

ST. ANN PARISH
POLICIES & PROCEDURES FOR WEDDINGS

14 May 2014



On the third day there was a wedding in Cana in Galilee, and the mother of Jesus was there. Jesus and his disciples were also invited to the wedding. When the wine ran short, the mother of Jesus said to him, "They have no wine." (And) Jesus said to her, "Woman, how does your concern affect me? My hour has not yet come." His mother said to the servers, "Do whatever he tells you." Now there were six stone water jars there for Jewish ceremonial washings, each holding twenty to thirty gallons. Jesus told them, "Fill the jars with water." So they filled them to the brim. Then he told them, "Draw some out now and take it to the headwaiter." So they took it. And when the headwaiter tasted the water that had become wine, without knowing where it came from (although the servers who had drawn the water knew), the headwaiter called the bridegroom and said to him, "Everyone serves good wine first, and then when people have drunk freely, an inferior one; but you have kept the good wine until now." Jesus did this as the beginning of his signs in Cana in Galilee and so revealed his glory, and his disciples began to believe in him. (John 2:1-22)

INTRODUCTION

Congratulations! Your decision to marry is an important sign of your love and commitment to each other. Your decision to be married within the Catholic Church is an important sign of your recognition that sacramental marriage is an opportunity to grow in your experience and understanding of God.

In the wedding at Cana, Jesus first “revealed his glory.” Jesus will continue to reveal who God is through your married life. So, while it is true to say that you have found love in one another, it is even more true to say that Love who is God has found you in one another.

Preparing for married life is an occasion for you to open the door to Christ in your life. The Church helps you prepare both for the day of your wedding and for years of your married life through such requirements as FOCCUS and the Pre-Cana Program. In addition, you prepare yourselves by your regular participation in the liturgy, especially Sunday Mass, and the sacrament of Reconciliation.

The procedures in this book are our parish’s attempt to help the planning of your wedding ceremony become an opportunity for you to grow in grace. In addition, as you as a couple review the prayers and readings of *Together for Life*, you have another opportunity to come to know each other and yourselves on deeper level. Together we will reflect on what it means to be married in the Lord (**Appendix A.**)

When the honeymoon is over, you may want to look into the various opportunities our parish offers for you to grow in Grace through Jesus Christ, such as: the Stewardship Way of Life; the Rite of Christian Initiation for Adults; Scripture Studies, and Eucharistic Adoration; etc.

FUNDAMENTAL REQUIREMENTS

1. In order to be married at St. Ann's at least one of you must be a **registered parishioner** of St. Ann Parish.
2. For everything that happens within the Church, the priest or his staff representative will be your only coordinator. If you wish to contract with a **wedding coordinator**, you and your coordinator need to understand that her or his consultation will relate to matters apart from what occurs within the Church at your rehearsal and within the Church at your nuptial Mass or nuptial ceremony.
3. You will need to meet with the priest who will witness your marriage and a representative from our parish so that you can get to know each other and attend to the details of preparing for this sacrament. Generally, in addition to this **initial** meeting, you can expect to meet with your priest and a parish representative **six months** prior to your wedding, and about **two weeks** prior to your wedding.
4. Additional meetings will be scheduled with members of our Pre-Cana team for the completion of the FOCCUS inventory, etc. We have provided a **checklist of important dates** on the back cover of this binder.
5. **You are responsible for scheduling all meetings.** See contact information below.

PARISH CONTACT INFORMATION

1. **St. Ann Rectory** – phone: **610-933-3732**
Fax: 610-935-7958
website: **www.churchofsaintann.org**
2. **Fr. John News**, Pastor – Rectory phone: **610-933-3732**
Email: **fathernews@gmail.com**
3. **Madelyn O'Hara** – Coordinator of Liturgical Ministries, Sacramental Preparation and Adult Formation – Phone: **610-639-0923**, Email: **stannadulted@gmail.com**
4. **Thomas Denny**, Director of Music Ministries – Home Phone: **610-948-0939**
Email: **tgdenney@verizon.net**
5. Generally, Madelyn O'Hara will be your first contact. When sending email, it is helpful if you include your name and the word "wedding" in the subject line.

