

Wedding Policies For St. Clare Catholic Church, Wind Lake

First Steps - Before the wedding can take place

1. We would encourage one or both of you to become a registered, practicing member of St. Clare Catholic Church. If you are a member of another Catholic parish, a letter of parish membership and permission from your pastor is necessary.
2. FOCCUS is a process in which you and your intended spouse meet several times with a married couple from the parish to discuss communication habits and healthy relationships. A couple trained in this process will call you several months before your wedding to schedule a meeting. If you have any questions about the FOCCUS process or have not been contacted at least 3 months before your wedding date please contact your presiding priest.
3. Attend the Engaged Enrichment Day. An Engaged Enrichment Day is a Saturday retreat with your spouse-to-be and with other couples preparing for marriage. It is a day sponsored by the Archdiocese of Milwaukee and the purpose of the day is to help you to continue to reflect on your relationship, your faith and the life-long commitment of marriage. Please return the certificate you receive at the Engaged Enrichment Day to the parish office so it can be added to your marriage file. Participation in this day is mandatory. You can register for the seminar by following the direction on the following website - <http://www.johnpaul2center.org/NazarethProject/EngagedEnrichment.htm>. Your priest will also give you a brochure with information.
4. Completion of necessary paperwork and preparation sessions with a priest is required.
5. Documents Needed
 1. Baptismal Certificate
 - FOR CATHOLICS: a copy of your "annotated" baptismal certificate which was newly issued within the last 6 months. This can be obtained by contacting the parish of your baptism and asking them to forward a copy to you.
 - FOR NON-CATHOLICS: any copy of your baptismal certificate.
 2. Date and place of Confirmation:
 - FOR CATHOLICS ONLY (this will appear on your annotated baptismal certificate)
 3. Letter of Permission - FOR NON-PARISHIONERS
 4. **AFFIDAVITS** of your freedom to marry (if requested). Each of you will need to have one person who can testify to your freedom to marry (a parent, close relative, longtime friend). Call the parish office and make an appointment to fill out an affidavit. If it is more convenient, your witness can stop by another parish and ask to sign Form 1-A in front of another priest and then send the document to St. Clare.
 5. **MARRIAGE LICENSE** - *Your marriage license must be obtained through the Clerk of Courts* in the county where one of you is in residence in the state of Wisconsin. The application for a marriage license should be made no less than 8 working days nor more than 30 days prior to the date of the ceremony. The

license is valid for 30 days. Both applicants must appear in person, bringing with them a certified copy of their birth certificate.

6. If either of you has been previously married, you need to present a copy of the marriage license and the death certificate or annulment decree.
7. Please bring your marriage license to the rehearsal. The wedding cannot take place without it. This must come from the county where one of you in in residence.
8. The time for our weddings is Saturdays at 1:00 pm or Friday evening upon exception. This scheduling will take place with the priest who will refer to the parish calendar to check availability.
9. Rehearsals are typically Friday evenings 5:30pm. All fees will be collected at the time of the rehearsal.

Liturgy Preparation

Planning Your Wedding Celebration

The planning of your wedding liturgy will take place with your priest and the Director of Music and Liturgy at the parish your wedding will take place.

You will meet with the Director of Music and Liturgy to choose your music. We encourage you to get fully involved in planning the wedding celebration. It is good to get your friends and relatives involved in the roles of Readers and ushers (with a Mass; Gift Bearers, and if you have friends or family that are trained as Extraordinary Ministers of Holy Communion) provided you can be assured that they will do a good job. Selection of these roles should be based upon individual talent and ability in these areas and their familiarity with the guidelines of Catholic ritual.

Readers and Readings

The priest may proclaim all the scripture readings, but it is preferable that you ask friends or relatives to read the Old Testament, New Testament and Petitions (or Prayers of the Faithful), provided you can be assured they will do well.

The priest (or deacon) alone is to proclaim the Gospel.

Readings can be found in the booklet *Together For Life*. This will be given to you by the priest. Here you will find recommended Scripture readings for the liturgy. You will need to make one choice from each section - Old Testament Reading, New Testament Reading, Gospel reading and a set of Prayers of the Faithful. You may also choose a text for the Responsorial Psalm and the musician will match that as best as possible. You can also access the information in this booklet and much more supplemental information at <http://togetherforlifeonline.com/>.

