

Preparation Guidelines for The Order of Celebrating Matrimony

In the sacraments, we meet the Risen Christ and are touched by God's love. In a Christian marriage, God's love and faithfulness are revealed in tangible form, and the couple becomes a sign to all the Church of God's unity and fruitful love.

The parish is primarily a community of faith. The faith awareness that is therefore necessary for marriage at Sacred Heart Parish includes trust in God and in Jesus Christ, but it also includes a faith that has **presence, relationship, and participation** in the Catholic Church. This parish family stands ready to help you prepare for the celebration of this sacrament in your life.

Section I: General Requirements

A. Diocesan Requirements

1. Preparation

The Diocese of St. Cloud requires a minimum of 6 months preparation prior to the wedding date. This preparation helps to aid in the development of your relationship with one another and to prepare for the sacrament of matrimony. The couple is asked to participate in these steps.

- a. **An Engaged Couples Program.** The different programs are listed below, you must attend one prior to the wedding date. (Must be completed at least 3 months before the wedding date.)

1. **St. Cloud Marriage Preparation Courses**

- Location: Family Life & Respect Life Office, St. Cloud
(call: 320-252-4721)

- <http://omf.stcldio.org/marriage-ministries/marriage-preparation/>

2. **Catholic Engaged Encounter**

- Location: Dunrovin, Marine on St. Croix
Or Christ The King, Buffalo
(call: (651) 426-9248) www.ceemn.com

3. **Office of Marriage, Family & Laity**

- Location: 328 West Kellogg Blvd, St. Paul, MN 55102-1997
651-291-4488, www.archspm.org/family

- b. **Marriage Data Form** – An assessment of freedom and readiness for marriage that you complete with the priest or deacon.

- c. **Pre-marriage inventory & Sponsor Couple meetings** - We currently use the Fully Engaged inventory. This tool will help you understand some of the potential strengths and weaknesses in your relationship.

1. Initial set-up questions are sent to you over e-mail. Please respond to those questions promptly.

2. After the initial set-up questions, you will be sent a Fully Engaged Code. You will log-on to take the inventory.
 3. Once the inventory is completed you will receive a call from a sponsor couple. You will meet with them 3-4 times.
 4. Plan to begin this process at least 5 months before the wedding.
- d. A **baptismal certificate**, issued within the last six months, is required by Catholics, unless baptized at Sacred Heart Church, Sauk Rapids. For Protestants, a copy of the baptismal certificate is sufficient.
 - e. **Cohabitation** – Please see the “Marriage Preparation Policy” of the diocese of St. Cloud and the “Living Together” booklet. All couples are called to follow the teachings of the church by living chastely.
 - f. Couples are encouraged to receive the **Sacrament of Reconciliation** before their wedding day. The sacrament is celebrated at Sacred Heart Church each Saturday at 3:30 P.M.

B. Civil Requirements

1. Marriage License

- Apply for a marriage license at the county clerk’s office. For more information visit:
www.co.stearns.mn.us/AdultsFamilies/Marriage/MarriageLicenses
- A discount will be applied toward the marriage license provided that you have completed a minimum of 12 hours of marriage preparation and have a signed document from the church stating such. (2020 license fee is \$115 or \$40 with the premarital education form.)
- Please bring the marriage license to the office a month prior to wedding.

2. Minister

Although only one minister may function as the official witness for the church and for the state (normally the priest of the parish where the wedding is taking place), other priests or non-Catholic ministers are welcome to participate in the wedding liturgy. If you wish this, please make your intentions known early.

3. Witnesses

According to Minnesota State law, two witnesses age 16 or older are required for a legal and binding marriage. We will need the correct spelling of their legal names for the marriage license at least one month before the wedding.

C. Sacred Heart Parish Requirements:

1. Church Facilities

Sacred Heart is a large, vibrant parish with many activities. In some cases, there may be another wedding the same day or weekend as yours. There is also the possibility that there may need to be a funeral the morning of your wedding. Generally, the church is available for your use during the following times.

- Friday evening weddings from 1:00 p.m. until 6:30 p.m.
- Saturday weddings from 10:00 a.m. until 3:30 p.m.

You must communicate with the Liturgy & Music Associate what time you are thinking of arriving on the wedding day. Please plan to have your hair and makeup done off-site.

