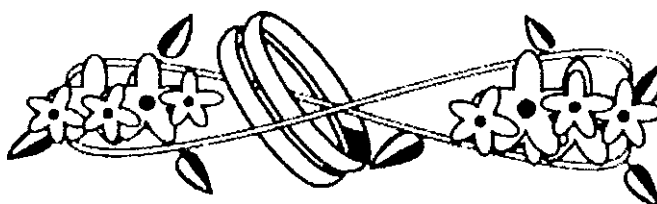


The Church of the Annunciation
The Celebration of the Sacrament of Matrimony



The Church of the Annunciation

105 Main Street
Shelbyville, KY 40065

(502) 633-1547 Tel. & Fax

Rev. David Sánchez

Pastor

dsanchez@annunciationky.org

As you begin your preparation for the sacrament of Matrimony, the parish community at The Church of the Annunciation rejoices with you and offers you our sincere prayers and support. The commitment of lifelong love and fidelity which you undertake in marriage is a powerful sign of your faith in God and in each other. The following guidelines are intended to help you plan your wedding ceremony. They are to be read in conjunction with the Archdiocesan Policy which they supplement.

Who may be married at The Church of the Annunciation?

Members of the Parish

A Catholic person registered and participating members' children of The Church of the Annunciation.

Any person over the age of 18 and living on their own should be registered independently as a member.

Engaged couples, who are registered parishioners, should contact the Pastor by e-mail: dsanchez@annunciationky.org to make an appointment.

Non-members of the Parish

Any non-parishioner Catholic that follows The Church of the Annunciation's marriage guidelines.

A delegation letter from your Pastor will be necessary, before setting a wedding date in the parish calendar. Please be sure that one party is registered in a Catholic Church. If you are not registered in a Catholic Church, you will need a delegation letter from the pastor of the Catholic Church closest to your residence.

Engaged couples, who are not registered parishioners, should contact the Pastor by e-mail: dsanchez@annunciationky.org to make an appointment.

The date cannot be secured until the first meeting with the Pastor, and the parties' freedom to marry being established.

Any non-parishioner couple should bring \$100.00 deposit for the first interview. It will be credited to the final stewardship. If the couple fills all the documentation (MA's), and decide to get married in another church, the deposit will be kept for the cost of materials given to the couple at the first interview.

Marriage Preparation

It is required for those planning marriage to contact the Pastor by e-mail at dsanchez@annunciationky.org, at least six (6) months in advance, following the Archdiocese's directives; all couples are required to receive pre-marriage instructions. Various options are available, details of which are to be discussed.

FOCCUS (personality inventory test) will be taken by the couple and discussed with the priest prior to the wedding.

The bride and groom will request a copy of their baptismal certificates from the church where they were baptized, and the church will send an **original** copy by mail or e-mail to The Church of the Annunciation.

If one of the parties has received an annulment, he or she should bring a copy of the decree to the pastor to be filed in the wedding file, as the divorce document.

If a couple would like to validate a civil marriage in the church, a marriage preparation will be required. Please bring copy of marriage certificate.

The bride and groom's father or mother will schedule an appointment with the parish office to sign the MB's documents. Please be sure to call the parish office first, (502) 633-1547.

Liturgy of the Ceremony

The Marriage Rite

- I. Marriage is a sacrament of the Church.
2. The Rite of Marriage is an act of worship on the part of the couple and their guests who come to ask God's blessing on the couple's life together.
3. The center of the Rite of Marriage is the solemn exchange of vows by the couple.
4. Lectors
You are strongly encouraged to select an experienced reader from among your relatives and friends to read the Scripture Lessons and to lead the General Intercessions.
5. Eucharistic Ministers
You may ask relatives and friends who are commissioned as Extraordinary Eucharistic Ministers in any parish to serve as Ministers of Communion at your wedding. The priest will help you in determining how many you will need.

Eucharistic ministers are responsible for consuming the remaining species and purifying the sacred vessels (i.e. rinsing with water and consuming that water). They then wash the purified vessels in soap and water, dry, and return the sacred vessels to the sacristy cabinet.

Celebrants

The normal celebrants of a wedding are the bride and the groom. The witness of the wedding within the Mass is the priest. The normal witness outside the Mass is the priest or a deacon. Annunciation's pastor is the main celebrant at Annunciation's weddings. Deacons may witness the sacrament without Mass.