Readers do not have to be of the Catholic faith though we encourage them to be a church-going Christian who regularly hears the Word of God.

The Wedding Music Planning Guide found on this website outlines the wedding liturgy. The places that have blanks are places where music needs to be selected. The marriage celebration may take place within Mass (Holy Communion) or outside of Mass. You need to determine which celebration you will have with your presiding priest.

Musicians

The musician for the wedding is customarily the parish Director of Music and Liturgy. The fee for this service is arranged on an individual basis and will be discussed before or during the meeting to discuss music.

You will consult with our Director of Liturgy and Music after liturgy preparation has been completed with the priest. It is preferable that this take place at least 2-3 months before the wedding. After that consultation, you may invite a soloist or instrumentalist(s) to join the organist and cantor. **Do not make any arrangements before speaking with the Director of Liturgy and Music.**

The Order of Worship

The Director of Music and Liturgy will be able to assist you with the creation of the Order of Worship that will enable you and your guests with feeling comfortable to enthusiastically participate in the celebration of your marriage, and to pray with you and for you.

The Order of Worship will contain the order of the service/mass and the music that you have selected. You may add your own cover and the names of your Wedding Party et al.

The Wedding Liturgy is the focal point of your wedding day and so it should be the center of preparations for the day. We encourage you to tailor your ceremony so that it *reflects the Christian commitment you make to each other and the God-centeredness of the sacrament.*

Music

Music adds so much to the festivity, joy, solemnity and prayerfulness of the occasion. The following will help you in selecting the music appropriate for your wedding.

1. Contact the Director of Music and Liturgy to plan your wedding music. The Director of Music and Liturgy will plan the music with you and be the principal musician at the wedding. Your initial contact with the Director should be at least 2-3 months ahead of your wedding date.
2. You will also need to have selected your scripture readings before this meeting. Bring the booklet with scripture readings with you. If there is a piece of music that you would like to be included in your ceremony, bring along the title and composer's name or the CD or the score. Remember: sacred music for a sacred space. Popular music that does not speak of God is appropriate at your reception. Most couples come to this meeting with no specific music in mind and that's fine. You will listen to many selections and choose from among them at the meeting. This process usually takes 30-45 minutes. On the parish website, there is a document labeled "Wedding Music." Here you will find listings of suggestions of music and music files so that you may listen to them.
3. If you would like a family friend or family member to sing, they are welcome to do so. Please provide their contact information to the Director of Liturgy and Music so that they may be contacted to set up a practice time.
4. The people you have invited should be given the opportunity to join in song since their prayer is essential to the celebration. All Mass parts are sung. This includes the Responsorial Psalm, the Gospel Acclamation, and the Eucharistic Acclamations.

Flowers and Decorations

Flowers are optional. Should you want flowers in the church, please keep these guidelines in mind:

- No flowers or centerpieces may be placed on the altar.
- Flower arrangements may be in front of the ambo (where the reader stands). Other appropriate locations that work well may be approved by the Director of Music and Liturgy in advance.
- Pew bows or flowers may be used. They must be tied or clipped on the pew end. NO tape, tacks or staples are permitted.
- If a Wedding Candle is used (not necessary) it is the responsibility of the couple. The church does not supply the candle or the stands.
- If you use a guest book please place this in the narthex, not in the Church.
- No rice/confetti or other materials may be thrown in or near the church.
- An aisle runner may be used, but can present safety problems. If you desire this, please obtain one yourselves. You would need a minimum length of sixty feet, from the edge of the carpet to the inside of the door at the vestibule. Your ushers must remove it after the ceremony.

It is most important to note that our parish environment has various seasonal decorations. These decorations **cannot** be disturbed to satisfy the varying tastes of individual couples. Please convey this information to your photographer as well.

