

Marriage Preparation & Wedding Ceremony Guidelines

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Dear Engaged Couple,

Congratulations on your engagement! This is a sacred time in your lives, and we are delighted to walk with you as you prepare for the beautiful vocation of marriage. Your decision to enter into this lifelong covenant with God and each other is a powerful witness faith in our community.

As you plan your wedding day, I encourage you to also prepare your hearts for a lifetime of marriage. Together with God, you will walk a path filled with blessings, challenges, growth, and grace. Our parish is here to support you. Whether through sacramental preparation, spiritual guidance, or simply being a place of prayer, we want to help you begin your married life together.

Please don't hesitate to reach out with any questions along the way. May the Lord bless your engagement and guide you as you prepare to say, "I do". We look forward to seeing what God does in your relationship in the months ahead.

Sincerely,

Father David Schalk

W JULL

Pastor

CONGRATULATIONS & GENERAL INFORMATION!

We rejoice with you as you prepare to enter Holy Matrimony, a Sacrament of the Catholic Church. The faith community is called to rejoice in a special way when a Bride and Groom commit themselves to one another and to the Lord. As you express your love for one another, it is our hope and prayer that your wedding is one in which you, your families, and guests, come to know the love of God in a more profound way. More than just preparing for a wedding, we hope to get you started in your preparation for a fulfilling and lifelong marriage. We look forward to walking with you on this aspect of your journey of life and faith.

The Catechism of the Catholic Church states that the Sacrament of Matrimony is... "The intimate community of life and love which constitutes the married state has been established by the Creator and endowed by Him with its own proper laws...God Himself is the author of marriage. The vocation to the Sacrament of Matrimony is written in the very nature of man and woman as they came from the hand of the Creator. The Sacrament of Matrimony is not a purely human institution despite the many variations it may have undergone through the centuries in different cultures, social structures, and spiritual attitudes" (CCC,1603).

This list of Guidelines for the celebration of Marriage at St. Peter St. Joan of Arc Catholic Church has been assembled to assist couples in preparing for marriage and a wedding ceremony that will reflect the Church's understanding of the sacredness of Marriage, during a ceremony that is reverent, joyful and appropriate to the dignity of the Sacrament of Holy Matrimony.

Initial Inquiry:

The regulations of the **Diocese of Columbus** require that the scheduling of a wedding must be made at least 6-9 months in advance of the proposed wedding date. Since certain times of the year are more in demand, often much more notice is advisable if a couple has the need of a very specific date in mind.

Confirming a Wedding date:

No date will be set or confirmed until the bride & groom have met with a member of Clergy and he has determined they are free to marry in the church. PLEASE DO NOT PUT ANY DEPOSITS OR MONEY DOWN ON ANY SPECIFIC DATES WITH ANY VENUES OR VENDORS UNTIL YOU RECEIVE CONFIRMATION OF DATES AND TIME FROM THE MARRIAGE PREPARATION COORDINATOR.

Use of the Church:

St. Peter St. and Joan of Arc Churches will be made available for weddings of members of St. Peter St. Joan of Arc Parish or for weddings of those whose parents are registered members of St. Peter St. Joan of Arc. Access will be available 1 hour before for decorating and getting dressed and 1 hour after for pictures and cleanup unless arranged otherwise.

Celebrant: A Priest or Deacon currently assigned to the Parish will usually officiate at all Marriage Liturgies taking place at St. Peter St. Joan of Arc. Exceptions to this rule will be at the discretion of the Pastor.

Day/Time of Wedding:

Weddings will be scheduled at times that do not conflict with other scheduled church functions, such as daily or weekend Masses or other Sacraments (i.e. Confirmation). Weddings are typically held on at St. Joan of Arc church on Saturdays at 1:00 p.m. or at St. Peter church on Saturday at 1:00 p.m. or 4:00 p.m. Other days and times may be possible at the discretion of the Pastor and depending on clergy and church availability. Ordinarily, weddings are not scheduled during Lent or Holy Days of obligation. If these dates are requested, they must be approved by the Pastor in advance.

