Wedding Preparation Guidelines

HOLY FAMILY CATHOLIC PARISH
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Congratulations on your engagement and beginning preparations for the Sacrament of Marriage!

As you begin this period of preparation, it is our goal to provide you a clear and easy path forward. These guidelines will support you in navigating the requirements and support you in ensuring that preparations for your upcoming wedding day and sacramental marriage are as seamless as possible.

Timeline Guide

At least 6 months before your desired wedding date schedule an introductory meeting with Fr. Mike by emailing him at **pastor@holyfamilycaledonia.org**.

After meeting with Fr. Mike:

- Be matched with a Sponsor Couple and set dates to meet. Complete the Pre-Marital Inventory in sessions with Sponsor Couple.
- Register to attend a Marriage Preparation Pre-Cana Retreat and NFP Training session.
- **At least 3 months** in advance of the wedding day contact the Director of Sacred Music.
- **At least 6 weeks** in advance of wedding day contact the Liturgical Coordinator.

Wedding Preparation, Scheduling and Information

All dioceses of the State of Michigan require at least six months be available for a period of marriage preparation. Weddings are scheduled for parishioners on a first come basis. Please make sure the wedding date is confirmed with the parish before making contracts with caterers or banquet halls. No wedding date can be confirmed before the couple meets with Fr. Mike Cilibraise. So as not to displace the needs of parish-related activities and events, weddings involving couples who are not

3 Steps

Meet with Fr. Mike and Staff

Begin the process at least 6 months in advance

Meet with a Sponsor Couple

Complete a Pre-Marital Inventory

Attend a Retreat/Classes

Attend a Pre-Cana Retreat

Attend NFP Training

parishioners or do not have a family affiliation with the parish cannot be accommodated unless special circumstances exist as determined by Fr. Mike. Saturday weddings may be scheduled for 11:00 am, 1:00 pm or 1:30 pm. Friday weddings may be scheduled for 4:30 or 5:00 pm.

Marriage Preparation

Our marriage preparation program includes these steps and should be completed **no later than one month** prior to the wedding date:

- Sessions with an assigned Sponsor Couple which includes the Pre-Marital Inventory.
- Attend a Pre-Cana Retreat in the Diocese of Grand Rapids.
- Attend NFP Training (visit **catholicmarriageprep.com** for details; click on "Course Content").
- Meet with the Director of Sacred Music.
- Meet with the Liturgical Coordinator.
- Attend a final meeting with Fr. Mike as needed.

Wedding Liturgy Planning

Use the *Together For Life* marriage preparation booklet (authors Champlain and Jarret by Ave Marie Press, 2016) to plan your wedding ceremony using the provided ceremony planning form.

Music

Sheryl Moon is the Director of Sacred Music. She should be contacted **at least three months** prior to the wedding. She is responsible for ensuring that musical selections are appropriate for a Catholic sacramental celebration. She can also provide information about musician and cantor fees as well as the arrangements to be made for guest musicians or cantors. Sheryl can be reached at music@holyfamilycaledonia.org or 616-272-0220 (cell).

Wedding Coordination

Barbara Dombroski is the Liturgical Coordinator. She assists in preparing the wedding ceremony, directs the rehearsal and is the site coordinator for the day of the wedding. She will need to be contacted **at least six weeks** in advance of the wedding day to get all the planning started. Barbara can be reached at bdombroski@holyfamilycaledonia.org or 616-891-9259 (ext. 238) or 914-475-4681 (cell).

Decorations and Environment

Flowers, banners, ribbons; in short, anything that will provide a festive atmosphere is permitted. All flowers and decorations must be respectful of the liturgy and the church. Flowers are allowed in the sanctuary (no higher than 34 inches) but cannot be placed on the altar or overtake the more important elements of the altar, priest, bride and groom. Floral arrangements can be attached to the pews, but only in ways that do not damage the pews, e.g., glue, tape, wire. Due to safety concerns an aisle runner may not be used. Rice, balloons, birdseed, confetti, and sparklers are not allowed inside or outside of the church. Food and beverages should not be brought into the church; however, water and simple, portable snacks may be brought into the

rooms provided for the bridesmaids and groomsmen. The wedding party is responsible for cleaning up and disposal of trash.

