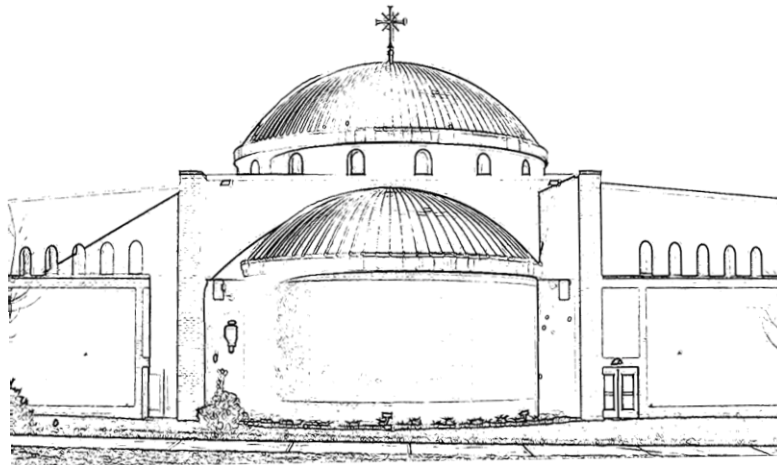


*GUIDELINES FOR THE
SACRAMENT OF MARRIAGE*



SAINT MICHAEL CATHOLIC CHURCH

11300 Frankfort Parkway NE
Saint Michael, Minnesota 55376
763.497.2745 Parish office
www.stmcatholicchurch.org

WEDDING CEREMONY CHECKLIST

- Six Months as a member prior to scheduling the wedding date.
- Set date by completing the Wedding Registration Form and securing with a \$100 non- refundable fee.
- Receive confirmation letter from parish center within ten days of request.

Within one month of receiving confirmation of wedding date from church

- Call Father or the Deacon assigned to your wedding to set up the initial appointment to start marriage preparation. (If you are working with Fr. Richards, please contact Cindy W, ext 232, to schedule your first meeting with Fr. Richards.
- Contact Director of Music, Joseph Krueger to get your wedding date on his calendar (its mandatory that Joseph reviews/approves all music)
- Register for the “God’s Plan for a Joy-Filled Marriage” retreat by contacting the Ministry Coor.
- Read the “Guidelines for the Sacrament of Marriage” booklet you received as it is your responsibility to know and be aware of the information provided.**

The following MUST be COMPLETED at least THREE MONTHS prior to wedding date:

- Complete marriage preparation, which includes the following:
 - Fully Engaged Inventory (administrated by priest/deacon)
 - Meet with Mentor Couple
 - Attend an approved Marriage Preparation Retreat within the archdiocese
 - Attend the “God’s Plan for a Joy-Filled Marriage” retreat
 - Attend NFP classes (required)
 - Gather required marriage documents and give to priest/deacon.

2 months or more prior to your wedding

- Contact Father/Deacon to ensure all ceremony details are in order and to process the final paperwork. Set appointments accordingly.
- Make final payment to Saint Michael Catholic Church.
- Obtain Premarital Education Confirmation Letter from celebrant or ministry coordinator.
You will need this letter with you when applying for your marriage license, to receive a discount on your marriage license from the county in which you apply. Please contact Cindy at parish office once you have completed at least 12 hours of pre-marriage preparation. We will need your names EXACTLY as they appear on your driver’s license.
- Apply for your marriage license at the county courthouse if you haven’t already done so.
- Communicate the dates/times for rehearsal, pictures, and the ceremony to the wedding party.

1 month prior to your wedding

- Contact wedding coordinator if you haven’t already connected.

Two weeks or more prior to your wedding

- Have Ministry Coordinator approve your wedding program.

Week of your wedding

- Contact your wedding coordinator to review ceremony details & to confirm all is in order.
- Connect with wedding party- remind them of the date/time of rehearsal, pictures & ceremony.
- Receive the Sacrament of Reconciliation. For those weddings that have a priest as your celebrant, the Sacrament of Reconciliation will be available immediately following the wedding rehearsal for the bride/groom, and any other wedding party members, unless other arrangements have been made with the priest.

Congratulations on your engagement!

May this be a time of grace and heavenly blessing. You are coming to the Catholic Church to be married. A Catholic wedding is so much more than a social event. It is a sacrament in which a man and woman become husband and wife in the presence of God, the wedding presider, and your family and friends.

From the Rite of Marriage: "Dear friends, you have come together in this church so that the Lord may seal and strengthen your love in the presence of the Church's minister and this community."

The staff at the Saint Michael Catholic Church will be happy to assist you as you plan for this momentous and sacred day. That preparation will reflect the principles that govern Catholic liturgical celebrations.

ELIGIBLE WEDDING COUPLES:

To be married at the Saint Michael Catholic Church, one or both persons of the engaged couple must be a **practicing Catholic**, and registered (or registered parents/immediate family) at our parish for at least 6 months. Both parties must be free to marry in the Catholic Church. Please refer to page 4 regarding previous marriage.

SCHEDULING A WEDDING:

To inquire about scheduling a wedding, one person of the engaged couple should contact the parish office. Weddings cannot be scheduled with families of the couple, or with a wedding consultant. The couple should check with the parish office to see what dates the church is available. Weddings are scheduled at our church on Frankfort Pkwy. Once a date is chosen, the couple will need to complete the Wedding Registration Form and will need to secure their date with a \$100 non-refundable reservation fee. You will receive a confirmation letter in the mail. **A scheduled wedding secures the use of the church for two hours prior and thirty minutes after your ceremony. Other events may be scheduled on your wedding date. *If no other events are scheduled, you may use the church earlier than your scheduled time.* Pictures are taken prior to the ceremony unless you begin the ceremony by 1:00 pm or earlier on a Saturday.** If you cancel or reschedule the wedding, the \$100.00 may not be refunded. Typically, weddings do not take place during the Seasons of Advent or Lent.

