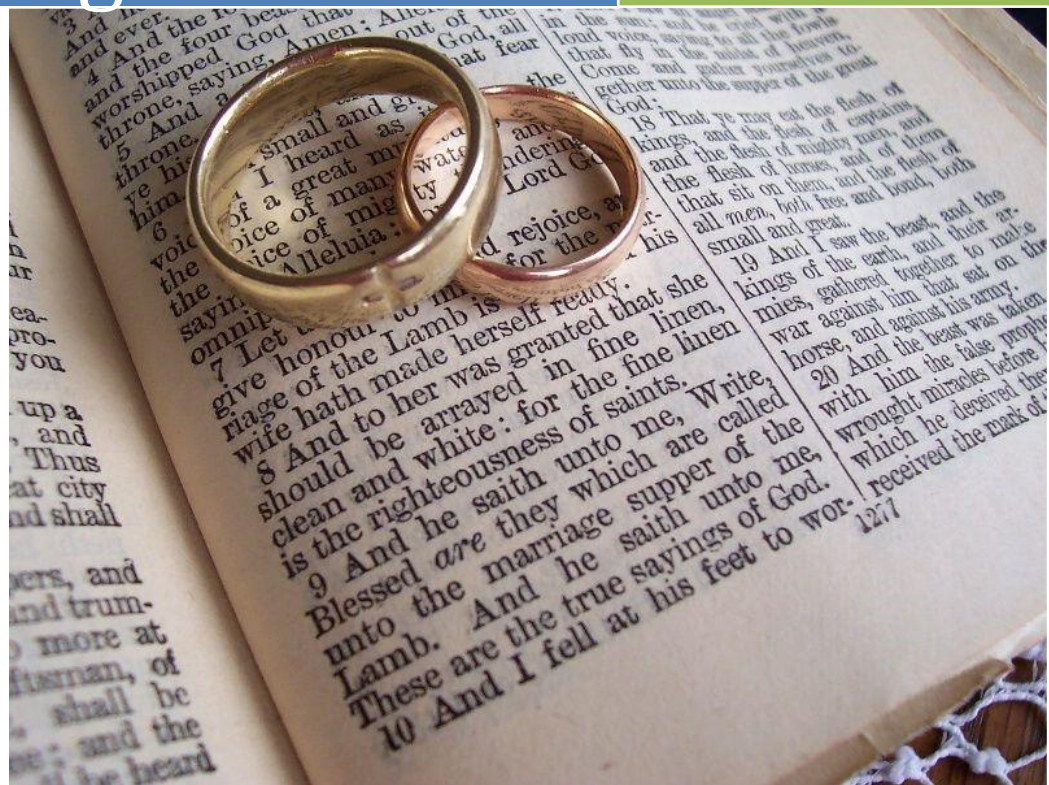


Parish Wedding Guidelines



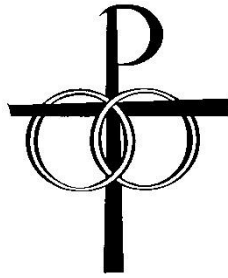
St. Irene Catholic Church
Warrenville, IL

Congratulations On Your Engagement!

Planning your wedding can be one of the most exciting times of your life. We are happy that you have chosen our parish community to be part of your special day!

We want to help you plan a wedding ceremony that is spiritual and sacramental in accordance with the Catholic belief that marriage is a lifelong commitment and that it is a sacrament when it occurs between two baptized Christians.

Since planning a wedding can also be one of the most stressful times of your life, we have prepared this booklet to help guide you through the process. By answering common questions about getting married at our parish, this booklet sets forth guidelines that we trust you will follow.



We are here to help you!

Fr. Gregory Rothfuchs, Pastor

pastor@st-irene.org 630-393-2400 x113

(First Interview & Form 1, Rehearsal, Wedding Mass)

Deacon Joe Urso

joe@st-irene.org 630-393-2400 x130

(Paperwork, pre-marital inventory/FOCCUS, Wedding Ceremony)

Maggie Detwiler, Director of Faith Formation

maggie@st-irene.org 630-393-2400 x122

(Wedding Preparation/Retreat)

Pamela Keating, Parish Life & Liturgy Coordinator

pamela@st-irene.org 630-393-2400 x120

(Initial Contact, Date Scheduler, Liturgy Plan)

Yvonne Aranda, Office Manager

yvonne@st-irene.org 630-393-2400 x119

(Fees, Calendar, Misc. Details)

