

*Guidelines for
Celebrating the
Sacrament of Marriage
at
St. Francis de Sales
Roman Catholic Church
40 Granville Street
Newark, Ohio 43055*



Your wedding day is a very special day of your life and those who share it. On this day, you make a covenant with each other and with God in the presence of the clergy, your relatives and friends as witnesses to this beautiful sacrament.

We at St. Francis de Sales Roman Catholic Church want your wedding to be memorable and fully significant. Our wedding preparation program has been thoughtfully designed to assist you in planning and preparing your Wedding Mass or Ceremony. Please read and follow the guidelines. If you have any questions, please do not hesitate to call us. Be assured that we are sensitive to the fact that there may be special situations where exceptions to these wedding guidelines or the suggested stipends may be needed. Any exception should be discussed with, and approved by, the pastor.

May our Lord bless you in your decision for marriage in the Catholic Church and may good St. Francis de Sales guide your path to unity in God's sacrament.

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Important Contact Information

Parish Office (appointments, forms, wedding file, Johnson Hall rental):

Grace Wright, Administrative Assistant

gwright@stfrancisparish.net

740-345-9874, x240

Angel Schneider, Office Manager

aschneider@strancisparish.net

740-345-9874, x240

Wedding Coordinators (Rehearsals)

Rose Marie Maddern

rmmaddern@windstream.net

740-344-7240

Jacque Annarino

Jacque.Annarino@gmail.com

740-404-9399

Music Director (Music Selection)

Matt Munhall, Director of Music

mmunhall@stfrancisparish.net

740-345-9874 x226

Marriage License Bureau

Licking County Courthouse (Public Square) - Newark, Ohio 43055

The Licking County Probate Court – First Floor

Hours: 8:30 a.m. – 4:30 p.m. Monday – Friday

Telephone: (740) 670-5812 (Pre-recorded Marriage License Information)

(740) 670-5603

Please note: License is \$40.00 Cash Only, Valid ID required, both parties must be present

Natural Family Planning at St Francis de Sales

Melissa Stack, RN, BSN

Melissaraestack@yahoo.com

Diocesan Natural Family Planning

Faith D/Andrea

Faithhd42@hotmail.com

Sophie Calcara

Sophiecalcara@gmail.com

<https://columbuscatholic.org/natural-family-planning>

Diocesan Marriage and Family Life Office

Phone: (614) 241-2560

Website: <https://www.columbuscatholic.org/marriage-preparation>

Initial Steps in Planning Your Wedding

Entering into a Christian marriage relationship requires thoughtful preparation. Therefore, each couple is asked to consider the following guidelines which the parish of St. Francis de Sales has developed to assist you in coming to this beautiful moment in your life.

Who May be Married at St. Francis de Sales?

Any Catholic couple may be married at St. Francis de Sales even if they are not parishioners. Only one party in the couple is required to be Catholic. We ask that the couple is active in their faith, going to Sunday Mass and tithing in their Parish. If neither party is a parishioner, the Pastor will meet with the couple to approve that the wedding is able to be held at St. Francis.

Previous Marriages

Both parties must be free to marry in the Catholic Church before a date can be set for the wedding. If one or both parties have been married before, they are only considered “free to marry” if the Church has declared their marriage invalid and an annulment has been granted. This applies to all previous unions, including those between two non-Catholics. If you are divorced and have not yet received an annulment, you cannot schedule a wedding until one has been granted. If you are unsure of your status, or on how to proceed, you must speak to the priest or deacon preparing you for marriage as soon as possible.

Mass or Liturgy

Ordinarily, the Rite of Marriage takes place in one of two contexts:

1. The Mass – both bride and groom are Catholic
 - a. Lasts approximately 1 hour including the processional and recessional
2. Ceremony – Catholic marries a non-Catholic or unbaptized person
 - a. Lasts approximately 45 to 50 minutes including the processional and recessional

Officiating Clergy

Our pastor or deacon usually performs the weddings here at St. Francis, however, if you should wish another Catholic clergyman to perform your Ceremony they must be licensed by the State of Ohio and assume responsibility for all necessary paperwork and pre-marital interviews and counseling. Delegation by the pastor of St. Francis will be necessary. Please contact the Secretary of the State of Ohio for information pertaining to the civil license necessary for an out of state priest or deacon to marry you. Any priest or deacon is welcome to concelebrate. Please make this request at your initial meeting with our pastor or deacon.

