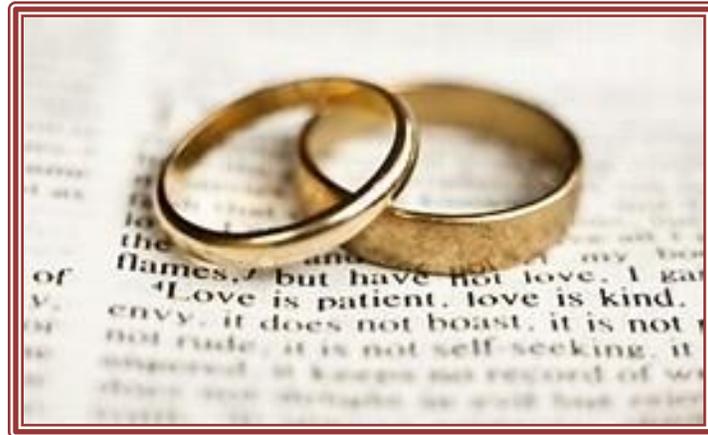


Guidelines for the Celebration of the Sacrament of Marriage



All Saints Catholic Community

New Riegel Site

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New Riegel, Ohio 44853

419-595-2567

Bascom Site

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Updated October 2019

ALL SAINTS
CATHOLIC COMMUNITY

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FAITH • FAMILY • IN CHRIST

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Congratulations

We at All Saints Parish rejoice with you both, and with your families. Your recent engagement and your decision to marry is a time of great joy for you, and because you decided to marry in the church it's a time of great joy for all of us too. We know that when it comes to marriage, there are a lot of couples who make other decisions. Some choose not to marry at all and to simply live together. Others choose to get married in ways other than the Sacrament of Marriage. Some marry at courthouses and some at quasi-chapels along the Vegas-Strip. Others have destination weddings to exotic places. Some marry on cruise ships or in hot-air balloons and still others get married on beaches or in backyards. Some have wedding ceremonies celebrated in churches other than a Catholic church. But you have chosen to marry in the Catholic Church. For those of us who watched you grow up...and celebrated those other sacraments with you, we're so glad that among the many other choices...(some of them easier and less demanding)...you chose to be married in the Catholic Church, according to the norms and guidelines that shape the celebration of the Sacrament of Marriage. While we *all* won't get invitations to your marriage celebration... (which is a good thing for you, cause boy oh boy, can we eat and drink!)...still, we do *all* congratulate you ... and we *all* rejoice with you. As St. Paul said...when one member of the body rejoices...the whole body rejoices!

Marriage as a Sacrament of the Church

As Catholics we understand that marriage is a sacrament, and like all the other sacraments they are expressions of the love and presence of Christ, with His Church, and for the good of His Church. The Sacrament of Matrimony in fact, plays an extremely important role in the spiritual life of the whole church, for the love that exists between two people in the Sacrament of Marriage, is a symbol of the love that Christ has for His whole Church. And, in the same way that Christ is the center of the life of every baptized believer, so too when a couple seeks to be married in our parish, they are stating that Christ is also the center of their lives, and the pattern of how they will love each other. It makes sense then that every couple that chooses to celebrate the Sacrament of Marriage understands while their wedding day, will be one of the most important and memorable days of their life ... still...a Catholic wedding is not simply about the bride and the groom, or their families and their guests. Because Marriage is a Sacrament it will, like all the other sacraments be always, first and foremost, about Christ...and it will always be for the good of the whole Church.

Because all sacraments are from Christ...and are about Christ...in the end we believe that it is Christ Himself who is calling you and your partner into a deeper relationship with Him, with His Church and with each other. We understand that it's kind of hard to remember the sacred nature of your wedding day as you're rushing around visiting florists and caterers, picking out tuxedos and a gown, looking through albums of wedding invitations, and deciding what colors the bridesmaids will wear. Now for sure...some of that is fun, and some of that adds to the excitement and the joy of creating a day that is unique to you both, and memorable to all your guests. Still, it's important to remember that these days are also a time of spiritual preparation for one of the most significant events in your lives. It is our hope that these guidelines, and our personal care and attention, will aide you in the practical and spiritual preparations for celebrating the Sacrament of Marriage.

Initial Contact with Priest

The pastor or one of the deacons at the parish are ordained ministers who may officiate at your wedding. If you should desire another clergy member to participate in your wedding, they must first receive the approval of the pastor. Please make known any such request to the pastor as soon as possible. The priest or deacon who is to celebrate your marriage is expected to accompany you by

providing for your instructions and overseeing your preparation. It is a joy to assist each couple as they prepare for this important walk in faith.

