

# GUIDELINES

for

## CELEBRATING MARRIAGE

at

## SACRED HEART CHURCH

805 Main Street  
Coshocton, OH 43812  
(740) 622-8817  
[www.sacredheartcoshocton.org](http://www.sacredheartcoshocton.org)



## SACRED HEART CATHOLIC CHURCH COSHOCOTON, OHIO

Dear Friends,

Congratulations! We welcome your inquiry about celebrating your marriage at Sacred Heart Church. It is a privilege for us to assist you as you prepare for married life.

The Catholic Church esteems marriage as very sacred. Sacred Scripture compares marriage to the covenant relationship of God with us. Saint Paul says the union of husband and wife is a sign of the union of Christ and the Church. In witnessing your marriage, our Church community wants to uphold and support you faithfully for the rest of your lives as you grow together in God who is Love.

We at Sacred Heart Church want your wedding to be a beautiful, memorable, and faith-filled occasion. Our wedding preparation program has been designed to assist you in preparing your Wedding Mass or Ceremony in our parish. These Wedding Guidelines are your first source of information about the wedding preparation process and for planning your wedding liturgy. Please read the guidelines as they are designed to assist you in this process.

As you read this packet, be assured that we are sensitive to the fact that there may be special circumstances where exceptions to these Wedding Guidelines may be needed. Although exceptions are very rare, all requests for exceptions must be discussed with and approved by the Pastor of Sacred Heart Catholic Church.

We undertake this ministry with you now, as you begin preparing for marriage. We look forward to serving you as we share our faith together.

Sincerely in Christ,

Your Parish Priest and Deacons



## WHO MAY BE MARRIED AT SACRED HEART CHURCH

Church law guarantees active, registered members of the parish, who are in good standing, with the faith and morals of the Catholic Church, the right to marry in their proper parish church.

To be considered an active, registered member of Sacred Heart Church for the purpose of marriage, the bride or groom must have been “registered” and “active” in the parish for at least one year before the scheduled date of the ceremony.

### ACTIVE REGISTERED

1. Someone who has been registered in our parish for one year before the scheduled date of the marriage; *and*
2. Someone whose contribution file indicates attendance and support; *and*
3. Regularly giving to our offertory collection or fulfilling a pledge to our parish.

\* Children of “registered” and “active” parishioners are considered members for the purpose of marriage and may be married in the church if they are attending Mass on Sundays and Holy Days.

### NON-REGISTERED OR NON-ACTIVE

1. Indicates someone who has not been registered in our parish for at least one year before the marriage; *and*
2. Someone whose contribution file does not indicate attendance and support; *and*
3. Someone who does not regularly give to our offertory collection or fulfill a pledge to the parish

\* If even one of the above criteria can be established, then you will be considered a non-registered or non-active parishioner.

\*\* For non-registered or non-active parishioners there is a \$200.00 facility usage fee, with a non-refundable \$100.00 deposit due at the time of reserving the facility. This fee is to be paid no less than seven days before the scheduled marriage.

## WHEN WEDDING CEREMONIES MAY OCCUR AT SACRED HEART

Wedding ceremonies may occur on Friday evenings, Saturday mornings or afternoons. For wedding ceremonies within Mass, the ceremony may begin *no later than* 2:00 pm on Saturday afternoon (1:00 pm during Standard Time). For wedding ceremonies outside of Mass, the ceremony may begin *no later than* 2:30 pm on Saturday afternoon (1:30 pm during Standard Time). Photographs or other post-ceremony activities must be complete by 4:00 pm on Saturday afternoon (3:00 pm during Standard Time) for the Sacrament of Reconciliation and preparation for the vigil Mass of the Sunday obligation.

Members of the bridal party who wish to get ready at the church must make arrangements with the pastor or member of the church staff for entry into the Parish Meeting Room for such preparations.

## SETTING THE DATE AND TIME FOR THE WEDDING

### APPOINTMENT WITH THE PRIEST/DEACON

The couple should make an appointment with the priest or deacon at least 6 months prior to the anticipated wedding date. If either party has been married previously, an annulment is required. This process may take up to one year to complete. No date may be scheduled until the annulment is obtained.

# DOCUMENTS NEEDED FOR MARRIAGE

## 1. BAPTISMAL RECORD

A certified copy of your baptismal certificate with notations is required. This means that you must contact the parish of your baptism and ask them to send you a copy of your baptismal certificate, with the parish seal stamped upon it. This record must be no more than six months old. The procurement of this certificate by the non-Catholic party is encouraged - at the least, the date and location of baptism is needed.