Process of Preparation:

This process is intended to assist the couple in assessing their own readiness for Marriage, help their planning to live out the commitment of Marriage, and to make sure the pre-requisites for a valid Catholic marriage will be met. The required steps of preparation are set forth by the Diocese of Columbus.

Fees:

The overall cost of having your wedding at St. Peter St. Joan of Arc is about \$ 1,000 - \$ 1,200, depending on the type of ceremony and any special/additional musicians. There is no cost for the Sacrament itself; the fees cover stipends for the musicians, wedding ceremony coordinator, clergy, altar servers (if having a Mass) plus church use and cleaning. Fee payment is due 2 weeks prior to the wedding date. If only completing marriage preparation requirements (ceremony at another parish) or having a small ceremony at St. Peter St. Joan of Arc (without music or a wedding ceremony coordinator) then the cost is \$150. If you are unsure whether this applies to you, please confirm this with the Marriage Preparation Coordinator.

Ceremony Notes:

The sanctuary of the church where the marriage ceremony takes place is a sacred place of worship, and marriage is a Sacrament in the Catholic Church. As such a spirit of reverence and respect (in words, actions, dress and decor) is expected to be maintained by all present at all times. Additionally, St. Peter St. Joan of Arc's Wedding Ceremony Coordinator will assist you in planning your wedding liturgy and be on hand to run both your rehearsal and wedding ceremony. Please note that the planning and coordination of the wedding ceremony and liturgy must be handled exclusively by our SPSJOA wedding ceremony coordinator. Outside wedding planners are NOT permitted to plan or direct any aspect of the ceremony or liturgical elements that take place at the church.

- Food or drink are not permitted in the church at any time. There is no Smoking is allowed inside
 any of the SPSJOA church buildings.
- No alcoholic beverages are to be consumed on the premises the days of the rehearsal or thewedding. The use of alcohol by anyone will jeopardize the wedding taking place! No exceptions will be made for any reason.
- Any other activities that detract from the Order of Holy Matrimony are prohibited. These include
 carrying of signs into the church proper by attendants, the use of wagons/carts, or pets being
 present for the ceremony or pictures. The St. Peter St. Joan of Arc Wedding Ceremony
 Coordinator can answer any specific questions you may have. Some current or popular trends
 that may be better suited for the reception or venue

SCHEDULING A WEDDING AT ST. PETER ST. JOAN OF ARC

- Inquiry: Contact the Marriage Preparation Coordinator at (614) 761-0905, x303 or kbrady@spsjoa.org. She will complete a <u>Marriage Register intake form</u> with you, give you an overview of the process, and answer any initial questions you have.
- Baptism Certificates: Bride and Groom contact their respective churches of Baptism to request a new/recent Baptism Certificate with all Sacrament Notations and Parish Seal to be created and mailed directly to:

St. Peter St. Joan of Arc Catholic Church Attn: Marriage Prep. 10700 Liberty Rd. Powell, OH 43065

- 3. Previous Marriages: If the bride or groom have any previous marriages (civil/legal or church), they must provide either a <u>Decree of Nullity</u> granted by a Catholic Church Tribunal OR a <u>Certificate of Death</u> for each previous spouse. Brides and Grooms who are already civilly married to each other must provide a certified copy of the Marriage Abstract record.
- 4. Freedom to Marry: Once these documents have been received by the parish, the Marriage Preparation Coordinator will schedule an initial meeting for the Bride and Groom with a Priest or Deacon. He will talk with the couple about the Marriage Sacrament and ask the couple questions to determine their Freedom to Marry in the Catholic Church.
 - a. In addition, the Marriage Preparation Coordinator will call and speak with one person for the Bride and one person for the Groom to ask additional questions about their Freedom to Marry in the Catholic Church.
 - b. Alternatively, if the couple lives elsewhere, they will meet with a Priest or Deacon at their local parish. The Pastor of their local parish will mail a signed and sealed letter to our parish Pastor which must include statements that the couple is free to marry in the church, will be receiving their marriage preparation at their local parish, and have permission to marry at St. Peter St. Joan of Arc (a template can be provided upon request). Additionally, their local parish will be responsible for providing documentation of their pre-nuptial investigation, freedom to marry, and marriage preparation that must be received by St. Peter St. Joan of Arc no later than one month before the wedding date.
- Confirmed Wedding Date: Once the above steps have been completed, the Marriage Preparation
 Coordinator will confirm a wedding date for the Bride and Groom, taking into account church,
 staff, and clergy availability as well as other Sacraments and Holy Days/Seasons.