Johnson Hall Rental

Couples wishing to rent Johnson Hall for rehearsal dinner or wedding receptions should contact the parish office after their first appointment with the Priest/Deacon and the wedding has been scheduled. The hall will comfortably accommodate 150-200 guests.

Steps in the Marriage Preparation Process

ONE YEAR TO SIX MONTHS PRIOR TO WEDDING

Contact the Parish Office

The first step in your wedding preparation is to contact the parish office to give your initial information so that the first appointment with a priest or deacon can be scheduled to discuss your wedding here at St. Francis.

Scheduling

Weddings are celebrated on Saturdays at 11:00 a.m. and 2:00 p.m. Rehearsals are arranged by appointment only with the wedding coordinator (see wedding rehearsals on page 6) but are usually held the night before the wedding at 5:00 p.m.

Meeting with the Priest

All couples must meet with the parish priest or deacon. At your first meeting, the priest will discuss the process of preparation for marriage with you and answer any questions you may have. He will provide you with a helpful and easy to use marriage checklist to review the paperwork necessary for your wedding. Your formal church application for marriage will be completed at this time and a tentative date will be confirmed. He will also inquire about any special circumstances surrounding your marriage and any questions you may have about them. You will then be given a questionnaire to complete called *Fully Engaged*. *Fully Engaged* is a tool created to help engaged couples prepare for married life in a very practical and spiritual way, in accordance with the principles and traditions of our Catholic faith.

Educational Component

All couples are asked to complete one of the below educational components in order to explore the meaning and mystery of marriage and understand the promises made through wedding vows.

Marriage Mentor Program (Recommended)

Once your *Fully Engaged* questionnaire has been scored, you will be assigned to a married couple in our *Marriage Mentor* preparation ministry. As facilitators of the *Fully Engaged* program, the mentor couple will guide the engaged couple through a consideration of the major categories of married life. This usually occurs over several meetings between the couples. One-on-one marriage mentoring offers the best possible marriage preparation today.

OR

Diocesan Marriage Preparation Program (Optional)

The Columbus Diocese offers excellent preparation marriage programs that can be an alternative for engaged couples who do not participate in the parish marriage mentoring program. These programs are offered at various churches throughout the diocese for a fee. Please contact the Diocesan Marriage and Family Life Office or visit their website to sign up for one of these programs: <https://columbuscatholic.org/marriage-preparation>.

The options offered by the diocese include:

- ***Diocesan Joy-Filled Marriage Prep Program (Pre-Cana)***
The Joy-Filled Marriage Program consists of two parts. This comprehensive program covers virtue-based life skills, as well as the sacramentality of marriage, sacramental sexuality, and an introduction to Natural Family Planning. Certificate issued after completion of both days.
- ***Diocesan Remarriage Program***
The Joy-Filled Remarriage Program consists of two Saturday workshops, facilitated by a team of diocesan staff, married couples, a priest and a medical professional. The classes provide couples with the tools and knowledge needed to help navigate the unique challenges common when remarriage and/or blending families.
- ***Catholic Engaged Encounter Weekend Program***
Engaged Encounter is designed for couples of all ages who are either engaged or considering marriage. Although Catholic in origin and orientation, it is open to couples of all faiths who seek to enrich their quality of life together. In fact, fifty percent of participating couples are interfaith.

OR

Online Marriage Preparation (optional)

For engaged couples unable to participate in the above marriage preparation programs due to military deployment, living in separate states, etc. there is an online option: www.catholicmarriagepreonline.com. This option should be discussed with your preparing clergy at your first meeting.

