

CHURCH OF ST. ANDREW, ELK RIVER, MN. 55330

Guidelines for Marriage Preparation

revised 5/18

St. Andrew is a community of faith, and it is a happy occasion when a member of the community celebrates the Sacrament of Matrimony. The unity of husband and wife is an admirable sign of Christ's attachment to the church. It is important that those who celebrate the sacraments be faithful to the church community and worship with us on Sunday mornings. We take seriously your request to have your marriage in the church.

We offer you these Parish guidelines to help plan your wedding in the Catholic Church. Please keep in mind that the church is a house of prayer.

Church Participation

It is expected that couples who plan to marry in the church attend Mass regularly, every weekend. No matter what one's practice has been, preparing for marriage within the church is an ideal time to make sure you are actively participating in the Eucharist. It is also encouraged that one share in the Sacrament of Reconciliation prior to your wedding day as part of your spiritual preparation for the sharing in the Sacrament of Marriage.

Diocesan Marriage Guidelines

All couples anticipating celebrating the Sacrament of Marriage at St. Andrew Church must follow the guidelines as stated in the policies for marriage in the Diocese of St. Cloud.

Pre-nuptial Investigation, Fully Engaged, and Faith Inventory

A Pre-Nuptial Investigation and Marriage Data Form will be filled out with every couple. Through the Fully Engaged Inventory the couple will survey issues of married life with a sponsor couple, meeting approximately 4 times to review and discuss to gain a fuller understanding of their strengths and weaknesses.

Marriage Preparation Course

Information regarding the required marriage prep courses are available from the priest or deacon and after you have completed the course you will receive a Certificate. The priest or deacon will then give you a special form to bring to the Court House so you can get a cost reduction on your marriage license.

Marriage Liturgy Workshops

The bride and groom are expected to attend a Liturgical session at Saint Andrew which is helpful in your music planning process. The session is offered by the liturgy director of the parish. A Parish wedding facilitator may be assigned to assist you with your wedding day.

Baptismal Certificates

The bride and groom must supply a current record of baptism (copy of certificate or letter of where the baptism occurred) to the priest or deacon officiating, unless the baptism took place at St. Andrew. Mailing addresses of Catholic Churches in other cities are available from the Parish Office. Please bring the baptismal Certificate or letter to the Parish Office when you have received them.

Marriage License

A marriage license is good for six [6] months. There is a five-day waiting period in Minnesota. It should be given to the priest or deacon at least one month before the wedding. Effective August 1, 2001, a Minnesota state law allows for a reduction of \$50 on the cost of the marriage license if a couple partakes in at least 12 hours of pre-marriage counseling. The various portions of the marriage preparation that we do with you qualifies for this reduction. Once you have completed all of our requirements and are applying for a license, we will give you a form that will indicate you have completed our marriage preparation program.

The Wedding Ceremony

There are two forms, the first “Within Mass” and the second “Outside Mass”. When the bride and groom are both Catholic, the marriage rite “Within Mass” is usually used. When either the bride or groom is not Catholic it is recommended that the rite “Outside Mass” be used. It is important to be sensitive to the issues which surface and present obstacles to the full participation of non-Catholics when a marriage is celebrated during Mass.

The Wedding Party

The rite of marriage calls for a witness for the bride [maid/matron of honor] and the groom [best man]. Both by state law and Church law, a witness must be eighteen years old. It is recommended that the wedding party consist of no more than five couples, including children.

Children in the Wedding Party

Flower girls and ring bearers are not encouraged. If there are children in the wedding party, they should be a minimum of **six years old**. They are usually seated with their own parents, or the parents of the bride and groom.

Music and Musicians

Since the wedding ceremony is a prayer of the Church, all guidelines for church music must apply. The music is there to assist in prayer, and must be liturgical in nature. All music at weddings, prelude and postlude included, must be approved by our Director of Music Ministry. The Director also will help with the preparation of a Worship Program to aid your guests in their participation. Call the Parish Office at least three [3] months before the wedding to make an appointment.

You will need a minimum of one person on the keyboard [piano/organ] and one cantor [song leader]. You may choose to have more singers or other instrumentalists if you wish. Fees are negotiated with the musicians at the time of hiring. Payment for music is made by the bridal couple to the musicians, not to the church. Please consult with the Director of Music/Liturgy if you wish to have friends/relatives sing/play.