All visiting priests/deacons are required to comply with All Saints' liturgical policies and marriage ceremony expectations. Sometimes in an ecumenical marriage, the non-Catholic party requests that his or her minister participate in the service. This is not only allowed, but is encouraged. Although the priest/deacon is required to be the principal presider, we want the other party to feel at home and participate in a meaningful way to help represent the other family's faith tradition. Contact the Pastor: **frTim Kummerer**, email: frtimk@gmail.com

Scheduling the Date and Time of the Wedding

A priest or deacon are the ordained ministers who can preside at the Sacrament of Marriage. Because God is working through the love of a man and woman to reveal God's divine love, our Church teaches that it is the couple who are the ministers of the Sacrament of Marriage. The priest or deacon is required to "witness" the vows in an official capacity, but they do not "administer" the sacrament: only the couple can do that. The priest or deacon will speak to you on the phone and will schedule an appointment with you before you are able to reserve the Church for your wedding.

You must schedule your wedding **at least six months** in advance of the date you would like to get married. Ideally, you would contact the Church a year before your wedding. This gives you plenty of time to complete the required preparation. Weddings are scheduled only after meeting personally with the priest or deacon who will preside at your ceremony. **It is important that you do not reserve a venue or make any down payments for professional services until you have first secured your wedding date with the priest or deacon.** The parish will not be responsible for any lost deposits as a result of premature scheduling. Please do not move forward with plans for a reception until the wedding date is confirmed with the church.

All weddings are celebrated either at the Church site in New Riegel or the Church site in Bascom. *Effective July 2019, the chapels at Alvada, Frenchtown, and Liberty are no longer used for liturgical purposes.*

It is most common for couples to celebrate their wedding on a Friday evening or a Saturday afternoon. Weddings celebrated on a Saturday may start no later than 2:00 p.m. This guideline is applied to all weddings, at either the New Riegel or Bascom locations. It assures uniformity in our expectations and sufficient time for Saturday afternoon Confessions and our Mass schedule. The priest or deacon who will be presiding at the wedding will help in selecting a date and time that can work best for everyone involved.

The Pastoral Associate of Music and Worship will provide the music for your wedding and will also help you to select the music for your wedding. Please secure your wedding date on the calendar of the Pastoral Associate of Music and Worship by contacting her at the parish office.

The Parish Wedding Coordinator will assist you in planning all the details of your wedding liturgy and will be more than happy to answer any of your questions. Our hope is that with the help of the wedding coordinator, you will have an enjoyable, prayerful celebration with as little stress as possible.

We do not celebrate weddings on Sunday because the parish's celebration of the Lord's Supper takes precedence over all other celebrations. Similarly, the church discourages weddings during the penitential seasons of Advent, (the four weeks before Christmas), and Lent, (the 40 days before Easter). We, therefore, do not celebrate weddings during Advent and Lent.

Required Documents

Baptismal Certificates

A baptismal certificate not more than 6 months old is required for both the bride and groom. This record can be obtained by contacting the parish where the baptism took place and requesting a recently issued baptismal document, with all notations. The certificate must have been issued within the past six months and be signed and sealed by the parish that issued them. The certificates must be mailed directly to the parish office at:

All Saints Parish Office
P.O. Box 89
New Riegel, OH 44853

Please address this to the attention of the priest or deacon who will preside at the wedding. Photocopies or reproductions of any kind are not sufficient. This baptismal record determines that the individual is a baptized and confirmed Catholic and has not previously been married in the Catholic Church. A non-Catholic bride or groom who has been baptized in another Christian faith must also submit a copy of their baptismal record.

Pastoral Permission

A letter of pastoral permission must be given to any Catholic who is not a registered parishioner of All Saints Parish, which now also includes all the formerly registered members of St. Patrick & Andrew Parish. A letter of pastoral permission is also required for those who have resided outside the geographical boundaries of our parish for more than six months. This letter of pastoral permission is signed by the pastor of the parish in which you are registered, giving permission for you to marry in another parish. Even if one or both of your parents are registered, and active members of one of our parishes here in Seneca County, still, if one of you reside outside of the boundaries of our parishes, and have for the last six months, then a letter of Pastoral Permission from the pastor of the parish where you currently reside is required. We are glad to celebrate with you here at "home," and we realize that many young couples are not even aware that they must register at a parish when they have relocated away from the community of their birth. Many times young couples are not attending church as regularly as they did when they were at home, and many may not yet have found a new parish to call "home". If this is the case, then it is time for you to investigate the Catholic parishes in your area and find a faith community where you will begin to attend Mass and become a more regular participant. In cases where couples are living in separate locations, a letter from each parish for each Catholic partner is needed.

Dispensations

A dispensation is a relaxation of law in a particular case granted by a bishop or the bishop's delegate in laws that the bishop has the power to make and enforce. The most common dispensation required is the one needed when a Catholic wishes to marry a person who has not been baptized in the Christian faith. Another common dispensation required is the one needed when a Catholic wishes to get married in a non-Catholic Church. These dispensations are usually easily granted and the priest or deacon who is to preside at the marriage will assist the couple in seeking any necessary dispensations.

Annulment Decree

An annulment decree is required for previously married persons whose former spouse is still living. If either you or your partner has been married before, either in a church or a civil union, and have not been through an annulment process *in the church*, (this is different from a civil annulment granted by the civil court), then it is important that you share this information with the priest or deacon who is preparing you and obtain an annulment decree from the Church before you make any further plans for your marriage in the Church.

