

St. Paul Catholic Church

Highland, IL



Marriage Preparation and Wedding Guidelines

Updated: November 19, 2022

Definition of Marriage in the Catholic Church

Marriage is an intimate community of life and love between a man and a woman which is directed toward the good of the spouses and the procreation and education of children. By the design of God who created human nature, marriage is both permanent and exclusive.



CELEBRATING MARRIAGE AT ST. PAUL CHURCH

Congratulations on your engagement to be married! You have both taken a very big step by choosing to spend your entire life with each other. The Church supports your love for one another and seeks to support your married life through preparation for this very important Sacrament. This preparation will focus on your marriage to each other and also upon the Wedding Day. The following guidelines will help you prepare for a committed lifetime relationship with one another blessed in the Love of Jesus Christ through His Church. The celebration of the Sacrament of Marriage most rightly belongs to the Church. The staff of St. Paul Parish will assist you in any way possible and extend to you our warmest wishes and prayers at this time in your life.

Fr. Pat G. Jakel, Pastor

REQUIREMENTS

As a member of the Catholic Faith, a Catholic must be actively living their faith. Active practice of the faith is determined primarily by one's adherence to the Precepts of the Church listed here:

- To attend Mass on all Sundays and holy days of obligation.
- To fast and abstain on the days appointed by the church.
- To confess our sins once a year in the case of serious sin.
- To receive Holy Communion during the Easter season.
- To contribute to the financial support of the Church.
- To observe the laws of the Church concerning marriage.
- To love God and share God's love with all with compassion and charity.

If you were a former parishioner or a non-parishioner, the pastor may allow your marriage to be held at St. Paul Church. You would be required to seek a letter from your pastor where you are presently registered and living your sacramental life.

CHECKLIST

- ☐ **STEP 1:** Contact Fr. Pat at pjakel@stpaulhighland.org no later than 6 months before the proposed wedding date to set up a meeting.

A Prenuptial Questionnaire will be completed at the initial meeting to assure the couple is free to marry. The date of your wedding will be booked on the parish calendar only after the initial interview. The couple must secure the date with the parish before making arrangements for the reception hall, caterers, etc.

- ☐ **STEP 2:** Complete FOCCUS (Facilitate Open, Caring Communication, Understanding and Study) Questionnaire.

Complete the FOCCUS within one (1) month of the first meeting with the priest/deacon. (Directions for online access are on Page 10.)

- ☐ **STEP 3:** Attend a Formal Marriage Preparation Program

A one day or weekend Pre-Cana or Engaged Encounter Weekend is required. (Further information is in the diocesan ***Engaged Couple's Guide*** in your packet.) Dates and costs for a Catholic Engaged Encounter can be found at: www.intermoxxmedia.com/wedding.

- ☐ **STEP 4:** Plan your wedding Liturgy.

As part of your planning, you will need to meet with Dineen Czar, Director of Liturgical Music, to plan the liturgy and music for your wedding. Her cell is (314-614-2265) or email at dczar@stpaulhighland.org.

DOCUMENTS NEEDED

- ◆ Both parties, if baptized, need a current copy of their **baptismal certificate** from their church of baptism. For Catholics, a Confirmation notation should be included.

A **Civil Marriage License** must be obtained before a church wedding may take place. It can be obtained at the Madison County Courthouse in Edwardsville up to 60 days before the wedding date. Bring the Marriage License (**with the return envelope**) to the Rehearsal.

WEDDING FEES

Church and musician fees (see below) are due to the parish office no later than 4 weeks prior to the wedding. Payment may be made by cash or check (The parish does not accept credit cards), with separate checks payable to St. Paul for the church fees and to each of the musicians. (Checks cannot be postdated.) Only cash will be accepted for payment of these fees within the 4-week timeframe before the wedding.

Church Fees:

Parishioner:	\$150 (Church, payable to St. Paul Parish)
Non-Parishioners:	\$500 (Church, payable to St. Paul Parish)
Clergy Fee:	\$150 (payable to clergy)
Off-site Church Clergy fee:	\$200, plus mileage, (payable to clergy)
Music Consultation:	\$50 (Payable to individual)
Parish Accompanist:	\$150 (Payable to individual)
Parish Cantor/Vocalist:	\$100 (Payable to individual)
Parish Server:	\$25 (Cash only)
Extra St. Paul musicians:	\$50 each (Payable to individual)

Use of parish musicians is strongly encouraged. The wedding couple is responsible for direct payment to any musician not provided by the parish.