2. Offering

Sacred Heart Parish will spend a considerable amount of time and money helping you prepare for your marriage and helping on the day of the wedding. The offering helps to cover some of these expenses.

A \$100 deposit is required within 10 days of booking your wedding. The remainder of the offering to the parish is based upon your participation in ministries and your regular financial contributions to the parish. This will be discussed between the couple and either the pastor or the Liturgy & Music Associate.

One way to keep perspective on the offering to the church is to consider tithing a percentage (5-10%) of what you expect to spend on the whole wedding. Or offer as much as you choose to spend on more "optional" elements of the wedding, such as the cost of photography, wedding clothes or decorations.

If you are truly unable to make an offering, don't hesitate to contact the pastor to discuss your situation. All eligible persons have a right to receive the Sacrament of Matrimony, regardless of ability to make an offering.

3. Wedding Attendant

A wedding attendant will be on duty here the day of your wedding. The attendant's job is to answer any questions people may have, assist with deliveries, and make your time here comfortable. They will also help a person, who you designate, to find the necessary supplies for clean up and assist if necessary.

4. Damage Deposit

One month before the wedding a \$300 damage deposit check is required. Following the ceremony, the attendant will walk through the church and gathering space with one of your ushers or with your designated person to ensure that the facilities have been returned to their original condition.

Pending no damages to church property, the damage deposit check will be returned to you the week after the ceremony.

5. Hospitality Suite

The hospitality suite is available for your use. There are 2 small rooms, a central area and a bathroom. In the small rooms there are clothing racks and a hook for the bride's gown. Clear all clothing, cameras, plastics, food, pop cans, and the like before you leave the area and take it with you.

6. Kitchen

The kitchen is available for your use on the day of your wedding. Please keep all food and drink in the gathering space/hospitality suite. No food or drink is allowed in the worship space. Please only bring plastic or paper dinnerware. **No Styrofoam is allowed.**

7. Photography

- Pictures may be taken before the wedding only and during the wedding without flash. Pictures must be completed 30 minutes before the wedding.
- Give the photographer a copy of our guidelines which is found in your packet. Please respect our church as a place of worship; it is not a photo studio.
- First look: You are welcome to use any public place on the church property to have your "first look." This could be arranged with your photographer or be a private meeting of the bride and groom seeing each other for the first time on the wedding day.
- The old tradition of the groom not seeing the bride until she walks down the aisle stems from a time when the bride was seen as property to be exchanged between families. The bride wore a veil over her face and wasn't seen until it was too late for the groom to back out of the deal.

9. Videography:

- Sacred Heart will hire an A/V technician to project the music and responses on the screens and check that the audio system is working properly throughout the entire service.
- If you wish to have a videographer please give them a copy of our guidelines.
 - The videographer must remain stationary in the back of church.
 - No equipment can be connected in any way to the AV system in church.

10. Environment

The items and furnishings in church must not be moved or changed for the wedding. Any decorations brought into church need to be removed following the ceremony. If you wish to leave floral arrangements in church after the wedding, please talk to the wedding attendant.

Your primary concern regarding the wedding environment should be the hospitality shown to your guests. A warm, welcoming environment where people are the focus rather than decorations makes for a memorable occasion. There are a few basic elements of design to keep in mind:

1. Less is more
2. Focus on the major symbols
3. Keep the correct proportions of size

Flowers: Flowers are optional, though there may not be any flowers on the altar. Often bouquets are placed near the Presider's Chair. If you need more information about the best locations for flowers, please check with the Liturgy & Music Associate before ordering flowers.

Pew Decorations: The size and nature of our worship space along with the design of our pews does not lend itself well to pew decorations. We also do not want our pews to be scratched or damaged in anyway due to attempts to attach or remove bows or other decorations from them. If you would like to have pew decorations, please let the Liturgy & Music Associate know in advance. 3M Command Strips work well to attach decorations.

Candles: No candles are permitted. We have had several experiences with wax spilling and dripping. It is very difficult to clean up. The revised 2017 Order for Celebrating Matrimony does not include a rite for unity candles. If you wish to light a unity candle it may be done at the wedding rehearsal or at the reception.