A **Death Certificate** is required for previously married persons whose former spouse is deceased.

Civil Marriage License

Although your family and friends and, indeed our entire parish, are witnessing your vows, the deacon or priest presiding over the ceremony plays a more official role as an ordained and licensed minister. He is acting not only as an agent of the Church, but also as an agent of the state. The state makes the following requirements.

A **Marriage License** must be obtained from the Probate Court. The Court has the following requirements:

- Applications must be made in the county where either the bride or the groom resides.
- A license issued in the State of Ohio is valid throughout the state for 60 days from the date of issuance.
- There is a cost for obtaining a marriage license and this fee varies from county to county.
- The Probate Court no longer requires a blood test.
- There is no waiting period except in cases where the age or residence is in question.
- Both the bride and the groom must apply for the marriage license together.
- A **Final Judgment Entry** of the divorce settlement must be presented if either party applying for the license was previously married.

It is important to note the distinction between a *License to Marry*, and a *Certificate of Marriage*. The Priest or Deacon that officiates at your wedding is required by law to notify the court that the marriage, in fact, took place at which point the *Certificate of Marriage* is issued.

A couple must present a valid *License to Marry* to the priest or deacon at least one week prior to the date of the intended wedding and include the court's return envelope. If the priest/deacon does not have the license in his possession, civil law forbids the ceremony to take place. Without a valid marriage license, there can be no wedding.

Having a Civil Marriage Recognized

Convalidations

“Convalidation” is a big word used to describe the process of formally recognizing a marriage that was originally witnessed outside of the church. In simpler terms, it means that the Church is “blessing” your marriage. We are very happy to convalidate marriages providing that the couple is doing it for the right reasons, namely, that they want to grow in their relationship with Christ and become more active members in their parish family. This also requires that a priest or deacon review each particular case to determine if there may be any impediments. An impediment is something in Church law that may have prevented a couple from getting married in the Church in the first place. There is a process that will guide the priest/deacon in working with each couple to overcome any impediments that may exist, providing the couple is willing to work through this process. We consider this a very important ministry in our parishes, and a very important step that a couple

makes in having their marriage recognized by the church in order to become more active in the sacramental life of the parish.

Convalidations may be done only for registered parishioners of our parish. Because the couple is already in a valid civil marriage, it would be redundant to have a big “Church wedding” under these circumstances. Since the husband and wife are the ministers of the Sacrament of Holy Matrimony, convalidation is simply the Church witnessing an event that we believe has already happened: the marriage of the couple. The celebration of a convalidation is usually performed in a small private ceremony, in the presence of two witnesses and the priest. If there are guests invited, they are usually only the members of the couple’s immediate family (children, parents, brothers, sisters).

The Process of Instruction and Preparation for the Sacrament of Matrimony

Pre-nuptial Investigation/Pre-Marriage File

This investigation takes place with the priest/deacon filling out the Pre-Marriage File with the couple. Its purpose is to determine the freedom and appropriate intentions of the parties preparing for marriage, i.e., that the object of the couple’s consent corresponds to marriage as God instituted it with regard to permanence, fidelity, and openness to children. Several questions will be asked of the couple and then they will be required to sign the form. If either person has been married previously (either in a church or civil union), the couple should bring this to the attention of the priest or deacon at the initial meeting. If either partner is bringing children from another relationship into the marriage, or if the couple has children together, this should also be brought to the attention of the priest/deacon. If one party is not Catholic, then the Catholic party will be asked to sign a *Pre-Nuptial Declaration and Promise* stating that they intend to continue living and practicing their Catholic faith and will make every effort to have their children baptized and raised as Catholics. At the conclusion of this initial meeting, once all is in order, the couple is typically free to choose their wedding date and confidently proceed with securing a reception hall and other professional wedding services. This form: [Marriage Preliminary Investigation \(2012\) pdf](#) can be found on line at the parish website, under the dropdown menu for Documents.

Parish Website: www.allsaints-parish.com

FOCCUS Inventory

Every couple will complete a FOCCUS Inventory (*Facilitating Open Couple Communication, Understanding and Study*). This inventory will be administered by the priest/deacon preparing you for marriage. The priest/deacon will work with each couple to review the results of the inventory and facilitate discussions of their responses in order to help them better assess their relationship, come to see it as a growing process, and explore relationship and communication issues.

Engaged Couples Conference

Attendance at an Engaged Couples Conference is required of every couple. It is important to schedule this as soon as possible as these conferences are limited in the times and dates that they are offered. There are two formats offered in our diocese. One is the parish-based format and the other is the diocesan based format. The priest or deacon assisting you with instructions can explain the different options and can help you with the dates when they are offered. It is helpful to go online to the diocesan webpage: <http://www.toledodiocese.org/index.php/marriage->

and-family, and click on “*Engaged Couples schedule*”. You can usually find the calendar and contact information for registration on their webpage. There is a fee associated with the conference. Fees for the diocesan based conference are set by the diocese. Fees for the parish-based conferences vary from parish to parish.