WEDDING TIMES:

Wedding celebrations are scheduled as follows:

- Between 4:00 and 6:00 PM Fridays
- Between 11:00 AM and 2:00 PM Saturday

Wedding celebrations during the week are rare, but are permitted in special circumstances. Requests may be made to the pastor.

WEDDING FEES:

The fees are as follows:

\$100.00 Reservation/ Deposit Fee

\$300.00 Church Rental Fee (including church/marriage prep/staff/wedding coor)

(*Fees are subject to change and do not include music or the archdiocese required marriage retreat). *You may choose to give the celebrant a gift for his time, but it's optional and not required.*

PAYMENT:

The \$100 reservation fee is due at the time the wedding is scheduled. This fee is non-refundable if your wedding is canceled or rescheduled. It also serves as your deposit fee. **If everything is in good order after your wedding ceremony, nothing is damaged, and you and your family and friends followed the guidelines given, the \$100 will be refunded to you.** The bride and groom is responsible for reading and understanding the Marriage guidelines booklet and communicating those policies to their family and friends.

The remaining \$300 is required **60 days prior** to your wedding date. Check or cash payment is accepted.

- If paying by check, please make payable to the St Michael Catholic Church and mail the check to the attention of the Cindy Woitalla at the parish office. Please put the names of the engaged couple and the wedding date on the memo line of the check.
- If paying by cash, please stop by the parish office, and request a receipt.

CANCELLATION POLICY:

If you cancel or reschedule your wedding ceremony, you will forfeit the \$100 Reservation fee. All other payments will be refunded in full. Also, if it is determined either by you, or by our clergy, that you need to post-pone or cancel your wedding ceremony, or if you fail to complete the marriage preparation requirements, the reservation for using the church space will automatically be cancelled.

WEDDING PRESIDERS [OFFICIANTS]:

- A priest will be assigned to the weddings that have a full Mass.

- Ceremonies for inter-faith couples (*the bride or the groom is not Catholic*) will be assigned to a deacon.
- If the couple would like a priest and/or a deacon from another parish to preside at their wedding, the couple may submit their request to the Pastor, through the St Michael clergy with whom they are meeting for pre-marriage preparation or Cindy Woitalla (staff).

GUEST PRESIDERS AND THE WEDDING CELEBRATION:

A Catholic wedding Mass or ceremony must comply with the *General Instruction of the Roman Missal*, and must be in keeping with the Saint Michael's wedding policies and celebration format. The wedding coordinator, along with the visiting Presider, will conduct the rehearsal; guest Presiders are respectfully requested to comply with the directions of the Saint Michael staff. Requests for ceremony adaptations, however minor, must be made in writing to the Pastor no less than one month prior to the wedding date. All final decisions regarding weddings at the Saint Michael Catholic Church are the responsibility of the Pastor.

CHECK LIST FOR GUEST PRESIDERS:

- Guest presiders must contact the Pastor to receive permission to celebrate a wedding in the parish of Saint Michael.

GUEST PRESIDERS FROM OUTSIDE OF THE ARCHDIOCESE OF SAINT PAUL/MINNEAPOLIS:

- Guest presiders must include a copy of his celebret, or other documentation that confirms he is a priest or deacon in good standing.
- Guest presiders must be civilly registered. They may contact the Archdiocese at 651-291-4400 for information.

MARRIAGE PREPARATION:

- Meet with clergy:** Several sessions of approximately one hour each with the parish priest or deacon scheduled to preside at the wedding. Sessions will include the Roman Catholic understanding of the sacrament of Marriage, the planning of the wedding ceremony, and any

other areas as determined by the priest, deacon or the couple themselves. *The engaged couple is responsible for taking the initiative to call and schedule the meetings.

- **Take the FULLY ENGAGED-** A pre-marital inventory administered by the parish priest/deacon. This is NOT a test, but only a tool to discuss pertinent topics. The bride and groom will each receive a workbook to complete as they meet with their assigned mentor couple.
- **Mentor Couple Meetings-** Four to six meetings to discuss the results of your Fully Engaged pre-marital inventory. This is a very important part of the preparation for the Sacrament and the engaged couples need to be flexible and available to meet with their mentor couples. This must be a priority for the engaged couple as it is a requirement. The mentor couple will contact the engaged couple to set up the first meeting.
- **Attend an approved Saint Paul and Minneapolis archdiocese Engaged Retreat.** A retreat will help prepare couples on subjects such as spirituality, sexuality, communication, inter-faith issues, and finances. Couples may sign up for a retreat at any time; they do not have to wait until they have secured a wedding date. “Living God’s Love” is a weekend retreat sponsored by the Archdiocese of Saint Paul and Minneapolis . To register, call 651-291-4553. You may also ask Father or Deacon for a list of other approved engaged retreat options.
- **Attend the God’s Plan for a Joy-Filled Marriage-** one day retreat at Saint Michael Catholic Church. This is in addition to the marriage preparation retreat listed above. This retreat will be offered 3 to 4 days (always on Saturday) each year. It’s the couple’s responsibility to attend one of the retreats PRIOR to their wedding date. You will receive a certificate of completion. There is no additional fee for this retreat. Please contact Cindy Woitalla at the parish office to register.
- **Attend Natural Family Planning (NFP) classes:** Artificial birth control is not an option for Catholics. Natural Family Planning offers a scientific, moral, and healthy means to delay or achieve pregnancy. Some medical insurance programs do cover these classes. Couples may sign up for these classes at any time; they do not have to wait until they have secured a wedding date. To receive a listing of current NFP classes or for more information, please contact the Office for Family, Laity, Youth and Young Adults at 651-291-4489 or visit their website www.archspm.org/family. If you choose to take your NFP classes at our church location, you may contact Nora Dehmer at 320-248-5892 or at noradehmer@hotmail.com.