Natural Family Planning Introductory Session

Each engaged couple is required to attend a class to introduce them to the basics of *Natural Family Planning (NFP)*. Please contact Melissa Stack, RN, BSN (see page 3) for a schedule of class times and to register here at St. Francis. For a description of diocesan classes, schedules, registration, and contact information visit: <https://columbuscatholic.org/natural-family-planning>. Introductory information on NFP is also offered during the diocesan *Joy-Filled Marriage Program*.

Sacrament of Reconciliation

Marriage is a beautiful sacrament of the Church and the beginning of a new way of life. It should be received while in the state of grace in one's relationship with Christ. Therefore, Catholics are asked to make a good confession of their sins in the Sacrament of Reconciliation prior to their wedding. Please consult the parish bulletin or website for celebration times.

THREE MONTHS PRIOR TO WEDDING

The Parish Wedding Coordinator

The wedding coordinator assists each couple in preparing for the wedding Ceremony. She will coordinate rehearsals, work with the florist and photographer to ensure proper protocol is followed and assists the wedding party and priest on the wedding day. Your assigned wedding coordinator will contact you prior to your Ceremony or she may be contacted directly to answer your wedding questions at any time once your wedding has been scheduled with the Parish office.

Outside Wedding Coordinator

Sometimes a couple will choose to employ a bridal coordinator to assist them in the finer details of preparing for marriage and reception. St. Francis de Sales welcomes these coordinators in their role of providing support for the couple. The St. Francis de Sales wedding coordinator is responsible for adherence to the liturgical guidelines of the church and will conduct the rehearsal for that purpose.

Music for the Liturgy

Matt Munhall is our Director of Music, and knows the appropriate music and celebrants. He has first refusal for all weddings and must approve all music. If you wish to use outside musicians or soloists (e.g. friends of the family), this must still be coordinated through Matt. Please contact him before you contact other musicians. Additional charges may be needed for the musician.

EVENING PRIOR TO WEDDING

The Wedding Rehearsal

The rehearsal time must be scheduled with the wedding coordinator. The rehearsal is generally scheduled for the Friday evening before the wedding. The wedding coordinator will be conducting your rehearsal. You will do a “walk through” of the Ceremony so that everyone will be familiar with his or her role. It is extremely important that everyone involved in the wedding liturgy be present. Occasionally, there is more than one rehearsal or event scheduled for the same evening. In order to avoid interfering with other rehearsals or events, please be sure that you and your wedding party are on time.

Programs

Programs are a brief outline of the order of the Ceremony to be followed, the features presented and the persons participating. The program helps everyone gathered to participate more fully in the wedding liturgy. It is the responsibility of the couple to provide a program; however, if you have questions regarding the format, please contact the wedding coordinator. Sample programs for a wedding celebration both outside and during Mass are included later in this booklet.

Documents Needed for Marriage

1. **Baptismal Record**

Catholic - A certified copy of your baptismal certificate is required.

Non-Catholic Christian - A copy of your original baptism certificate is required.

Non-baptized person - No document is required.

2. **Marriage License**

The civil license for marriage is to be presented to the wedding coordinator at the wedding rehearsal. Although there is no waiting period, applicants for a marriage license are strongly encouraged to apply for the marriage license no less than ten (10) days prior to the scheduled wedding. Wedding licenses are good for 60 days.

Application for license must be made under oath by BOTH the bride and groom to the probate court of the county in which either party resides (See Important Contact Info on Page 3). Our staff will file the completed paperwork with the court after the Ceremony.

3. **Wedding Agreement**

The Wedding Agreement (Page 17) must be signed by the bride and groom and returned to the parish office within 14 days of your initial meeting with the priest.

4. **Marriage Checklist Items**

All items listed on the Marriage Checklist, provided by the priest at your initial meeting, must be complete and submitted to the parish office as soon as possible.

