to print a booklet, please be sure and have it reviewed by the Priest or Music Director **before** it is printed. Please do **NOT** print out the scripture readings in your booklet.

Page 13

T hings to Consider...

Should we get married at Mass, or should we just have a ceremony? Catholic weddings do not always take place in the context of the Mass. If one of the parties or families involved is not Catholic, it may be most appropriate to plan a liturgical service without Communion.

Let's understand the difference. Every celebration of Mass consists of a Liturgy of the Word (entrance rite, readings, homily, prayer of the faithful) and a Liturgy of the Eucharist (presentation of the bread and wine, the Eucharist Prayer, and Holy Communion). When a wedding is celebrated at Mass the rite of Marriage takes place after the homily and before the prayers of the faithful; the Liturgy of Eucharist then follows.

When a wedding is celebrated outside of Mass, it is celebrated in the Liturgy of the Word in which the marriage rite takes place after the homily and before the prayers of the faithful. This rite concludes with prayers and blessings.

Things to Consider (cont)....

The marriage of two Catholics should normally take place within Mass. You should make your decision in consultation with the priest who is assisting you in preparation for marriage. You will want to consider the following:

- * What is our relationship to Sunday Eucharist?
- * Are we faithful to the church's Sunday prayer?
- * Have we been away from the community's prayer?
- * Have we committed ourselves to returning?

If one of you is not in communion with the Roman Catholic Church, you will be unable to share in Holy Communion if your wedding is celebrated during Mass. You may want to consider what this means. Do you want to include something in this celebration in which only one of you will be able to take part?

Who will your guests be? Is the celebration of the Eucharist the best way to help them to be with you and pray with you at your wedding? If many of your guests are from outside the Catholic communion, you may want to consider celebrating your wedding in a Liturgy of the Word. Some people seem to think that a couple are not really married unless the wedding takes place at Mass. This is simply not true. Be open and honest with the priest or deacon with whom you are preparing your wedding and make the decision which will provide

the best context for prayer and celebration

Page 15

Why do we need a rehearsal ?...

A rehearsal is helpful for all parties involved. It continues to build the relationship among the priest, the couple, and their families. It allows the members of your immediate wedding party to become familiar with the environment of our Church building and with the public roles they will assume as part of the liturgy.

Please be sure that all who are attending the rehearsal at the Church are **on time** so that the rest of your evening's plans can go on for your wedding party. **PLEASE ENTER THE CHURCH THRU THE "Q" DOOR for your rehearsal. All other entrances are locked.**

The priest directing the rehearsal will give a brief overview of the liturgy to help all concerned understand the prayerful nature of the celebration. As such the rehearsal may begin and end with a short prayer.

We ask that you make sure that all members of the wedding party be present for the rehearsal and that they arrive on time. It is recommended that lectors or others involved in the Wedding Liturgy be present if at all possible.

All persons attending the rehearsal should dress appropriately. **The rehearsal itself is not time for discussion or decision**

making.

Page 16

What are the Banns of Marriage?...

The publication of the Banns of Marriage is generally a notice in the parish bulletin on three successive Sundays of your intention to enter into Marriage. This is a part of the larger process of inquiry through which your freedom to contract marriage in the Church community is established.

The priest who is helping in your preparation for marriage will make the arrangements for the Banns of your marriage to be published, here at St. Bartholomew.

The basic purpose of the Banns is so that the parish community knows that a man and a woman from their community plan to give themselves to one another in Christ in the Sacrament of Matrimony. This is not a social announcement, but rather a statement of intention to the parish faith community.

Announcement of the marriage is made for the three consecutive Sundays preceding the date of marriage. The Banns should be announced in the other party's parish as well, and we ask that you see to it yourself. This can be done by contacting that parish and informing them of the date of the wedding and requesting that they announce the Banns.

Honorariums...

When you first make contact with the parish and arrange your first meeting with the parish priest, discussion begins about your marriage. It will be obvious that you're are a registered, contributing, and participating parishioner. The honorarium for your wedding is a suggested minimal offering of **\$375.00**. When you present yourself and it becomes evident that **you are not registered, or, perhaps newly registered, or, have not been actively participating & contributing, or, request to be married at St. Bartholomew** for sentimental reasons or other reasons, the minimal church offering is **\$475.00**.

