

## **Matrimony**

Matrimony is a sacrament. Matrimony lasts a lifetime. Marriage is a way of life. A wedding is an event. Yes, it's a great event. Like the day one receives First Holy Communion and Confirmation, it should be one of the happiest days of one's life. But, there is a great difference between an event and the living out of a sacramental state. Marriage is something for which great preparation must be done. To that end, there are requirements in place in the Church as a whole, in the particular Church known as the Archdiocese of Indianapolis and in the parish of Our Lady of the Most Holy Rosary.

A wedding is an occasion for families and friends to gather together to pray for a man and a woman as they enter married life. To be sure, it is a time for festive music, flowers, fine clothing and good food. These festivities should never overshadow the primary purpose of the wedding ceremony, the reception of a Holy and Sacred Sacrament instituted by Christ. These policies and guidelines will help ensure the proper reception of the Sacrament of Matrimony at Holy Rosary Church.

What follows are wedding guidelines for Holy Rosary parishioners and also for those who, though they wish to marry at Holy Rosary, are not registered parishioners. There is also a document that is specific to weddings in the Extraordinary Form. The Extraordinary Form is available to all who wish to marry at Holy Rosary, be they parishioners or not. Of primary importance is the set of guidelines specific to your situation. If you are (a) registered parishioner(s) at Holy Rosary, please refer to Parishioner Wedding document. If you are not (a) registered parishioner(s), please refer to Non Registered Parishioner Wedding. If applicable, refer additionally to Guidelines for Weddings in the Extraordinary Form. As you might expect, these are lengthy and detailed documents, but such detail is necessary so everything is known, clarified and understood from the beginning and so there are no snags, difficulties, excuses or things left undone by the time the ceremony is to happen.

## WEDDING REQUEST FORM

We look forward to hosting your wedding at Holy Rosary and promise to pray for you as you move through the months of your important preparation. At your first contact with us, you will find out whether or not the date and time you are requesting is available. However, no date or time will be officially recorded on the parish calendar until we have checked with the pastor/administrator as to his availability. The pastor/administrator is to be the officiant at all parishioner and non-parishioner weddings, unless the bride or groom has a close relative who is a priest/deacon (Officiating Clergy Form; friends or former pastors are invited to concelebrate). It is also the pastor/administrator who is responsible for parishioners' marriage preparation. If preparation is not possible with him due to distance, for example, you may be prepared by another priest or deacon (Preparing Clergy Form). However, participation in the One in Christ program is required for all. There are no exceptions. Due to this program's increased popularity, it is possible that One in Christ sessions might be held in a location close to you. If so, you may attend sessions at that location. If not, you will be required to attend the sessions at Holy Rosary. All forms will be supplied to you by the parish business manager. Secondly, the business manager will need to have a check for your wedding deposit fee. When these signatures and the fee are received, the date and time of your wedding will be officially recorded along with the date and time of the wedding rehearsal. **Please provide the following information:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Numbers

Telephone Numbers

Home \_\_\_\_\_

Home \_\_\_\_\_

Work \_\_\_\_\_

Work \_\_\_\_\_

Mobile \_\_\_\_\_

Mobile \_\_\_\_\_

e-mail \_\_\_\_\_

e-mail \_\_\_\_\_

Denominational Affiliation (your religion)

Denominational Affiliation (your religion)

\_\_\_\_\_

\_\_\_\_\_

Church \_\_\_\_\_

Church \_\_\_\_\_

Pastor \_\_\_\_\_

Pastor \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## WEDDING INFORMATION FORM

*Please complete all parts of this form and return it to the parish along with the Wedding Request Form and a check for the wedding stipend/service charge no later than four (4) weeks prior to the wedding date. Failure to return these items by the deadline will mean that the parish most likely will not be able to make the necessary arrangements for your wedding.*

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Bride's daytime telephone \_\_\_\_\_ Groom's daytime telephone \_\_\_\_\_