Cohabiting prior to Marriage:

Prior to marriage, it is not appropriate to live together. Sexual intercourse, as a beautiful and sacred gift from God, is intended for marriage. Outside the context of a committed sacramental union, it is sinful. Living together before marriage is also scandalous, which means it could cause another to fall into sin, by following your example. It is extremely important that the couple find a way of returning to living a single life style until their wedding day. You will be asked to maintain separate residence for a period of six months prior to your wedding.

Previous Marriage:

If either of the engaged persons have been married previously, notification of a final declaration of nullity must be in hand in order to attest that there is not an impediment to a future marriage. Because of the variables regarding the time it takes actually to complete a case, **no future**

marriage may be scheduled in any Catholic Parish until the annulment procedure is completed. While awaiting the outcome of the Tribunal's actions, couples are advised to deepen their lives of faith and their relationship with Jesus Christ.

SPIRITUAL DEVELOPMENT:

Consider your engagement as an opportunity to deepen your faith, and grow in your relationship with Jesus Christ. A sacrament is an encounter with God that imparts grace. Prepare your heart to receive the grace of God on your wedding day in the Sacrament of Holy Matrimony.

Come and worship with your faith community – we look forward to joining you in prayer. The Saint Michael Catholic Church Mass and Reconciliation schedule is as follows:

Masses:

- Monday and Thursday: 7:30 AM
- Tuesday: 6:30 PM
- Friday: 7:45 AM- (school year); 7:30 AM (summer months)
- Saturday: 8:00 AM on the first Saturday of the month; 5:00 PM (*anticipatory for Sunday*)
- Sunday: 8:00 AM, 10:30 AM, 6:00 PM

Sacrament of Reconciliation:

- Tuesday: 5:15:-6:15 PM
- Saturday: 7:30- 9:00 am; 3:30-4:45 PM
- Sunday: 9:30 – 10:15 a.m.
- Anytime by appointment with the Pastor

Eucharistic Adoration Hours:

The Adoration Chapel door, located to the left as you enter the first set of doors to the church, is open 24/7 except during weekday mass and Sunday mass times from 8 am - 12 noon. The chapel is locked at 10 p.m. If you would like to enter the chapel after 10 p.m., you will need to have a code to enter. Please call parishioners, Rob and Jeanne VanDrasek, at 763-497-5886, in advance, for the code.

All Masses, the Sacrament of Reconciliation, and Adoration are at our church, which is located at 11300 Frankfort Parkway NE in Saint Michael, unless otherwise indicated.

DOCUMENT CHECKLIST FOR COUPLES:

Couples marrying at the Saint Michael Catholic Church are required to have the following documentation on file with the Priest/Deacon at least three months prior to their wedding date:

- **Baptismal certificate:**
Catholics: You must contact your parish of baptism to obtain a **recent copy** of your baptismal certificate. **The copy must be issued within the last 6 months.** If you were baptized at our church, please contact the parish secretary directly and request that she print a copy of your baptismal certificate and that she give it directly to the clergy (priest or deacon) you are working with. She will need to know your date of birth and approximate (month/year) of your baptism. Other Christian faiths: You may provide any copy of your baptismal certificate.
- **Certificate of Completion from a Marriage Preparation Retreat with the Archdiocese.**
- **Certificate of Completion from God's Plan for a Joy Filled Marriage Retreat , which is given at the Saint Michael Catholic Church.**
- **Marriage license (Please keep this until your wedding rehearsal)**
You must obtain a marriage license valid in the state of Minnesota. You may apply for a marriage license at any county office in Minnesota. Please check the requirements in the county in which you will obtain your license, as in some, you need to start the application on-line. Along with payment for the license, you must have proof of citizenship; a drivers license is sufficient. No blood tests are required in Minnesota. The marriage license is valid for a period of 6 months from the date of issuance. **The state of Minnesota gives a reduced [Marriage License] fee to couples who have completed 12 hours of pre-marriage counseling. You can obtain the *Reduced Fee for your Civil License* form from your celebrant or from Cindy Woitalla at the parish office.**
- **Preuptial Questionnaire (Form 1)**
This document establishes the freedom and willingness of the parties to celebrate the Sacrament of Matrimony. It is filled out by the priest or deacon with the bride and groom and signed by them.
- **Affidavit (Form 2)**
An affidavit may be required testifying to the freedom to marry, this would need to be signed by a parent or other close relative, in the presence of priest or deacon.
- **Dispensation**
A dispensation (permission) will be requested by the priest or deacon from the Archbishop for the following cases:
 - *An inter-faith marriage to be held in a Catholic Church
 - *An inter-faith marriage to be held in the church of the party who is not Catholic.
 - *When there is a previous marriage.
- **Other documents**
May be required depending on the status of the parties. The priest/deacon will inform couples if any additional documents are required.