## 2. PREPARATION

- Attendance at a diocesan approved marriage preparation program:
  - Parish-Sponsored PRE-CANA program or
  - Diocesan PRE-CANA Program or
  - Engaged Encounter Weekend
- Once you have attended a Pre-Cana or an Engaged Encounter (E. E.) Weekend, we will require your diploma or certificate for the wedding file. Please contact the parish office (740-622-8817) for details on program dates and locations.
- Natural Family Planning (NFP) Instruction
  - There is a fundamental connection between children and marriage as defined by the Church. Openness to children is an essential element of marriage. Helping couples deepen conjugal love and achieve responsible parenthood is part of the Church's total pastoral ministry to Catholic spouses. Therefore, it is the policy of the Diocese of Columbus that all couples preparing for marriage attend an introductory presentation of *Natural Family Planning*.
- FOCCUS – pre-marriage inventory *and* meetings with priest or deacon.

## 3. MIXED MARRIAGE PERMISSION

If this will be a marriage between a Catholic and non-Catholic, please let us know at the time of your initial meeting with the clergy. Permission from the Bishop's Office must be given for a mixed marriage.

## 4. DELEGATION

If the Catholic party is registered in another parish, he/she will have to contact their pastor at that current parish and request "delegation" from him. The clergy of Sacred Heart need written permission, which is "delegation", from your current pastor to preside at the ceremony. Please have this sent to the officiating priest or deacon of your marriage.

## 5. MARRIAGE LICENSE

The civil license for marriage is to be presented to the priest or deacon at the time of the rehearsal. It is an illegal act for the clergy to preside over the ceremony of anyone without the license in hand.

Application for License must be made under oath by BOTH parties to the Probate Court of the county in which either resides:

Coshocton County Probate Court

Online access: [www.coshoctoncounty.net/agency/probate/Marriage.php](http://www.coshoctoncounty.net/agency/probate/Marriage.php) (Marriage Application)

Coshocton County Courthouse, 426 Main Street, Coshocton, OH 43812

Telephone: 740-622-1837

Hours: Monday – Friday, 8:00 a.m. - 4:00 p.m.

## 6. MARRIAGE INFORMATION FORM AND CONTRACT

The Marriage Information Form and the Contract for the bride and groom must be signed and returned to the priest or deacon before a date can be placed on the parish calendar.

## PLANNING THE LITURGY

A Church wedding is not only a personal event but also a liturgy of the Church. As such, the religious nature of the ceremony must be carefully preserved.

### LITURGY

Your wedding is a part of the faith life of our parish. You, as ministers of the marriage, have chosen to express freely your love and commitment to each other. The Rite of Marriage, highlighted by the exchange of vows and the blessing and exchange of rings, best conveys the Church's desire to witness your vows, to strengthen your fidelity to them, and to prayerfully support you in your life together. As with all liturgical celebrations, the full and active participation of those present is desirable. Ordinarily, the Rite of Marriage takes place in one of two contexts: within a Mass for two baptized Catholics, or outside Mass (ceremony) if either the bride or groom is not Catholic, or if one is not baptized.

### SCRIPTURE READINGS

The Rite of Marriage includes selected scriptural readings and prayer from which you may choose those that are most expressive of your personalities.

### MUSIC

All music must be approved by the Pastor or Deacon. Only liturgically appropriate music may be used at weddings. Popular and secular music, such as Broadway/film music or Top 40 songs are not appropriate liturgical music for use in the Church during the wedding Mass or ceremony. This policy also refers to vocal or instrumental music performed during the Prelude. The Wagner and Mendelssohn wedding marches associated with secular operas have not been used traditionally in the Catholic Church and are therefore not permitted. Please see the Diocesan "Music Guidelines for Wedding Liturgies" for more information. Contact the parish office for a copy or it may be viewed at:

[www.colsdioc.org/Portals/0/Departments/LIT/Documents/Music Guidelines for Wedding Liturgies.pdf](http://www.colsdioc.org/Portals/0/Departments/LIT/Documents/Music%20Guidelines%20for%20Wedding%20Liturgies.pdf)

## PEOPLE INVOLVED IN THE LITURGY

### VISITING CLERGY

It is the responsibility of the visiting clergy to read and ensure that the parish regulations are followed. Please contact the Secretary of State for information pertaining to the civil license necessary for an out-of-state priest or deacon to preside over the ceremony:

Secretary of the State of Ohio      [www.state.oh.us/sos](http://www.state.oh.us/sos)  
180 East Broad Street  
Columbus, OH 43215  
614-466-4980

### CHOOSING OTHER MINISTERS FOR THE CELEBRATION

Friends and relatives of the couple may participate in the liturgy in various roles. You may wish to select individuals to serve as lectors, altar servers, Extra-ordinary Ministers of Holy Communion, and gift bearers at the liturgy. So that these ministers feel comfortable, they should be properly trained, prepared and rehearsed. Lectors and Extra-ordinary Ministers of Holy Communion who are not regular members and/or liturgical ministers in the parish need to be properly trained to fulfill these important roles in the wedding liturgy. The gift bearers should be Catholic and able to receive Communion. Decisions about ministers may be made when the liturgy is planned.

You may wish to select children to take part in the ceremony as attendants - flower girl or ring bearer. Because the acoustics of the Church create an environment in which very young children as attendants can be a distraction, children must be, as a general rule, at least 5 years old.

## ELEMENTS INVOLVED IN THE LITURGY

### ENVIRONMENT

Very simple decorations are needed to enhance the beautiful liturgical space of Sacred Heart Church. Floral arrangements in the sanctuary should consist of natural flowers and materials and not be higher than the Altar of Sacrifice. No decorations are to be placed on the altar itself. It is customary at Sacred Heart for floral decorations to be left for the altar after the ceremony, as a gift of gratitude to the Church. For safety reasons and proper decorum, the use of candelabras, lamps and floral displays with candles are prohibited. Please see the Policy for Florists for more details. This policy must be reviewed and signed by the engaged couple, with a copy made for their records and the parish.

### THE UNITY CANDLE

The Unity Candle is not a recognized part of the Catholic wedding liturgy, according to the liturgical documents of the Church. Therefore, it may not be used during the liturgy itself. However, it may be done at the reception.

### AISLE RUNNER

The use of an aisle runner for the ceremony is prohibited.

### DRESSING ROOM

The dressing room for the bride and her attendants is located in the Parish Meeting Room in the School and is available upon request. It will be open for use on the day of the wedding. For security reasons, the wedding party is responsible for removing all of their belongings, decorations, etc. before the start of the wedding. The parish is not responsible for lost or stolen items left unattended in the Meeting Room. It is expected that the wedding party will pick up and straighten up the Meeting Room the way they found it.

### PHOTOGRAPHY

Photographers are welcome to take pictures before, during and after the ceremony. In order to avoid distractions, those taking pictures and/or video recordings are asked to check with the clergy at least 30 minutes before the celebration to arrange the locations for pictures. Since preparations for the vigil Mass of the Sunday obligation begin at 4:00 pm. (3:00 pm during Standard Time) all picture-taking must be completed by this time for a Saturday afternoon wedding. There are no exceptions to this rule. During "Standard Time" the vigil Mass is at 4:00 pm Please see the Policy for Photographers and Videographers for more details. This policy must be reviewed and signed by the engaged couple, with a copy made for their records and the parish.

## CHURCH ETIQUETTE

### FOOD/BEVERAGES

No alcoholic beverages, illegal drugs/paraphernalia or firearms are permitted on the church property prior to, during and after the wedding. Violation of this policy will result in immediate cancellation of the wedding ceremony.

We request that food and non-alcoholic beverages NOT be brought to the Church grounds or into the church or Parish Meeting Room. If food/non-alcoholic beverages are brought on the premises, it is the obligation of the bridal party to clean up completely or arrange (and pay) to have the areas cleaned. All trash should be properly disposed of; nothing should be thrown inside or outside on the church property. A \$50 deposit is required to ensure that our church property does not require cleaning after your wedding – it is returned to you if the facilities are found in proper order after the ceremony.

### FURNITURE IN THE CHURCH

Furniture in the Church is to be left in place. This applies to microphones, the individual candlesticks located in the sanctuary and all other decorations. Only clergy may make changes to the furniture arrangement.

### SMOKING

Smoking is not permitted anywhere inside the church property buildings.

## PRACTICES NOT ALLOWED IN THE CHURCH

### RECEIVING LINE AND GUEST BOOK

Receiving lines and the signing of the Guest Book are to be held at the reception only, not at the church. Please relay this information to your invited guests via the wedding program. The wedding party must vacate the church by 4:00 p.m. for Saturday weddings (3:00 p.m. during Standard Time) to allow for 4:30 p.m. Confessions and 5 p.m. Mass (3:30 p.m. Confessions and 4:00 p.m. Mass during Standard Time).