Wedding date \_\_\_\_\_ Wedding time \_\_\_\_\_

For non-parishioners, Name of priest (or deacon) presiding at ceremony; For parishioners, Name of presiding clergy if he is a **close relative of the bride or groom, else the pastor/administrator officiates**; other clergy are invited to concelebrate \_\_\_\_\_

Rehearsal date \_\_\_\_\_ Rehearsal time \_\_\_\_\_

Name of florist \_\_\_\_\_

Florist telephone \_\_\_\_\_ Time florist will be at church to set up \_\_\_\_\_

*Candelabra, pew candles, etc. rented from another provider? Please supply info:*

Name of other provider \_\_\_\_\_

Provider telephone \_\_\_\_\_ Time provider will be at church to set up \_\_\_\_\_

Will the women/girls in the wedding party dress at church? \_\_\_\_\_ If yes, at what time? \_\_\_\_\_

Will the men/boys in the wedding party dress at church? \_\_\_\_\_ If yes, at what time? \_\_\_\_\_

Name of photographer \_\_\_\_\_

Photographer telephone \_\_\_\_\_ Time photographer will be at church to set up \_\_\_\_\_

Name of videographer \_\_\_\_\_

Videographer telephone \_\_\_\_\_ Time videographer will be at church to set up \_\_\_\_\_

*Practice for organist, soloist, singers, musicians, in church? Complete the following:*

Date of practice \_\_\_\_\_ Time of practice \_\_\_\_\_

Signatures: Bride \_\_\_\_\_ Groom \_\_\_\_\_

## Preparing Clergy

Dear Father (or Deacon) \_\_\_\_\_,

It is not possible for the Pastor/Administrator/Associate Pastor of Holy Rosary to prepare \_\_\_\_\_ and \_\_\_\_\_ for marriage. Your services were recommended/offered, or, when you were contacted, you were kind enough to agree to prepare this couple for marriage. This form specifies the duties you have agreed to perform, and your signature makes this agreement official. You are welcome to concelebrate the Nuptial Mass. In addition, please know that you will always be a welcome guest at Our Lady of the Most Holy Rosary Church. We look forward to welcoming you, whenever that might be.

If you decide to accept this invitation, please complete the enclosed Preparing Clergy Form (the next page of this document), and return it immediately to Holy Rosary. The parish address appears at the bottom of this page and the top of the next. The duties to which you agree are the following:

1. **All, all necessary paperwork will be handled by yourself**; or, if by a delegate, you will be responsible for its final compilation.
  2. The paperwork will be posted **no later than four (4) weeks prior to the wedding date**.
  3. If paperwork is coming from outside the Archdiocese of Indianapolis, **it first must be released through the proper chancery** and forwarded to: Archdiocese of Indianapolis; Attn: Dianne Adams; 1400 N. Meridian St.; Indianapolis, IN 46202-2305.
  4. The paperwork should include the **Archdiocese of Indianapolis' Preparation for Marriage form or its equivalent** (pre-nuptial investigation) **form**.
  5. For a Catholic party to the marriage, a recently issued (*no older than six months prior to the wedding date*) copy of his/her **baptismal certificate** with notations.
  6. For a validly baptized Christian, either a **certificate of baptism** from the church of baptism **or a letter of testimony** from the church; or, failing that, a letter of testimony from a witness to the baptism.
  7. **Any necessary permissions, dispensations, freedom to marry (lack of canonical form)** or other documents which show freedom to marry (i.e., statements of nullity).
  8. The couple must participate in the One in Christ marriage instruction program. In addition, all other criteria on the 'Preparing for Marriage' document must be met.
  9. In addition, we ask that you **ensure the couple is aware that a marriage license issued by the State of Indiana must be presented to the wedding coordinator** of Holy Rosary Catholic Church at the wedding rehearsal. For information, contact the Marion County Clerk, Marriage License Division, at (317) 327-4720, or [marriage@indygov.org](mailto:marriage@indygov.org), or visit the Web site, [www.indygov.org/clerk](http://www.indygov.org/clerk). If you have any questions about the above, please contact me at (317) 636-4478 (mornings only), or by e-mail at [holyrosaryc@cs.com](mailto:holyrosaryc@cs.com). We look forward to having you at Holy Rosary.
- Yours in Christ,