Planning Your Wedding Ceremony Celebration

The staff of the Saint Michael Catholic Church will work with the couple to plan a wedding celebration that is meaningful, beautiful, and in keeping with the best of Catholic liturgy, theology, and spirituality. A couple's wedding ceremony celebrates the love they have for one

another; the ceremony also celebrates the love they have for God, for their families, and for the community. A Catholic worship service is communal; a couple's choices must invite and make it possible for their families and friends to fully enter the celebration. Above all else, a Catholic wedding Mass or ceremony gives glory to God!

WEDDING COORDINATOR

The St Michael Catholic Church requires that a wedding coordinator be assigned to each scheduled wedding. The wedding coordinator will be assigned approximately 3 months prior to the wedding date. The wedding coordinator will contact the couple six weeks prior to the wedding to review the ceremony details. The coordinator will provide instruction of how the wedding ceremonies are handled in our church. The wedding coordinator will be present at the rehearsal to unlock the doors, turn on the lights and to help direct the participants in your wedding party. On the day of the wedding, the wedding coordinator will unlock the church, turn on the lights, prepare the sanctuary for the ceremony, will help facilitate the procession, and will oversee other details during the ceremony. After the ceremony, the coordinator will check that the church is in order and will lock up the church properly.

WEDDING MASS OR WEDDING CEREMONY:

When two practicing Catholics marry, they celebrate the Rite of Marriage within a Nuptial Mass. Since communion is a union of those that share the same faith, Catholic practice allows Holy Communion only to those who are of the Catholic faith community. It is often the practice that when a Catholic and a person of another faith marry, they celebrate the Rite of Marriage within a Liturgy of the Word (i.e. without the Eucharist), ensuring that their family and friends can comfortably participate. Inter-faith communion is typically not allowed.

PLANNING THE WEDDING CELEBRATION:

Liturgy- Engaged couples are to take an active role in discussing and choosing the Scripture readings, music and other aspects of the wedding celebration. The priest or deacon will assist you in making selections. You will receive a "Together for Life" booklet to help you select the readings for your ceremony.

FAMILIES OF ENGAGED COUPLES:

Families of engaged couples often enjoy participating in the planning process. Please note that the Saint Michael Catholic Church cannot make arrangements with the families of the engaged couple, but only with the couple directly. The Saint Michael Catholic Church respectfully requests that families of engaged couples direct their questions to the couple, rather than the Church staff. The Church staff will not comment on arrangements made by the engaged couples.

CHOOSING READINGS:

Couples are asked to prayerfully review the Old Testament, Responsorial Psalm, New Testament, and Gospel in the Together for Life booklet. The wedding celebration is an opportunity for families and friends of the couple to learn the values about love and marriage that the engaged couple holds most dear. Selecting readings is much more than, "I always liked that bible passage," but rather, "This reading best captures what we want to say about love". The readings then become a compass of sorts, directing the spiritual message of the wedding ceremony.

PRAYER OF THE FAITHFUL:

The couple may compose the “Prayer of the Faithful” or ask the priest/deacon to assist them with this. Please contact the priest/deacon or ministry coordinator for examples to choose from.

FLOWERS:

Floral arrangements in the Church:

Saint Michael’s church is very beautiful and does not need to be overly decorated. All seasonal environments (banners & church furnishings) are to remain in place. Please schedule someone to receive delivery of your flowers on the day of your wedding. Flowers may not be delivered prior to your wedding date.

- Sanctuary: Flowers are not to be placed in front of the altar. They may be placed on either side of the altar or in front of the Ambo (pulpit). Our policy is to leave the sanctuary set as is for the liturgical season. Therefore, the Advent wreath, flowers and liturgical decorations at Christmas, Easter and Pentecost will not be altered for a wedding ceremony. You may request the wedding coordinator to remove flowers/plants, however, This will be done at the discretion of the wedding coordinator who will consult the liturgy team.
- All plants and flower arrangements not in a ceramic or glass container must be placed on a grey/flecked water catcher available in church.

Please coordinate, with the wedding coordinator, the time your florists plans to deliver your wedding flowers to the church to ensure the church is unlocked. Again, please keep in mind that you are only guaranteed the church two hours prior and thirty minutes after your ceremony. Other events may be scheduled. There is Mass at 8:00 am on the first Saturday morning each month.

Flowers to Mary, other statutes, and/or Parents during the ceremony: Please inform your wedding coordinator if you plan to do the following:

- Some couples choose to place flowers by Mary or other statutes during the ceremony. Typically, the couple would place flowers by Mary/other statues after the lighting of the Unity Candle (if used).
- Some couples choose to give flowers to their parents. Typically, this is done after the lighting of the unity candle.

Please instruct either your florist or someone you designate to clear away the floral boxes, paper, vases and any other debris from the flowers. All flowers, even those give to Mary, must be removed immediately following your ceremony.

MUSIC:

Wedding music serves as an expression of faith, giving all glory to God. **Pre-recorded music is not allowed.**

Within one month of setting your date, **contact Joseph Krueger, the Director of Music, at 763-464-3898 (cell) or the parish office 763-497-2745, ext 243 or by email Jkrueger@stmcaholicchurch.org to get your wedding date on his calendar and for a consultation appointment** regarding music selections for your wedding. Joseph will have

appropriate music from which to choose from. If you have musical suggestions, bring them with you.