Concelebrants

A visiting priest or deacon may witness a wedding at The Church of the Annunciation if he is properly qualified according to Church law. Please advise the parish priest if you plan to invite another priest or deacon to witness at the wedding. If they are visiting from another Diocese, they need to present a letter of good standing by his ordinary. The visiting priest and/or deacon are asked to adhere to the Regulations and Guidelines of Annunciation. A concelebrant can read the gospel and preach. The main celebrant will witness the vows.

Ecumenical Marriage

For couples who enter an ecumenical marriage, we welcome, indeed encourage, the minister of the non-Catholic party to take part in the ceremony, if you wish. In the spirit of Ecumenism, it's highly recommended that the solemn exchange of the Matrimony's vows does not include the Holy Sacrifice of the Mass but is celebrated in the context of the Liturgy of the Word. The non-Catholic minister will be invited to read the first or second reading.

Wedding Times

No more than one wedding will be scheduled on each weekend. Weddings may be scheduled on Friday evening or any weeknight no later than 7:00 p.m. On Saturday, weddings may be scheduled no later than 1:00 pm. Weddings can be celebrated in the context of Sunday Vigil Mass (Saturday Evening) after 6:30 pm.

No wedding will be scheduled at Church of the Annunciation the week of and the week following the Feast of Christmas and the Feast of Easter. No weddings will be celebrated during the season of Advent.

No wedding will be scheduled at Annunciation on major civil or religious holidays, Parish Fund Raisers (Memorial Weekend, Independence Day, Labor Day, Thanksgiving Day, Summer Picnic, Oktoberfest, etc.)

Couple's Church Stewardship

The fee for use of the Church is \$550 for members, \$850 if members less than 2 years, and \$1050 for non-members. This fee is due within 30 days of placing the date on the parish calendar.

Payment should be made out to The Church of the Annunciation (105 Main Street, Shelbyville, KY 40065). The fee includes the use of the church for rehearsal and the wedding (1 hour before wedding time, and half hour after). Not included in this fee: the cost of musicians, florist, decorators, photographers, videographers, servers, room for preparation, etc.

There is no established offering for the priests or deacons officiating at your wedding; a monetary gift is always appropriate and appreciated for the priests and deacons witnessing the sacrament.

Refund Policy

In the event of a cancellation, if it is more than 6 months, 80% will be refundable. If it is less than 6 months, 20% will be refundable.

Music/Organists

All music and ceremonies should reflect the reverence and dignity of the occasion, intensifying and enhancing the Christian meaning of the liturgical service. No recorded music is to be used in the ceremony, or before. "The best source for the selection of the music is the parish hymnal. Secular music (songs not composed for the liturgy) is not an appropriate choice for any liturgy, including the wedding liturgy. These songs do not meet the criteria in content, intention, or ability for participation" (Marriage in the Church, see pages 3-11). Such secular music is more fitting for moments at the dinner rehearsal or reception. The parish organist, pianist and cantors are the only authorized musicians for Annunciation's weddings. If you would like to bring other instrumentalists, you should inform it to our music director. Selection of songs and instruments to be used at the wedding must be done in consultation with Mr. Wilson Wilder; e-mail: wwilder@annunciationky.org. Please contact Mr. Wilson Wilder after the first meeting with the Pastor. Musicians' fees are to be discussed with the musicians.

Rice, confetti, etc.

Because it is a safety issue, the throwing of rice, confetti, potpourri, birdseed, flower petals, balloons, bubbles, etc., inside or outside of the Church property is prohibited. This custom is not appropriate for the Catholic celebration of the Sacrament of Marriage.

Photographer and Videographer

In honor of the sacredness of the Rite of Matrimony and the couple, photographers and videographers are to be as inconspicuous and as professional as possible.

You may have the ceremony videotaped, but the videographer must use only the available light in Church, no floodlights are allowed.

All cameras and video cameras must be stationary at one of the designed places in the Church (Please see diagram 1).

The church is available for picture-taking 2 hours prior to the ceremony (except Saturday's evening). A limited time of 30 minutes is allowed after the ceremony. We ask that as many pictures as possible be taken before the liturgy.

Rehearsal

The wedding rehearsal is to be scheduled with the pastor at a time mutually agreeable to the celebrant and engaged couple. It is expected that wedding participants will be prompt so that the rehearsal can begin on time, especially since other rehearsals are often scheduled. The rehearsal should take less than an hour if everyone is on time.

The liturgical celebration is conducted by the priest or deacon. If a wedding consultant/planner are employed, they have nothing to do at the Church.

Readers should practice before the rehearsal and at rehearsal.

Musicians are not necessary for the rehearsal. They rehearse at other times.