Church Etiquette

- No alcoholic beverages are permitted on church property before or after the wedding.
- No food or beverages, other than water, are permitted in the church or bridal dressing room.
- No smoking is permitted on church property.
- Furnishings and fixtures are not to be moved under any circumstances.
- All belongings of the wedding party and guests must be removed from the bridal dressing room prior to the start of the Wedding Ceremony for security reasons.
- No rice, flower petals, birdseed, or balloons may be used as part of the wedding celebration inside or outside of the church. Bubbles and bells are permitted outside only.
- To prevent damage to the pews and other surfaces in the church, we ask that nothing be attached to the pews that would mark or scratch (no tape, metal or plastic clips). Bows may be attached to the pews using elastic bands or ribbon.
- All pew decorations and belongings of the wedding party/guests must be removed from the church immediately following the Wedding Ceremony.
- If the wedding is during Lent, plans should respect the special nature of this liturgical season and should refrain from too much pomp or display. Advent, Christmas, Lenten, and Easter decorations may not be altered in any way.
- The altar cloth may not be changed. The cloth reflects the liturgical season and will remain this way for weddings.
- Nothing is to be placed on top of the altar table.
- Candles in the floral bouquets or on the pews are not permitted for safety reasons. Any use of candles beyond the amount needed for the liturgical purposes are the responsibility of the couple. Candle placement must be cleared with the wedding coordinator.
- Outside decorations are permitted only on the existing door hangers on the front of the church.
- Receiving lines or row by row dismissals are not permitted.

Sample Program - Wedding Ceremony

Seating of the Mothers

“Jesu, Joy of Man’s Desiring” (Bach)

Processional

Presentation of the Wedding Party

“Canon in D” (Pachelbel)

Presentation of the Bride

“Trumpet Voluntary” (Clarke)

The Liturgy of the Word

Old Testament Reading

Song of Songs 2:8-16 (*Insert Reader’s Name*)

Responsorial Psalm (*Insert Vocalist’s Name*)

Psalm 145:8-18

The Response is “The Lord is compassionate to all his creatures.”

New Testament Reading

Colossians 3:12-17 (*Insert Reader’s Name*)

Gospel

Matthew 22:35-40 (*Insert Priest/Deacon’s Name*)

Homily (*Insert Priest/Deacon’s Name*)

Rite of Marriage

Exchange of Vows

Blessing and Exchanging of Rings

Prayers of the Faithful (*Insert Reader’s Name*)

Lord’s Prayer and Nuptial Blessing

Presentation to the Blessed Mother (*Optional*)

Final Blessing and Benediction

Recessional

Prelude to the “Te Deum” (Charpentier)

Sample Program - Wedding Mass

Seating of the Mothers

“Ave Maria” (Schubert)

Processional

Presentation of the Wedding Party

“Jesu, Joy of Man’s Desiring” (Bach)

Presentation of the Bride

“Trumpet Voluntary” (Clarke)

The Liturgy of the Word

Old Testament Reading – Genesis 2:18-24 (*Insert Reader’s Name*)

Responsorial Psalm – Psalm 103:1-2, 8, 13, 17-18a (*Insert Vocalist’s Name*)

The Response is “The Lord is kind and merciful.”

New Testament Reading – 1 Corinthians 12:31 - 13:8a (*Insert Reader’s Name*)

Gospel – John 15:9-12 (*Insert Priest/Deacon’s Name*)

Homily – (*Insert Priest/Deacon’s Name*)

Rite of Marriage

Exchange of Vows

Blessing and Exchanging of Rings

Prayers of the Faithful (*Insert Reader’s Name*)

Liturgy of the Eucharist

Presentation of the Gifts (*Insert Gift Bearers Names*)

Eucharistic Prayers

The Lord’s Prayer and Nuptial Blessing

Invitation to the Sign of Peace

Communion

Presentation to the Blessed Mother (optional)

Final Blessing and Benediction

Recessional

Prelude to the “Te Deum” (Charpentier)

Stipends and Fees

Facility Fees	Amount	Due	Total Amount Due	Due Date
Active-Registered	\$100.00	Due at 1 st meeting with clergy		
Non-Active Registered	\$350.00	\$100 deposit due at 1 st meeting with clergy		
		Balance due at least 1 month prior to wedding		
Non-Member	\$650.00	\$200 deposit due at 1 st meeting with clergy		
		Balance due at least 1 month prior to wedding		
Ceremony Fees				
Parish Priest	\$200.00	Due at rehearsal		
Director of Music	\$200.00	Due at rehearsal		
Wedding Coordinator	\$150.00	Due at rehearsal		
Altar Servers (2 servers @ \$10.00 ea)	\$ 20.00	Due at rehearsal (if wanted, not necessary)		

Stipends for the marriage Ceremony/parish services provided during your Wedding Ceremony should be given to the wedding coordinator the night of rehearsal. If paying by check please make checks payable to each individual. Contact the wedding coordinator for names.

