



## PARISH WEDDING GUIDELINES

Congratulations! We are delighted that you have chosen to celebrate your wedding at St. Leonard Catholic Church.

Planning a wedding is an exciting endeavor, but it is important to remember throughout the entire process that the wedding liturgy is first and foremost an opportunity to offer praise and thanks to God.

We wish to safeguard the sacredness of your wedding day. Therefore, there are certain requirements that need to be observed concerning your marriage and wedding preparations. This packet is intended to help you move forward with your planning and to help you to understand better the process of marriage preparation that is followed at St. Leonard parish.

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## CLERGY

There are two clergy at St. Leonard Parish who witness the Sacrament of Matrimony:

Fr. Dan Janasik, Pastor	<a href="mailto:Janasikd@archmil.org">Janasikd@archmil.org</a>	262-679-1773
Rick Wirch, Deacon	<a href="mailto:wirchr@archmil.org">wirchr@archmil.org</a>	262-679-4882

1. A visiting priest or deacon may preside at your marriage service. Please discuss this option with the pastor before consulting with the priest or deacon you have in mind.

## DAYS, DATES AND TIMES

- A. Weddings are normally scheduled for Saturdays, usually at 1:30 pm.
- B. Weddings may be scheduled on any other weekday depending upon availability of the church facilities, staff and clergy.
- C. Weddings are not scheduled for Sundays.
- D. Weddings are not scheduled on national holidays or holy days of obligation.
- E. Weddings are not normally celebrated during Lent.

## PREPARATION TIMELINE

- A. Contact the Parish (*as soon as possible after your engagement has been announced*)
    1. Contact the parish office (262-679-1773) to discuss possible wedding dates. **DO NOT** book a reception hall before confirming a wedding date with the pastor.
    2. Meet with the pastor to begin your marriage file.
      - a. To determine whether or not you are eligible to be married in the Catholic Church
      - b. To inform you of your rights and responsibilities concerning marriage in the Catholic Church
      - c. To consider whether a wedding Mass or a wedding ritual is appropriate
      - d. To confirm (if possible) the date and time of the wedding and to designate a priest or deacon to preside
      - e. To inform you of the policies of the Church and of the parish regarding your wedding ceremony
      - f. To provide you with information about the required marriage enrichment and FOCCUS programs
      - g. To supply you with resources for planning your wedding liturgy (i.e., *Together for Life*)
- NOTE:** If either the bride or groom has been married previously and has not been granted an annulment by the Church, see the priest immediately. **No wedding date can be set if an annulment is needed.**
3. Meet with a FOCCUS facilitator couple (*this will be arranged 6-9 months prior to wedding date by the parish Pastoral Associate*)
    - a. The assigned FOCCUS facilitator couple will contact you to schedule a series of required meetings.

4. Complete the *Enrichment Program for the Engaged* as soon as possible (*the Archdiocese recommends that you register six to twelve months before your wedding date*) <http://www.johnpaul2center.org/Nazareth-Project/Marriage-Preparation.htm> and click on “Marriage Preparation Register Here” icon in the left column of the page.
  5. Select scripture and prayer options for the wedding liturgy from *Together for Life* (M2-3).
  6. Meet with the parish musician to select music for the wedding liturgy (*about three months before the wedding*).
- G. Contact the priest/deacon who will preside at your wedding for a final planning session (*about 2-3 months before your wedding*).
- H. Attend the wedding rehearsal (*usually the evening before the wedding ceremony at either 5 pm or 6 pm ~ your choice. Bring your marriage license to the rehearsal.*)
- I. The church fee (\$450) is due to the parish at least a week before the wedding date.

#### **DOCUMENTS REQUIRED BEFORE THE WEDDING CEREMONY**

- A. As soon as possible, all brides and grooms must obtain a copy a newly issued **baptismal certificate** that has been issued within the last six months. *An original baptismal certificate or an older copy will not suffice.* A **new baptismal certificate** may be obtained by calling the church of baptism and requesting a baptismal certificate for purposes of marriage. There should be no charge. The certificate must be **newly issued** and mailed directly to St Leonard.
- B. **Canonical paperwork** concerning any previous marriages;
- C. A **certificate** attesting that the *Enrichment Program* has been completed;
- D. A **report** issued to the pastor from the FOCCUS facilitator couple;
- E. Return to the pastor the **signature page** (final page of this packet) signed by both the prospective bride and groom.
- F. **Marriage license:** Call the Waukesha County Registrar of Deeds if you have any questions. There is a one month window of time to get your license before the wedding. Bring your license to the rehearsal.