MARRIAGE PREPARATION REQUIREMENTS

The Marriage Preparation Process Requirements are set by the Bishop and the Diocese of Columbus Office of Marriage and Family Life and are listed below:



CONGRATULATIONS ON YOUR ENGAGEMENT!

While we outline the aspects of marriage preparation that are offered below, the best resource for you is your parish priest or deacon, who will accompany you on this journey.

- 1. MEET WITH YOUR PRIEST OR DEACON: This should be done as soon as possible, as the priest or deacon will accompany you throughout your engagement. The priest or deacon will determine your freedom to marry and explain the marriage preparation process. This meeting would ideally be nine months (or more) before the wedding date.
- 2. MARRIAGE PREPARATION INVENTORY: Soon after your initial meeting with your priest or deacon, the parish will ask you to complete a marriage preparation inventory. This inventory is a set of questions giving a couple a current snapshot of their relationship when it comes to assessing individual habits, expectations, and values (the Fully Engaged program is the inventory and mentor couple program used in the diocese). This inventory provides you a unique opportunity to discuss various topics and build a strong foundation for your life together. This inventory will be tied with the Sponsor Mentor Couple Program, (i.e. Fully Engaged).
- 3. PRE-CANA FORMATION DAY: This one-day event will give couples a theological foundation for the Sacrament of Matrimony. The day also offers time for couples to pray together and grow in their faith. There are Pre-Cana Formation Days offered throughout the Diocese of Columbus at various times during the year.
- 4. NATURAL FAMILY PLANNING (NFP): During your engagement preparation process, Couples will need to go through a full training of Natural Family Planning (NFP). Trainings consists of one on one meetings (either in-person or virtual) to be educated in NFP charting. There are four approved NFP methods to choose from: Billings, Creighton, Marquette, and Stympto-Pro/Couple to Couple. Cost and length of meetings will vary depending on the method chosen, and couples medical history. It is recommended a couple plan for 4-6 months consisting of 4-8 meetings. NFP respects the love giving and life-giving natures of marriage, and enriches the bond between husband and wife. Within marriage, the couple can utilize the knowledge gained through NFP to either achieve or postpone pregnancies without violating God's design or disrupting a woman's biology.
- 5. MEETINGS WITH MENTOR COUPLE: Your parish (or the priest/deacon) will assign you a Sponsor Couple to meet with throughout your engagement to go over the results of your premarital inventory, discuss other life-skills, and how the grace received from the Sacrament will impact your marriage. The pre-marital program, Fully Engaged, is the resource used for these meetings. The number of meetings an engaged couple will have with the mentor couple can vary depending on the results of the inventory, but couples can expect between 5-6 meetings with the mentor couple.
- 6. LAST STEPS: After completing the Pre-Cana Formation Day, NFP, and Fully Engaged Mentor Couple Sessions, it is important to return to your priest or deacon to finish any final preparations for your wedding. This can include (but is not limited to): final interviews, preparing the liturgy for your wedding day (i.e. readings, music selection, servers, giftbearers, etc.), and an opportunity to receive the Sacrament of Reconciliation (we have provided a Confession Guide for Engaged Couples to help you).

We hope this guide assists you in your journey as you pray, plan, and prepare for your upcoming nuptials.

Please be assured of our prayers for you both and your families.

PRE-CANA DATES AND LOCATIONS NFP CLASSES CONFESSION GUIDE FOR ENGAGED COUPLES

For couples getting married at another parish but doing marriage preparation at St. Peter St. Joan of Arc:

Once you have completed all marriage preparation requirements as described above, then we will provide all necessary documentation to the parish where your wedding will take place no later than one month prior to your wedding date. Please see the fee schedule on the Marriage Prep Checklist on page ###.

