

# *Wedding Guidelines*



*St. Francis Borgia Church  
Washington, Missouri*

## ***Congratulations on your decision to celebrate your marriage in our parish.***

The Staff of St. Francis Borgia is happy to share your joy as you come to prepare for Christian Marriage. In the eyes of the Catholic Church, Marriage is a very holy endeavor, blessed by God, in which you will soon be entering a covenant-for-life relationship. We take seriously the responsibility of helping you prepare for this life time commitment. In this booklet you will find information you will need about marriage preparation here at St. Francis Borgia.

After you have read through this brochure you may call the parish office with any questions.

### **First Steps:**

1. Call the Parish Office and the priest or deacon who will be witnessing the marriage vows, at least six months in advance of the wedding date. The parish wedding coordinator will contact you prior to your wedding to answer any questions about the wedding preparation, rehearsal and day.
2. Bring baptismal certificates (current—not more than 6 months old) to the priest or deacon responsible for your marriage preparation.
3. You must be a registered member of St. Francis Borgia Parish for the parish priest to celebrate your marriage here. If you are not from this parish, then you will need permission from your pastor to have your wedding here. It is also your responsibility to find the priest or deacon who will preside and will oversee your marriage preparation.

### **Marriage Preparation**

1. The first meeting will involve the filling out of paperwork needed for our parish records, and this is also an opportunity for the priest/deacon to sit down with you in order for the three of you to get to know each other.
2. Other appointments will involve the taking a Fully Engaged Pre-marital Inventory. This is a tool used for helping you see your

readiness for a lifetime commitment of marriage. These is only a tool, not a test.

3. You will then have 3 options on a Marriage Preparation Program approved by both the Archdiocese and the parish.

-Option one is the Sponsor Couple Program. With this program you will be meeting with a married couple in their home at which time you will be discussing everything from in-laws, to finances, to communication skills. There is no cost to you for this program since it is a part of our own parish ministry.

-Option two is a weekend retreat program entitled "Engaged Encounter Weekend". This program is usually conducted at one of the retreat house facilities located in the St. Louis area.

-Option three is Preparing For Christian Marriage Classes, which are held at various parishes throughout the diocese. The priest or deacon doing your marriage preparation can give you more information regarding these classes.

4. The Archdiocese also requires an introductory Natural Family Planning Class or Couple to Couple League Class.
5. Once you have completed the four steps listed above, you will be ready to move on to discussing the actual details of the wedding ceremony. You will receive a small book in advance that will help you pick out readings, petitions, prayers, etc.

## **Ceremony Planning Guidelines**

### **The Church**

The date and time for the wedding is NOT confirmed until set with the priest/deacon who is witnessing the ceremony and the Wedding Date Confirmation form is returned with all signatures and church fee is paid in full to the parish office.

Usual times for weddings are Fridays at 6 pm, or Saturdays at 11:30 am or 1:30 pm. Rehearsals are usually held 1 or 2 days prior to the wedding, between 5 and 7 pm., with the exception of the First Friday. There is Adoration from 6:30-7:30 pm on the First Friday of each month. Rehearsal on this day must be completed by 6:15 pm or start by 7:45 pm

## **Donations/Fees**

### **Church Fees**

*(Use of the Church, dressing room and some preparation fees)*

**Parishioners** are charged a fee of \$250.00

**Non-Parishioners** are charged a fee of \$500.00.

### **Servers**

Chosen by the couple or contact the wedding coordinator or parish priest. Usually receive \$10-\$15 each.

### **Priest/Deacon**

It is customary to give a stipend to the priest/deacon who is performing your ceremony in addition to the church fee.

### **Wedding Coordinator**

All weddings must have a wedding coordinator; paid by the parish. She will help at the rehearsal, before the wedding, during and after the wedding. You may also call her at home for questions and information before the wedding.

## **Signs and Symbols Used During Weddings**

### **Entrance Procession**

After the grandparents and parents are seated. Then the servers, priest or deacon will proceed down followed by the wedding party and the bride toward the altar, similar to the start of a Sunday Eucharist.

### **Flowers to Parents *(option)***

Usually given at the sign of peace.

### **Flowers to Mary *(option)***

Takes place towards the end of the ceremony. The couple asks Mary for her assistance and intercession to God that they have a long, fruitful and happy marriage. This is an option that is encouraged if the bride and/or groom have a devotion to the Blessed Mother.

### **Bridal Party**

We will place four kneelers in front of the Altar for the bride, groom, best man, and maid/matron of honor. The remaining wedding party will be seated in the first pews. Parents and grandparents are seated directly behind the wedding party.

## **Nuptial Mass or Ceremony**

When the **bride and groom are both Catholic**, it is presumed that the rite of Marriage will take place in the context of the Mass.