After attending the conference, each couple will be given an *Engaged Couples Conference Certificate of Attendance* which should be given to the priest/deacon for placement in their marriage file.

The Ministers for the Celebration

1. Presider

In the Roman Catholic Tradition, the bride and groom minister the sacrament of marriage to one another, however, a priest or deacon and at least two witnesses are also required to be present. Only the pastor or a priest/deacon assigned to a parish are permitted to serve as the church’s official witness of a marriage in that particular parish.

On occasion, a couple may request a priest/deacon friend or priest/deacon relative whom they want to invite to preside at the wedding. If this is the case, the couple should mention this to the pastor early in the process. While it is always up to the pastor’s discretion if he wishes to grant ecclesial delegation, we are always very welcoming of visiting priests/deacons who are relatives or personal friends of the couple. If ecclesial delegation is granted, then the visiting priest or deacon will be given a copy of our marriage guidelines to assist him. If the priest is from outside the Diocese of Toledo he **must** provide a *letter of suitability* from his diocese or from his religious superior (this is a rule in all the dioceses in our country) and this letter of suitability should be directed to the Chancery. Letters of suitability should be dated within six months prior to the wedding date and carry the official seal of the diocese or order.

Sometimes in an ecumenical marriage, the non-Catholic party requests that his or her minister participate in the service. This is both allowed and encouraged. Although the priest/deacon is required to be the principal presider, our greatest desire is that the visiting minister will feel at home and will be provided with opportunities to participate in a shared and meaningful way.

2. Organist/Cantor

Organist

The Pastoral Associate of Music and Worship is our primary organist for all weddings at our parish. It is the expectation and the common practice that she will provide music at all parish liturgies, including wedding and funeral liturgies. ***Couples should contact the Pastoral Associate of Music and Worship as soon as their wedding date is secured with the parish office*** in order to secure the date on her calendar as well.

Sr. Marcia Boes, OSF, email: mboes@tiffinfranciscans.org

Cantor

The other important music minister at a wedding liturgy is the cantor. The cantor effectively leads the congregation in the songs, prayers and responses of the wedding Mass/ceremony. The Pastoral Associate of Music and Worship can assist you in recommending cantors who can sing beautifully as well as serve in leading congregations in sung prayer at our wedding liturgies

3. **Lectors**

Those who serve in the parish as lectors are available to serve in this ministry at wedding celebrations. They may be contacted through a member of the parish staff. If the couple wishes to ask friends or family members to serve in this ministry, they will be asked to invite only those actively practicing their Christian faith who have the necessary gifts for proclaiming God's word effectively and reverently. Those chosen to be a lector, who are not parishioners at our parish, are expected to attend the wedding rehearsal so they may practice in the church with the sound system.

4. **Extraordinary Ministers of Holy Communion**

If a wedding is to be celebrated during Mass, there will be need for the service of **three** Extraordinary Ministers of Holy Communion. Those who already serve in this ministry at our parishes will be available to serve at your wedding. If friends or family members of the bride and groom are Extraordinary Ministers of Holy Communion in their home parishes, they may be invited to serve at weddings celebrated here, providing they attend the wedding rehearsal so they are familiar with the church and its practices. If for some reason they are unable to attend the rehearsal, they may still serve in this capacity if they meet with the priest/deacon before the wedding.

5. **Altar Servers**

If a wedding is to be celebrated during Mass, two altar servers are typically needed. If a wedding Ceremony is to be celebrated, then just one altar server is required. Those who already serve in this ministry in our parish are also available to serve at your wedding. If friends or family members of the bride and groom are servers in their home parishes, they may be invited to serve at weddings celebrated here, provided they attend the wedding rehearsal.

Parish Wedding Coordinator/Sacristan

A Parish Wedding Coordinator/Sacristan is present for all weddings at our parish. This Parish Wedding Coordinator/Sacristan assists with all of the sacramental details of the wedding, ensuring that all necessary arrangements are in place prior to the wedding. The Parish Wedding Coordinator/Sacristan also directs the wedding rehearsal and is present before, during, and after the wedding celebration to provide any assistance which may be required. Of note, the Parish Wedding Coordinator/Sacristan does not take the place of the couple's wedding coordinator which they may have hired to oversee all of the events of the weekend.

Rehearsal

The time of the rehearsal must be scheduled with the priest/deacon presiding at your wedding. The Parish Wedding Coordinator/Sacristan will conduct the wedding rehearsal and attend to all details regarding the wedding rehearsal.

Please allow an hour for the rehearsal. Only the following persons need to attend:

- The wedding party (including parents and any who are to be formally seated)
- Lectors/Readers, Gift Bearers
- Extraordinary Ministers of Holy Communion (if they are not from our parishes)
- Servers (if they are not from our parishes)

Please encourage everyone to be on time!

Stipends and Fees

All Saints is honored to be a part of your nuptials and the beginning of your new life as husband and wife. *Beginning January 1, 2020*, the stipends/fees will be as follows:

For use of the Church and parish facilities

- \$100.00 for registered and active parishioners
- \$200.00 for non-registered and/or inactive parishioners

A check can be made out to All Saints Parish.