The above offerings include the use of the church at rehearsal and wedding day, your sessions with the Priest in wedding preparations, rehearsal, the preparation of the state/county wedding license, notification sent to the Catholic Church of your baptism, postage, the church license, and your priest in his role as Presider & Homilist at your ceremony. Tidying up of the Church for evening services. The above fees do NOT include the fee for Director of Music, other instrumentalists or cantor. *Checks payable to St. Bartholomew.*

The parish priest will discuss the above and come to an agreement with you at the time of setting the marriage date. If you have asked

other priest friends to con-celebrate or if a relative or good friend is officiating, a gift is appropriate. These church fees are separate from the music director's and cantor fees that are arranged by individual contract. **In an effort to avoid any embarrassment on your wedding day, ALL HONORARIUMS ARE TO BE PRESENTED AT THE WEDDINGREHEARSAL ..**

Page 18

Rconciliation (Confession)....

This Sacrament provides an ideal way to prepare spiritually for your commitment to one another. Those wishing to celebrate the Sacrament or Reconciliation (confession) should do so according to the parish schedule. The Sacrament will NOT be offered the evening of the rehearsal. So-those of you catholic, including members of your party, you might want to remind them well ahead of time to visit their parish church on the Saturday before and go to Confession. The same for you as bride and groom so that you may truly receive the Sacrament in the state of grace.

Care of the Church and Property...

Since other weddings or parish services will follow your wedding ceremony, please leave the church, the bride's room, the lobby, and the yard as clean as you found it. Your consideration and help is appreciated.

Alcohol Policy...

It is the strict policy of the Diocese and St. Bartholomew that no alcohol is present or consumed on the parish property any time. Violation of this policy can result in upsetting circumstances for all involved. This is especially true of the wedding rehearsal and the time just before the ceremony.

Page 19

Civil License...

Civil law requires that you obtain a license to marry. This license may be obtained in the county of either applicant provided they are a resident of the State of Ohio. If neither applicant is a resident of the State of Ohio, you must obtain a license from the county in which the wedding is to take place.

Both parties are required to be present at the time you make application for the license. This license is valid for sixty days after the date of issuance and the cost is **\$40.00 CASH ONLY.**

A local check may be accepted with appropriate identification.

Wedding License must be received at the Parish Office one week *before* your Wedding or earlier.

In Cuyahoga County, a license may be applied for at:

Probate Court- Marriage License Department
1 Lakeside Avenue NE
Cleveland, Ohio 44114
(216) 443-8920

Hours: Monday - Friday 8:30am - 4:00pm

What's Next...

If you will be living within the parish boundaries, please be sure to contact the parish secretary (440.842.5400) to update your registration if the Parish Priest preparing you hasn't already done this. Don't forget to promptly register at your new parish.

Page 20

Florist Guidelines...

The following are our expectations of all florists who provide their services to couple being married at St. Bartholomew.

1. Please announce your arrival before beginning set up. Ask if there are any particulars you need to know before proceeding.
2. The Sanctuary may not be re-arranged to accommodate the flowers. Existing greenery, stands, and furniture may not be moved for any reason.
3. It is the responsibility of the florist to provide necessary floral accessories such as aisle runner tape, twine, wire, etc. In addition, the florist is responsible for removal of any boxes/debris that may have been brought into the church to transport and prepare for the celebration.

4. Flowers may be placed in the Sanctuary on the floor in front of the Altar or candles. Stands are available for your use near the candles or the back wall. Arrangements for stands should be made ten (10) days before the event.

5. Flowers are not allowed on the Altar itself, nor are they permitted on the steps or in the path of what would be considered “traffic” flows.

Page 21

Florist Guidelines (con't)....

6. Inquire with the celebrant where special flower arrangements such as the “Sign of peace & Holy Family/Mary Devotional,” are to be placed. Never leave them laying on the Altar, floor, marble, shelves, or chairs.

7. Flower petals or blossoms may not be dropped, scattered or tossed at any time.

8. Bows may be placed on the ends of the pews. **However, they are not to be taped, nailed, or wired to the pew** and all bows must be removed after the ceremony. Bows may be attached using bow hangers or else securely tied with ribbon.

9. Aisle runners may be taped to the floor at the foot of the steps. Please do not pin the runner to the carpet.

10. It is the responsibility of the couple and the florist to resolve

potential questions well ahead of the wedding day itself.

