

Marriage Information

Paperwork

A Pre-Nuptial Investigation, must be completed, it is a questionnaire concerning freedom to marry and the understanding of marriage.

Baptismal certificates issued in the last 6 months, with notations, from the church of baptism are required. In mixed-faith marriages the Catholic will sign a form requesting permission from the Bishop to marry and attesting determination to maintain and share his/her faith with the spouse and children.

Ministers for the Celebration

Ordinarily, a parish priest or deacon presides at the wedding. With the permission of the pastor, the couple may invite a guest priest or deacon to preside. For priests outside the diocese, permission must be obtained from the bishop. This arrangement should be made as early as possible to allow for appropriate civil and ecclesial delegation. Visiting priests are to observe church law and follow parish policies regarding weddings. In the case of interfaith marriages, there are a number of options for involving clergy from both faiths.

Readers and Eucharistic Ministers may be selected by the couple in accordance with Church guidelines. It is recommended to use altar servers at weddings celebrated within Mass.

Liturgy and Music

Catholic liturgy is expressed in signs, symbols, gestures, words, and music. It is sacred and communal. In weddings, it is the prayerful rejoicing in the couples loving exchange of vows that is sacramental, i.e., a symbol of God's relationship with his people.

Prayers and music are chosen by the couple in consultation with the Director of Music, Mike Kiebel, 327-5165, ext 121 or mkiebel@stcatherinesiena.org. An appointment may be made with the director of music as soon as the date is reserved. Please locate the planning form on the parish website: www.stcatherinesiena.org The readings are chosen in consultation with the presider as well as additional special liturgical elements such as family/ethnic traditions.

Liturgical music serves two functions. At times it **accompanies** a ritual action such as a procession. At other times the music is the ritual action, calling for participation by all present, such as the singing of the responsorial psalm. Music for the wedding should be chosen carefully in consultation with the Director of Music. It must follow general church and diocesan guidelines for music in liturgy. The Director of Music will also aid in the preparation of the worship leaflet/program for the ceremony. Sample leaflets/programs will be provided.

Wedding Assistant

St. Catherine's requires the use of an assistant for all weddings. They will be present and directing the rehearsal and before, during and after the ceremony. They are here to assist you by helping in any way so the ceremony runs smoothly. This includes answering

questions, organizing the order of the procession, and anything else that arises, such as emergencies. If your family would like to have the priest available for confessions at the rehearsal please notify the wedding assistant.

Facilities

The Church may be used from 11:00 A.M. to 3:30 P.M. the day of the wedding. If the church is needed for other services, such as funerals, they will be scheduled prior to 11:00 A.M. Plans for taking pictures should be made accordingly. Preparation rooms are available for dressing and must be cleaned and vacated immediately after the wedding. A member of the wedding party will be assigned by the wedding assistant for cleanup

No alcohol or smoking will be allowed in the building.

Sanctuary furnishings are not to be moved. All rented items, such as candelabras, are to be removed immediately after the wedding.

Musical instruments are for the use of the wedding musicians only. For safety and for environmental reasons no rice, birdseed, confetti or any other non-bio-degradable items may be thrown inside or outside the building. Outside, fresh or dried flower petals may be thrown. No balloons maybe released outside.

Wedding Rehearsal

The evening before the wedding, there will be a rehearsal for all members of the wedding party as well as those doing the readings. The rehearsal will be directed by the wedding assistant. The priest can be available on request to hear confessions for family and wedding party members. All members should be present five minutes before the rehearsal is scheduled to begin. Rehearsals begin on time and are limited to one hour in length.

Reminder: no alcoholic beverages or smoking are allowed in the church and behavior appropriate for church is expected of all present.

Environment

In the Diocese of Kalamazoo, marriages must take place in a parish church. Liturgies are not permitted in homes, gardens, parks, etc.

The environment within the church changes periodically depending upon the church season. This décor is expected to remain during weddings, although some adaptation may be permitted. Flowers may be added to the existing décor but cannot be placed directly on the altar, obstruct its view or that of the pulpit.

Runners are NOT allowed. The wedding assistant will obtain approval for additional decorations from the Director of Music or the Steward of Liturgy and art and environment.

Decorating may be done before the rehearsal or on the day of the wedding. The church has some items available for use, such as aisle candles, unity candle stand and holders. Please contact your assigned Wedding Assistant for more information.

CONSIDERATIONS FOR PHOTOGRAPHERS and VIDEOGRAPHERS

Because your wedding ceremony is primarily a spiritual experience, we know you want only the very best collection of memories. Therefore, we strongly encourage you to hire a photographer and/or videographer who have an understanding of the meaning and tradition of the Catholic Church. This will enhance the liturgy for you as well as those whom you have invited to participate.

Posed pictures may be taken before or after but not during the wedding. The official photographer may take pictures during the wedding as long as he/she remains in the periphery and does not interfere in any way. No flash photography is allowed during the liturgy. Videotaping is permitted provided the camera(s) remain unobtrusive. At no time may the photographer or videographer enter the sanctuary (approach the altar) or be situated in front of the congregation. No one may move any furniture in the Church without specific permission from the priest or the wedding assistant.

All photographers and video employees must check in with the wedding assistant upon arrival for your wedding. All equipment must be removed by 3:30 p.m.

The priest or wedding assistant may bar any photographer from participating at St. Catherine's if these policies are not followed. Please present this information to the photographer you engage before the wedding so there will be no misunderstandings.

Parish Secretary Judy Bruzza 978--2340 jbruzza@stcatherinesiena.org
Steward of Music Mike Kiebel 978-2333 mkiebel@stcatherinesiena.org
Steward of Liturgy/Art & Environment Jamin Herold 978-2332
jherold@stcatherinesiena.org

Revised 1-25-11

Wedding Fees and Qualifications 2011

St Catherine of Siena Church offers the use of church facilities for weddings to Catholic couples free of charge if they meet the following qualifications:

- Bride and/or groom are registered adult members of St. Catherine's for at least 6 months prior to meeting with the priest or deacon to reserve the wedding date
- OR**
- Bride and/or groom's parents or grandparents are active members of St. Catherine's Parish.

All other non-member Catholic couples with no immediate family connection will be required to pay a non-refundable fee of \$500.00 for the use of the facility.

All couples must meet with the priest to determine the eligibility for marriage before a wedding date can be reserved.

In the Diocese of Kalamazoo, marriages must take place in a parish church. Liturgies are not permitted in homes, gardens, parks, etc.

The environment within the church changes periodically depending upon the church season. The décor in the Church and Trinity Chapel is expected to remain during weddings, although some adaptation may be permitted. The narthex displays/tables may not be moved without permission from the Front Office. Flowers may be added to the existing décor but cannot be placed directly on the altar, obstruct its view or that of the pulpit.

All couples are responsible for the payment of the following fees:

Fees	
Pianist/Organist	150.00
Wedding Assistant	125.00
Cantor for Liturgy of the Word	75.00
Cantor for Mass	75.00
Instrumentalist/Soloist (optional)	Varies
Sound Board Operator (when necessary)	50.00
Presider (current average honorarium)	150.00
Server (celebration within Mass)	25.00

Fees are to be paid in cash and along with the civil marriage license are due in the parish office on the Monday prior to wedding rehearsal.

(Updated 1/25/11)