### RICE, FLOWER PETALS, BIRD SEED

No rice, flower petals, birdseed or balloons or anything else that will litter the grounds may be used as part of the wedding celebration inside or outside of the church.

## A TIME OF PREPARATION AND NEW BEGINNINGS

Marriage is a major moment in your life, and a very important sacrament for you as individuals and as a couple. Before your wedding day, you deserve a good experience of the mercy and forgiveness of God. At this important time in your lives, you can prepare for a better future together if you let God cleanse your souls of the sins of your past.

Catholics can do this by going to confession to a Catholic priest and in this sacrament of reconciliation receiving the forgiveness of sins which we call absolution. You can make your confession to any priest, including your pastor, but you are free to decide whom to ask.

It is good to make your confession about one month before your wedding. That can also help you deal with the pressures of planning, and remind you to be good to the people who love you. Waiting until the final week, or hoping to talk with a priest on the day of the rehearsal, leaves too much to chance.

Your wedding is a milestone in your life and a great new beginning. Ask God to help you be worthy of your spouse's love and the many gifts you have already received. Confess your past sins and promise to avoid them in the future.

Don't miss your best chance in years to regain a totally clear conscience and a good new attitude about yourself. Plus, you'll be starting your marriage being fully open to receiving and benefiting from God's blessing.

## FEES AND STIPENDS

### FACILITY USAGE STIPEND

The facility usage fee is to assist the parish with the costs incurred during the time of the wedding rehearsal and the wedding day, including utilities and any maintenance required prior to or following the wedding ceremony. The fee for active-registered members is \$100.00; the fee for those who are non-active/non-registered is \$200.00, with a non-refundable \$100.00 deposit due at the time of reserving the facility. This fee is to be paid no less than seven days before the scheduled marriage. The pastoral staff of Sacred Heart determines active-registered or non-active/non-registered status.

### PARISH PRIEST AND DEACON

The stipend for the clergy is a donation made in view of the time and service the clergy has provided in the preparation process. The amount should be in proportion to the other expenses budgeted. If the couple is coming from out of town to be married at Sacred Heart, it is customary to offer the clergy a minimum of \$150.00 for their assistance.

### PASTORAL MUSICIAN

Like the florist and photographer for your wedding, church musicians provide a service for making your wedding a meaningful event. Therefore, they also need to be paid a stipend for their services.

The stipend for the organist is negotiated with the couple. This fee should include meeting with the couple to plan and select music, practice time with the parish cantor, and personal practice time. It is customary that the organist does not attend the rehearsal; however, if the couple and/or the clergy choose to have the organist attend the rehearsal, then an additional \$25 stipend should be included.

The stipend for a cantor depends upon the person chosen by the couple at the suggestion of the musician and/or the couple. The cantor determines his/her own rate.

~ These stipends need to be given to the music ministers before the ceremony begins. ~

If there is a visiting soloist (instrumental or vocal), an additional \$25 stipend for the organist should be required. This fee reflects the necessity of extra practice time with the visiting soloist.

### Summary of Music Fees

Visiting Organist	Fee determined by visiting organist
Attend rehearsal	Add \$25
Work with visiting soloist	Add \$25
Parish Cantor	Fee determined by cantor
Visiting Musicians	
Outside instrumentalists or soloists	Fee determined by musicians/soloists

### SERVERS

It is customary to give servers \$20.00 each.

# THE THEOLOGY OF MARRIAGE

## I. MARRIAGE

Scripture points out early on that the image and likeness of God is shown when man and woman come together. The Church compares the marriage of spouses to Christ and the Church to demonstrate the necessity of both in the relationship. It needs to be remembered that God is the author of Marriage. He has always existed; He created us out of His love. When this is known, then the importance of love can be understood. Love draws the spouses together. This love then draws this couple to God, and because of this love others are drawn, in this case children.

One of the realities that married couples live with and must be acknowledged is sin. Evil is something that everyone has an experience with, either from their own actions or by the actions of another. Since Marriage involves two individuals, their relationship can be corrupted by sin, either consciously or unconsciously. The Marriage relationship, created by God, is a natural part of our existence, but because we have the ability to turn from God this natural relationship can be corrupted by sinful actions. Scripture points out that Adam and Eve's act of selfishness, resulting in sin, has brought about the pain of child birth and the toil of work. This fact should point out the need to rely on God's grace and the need to continue to receive the gift of grace. This means that the couple needs to consciously work to cooperate with God. For it is only with God that we can overcome sin; this is our need for Jesus and the importance of His death and resurrection.