This fee is due *one week prior* to your wedding day and can be dropped off to the parish secretary when you drop off your marriage license.

Parish Wedding Coordinator/Sacristan

- The fee for the Parish Wedding Coordinator is \$100.

This fee includes initial and follow-up interviews between the Parish Wedding Coordinator/Sacristan and the couple, conducting the wedding rehearsal, and coordinating/overseeing the activities before, during, and after the wedding liturgy. This fee is due on the day of the wedding, but may be paid earlier.

Pastoral Associate of Music & Worship

- The fee for the Pastoral Associate of Music and Worship is \$150.

This fee includes consultation with the couple to plan music for the wedding liturgy, two rehearsals with the vocalist prior to the day of the wedding as well as providing music on the day of your wedding. A check may be made out directly to: Sr. Marcia Boes. This fee is due on the day of the wedding, but may be paid earlier.

Cantor

- The fee for the cantor is \$75.00.
- If you invite other vocalists/musicians, a separate fee of \$75.00 would be expected for each.

These fees are due on the day of the wedding, but may be paid earlier.

Servers

- It is suggested that a donation of \$10-20 be given to each altar server.

Technology

- The fee for technology is \$125 for video projection/capture and live stream.
 - *Projection of video and song texts:* The technology ministers will project video and song texts, zooming in and out focusing on the bride and groom, presider, readers, and wedding party during relevant portions of the wedding liturgy.
 - *Live Stream:* Live Stream will broadcast via the church website and app and is available live to anyone at home.
 - *Video Capture:* The video will also be present on the StreamSpot site for a minimum of 30 days after the wedding. Archiving of the video will move to the parish website on or after 30 days after the wedding.
- The fee for live stream only is \$50.
 - No technology ministers will be present. The camera will be set to display the sanctuary and the first few pews, however, will be otherwise unattended.

Priest/Deacon

- A gift and a note of thanks is often customary for the priest or deacon; however, there is no required stipend for the services of the priest or deacon.
- Particularly if you have invited a priest or deacon from outside the parish, it would be appropriate to consider his travel expenses and his efforts to be away from his other assignment in order to celebrate with you.

Music

The Pastoral Associate of Music and Worship will provide music for all weddings. As soon as your wedding date is confirmed with the parish office, please contact the Pastoral Associate of Music and Worship at the parish office, 419-595-2567, to ensure that this date is reserved on this calendar as well.

Each couple will meet with the Pastoral Associate of Music and Worship who will assist you in choosing the music for your wedding. A cantor is also required for your wedding celebration, and the Pastoral Associate of Music and Worship can assist you in making these arrangements as well. All Saints Parish follows the wedding music guidelines established by the Catholic Diocese of Toledo. Therefore, all music must be music intended for worship which is expressive of Christian faith and values. In addition, diocesan directives regarding wedding music state that, "Music for the wedding liturgy should be sacred in character and pastorally appropriate. Popular music from the secular culture is not sacred in nature, and should, therefore, be avoided entirely."

The Pastoral Associate of Music and Worship is our primary organist at All Saints. It is the expectation and the common practice that she will provide music at all parish liturgies, including wedding and funeral liturgies. In the rare occasion that she is unavailable, she will arrange for an organist to cover for her in her absence. Any requests for outside organists must be approved by the Pastoral Associate of Music and Worship. Each couple **must** arrange to meet with the Pastoral Associate for Music and Worship to choose their wedding music, even if a different organist/pianist is approved. **Sr. Marcia Boes, OSF, email: mboes@tiffinfranciscans.org**

Guest Musicians: Guest musicians are to have appropriate musical training, experience, and understanding of the liturgy and marriage rite. Guest musicians must be familiar with the parish guidelines regarding wedding music, and must sign an agreement to follow parish guidelines. Guest musicians must agree to an interview with the Pastoral Associate for Music and Worship, who will determine whether the guest musician meets these criteria.

Recorded music is not to be used to replace the organist or any other musicians. The liturgy is a series of signs expressed by living human beings. In the marriage rite, two living persons exchange vows and symbols, indicating that they are becoming one new life together in Christ. The music used during the wedding should also be live.

Please see the "Use of Music within the Wedding Liturgy" handout in the appendix of this document for details regarding music appropriate for each part of the wedding liturgy, both within and outside the context of the Mass.

Programs/Worship Aids

Worship aids/programs help the assembly to participate in the prayer and worship of your wedding liturgy, though are not required. We strive to follow diocesan norms regarding worship aids. An outline of the wedding ceremony for assistance when creating your wedding program/worship aid is included in the appendix of these guidelines (pp. 16-17) to help you.

We ask that you **submit your program for approval** to the Pastoral Associate of Music and Worship prior to it being printed. Only those programs previously approved will be permitted to be distributed in Church. Please include in your worship aid a note asking guests to refrain from taking flash photography during the entire ceremony.