Use of the Church for Pictures

1. Although time is limited, the church is available for pictures. However, all pictures should be completed at least one half hour prior to the wedding.
2. Due to Confessions and Vigil Mass on Saturday afternoon, the church and grounds will not be available for pictures after 3:00 PM on Saturdays. It is to your benefit to list the pictures that are an absolute must in church.
3. During the wedding, photographers are not to enter the sanctuary. It is obvious that photographers must respect the sacred nature of the marriage rite; therefore, all photographs should be from a non-flash camera. Photographers should station themselves in some inconspicuous place. Sanctuary furnishings are not to be moved, and nothing is to be placed on the altar at any time. Video may be taken from a **stationary** camera in designated areas [by the Baptismal Font or the side aisle.]

Rehearsals

Your wedding rehearsal will be scheduled with the one officiating. Everyone who is walking down the aisle in the wedding procession should be in attendance, as well as the ushers who will seat the guests. Readers are encouraged to be present as well.

Food in the Church

Food or beverages are not allowed in the church proper. Check with the Parish Office about using the serving kitchen. The use of **alcohol** by any of the wedding party, on or off the premises, is **strictly prohibited**.

Decorations

The church is usually decorated for the liturgical season. Any decorations already in church must be left in place. You may add to those decorations. The altar is a sacred and holy table, and must not be used for camera equipment or flower bouquets. Pew bows may be placed on the ends of the pews, but no adhesive should be used. Bows should be removed following the wedding.

Proper Attire

Because of the sacred nature of the church in which you have chosen to celebrate your wedding, we ask that the attire of the wedding party be appropriate to the setting. The bride and her attendants may dress in a room at church.

Rice, Birdseed, Confetti, Balloons, Flower Petals, Sand, and Aisle Runner

Out of concern for the environment, we ask that you do not throw rice, confetti or birdseed at the wedding. Flower petals and leaves are not to be used inside or outside of the church. Bubbles may be used outside the church, not in the sanctuary or the Gathering Area. Balloons may not be used in the church proper. Sand may not be used in the church. Our insurance company prohibits the use of aisle runners.

Clean-up

Ushers or others from the wedding party are asked to go through the church and pick up left over programs, wrappings, etc.

Expenses

There is a fee of \$390.00 payable to St. Andrew Church to help cover the materials and other costs involved. A \$100 non-refundable deposit is to be made in order to reserve the church.

Checklist for Wedding fees

Revised 5-18

_____ Church, \$390 payable to the Church of St. Andrew. A \$100 non-refundable deposit is to be made in order to reserve the church.

- A) \$200.00 for the use of the Church
- B) \$40.00 for the sound technician
- C) \$150.00 for Priest/Deacon

- D) \$100.00 for the wedding facilitator if Deacon Fred is presiding at the wedding
- E) \$75.00 for the wedding facilitator - if desired

_____ A \$150.00 preparation fee is charged for couples preparing here, but getting married at another parish.

OTHER FEES:

_____ Organist – \$100 - \$150

_____ Cantor - \$100 - \$150

_____ Wedding Programs - .40¢ per booklet (black & white printing)
\$1.00 per booklet (color printing)

Time-Line for Weddings at St. Andrew Church

- 10:00 AM Arrive at church
- 10:30 AM Pictures start
- 1:30 PM Pictures end and all wedding party and parents go to the designated place to wait for the ceremony to start
- 1:55 PM Line up for procession
- 1:56 PM Grandparents and parents are seated
- 2:00 PM Ceremony starts

Photographer/Videographer

Revised 1-17

Welcome to the Church of St. Andrew.

To facilitate the wedding ceremony, pictures must be completed thirty minutes prior to the beginning of the wedding. The Church is **NOT** available for pictures after 3:15 PM on Saturdays.

There are restrictions as to the areas where pictures are allowed. Please check with the priest, deacon or liturgist as to what areas may be used.

As the wedding party processes into the church flash photography may be used discreetly. Once the wedding party is in place, and throughout the remainder of the service NO flash photos may be taken. Non-flash photos may be taken at the appropriate moments as long as they are done discreetly and **from a distance. The photographer/videographer is NOT allowed in the sanctuary area after the service begins.**

Please do not move the sanctuary furnishings or decorations. They are placed where they are for a purpose. We are a church and not a studio.