## LITURGICAL GUIDELINES

- A. Your wedding ceremony can include the celebration of the Eucharist (Mass), or it can take place without the Eucharist (ritual).

*A wedding without the Eucharist is recommended, especially if:*

1. The bride and groom are from different religious traditions;
2. Many of the wedding guests are not Catholic and would have difficulty participating in the liturgy;
3. The bride and groom have not attended weekly Eucharist in a long time.

- B. Liturgical ministers for a wedding ceremony that **does not include the Eucharist**

1. A visiting priest or deacon may preside at your marriage service. Please discuss this option with the pastor before consulting with the priest or deacon you have in mind.
2. A wedding ceremony without the Eucharist still requires one to three readers (who are comfortable with public speaking) to proclaim the scripture readings and perhaps the petitions. Older family members and friends are often well suited to this and are pleased to be asked.
3. Two ushers (men or women) are also needed. Their duties are spelled out in more detail on p.10.

- C. Liturgical ministers for a wedding ceremony that **includes the Eucharist**

1. A visiting priest may preside or concelebrate at your marriage service. Please discuss this option with the pastor from St. Leonard before consulting with the priest you have in mind.
2. A wedding ceremony that includes the Eucharist requires one to three readers (who are comfortable with public speaking) to proclaim the scripture readings and perhaps the petitions. Older family members and friends are often well suited to this and pleased to be asked.
3. Two ushers (men or women) are needed. Their duties are spelled out in more detail on p.10.
4. Two gift bearers are needed to bring the bread and wine to the altar.
5. Two or three practicing Catholics who have been Confirmed are needed to help distribute communion. This particular ministry is a good way to include siblings or aunts and uncles in your celebration.

- D. Church facilities

1. There is a bride's room near the main entrance of the church for your convenience.
2. The church is normally opened 90 minutes before the wedding ceremony.

#### E. Decorations in the church

1. Please consult with the priest if you plan to purchase additional plants or flowers. Too often florists place bouquets in a way that obstructs the wedding service.
2. Parish decorations already in the church must not be disturbed.
3. No decorations or flowers may be placed on top of the altar or around it in such a way as to obscure it or the action of the wedding service.
4. Because they have proven hazardous in our church, aisle runners are strongly discouraged.
5. Pew bows and/or flowers attached to the ends of the pews must be removed after the ceremony. Care must be taken that the finish on the pews is not marred when they are removed. Do not use Scotch tape on the wood surface.

#### F. Wedding rehearsal

1. The wedding rehearsal should precede the rehearsal dinner (if there is one)
2. The following people need to attend the wedding rehearsal:
  - a. The bride and groom
  - b. Their parents and/or step-parents
  - c. The best man and maid (matron) of honor
  - d. The groomsmen and bridesmaids
  - e. The ushers
  - f. Flower girls and/or ring bearers
  - g. The readers
  - h. The communion ministers
3. Please encourage those who will attend the rehearsal to be on time.
4. Wedding consultants (if you have one) are not allowed to change any elements of the wedding liturgy.
5. Please bring the following items with you to the wedding rehearsal:
  - a. The marriage license;
  - b. The wedding program (if you have one printed see **Musical Guidelines** pp.6-7)
  - c. The Unity Candle (if you have already have it)
  - d. The wedding fees (see p.11) if you have not already brought them to the parish office

## MUSICAL GUIDELINES

### A. Choice of musicians

1. St. Leonard employs a musician who is trained and competent in liturgical music. All weddings must use the services of our parish musician.
2. You may request that other musicians or vocalists participate in your wedding; however, they must be approved and directed by the parish musician.
3. St. Leonard is able to provide a cantor/vocalist to lead liturgical pieces, as well as several other instrumentalists; subject to their availability.
4. You are responsible for compensating any additional musicians/vocalists outside of the parish music director; payment must be issued no later than your ceremony date.