Ellen Coman, Music Director

ellen@st-irene.org 215-837-6527

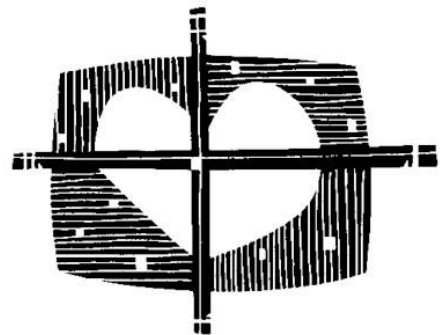
(Music Selection, Sound System, Live-streaming)

SECTION I – PRELIMINARY PLANNING

Days and times for weddings - Wedding ceremonies may take place at St. Irene on Friday or on Saturday. We do not schedule weddings on Sundays. To accommodate our housekeeping and liturgy schedules, Saturday weddings may be at 11:30am or 2:00pm. Friday weddings may be held late afternoon or in the evening. Normally weddings are not scheduled during the season of Advent and Lent, unless there are special circumstances (e.g. danger of death or military leave).

Rehearsals: Rehearsals are typically the night before.

Steps in sacramental preparation – There is at least a six-month waiting period of preparation. The wedding preparation process is designed to help you assess your readiness for sacramental marriage. During this time an issue may arise that deserves more time and attention. It is better to address these issues during the preparation period when steps can be taken to resolve differences before the marriage commitment is made. Please refer to the following page for an overview of the process which can serve as a convenient checklist.



Steps in the Marriage Preparation Process

It is assumed throughout this process that the couple (or Catholic party) is attending Mass on Sunday. It would be senseless to seek marriage in the Catholic Church unless one intends to continue practicing this faith.

12 MONTHS PRIOR TO YOUR WEDDING (In order)

- ___ Select your preferred date by contacting Pamela Keating
- ___ \$250 Wedding Fee due at the parish office within 10 days to secure your date
- ___ Call Yvonne Aranda to schedule and meet with Fr. Greg for your First Interview

8-10 MONTHS PRIOR TO YOUR WEDDING (In order)

- ___ Schedule and meet with Deacon Joe Urso to take and then review FOCCUS results
- ___ Schedule and Register for the mandatory Pre-Cana Marriage Prep with Maggie Detwiler

6-9 MONTHS PRIOR TO YOUR WEDDING

- ___ Complete paperwork with Deacon Joe, including turning in newly issued (within 6 months of wedding date) baptismal records *with notations (First Communion & Confirmation)*
- ___ Make second installment payment and give to Yvonne Aranda (6 months)

3 MONTHS PRIOR TO YOUR WEDDING

- ___ Turn in your Pre-Cana Certificate to Deacon Joe (when completed)
- ___ Begin planning wedding liturgy with Pamela Keating
- ___ Meet with Ellen Coman to plan liturgical music and secure any additional musicians and singers if needed. Also decide on live-streaming options.
- ___ Make final installment payment and give to Yvonne Aranda (3 months)

1 MONTH PRIOR TO YOUR WEDDING

- ___ Prepare your wedding program if you choose to have one and approve with Pamela Keating
- ___ Obtain your marriage license in DuPage County. A marriage license is issued immediately and becomes effective 24 hours later. The license is only valid for 60 days.

SECTION II – PLANNING THE WEDDING LITURGY

Guidelines – Your wedding liturgy will be primarily planned by you with assistance from our staff as needed. The information packet contains a booklet titled “Together for Life,” which contains guidelines for planning Catholic wedding liturgies that are liturgically appropriate, and walks you through the process. When you meet with Pamela Keating (or in some cases, a Parish Deacon) she will review your plans for the wedding ceremony and make any modifications that may be needed. We strongly encourage you to follow the guidelines we have provided for you and to work closely with us in order to minimize the possibility of any last minute changes deemed necessary due to lack of liturgical appropriateness. This will help everyone involved to avoid disappointment and keep stress levels to a minimum.

Deciding whether to have Mass – If you choose to celebrate your wedding liturgy within Mass, the order would be Liturgy of the Word (scripture readings), Marriage Rite, Liturgy of the Eucharist (consecration and Communion). If you choose to plan a wedding liturgy outside of a Mass, the order would be Liturgy of the Word (scripture readings), Marriage Rite, Blessing.

It is appropriate and encouraged that a Mass be celebrated when both members of the engaged couple are practicing Catholics. When only one party is catholic, the recommendation is that the wedding is celebrated outside of Mass in respect of the other party’s faith tradition. The sacrament of Holy Matrimony is not lessened when Mass is not chosen. There are many reasons why you may or may not choose to celebrate your wedding with Mass. Fr. Greg can help you make that decision when you meet with him.

The Catholic wedding – While allowing for certain personal preferences and choices, the wedding liturgy follows certain prescribed norms.