Formal Marriage Preparation Programs:

FOCCUS (on-line):	\$20
One Day Pre-Cana	Cost determined by diocese
Weekend Pre-Cana	Cost determined by diocese
Engaged Encounter	Cost determined by host

WEDDING GUIDELINES

Date of the Wedding – The date of your wedding cannot be set at St. Paul Parish until the first meeting with the priest/deacon.

Time of the Wedding – Before 6:00pm on Fridays, 1:00pm on Saturdays. No weddings are scheduled during Lent, Solemnities or Sundays.

Rehearsals – Thursday or Friday at 5:00pm

Those to attend the rehearsal are: the wedding party, lectors, altar servers, gift bearers, ushers, any children in the procession, communion ministers, parents and grandparents. Bring the Unity Candle (if using one) and the Marriage License (**WITH THE RETURN ENVELOPE**) to the Rehearsal.

ENVIRONMENT FOR THE WEDDING LITURGY

Please respect the integrity of the worship space.

- ◆ Simplicity is best when it comes to decorating for the wedding Liturgy. The parish decorations present during the Advent, Christmas and Easter seasons have priority over other decorations brought in for a wedding.
- ◆ Nothing is to be placed directly on the altar, ambo or presider's chair.
- ◆ Use of extra candles is not allowed.
- ◆ All decorations that are rented must be removed from the church immediately after the ceremony.
- ◆ Dropping flower petals down the aisle is permitted, only if someone is assigned by the bride and groom to clean them up after the wedding. The throwing of bird seed, rice, confetti, releasing balloons, etc. is not allowed due to excessive messiness or environmental hazard. Bubbles or keepsakes are permissible.
- ◆ Aisle runners are not allowed due to tripping hazards.
- ◆ Food and drink are not allowed inside of the church.
- ◆ Alcoholic beverages, illegal drugs and smoking are strictly prohibited on all parish grounds anytime, except as determined by the pastor.
- ◆ Nothing may be attached to pews by tape, or anything sticky; only by hooks (that do not scratch the wood finish) or ribbons.
- ◆ Red wagons, carts, strollers, etc. are not allowed for the ceremony.
- ◆ Pets are absolutely not allowed in the wedding or church, unless they are service dogs.
- ◆ To maintain the reverence and dignity of the Lord's house, please inform members of your wedding rehearsal and ceremony to refrain from chewing gum and to come in proper dress.





MUSIC FOR THE WEDDING



- ♦ The wedding Mass/Celebration is a Sacred Event held in a Sacred Place. The music selections should reflect this. A good rule of thumb in choosing music is that sacred music belongs in sacred places, and secular music belongs in secular places. The Director of Liturgical Music will assist you in selecting appropriate music for your celebration.
- ♦ Complete the Wedding Liturgy Preparation Contact Sheet in your packet to begin planning your ceremony. This should be done at least 3 months before your wedding.

Questions to Ponder Prior to Planning Your Wedding Liturgy



Before starting the planning for your wedding Liturgy, please consider the following questions regarding “extra” customs:

1. Does it add a meaning that is not already in the Liturgy?
2. Does it reflect a Christian understanding of marriage?
3. Does it reflect your personal faith and values, or is it something you saw done at a friend’s wedding?
4. Does it encourage participation of those who will gather to celebrate your marriage, or does it make them merely spectators?
5. Will it highlight rather than obscure the basic elements of the wedding Liturgy?

Many times, the “extras” add little. Instead, time and care should be put into the preparation of the essential elements of the wedding Liturgy.

MINISTERIAL ROLES

Bride and Groom – The bride and groom are the primary ministers of the Sacrament of Marriage and accomplish the Sacramental Rite by their expression of mutual consent. The dignity and responsibility of this role is reflected in all they do.

Priest/Deacon – Ordinarily, the parish priest or deacon will preside at the wedding and act as the official witness for the Church. Occasionally, a couple will have a priest or deacon friend or relative whom they wish to invite to preside at the wedding. In this case, the couple should mention this to the priest/deacon at their first meeting so that appropriate arrangements can be made for delegation.

Altar Servers (1-2) - To assist at a wedding within a Mass. They can be friends or family or provided by St. Paul Parish.

Lectors (2-3) - For first and second readings and petitions. People chosen for this ministry should have the necessary gift of proclaiming the Word well and audibly.

Cantor - To sing the Responsorial Psalm.