Bernie Greene, Business Manager

Holy Rosary Catholic Church; 520 Stevens St. • Indianapolis, IN 46203

(317) 636-4478 • fax (317) 636-2522 [hrchurch@hotmail.com](mailto:hrchurch@hotmail.com) • [www.holyrosaryindy.org](http://www.holyrosaryindy.org)

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**PREPARING CLERGY FORM**

*for the priest or deacon who will lead the marriage preparation of*

\_\_\_\_\_ and \_\_\_\_\_

who will be married at Holy Rosary Catholic Church on

\_\_\_\_\_ at \_\_\_\_\_.

Please check the statement which applies to your situation:

\_\_\_\_\_ I AM ONLY RESPONSIBLE FOR THE MARRIAGE PREPARATION OF THIS COUPLE and I will complete all necessary paperwork to that end and forward it to Holy Rosary Catholic Church at least four (4) weeks prior to the wedding. I will also meet all criteria in the Preparing for Marriage document. If I have a delegate completing the paperwork, I agree to take responsibility for that.

\_\_\_\_\_ I AM ALSO THE OFFICIANT.

As officiant, I agree to be responsible for:

1. being present at the wedding rehearsal and directing it, with the assistance of a wedding coordinator provided by Holy Rosary Catholic Church.
2. witnessing the marriage and celebrating the wedding liturgy.

Signed: \_\_\_\_\_

Parish: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Relationship: \_\_\_\_\_ (if you are the Officiant)

## OFFICIATING CLERGY

Dear Father (or Deacon) \_\_\_\_\_,

\_\_\_\_\_ and \_\_\_\_\_ are seeking to reserve Holy Rosary Catholic Church as the place of their wedding. They are asking that you officiate at their wedding liturgy. We look forward to welcoming you to Holy Rosary. If you decide to accept this invitation, please complete the enclosed Officiating Clergy Form and return it immediately to Holy Rosary. The parish address appears at the top of both this page and the enclosed form. If you are also the priest/deacon responsible for the couple's marriage preparation, while we do not wish to burden you with paperwork, it is important that we have this agreement due to the number of weddings which take place at Holy Rosary. Please be aware of the following points:

1. **If you are preparing the couple, all necessary paperwork will be handled by yourself; or, if by a delegate, you will be responsible for its final compilation.**
  2. The paperwork will be posted **no later than four (4) weeks prior to the wedding date.**
  3. If paperwork is coming from outside the Archdiocese of Indianapolis, **it first must be released through the proper chancery** and forwarded to: Archdiocese of Indianapolis; Attn: Dianne Adams; 1400 N. Meridian St.; Indianapolis, IN 46202-2305.
  4. The paperwork should include the **Archdiocese of Indianapolis' Preparation for Marriage form or its equivalent** (pre-nuptial investigation) **form.**
  5. For a Catholic party to the marriage, a recently issued (*no older than six months prior to the wedding date*) copy of his/her **baptismal certificate** with notations.
  6. For a validly baptized Christian, either a **certificate of baptism** from the church of baptism **or a letter of testimony** from the church; or, failing that, a letter of testimony from a witness to the baptism.
  7. **Any necessary permissions, dispensations, freedom to marry (lack of canonical form)** or other documents which show freedom to marry (i.e., statements of nullity).
  8. The couple must participate in the One in Christ marriage instruction program. In addition, all other criteria on the 'Preparing for Marriage' document must be met.
  9. In addition, we ask that you **ensure the couple is aware that a marriage license issued by the State of Indiana must be presented to the wedding coordinator** of Holy Rosary Catholic Church at the wedding rehearsal. For information, contact the Marion County Clerk, Marriage License Division, at (317) 327-4720, or [marriage@indygov.org](mailto:marriage@indygov.org), or visit the Web site, [www.indygov.org/clerk](http://www.indygov.org/clerk). If you have any questions about the above, please contact me at (317) 636-4478 (mornings only), or by e-mail at [holyrosaryc@cs.com](mailto:holyrosaryc@cs.com). We look forward to having you at Holy Rosary.
- Yours in Christ,

Bernie Greene, Business Manager

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**OFFICIATING CLERGY FORM**

*for the priest or deacon who will preside at the wedding:* \_\_\_\_\_ and

\_\_\_\_\_ have requested me to witness their marriage at Holy Rosary Catholic Church on \_\_\_\_\_ at \_\_\_\_\_, and to be present and direct the wedding rehearsal scheduled for \_\_\_\_\_ at \_\_\_\_\_.