Aisle Runners: Our aisle is carpeted so there is no need for aisle runners. The aisle is sloped, and aisle runners pose a tripping hazard.

11. Wedding Attire

When selecting attire for the wedding keep in mind that this is a place of worship. Please be respectful and take into consideration necklines and hemlines.

12. Important notes

- NO LIQUOR is allowed to be consumed anywhere on church property. This includes at the time of the rehearsal and on the wedding day.
- No food or beverages in the worship space.
- Children must be supervised, especially in the worship space.
- Cell phones are to be turned off during the wedding liturgy and the rehearsal.

Section II: Musicians and Music Selection

Musicians

A Sacred Heart accompanist and a cantor are required for your wedding. These are professional musicians who are not only trained musically, but are also trained to lead musical worship in the Catholic Church. They are comfortable working with Fr. Tom and working in our church.

- The **accompanist** uses the keyboard to lead the singing of the congregation, accompanies the cantor, and provides instrumental music at various times (e.g., during the entrance procession or before the liturgy).
- The **cantor** serves an extremely important role in enabling all in the assembly to unite mind and heart in sung prayer and praise on this most special day. Many musical elements in the Wedding liturgy are dialogical, between the cantor and the rest of the assembly. Sing to the Lord states that if a singer is not trained to be a psalmist or cantor, “another singer should be secured for this liturgically important role” (SL, 221).

Sacred Heart Musicians will:

- Meet with you to select appropriate music for your wedding
- Help you with the order of the program
- Arrive for the wedding with everything they need
- Be well rehearsed
- Do a professional job that does not draw attention to itself, but serves the worshipping assembly

Musicians set their own stipends based on their experience, level of training, and meeting time with the couple. The range of stipends is typically \$150-\$200 per musician. Musician checks need to be correct, made out and placed on the piano before the wedding ceremony.

A family member or close friend may also be involved with the music. This must first be communicated with the Liturgy & Music Associate and then with the parish musicians. *If extra rehearsals are needed due to guest singers or musicians there may be an additional fee.* Please ask your accompanist.

Below is a list of musicians from Sacred Heart Parish. Please contact the Liturgy & Music Associate if you need assistance with booking musicians.

Sacred Heart Musicians

Jill Kiffmeyer 320-290-4204
Piano, organ

Sarah Woeste 251-8115 x116
Cantor, piano

Rich Wolter 240-1107
Cantor

Ruth Steffes 320-223-4332
Piano, organ

Maria Carpenter 763-670-8233
Cantor

Philip Shefveland 281-9518
Cantor, saxophone

Maureen Otremba 255-9035
Piano, organ, cantor

Janel Binsfeld 251-8392
Cantor, Flute

Gerard Kroll 203-0680
Cantor, Trumpet

Cynthia Hogenson 493-9143
Cantor

Stephanie Otremba 255-9035
Cantor, Flute

Music Selection

Choosing music for the marriage liturgy can be one of the most rewarding tasks of your wedding preparation. Music is more than a decoration to the ceremony – it is an integral part of the rite, just like the prayers, readings, and actions. Music has the power to convey the depths of God’s love for us, to unite the assembly in song, and to express the worship and prayer of those who gather to celebrate this joyful event. A list of music ideas can be found on the parish website at <https://www.sacredheartsaukrapids.org/marriage>.

The primary musical moments of the liturgy are those that involve the entire assembly:

- Gathering song
- Glory to God
- Responsorial Psalm
- Gospel Acclamation
- Song of Praise
- Eucharistic Acclamations
- Communion song

Proper etiquette requires that those in the assembly not be ignored or even be permitted to be passive spectators. Your accompanist and cantor will help you choose music that is familiar to your guests. During the wedding the cantor will encourage sung participation from the assembly.

The model for selecting music is, with few exceptions, the Sunday Eucharist, i.e., music you would normally hear the assembly/choir singing at Sunday liturgies. All music for liturgical celebrations is chosen based on the following principles outlined in Sing to the Lord: Music in Divine Worship (2007 United States Conference of Catholic Bishops):

126. “In judging the appropriateness of music for the liturgy, one will examine its liturgical, pastoral, and musical qualities. Ultimately, however, these three judgments are but aspects of one evaluation, which answers the question: “Is this particular piece of music appropriate for this use in the particular Liturgy?”