The Church Environment

Flowers

Flowers can add great beauty to a celebration. Flowers may never be placed on the altar itself. Artificial flowers are discouraged. **Glitter, in any form, is not permitted;** e.g. in flower arrangements, the bouquets and corsages of wedding parties. Please advise your florist of this policy. No flower petals are to be strewn on the floor during the course of the ceremony for reasons of safety and liability.

Aisle Runner

The use of an aisle runner is **prohibited** for safety reasons.

Candles/Candelabra

No candles or candelabra are permitted in the aisles, on the pews, or in bridal bouquets. No additional candelabra are permitted in the sanctuary. The church sanctuary candlesticks may not be moved.

Bows and Ribbons

Bows attached to the pews can also effectively accent the assembly space. If you use bows or ribbons on the pews, you may not use tape of any kind to attach them. The simplest way is to use rubber bands, twist ties, or the ribbon itself.

Signs Carried by Bridal Party

Signs carried by members of the wedding party announcing the bride's entrance or any other message should not be used during the wedding liturgy.

Pets

Pets are not permitted in the Church.

Unity Candle

The use of a unity candle or other symbols, such as unity sand or a unity cross, have been done for a number of years in the Catholic Church. However, with the introduction of the new *Order of Matrimony* (effective December 30, 2016), Bishop Thomas has determined that in the Diocese of Toledo **these symbols are not to be included in the wedding liturgy**. For those who find these symbols especially meaningful, they are encouraged to **consider including them at the rehearsal dinner or the wedding reception**.

Church Decorations

Church decorations (including candles, plants, and other items) may **NOT** be moved without permission from the priest. The altar may not be moved. The families are responsible for removing any decorations and equipment which were brought in for the wedding (bows, etc.). All Saints is not responsible for lost items that were left behind.

Food and Drink, Smoking

No food or drinks are permitted in the Church. This includes coffee, bottled water, and chewing gum. All our buildings are **smoke-free** facilities. Absolutely no smoking is permitted anywhere in the buildings.

Receiving Lines

Due to time constraints, a receiving line, or the bride and groom releasing guests from the pews is discouraged. For this same reason, any photogenic short trips in carriages, vintage automobiles, or any vehicles are also discouraged. It is best to dismiss your guests, finish church photography, and then exit.

Dressing Area

Both the New Riegel and Bascom Church sites have spaces appropriate for the bridal party's preparations. This is the appropriate place for sandwiches, snacks, and soft drinks. Please take home with you whatever food or drink remains. It is important that the area be left in the same condition in which you found it. It is very helpful to appoint one person to oversee all the belongings of the wedding party and remove all items from the dressing room before the wedding.

Impediments

Alcohol and/or drugs are an impediment to marriage. It is important that the bride and groom as well as all members of the bridal party are sober, alert, and free from the influence of alcohol or drugs of any kind. The use of alcohol and/or drugs by the wedding party prior to the rehearsal and/or the ceremony will result in the immediate cancelation of the wedding for that day.

After Wedding Celebration

For safety purposes, we ask that you do **NOT** throw anything, such as rice, birdseed, or confetti after the wedding. We also do not allow balloons or animals/insects to be released. Other alternatives include blowing bubbles, ringing small bells, or blowing party horns.

Age Recommendations

It is recommended that children involved in the wedding party be at least four years of age.

Appendix: Forms

Wedding Checklist

Wedding Participants

Guidelines for Florist/Decorator

Guidelines for Photographer/Videographer

Order of the Wedding Liturgy

 Rite of Marriage within Mass

 Rite of Marriage outside Mass

The Use of Music Within the Wedding Liturgy

 Rite of Marriage within Mass

 Rite of Marriage outside Mass

Wedding Checklist

Immediately

- Schedule the date and time of your wedding and rehearsal with the parish priest or deacon
- Schedule the Pastoral Associate of Music and Worship
- Confirm spaces for the bridal party to dress with the parish office

As soon as possible

- Sign up for an Engaged Couples Conference
- Return guidelines form (signed) from florist
- Return guidelines form (signed) from photographer and videographer

Six Months Prior to the Wedding

- Schedule appointment with Wedding Coordinator/Sacristan

Two Months Prior to the Wedding

- Notify Pastoral Associate of Music and Worship of technology needs, i.e. video projection/capture and live stream or live stream only.

One Month before Wedding

- Submit your liturgical planning sheet, florist and photographer/videographer forms to the the Parish Wedding Coordinator/Sacristan
- Give lectors whom you have selected to read at your weddings the readings at least one month in advance
- Submit your worship aid/program to the Pastoral Associate of Music and Worship for approval before printing. **Only those programs previously approved will be permitted to be distributed in Church.** (Sr. Marcia Boes, OSF, email mboes@tiffinfranciscans.org)

At Least One Week before the Wedding

- Submit your wedding license to the parish office
- Submit fees

Fee	Amount
Use of Church (make checks payable to All Saints Parish)	\$100/\$200
Organist (Pastoral Associate of Music and Worship)	\$150
Cantor	\$75/each
Technology	
Video/projection/capture and live stream	\$125
Live stream only (stationary camera)	\$50
Parish Wedding Coordinator	\$100

On the Day of the Wedding

- Complete payment for servers (\$10/20) each
- Gift/note of thanks to Priest/Deacon

