

St. Mary Parish

Marriage Preparation

Guidelines and Procedures



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Marriage Preparation Process

Step 1: Initial Paperwork Due 9 months prior to marriage: _____

Marriage Intake Meeting

- Down payment to secure date (\$100)
- Paperwork review

Initial Formational Meeting

- Schedule meeting with the deacon to discuss Pre-Nuptial form

Step 2: Formational Sessions Due 4-6 months prior to marriage: _____

FOCCUS

- Schedule initial meeting with FOCCUS couple
- Schedule additional meetings with couple

Engaged Enrichment

- Schedule date on the Archdiocesan website
- Send certificate to the Parish Office

Theology of the Body/Natural Family Planning

- Schedule date through Carmen Morgan
- Send certificate to the Parish Office

Step 3: Final Paperwork Due 1-3 months prior to marriage: _____

Baptismal Certificates

- Certificates with annotations sent to Parish Office

Liturgy Planning

- 2nd meeting with the deacon to discuss FOCCUS and In Perfect Union
- Meeting with the presider to complete Together for Life form and In Perfect Union
- Meeting with musicians to discuss the liturgy and approve the worship aid (wedding program)

Final Payment

- Remaining balance sent to the Parish Office

Policies and Procedures

Parish Membership

To celebrate the sacrament of marriage at St. Mary Parish, either the bride and/or groom must be active, registered members of the parish. (Note: Anyone over the age of 18 years must register as an individual and should not be listed on their parent's/guardian's membership.) Former members who have since relocated from the community are also invited to celebrate their marriage at St. Mary Parish.

Fees

Traditional Marriage Preparation

Non-refundable down-payment to reserve the date:	\$100
Wedding fee, includes FOCCUS, TOB/NFP, and facility usage:	\$125
Stipend for presider:	\$75
Stipend for accompanist:	\$150*
Total:	\$450

Excludes: fee for the Engaged Enrichment Day (varies); stipend for cantor (\$100)

*If you choose to utilize the services of musicians from outside of the parish, please contact Caroline Harvey to adjust your parish fees accordingly.

Convalidation Preparation

Wedding fee and facility usage:	\$75
Stipend for presider:	\$75
Total:	\$150

Dates and Times

The sacrament of marriage is celebrated at St. Mary Parish on Fridays and Saturdays, (no later than 2pm on Saturday). Marriages during Advent and Lent are allowed, excluding the Fridays during Lent.

Per Archdiocese of Milwaukee standards, and to ensure proper sacramental preparation, a date must be chosen at least 6 months in advance. It is preferred that a date is chosen at least 9 months in advance.

Sacramental Preparation

Documents

Pre-Nuptial Sessions

Couples will meet with the pastor and/or deacon to discuss sacramental preparation and readiness. These sessions are designed to promote ongoing formation for the couple in their marriage and in the parish community.

Baptismal Certificate

A copy of the bride and groom's baptismal certificates, including annotations, must be provided. The copy must bear the seal from the parish where the sacrament was received and be issued and dated within 6 months of the wedding date.

Death Certificate or Certificate of Annulment

For individuals who have been previously married, they must provide a death certificate of their former spouse or a certificate of annulment.

Sessions and Classes

Engaged Enrichment Certificate

Couples must attend an Engaged Enrichment one-day retreat offered by the Archdiocese of Milwaukee. To register go to: www.johnpaul2center.org/Nazareth-Project/Engaged-Enrichment.htm.

FOCCUS

Couples will be assigned a FOCCUS couple from the parish and will take the FOCCUS Pre-Marriage Inventory. This inventory is a research-based assessment tool designed to provide engaged couples and their trained FOCCUS facilitator a personalized profile of what is needed in the couple's marriage preparation process.

Theology of the Body/Natural Family Planning

Couples are required to attend a Theology of the Body/NFP training session. Only one session is required and they are hosted at St. Mary Parish every month. Contact the parish office to inquire about dates for these sessions.

Liturgical Preparation

Rehearsals

Rehearsals are held on the day before the wedding. All members of the wedding party, readers, and other attendants are required to attend the rehearsal. The following items must be brought to the rehearsal: the marriage license, the wedding rings, and the programs. Please plan with the presider to schedule a time for the rehearsal.

Photography/Videography

Photography/videography is allowed in the church and during the ceremony. However, please inform the photographer/videographer or family members of the following:

- No one is allowed on the altar or the altar steps at any time during the wedding celebration.
- Although stationary cameras are allowed, aisles may not be blocked.
- Photographers should refrain from taking pictures during the Liturgy of the Eucharist.
- Photographers/videographers are welcome to use the balcony.
- Use of a lapel microphone is prohibited due to interference with our system.

Floral Decorations

Floral arrangements may be delivered and arranged no more than 2 hours prior to the ceremony. Please note the following:

- All decorations must be removed within 30 minutes following the ceremony.
- Pew decorations may be attached with thread, ribbon, rubber bands or pipe cleaners. Please do NOT use tape, staples, thumbtacks or glue to attach any decorations.
- Please do not throw or place anything inside or outside of the church building, including, but not limited to: petals (real or silk), rice, glitter, confetti, birdseed, bubbles, etc.
- Aisle runners are not allowed.
- Please do not move any of the preset liturgical decorations in the sanctuary.

Wedding Attire

Certain diligence should be taken to show reverence and respect when in the Church in regards to attire. Please remind guests of the following guidelines:

- Shoulders are to be covered
- Dresses and skirts should be of the appropriate length
- Low cut dresses are not permitted

Resources

The following books and resources will be provided by the parish:

- *In Perfect Union: Living the Sacrament of Marriage*
State of Wisconsin Catholic Marriage Compendium
- *Together for Life*
Marriage Liturgy Planning Guide
- “Green Sex: The Case for Natural Family Planning” by Jason Evert

Prayer

God our Father, we give you thanks
for the gift of marriage: the bond of life and love,
and the font of the family.

The love of husband and wife enriches your Church with children,
fills the world with a multitude of spiritual fruitfulness and service,
and is the sign of the love of your Son, Jesus Christ, for his Church.

The grace of Jesus flowed forth at Cana at the
request of the Blessed Mother. May your Son,
through the intercession of Mary, pour out upon us
a new measure of the Gifts of the Holy Spirit
as we join with all people of good will
to promote and protect the unique beauty of marriage.

May your Holy Spirit enlighten our society
to treasure the heroic love of husband and wife,
and guide our leaders to sustain and protect
the singular place of mothers and fathers
in the lives of their children.

Father, we ask that our prayers
be joined to those of the Virgin Mary,
that your Word may transform our service
so as to safeguard the incomparable splendor of marriage.
We ask all these things through Christ our Lord,
Amen.

Saints Joachim and Anne, pray for us.