For couples completing their marriage preparation at another parish (due to living far away):

You will complete all marriage preparation with your local parish according to their Diocesan requirements, and documentation of completion of marriage preparation should be provided to St. Peter St. Joan of Arc no later than one month prior to your wedding date.

Marriage License:

A valid Marriage License issued by a Probate Court in an Ohio County is legally required to get married in Ohio and thus at St. Peter St. Joan of Arc.

- Issuance of Civil License: A Marriage License can be obtained 60 days prior to the wedding
 date. The license is valid only for 60 days. We strongly advise that you apply for your license
 asap at 60 days.
- Application for Marriage License: Is to be made under oath in person by BOTH parties at the Probate Court in the Ohio county where either Bride or Groom resides.
- If neither the bride nor the groom live in the State of Ohio, then they need to apply in the
 Ohio County Probate Court where the wedding will take place (Franklin County for
 weddings that will take place at St. Peter Church; Delaware County for weddings that will
 take place at St. Joan of Arc Church.) The Marriage Preparation Coordinator will provide a
 letter stating where you will be provided, and you must take this letter with you to the court
 when you apply for your marriage license.
- For the most up to date information on requirements, contact information, and hours, please see the specific website for the Ohio county:
 - For Franklin County: https://probate.franklincountyohio.gov/departments/marriage
 - o For Delaware County: https://probate.co.delaware.oh.us/formsservice/marriage/
 - If you live in a county other than those listed above, a web search for your county probate court in Ohio should return the needed website.

PLANNING THE WEDDING LITURGY CEREMONY

To begin planning your wedding ceremony: Please go to www.foryourmarriage.org.
 This site will assist you in planning the Order of the Catholic Matrimony. It will explain each section of the Liturgy and will walk you through the allowable options for the Readings and Psalm. You will provide your choices to the Wedding Ceremony Coordinator.

2. Parish Wedding Ceremony Coordinator:

Soon after your wedding date is scheduled, the Parish Wedding Ceremony Coordinator (from St. Peter St. Joan of Arc) will contact you. At that time in-person meetings will be scheduled 6 mos. prior to the wedding day, 2-3 months prior to the wedding day and 2-3 weeks prior to the wedding day. In this initial meeting you will discuss all details regarding your ceremony. You will be able to address any questions you may have.

You will be given Wedding Ceremony Detail pages. This will be filled out by you with all specifics of your ceremony (arrival times, bridal party, entrance processional, readings, music, photographer, florist, etc.) You will also be shown changing rooms and areas of the church used for the ceremony. There is more info following for Florist (pg. 8), Photographer/Videographers (pg. 9), Music (pg. 10).

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3.	Ceremony	Pren	arations
200	CCICILIOITY		MI METOTES:

(The Wed	ding Ceremony Coordinator. will discuss the following with you in your first meeting.)
	Photographer/Videographer
_	Florist
	Ceremony Programs
	Changing Rooms
_	Bridal and Wedding Party Attire
	Church Décor
	Additional Ceremony participants: (bridal party and additional ceremony participants

4. Rehearsal and Wedding Ceremony Times: St. Peter St. Joan of Arc

Rehearsals are typically from 4:00pm to 5:00pm on Fridays. Typically finished no later than 6:00pm. All wedding ceremony participants are expected to attend the rehearsal.

- a. Wedding Ceremony: Saturdays at 1:00pm (both campuses)
- b. Wedding Ceremony: Saturday at 4:00 pm, (St. Peter only)
- c. All weddings will begin on time. Line-up is typically 15 minutes before ceremony time

FLORIST GUIDELINES

BRIDE AND GROOM PLEASE REVIEW AND PROVIDE A COPY OF THIS PAGE TO YOUR FLORIST.

We welcome florists and their assistants to St. Peter and St. Joan of Arc Churches. To aid in the planning, we have the following requirements:

Since marriage is a Sacramental celebration of the Church, in which a couple enters into a lifetime Covenant before God, floral arrangements should enhance the beauty of the occasion and not compete for attention.