Wedding Participants

Bride: _____ Phone Number: _____

Groom: _____ Phone Number: _____

Date of Wedding _____ Time of Wedding: _____

Site of Wedding (CIRCLE ONE): **NEW RIEGEL** **BASCOM**

Date of Rehearsal: _____ Time of Rehearsal: _____

Place of Reception: _____ Time of Reception: _____

Presider: _____ Mass or Ceremony: _____

Groom's Father: _____ Groom's Mother: _____

Bride's Father: _____ Bride's Mother: _____

Bridesmaids (in order)

Groomsmen (in order)

Flower Girl

Ring Bearer

Matron/Maid of Honor (circle one)

Best Man

~~~~~

Is there any information that would be helpful in making the rehearsal and wedding more comfortable for everyone involved? For example: will there be many more guests on one side, are there stepparents involved in the ceremony, any awkward situations, etc. If so, please explain here.

\_\_\_\_\_  
Bride & Groom's Address after Marriage\_\_\_\_\_

Phone # after Marriage\_\_\_\_\_

E-mail addresses: \_\_\_\_\_

Are you planning to register as parishioners at All Saints?    \_\_\_\_\_ Yes    \_\_\_\_\_ No



On behalf of our staff and congregation, we welcome you to All Saints. This set of wedding guidelines reflects our Catholic Christian beliefs, as well as practical considerations for serving you and our own congregational needs. We hope you find them helpful as you select the appropriate equipment/supplies for your work.

**Existing Items in the Church:** Any items (plants, banners, etc.) already in place in the church may not be moved without permission. If you have questions about the color scheme and/or what items will be in place around the time of the wedding, please contact our Pastoral Associate of Music and Worship.

**Flower and Plants:** Live plants and flowers are encouraged, whereas artificial flowers are discouraged. You may use flowers and plants to accent the ambo/lectern and the main body of the church, as long as the stands do not interfere with ease of movement in these aisles. Any arrangement around the main altar should not be elaborate and should not obstruct one's approach to it. The main focal point of the celebration is the altar and ambo/cantor stand. Other decorations in the sanctuary are discouraged. We welcome any floral arrangements you may wish to leave in the church after the wedding celebration. We also encourage your plans to bring these arrangements to your reception.

**Flower Petals:** Because of liability issues and cleanliness requirements, flower petals are **not** to be dropped in the aisle.

**Candles:** No candles or candelabra are permitted in the aisles on the pews or in bridal bouquets. The use of a Unity Candle is not a part of the new Order of Matrimony and no longer permissible in the Diocese of Toledo. Any other additional symbols (i.e. unity sand or unity cross) may be done at the reception, but are no longer permitted in the church.

**Bows and Ribbons:** Bows attached to the pews can also effectively accent the assembly space. If you use bows or ribbons on the pews, you may not use tape of any kind to attach them. The simplest way is to use rubber bands, twist ties, or the ribbon itself.

**Aisle Runner:** Because of liability and safety issues, aisle runners are not permitted.

**Thank you for taking time to cooperate with our parish guidelines, which are in effect for both of our worship sites: New Riegel and Bascom.**

Wedding of: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Worship Site: \_\_\_\_\_

Signature of Florist/Decorator: \_\_\_\_\_

***For the Photographer / Videographer***  
**Wedding Guidelines for**  
**All Saints Catholic Community**

On behalf of our staff and congregation, we welcome you to All Saints. This set of wedding guidelines reflects our Catholic Christian beliefs, as well as practical considerations for serving you and our own congregational needs. We hope you find them helpful as you select the appropriate equipment and supplies for your work.

### **Amount of Time for Taking Pictures**

You may take pictures in the church no more than **one and a half hours before** the wedding liturgy begins and must finish by **3:30 p.m.** We ask you to observe this schedule. Uniformity in our expectations is important to every bride and groom. Other scheduled services take place before and after the wedding. We have found that photographers have been able to adhere to this schedule.

### **Placement of Camera/Photographer**

No cameras or photographers may be situated within the main altar area at any time. A single camera may be set up in the back of church during the liturgy. Please remain stationary in one location for the duration of the entire service so the prayerfulness of the celebration is not disrupted. The altar should never be used as a prop or fixture for picture posing. In other words, please do not put anything on the altar to photograph, including bouquets, people's arms, etc.

### **Use of Flash**

You may use flash for pictures before and after the liturgy. Once the entrance procession has ended until the completion of the service, we ask that you refrain from any flash photography.

### **Placement of Video Camera**

A video camera may be situated in the balcony of the church only. As musicians will be using the balcony to lead the singing, please do not obstruct their space or compromise their ability to minister to the assembly. Please do not move anything in the balcony without first consulting the Pastoral Associate of Music and Worship. If you intend to use more than one video camera, please speak with the Presider or the Pastoral Associate of Music and Worship.