220. “Additionally, music should reflect the truth that all the sacraments celebrate the Paschal Mystery of Christ. Secular music, even though it may emphasize the love of the spouses for one another, is not appropriate for the Sacred Liturgy. Songs that are chosen for the Liturgy should be appropriate for the celebration and express the faith of the Church.”

Because music in the liturgy involves an active relationship between the pastoral musician and the assembly, the use of recorded music before or during the liturgy is inappropriate. Sing to the Lord paragraph 93 states “recorded music lacks the authenticity provided by a living liturgical assembly gathered for the Sacred Liturgy.”

Secular songs may not be played as instrumental music before, during, or after the liturgy.

Section III: The Order of Celebrating Matrimony

A. Within Mass or Without Mass

The question is often raised whether a couple should have their marriage take place with Mass or in a Liturgy of the Word. Generally, a Mass is reserved for marriages where both bride and groom are practicing Catholics. The liturgy without Mass is used if either the bride or groom is not Catholic. You should make your decision in consultation with the priest or deacon who is assisting in the preparation for your marriage.

Within Mass

The Introductory Rites

- Processional
- Gathering Song
- Sign of the Cross & Greeting
- Glory to God
- Opening Prayer

The Liturgy of the Word

- Old Testament Reading
- Responsorial Psalm
- New Testament Reading
- Gospel Acclamation
- Gospel Reading
- Homily

The Celebration of Matrimony

- The Questions before the Consent
- The Consent
- Blessing and Giving of Rings
- Song of Praise
- The Universal Prayer

The Liturgy of the Eucharist

- Presentation of the Gifts
- Eucharistic Acclamations
- The Lord's Prayer
- Nuptial Blessing
- Sign of Peace
- Lamb of God
- Communion

The Concluding Rite

- Solemn Blessing
- Recessional

Without Mass

The Introductory Rites

- Processional
- Gathering Song
- Opening Prayer

The Liturgy of the Word

- Old Testament reading
- Responsorial Psalm
- New Testament reading
- Gospel Acclamation
- Gospel Reading
- Homily

The Celebration of Matrimony

- The Questions before the Consent
- The Consent
- Blessing and Giving of Rings
- Song of Praise
- The Universal Prayer
- The Lord's Prayer
- Nuptial Blessing
- Sign of Peace

The Concluding Rite

- Final Blessing
- Recessional

B. Order of Worship:

1. Gathering:

a. As a couple, you have chosen to witness your love before a particular assembly. Because the assembly has gathered to see and share in the wedding ceremony with you, it is strongly encouraged that the couple welcomes the guests as they arrive at the church. Additionally, ministers of greeting could include ushers, parents, guardians, or other family and friends.

b. **Prelude Music:** Most prelude music is lost in the excitement of the guests greeting one another. Instrumental music is preferred and should not delay the start of the wedding liturgy. A Christian vocal solo may be sung right before the start of the wedding, when guests are being seated.

2. **Procession:** Guests should be seated and the wedding party should be in the gathering space lined up & ready to begin at the designated starting time. A single piece of instrumental music should be chosen for the entire procession.

Plan 1

Cross carried by an usher
Bridesmaids and Groomsmen
Parents and Groom
Parents and Bride

Plan 2

Cross carried by an usher
Bridesmaids and Groomsmen
Bride and Groom

Plan 3

Cross carried by an usher
Parents and Groom
Bridesmaids and Groomsmen
Parents and Bride

3. Gathering Song & Gloria

After the members of the procession have reached their place within the liturgical assembly it is recommended that a joyous, familiar hymn or song be sung by the entire assembly to unite them for worship. This is especially appropriate when the liturgical assembly is made up of guests and family members who come from different Christian denominations.

Following the Sign of the Cross and a greeting the Gloria will be sung.