St. Francis de Sales Florist and Flower Guidelines

You may use any florist you wish. Many brides choose to coordinate colors with the current liturgical seasons. During festive seasons, especially Christmas and Easter, floral decorations may be a complement to, not a substitute for, decorations already in place for regular parish celebrations. During Lent, plans should respect the special nature of this liturgical season and should refrain from too much pomp or display. The following are a few guidelines to share with your florist:

- The amount of flowers to be used at the wedding is at the discretion of the couple, but floral arches or other extravagant arrangements may not be used.
- Flower delivery should be 1-2 hours prior to the Wedding Ceremony.
- Upon arrival, please consult with the wedding coordinator.
- If the florist will not be servicing the wedding, all corsages/boutonnieres must be labeled clearly and distributed by a person appointed by the couple.
- Flowers may not be placed on the altar.
- When placing arrangements on the floor in front of the Altar, the top of the arrangement may not breach the top of the altar; therefore they must be less than 38” in height.
- Florists should check with the wedding coordinator regarding placement of arrangements in the church.
- When multiple weddings occur on the same day, some couples have chosen to share in the expense of flowers. Consult with the wedding coordinator to coordinate.
- Flowers donated to the church after the Wedding Ceremony are greatly appreciated.
- If flowers will not remain in the church they must be removed immediately following the Wedding Ceremony.
- The cost, care, and return of rented items are the sole responsibility of the couple.

Florist _____

Date _____

Name of Engaged Couple _____

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St. Francis de Sales Photographer/Videographer Guidelines

We welcome photographers and videographers, both professional and amateur. However, we ask that the following guidelines be observed. Marriage is a sacred rite of the church. It is important for all involved to help establish this atmosphere. The church itself is not a studio, but a sacred place in which a community of believers celebrates common worship. Care on the part of the photographer and videographer will protect the beauty of the Ceremony and achieve the desired pictures and video.

- Upon arrival, please consult with the wedding coordinator.
- No flash photography is permitted after the processional and before the recessional.
- No floodlights of any kind are permitted during the Ceremony.
- Please crouch down when in front of people.
- Once the liturgy has begun, please be as inconspicuous as possible.
- During this time a photographer may not enter the altar area or the area between the altar steps and front pews.
- Once the Ceremony has begun (when the bride reaches the altar), you may not be any closer than the first pillar closest to the altar.
- Stationary video cameras are permitted in the choir loft of the church.
- Do not create a distraction for the musicians in the choir loft.
- Please store all equipment out of sight.
- Studio equipment is not to be set up in the church and no furnishings are to be moved for photos.
- **The Blessed Sacrament Chapel is OFF LIMITS for photographs.**

Length of picture taking:

- Church doors will be open two hours prior to the wedding start time.
- Photo taking in the sanctuary prior to the wedding must end at least 45 minutes prior to the start of the Ceremony.
- Photo taking in the sanctuary following the wedding must end 2 hours after the wedding start time.
- The sanctuary must be vacated no later than 4:00 p.m.

Please note: A photographer or videographer who does not follow the guidelines stated above, will not be permitted to photograph/video tape weddings at St. Francis in the future.

Photographer _____

Date _____

Videographer _____

Date _____

Name of Engaged Couple _____

This page was intentionally left blank.

Wedding Agreement

This agreement indicates that you have read and agree with the guidelines set forth and confirms the date and time of the wedding. St. Francis de Sales reserves the right to cancel any scheduled wedding when these wedding guidelines are not observed or if it is determined that the marriage is in any way contrary to the teachings of the church.

Date of Wedding: _____

Bride's Printed Name: _____

Bride's Signature: _____ Date: _____

Groom's Printed Name: _____

Groom's Signature: _____ Date: _____