Gift Bearers (2-4) - Choose family members and/or friends to bring the gifts to the altar at a wedding with a Mass

Extraordinary Ministers of Communion (2-3) - To assist with Communion when there is a Mass. They must be trained and delegated extraordinary ministers.

Ring Bearer and Flower Girl (1 each) - Often included in wedding parties, but are not required for the celebration of marriage. If you decide to include children in your wedding party, choose just one boy and one girl. It is our experience that children five years and older are best suited for this role.





WEDDING LITURGY

Entrance Procession – The wedding Liturgy begins with the entrance procession. The entire wedding party (including the presider, servers, and groom), process in from the vestibule.

Liturgy of the Word –The Liturgy of the Word consist of the readings from Sacred Scripture and the homily given by the presider. Sample passages are found in the ***Together for Life*** booklet. The priest/deacon or Liturgy Coordinator may be consulted for further guidance. When choosing the scriptures, write a brief paragraph on each of three readings why it was chosen and its significance to the couple.

Marriage Rite – The Rite of Marriage is the central part of the wedding Liturgy. It consists of the statement of intentions, consent (vows), and the blessing and exchange of rings.

(If a unity candle is used, it follows the exchange of rings.)

General Intercessions - Found in the ***Together for Life*** book.

Liturgy of the Eucharist (At weddings with a Mass)

- ◇ Procession of the Gifts of Bread and Wine
- ◇ Eucharistic Prayer
- ◇ The Lord's Prayer
- ◇ Nuptial Blessing
- ◇ Sign of Peace (*flowers can be presented to the mothers of the bride and groom or can be done at mediation time*)
- ◇ Breaking of the Bread
- ◇ Communion Procession (*Wedding party members who are not Catholic, simply bow your heads when approached*)
- ◇ Meditation Time (*flowers may be presented to the Blessed Virgin Mary and mothers of the bride & groom*)

Concluding Rite – Consists of the blessing and dismissal

Presentation of the Couple - Couple should decide on the formula they want to use for this. Eg. M/M John Smith; John and Mary Smith; etc.

RECEIVING LINE A receiving line to greet guests may be formed in the vestibule or Trinity Hall; however we suggest this being done at the reception hall. In order to respect the sacred space of the church, please note that the practice of the bride and groom returning into the church after the recessional to greet their guests **IS NOT PERMITTED**. The bride and groom might consider ushering their guests to their pews before the ceremony. You invited them!

Wedding Programs If programs are desired, the couple should provide these using the Order of Service on pg. 10 of the ***Together for Life*** booklet.

THE UNITY CANDLE If couples choose to have a unity candle, the placement of the stand is to be to the right of the altar, on the tile and never on the carpet.



RITE OF MARRIAGE OUTSIDE OF MASS FOR ALL INTERFAITH COUPLES

When a Catholic marries a baptized Christian from another denomination or an individual who has not been baptized, the Rite of Marriage Outside of Mass is used. Since only Catholics may receive Holy Communion, the non-Catholic bride or groom and a good number of the assembly would be excluded in a full Eucharistic celebration. Such exclusion would contradict the spirit of unity that so permeates marriage.

The marriage would be celebrated during a Liturgy of the Word. The order would be: Entrance Procession, Liturgy of the Word, Marriage Rite, including Intercessions, and the Nuptial Blessing. The ceremony concludes with the Lord's Prayer and Final Blessing.

DIRECTIONS TO ACCESS *FOCCUS* ONLINE:

- ◆ Search: dio.org
- ◆ Click on “Departments” on top menu
- ◆ Click on “Marriage and Family Life”
- ◆ At menu on the right click on “Marriage Preparation”
- ◆ Scroll to the bottom of the page and click on “FOCCUS Marriage Inventory Only Registration Form.” unless you are registering for the Pre-Cana as well.
- ◆ Fill in all requested information completely for Bride and Groom, including credit card information (cost is \$20.00), plus Pre-Cana amount, if applicable.
- ◆ NOTE: In the line: “Parish Name and City,” put “St. Paul Catholic Church, Highland”
- ◆ Click on “Proceed to Confirmation”
- ◆ They will then send you, via e-mail, a user ID and password
- ◆ **Take the inventory within 2 weeks of your 1st meeting with the priest or deacon**
- ◆ The results of the inventory will be sent to the priest/deacon
- ◆ 3-4 weeks after completing the FOCCUS online, contact the priest/deacon for an appointment to review the results