The relationship of God to His people has been one of consistency, compassion and love. Unfortunately, the people of God have turned their backs upon Him innumerable times as the Old Testament and the New Testament demonstrate. What people need to recognize is that childbirth and labor have a redeeming fact, in that they help people to combat sinfulness in their lives. God created Marriage to show people His image and likeness, and then through His Son Jesus, He raised Marriage to the level of a sacrament. He took what He created at the beginning of time, which was governed by law to what is now written on the hearts of the faithful through the action of the sacrament.

Marriage finds its models that should be imitated in both the Old and New Testament. God made a covenant with the Israelites. He pledged to be their God always and it was a one sided pledge. He wanted to be our God. In the action of Christ, we have God again dwelling among us as one like us and accepting death, so that we would know eternal life. The first miracle that Jesus did was at the Wedding feast in Cana. The Church sees the covenantal relationship that God has with the Israelites and that Jesus has with the Church for the foundation of teachings on Marriage. That is that the matrimonial union is indissoluble. When people look on a couple that is married in the Church they should see the image and likeness of God, being a couple joined in love who have pledged their lives to each other, just as God has done with us. The help to carry this off comes from the grace of Jesus Christ. Just as He was asked to carry the burden of the Cross for us, He will also help us with the actions that His Father has requested for people to live.

Marriage serves two purposes. One of the purposes is for the good of the spouses. Marriage is an answer to God's call for the two spouses; this being so, means that each is acting holy as God is holy. The other purpose of Marriage is for the procreation and offspring of children. Because we are created in the image and likeness of God, He has allowed us to cooperate in some of His activities. One of these is bringing about a life and then caring and being responsible for that person. Marriage is a vocation. God counts on Marriage not only to help people be holy as He is holy, but to also help others to seek out God through holiness. This is done by the Church, but it most imitates God in the family.

## II. THE CELEBRATION OF MARRIAGE

We live in this world with visible signs of God by concrete actions that He has taken. In the Old Testament the Israelites were saved by the blood of the lamb on their door posts. They were fed in their travels through the desert with the bread from heaven in the morning and quail in the evening. God provided water for their thirst. Each time they were removed from the land He gave them He rescued them and brought them back. With Jesus in the New Testament, we actually have the ability to speak with God, to see that we were being heard. We also witness God's love us by Jesus accepting our punishment, so that we can heaven. God took careful preparation for His actions. In imitating God, we should also take careful preparation. This includes the procedures that the Church outlines for Marriage to take place, but it should also include the Sacrament of Penance, so that souls are not marred but shine for participation in this action with Jesus. The Sacrament of Marriage is actually conferred by each of the spouses; the priest is the official witness for the Church that the Sacrament took place. When the spouses confer this sacrament upon each other the Holy Spirit seals the covenant and it is the Holy Spirit who is the source of their love and strength to live in fidelity.

This is why the Church stresses that freedom to enter into this relationship is so important. For in the exchange of consent the Sacrament of Marriage takes place and the transformation begins. Anything that detracts from this freedom can be an obstacle for the sacrament to actually take place.

### SITUATIONS THAT CAUSE PROBLEMS FOR THE CHURCH

1. Co-habiting couples present a concern for the Church. Living together before marriage seriously compromises the teaching of the Church on the Sacrament of Marriage. The decision to live together deliberately or inadvertently shows disregard for the sacred nature of marriage vocation and covenant. Co-habitation shows to the world that the two individuals want to be known as one; the Catholic Church would like this view to exist on the day of marriage. The other issue is that co-habiting seriously compromises ones freedom. In cohabitating the couple is joined together in finances, debt and other contracts that make getting married a necessity as opposed to a freely giving oneself in love and generosity. This lack of freedom can keep the sacrament from taking place, even though you go through the motions.
2. Pregnancy is another concern. Here the question is: is the couple marrying because of the child or are the plans to marry being sped up? If it is the first question, then the couple's freedom to marry is impaired and marriage should not take place. If it is the second question then the couples maybe required to demonstrate that they have the maturity to make this decision.
3. Someone who is non-practicing in the Catholic faith, but wants to marry at Sacred Heart presents concerns. Being married in the Catholic Church at least implies that one agrees with the Church and wants God involved in their relationship; not practicing the faith runs contrary to this. Catholics are required to attend Mass on Sunday, and that is the expectation of the clergy for any Catholic who wants to be married at Sacred Heart.
4. An annulment is required for anyone who wants to get married in the Catholic Church who has been married before. This applies to both Catholics and non-Catholics. If either person has been married before he/she needs to inform the clergy at their first meeting. A date for this wedding cannot be set until the annulment has been granted.