Before the Ceremony

Due to the seriousness of the event (Canon Law Governing the Sacrament of Marriage), absolutely no drinking of alcohol or taking of drugs will be tolerated before or during the rehearsal, as well as, before or during the wedding. Anyone, believed by the minister, to have engaged in such behavior will not be allowed to participate in the ceremony --this includes the bride and the groom.

Changing Room

The ACC building and Educational building are available for preparation before the wedding. Please call the parish office for details (502) 633-1547. A fee applied.

The Reconciliation Room is **not** to be used.

After the Ceremony

The bridal couple is responsible for arranging that the sanctuary be left clean and in order immediately after the wedding. This means planning ahead for someone to assume this responsibility. Give the name and telephone number to the parish office at the wedding rehearsal.

Any spilled candle wax is to be removed; especially from the carpeting (using paper towel and hot iron is most effective).

Parish Hall

The ACC building is available for receptions. Please call the parish office for details (502) 633-1547.

The Appendix

Maturity of Participants

Maturity (age) of those participating in the wedding party, i.e. flower girl/ring bearer, should be over 5 years old. While it may be nice to involve young children, the wedding couple is the focus. Children will be children! Such has often proven a challenge and a distraction to the celebration. Please weigh this seriously.

If one can't walk and sit independently in the pew and stand attentively at the front of the sanctuary, he/she needs to be immediately met and taken by a guardian.

Decorations

Couples planning to be married at Annunciation should take into consideration the liturgical season when choosing their wedding date. The decorations of the sanctuary are to remain in place, during the wedding. The sanctuary is available for decorating 1 hour prior to the ceremony.

Do not allow anyone to use glue, scotch tape, nails, staples or anything that might leave residue or mark the finish of altars or pews. It is preferable to use rubber bands or string if it is necessary to hold decorations in place.

(All window, aisle and outside decorations used for the wedding must be removed after the ceremony.)

Florist

Arrangements are to be made with the florist or decorator of your choice. It may be to your advantage to check to see if any other weddings are scheduled for the same weekend and if it would be possible to share the expense.

No floral arrangements or candles are to be placed on the Altar of Sacrifice.

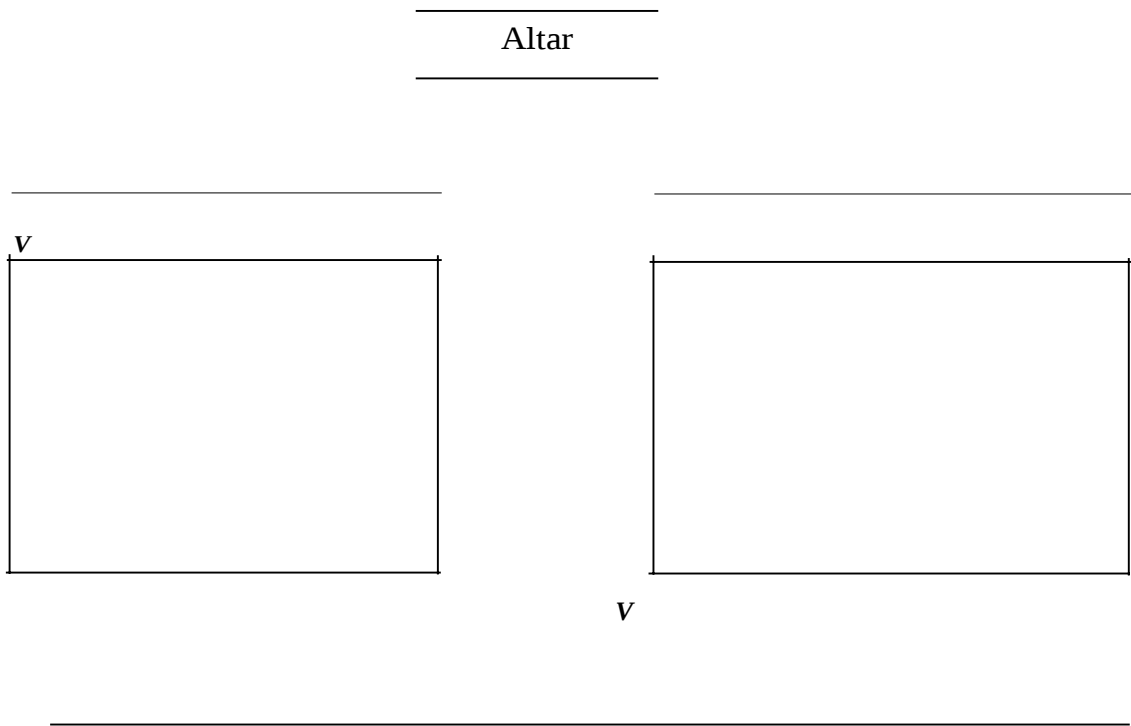
Live plants are to be handled with care and kept away from the candle flames. According to the Liturgical Commission of the Archdiocese of Louisville, "Only natural flowers and plants are to be used." Therefore, no silk or plastic flowers are to be used in the sanctuary at any time.