Please check the statement which applies to your situation:

\_\_\_\_\_ I AM ALSO RESPONSIBLE FOR THE MARRIAGE PREPARATION OF THIS COUPLE and I have completed the prenuptial investigation form to that end and will forward it to Holy Rosary Catholic Church at least four (4) weeks prior to the wedding.

\_\_\_\_\_ I understand that THE PASTOR/ADMINISTRATOR/ASSOCIATE PASTOR OR ANOTHER PRIEST OR DEACON IS RESPONSIBLE FOR THE MARRIAGE PREPARATION OF THIS COUPLE, and that it is his responsibility to complete all necessary paperwork to that end and forward it to Holy Rosary Catholic Church at least four (4) weeks prior to the wedding.

I agree to be responsible for:

1. being present at the wedding rehearsal and directing it, with the assistance of a wedding coordinator provided by Holy Rosary Catholic Church.
2. witnessing the marriage and celebrating the wedding liturgy.

Signed: \_\_\_\_\_  
Parish: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Relationship: \_\_\_\_\_

## **PREPARING FOR MARRIAGE**

**Holy Rosary Catholic Church**

**Indianapolis, Indiana**

We are pleased to offer couples who are parishioners of Holy Rosary the following course of instructions in preparation for marriage. The required sessions will include:

1. Archdiocesan Marriage Preparation documents and the *FOCCUS SURVEY*.  
(Time: 2 hours.)
2. Review of the returned *FOCCUS SURVEY*.
3. A Catholic theological and spiritual perspective of the Sacrament of Matrimony
4. Participation in the parish marriage preparation program One in Christ
5. Arrangement for participation in NFP instruction
6. Couple to Couple League
7. Preparation for the wedding liturgy.
  - Meeting with the officiant
  - Meeting with one of our parish organists.
  - Meeting with the wedding coordinator.
8. Rehearsal.

We hope you will find these sessions helpful and that they will serve as an encouragement for your new life.

N.B. For non-parishioners, unless specifically contracted with the pastor/administrator of Holy Rosary, another clergyman, usually the officiant, is responsible for all marriage preparation, paper-work and all nuptial ceremonies. Non-parishioners are also requested to conform to the above policies. (Arch)diocesan and parish policies will always and everywhere mirror, more or less the policies specified above. So, a certain flexibility can be extended to non-parishioners. However, there is no option with regard to participating in the One in Christ program. This program is required for anyone wishing to marry at Holy Rosary, parishioner and non-parishioner alike. There are no exceptions.

We have read and agree to the above requirements.

Bride Signature \_\_\_\_\_ Groom Signature \_\_\_\_\_

## PARISHIONER WEDDING

People who are active, registered parishioners of Holy Rosary Church for at least nine months may receive the Sacrament of marriage here with the full support and participation of the parish. The parish staff will arrange for your mandatory participation in the marriage instruction program, One in Christ, as required by the Archdiocese of Indianapolis and Holy Rosary Parish. As specified on the Preparing for Marriage document, there will be additional instruction and meetings with the pastor/administrator. All requirements specified in this marriage preparation document must be met. The parish staff also will assist in the planning and celebration of this Sacrament. In addition to those things specified in the marriage preparation document, several pieces of documentation from the bridal couple are necessary: 1. The basic data sheet which will be completed at the initial marriage preparation meeting; 2. A baptismal certificate for the bride and for the groom, issued not prior to six months before the day of the wedding ceremony; 3. Proofs of participation in: a) FOCCUS, b) One in Christ, c) NFP; 4. If any be necessary, dispensation(s); 5. At least one of the two primary witnesses (The Best Man and the Maid (Matron) of Honor) must be Catholic. If the Best Man and/or the Maid (Matron) of Honor are not parishioners, affidavits from his/her/their pastor(s) must be secured, testifying as to his/her/their eligibility to serve as witnesses.