Joseph Krueger is the organist/pianist for the wedding ceremonies at our church unless other arrangements have been made with him. It's your responsibility to contact Joseph to get your wedding date and time on his calendar. The fee is \$200, payable directly to Joseph, and includes: consultation, all rehearsals with vocalists/instrumentalists, and your wedding ceremony. If Joseph Krueger is not available, he can recommend local and experienced pianists/organists that you can contact. Please be sure to ask what their fees are as they may vary. **Joseph still must review and approve your music selections. There is no charge for the consultation/review of your music, and it is mandatory that Joseph reviews/approves your music selections.**

You may ask Joseph for suggestions of area vocalists and **optional** instruments (flute, violin, trumpet, guitar, etc.) who are familiar with Catholic liturgy. Generally, fees range from \$50-\$150 and are paid directly to the individual you select. **All musicians must conform to St. Michael's liturgy and music policies.**

If you have more than a total of three vocalists/instruments, you will be required to schedule and pay a trained Sound Technician from our parish. The fee is \$75.00.

Liturgy Requirements:

It is encouraged that the introit or a Gathering Song is used as the processional music. If the processional music is instrumental, then a Gathering Song is required.

The Gloria is required when the wedding ceremony is within a Mass.

*We do not rehearse music at the wedding rehearsal. Unless advance arrangements are made, the Director of Music is not present at the wedding rehearsal.

UNITY CANDLE:

The lighting of a unity candle during the ceremony is permitted, but not recommended. Couples who choose to include this ritual, must provide the candles. A stand is available for you to use or if you have your own stand, we will use that. Please drill a hole one inch deep, ½ inch in diameter, in the bottom, center of the large candle. Be very careful not to crack your candle. The small (white/ivory) tapered candles should be eight to ten inches in length. If available, we recommend couples use their baptismal candles as their side tapered candles.

PEW DECORATIONS AND AISLE DECORATIONS:

If you will be using pew decorations, you must use pew clips or ribbons bands to attach them. **No tape of any kind is permitted on the pews, including 3M strips.** Ribbons or other materials may not drag or hang on the floor. Aisle decorations must not obstruct your guests from entering and exiting the pews, and must be removed immediately after the celebration. Pew bows must be approved, prior to your wedding day, by your wedding coordinator or the ministry coordinator.

AISLE RUNNER:

The use of an aisle runner is **not permitted** in our church.

Wedding Party and Ceremony Participants:

WEDDING ATTIRE:

When choosing wedding attire, your choice must reflect the dignity of Christian marriage. Some styles are more appropriate for evening wear than they are for a sacred event held in a holy place. All wedding attire worn must be modest. Low necklines and high slits are not in keeping with appropriate guidelines for a religious service. Should bridesmaid dresses be backless or strapless, shawls or wraps is strongly recommended.

Suits or tuxedos worn by groomsmen must be appropriate for a religious service as well, and not detract from it. "Costume" style tuxedos or accessories are not appropriate for a sacred event held in a holy place.

BEST MAN AND MAID OF HONOR [WITNESSES]:

Minnesota state law dictates that the official witnesses, the Best Man and Maid of Honor, must be at least **sixteen years of age**. We don't allow a "man of honor" or a "best woman ". We hold true to the tradition of traditional gender roles during our ceremonies.

Immediately after the ceremony, the two official witnesses (Best Man/Matron of Honor) will sign legal papers with the priest or deacon.

BRIDESMAIDS AND GROOMSMEN:

The bridal party ought to be comprised of family and friends who love the couple and will support them as husband and wife. They should be chosen with much thought and care. We maintain the traditional gender roles for our wedding ceremonies, in which all women will be considered bridesmaids and all men will be considered groomsmen and will sit on the appropriate side/pew during the ceremony. Four to five attendants (bridesmaid/groomsmen) is an average in our church, but only two witnesses are required, and **no more than seven attendants** are allowed.

- Flower Girl:** Please note that NO flower petals (real or artificial) **may not** be strewn on the floor in the church.
- Ring Bearer:** Please do not put the wedding rings on the pillow carried by the ring bearer. The best man and/or maid of honor should be responsible for the rings.
- Misc: Wagons and/or other props are not liturgically correct. Therefore, they are not allowed. Children in the wedding party must be old enough to comfortably and safely walk down the aisle**
- The groom must be part of the procession.

USHERS:

The bride/groom should choose **two** ushers to help escort family/friends into church, as well as dismissing guests after the ceremony. Ushers should be able to give direction and be outgoing to inform guests that it is time to be seated. Ushers must make sure all of the kneelers are up after mass, that programs and other items are not left in the pews. Ushers should attend rehearsal. Guests will be escorted to their pews by the center aisle. If you have other requests, please check with your wedding coordinator in advance.

READERS:

The wedding celebration can include up to three readers at the liturgy. The couple has the following options for readers:

- One person for the first reading, one for the second reading and one for the Prayer of the Faithful
- One person reads the first and second readings and the Prayer of the Faithful
- One person reads the first reading, one person reads the second reading, and the Presider reads the Prayer of the Faithful.

When choosing readers, if possible, please choose people who have had experience with reading in their own parish or church, and can confidently proclaim the Word of God. Please keep in mind that they should have a loud, clear voice and should speak slowly and should feel somewhat comfortable. Please give the readers a copy of their reading before the wedding day so they can prepare. We strongly encourage that the readers attend the wedding rehearsal.

