

The Sacrament of Marriage

An Information Guide for Weddings at Holy Name



Holy Name of Jesus-St. Gregory the Great Parish
207 West 96th Street
New York, New York 10025
(212) 749-0276

Dear Friends,

Congratulations on your engagement!

It's a joy to accompany you as you prepare for the sacrament of marriage – for the day of your marriage celebration and for the celebration of the sacrament as it unfolds in your daily life as a new family.

This booklet is intended to help you as you begin your preparation. Please contact any of the priests or deacons by telephone or by via our parish e-mail, holyname@hnj.nyc to make an appointment to discuss your plans and our Preparation Program.

God bless you.

Yours sincerely,

A handwritten signature in blue ink that reads "Fr. Larry". The signature is written in a cursive, slightly slanted style.

(Rev.) Lawrence D. Ford, O.F.M.
Pastor

YOUR WEDDING AT THE HOLY NAME OF JESUS-ST. GREGORY THE GREAT PARISH

What Is Marriage?

The marriage covenant, by which a man and a woman form with each other an intimate communion of life and love, has been founded and endowed with its own special laws by the Creator. By its very nature it is ordered to the good of the couple, as well as to the generation and education of children. Christ the Lord raised marriage between the baptized to the dignity of a sacrament.

(Catechism of the Catholic Church, #1660)

These simple reflections point to the deep and lasting significance of the step you are taking in your lives as a couple, as a family, and as part of the Church. We look forward to the celebration of your wedding at Holy Name-St.Gregory.

Our Parochial Staff

The priests and deacons of our parochial staff are here to serve your needs during this very important moment in your lives. The Parish Office is open from 10:00 A.M. until 7:00 P.M. Monday through Friday and 10:00 A.M. until 2:00 P.M. on Sunday. Our parish phone number is 212-749-0276. Our extensions are listed below along with our e-mail addresses. We are:

Fr. Lawrence D. Ford, O.F.M.
Pastor
Extension 111
larryford87@gmail.com

Fr. Barry Langley, O.F.M.
Parochial Vicar
English speaking
Extension 121

Fr. John Heffernan, O.F.M.
Parochial Vicar
Spanish speaking Extension 120
hnpjohn@gmail.com

Rev. Mr. Andre Alexander
Deacon, French Speaking
Extension 117
aalex605@aol.com

Initial Arrangements

To prepare properly for the vocation of married life and for your wedding day, please contact the Parish Office at least six months prior to your intended wedding date. This period serves both as a time of "engagement" for you as a couple and gives the parish the necessary lead-time to facilitate your preparation for marriage and the wedding ceremony itself. One of the parish priests or deacons will meet with you to begin the process of preparation for marriage here Holy Name. Ordinarily, both members of the couple should be present for the initial and subsequent meetings with your preparing minister. Only when you as a couple have met personally with one of the parish priests or deacons will a definite wedding date be set. An initial deposit of \$200 in cash or by check (made out to "Holy Name of Jesus-St. Gregory the Great Parish") is required to confirm a date for a wedding. At the initial meeting, the priest or deacon will also explain the legal and other requirements which must be fulfilled in order for you to be married in the Catholic Church.

Wedding Deposit

The \$200 deposit for the wedding is a separate fee and is not applied towards your Church Fee. It has been implemented to serve as an incentive that you and your wedding party respect our liturgical schedule here at Holy Name as well as our facilities. Ordinarily this deposit will be returned to you the week after your wedding. However, it will not be returned if the ceremony begins more than 15 minutes late. The start time is signified by the procession of the wedding party down the aisle. If extra maintenance services are required to clean up or repair damage to church property the deposit will also not be returned.

Wedding Dates and Times

Weddings are generally celebrated at Holy Name on Saturdays at 11:00 A.M., 1:00 P.M., and 3:00 P.M. Weddings are never scheduled on Sundays and, by way of exception, on a day during the week. Friday weddings may not be scheduled on the First Friday of the month. On weekdays, a couple has the choice of celebrating at 4:00 P.M. or 5:00 P.M. Any requests for exceptions to the above ought to be brought to the attention of the pastor.