The officiant of all parishioner weddings will be the pastor/administrator or, if there is one, the associate pastor. If the bride or groom has a close relative (an uncle, cousin, brother) who is a priest or a deacon, he may officiate. NB: If said relative is only a deacon and he is to officiate at the wedding ceremony, there may NOT be a Nuptial Mass. The reason: According to Canon Law, the celebrant of the Mass must officiate at the wedding ceremony itself. Though the pastor/administrator will officiate, other clergy are welcome to concelebrate or serve as deacon.

A Wedding Request Form, attached to these guidelines, must be completed and returned to the parish no later than four (4) weeks prior to the wedding date.

Important information for your florist, photographer and videographer is attached to these guidelines. It is your responsibility to see that they receive this information well in advance of the wedding date. Failure to deliver this information will not release the florist, photographer or videographer from the rules and regulations.

The cost of a wedding at our church is \$500.00 — a \$300.00 fee payable to One in Christ for the marriage preparation program, and a \$200.00 non-refundable stipend payable to Holy Rosary Church. These payments are due at the same time you schedule your wedding.

Traditionally the bride and groom also make a donation to the priest and other liturgical ministers who have an active role in the wedding ceremony. 'Other liturgical ministers' refers to clergy the bridal couple ask to participate, i.e., priest concelebrants, and/or deacons. Holy Rosary assumes that compensation arrangements for such ministers will be made by the couple and said ministers, and will have no responsibility here. If, however, the Nuptial Mass is to be a Solemn Mass in the Extraordinary Form and if the bridal couple cannot secure the services of a deacon and subdeacon, Holy Rosary will endeavor to do so. If Holy Rosary secures the services of said ministers, their honorarium, to be paid by the bridal couple, will be a minimum of \$100.00 per minister. There is addendum document for Extraordinary Form weddings. For all weddings,

Holy Rosary will secure altar servers. For weddings in the Extraordinary Form (Sung or Solemn), the minimum number of servers is five (5). In the case of “Low Mass” in the Extraordinary Form, the number of servers is two (2). For weddings in the Ordinary Form (Sung) the number of servers is, likewise five (5). Each server will be guaranteed a minimum honorarium of \$20.00. These donations are not to be confused with and are in addition to the parish wedding stipend described above. There is a detailed description of weddings in the Extraordinary Form below in its own section.

Honoraria for servers and other liturgical ministers, if secured by Holy Rosary, are to be paid prior to the ceremony.

## **WEDDING COORDINATOR**

Holy Rosary will provide a wedding coordinator for all weddings at our church. The coordinator will ensure that the necessary physical arrangements are properly made for these weddings. The coordinator will be present at the wedding rehearsal and the wedding ceremony. The duties of the coordinator include:

1. Opening the church for the rehearsal
2. Assisting with wedding furniture arrangements
3. Making rooms available for dressing
4. Unlocking the church for the florist
5. Speaking with the florist, organist, singers, photographers and videographers
6. Assisting with the set-up for the ceremony and/or Mass
7. Putting the church back in order for the parish’s regularly scheduled Masses

## **Readings**

The pastor/administrator or business manager will be able to help you select the necessary scriptural readings.

## **WEDDING RULES & REGULATIONS**

### **Aisle Length**

The length of the center aisle, from the altar steps to the vestibule glass doors, is 63 feet. The center aisle has 16 pews on each side. There are 10 pews along the east wall/side aisle and 13 pews along the west wall/side aisle. **NO AISLE RUNNERS ALLOWED.**

### **Alcohol**

At no time are alcoholic beverages are allowed anywhere on Holy Rosary property: the church, courtyard, dressing rooms, parking lots, restrooms, sacristy, school, sidewalks, vestibule, etc. If the use of alcohol by anyone in the wedding party is evident or even suspected on the day of the wedding, the ceremony will be delayed – if possible – until proof of sobriety can be established. If this is not possible, the wedding will NOT take place.