4. Liturgy of the Word:

You will need to have a lector for your wedding. A lector should be someone who is capable of proclaiming the Word of God in a dignified and worthy manner. The lector should be an adult who has been baptized and confirmed. More than one lector may be used if more than one reading (other than the Gospel) is selected. The lector is also responsible for reading the petitions during The Universal Prayer

a. **First Reading:** The first reading should be chosen from the Old Testament. A non-scripture reading may not be substituted. (*Together for Life book p. 16-33*)

b. **Responsorial Psalm:** The responsorial psalm must be taken from the Book of Psalms from the Old Testament. It must be sung--not recited--by a cantor who usually sings the verses and the congregation joins in singing a simple refrain. Select this with your musicians.

c. **Second Reading:** The second reading should be chosen from the New Testament--other than the Gospels. A non-scripture reading may not be substituted. (*p. 44-67 in book*)

d. **Gospel Acclamation:** This is the Alleluia refrain sung by the cantor and the congregation. A verse is sung by the cantor with a repeat of the alleluia refrain. This acclamation is always sung and never recited.

e. **Gospel:** The Gospel reading is selected from Matthew, Mark, Luke, or John. This reading is proclaimed by the priest or deacon. (*p. 72-87 in book*)

f. **Homily:** A reflection on the readings and meaning of marriage is given by the presider. At the conclusion of the homily we enter the Celebration of Matrimony.

5. The Celebration of Matrimony:

a. The Questions before the Consent (*p. 88-89 in book*)

The priest or deacon will ask you several questions about your freedom in choosing marriage, faithfulness to each other and openness to children.

b. The Consent (Marriage Vows) (*p. 90-92 in book*)

You will join your hands and exchange your marriage vows. You may memorize them, read them off of a card, or have the priest or deacon question you with your response being "I do."

c. **Blessing and Giving of Rings** (*p. 93-94 in book*) – we strongly encourage the giving of rings to be memorized.

d. **The Universal Prayer:** The Universal Prayer (intercessions) follows the giving of rings. You may write your own intercessions including prayers for yourselves, your families, and for broader social concerns (see the Universal Prayer handout or *p. 95-97 in book*). Your lector will read these prayers.

6. The Liturgy of the Eucharist

a. Preparation of the Gifts and Altar:

- When the Celebration of Matrimony is celebrated within Mass, the preparation of the Gifts and Altar follows. You will need to select some people to bring up the gifts of bread, wine & water. A fitting gesture might be to honor godparents with this role.
- Instrumental music may accompany this action. The music used here should not prolong this part of the liturgy.

b. During the **Eucharistic Prayer** there are three acclamations which are sung by the entire assembly: the "Holy, Holy," the "Memorial Acclamation," and the "Great Amen." Familiar settings should be used so that the assembly can actively participate in the singing.

- c. **Lord's Prayer:** The presider leads all in this prayer. It must be spoken or sung by the entire assembly. Because of the communal nature of our prayer, solo versions of the Lord's Prayer are not appropriate.
- d. **Nuptial Blessing:** A formal, extended blessing of the newly married couple.
- e. **Sign of Peace:** Everyone is encouraged to exchange some form of peace. A short instrumental piece is permitted. It is inappropriate to sing during this time.
- f. **Lamb of God:** At the conclusion of the Sign of Peace, the sacred bread is broken. During this ritual action, the cantor leads the assembly in the singing of the "Lamb of God." Familiar settings should be used so that the assembly can actively participate in the singing.
- g. **Communion:**
 - The Body and Blood of Christ are now ministered to those who wish to receive.
 - You will need 3 Eucharistic Ministers in addition to the priest. Ideally, family members or wedding guests who are commissioned Eucharistic Ministers in a Catholic church should be asked to minister the Eucharist to the assembly. If you do not have any Eucharistic Ministers the Liturgy & Music Associate will arrange for some from Sacred Heart Parish.
 - Hymns or songs that speak of the Eucharist or our union with Christ are encouraged. Simple responsorial psalms are also appropriate. The "Ave Maria" by a soloist or any other Marian song does not fit this part of the liturgy.

8. Concluding Rite:

- a. **Final or Solemn Blessing:** The priest or deacon now blesses all present.
- b. **Presentation of the Couple:** The priest may now announce you, as a couple, to the gathered assembly. Please inform the priest of the way you would like to be introduced.
- c. **Recessional:** The couple and the wedding party now exit the church via the main aisle. Instrumental music is preferred.
- d. **Receiving Line:** In the gathering space near the outside door, or weather permitting, could be outside.