Marriage Preparation

The Archdiocese of New York requires couples to attend a Marriage Preparation Workshop to help you lay a good foundation for your married life. A variety of workshop options are offered. Complete information about these Marriage Preparation Workshops and their availability is contained in the archdiocesan booklet *Preparation Programs for the Sacrament of Marriage*, which you will be given at your initial meeting.

You will also be asked by your preparing minister to complete a communication inventory entitled FOCCUS (Facilitating Open Couple Communication, Understanding and Study). Your confidential results will be reviewed and discussed with you by your preparing priest or deacon as a part of your marriage preparation.

Documents

At one of your meetings with the parish priest or deacon, he will do a formal interview (called “The Matrimonial Investigation”) with each of you individually. The purpose of this interview is to record some essential biographical information and to confirm your freedom and readiness to marry in the Catholic Church. During the time between the initial meeting with the priest or deacon and the actual wedding, “Affidavits of Freedom” may also be required – signed by relatives or others who can testify to your freedom to marry. All Catholics who are preparing for marriage must also provide a recently issued baptismal certificate. You can obtain this by contacting directly the local parish where you were baptized. Baptized non-Catholics must provide equivalent proof of Christian baptism in the form of a church certificate (original or later copy).

In your initial meeting with the priest or deacon working with you, Catholics need to bring the date and place of their First Communion and Confirmation. A church Decree of Nullity or a Death Certificate need also be brought to this meeting if there has been a previous marriage.

Finally, for the wedding itself, the City of New York requires a current civil marriage license. You must apply for your civil license in the locality where the woman of the couple currently resides. If that is out of state, and the man lives in New York, you would apply for it at his domicile. If both of you currently live out of state you need to apply for your license in Manhattan. If you have other questions or concerns of a civil nature, you may find it helpful to visit: www.cityclerk.nyc.gov/htm/marriage/faq.shtml.

Permissions and Dispensations

In the case of a marriage between a Catholic and a baptized non-Catholic or between a Catholic and an unbaptized person, a *permission* or *dispensation* from the Archbishop is needed. To apply for this, the Catholic party will be required to sign a short declaration, in the presence of his/her fiancé, reaffirming his/her faith in Jesus Christ and intention “to continue living that faith in the Catholic Church” and also promise “to do all in my power to share the faith I have received with our children by having them baptized and reared as Catholics.” The priest or deacon who is preparing you for marriage will discuss this and any other requirements with you. A processing fee of \$35 is assessed by the Archdiocese for any dispensations or permissions granted.

Music

Once your date has been scheduled, please contact our Director of Music, Peter Adamczyk, at 917-509-3411 to obtain a wedding music CD to assist you in planning the music for your ceremony. All arrangements for music in your ceremony will be made with Peter. Should you desire additional instrumentalists and / or singers separate fees for each will apply. A “bench fee” of \$125 is required if an organist not from Holy Name is used.

Church Fees

In addition to the initial deposit, the following fees are to be paid to the church at least one month prior to the date of the wedding:

Parishioners	\$400.
Non-Parishioners	\$ 600.
Music (Organist / Cantor)	\$400.
Suggested Stipend for Priest / Deacon	\$100.

“Parishioners” means that either the bride or the groom lives within the official boundaries of the parish, or is a registered member of the parish for at least one year prior to the date of the wedding, or is associated with Holy Name by some other obvious or long-standing connection recognized as such by the parish.

Flowers

Floral arrangements for weddings are welcome. They should be of such a nature and size as to enhance the beauty of the ceremony, without overshadowing the wedding or the altar. Please consult with your preparing priest or deacon regarding any floral arrangements or other decorations that may be in place in the church on the date of your wedding due to the church’s liturgical calendar (e.g., Advent, Christmas, Lent, Easter).

Flowers can be delivered directly to the church on the day of the wedding, an hour or two before the ceremony. No tape, tacks, staples, or nails are to be used to attach floral arrangements to the pews. For safety reasons, no throwing of rice, flower petals, confetti, or birdseed is allowed either in the church or on the steps or sidewalk outside. No decorations are allowed outside the church. Aisle runners inside the church are not allowed. Couples can donate their flowers to the church and thus share the joy of their wedding with the rest of the parish community. Otherwise you or your florist should arrange for their removal immediately after the ceremony.

Photography

Photographers and Videographers should consult with the priest or deacon before the beginning of the ceremony. They may not stand in the sanctuary area or use any additional fixed lighting.