### **The “Unity Candle”**

The so called “Unity Candle” never had any place in the Roman Catholic liturgy until it was wrongly “appropriated” from the Protestant liturgy. Protestants have no valid Eucharist and, therefore, searched for something to “symbolize” it. The Roman Catholic Church professes Jesus Christ as Unity Itself. The Holy Eucharist is the Sacrament of Unity. Catholics should realize

that Christ and His Sacramental Sign are all that are required to ensure unity of the spouses. The Holy Eucharist is not a mere symbol. Therefore the use of some profane thing rooted in paganism to symbolize and to be placed before that Sacred Thing which is Unity Itself is not only superfluous, but an insult. The unity candle is, in effect, a countersign. Therefore, the unity candle will not be used at Holy Rosary, either for parishioner or non-parishioner weddings, be said wedding within the context of the Nuptial Mass or not. The unity candle will not be used even if said wedding is a ceremony for a mixed marriage.

#### **Altar Cloths**

The parish has short and long white altar cloths.

#### **Candlesticks**

There are six (6) candlesticks on the High Altar. Candles are provided by the parish.

#### **Flowers**

Flowers may be used throughout the church, but they must not mar or in any way damage any church furniture or surfaces. Pew flowers may NOT be attached with any kind of tape or adhesive; elastic bands are suggested. The church does NOT provide any vases or flower stands for use at weddings; obtain these from your florist. Flowers adorning the altar are to remain at Holy Rosary.

#### **Lent**

Ordinarily weddings do not take place during the liturgical season of Lent.

#### **Organ**

Holy Rosary has a pipe organ that has been here since the church opened in 1925. The parish encourages couples to engage one of the parish organists for the wedding. Our organists rightly expect to be engaged for weddings. If you furnish your own organist, please be aware that you are required, in justice, to make sure that the organist who would normally play your wedding is compensated \$150.00. This cost is not to be confused with and is in addition to the parish wedding stipend described above. Though its use is discouraged, there is also a spinet piano in the choir loft. Be aware that, an organist is also able to play the piano and that the same compensation rules for Holy Rosary organists holds. The parish organist is to be paid prior to the ceremony.

#### **Music – Other**

The Church's term 'liturgy' embraces not only the celebration of Mass, but also the celebration of the sacraments. The sense of the sacred must always be maintained. The music chosen for a wedding must reflect this sense of the sacred. Therefore, all music for weddings must be sacred in character. No "pop," blues, jazz, folk, "soul," rock, "oldies," or Broadway show music will be permitted. The repertoire of sacred music is inexhaustible. The organist as well as the pastor/administrator will be quite able to make suggestions for appropriate repertoire. Also permitted will be music from Holy Rosary's hymnals and missalettes. Recorded music of any kind is not permitted.

Any additional musicians (instrumentalists/singers), that is, their engagement and compensation, are the responsibility of the bridal couple. If requested to do so, Holy Rosary may be able to

engage a soloist or several singers. If this occurs, each singer is to be paid at least \$150.00. These costs are not to be confused with and are in addition to the parish wedding stipend described above. Musicians secured by Holy Rosary are to be paid prior to the ceremony.

### **Pew Candles**

The parish does NOT have pew candles. These may be obtained from your florist. If pew candles are used, protective shades must be used. Pew candles may be free-standing or clamped to the pews, as long as they do not damage the pews. Pew candles may NOT be taped or fastened to pews with any type of adhesive.

### **Pew Bows**

Pew bows may NOT be attached to the pews with any kind of tape or adhesive; elastic bands or plastic clips are suggested.