### B. Choice of music

1. After you have selected the scripture readings and prayers for your wedding liturgy (see **Preparation Time Line** (5), p.2), you should meet with the parish musician to discuss your choice of music. **You must meet in person with the St. Leonard musician no later than six (6) weeks prior to your ceremony date.**
2. There are many songs available in both traditional and contemporary styles. All selections must be approved by the parish musician as appropriate for a wedding liturgy, as required by archdiocesan directives. Songs with vulgarity, references to sex, drugs, alcohol, etc. will not be approved. This includes instrumental pieces.
3. No recorded music may be played at any time during the wedding ceremony.
4. When you have selected both the scripture readings and the music for your wedding, please make an appointment with the priest or deacon who will preside for final planning.

### C. Orders of worship/wedding programs

1. An order of worship or program is not required.
2. If you wish to make a program, the parish musician will help you construct the appropriate format. Please review your proposed order of worship with the parish musician and presiding priest or deacon **before** having it printed.
3. You are responsible for all printing.
4. Copies of the program should be brought to the wedding rehearsal.

#### D. Wedding Music Selections

1. **Prelude** - 15 minutes prior to ceremony; 2-3 instrumental songs.
2. **Seating of Mothers (Optional)** - If desired, can replace one of the prelude songs.
3. **Procession** - One for bridal party, one for bride.
4. **Responsorial Psalm** - Between 1<sup>st</sup> and 2<sup>nd</sup> readings. Led by cantor/accompanist
5. **Gospel Acclamation**- Sung prior to reading of Gospel.
6. **Unity Candle (Optional)** - One song, usually lasts 30-60 seconds.
7. **Presentation of Gifts** - Usually a sung hymn (Full Mass only)
8. **Mass Parts** - Sung acclamations for Eucharistic Prayers (Full Mass only)
9. **Communion** - Sung while congregation receives Communion (Full Mass only)
10. **Recessional** - Covers exit of wedding party and congregation.

To discuss and plan your wedding music selections, please contact the parish musician about 2-3 months prior to your wedding:

Bryan Staedler  
Office: 262-679-9621  
Email: [bryan.staedler@stleonards.org](mailto:bryan.staedler@stleonards.org)

## GENERAL ETIQUETTE

- A. All guests and participants in the wedding liturgy should be mindful that their behavior must be appropriate to a sacred place/church. For both the wedding rehearsal and the wedding you are reminded that Saint Leonard is a place of worship where the Blessed Sacrament is reserved. The conduct, and attire, of the wedding party and the guests should reflect the sacredness of the place.
1. Conduct
    - a. There should be no shouting, loud noise or improper conduct inside St. Leonard or on the church grounds.
    - b. Food, beverages and smoking are not allowed in the church.
    - c. No smoking is allowed on the church property.
    - d. No alcohol may be consumed on the church premises (including the parking lot) before, during, or after the wedding rehearsal or before, during, or after the wedding service. Failure to observe this policy may result in the postponement or cancellation of the wedding ceremony.
    - e. Lack of sobriety on the part of any of the wedding party is unacceptable. If anyone comes intoxicated to the wedding, they will be asked to leave the premises. The wedding will not continue until that person has departed.
    - f. Except for those assisting blind persons, no animals are allowed in the church.
    - g. No rice, confetti, or anything else is to be thrown at any time.
    - h. Photographs and videotaping of the ceremony should be done so as not to destroy a prayerful atmosphere. Professional photographers must follow the Guidelines for Photography and Video Recording in this packet.
    - i. Contemporary wedding etiquette considers a receiving line (if you have one) more appropriate to the place of reception than to the church.
  2. Dress Code:
    - a. Christian modesty in dress will be observed in St. Leonard Church. The bride and groom are asked to use discretion in their wedding plans to ensure that no indiscreet clothing is selected.
    - b. The Church provides no specific guidelines for how couples (or the rest of the wedding party) dress for weddings. Common sense is a good guide when it comes to wedding attire. On the one hand, you want your outward appearance to be a sign of

your inner dignity, and the beauty of the love you share as a couple. On the other hand, you want to avoid dressing in a way that distracts from the liturgy.

- c. Brides are to bear in mind the necessity of modesty in dress appropriate for a sacred occasion and place of worship. Keep this in mind when selecting the wedding gown and bridesmaids' dresses.
- d. Out of respect for the occasion and those closest to you, **very low-cut or overly revealing outfits should be avoided.**
- f. Arriving in robes, night gowns, petticoats, or other forms of undress on the grounds of St. Leonard is strictly forbidden.