INITIAL MEETING

1. Identify and discuss any possible **impediments** to your union in Catholic Marriage.
2. Receive and discuss parish document entitled ***Policies and Procedures for Weddings***.
3. Reserve the **place** for your wedding: *Please keep in mind that regular maintenance and improvements (i.e., painting, landscaping) are made in and around Church and Chapel throughout the year and may impact your wedding.*

- A) **St. Ann Church** (500 S. Main Street)
- Seats 250 people
 - Wonderful acoustics and pipe organ
 - Not air-conditioned
 - Not wheelchair accessible (8 steps)
 - No Assisted Listening System



- B) **St. Ann Chapel** (604 S. Main Street)
- Seats 500 people
 - Air-conditioned
 - Wheelchair accessible
 - Restrooms wheelchair accessible
 - Assisted Listening System



- C) **Sacred Heart Church** (146 Church Street)
- Seats 350 people
 - Air-conditioned
 - Wheelchair accessible
 - Restrooms wheelchair accessible
 - No Assisted Listening System



4. Who will officiate? Identify any **visiting clergy** who will be part of your Wedding.
5. Schedule the **day, date and time** of your wedding:
 - A) Weddings may take place during regularly scheduled parish Masses on Saturdays, Sundays, or weekdays.
 - B) Saturday weddings may be scheduled at:
 - 1) 12:00 PM, with the right to use St. Ann Church, Sacred Heart Church or Chapel from 11:00 AM to 1:30 PM.
 - 2) 2:00 PM, with the right to use Sacred Heart Church from 1:00 until 3:30 PM.
 - 3) 2:30 PM, with the right to use St. Ann Church or Chapel from 1:30 PM until 4:00 PM.
 - C) We prefer that Friday night weddings begin no later than 6:00 PM.
6. Schedule the date and time of your **rehearsal**.

7. Discuss the questions: “How much does it **cost** to get married?” and “How much does it cost to get married **in St. Ann Parish?**” (See also **Appendix B**)
8. All couples marrying in the Catholic Church must complete a **Pre-Cana** marriage preparation program (John 2:1-11). This program has two parts: Pre-Cana sessions and the FOCCUS Inventory.

St. Ann Parish conducts **Pre-Cana sessions** twice each year and we strongly recommend couples marrying here be part of these sessions. If this impossible, the Archdiocesan Family Life Office conduct Pre-Cana classes throughout the area. If you attend Pre-Cana elsewhere, please send us a copy of the certificate of completion.

A registration form for St. Ann’s Pre-Cana is program available in **Appendix C. You should register for a Pre-Cana Program as soon as possible.**

Registration for Pre-Cana includes registration for the FOCCUS Inventory, which **must be completed prior to the Pre-Cana sessions.** FOCCUS (Facilitating Open Couple Communication, Understanding & Study) is a marriage preparation aid that can help couples identify areas in their relationship that may need more discussion. FOCCUS questions cover a variety of topics and skills that are important to marriage such as: Communication, Problem Solving, Religion and Values, Parenting, Sexuality, Finances, Readiness and Covenant. Some sample questions from the FOCCUS questionnaire appear below.

Once you register for the Pre-Cana sessions, we will schedule a time for you to complete the inventory either online or at the rectory. Once the results have been tabulated, you will meet with a married couple from the parish to review the results. FOCCUS must be completed and reviewed prior to participation in Pre-Cana sessions.

<u>SAMPLE FOCCUS QUESTIONS</u>	
My family approves of my future spouse.	Agree Disagree Uncertain
My future spouse is a good listener.	Agree Disagree Uncertain
I value “keeping peace” at any price.	Agree Disagree Uncertain
We agree on the parenting roles each of us will have.	Agree Disagree Uncertain
I am concerned that my future spouse spends money foolishly.	Agree Disagree Uncertain
My family had a positive attitude toward sex.	Agree Disagree Uncertain
My future spouse sometimes puts me down.	Agree Disagree Uncertain
I have difficulty believing that God will be part of the ordinary situations and events in our marriage.	Agree Disagree Uncertain