## APPENDIX I

This form and all forms beyond this point may be detached and used in the planning process.

### DOCUMENT CHECKLIST

The following documents are included in this appendix and need to be signed, with a copy given to the parish office. Agreements involving outside parties, i.e. florists and photographers, need to be reviewed with these parties and signed, with a copy returned to the parish office. For your convenience, this checklist will assist you in keeping track of processing these documents.

\_\_\_\_\_ Marriage Information Form

\_\_\_\_\_ Wedding Liturgy Planning Sheet

\_\_\_\_\_ Music Planning Sheet

\_\_\_\_\_ Policy for Florists

\_\_\_\_\_ Policy for Photographers and Videographers

\_\_\_\_\_ Agreement to use church facilities

# MARRIAGE INFORMATION FORM

Name of Bride: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Religion: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Religion: \_\_\_\_\_

Date & Time of Rehearsal: \_\_\_\_\_

Date & Time of Wedding: \_\_\_\_\_

Name of Celebrant: \_\_\_\_\_

*A copy of this form must be given to the Clergy for approval and planning purposes.*

# WEDDING LITURGY PLANNING SHEET

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

Presider: \_\_\_\_\_ Phone: \_\_\_\_\_

Assisting Clergy: \_\_\_\_\_ Phone: \_\_\_\_\_

Organist/Musician: \_\_\_\_\_ Phone: \_\_\_\_\_

Soloist/Cantor: \_\_\_\_\_ Phone: \_\_\_\_\_

Altar Servers: \_\_\_\_\_  
\_\_\_\_\_

Lector(s) – need to be properly trained, if not a regular lector at Sacred Heart

First Reading: \_\_\_\_\_

Responsorial Psalm (*if not sung*): \_\_\_\_\_

Second Reading: \_\_\_\_\_

General Intercessions (*if deacon not present*): \_\_\_\_\_

## *Within Mass:*

Gift Bearers of the Bread/Wine – need to be Catholic and able to receive Communion.

\_\_\_\_\_

Extraordinary Ministers of Holy Communion – need to be properly trained and appointed by the Bishop, if not a regular Extraordinary Minister of Holy Communion at Sacred Heart.

\_\_\_\_\_

Photography/Video: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Attendants: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*A copy of this form must be given to the Clergy for approval and planning purposes.*

# WEDDING MUSIC PLANNING SHEET

Bride: _____	Groom: _____
Phone: _____	Phone: _____
e-mail: _____	e-mail: _____
# of Attendants: _____	# of Attendants: _____
Bride's Mailing Address: _____	
Rehearsal date/time: _____	Wedding date/time: _____
Presider: _____	Cantor/Musician: _____

**Prelude Music** (Please select 4-8 songs. If desired, select one song for seating of the mothers)  
*Music before the wedding may be vocal, instrumental or a combination of the two. Music should be chosen from the repertoire (below) of sacred and liturgical music. Popular music or "show tunes" are inappropriate, even before the service. Please see the Diocesan "Music Guidelines for Wedding Liturgies" for more information.*

**Vocal**

- |                                    |                |
|------------------------------------|----------------|
| Wedding Song (There is Love)       |                |
| Set Your Heart on the Higher Gifts |                |
| Wherever You Go                    |                |
| Like a Seal on Your Heart          | Landry         |
| O Sanctissima                      |                |
| Ave Maria                          | Franz Schubert |
| Ave Maria                          | Bach/Gounod    |

**Instrumental**

- |                              |                 |
|------------------------------|-----------------|
| Simple Gifts                 | Wilbur Held     |
| Jesu, Joy of Man's Desiring  | J. S. Bach      |
| Wedding Song (There is Love) |                 |
| Prelude in C                 | J. S. Bach      |
| Traumerei                    | Robert Schumann |
| Nocturne Op. 9 No. 2         | Chopin          |
| Triumphal March              | Grieg           |
| Solemn March                 | Handel          |
| March                        | Handel          |
| March                        | Jeremiah Clarke |

*Other vocal or instrumental selections are available to fill the remainder of the time before the ceremony; please consult the parish organist for details. It is customary to meet with the organist to hear any selections that are unfamiliar. Selections not included here need to be approved by the clergy.*