### **Photographers and Videographers**

Photographers and videographers may take pictures from the choir loft, the vestibule or from a seat in the church. They may NOT walk around the Altar area of the church during any part of the wedding. Photographers and videographers may set up equipment in the church for Saturday morning or afternoon weddings one hour before the start of the ceremony (unless the church is being used at that time for another event, in which case they must wait until the end of that event). They may set up equipment for Saturday evening weddings between 5:45 p.m. and 6:15 p.m. *Photographers, videographers and all of their equipment must be off church property by 3:30 p.m. for Saturday afternoon weddings. They are to check with the officiant to see if he has any further restrictions.*

### **Rehearsal**

Friday evening rehearsal can be scheduled beginning at 6:30 p.m.

### **Rice**

Rice, birdseed, confetti, etc., may NOT be used or thrown whether inside or outside the church. Flower petals may be scattered ONLY by flower girls as part of the wedding ceremony.

### **Seasonal Decorations**

During Christmas, Lent and Easter, the church is decorated with items appropriate to the liturgical season. These items must remain in place during weddings that occur at these times; they are NOT to be moved or rearranged. (Please see earlier note regarding Lent.)

### **Seating Capacity**

The church will comfortably seat 352 people. If people are seated "shoulder to shoulder," church capacity increases to 450, but comfort will decrease.

### **Set up**

Flowers and decorations may be set up on Saturdays after 10 a.m. Check with the wedding coordinator for available times.

### **Times for Weddings**

Daytime weddings may be scheduled for Saturday no earlier than 11 a.m. and no later than 1:30 p.m. The church must be cleared of decorations and wedding participants, including

photographer, by 3:30 p.m. Though not encouraged, evening weddings may be scheduled for Saturday between 6:30 p.m. and 7:30 p.m. Participants, guests, photographers, videographers, etc., may NOT enter the church prior to 5:45 p.m., or until the end of the 4:30 p.m. Mass. The church must be cleared of decorations and wedding participants, including photographer, by 9:30 p.m.

### **Dress**

For the groom and his attendants, dress is not usually an issue. Gentlemen are to be dressed in formal attire or suits and ties. Shoes are to be dress shoes. No hats are to be worn in the church at any time. For the bride and her attendants, modesty should be something a bride strives for and should also be something a groom expects from his bride. If the word ‘modesty’ is a problem for some reason, use the word ‘classy’ or ‘tasteful’ as a substitute. If one dresses in a tasteful or classy way, it will naturally be modest. Holy Rosary sets no policies on the attire of the bride and her attendants at the reception. But, for the ceremony in the church, the policy will be as follows for the bride and for her attendants (of any and all ages): There will be no “skin-tight” or strapless gowns. If gowns/dresses are not full length, they will be no higher than “knee-length”. All gowns will conceal cleavage in the front and will be no lower than three (3) inches below the juncture of the collar bones. In the back, the gown will be no lower than the middle of the shoulder blades. Short sleeves, at the very least, are preferred, but, the gowns may be sleeveless. However, if they are sleeveless, they will have at least T-shirt or “tank-top” straps of at least two (2) inches in width at the narrowest point. If this rule is unacceptable, there is only one remaining avenue of recourse: a shawl or stole or a jacket to cover the specified areas. If this is still unacceptable, the wedding will take place elsewhere. It goes without saying that if the couple chooses to have a lector who is a woman (who must be at least 18 years of age), she, too, must abide by the above rules for dress. If the lector is a man, he must abide by the rules set for the men of the bridal party above. Once the party has dressed at Holy Rosary or if the party arrives at Holy Rosary dressed, these dress requirements must be observed at all times while in the church.

### **Extraordinary Ministers of Holy Communion**

If the wedding is in the context of a Nuptial Mass and if there are priest concelebrants or any deacons, there is no need for any Extraordinary Minister of Holy Communion, and, in such cases, none will be permitted. If there is only one celebrant and no deacon, and if the number of wedding guests warrants it, an Extraordinary Minister of Holy Communion may be used. Holy Rosary will secure the services of such an Extraordinary Minister. However, if the bride or groom wishes to have a relative or friend serve in this capacity, the following applies: If he or she is a commissioned Extraordinary Minister at Holy Rosary, there is no problem. If he or she is from another parish, the pastor of that parish must furnish proof that this person is, in fact, a commissioned Extraordinary Minister. If said Extraordinary Minister is a woman (who must be at least 18 years of age), the rules of modesty specified above also apply. The same rules regarding dress for men apply if said Extraordinary Minister is a man.