GIFT BEARERS:

If a couple is celebrating with a wedding Mass, there is opportunity to include two people or a family to bring up the gifts [bread and wine] at the Preparation of the Altar. Many couples choose their Godparents.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION:

If there is a wedding Mass, typically, Father and one extraordinary minister distribute Holy Communion at the wedding. You may choose one person to assist with distributing Holy Communion, **if they are trained and serve as an Extraordinary Minister of Holy Communion in their own parish.** If they are not a member of our parish, they will need to meet with Father ten minutes prior to the ceremony in the vesting sacristy to be commissioned to

serve in our parish and to get brief instructions on our procedures. The wedding coordinator is trained and commissioned to serve as an extraordinary minister too. If you are having a small wedding (less than 100 people), Father will be the only one to distribute Holy Communion. Please discuss with your wedding coordinator.

ALTAR SERVERS:

Altar servers are not needed at a wedding unless you know an altar server that you would like to participate at your wedding and you are having a Mass. **Please discuss altar servers with Father prior to asking someone to serve.** Also, you will need to inform the wedding coordinator if you choose to have altar servers. With Father's approval, you may choose to have one to three altar servers. This person(s) should be an altar server in their own parish.

PERSONAL ATTENDANTS:

We strongly encourage you to have at least one person designated for the collecting of items from the church after the ceremony and one person responsible for the bride's belongings. Personal attendants usually assist the bride in getting ready for the ceremony, along with pinning flowers on family/ wedding party attendants.

ADDITIONAL CATHOLIC CLERGY:

Should the engaged couple have Catholic priests or deacons among their family and friends, the couple is most welcome to invite the clergyman to participate in the ceremony. Please discuss with Presider.

MINISTERS OF OTHER CHRISTIAN DENOMINATIONS:

We welcome ordained ministers of other Christian faiths to participate in the Liturgy, alongside the priest or deacon. However, as this is a Catholic celebration, it is not appropriate for a non-Catholic minister to vest. It is a wonderful opportunity to include an ordained friend or family member at the "Prayer of the Faithful" which leads the community in prayer for the couple. Please speak with the Presider.

WEDDING PROGRAM:

Creating and producing wedding programs are the responsibility of the wedding couple. Programs are not required. However, if you have a program, the Saint Michael Catholic Church retains the right to edit all materials distributed at the church. Please remember that the purpose of a program is for those attending the ceremony to follow the order of the liturgy/ceremony and to recognize family/friends. Details of plans following the ceremony may be included if listed appropriately. Please be sure to provide the ministry coordinator a copy of your wedding program **at least two weeks** before it is sent to print **for review and approval.**

You may choose someone to hand your wedding programs to the guests as they arrive or we can place them on a table.

Suggestions of what you may want to include in your wedding program:

*Music Selections (Prelude, Processional, Gathering Song)

Copyrighted music given to you by Saint Michael for publication in the wedding program is covered by permission license

*Liturgy of the Word (First and Second Reading, Gospel, Homily)

*Sacrament of Marriage (Consent and Exchange of vows/Blessing of rings)

*Prayer of the Faithful

*Liturgy of the Eucharist (*if having a Mass*) (Preparation, Eucharistic Prayer, Lord's Prayer, Nuptial Blessing, Sign of Peace, Holy Communion)

*Presentation/Introduction of the couple

*Final Blessing

*Recessional

*Refer guests to the Order of the Liturgy booklet in their pews for Mass parts.

*Inform guests that there is no flash photography during the ceremony.

*Inform guests to turn off their cell phones, or put them in vibration mode, during the ceremony.

*Names of parents, grandparents, wedding party, and celebrant.

*Address for the couple.

Example of the Liturgy order within a Mass:

Prelude

"In this Very Room" Harris
"Simple, Devoted & True" Wagner

Processional

"Canon in D" Pachelbel
"Trumpet Voluntary in D Major" Purcell

Gathering Song (required if processional music is instrumental)

Greeting

Gloria- **REQUIRED**

Opening Prayer

Liturgy of the Word

First Reading Genesis 2:18-24
Responsorial Psalm "Taste & See" Moore
Second Reading Romans 15:1b-3a, 5-7, 13
Gospel Mark 10:6-9
Homily

Rite of Marriage

Consent and Exchange of Vows
Blessing and Exchange of Rings
Lighting of Unity Candle (optional) "Ave Maria" Schubert
Flowers to parents and/or /Mary (optional)
Prayer of the Faithful

Liturgy of the Eucharist

Presentation/Preparation of the Gifts
Eucharistic Prayer
The Lord's Prayer
Nuptial Blessing
Sign of Peace
Holy Communion "How Beautiful" Pairs

Concluding Rite

Final Blessing
Introduction of Couple
Recessional "Trumpet Tune & Air" Purcell

Example of the Liturgy order outside of a Mass:

Prelude

*"Perhaps Love"
"This is the Day"*

Processional

"Jesu, Joy of Man's Desiring"

Gathering Song (required if processional music is instrumental)

Greeting/ Opening Prayer

Liturgy of the Word

First Reading

Genesis 1:26-28, 31a

Responsorial Psalm

"Blest Are Those Who Love You"

Second Reading

I Corinthians 12-31-13:8a

Gospel

John 15:12-16

Homily

Rite of Marriage

Consent and Exchange of Vows

Blessing and Exchange of Rings

Lighting of the Unity Candle (optional)

Flowers to parents and/or /Mary (optional)

Prayer of the Faithful

Prayers and Blessings

The Lord's Prayer

Nuptial Blessing

Sign of Peace

Concluding Rite

Final Blessing

Introduction of Couple

Recessional

*"Trumpet Tune"
"Prince of Denmark"*

Wedding Rehearsal

REHEARSAL:

The wedding coordinator and *usually* the presider will be present at the rehearsal. Rehearsal will take approximately one hour; **it will start and end on time**, so please plan accordingly. The rehearsal is not a social event, but its purpose is to assist the wedding party with understanding their role at the ceremony, so that on the wedding day, all can fully participate.