**Prelude Music:**

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## INTRODUCTORY RITE

*The two musical elements of the Introductory Rites are the processional music and the gathering song. The processional music accompanies the entrance of the ministers and bridal party. The bridesmaids enter accompanied by one song; the bride may enter with another song, as the Assembly stands. The Gathering Song (at Mass) helps to unify the Assembly and prepare them to celebrate together.*

**Processional** (may select two: one for bridesmaids; one for bride)

Trumpet Tune	Jeremiah Clarke
Trumpet Voluntary	Jeremiah Clarke
Canon in D	Pachelbel
Processional	Purcell
Trumpet Tune	David N. Johnson
Processional of Joy (Ode to Joy)	Beethoven
Watermusic	Handel
Spring (from <i>The Four Seasons</i> )	Vivaldi
Jesu, Joy of Man's Desiring	J. S. Bach

### *Processional Selections*

Bridesmaids: \_\_\_\_\_

Bride: \_\_\_\_\_

*Gathering Song* \_\_\_\_\_

Greeting/Introduction

*Gloria* (may be sung) \_\_\_\_\_

Opening Prayer

## LITURGY OF THE WORD

*The Responsorial Psalm and the Gospel Acclamation are the two musical elements here. These are fundamental moments of the Assembly's participation in the Liturgy. A cantor should lead the singing of these parts of the Liturgy.*

First Reading

### **Responsorial Psalm** (select one)

- C-1 (Psalm 33) The earth is full of the goodness of the Lord.
- C-2 (Psalm 34) Taste and see the goodness of the Lord. *OR*  
I will bless the Lord at all times.
- C-3 (Psalm 103) The Lord is kind and merciful
- C-4 (Psalm 112) Blessed the man who greatly delights in the Lord's commands.
- C-5 (Psalm 128) Blessed are those who fear the Lord. *OR*  
See how the Lord blesses those who fear him.
- C-6 (Psalm 145) The Lord is compassionate toward all his works.
- C-7 (Psalm 148) Let all praise the name of the Lord.

Second Reading

### **Gospel Acclamation**

- Mass of Creation
- Mass of Light
- Celtic Alleluia
- Other

**Gospel Verse Selections** (select one)

- E-1 Everyone who loves is begotten of God and knows God. (1 John 4:7b)
- E-2 God is love. If God loved us, we also must love one another. (1 John 4:8b,11)
- E-3 If we love one another, God remains in us and his love is brought to perfection in us. (1 John 4:12)
- E-4 Whoever remains in love, remains in God and God in him. (1 John 4:16)

**Rite of Marriage**

- Dialogue between Presider and Couple
- Consent
- Blessing & Exchange of Rings
- General Intercessions

~ IF THE CEREMONY IS OUTSIDE OF MASS, PLEASE SKIP TO THE CONCLUDING RITE. ~

**LITURGY OF THE EUCHARIST**

*The instrumental music or song used during the Preparation of the Gifts should be brief and end when the preparation of the bread and wine is completed. The acclamations of the Eucharistic Prayer (Holy, Memorial and Amen) are primary moments of congregational participation and are always sung. The Lord's Prayer is the universal Christian prayer, to be said or sung by all; therefore, solo versions are not acceptable.*

**Preparation of the Gifts** ~ (may be sung or instrumental music)

- Air, from Watermusic Handel
- Other appropriate instrumental music
- An appropriate selection from the parish hymnal or missal

*Preparation of the Gifts:* \_\_\_\_\_

**Mass Setting:** *Holy, Holy; Memorial Acclamation; Great Amen; and Lamb of God*

- Mass of Creation
- Mass of Light
- Other

- Lord's Prayer
- Nuptial Blessing
- Sign of Peace

**Communion Song(s)** (one or two songs chosen, depending on size of Assembly receiving Communion)

- I Received the Living God
- I Am the Bread of Life
- Gift of Finest Wheat
- Taste and See
- One Bread, One Body
- One Communion of Love
- An appropriate selection from the parish hymnal or missal

*Communion Song(s):* \_\_\_\_\_

Prayer after Communion

## CONCLUDING RITE

Final Blessing  
Dismissal

### Recessional

Allegro Maestoso (from <i>Watermusic</i> )	Handel
Jesu, Joy of Man's Desiring	J. S. Bach
Trumpet Tune	Jeremiah Clarke
Ode to Joy	Beethoven
Spring (from <i>The Four Seasons</i> )	Vivaldi

*Recessional:* \_\_\_\_\_

**Postlude** (optional music for departure of guests)  
Any instrumental selection from Prelude

Notes:

### **Fees:**

See Section on Fees and Stipends in Wedding Guidelines for details.  
*All musicians should be paid before the ceremony.*

\_\_\_\_\_ Yes, I wish to retain the services of extra musicians for my wedding.