In Catholic theology, the altar is the most sacred part of the Church, reserved for the celebration of the memorial of the Last Supper. No flowers or other decoration of any kind may be placed on the altar, nor obstruct its view or the reverent flow of movement around it. Flowers may not be higher than the altar. Following are some appropriate options:

near the altar, in front of the ambo (lectern), on the far corners of the steps near the railings, draped on the pew ends, in the narthex by the doors to the entrance of church proper, on the program table.

If any existing plants or floral arrangements near the altar are moved for the wedding, it is required that they be returned to their original location.

We suggest that you take your arrangements with you after the wedding, but if you choose to leave them, please inform the Wedding Coord. of this when you meet.

Due to safety concerns, there are to be no aisle runners or candles. Flower girls are not permitted to toss petals or other objects in the aisle in front of the bride or at any other time.

Nothing should be taped, glued, tacked or nailed to the pews or woodwork. We suggest ribbons, ties or bands for pew enhancement.

The Wedding Ceremony Coordinator will discuss all details with you.

PHOTOGRAPHER/VIDEOGRAPHERS GUIDELINES

BRIDE AND GROOM PLEASE REVIEW AND PROVIDE A COPY OF THIS PAGE TO YOUR PHOTOGRAPHERS/VIDEOGRAPHERS.

We welcome photographers/videographers to the church, both still photographs and video. For a positive experience, we ask that the following directives are followed.

It is our firm belief that a wedding is a sacred ceremony, not a photographic production. Photographers/videographers need to keep this in mind during all parts of the ceremony, and please remain as inconspicuous as possible. For posed pictures, remember the sacred appointments of the church building. No comedic or suggestive poses, or props are permitted.

The photographer/videographer should check in with the Wedding Ceremony Coordinator. upon arrival. You will be directed to the proper areas from which to photograph/video. We ask that you remain unobtrusive during the wedding procession and do not stop this activity or at any point during the ceremony to obtain photographs/videos. There is to be absolutely no flash photography during the ceremony after the processional.

During the ceremony the photographer/videographer is not to enter the Sanctuary (the area including the steps and floor levels leading up to the altar), or the area near the reader, or the musicians and cantor.

Photographers/videographers are requested to be seated and silent when the readers or Celebrant are in the pulpit for the Proclamation of Scriptures.

Please do not at any time move furnishings, microphones or other appointments in the church proper.

There is approximately 60 minutes from the end of the actual ceremony to complete all pictures and vacate the grounds with equipment. This should be by 3:00pm if at St. Joan of Arc or 6:00pm if at St. Peter.

Keep in mind appropriate attire for photographers- including no headwear (ie: hats, ballcaps).

MUSIC GUIDELINES

Our musicians look forward to enhancing your celebration of the Sacrament of Holy Matrimony. Music contributes a great deal to the celebration of the Catholic wedding Liturgy and should express And support the fundamental understanding of the Catholic Rite of Matrimony. The music selected should be liturgical (appropriate to the nature of the Roman Catholic Liturgy), musically beautiful, and pastoral (helping the gathered community to pray and give expression to faith).

The Director of Sacred Music will guide you in choosing music that is both appropriate and meaningful for your wedding Liturgy. You will be given a list of acceptable songs for the ceremony.

The basic music fee for weddings at St. Peter Joan of Arc is \$350 (additional fees may be incurred if additional musicians are used). This fee includes planning with the Director of Sacred Music, a wedding cantor from the parish that is trained in Catholic Liturgy, and accompanist from the church. We have other options available (violin, cello, flute etc.), which the Music Director will arrange. Please note that musicians do not attend rehearsal.

Please contact the Director of Sacred Music at least 2 months prior to your wedding date.

<u>Director of Sacred Music</u> Crystal Bensonhaver (614) 761-0905, ext 323 cbensonhaver@spsjoa.org

We look forward to assisting you in any way that we can to help make your sacred Wedding ceremony a most memorable and special day for you!

On the following page are specifics of fees and a checklist of needs from you for your wedding.