## **GUIDELINES FOR PHOTOGRAPHY AND VIDEO RECORDING**

*A copy of these guidelines should be given to your photographer and/or video recorder.*

- A. Saturday weddings are normally started at 1:30 pm. Please have pictures completed and all personal items removed from the church no later than 3:30 pm. Others will be arriving at 3:30 pm for confession and in preparation for the 5 pm Mass.
- B. The church building will be open 90 minutes before the service.
- C. A prayerful atmosphere must be maintained during the wedding liturgy. Therefore:
  - 1. All decisions regarding the use of photography during the wedding liturgy are subject to the approval of the priest or deacon who will celebrate the wedding;
  - 2. Photographers and video recorders are welcome to attend the wedding rehearsal if they have any questions regarding these guidelines.
  - 3. Photographers and video recorders are expected to behave in a professional and courteous manner at all times. Care must be taken to create no distractions and to obstruct no one's view during the liturgy;
  - 4. Photographers and video recorders are not allowed in the sanctuary (altar area) or the musician's area during the liturgy;
  - 5. None of the church furniture is to be moved or climbed upon—especially the altar;
  - 6. Flash photography is allowed **ONLY** during the entrance procession, the recessional, and before and after the wedding ceremony itself. Movie lights are not allowed;
  - 7. Photographers and video recorders are not to signal directions to persons in the processions, nor to stop or alter the flow of the processions into or out of the church;
  - 8. All posed pictures are to reflect a basic respect for the church as a house of prayer. No photographs of a distasteful or disrespectful nature will be tolerated.

## USHER DUTIES

### A. Duties before the wedding liturgy:

1. Arrive at church at least 30 minutes before the liturgy.
2. Place a copy of the wedding program (if there is one) on the chairs of the wedding party and two copies on the organ.
3. Greet guests at the door, give them a copy of the program, and direct them to the pews in the front section of the church.
  - a. the bride's side of the church is to the left as you face the altar, the groom's to the right
4. Formally seat select relatives immediately before the processional.
5. Do not prop the outer doors open on hot days, since this diminishes the effectiveness of the air conditioner.

### B. Duties during the wedding liturgy:

1. Remain conspicuously present in the main body of the church, near the doors. Be alert to welcome and assist latecomers.
2. Direct guests to the restrooms and water fountains as necessary.
3. Offer appropriate help if someone should become sick.
4. Be mindful of anyone in the halls who is not attending the wedding, since thieves do enter church buildings during weddings. If anyone enters the bride's room, politely inquire about their business.
5. Formally usher guests out of their pews after the wedding party has processed out.

### C. Duties after the wedding liturgy:

1. Return all chairs, kneelers, tables, etc. to their places.
2. Check the pews and aisles for any trash.
  - a. Remove Kleenex, trash, wedding programs, etc., from the pews and place them in the trash can in the bride's room

**WEDDING FEES**

A. The following fees are to be **paid at least one week** before the wedding. (Please deliver your check to the parish office)

1. Parishioner stipend: \$ 450 payable to St. Leonard Parish. This fee covers everything.

**NOTES:**

- a. If the wedding party invites non-parish clergy or musicians to participate in the service, *additional* stipends will be paid to them directly by the bride and groom.
- b. If additional music practices are required with the parish musician, there is an additional fee of \$50 per practice session.

2. \$100 additional fee payable to St. Leonard Parish if neither the bride nor the groom is a parishioner.

**PARISH MEMBERSHIP AFTER YOUR WEDDING**

A. We encourage you to join a parish near your new residence after your wedding. The staff of St. Leonard Parish can help you determine the name, address, and phone number of that parish.

B. We would be delighted if you remained members of St. Leonard's. If so, please fill out a new parish census form, since you are now a new parish family! Please call the parish office and let us know your plans for parish membership.

**PHONE NUMBERS**

St. Leonard Parish Office	(262) 679 1773
St. Leonard Parish Fax	(262) 679 4210
St. Leonard Parish Musician (Worship Office)	(262) 679 9621

**THANK YOU! CONGRATULATIONS AND BLESSINGS TO  
YOU AS YOU START YOUR NEW LIFE TOGETHER.**

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**I have read and agree to abide by the policies in pages 1 – 12 of this packet.**

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*Bride Signature*

*Date*

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*Groom Signature*

*Date*