\_\_\_\_\_ No, I do not wish to retain the services of extra musicians for my wedding.

\_\_\_\_\_ I wish to retain the services of an organist outside of Sacred Heart for our wedding.

\_\_\_\_\_ I wish to retain the services of outside musicians for our wedding. I understand that the pastor reserves the right to approve all musicians and music for all liturgical celebrations at Sacred Heart. I understand that the pastor may also determine at any time that outside musicians are not suitable for playing at Sacred Heart Church.

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Signature of Groom

Cc: Parish Musician  
Bridal Couple

## POLICIES FOR FLORISTS

Sacred Heart Church does not provide janitorial services on the weekends. It is therefore the responsibility of the florist or of the wedding party to remove all flowers, bows, potted plants by 4:00 p.m. on the day of the wedding (3:00 p.m. during Standard Time).

1. Florists will not move the altar furnishings or existing sanctuary arrangements to accommodate floral arrangements nor place anything on the Altar of Sacrifice.
2. The height of floral arrangements shall not exceed the height of the Altar of Sacrifice, which is 39 inches.
3. The flower girl or other bridal attendant is not permitted to drop flowers or flower petals in the main aisle during the processional.
4. Throwing rice, bird seed or any other objects is prohibited inside or outside of the church.
5. Pew markers/decorations may not be attached with tape because it damages the wood finish. Rubber bands are recommended.
6. No additional candelabras, lamps or candle arrangements from the florist are permitted.
7. No floral arches are permitted.
8. Decorating may begin at 12:30 p.m. on the day of the wedding.
9. Any non-artificial floral arrangements must be left for the Altar as a gift to the church.
10. Sacred Heart Church is not responsible for items left in the Church or Parish Meeting Room.

Florist \_\_\_\_\_

Company Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Names of the Bridal Couple \_\_\_\_\_

We agree to the policy stated above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please retain a copy of this agreement for your records. The parish will also keep a copy.*

# POLICY FOR PHOTOGRAPHERS & VIDEOGRAPHERS

We welcome photographers and videographers, both professional and amateur, for still pictures and videotapes. However, we ask that the following directives be observed. The Church itself is not a studio but a sacred place in which a community of believers worships. The photographer and videographer should keep this in mind as they plan all their decisions before, during and after the celebration of Marriage.

1. All photography must be finished by 4:00 p.m. (3:00 p.m. during Standard Time) for weddings on Saturday afternoon. Please do not cause embarrassing situations by deciding to stay "for just one more shot!"  
*There are no exceptions to this rule.*
2. Wedding photographs may precede the marriage ceremony. At least fifteen minutes before the wedding begins, the photographing of the wedding party ceases. At this time, the photographer may check in with the priest/deacon who is officiating the ceremony for any specific instructions.
3. Photographers and videographers may not enter the sanctuary. They may photograph from the side or rear of the Church only.
4. When the priest/deacon is at the pulpit for the Scripture readings or the homily, the photographer must be silent and still.
5. Formal portraits with studio equipment such as screens, props, etc., are not to be done in the Church but at home, the studio or the reception hall.
6. No Church furnishings are to be moved for pictures.
7. Flash photography may be taken during the processional and recessional only and not during the ceremony itself.
8. The photographer is not allowed to stop or slow the progress of the liturgy.
9. Photographers should be prepared to begin taking the formal pictures immediately after the wedding party leaves in the exit process.
10. Photographers and stationery video cameras are permitted in the choir loft of the Church as long as they are not on the organ or piano platforms or in the way of the organist and/or cantor.

Photographer: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Videographer: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Names of the Bridal Couple \_\_\_\_\_

We agree to the policy stated above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please retain a copy of this agreement for your records. The parish will also keep a copy.*

# AGREEMENT

Everyone who is to be married at Sacred Heart Church is asked to sign an agreement for the use of the Church. The agreement concurs with the regulations stated in this booklet. Sacred Heart Church reserves the right to cancel or postpone any scheduled wedding that deviates from these guidelines.

We have read the Sacred Heart Wedding Guidelines and agree to abide by them.

Signed:

Bride: \_\_\_\_\_

Date: \_\_\_\_\_

Groom: \_\_\_\_\_

Date: \_\_\_\_\_