9. Discuss whether or not your Wedding Ceremony can occur within the context of a Mass and the issue of the reception of Holy Communion for you and your guests. (See **Appendix D**)
10. Briefly review the booklet, *Together for Life* and Guidelines on Preparing the Universal Prayer (Prayer of the Faithful). (See **Appendix D**)
11. Discuss the issue of having a **Wedding Program**. In addition to the **Orders of Service** included in **Appendix D**, we can share with you sample programs from recent weddings. Your priest and our staff must review your draft copy before the program is printed.
12. Identify any special requests you have regarding the **ministers** for your wedding.
 - A) **Altar servers (2)** and **lectors (1-3)** should be practicing Catholics who are experienced in these ministries.
 - B) St. Ann Parish automatically schedules two **Altar Servers** for each wedding; if you will be supplying your own altar servers, please call Madelyn O’Hara as soon as possible. A \$10 **stipend** per server is customary. (See **Appendix B**)
 - C) If requested, St. Ann Parish can also supply experienced **lectors** for your wedding. To request parish lectors, please call Madelyn O’Hara.
13. You may want the priest who is witnessing your marriage to share in your joy at your wedding reception and/or at your rehearsal dinner. This is a good time to discuss this issue. In his absence, you might plan who will lead Grace Before Meals at your reception. Some sample prayers appear below.

SAMPLE TABLE BLESSINGS FOR USE AT YOUR WEDDING RECEPTION

I

Bless us, O Lord, and these Thy gifts which we are about to receive, from Thy bounty, through Christ our Lord. Amen

II

Heavenly Father, you give us every good gift: the gift of life, the gift of love, the gift of family, the gift of food, and most important, the gift of yourself. We thank you for revealing yourself in the love of _____ and _____. Shower them, and all of us here today, with your blessings, draw us each deeper into your love. We ask this in Jesus’ name. Amen

III

God, our Father, thank you for the gift of this day and the gift of marriage. Bless _____ and _____, all married people, and all of us present, that we may savor the joy of being together, the joy of family life, and the joy of friendship. We ask this in Jesus’ name. Amen

14. All couples marrying in the state of Pennsylvania are required to obtain a civil **Marriage License** from the Commonwealth of Pennsylvania. This may come from any county in the commonwealth. Below we have included some information regarding obtaining a marriage license locally.

PENNSYLVANIA MARRIAGE LICENSE INFORMATION

1. Both parties must appear in person to apply for their marriage license. The couple can apply in any county courthouse in the Commonwealth of Pennsylvania and be married in any county in the Commonwealth. The couple must wait three (3) days before they marry, and the marriage license remains valid for sixty (60) days.
2. Both parties must supply proof of identification and age, such as a driver's license, passport, birth certificate, or Pennsylvania non-driver's license. If either party has been divorced or widowed, they must present proof, such as a copy of the divorce decree or death certificate.
3. If either party is under the age of 18, his/her custodial parent must also appear in person. There is an additional fee that varies from county to county to cover the costs of filing the additional paperwork for the custodial parent.

The following contact information was accurate as of 14 May 2014.

Chester County

610-344-6335
Marriage License Department
Chester County Justice Center
201 W. Market Street, Suite 2200
West Chester, PA
www.chesco.org/wills

Monday through Friday
8:30 AM to 4:00 PM
\$75 cash only

Montgomery County

610-292-4965
Marriage License Dept
One Montgomery Plaza, 4th Floor
Swede and Airy Streets
Norristown, PA
rwoc.montcopa.org/rwoc

Monday through Friday
8:30 AM to 4:15 PM
\$50 cash only

15. **Directions** to St. Ann Parish and a **Site Plan** of the Parish may be found at **Appendix E** and also on our parish website. You may wish to copy these and include them in your invitations.

St. Ann Church: 500 S. Main Street

St. Ann Chapel: 604 S. Main Street

Sacred Heart Church: 146 Church Street

16. Musicians and vocalists are important ministers in your wedding liturgy.

All music and musicians must be approved by the Director of Music Ministries of St. Ann Parish. Several Saint Ann cantors are professional vocalists with extensive experience and the Director of Music Ministries will select the best one available for your wedding. You may request any Saint Ann cantor to sing at your wedding.

If *in addition* to a Saint Ann cantor you would like to have a friend or relative sing a solo as a prelude or during the wedding ceremony, he or she, and the music that you would like them to sing, would have to be approved by the Director of Music Ministries.

The Director of Music Ministries is the required principal organist for all weddings at St. Ann's Parish.

We have included a short list of suggested music for weddings. This list may be found in **Appendix F**. This is by no means a complete list of acceptable musical compositions but should give you a good starting point. If you have a favorite hymn or other sacred musical composition that is not on the list we will do our best to incorporate it into the wedding ceremony.

The Director of Music Ministries will also assist you with planning the music and will contract all vocalists and additional professional musicians as needed.