Here at The Church of the Annunciation, we encourage the couple to donate two flower arrangements for the weekend liturgy to honor the newly married couple. A floor arrangement placed in front of the Altar of Sacrifice is suggested. Nothing is placed on the Altar.

Aisle Runner We discourage the use of an aisle runner, because of safety and liability.

Photographer/ Videographer Setting

Diagram 1.



The Order of Celebrating Matrimony

Prelude _____
Groom and Parents _____
Bridesmaids' Procession _____
Bride and Parents _____
Entrance Chant (Gathering Song) _____

Greeting Rites
Gloria
(Liturgical Season)
Opening Prayer

Liturgy of the Word
 First Reading _____
 Psalm _____
 Second Reading _____
 Alleluia _____
 Gospel _____
 Homily _____

The Celebration of Matrimony

 Questions Before Consent

 The Consent

 Blessing and Giving of Rings

The Universal Prayer

*Liturgy of the Eucharist
 *Offertory _____
 *Prayer over the Gifts _____

 *Eucharistic Prayer _____
 *Preface
 *Holy
 *Memorial Acclamation
 *Doxology
 *Communion Rite
 Lord's Prayer
 Nuptial Blessing
 Sign of Peace
 *Breaking of the Bread
 *Lamb of God
 *Communion Song _____
 *Prayer after Communion

Final Blessing
Recessional _____

- * It is not part of a Roman Catholic wedding outside of Mass.
(-) It is not necessary in a Roman Catholic wedding.

Marriage Guidelines Check List

Contact Pastor at least **six months** prior to the tentative wedding date.

Contact the Parish Music Director, Mr. Wilson Wilder by an e-mail: wwilder@annunciationky.org **after your first meeting** with the priest. Do not contract with any outside musician prior to contacting the Parish Music Director.

Couple stewardship: As a sign of good stewardship \$550 (parishioners); \$850 (parishioners < 2years), \$1050 (non-parishioners) is to be paid to The Church of the Annunciation. Please send stewardship to Church of the Annunciation, 105 Main Street, Shelbyville, KY 40065 **within 30 days** after meeting with the priest for the first time.

If you are interested in renting the ACC building for your reception, please contact our business manager, (502) 633-1547, **as soon as** it is possible.

The bride and groom will request a copy of their baptismal and confirmation certificates from the church where they were baptized, and the church will send the original copies by mail or e-mail to dsanchez@annunciationky.org, **after first meeting** with the priest.

The bride and groom's father or mother will schedule an appointment with the parish secretary to sign the MB's documents, **as soon as** it is possible. Please contact our office (502) 633-1547, to be sure our secretary is in.

Must register **immediately** after meeting with the priest in a Marriage Preparation Program. Please bring a copy of program's certificate to the Pastor.

Call Pastor to schedule planning day for wedding rehearsal **two months** prior to wedding.

Get marriage license from County Clerk office (where bride resides) **within a month** of wedding date and bring it to the presiding priest a week before the wedding.

Bring or e-mail the final draft of printed wedding program sheet **at least one week** prior to wedding for approval by the presiding minister.

Please make every effort to be **on time** for rehearsal.

CHURCH OF THE ANNUNCIATION WEDDING AGREEMENT

WE WISH TO RESERVE THE CHURCH OF THE ANNUNCIATION FOR OUR WEDDING:
We have read and understand the guidelines for weddings at Church of the Annunciation.

COUPLE

Bride

Groom

Address

Zip

Address

Zip

Phone

Phone

DATES:

Rehearsal: _____ Wedding: _____
Date Time Date Time

FEES:

Use of the Church:

Parishioner's Fee: \$550.00 ____ .
Parishioner (<2 years): \$850.00 ____ .
No Parishioners: \$1050.00 ____

Classroom Rental (in 2-hour increments before the ceremony): \$100_____

Beginning Time _____ Ending Time _____

Parish Musicians *to be paid directly prior to the wedding.*

There is no smoking inside Annunciation's Buildings.
No alcoholic beverages are permitted before, during or after the rehearsal and
the wedding.
No food or snacks permitted in the Sanctuary.

PAYMENT: _____
Date Check