### **Applause**

Christ must always be the focus of any liturgical act. He does not need our approbation or applause. Since the bridal couple are secondary to Christ within the framework of the sacred liturgy, applause is not appropriate for them at that time. As a general rule, applause is never

appropriate in church. The bridal couple are requested to inform their families, friends and guests that applause is NOT wanted at Holy Rosary weddings.

### **The Rehearsal**

Rehearsals are a necessary part of every successful wedding celebration. They are not times for adults to socialize, nor are they the time for children to have “playtime.” Children really have no place at a wedding rehearsal. An efficient rehearsal takes very little time. Socializing and playtime add unnecessarily to the length of the rehearsal time. The only people at a rehearsal should be the ones actually involved. Others are requested to absent themselves by: either not coming to the rehearsal and going directly to the party venue at the specified time; waiting outside if the weather is pleasant; waiting in a room provided by the parish office. The rehearsal is to be done quietly, with a minimum of fuss. Remember, we are all in the presence of the Blessed Sacrament in the tabernacle.

Children, of course, are often involved in the rehearsal and wedding. Children are NOT permitted in the sanctuary unless they are in the wedding party and then only at those times when said wedding party is IN the sanctuary.

The bride and groom are to ask, or more importantly, urge their guests that, in the church, prior to the wedding, to maintain a dignified, respectful and reverent silence, and, in particular, to control their children. Time and again, it is proven that the only thing noisier than a crowd waiting for “the big game” to start is the crowd in church waiting for the wedding to start. Once again, this is not the time for socializing or kids’ playtime. Remember, as was true at the rehearsal, we are, once again in the presence of the Blessed Sacrament in the tabernacle.

### **Confession**

Matrimony is a “Sacrament of the Living.” This means that it may not be received by anyone in the state of mortal sin. The bride and groom are urged to avail themselves of the Sacrament of Penance prior to the wedding. The pastor/administrator/officiant will make himself available to hear confessions following the wedding rehearsal.

**No weddings may be scheduled on the weekend of the First Friday of the month.**

### **License and Civil Documents**

The engaged couple are responsible for all licenses, civil certificates and civil documents. Such documents requiring signatures (bride, groom, officiant) must be brought to the church at the time of the wedding rehearsal.

We have read and agree to the above requirements:

Bride Signature \_\_\_\_\_ Groom Signature \_\_\_\_\_

## **Wedding Documentation Check List**

- \_\_\_ Bride \_\_\_\_\_; Groom \_\_\_\_\_; Date \_\_\_\_\_
- \_\_\_ Wedding Request Form
- \_\_\_ Wedding Information Form
- \_\_\_ Basic Data Sheet for the Bride and Groom
- \_\_\_ Proof of FOCCUS, i.e., the returned results
- \_\_\_ Proof of participation in One in Christ
- \_\_\_ Proof of participation in NFP
- \_\_\_ Pastor/Administrator/Other Officiant/Other Preparing Clergy: All additional preparation  
Completed ('Other' if applicable)
- \_\_\_ Letter of Delegation to Other Officiant (if applicable)
- \_\_\_ Met with officiant for liturgy preparation
- \_\_\_ Readings planned (if applicable)
- \_\_\_ Met with organist
- \_\_\_ Met with parish wedding coordinator
- \_\_\_ Rehearsal day/time set
- \_\_\_ Baptismal Certificates
- \_\_\_ Dispensations, if any
- \_\_\_ Fee for organist collected
- \_\_\_ Fees for singers (if any) collected
- \_\_\_ Honoraria for servers collected
- \_\_\_ Honoraria for assisting ministers (if any) collected
- \_\_\_ Civil Documents at hand
- \_\_\_ Signed "Preparing for Marriage" document
- \_\_\_ Signed set of Guidelines
- \_\_\_ If Extraordinary Form, the signed, EF specific supplement document