- † The congregation actively participates in both spoken and sung parts of the liturgy
- † Readers may be family members or close friends with a good reading voice
- † Servers are not provided by the Church but may be Catholic family members or close friends
- † Gift presenters may be family members or close friends
- † Eucharistic Ministers may be family members or close friends who are instituted ministers or we will provide Eucharistic Ministers from our parish
- † Music selections are sacred or classical pieces performed well and live (recordings are never allowed)
- † Church decorations may not be altered, but additional decorations allowed with approval

Entrance procession – The recommended order of the entrance procession is seating of the groom parents, seating of the bride parents, servers (if chosen), priest, attendants together. Groom can process down the main aisle with his parents or process alone from the side to the altar. The bride can process with her parents or just her father. In the Catholic Church the bride's father does not give her away; she is giving herself in marriage to the man she loves and he is giving himself to her.

Choosing scripture readings – Liturgy of the Word generally consists of a first reading from the Old Testament, a Psalm, a second reading from the New Testament, and a Gospel from the New Testament. There are several appropriate scripture selections you may choose from in the booklet "Together for Life" in your information packet. Usually the readings are proclaimed by a lector(s) of your choosing, and the psalm is sung by the cantor or soloist. The Gospel is read by the priest (or deacon).



Vows – The exchange of wedding vows in the Catholic Church is a liturgical celebration and, therefore, certain formulas must be used according to the Church. Several beautiful ways of exchanging vows can be found in the "Together for Life" booklet in your information packet.

Rings – One or two rings are blessed and given to each other as a sign of your love and fidelity. You will repeat the words of exchange after the priest (or deacon).

Intercessions – Suggestions for prayers can be found in the "Together for Life" booklet in your information packet. If parents, grandparents, other family members or close friends of the bride or groom are deceased, it is appropriate to remember them in these prayers.

Within a Mass - Presentation of the bread and wine – If you choose to have a Mass, parents, members of the wedding party, family or friends may bring the bread and wine to the altar. It makes sense to ask Catholics to do this; they understand the significance and will be more comfortable with the action.

Lord's Prayer – This prayer is recited to be inclusive of all faiths present for your ceremony and speaks to the active participation of the congregation.

Nuptial blessing – This is a special prayer for the couple following the Lord's Prayer, or during the concluding rite; there are several choices in the "Together for Life" booklet.

Within a Mass - Sign of peace – The priest (or deacon) will ask the congregation to share a sign of Christ's peace with one another. You may exchange a sign of affection with each other and your parents.

Within a Mass - Communion – If you choose to have a Mass, those who are Catholic may receive Communion at this time.

Visiting the Blessed Virgin Mary – Some couples choose to ask Mary & Joseph and all the saints to pray for them in their commitment to each other. This is optional. A small bouquet of flowers is usually presented at this time.

Final blessing – The priest blesses you and the assembly gathered using your selection from the "Together for Life" booklet.

Introduction and Recessional – The priest (or deacon) will introduce you to your family and friends as a married couple for the first time. You will leave the church followed by the wedding party, families and guests.

Choosing Music – Because marriage in the Catholic Church is a liturgical celebration, songs played right before or during the wedding ceremony should focus on the religious nature of love – the love that exists between God and the couple being married – and the sacred character of Holy Matrimony. This means that any music which would be appropriate at Mass or other liturgical rites is also appropriate for your wedding. There are many songs available to you from our hymnal. These, and a list of other appropriate wedding hymns will be suggested to you by our music director, Ellen Coman, during a planning meeting. If one member of the couple is a Christian of another denomination, it may be appropriate to include music from their Church's hymnal. The place to focus on the romantic aspects of love is at the reception which is a social and cultural celebration.

A cantor (provided) - leads the congregational singing which includes the Responsorial Psalm, Gospel Acclamation and, if a Mass is chosen, the Eucharistic Acclamations. You may provide your own cantor, who also is your soloist, as long as they are comfortable and knowledgeable at leading congregational singing during these important selections.

The accompanist (provided) – piano or organ – plays prelude music before the ceremony, processional and recessional marches in addition to accompanying the cantor and congregation.

Preparing a liturgy guide (program) – We do recommend that you have a liturgy guide or program booklet to help your family and friends actively participate in your wedding ceremony. However, this service is not provided by our parish. Your program will need to be reviewed by Pamela Keating before printing. You will want your program to be liturgically correct and to reflect what is occurring during your ceremony.

SECTION III – AT THE WEDDING REHEARSAL AND AT THE CEREMONY

Respect for God's House – Please respect the church as the sacred place that it is. We ask everyone to behave in a manner appropriate to being in church. Please refrain from chewing gum, using profane or inappropriate language, letting children run around in the church, etc. In order to keep the church clean for your wedding and the services following your ceremony, food, drink and chewing gum are prohibited in the worship space.