Photography and Videotaping

The wedding liturgy is a sacred, communal prayer and as such, persons taking photographs should be as inconspicuous and discreet as possible. Flash and flood lights are to be avoided. Photographers are guests in the church and are accountable to the Pastor or his designee. The bride and groom should encourage their photographer to seek out the Liturgical Coordinator for instructions and to answer any questions.

Alcohol and Smoking

Alcohol is not allowed on church property on the day of the wedding, including parking lots. Please make sure that the wedding party is aware that the parish reserves the right to cancel a wedding if alcohol is present. Those under the influence of alcohol or drugs will be asked to leave. Smoking is not permitted in the building and is only allowed outside of Door D at the north entrance of the church building.

Wedding Fees and Marriage License

Once Fr. Mike approves the wedding date with the couple the parish fee is due. The unsigned marriage license, usually 2-3 copies, and music fees should be brought to the church office **at least one week** prior to the wedding. The State of Michigan requires that the two witnesses who will sign the marriage license be at least 18 years of age. The license is to be signed on the wedding day.

Resource for On-Line Marriage Preparation

Depending on circumstances Fr. Mike may direct the couple to complete on-line preparations. Please follow these instructions:

<u>Required Courses</u>
(Click on "Course Content" at **Catholicmarriageprep.com**)

- Theology of the Body On-Line Pre-Cana ($194)
- Pre-Marital Inventory (Prepare-Enrich)/**Choice 2** Skype Review ($110)
- NFP Training ($135)

<u>Note:</u> In person Pre-Cana Retreats are also offered throughout the Diocese of Grand Rapids. If you attend one of these <u>do not take</u> the On-Line Pre-Cana.

Marriage Preparation Completed at Another Church

These steps will need to be completed if marriage preparation takes place at another church.

The preparing priest or minister will need to complete all necessary paperwork for the Marriage File. After being reviewed and approved by the appropriate diocesan official, the Marriage File is to be mailed to Msgr. William Duncan with a letter from the preparing priest that all requirements have been satisfied to marry. This needs to be received by Msgr. Duncan **at least four weeks** before the wedding day. After Msgr. Duncan approves the Marriage File, he will forward it to Holy Family Parish.

Msgr. William Duncan
Cathedral Square Center
360 Division Ave. S.
Grand Rapids, MI 49503-4539

Priest Presider: If a priest or deacon outside of the Diocese of Grand Rapids presides at the wedding, they will need to have their respective Bishop or Vicar General write a letter which confirms they are in good standing and have permission to preside at the wedding. This letter needs to be mailed to Msgr. Duncan with the Marriage File.

Preparation Checklist and Required Documentation

Preparation Checklist

- ☐ Submit Wedding Fee to Reserve Wedding Date
- ☐ Consult with Director of Sacred Music (**3 months** prior to wedding date)
- ☐ *Wedding Music Planning Worksheet* Form Completed
- ☐ All music approved by the Director of Music (**4 weeks** prior to wedding date)
- ☐ Consult with Liturgical Coordinator (**6 weeks** prior to wedding date)
- ☐ *Wedding Ceremony Planning* Form Completed
- ☐ *Information for the Wedding Day* Form Completed
- ☐ Memorize Responses to *Questions Before The Consent* on *The Wedding Vows* Form

Required Documentation

- ☐ Baptismal Certificates
- ☐ Pre-Marital Inventory
- ☐ Pre-Cana Completion
- ☐ Natural Family Planning
- ☐ Marriage License (brought to parish office **at least one week** before the wedding)

WEDDING FEES

Parish	
Parishioner	$250
Non-Parishioner	$500
Music	
Pianist/Organist	$250
Cantor	$125
Instrumentalist	$150+
Other	
Pre-Marital Inventory	$35
NFP Training	$135

Note: In case of financial hardship, please speak with Fr. Mike.

Holy Family Parish

Parish Address: 9669 Kraft Ave. Caledonia, MI 49316, Ph: 616-891-9259

Parish Website: www.holyfamilycaledonia.org

Parish Office email: office@holyfamilycaledonia.org

Parish Office Hours: Monday-Thursday: 9am-3pm

Friday 9am-12pm