ACKNOWLEDGMENT & SIGNATURE PAGE

I confirm that I have read and understand the contents of this document, St. Peter S			
Joan of Arc Marriage Preparation and Wedding Ceremony Guidelines, and I accept responsibility for the information it contains. I further understand that failing to			
marriage preparation and risks cancellat	ion of my wedding. The final decision rests		
with the St. Peter St. Joan of Arc Pastor.			
D.11/ C.	D. (-		
Bride's Signature	Date		
	D. (-		
Groom's Signature	Date		

BRIDE & GROOM CHECKLISTS & FEES

MEETINGS/CLASSES:

		Inquiry Meeting with Marriage Preparation Coordinator:		
		Clergy Meetings:		
		o First Meeting / Freedom to Marry:		
		Marriage Prep Review Meeting:		
		Final Meeting / Ceremony prep:		
		Volunteer Marriage Mentor Couple Meetings		
		Meeting 1: Add'l meetings (if needed):		
		o Meeting 2:		
		o Meeting 3:		
		Wedding Ceremony Coordinator Meetings		
		o 5-6 Month meeting:		
		o 2-3 Month meeting:		
		o 2-3 Week meeting:		
		Diocesan Pre-Cana Formation Day:		
		Natural Family Planning Course:		
		o Intro course taken		
		 2 months of meeting with a certified NFP trainer 		
MARI	RIA	GE PREPARATION PAPERWORK*:		
*To be	pro	ovided to the Marriage Preparation Coordinator		
	_	Recent Baptism Certificates with Sacrament Notations		
	_	o Groom		
		o Bride		
		Documents required for EACH previous marriage:		
		Certificate of Death of former spouse		
		OR		
		 Declaration of Nullity (Annulment from Catholic Tribunal) 		
		Certified Copy of Marriage Record (if currently civilly married)		
		Freedom to Marry Affidavits		
		Letter of intent (if getting married or doing preparation at another parish)		
		Letters of permission (if registered at another parish)		
		o Bride:		
		o Groom:		
		Completion of Online Fully Engaged Premarital Inventory (Questionnaire)		
		Completion of Mentor Couple Meetings		
		Certificate of Completion for Diocesan Pre-Cana Formation Day		
		Certificate of Completion for FULL (not intro) Natural Family Planning Course		
		Marriage License (copy)		

WEDDING CEREMONY PLANNING**:

**To be pr	ovided to the Wedding Ceremony Coordinator
	Wedding Ceremony Details Pages completed with Wedding Ceremony Coordinator
	Music Selected from Approved Options and provided to Director of Sacred Music by
	the 2 nd meeting
	Readings Selected from Approved Options (see the website foryourmarriage.org for
	options)
	All Fees Paid (see below for breakout)
	Marriage License (original)

FEES***:

***One single check for the Total should be made out to "St. Peter St. Joan of Arc Catholic Church" with your last names and wedding date in the Memo and given to the Wedding Ceremony Coordinator at your final meeting <u>no later than 2 weeks prior to the wedding date</u>.

(Any other fees paid to individuals participating in the ceremony that are not from St. Peter St. Joan of Arc should be handled by the couple and not as payment through St. Peter St. Joan of Arc.)

\$350	Basic Music Fee (An organist (\$200) and cantor (\$150) are required.)
\$	Other Music Fees (Special Cantor or additional musicians approved in
	advance by the Director of Sacred Music.)
\$300	Wedding Ceremony Coordinator Stipend
\$150	Clergy Stipend
\$200	Church Fee (facilities use, cleaning, etc.)
\$ 50	Altar Server Stipend (Two servers are required - \$25/each.)
\$	Total Fees paid to "St. Peter St. Joan of Arc Catholic Church" ***

Note: For marriage preparation only (wedding ceremony at another parish), the total fee is \$150 given to the Marriage Preparation Coordinator at the time marriage preparation is completed (must be done at least 2 months before your wedding date)... If the wedding is outside the United States, an additional mailing fee of \$100 and other requirements may apply (this must be done 3 months before your wedding date)...