Wedding Rehearsal

Sometime prior to the actual wedding the priest or deacon who will preside at the ceremony will meet with you to help you plan the actual wedding in accordance with the appropriate liturgical norms. You may also wish to schedule a rehearsal with the priest or deacon during a day or an evening prior to the wedding. It is generally desirable that as many members of the wedding party as possible be present for this rehearsal – especially those who have been chosen to proclaim the scripture readings and the petitions of the Prayer of the Faithful. To avoid conflicts with other scheduled events in the church, it is prudent to schedule the date and time of the rehearsal as far in advance as possible.

Guest Priest or Deacon

If you have a relative or friend who is a Catholic priest or deacon, and you would like him to officiate at your wedding at Holy Name, please inform your preparing priest or deacon. Visiting clergy are surely more than welcome to preside at your wedding, but in keeping with church law, they must personally contact the pastor of the parish, Rev. Lawrence D. Ford, O.F.M., for authorization to perform the wedding. Also, if he is not already civilly registered to officiate at weddings in New York City, he will have to register with the city prior to performing the ceremony. Information about this registration may be found at: www.cityclerk.nyc.gov/htm/marriage/faq.shtml.

Preparation for Weddings Elsewhere

If you are a Holy Name parishioner planning to be married in another parish but plan to do your marriage preparation here at Holy Name, you will need to make all necessary arrangements regarding the date, ceremony, music, etc. with the parish in which you plan to be married. You will also need to meet with one of the parish priests at Holy Name to prepare the necessary documents, to request any necessary permissions or dispensations, and to arrange to attend a Marriage Preparation Workshop required by the Archdiocese of New York. When all the required documentation is ready, the priest will send everything to the Archdiocese of New York to be forwarded to the place where the wedding will take place. A donation to the parish of \$300 (payable to the “Holy Name of Jesus-St. Gregory the Great Parish”) is required for this service. If your marriage documents are to be sent to a diocese outside the United States, the Archdiocese requires a fee of from \$100 - \$175, depending upon the destination of the wedding. Checks should be made payable to the “Archdiocese of New York.”

Directions to Holy Name

Holy Name is easily accessible by car or public transportation and is located on the northwest corner of Amsterdam Avenue and West 96th Street in Manhattan's Upper West Side. The following directions should be helpful to you in directing your guests to your ceremony.

By Subway:

The closest subway line is the 1, 2 or 3 which all stop at West 96th Street and Broadway. The Church is located one block east. The local B and C trains are a bit further but stop at 96th Street and Central Park West. When exiting the station, walk west on 96th Street to Amsterdam Avenue.

By Car:

Please note that the parish has no parking facilities. Two parking garages are close by: one on West 97th Street (between Broadway and West End Avenue) and the other on 95th Street (between Broadway and Amsterdam).

From Points North, via the George Washington Bridge/95: Join the Henry Hudson Parkway (Westside Highway) South. Exit at West 95th Street. Follow West 95th Street three blocks east to Amsterdam Avenue. Turn left. The church is one block north. The entrance to the church is on Amsterdam, though the address is 207 West 96th Street.

From Points South, via the Lincoln Tunnel: Take Parkway North to Exit 142 (Union Tollbooth). Go to far right toll booths of Exit 142 for I-78 East. Follow I-78 East to the New Jersey Turnpike North. Exit at the Lincoln Tunnel, #16E. Follow signs uptown. At West 38th Street turn left heading north on 10th Avenue. Tenth Avenue becomes Amsterdam Avenue at West 62nd Street. Follow Amsterdam Avenue to West 96th Street.

Final Thoughts

We hope that this informational brochure has answered most of your preliminary questions. It is designed to help you, your guests, and the parish community to make your sacred wedding day an appropriately memorable occasion. If you have further questions, please contact one of the priests or deacons on the parish staff. Congratulations and God bless you on your special day and for a lifetime of married life together!

PRAAYER OF BLESSING FOR AN ENGAGED COUPLE



May God who in His gentle plan draws you together in love for one another, strengthen your hearts so that you will keep faith with each other.

May you grow in your respect for one another and cherish each other with a sincere love and come to the happiness of celebrating the sacrament of marriage.

May Almighty God bless you, the Father, and the Son, and the Holy Spirit. Amen.