The pastor has authorized the Director of Music Ministries to charge a fee for wedding related work. The fee for the Director of Music Ministries includes personal, phone, or email consultation, plus performance at the wedding service. There are additional fees for vocalists and other musicians. All fees are handled directly by our Director of Music Ministries and checks can be made out to him.

Wedding Music Fee Schedule

Director of Music Ministries --\$300
Vocalist -- \$200.
Flute -- \$200.
Violin -- \$200-\$250
Trumpet -- \$250
Harp -- \$300-\$450
String Quartet \$800-\$1000

Please contact the Director of Music Ministries, Mr. Thomas G. Denny, no later than six months before your wedding so that he can engage the needed musicians for your wedding.

Tom Denny (tgdenny@verizon.net)

Please include "Wedding mm/dd/yyyy" in the subject line.

Phone: 610-948-0939

SIX MONTHS BEFORE YOUR WEDDING

1. Six months prior to the date of your wedding you will need to make an appointment to meet with your priest to do the following:
 - A) All Catholic parties will need to present a **currently issued** copy of their **Baptismal Certificate**. These can be obtained by calling the parish where you were baptized.
 - B) All Catholic parties must present a **Letter of Freedom to Marry** from the pastor of the parish in which they are registered (unless they are registered in St. Ann Parish).
 - C) All non-Catholic parties who have been baptized need to present a copy of their **Baptismal Certificate**.
 - D) Complete the **Pre-Nuptial Investigation** for the parish records.
 - E) Apply for any necessary **Dispensations, Permissions, or Delegations** from other Church Officials.
 - F) Each of you must arrange for **Affidavits** from any two adults who have known you your entire adult life (e.g., parents, siblings, relatives, friends). Such testimony addresses the need of consulting the community regarding your freedom and readiness to marry.

Testimony may be taken by phone; please ask the four people you designate to call Madelyn O'Hara to give their testimony.

ABOUT TWO WEEKS BEFORE YOUR WEDDING

1. About **two weeks** before the day of your wedding you will need to contact Madelyn O'Hara to schedule a brief appointment with one of our Wedding Greeters to:
 - A) Give parish staff your civil **Marriage License**.
 - B) Give parish staff three envelopes with the **stipends** for the priest (\$25) and for the two altar servers (\$10 each). (**See Appendix B**)
 - C) Give parish staff your **Selection Sheet** from *Together for Life*.
 - D) Give parish staff your **Wedding Program**, if you are using one.
 - E) Go over matters related to the ceremony so that your rehearsal will proceed smoothly. (see next page)
 - F) Discuss the use of a Unity Candle.
 - G) Spell-check the names of the bride, groom, best man, and maid (matron) of honor.
 - H) Confirm your liturgical ministers
 1. Altar servers
 2. Lectors
 3. Gift Presenters
 - I) Confirm these parish administrative issues:
 1. Name after marriage ("Mr. & Mrs. Smith")
 2. Address after marriage
 4. Parish registration

Checklist for Pre-Rehearsal Meeting

1. Discuss parents and relationships.
2. Discuss Entrance Procession (eg. will the women in bridal party be escorted or unescorted?)

Typical order for procession (women unescorted)

- a. The Groom and Best Man are in sacristy.
 - b. The Bride, her attendants and parents to be formally escorted in are in vestibule.
 - c. The Bride tells the Wedding Greeter that she is ready.
 - d. Once Bride and priest are ready, grandparents/parents are escorted in; groom's first, bride's second.
If a unity candle is being lit by mothers, groom's mother is escorted to candle, then bride's mother. After candle is lit, groom's mother, is escorted back to pew, then bride's mother is escorted to her pew. Groomsmen go to sacristy.
 - e. All men in bridal party assemble in sacristy with groom.
 - f. At the priest's direction, the men in bridal party enter the sanctuary and go to their places to await their partners.
 - g. At priest's direction, the first woman attendant enters; meets her partner, they bow and enter first pew. As they enter pew, next attendant enters.
 - h. The bride and her father come up the aisle.
 - i. At the front of the church the father removes the bride's veil, gives her a kiss, and presents her hand to the groom.
3. Usher Issues (eg. Restroom, statues, reserved Pews, balance for seating congregation).