ENGAGED ENCOUNTER WEEKEND

Of the formal marriage preparation programs offered, Engaged Encounter offers an enriching experience that many couples have enjoyed over the years. It is designed to give you the opportunity to talk honestly and intensively for 44 hours about your prospective life together - your strengths and weaknesses, desires, ambitions, goals, attitudes about money, sex, children, family, your role in the Church and in society - in an environment free from the pressures and distractions of the “outside world.” To access registration information for Engaged Encounter online choose from the list below:

<u>Diocese</u>	<u>Address</u>
USA	http://www.engagedencounter.org/
Belleville	http://www.eeofs-il.org/
Joliet	http://www.jolietee.org/
St. Louis	http://www.stlengagedencounter.org/

PHOTOGRAPHY AND VIDEO TAPING POLICY FOR ST. PAUL CHURCH

Photographs and videotapes serve to capture the special moments of the celebration, but care should be taken to insure that the reverent environment of the church is maintained.

To safeguard the dignity of the wedding liturgy and the worship of the assembled church, St. Paul Parish requires that couples and photographers observe the following rules and regulations:

- **Only one** photographer and **only one** videographer may take photographs during the procession, while not obstructing it and **only one** person during the vows. During the vows, the photographer may be positioned in front of the baptismal font and should **not stand**, but instead kneel or sit on a stool (available at the church). The photographer must be discreet, so as not to disturb the ceremony by moving from place to place.
- The photographer may never come into the sanctuary, namely the step up at the altar, once the wedding Liturgy has begun.
- Photographs may begin two hours before the ceremony and end by 3:00pm sharp. Posed photos before the ceremony must stop 30 minutes before the ceremony is scheduled to begin. Further time restrictions may apply in the case of Saturday morning funerals.
- Videotape equipment may be used in the balcony of the church or in a fixed place in the nave (not the sanctuary) of the church. At no time during the ceremony should a video camera be roaming around the worship space.
- Photographers and videographers must maintain proper reverence and respect for the worship space.
- Questions or clarification can be directed to the presider.
- It is the responsibility of the bride and groom to inform your photographer of these policies at St. Paul Church. A copy of this policy is included in the wedding packet.

Wedding Usage Policy for St. Cecilia & Paul Meeting Rooms (Bride and Groom Rooms)

- A person must be designated to oversee/direct clean-up of these rooms.
- User supplies own paper/plastic goods, serving utensils for food and drink.
- All food and beverages must remain in the authorized meeting room.
- No parish food or drink that is in cabinets or the refrigerator can be taken.
- At weddings, only bottled water is allowed in the church proper/Trinity Hall.
- Not allowed: alcohol, legal cannabis, illegal drugs, smoking, littering.
- Gum is never allowed in the church. If chewing gum, dispose of it properly.
- All leftover food and drink must be removed after your wedding.
- Cleaning supplies & trash bags are provided in labeled kitchenette cabinets.
- Unconsumed **drinks must be poured down the sink**, then put in trash cans.
- All trash bags containing any food waste **MUST** be placed in the tilt truck outside the northeast Trinity Hall entrance (across from the restrooms).
- The room must be vacuumed. (vacuum is provided in the mechanical room).
- Spilled food or drink on floors/chairs must be cleaned up immediately.
- Clean counters, sink, appliances, tables, chairs, floors to pre-use condition.
- Place soiled dishcloths/towels in the labeled laundry receptacle provided.
- Ensure restrooms are free of trash or debris.
- Place furniture in the setting you found them (Take a picture beforehand).
- Please report to the parish office any and all damage or accidents that occur to jhillling@stpaulhighland.org or call (618) 654-2339, ext. 200.
- If a room is left in unsatisfactory condition, a donation will be required.

The Vestry (The Bride's Anti-Chamber)

The room on the west side of the narthex is the Vestry; a place where ministers of the liturgy vest for services. This room also doubles as an “anti-chamber” for the bride and her father or the person who will escort the bride down the aisle. The bride can join her wedding party in the Bride’s room, then make her way to the vestry. Or, she can simply go to the vestry, without going to the bride’s room.



MEMBERSHIP IN A CATHOLIC PARISH

Having been through this preparation process and being married in the Catholic Church implies your ongoing practice as a Catholic. To that end, couples are asked to register as a member of St. Paul Parish if you intend to continue living in the Highland area. A registration form is included in the wedding packet for your convenience. Furthermore, if you will be living in another community, please make a point to register at your new parish. Please call or e-mail that parish for information on how to register as a parishioner.