### **Use of Wireless Mics**

Please check the frequency bandwidths of your wireless mics and make sure that they do not conflict with the church's system. In general, one cannot have two wireless mics carrying the same or extremely close bandwidth in one location because both mics may either cancel each other out or create feedback.

**Thank you for taking time to cooperate with our parish guidelines, which are in effect for all of our worship sites: New Riegel and Bascom.**

**Wedding of:** \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_ **Worship Site:** \_\_\_\_\_

**Signature of Photographer/Videographer:** \_\_\_\_\_

***Order of the Liturgy***  
*Rite of Marriage within Mass*

## **Prelude**

### **Entrance Rite**

Procession  
Gloria  
Collect (Opening Prayer)

### **Liturgy of the Word**

Old Testament Reading  
Responsorial Psalm (sung by cantor and congregation)  
New Testament Reading  
Gospel Acclamation (sung by cantor and congregation)  
Gospel  
Homily

### **Rite of Marriage**

Introduction and Questions of Intent  
Consent and Exchange of Vows  
Blessing and Exchange of the Rings  
Universal Prayer (Prayer of the Faithful)

### **Liturgy of the Eucharist**

Preparation of the Altar  
Eucharistic Prayer  
    Sanctus (Holy) (sung by cantor and congregation)  
    Memorial Acclamation (sung by cantor and congregation)  
    Doxology (sung by cantor and congregation)  
    Communion Rite  
The Lord's Prayer  
Nuptial Blessing  
Sign of Peace  
Lamb of God (cantor and congregation)  
Communion (cantor and congregation)  
Prayer after Communion  
*(Optional: Devotion to the Blessed Mother/Holy Family)*

### **Concluding Rite**

Final Blessing  
Recessional

***Order of the Liturgy***  
*Rite of Marriage Outside Mass*

## **Prelude**

### **Entrance Rite**

Procession

Gathering Song - optional

Collect (Opening Prayer)

### **Liturgy of the Word**

Old Testament Reading

Responsorial Psalm (sung by cantor and congregation)

New Testament Reading

Gospel Acclamation (sung by cantor and congregation)

Gospel

Homily

### **Rite of Marriage**

Consent and Exchange of Vows

Blessing and Exchange of the Rings

Universal Prayer (Prayer of the Faithful)

### **Concluding Rite**

The Lord's Prayer

Nuptial Blessing

Sign of Peace

*Optional: Devotion to the Blessed Mother/Holy Family*

Final Blessing

Recessional (congregational song and/or instrumental music)

***Use of Music Within the Wedding Liturgy***

*Rite of Marriage Within Mass*

**Prelude Music**

The purpose of music as guests are being seated is to help draw the assembly into an attitude of prayer in order to experience more fully the sacred nature of this sacrament. Typically, a total of five pieces or 15 minutes of prelude music works well.

**Processional**

This serves to gather the entire assembly together as one. This music is not simply marching music for the bridal party, but music which accompanies the gathering of the worshipping community.

**Gloria**

The Gloria is sung as part of the introductory rites of the Mass, as occurs at Sunday Mass.

**Responsorial Psalm**

The Responsorial Psalm is the response to the proclamation of the first reading and is always to be sung at wedding liturgies. The song leader sings the psalm verses and the people assembled join in the singing of the response. The lyrics for this music should be from the book of psalms. Note: This is not a song to be sung by a soloist.

**Gospel Acclamation**

The acclamation announces the proclamation of the Gospel and is always to be sung. The song leader introduces it, and the assembly repeats the Alleluia.

**Preparation of Gifts**

A congregational hymn is sung at this time or instrumental music may be chosen.

**Eucharistic Acclamations**

These three acclamations (Sanctus, Memorial, and Doxology) are always sung by the entire assembly. At our parish we typically use Mass of Christ the Savior by Dan Schutte, which is a very familiar setting, so that all will comfortably sing these acclamations.

**Lord's Prayer**

The Lord's Prayer belongs to the assembly. This is the common prayer of all Christian churches. It is appropriate, then, that the prayer is recited by all present. It is not to be sung by a soloist.

**Lamb of God**

This litany is sung by the entire assembly.

**Communion Procession**

Communion is a "coming together as one" to receive the Body and Blood of Christ. Music at this point helps unify the assembly, while also serving to accompany the procession. The assembly joins in singing the refrain of a familiar song, while the cantor sings the verses.

**Recessional**

As all are leaving the church, instrumental music best expresses the joy and festivity of the occasion. A hymn may also be sung at this time.

***No Longer Part of the Order of Matrimony: Lighting of the Unity Candle***

The customary practice of lighting a “unity candle” is no longer an optional part of the Order of Matrimony. Couples are encouraged to continue this practice at the reception.

***Optional: Devotion to Mary/Holy Family***

An option is to place a bouquet of flowers in Mary’s honor at an appropriate location before the ceremony ends. Music chosen to accompany this action should be short so as not to lengthen the liturgy, and is provided by an instrumentalist. We encourage this devotion particularly for those couples who have a deep and personal devotion to Mary; expressing gratitude for her assistance in protecting their virginity/assisting them in the practice of chastity.

***Use of Music Within the Wedding Liturgy***

*Rite of Marriage Outside Mass*

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