ABOUT ONE WEEK BEFORE YOUR WEDDING

- 1.** The **Sacrament of Reconciliation** should be part of the preparation for your celebration of the Sacrament of Matrimony, and the occasion of your wedding can become an occasion of renewing your relationship with God in his Church. The most fitting time for the Sacrament of Reconciliation is about a week prior to your wedding. The sacrament is usually available twice each week – Tuesdays at 8:30 a.m. in St. Ann Church and Saturdays at 3:45 p.m. in Sacred Heart Church. **Confessions will not be heard on the night of your wedding rehearsal.**

YOUR WEDDING REHEARSAL

1. The bride, the groom, the bridal party, the parents of the bride and the groom, and any readers or servers provided by the couple are the only people who need to attend the wedding rehearsal. Plan for the rehearsal to take about an hour.
2. If you will be using a **Unity Candle**, you must bring the candles and holder to the rehearsal and make provisions for removing them from the church after the ceremony. Please be certain that decorative materials do not cause a fire hazard; nothing flammable should be attached to the candles.
3. We encourage you to bring any other items that will be used at your wedding to the rehearsal (e.g. programs, ring pillow). We will store them in the rectory and our Wedding Greeter will make certain they are in place prior to the service.
4. Please remind your family and friends to make every effort to arrive so that the rehearsal can begin at the scheduled time. We have allotted one hour for your rehearsal and want to be able to give you that full time.

MISCELLANEOUS WEDDING DAY MATTERS

1. Often in the bustle of wedding preparation, the spiritual dimension of this event can get overshadowed. One casualty is often **Sunday Mass**. Plan to attend Mass the Sunday after your wedding and plan to make it easy for overnight guests to do the same. Families frequently plan a farewell brunch the day following the wedding, if this day is Sunday, why not continue the celebration by inviting them all to attend Mass before your brunch.
2. **Ministers of Hospitality** from the parish will be present on your wedding day to help as needed before, during and after the service.
3. **During your Nuptial Mass or Ceremony all readings and prayers will be read from the Church's ritual books.** Your lectors can be supplied with copies of the readings exactly as they will appear in the Lectionary to prepare in advance. The Lectionary will be set up for the Scripture readings; your lectors should come to the church about 30 minutes before the ceremony to be comfortable with how to find their selection.

If you are writing your own Universal Prayer (Prayer of the Faithful) please give a copy to our staff in advance, so they can be incorporated in the ritual book rather than read from a piece of paper carried to the altar.

4. **Flowers** are optional; however, if you opt for flowers in Church, the arrangements and cost of providing flowers will be your responsibility. You may decide to leave the flowers in church as a donation to the parish, or you may take them with you after the ceremony. Please inform your florist that any vases or containers that must be returned, should be labeled and picked up shortly after the wedding.

If there is a second wedding on the day of your wedding, you may want to check with the other engaged couple to discuss floral arrangements, colors, and cost.

Your florist must check with the rectory staff during regular business hours (Monday - Friday; 9:00 A.M. - 3:00 P.M.) two days before your wedding to arrange a time to deliver and set up your flowers in church. Other services (eg. Funerals) may be scheduled that day.

5. For the sake of safety, the use of an **aisle runner** is not permitted.
6. **Pets** are not permitted in the church before, during or after the Nuptial Service.

7. Since you have chosen to be married within a context of prayer, you will need to make clear to your **photographer** and/or **videographer** that you do not want any undue distractions during your wedding ceremony.

During the entrance procession and during the closing recession flash photography and bright lights are permitted; however, such technology is not permitted during the Service.

You are welcome to have some photographs taken in church for **20 minutes** after your wedding, but we need you and your guests to conduct yourselves in a manner which is fitting for the interior of a church during this period and we need you to be out of the church within 90 minutes of the scheduled start of your wedding. **See Appendix G** for a copy of Parish Policies for Wedding Photographers that you should give to your photographer.

8. We ask that your wedding guests **not throw anything** (confetti, rice, birdseed, flower petals) either in the church or outside of church. No balloons are permitted inside church. Lately wedding parties have been using bubbles to celebrate outside of church after the wedding ceremony, and this is acceptable.
9. **Finally, please do your best to be arrive at the church so that the service may begin at the scheduled time.** Please remind your bridal party, photographers, limousine drivers, etc, that you have the church reserved for 2 ½ hours beginning 1 hour before your scheduled start time (for a 2:30 wedding, the church is reserved from 1:30 PM until 4:00 PM). Delays in starting have an effect on others who may be scheduled to use the church before or after you, and on our wedding greeters and servers who are volunteering their time to assist you.