Those who attend the rehearsal are those who have a role in the wedding celebration. They are:

- Bride and Groom
- Maid of Honor and Best Man
- Bridesmaids/Groomsmen
- Ring Bearer and Flower Girl
- Parents of the Couple
- Ushers
- Readers
- Gift Bearers (optional)
- Extraordinary Ministers of Holy Communion (optional)

*****We do not rehearse music during the wedding rehearsal.**

All others [spouses, significant others, family members who do not have a role in the ceremony, out of town guests, etc] are encouraged to meet the couple at the rehearsal dinner site rather than attend the rehearsal.

Please speak in advance to all that will be present at the rehearsal about the respect and reverence we have in our church. Please ask them to add their personal respect by speaking softly and in a dignified way while at our church. Also, remind them that there is No Smoking, Alcohol or Drugs allowed on the church premises.

Please remember to bring the following to rehearsal:

- *marriage license (keep the info on social security)
- *unity candle and other candles (*if using*)
- * **wedding programs** to the rehearsal.

Please do NOT bring your wedding and bridesmaids gowns to the rehearsal, as we do not have a place to store them and will not be responsible for them.

Sacrament of Reconciliation:

For those weddings that have a priest as their celebrant, the Sacrament of Reconciliation will be available immediately following the rehearsal for the bride/groom, and any other wedding party members, unless other arrangements have been made with the priest.

On Your Wedding Day

When you arrive at the Saint Michael Catholic Church on your wedding day, you are entering holy ground; the church requests that the activity before, during, and after your wedding be in keeping with her peaceful and prayerful environment. Jesus Christ dwells here. May His presence fill you with peace and joy on your wedding day.

You will need to coordinate with the wedding coordinator the time you plan on arriving at church on your wedding date to ensure the church is open. **You are guaranteed to use the church two hours prior and thirty minutes after your ceremony.** Please be aware that other events (including funerals) may be scheduled on your wedding date.

BRIDE'S ROOM:

A room for the use of the bride and her attendants is available in the church basement. **Hair and make-up must be done elsewhere;** this room is for dressing, and for "touch-ups."

Please keep food and drink out of the bride's room, with the exception of water. All personal belongings and trash must be removed from the Bride's Room immediately after the ceremony. Please assign someone to ensure that this room is clean and clear of all personal belongings after your ceremony. There is also a large bathroom in the church basement that attendants are welcome to use.

BUBBLES, RICE, BIRDSEED, CONFETTI, ETC.:

Throwing rice, birdseed, "environmentally friendly" confetti, bird release, or any other after ceremony "extras" is not in keeping with the sacred liturgical activity. Therefore, they are not permitted at the Saint Michael Catholic Church.

DISMISSAL OF GUESTS/RECEIVING LINE:

We recommend that the ushers dismiss the guests starting with the front pews. You may choose to have a receiving line in the gathering space or may choose to do that your reception site. Please inform the wedding coordinator on your plans. Please keep in mind that receiving lines typically will take 30 to 45 minutes for an average size wedding.

GUEST BOOK

Please plan on setting up your guest book at your reception site. If you would like it to be set up at church, we recommend that the wedding coordinator set it up during your ceremony and guests sign the book **after** the ceremony. Otherwise, it often delays people from being seated in a timely manner. **The wedding coordinator will put the guest book away 10 minutes prior the ceremony to ensure the guests are seated and the ceremony begins on time. If you wish, the wedding coordinator will put the book back out for guests to sign as they exit.**

FOOD AND DRINK:

If you choose to have refreshments available for your wedding party, please keep them to a minimum [e.g. simple snacks and bottled water]. Food and drink are permitted in the kitchen and gathering space. **Food and drink (including water) in the worship area is not permitted.** Please be mindful that those who will be receiving Holy Communion at the Wedding Mass, are required to fast 60 minutes prior to doing so.

NO ALCOHOL OR DRUGS POLICY:

No alcoholic beverages or drugs are permitted on church premises before, during or after the wedding or rehearsal. This includes the parking area. Should alcohol be discovered, or if **any member of the wedding party is under the influence of alcohol, they will not be allowed to participate. If a bride/groom is under the influence, the wedding will be cancelled, as the priest or deacon can't legally marry them.** The laws of the church require that for a couple to give a life-long consent, they must be totally free and aware of their actions and decisions.

Visiting the local bars prior to the rehearsal and wedding ceremony are not advised. Again, any member of the wedding party under the influence will not be allowed to participate in the ceremony.

NO SMOKING POLICY:

Smoking is not permitted on the Saint Michael Catholic Church premises.

CELLULAR TELEPHONES:

All cellular telephones must be turned off or placed in vibration mode during the ceremony. It's a great idea to include this information in your wedding program so that your guests are informed.

SECURITY:

Please do not leave any unsupervised valuables anywhere in the church, including the Bride's Room. Do not leave valuables in cars where they can be seen. The Saint Michael Catholic Church is not responsible for the loss or theft of any personal belongings.