11. The aisle measures 135' and there are 74 pews total.

Observance of these regulations will be appreciated and allow for a pleasant and continued association between your establishment and our parish in the years ahead.

Page 22

Photographer Guidelines...

The following are our expectations of all photographers who provide their services to a couple being married at St. Bartholomew.

1. Please introduce yourself to the celebrant before the ceremony to review the order of the service.
2. Ask him if he has any specific instructions regarding photography that are not clearly addressed on this sheet of paper.
3. Be aware that the use of the church for pictures after the wedding must be limited to allow adequate preparation/cleaning before the next church event.

1pm weddings must conclude photos by 2:45pm.

4. Remember that you are not to distract or detract from what is

going on during the wedding. Well-taken photographs are desirable, but they may not be made at the expense of the solemnity of the ceremony. Pictures are permitted, but **not the use of intense bright lighting or umbrellas during** the ceremony. The same for pictures after the ceremony, the church is **not a studio and the use of its' electricity is not an option.**

Page 23

Photographer Guidelines (con't)....

5. The Sanctuary area is not a place for studio and candid shots of members of the bridal party or family. It is to be reserved only for a few formal portraits of the bridal party and family after the ceremony. Furniture and furnishings may not be moved at any time.
6. As a professional photographer, you may move around the church as discreetly as possible. The choir loft can be used if you desire.
7. Always stay out of the Sanctuary area both before and during the ceremony.
8. Do not leave any litter behind in the church.
9. Please conduct yourself and direct the bridal party in a manner that is mindful of the sacred space you occupy. Our Church is the

House of God and a place of worship. Particular attention should be paid to this during the post wedding shoot.

Observance of these regulations will be appreciated and allow for a pleasant and continued association between your establishment and our parish in the years ahead.

Page 24

Videographer Guidelines...

The following are our expectations of all videographers who provide their services to couple a being married at St. Bartholomew.

1. Please introduce yourself to the celebrant before the ceremony to review the order of the service.
2. Ask him if he has any specific instructions regarding video taping that are not clearly addressed on this sheet of paper.
3. If you are going to be recording sound with a wireless microphone, it needs to be checked against our church system. Be prepared to turn off your system during the ceremony if unexpected conflicts arise.
4. No cords or microphones are to be taped to the carpeting, Altar, Ambo, or pews.

5. Do not enter the Sanctuary of the church before or during the wedding, that is from the steps on up toward the Altar. Cords, tripods, and equipment may not be located in the Sanctuary and must not impede the aisles at any time.
6. The choir loft can be used should you so desire.

Page 25

Videographer Guidelines (con't)....

7. Remember that you are not to distract or detract from what is going on during the wedding. Well-taken videos are desirable, but they must not be made at the expense of the solemnity of the ceremony.
8. If possible, try not to use any bright lights. Church lighting should be more than adequate with today's technological advancements.
9. Do not leave behind any litter or debris.
10. Please conduct yourself in a professional manner, always mindful of the sacred space you occupy. Our church is the House of God and place of worship.

Observance of these regulations will be appreciated and

allow for a pleasant and continued association between your establishment and our parish in the years ahead.

Page 26

Appendix A...

Option 1: Wedding Candle

As we see, two separate candles have been lit by those who love you. Each candle is a distinct light capable of going its' own separate way. To bring bliss and happiness to your home, there must be the merging of these two lights into one light. This is what the Lord meant when He said: *“On this account a man shall leave his father and mother and be joined to his wife and the two shall be one flesh.”* From now on your thoughts should be for each other rather than for your individual selves. Your plans shall be mutual, your joys and sorrows shall be shared alike.

Now, as you take your separate candles, together light the center one, those letting the center candle represent the union of your lives into one flesh. (Pause) As this one light cannot be divided, neither shall your lives be divided but a united testimony of your unity in the Light of the world, the light of our Lord, Jesus Christ.

Option 2: Prayer for the Lighting of the Unity Candle

Lord, our God, you are the source of all light and goodness. Tonight, we ask your blessing on _____ as they now light this single candle as a sign of their unity. Let your light shine upon them as they join their lives together as one. We ask your blessing upon their marriage, upon their future children, and upon all their friends and family who are gathered here tonight. Finally, we ask your blessing upon the food we are about to eat. May we always be grateful for the blessings we receive from you. We ask this in Jesus' Name. Amen.