Rehearsals

The time of your wedding rehearsal should be scheduled with your priest who will refer to the parish calendar to check availability. Please do this early in the process of planning your wedding. Everyone involved in the ceremony is expected to be at the rehearsal (except musicians). Please tell all attending the rehearsal to be at church 15 minutes before rehearsal. Rehearsals last about 1 hour. Please bring the following to the rehearsal:

- Marriage license, the wedding cannot take place without this
- Fees
- Orders of Worship (programs)
- Unity candles (if used); Memorial pictures (if used)

Ushers and Clean-Up

Take time to select two or more responsible people who will act as your ushers. The ushers can escort people to their pews, hand out the Orders of Worship and when the ceremony is over, they may assist in ushering your guests from the church. The presiding priest will review the usher's duties with them on the day of the wedding.

Please ask them also to pick up empty flower boxes and Orders of Worship and dispose of them, as well as remove other things left behind in the pews or other areas of church, including the narthex and Holy Family Hall.

You may also use one of the ushers to distribute fees on the day of the ceremony.

Fees

The fees for the parish priest and organist/pianist can be paid with individual checks. It is your responsibility to compensate a guest priest. The fees at St. Clare Church are as follows:

- Cantor \$50
- Music Director \$150
- Presider/priest \$75
- Church fee \$150

Guidelines Regarding Photography and Videotaping

Please share these guidelines with your photographer and/or videographer prior to the day of your wedding.

1. Photographic personnel are welcome to attend the wedding rehearsal. Please ask your photographer and/or videographer to speak to the priest before the liturgy. Photographic personnel are to observe strictly the time limits surrounding your wedding celebration, namely, a three-hour time block beginning one half hour before the liturgy is scheduled to begin. (Thus, for a 1:00pm wedding the time block is from 11:30-2:30pm).
2. Photographic personnel are expected to behave in a professional, courteous manner at all times. They are not allowed in the sacristy or the sanctuary (altar area) during the liturgy. They are not to climb on or move any furniture. Throughout the liturgy, they are to create no distractions, and are never to obstruct the view of anyone. They are to leave no litter behind.
3. Flash photography is allowed during the ceremony.
4. All posed pictures are to reflect a basic respect for the church as a house of prayer; e.g. no "garter shots" of the bride or "gag shots" in or around the church.
5. No flowers, candles, photographic equipment, wedding booklets, etc. are to be placed on the altar.

Visiting Clergy

If you have a priest or clergyman that you would like to be a part of your ceremony, please make arrangements with the parish priest you are working with regarding this request. Also, please take note of the following information:

1. Please clarify with our priest whether the visiting clergy will be doing your preparation work or if you will be doing the work through one of our parishes. This includes paperwork for the church/Archdiocese and for your FOCCUS couple.
2. A priest requesting to preside at your wedding who resides outside the Archdiocese of Milwaukee needs to present a "Testimonial for Suitability for Ministry" from his Bishop or religious superior to the Chancery Office of the Archdiocese of Milwaukee. This must be done before the priest can be given delegation to officiate at your wedding.

Summary Checklist

- Schedule the wedding date. Call the church office at least six (6) months before the wedding to schedule and eventually complete further discussions regarding your relationship and to begin planning your wedding liturgy.
- Call the Director of Music and Liturgy at least 2-3 months before the wedding to plan your wedding liturgy. You can contact him through the parish office (262-895-2729)
- Meet with your FOCCUS couple. Your FOCCUS couple will contact you.
- Obtain newly issued copies (within 6 months of your wedding date) of your baptismal certificates and turn them in to the presiding priest or deacon. You can obtain these by contacting the church of your baptism. If you are Catholic, a Confirmation record is also required.
- Create and duplicate your orders of worship and bring to your rehearsal.
- Obtain your marriage license thirty (30) to eight (8) days before your wedding. You will need two official witnesses for your wedding to sign the license.
- Ensure that everyone involved in the ceremony is at your rehearsal.
- Please bring the following to the rehearsal:
 - Marriage license, the wedding cannot take place without this
 - Orders of Worship (programs)
 - Unity candles (if used); Memorial pictures (if used)

- Be sure to call the parish office where you are a member to update your contact information (married name, address)

Important Contacts

St. Clare Church: 262-895-2729 (main number); Deanna Foley or Michelle Pintar

Email: bulletins@tds.net

Director of Music and Liturgy – 262-895-2729, ask for Kostyn Tyksinski. Email: kostyn@tds.net

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