PHOTOGRAPHS AND VIDEOGRAPHY:

Please coordinate the time your photographer plans to set up in church with the wedding coordinator. Please keep in mind the time frame in which you are guaranteed the church.

Pictures are taken prior to the wedding ceremony. For weddings on Saturdays, if you want to take your pictures after the ceremony, your ceremony time must begin at 1:00 pm or earlier.

You must be out of the church by 3:30 pm.

Before the Wedding Ceremony:

The sanctuary (raised altar area) is a sacred space.

- Photographers may pose the wedding party and families on the sanctuary steps and in front of the altar. Please don't allow children or others to run or be on the altar except as needed for the pictures.
- Photos in the Church must be completed 30 minutes prior to the ceremony, as many guests will begin to arrive.

Photographers/Videography continued.....

During the Ceremony:

- Flashes may be used during the processional and recessional.
- Flash photography during the ceremony is prohibited.
- During the ceremony, the photographer(s) must either remain behind the seated guests, or on the side pews/aisle. They will not be allowed in the Sanctuary during the ceremony and are asked to refrain from obtrusive or disruptive movement during the wedding.
- Videographers are asked to remain stationary during the wedding. They will not be allowed in the Sanctuary, but must either remain behind the seated guests, or on the side pews/aisle. No video lights are permitted during the ceremony.

After the Ceremony:

- We ask all congregants to depart within 30 minutes of the conclusion of the wedding so the church can be prepared for other ritual activity.

Notes for photographer/videographer:

The Church respectfully requests that the photographer:

- Cooperate with the spiritual nature of the wedding celebration.
- Remain respectful of the sacred environment.
- Work within the guidelines presented to them.

Please assign a friend or family member to ensure that the Church is left in good order.

- Bride's room emptied and cleaned immediately following the ceremony.
- Wedding programs collected from the pews.
- Floral boxes, floral paper, and debris removed.
- Decorations removed.
- Floral arrangements removed
- Food /drink in kitchen removed or placed in garbage.
- Any items left behind picked up.
- Unity Candle picked up in gathering space after Mass. Wedding coordinator will remove from altar.

DEPOSIT: The wedding coordinator will request the parish staff to return the deposit to the newly married couple as long as nothing is damage, everything is picked up and cleaned, the church is in the same order as you found it, and all of the wedding party complies with the instructions given at the rehearsal and/or listed in this guideline booklet.

CONTACTS:

Questions regarding your wedding ceremony should be directed to the priest or deacon assigned to your wedding:

Pastor:

Fr. Peter Richards, 763-497-2745, ext 208 frrichards@stmcaholicchurch.org

Associate Pastor:

Fr. Joseph Zabinski, 763-497-2745, ext 224 or frzabinski@stmcaholicchurch.org

Deacons:

Steve Dupay, 612-219-4484 or deacondupay@gmail.com

Paul Ravnikar, 763-560-5920 or pravnikar@stmcaholicchurch.org

DIRECTOR OF MUSIC: Joseph Krueger, **763-464-3898 (cell)**; 763-497-2745, ext 243
jkrueger@stmcaholicchurch.org

Cell phone is the best way to reach Joseph.

MINISTRY COORDINATOR: Cindy Woitalla 763-497-2745, ext 232

Questions regarding the **mentor couple assignment** should be directed to Cindy Woitalla, at the Parish Office, 497-2745, ext 232 or by email cwoitalla@stmcaholicchurch.org.

WEDDING COORDINATORS

Please note that the wedding coordinators, unless otherwise indicated, are not staff members. They are parishioners who have been selected and are paid to coordinate weddings at the Saint Michael Catholic Church. Wedding Coordinators will contact the engaged couple approximately six weeks prior to the wedding date.

Lucy Arndt- 612-749-0429 - larndt15@hotmail.com

Michelle Berglund 763-458-9056 – michelle@berglund.net

Jody Nemeth 763-497-9980- jodynemeth@yahoo.com

*Cindy Woitalla (staff) 763-497-2745, ext 232 or 763-221-8794 (cell)

After your wedding day:

Parish Registration:

Please remember to register as a couple at your parish so that you can live out the responsibilities of your united commitment to God as an enrolled couple of that parish community. Even if you are remaining members of the Saint Michael Catholic Church, you must still register with us as a couple. This is not automatically processed.

In our society, one out of every two marriages ends in a divorce. However, for couples who attend church weekly together, the percentage is much less. Keep your marriage together with God's help, by keeping God in the center of your lives and an important part of your relationship.

We are very excited and look forward to helping you prepare and receive this Sacrament! The staff hopes that these suggestions and guidelines will be helpful in planning the celebration of the Sacrament of Marriage here in Saint Michael.

If you have any questions/concerns, please contact the Priest or Deacon with whom you are working with or the parish office.

*Couples are reminded that **Sunday Mass, sharing prayer** with each other, and celebrating the **Sacrament of Reconciliation** are powerful in having a blessed marriage.*

As you prepare yourselves for Christian marriage, may you be strengthened by God's blessings, grow in respect for one another, and cherish each other with a sincere love in the name of Jesus Christ, Our Lord.

May this time of preparation, as well as the wedding itself, be an experience of love, prayer, and holiness for both of you.

Please know that you, as an engaged couple of our parish, are remembered in the prayers of the parishioners and staff of the Saint Michael Catholic Church.

Best Wishes and God Bless You!