The wedding rehearsal – The wedding rehearsal typically takes place the night before the wedding at 7pm. Each step of your wedding ceremony will be practiced at the wedding rehearsal which typically lasts one hour. All those who have a part in your wedding ceremony should attend the rehearsal to become familiar with their roles. This includes guest musicians, cantor/soloists (music is not played/sung at this rehearsal), lectors and members of the wedding party including flower girl and the ring bearer if applicable. Parents attend as well. We ask everyone to arrive promptly. A smooth, well-ordered rehearsal makes for a less stressful wedding ceremony. We ask everyone involved to carefully listen to and follow the instructions. Any questions or problems that arise will be answered/resolved before the rehearsal is completed.

Alcohol policy – No alcoholic beverages are allowed on the church grounds. The priest or deacon presiding at your wedding will refuse to allow the ceremony to occur if the bride, groom or any member of the wedding party has consumed or appears to be under the influence of alcohol or any controlled substance at that time.

Smoking is not allowed on the grounds.

Arriving at the Church – Please plan to arrive about 30 minutes prior to your mass/ceremony time. The bride and her attendants may use the private Children's Chapel to stage themselves before the wedding begins. We ask that all participants come dressed and ready as we do not have facilities for dressing, doing hair, or make-up. We will begin on time. Keep in mind that additional fees could accumulate if we begin later than scheduled.

Ushers and book attendant – Ushers and groomsmen seat guests as soon as possible after they have signed the guest book (if available) in order to avoid a rush at the last minute. A line often forms at the guest book, so it is closed 10 minutes before the wedding begins in order to see that guests are seated comfortably and the wedding starts on time.

Flowers and decorations – We ask couples to keep their flowers and decorations tasteful and simple to keep the focus on the sacrament. When planning for flowers and decorations, please keep in mind the nature of the liturgical season in which your wedding ceremony will be held. For instance, during the weeks after Christmas and Easter the church may already be decorated for the season and you may not want to do much more.

You may put decorations on the pews by using non-abrasive items provided by your florist. Tape is never acceptable and will damage our pews. There are 9 pews on each side of the center aisle. Hurricane lamps and other types of candles are not permitted in the aisles for the sake of safety and the ease of movement during the ceremony.

Runners are only allowable if they are cloth (not disposable). Our aisle is 40 feet long.

For reasons of safety and maintenance we ask you to adhere to our policy regarding rice, birdseed, sparklers, poppers, and real flower petals. These represent safety hazards or maintenance problems and cannot be used on church grounds. Bubbles may be used outside the Church when the couple is leaving the church.

Photographs and videotaping – Please remember that a Catholic wedding is a liturgical ceremony. Photographers and videographers must be mindful of this sacredness. To assist them and you, a separate sheet of information is provided on the next page which you can give to them when they are hired.

PHOTOGRAPHY AND VIDEO TAPING

A Catholic wedding is a liturgical ceremony. Care must be taken to see that the Mass and rite of marriage are not disrupted by the taking of pictures or video. The focus of the congregation should be on the liturgy. The parish Priest or Deacon will assist you the day of the wedding. You may contact them earlier if you have questions. We ask for and appreciate your cooperation with our requests. Thank you!

† Flash photos may be taken only as the bridal party is processing into and out of the church.

Flash may not be used during the wedding liturgy.

† Photographers and videographers may not enter the sanctuary/altar during the ceremony.

† Please do not roam about the church once the wedding liturgy has begun.

† Pictures may be taken in the church before and/or after the wedding. Pictures taken in the church following Saturday afternoon weddings must conclude by 4 p.m. to accommodate other regular weekend church services.

FEES & CHARGES

Church: \$400

Accompanist: \$150

Music Coordinator: \$50

Cantor: \$150

Non-Parishioner: \$100 additional

Presider Honorarium
(other than Fr. Greg): Couples Discretion (typically \$150)

Altar Server Tip: Customary Tip \$10 each

Optional Services

Live Streaming: \$250 – includes camera operator and copy of ceremony
onto flash drive

Payment Schedule – Checks made out to St. Irene Catholic Church

\$250 at time of scheduling

\$250 (6 months prior)

Balance (3 months prior)

Wedding Rehearsal Checklist

- _____ **Everyone who will participate in the wedding is asked to attend the rehearsal.**
- _____ **Bring your marriage license.** You can't get married without it.
- _____ **Bring your wedding programs/worship aids if you are using them.**
- _____ **Inform the coordinator of the arrival time of florists and photographers.**
- _____ **Inform the coordinator of any special requests:**
 - **Seating preferences**
 - **Special needs (wheel chair, amplification for hard of hearing, etc.)**
- _____ **Bring \$10 cash for each Altar Server (if any)**
- _____ **Bring presider honorarium.**
- _____ **Remind all parties involved of proper church etiquette found in SECTION III.**