C. Other Liturgy Notes:

1. Worship Aids

A printed worship aid is required because it is a practical way to encourage the assembly's active participation in the liturgy. It is also helpful to those who are unfamiliar with the Catholic liturgy. When listing titles of songs in your program, you must list the composer's name as well. Before your final copy of the program is printed it must be approved by the Liturgy & Music Associate. The music for

the assembly will be projected on the screens in church during the Celebration of Matrimony.

2. Ushers

- Ushers have many responsibilities. A handout with guidelines for the ushers is found in your folder. Please make copies and give them to each usher.
- Ushers are to seat the guests prior to the designated starting time. They are also charged with maintaining the church's cleanliness before, during and following the liturgy. Therefore, they should be selected for their ability to be responsible and accountable.
- Ushers should check in with the attendant when they arrive and check out with attendant following the ceremony after cleaning up
- An Usher is needed to carry the cross in the entrance procession

3. Flower Girls & Ring Bearers

We do not encourage children who are under five years of age for these two roles. Please have someone designated to take care of the children if they need to go out during the liturgy.

4. Altar Servers

An altar server is needed for your wedding. If you do not have any Altar Servers in your family or on your guest list, the Liturgy & Music Associate will arrange for some from Sacred Heart Parish.

Section IV: Music Choices

The following list is composed of the more popular and well known songs for use during wedding liturgy. It is not all inclusive, but merely to give you some starting ideas. Please listen to the music on-line, choose your favorites and set up a meeting with your Sacred Heart Musicians to finalize the list.

When listed, the hymnal number corresponds with the Gather Comprehensive hymnal found in our pews. When searching for music on-line, make sure the composer matches the title.

Gathering/Song of Praise

753	All Are Welcome	Haugen
520	All the Ends of the Earth	Dufford
496	Canticle of the Sun	Haugen
572	For the Beauty of the Earth	Pierpont
744	Gather Us In	Haugen
	Gather Your People	Hurd
522	Glory and Praise to Our God	Schutte
	Hear Us Now, Our God & Father	Huxhold/HYFRYDOL
528	Joyful, Joyful We Adore You	Beethoven/Hodges
558	Lift Up Your Hearts	O'Connor
622	Love Divine, All Loves Excelling	Wesley/Prichard
866	Love is the Sunlight	Jacobson
	O God Beyond All Praising	Perry
527	Praise to the Lord, the Almighty	(public domain)
	Rain Down	Cortez
547	Sing of The Lord's Goodness	Sands
865	When Love is Found	Wren

Psalms

36	Ps 25: To You, O Lord	Haugen
47	Ps 34: Taste and See	Haugen
814	Ps 34: Taste and See	Moore
100	Ps 103: The Lord Is Kind and Merciful	Haugen
99	Ps 103: The Lord Is Kind and Merciful	Cotter
114	Ps 118: Let Us Rejoice	Haugen
	Ps 118: This Is the Day	Fisher
125	Ps 128: May the Lord Bless Us	Haugen

Communion

	Bread of Life	Fisher
638	Eye Has Not Seen	Haugen
	It's More than Wine and Bread	Nims
	Lead Us To Your Table	Tomaszek/Angrisano
	Miracle of Grace	Stephan
726	Prayer of St. Francis	Temple
669	Servant Song, The	Gillard
	Table of Plenty	Schutte
814	Taste and See	Moore
850	We Come to Your Feast	Joncas
865	When Love Is Found	Wren/West

Processional/Recessional

	Beyond a Dream	L. Line
	Canon in D	J. Pachelbel
	Jesu, Joy of Man's Desiring	J.S. Bach
	Joyful, Joyful	Beethoven/ L. Line
	March Jubliant	L. Line
	Minet in G	J.S. Bach
	Prelude in C	J.S. Bach
	The Prince of Denmark's March	J. Clarke
	Threads of Love	L. Line
	Trumpet Tune	J. Clarke
	Water Music Suite (Hornpipe, Air)	G. F. Handel

Vocal solo

	Forever	Tomlin
	How Beautiful	Paris
873	In Love We Choose to Live	Cotter
	When I Say I Do	West
	Shine On Us	Smith
	The Gift of Love	Hopson
872	Wherever You Go	Norbert