Because the altar is sacred, please **DO NOT** use it as a resting place for your equipment. **NOTHING IS TO BE PLACED ON THE ALTAR.** Items and spaces of liturgical nature and significance [i.e. The Baptismal Font, Ambo, Presider/Deacon Chairs, the organ and piano] are to be respected for what they are as items and places of worship. They are not props for pictures. The Eucharistic Chapel is a place of quiet prayer and adoration. NO pictures may be taken in this space.

Videotaping: The above guidelines hold true for those videotaping the service. During the service the camera[s] have to be stationary. There are two areas from which videotaping during the service may take place. An **unattended camera** may be placed on either of the two side aisles. An **attended stationary camera** may be placed by the Baptismal Font. There will be **NO cameras**, attended or not, placed in the sanctuary /choir area.

Couple _____

Date of wedding _____

Time of wedding _____

Facilitator _____

Presider _____

Date Reviewed _____

FLORIST

Revised 1-17

- Although we ordinarily schedule one wedding on any given day, our weekend schedule for the celebration of the Sacrament of Reconciliation as well as our weekend Mass schedule does not permit the use of the Church of St. Andrew any later than 3:15 PM on Saturday afternoon. Therefore, it is necessary that ALL floral arrangements/decorations be removed from the church property by that time.
- The altar, the ambo, the Presider's/Deacon's Chairs shall not be moved and The Baptismal Font shall not be covered with floral arrangements as they are Liturgical articles. Since these liturgical furnishings are sacred symbols for us, they should not be used as a place to store things or to rest items on at any time.
- No flowers are to be placed upon the altar table itself. We suggest that flowers be placed around the sanctuary area. No flower petals are to be used at any time!
- Pew bows may be used if desired by the couple. They should be attached with clips or 3M Peel Off Commanders, but no adhesive may be used.
- The Church Of St. Andrew welcomes the use of flowers from weddings. Please be advised that certain liturgical seasons of the year require minimal amounts of flowers and decorations. (Lent and Advent). There are other portions of the liturgical year when the need for flowers is minimal (Easter and Christmas) as the church is already decorated. Please check with the Director of Music/Liturgy if you have any questions.

Couple _____

Date of Wedding _____

Time of Wedding _____

Date reviewed _____

Ushers Duties

Revised 1-17

- Making sure that people sit in the sections that are being used.
- Inviting people to move up closer to the front of the church.
- If the usher is a man, he extends an arm to the woman guest and leads her to the pew with her escort following. The usher will put a hand on the pew and then step aside so the guests may enter, then the usher returns to guide someone else.
- If the usher is a woman, she does not extend her arm to those she seats, but walks by the side of the female guest and the man follows. Follow the previous procedure.
- The usher divides the guests evenly on both sides of the church.
- When all the guests are seated, the grandparents are ushered in- first the paternal and then the maternal grandparents of the groom, then of the bride.
- For guests who are late, they should be asked to seat themselves by the side aisles and not by using the main aisle.
- After the ceremony, the ushers may need to usher the guests out pew by pew.
- The ushers are responsible for removing extra personal belongings from the Church & Gathering Area.
- All garbage is to be picked up and taken to the outside dumpster on the north side of the parking lot.

Wedding Information
(For Facilitator Use)

Bride _____ Tel _____

Groom _____ Tel _____

Bride's Parents _____

Groom's Parents _____

Date/Time of Wedding _____

Date/Time of Rehearsal _____

Presider's Name _____

Eucharistic Celebration (Mass) or Non-Eucharistic Celebration (Word Service)

Name of Attendants (in order of procession as they walk down the aisle)

Groomsmen

Bridesmaids

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

Ring Bearer _____

Flower Girl _____

Best Man _____

Maid/Matron of Honor _____

Liturgical Procession Order:

Ushers _____

Lector(s) _____

Greeters (not parents) _____

Musicians:

Accompanist _____

Cantor _____

Instrumentalist _____

For a Eucharistic Celebration:

Gift Bearers _____

Photographer/Videographer _____

Florist _____

Will someone be handing out programs _____

When will the Grandparents be seated (beginning of third prelude song?) _____

Will any of your guests need/have special seating (handicapped...) _____

Will there be "Special Flowers" placed by the altar _____

Will the guest book be at church _____

Special Instructions: "Special Moment"? _____

***** Please bring to the rehearsal:** worship aids/programs, guest book, pew bows, anything else needed.