When **one of the spouses is Catholic and the other a Baptized Christian of another denomination**, the Nuptial Mass may be considered but only the Catholic parties may receive Communion. An option is a Liturgy of the Word Ceremony with the rite of Marriage.

When **one of the spouses is NOT baptized**, only a Liturgy of the Word ceremony is allowed by Church law.

## **Music**

The goal of your liturgy is to encourage the full and active participation of all who will gather to celebrate. You can achieve this goal in two ways: First, by regarding those who gather as participants in prayer rather than guests to be entertained; Second, by using every means available to let those who are gathered know that they are invited to participate, for example by use of a service program and church music that is known and all can join in singing.

Music for a wedding celebration especially when it occurs in the context of Holy Mass, must be liturgically appropriate. The music used should establish an atmosphere of prayer and celebration. It must speak about God and the relationship of God's people to one another and to God.

When planning music for your wedding, begin by contacting our music minister, Lucy Tobben (636-239-2883). She will guide you in choosing suitable, church approved music and help in finding an appropriate musician, if needed. Recorded music is not allowed.

The priest/deacon should be informed of your music selections at least one month in advance. If you are hiring a visiting musician, permission must be received prior to the wedding. It is preferred that musicians have experience in the Catholic Church.

Musicians are paid separately for their services, negotiated with the individual musicians.

### **Florists**

Flowers can certainly add to the beauty and festive nature of the nuptial ceremony. Please keep in mind that **all candles** MUST be dripless wax. If you use candles for the aisle, they must be enclosed in glass and should be lighted prior to the ceremony.

Nothing may be attached to the pews, carpet or furnishing of the church with thumbtacks, tape, or wire of any kind. Decorations may be attached with ribbons or plastic clips provided by your florist. No aisle runners allowed.

There are 22 rows of pews. The aisle is 90 foot long.

All flowers, vases, candles and decorations MUST be removed from the church immediately after the wedding. Check with the wedding coordinator concerning altar bouquets.

### **Rice, etc.**

**The throwing of rice, birdseed, confetti, or any substitutes whatsoever is PROHIBITED at St. Francis Borgia Church, either inside or outside the church.** Such materials, besides detracting from the esthetic value of the church, may prove to be hazardous for those coming to church over the weekend.

### **Proper Decorum**

The celebration of the Sacrament of Marriage is a sacred event and the church is a consecrated space. Both dress and behavior should reflect this at the rehearsal and the wedding.

**Absolutely no alcohol is permitted on the parish grounds before, during or after the wedding ceremony.**

### **Dressing Room**

Prior to the ceremony, the wedding party may need a place to make final preparations. In Jesuit Hall there is a Bride's Room available. If an additional room is needed for the groom and groomsmen, please contact the wedding coordinator to make arrangements.

### **Cleaning Up Afterwards**

We do not have maintenance people working on the weekends. We ask that you be considerate of those who worship in the church after your wedding. **Please make sure that you have left**

**the church proper and other rooms you use (e.g., Bride's Room, meeting rooms, etc.) the way you found it. Please remove programs, flowers, papers, garment wraps, hangers, etc.** You might want to ask your ushers to take care of this. Any decorations left more than 24 hours will be disposed of.

### **Respect**

During the pictures, all the wedding party and their guests need to keep their conversations in a quiet tone of voice.

### **Photographers and Videographers**

Care must be taken that those recording your memories of this special day do not become an intrusion to the ceremony itself. Those taking pictures and videos may NOT enter the sanctuary at any time. They are also to consult the parish wedding coordinator at least 45 minutes prior to the wedding as to any special needs and to learn of any regulations not covered here in this booklet.

### **Before & After the Ceremony**

Pictures may be taken in the courtyard and in and around Church. Pictures in Church must be finished 30 minutes before the wedding begins. No pictures in Church before 10:30 am or after 3:15 pm. Pictures in Church after the ceremony are to be of the bride and groom and their immediate families. Pictures are also permitted in the Church courtyard. If there are two weddings on the day there will be special restrictions. Please ask others to wait in vestibule and Jesuit Hall in bad weather. "Flash" attachments should be used sparingly during the ceremony.



### **STAFF**

Fr. Joseph Wormek, Pastor, 636-239-6701 ext 1514

Deacon Leon Noelker, 636-239-3219

Music Coordinator: Lucy Tobben, 636-239-2883

Parish Secretary: Donna Holdmeyer, 636-239-6701 ext 1510

Wedding Coordinators:

Connie Bullock, 636-346-2788

Karen Marquart, 636-239-0702

Nancy Struckhoff, 636-239-9410

Bridgette Beamon, 636-221-0660

Teresa Halsted, 314-369-4919

Revised 1/10/17