

Marriage and Wedding Guidelines

*Ss. Francis & Clare of Assisi Catholic Church
Greenwood, Indiana*

For Couples Preparing for Marriage and Weddings beginning January 1, 2021 through December 31, 2021.

The First Meeting with the Priest or Deacon

At the first meeting with the priest or deacon, the following topics (plus others, of course!) will be discussed:

- A brief discussion on how you met, your families, etc.
- Parish Registration & Membership status
- The Marriage Preparation components (see below)
- PREPARE Marriage Inventory registration on line takes place
- Wedding Liturgy planning (see below)
- Complete various forms for our records
- How to apply for a marriage license in your home county (if you live in Indiana), or in Johnson County if living outside of Indiana
- Costs/fees for Marriage Preparation and the Wedding Ceremony

Registration & Membership

To have your wedding at Ss. Francis & Clare of Assisi Church, the following criteria are to be met:

- Both the bride and the groom must be free to marry in the Catholic Church
- The bride or the groom (or possibly both) must be a practicing Catholic
 - Comes to Sunday liturgies regularly
 - Has received the Sacrament of Confirmation, or is preparing to receive the Sacrament of Confirmation (we can help with this prior to your wedding!)
- The bride or the groom (or possibly both) must be one of the following:
 - A registered adult member of Ss. Francis & Clare of Assisi parish (Not registered? We can help you!)
 - A registered adult member of another parish, but at one time was a member of Ss. Francis & Clare of Assisi parish
 - A registered adult member of another parish, but has a current family connection to Ss. Francis & Clare of Assisi parish through a parent or grandparent
 - If the bride or the groom is not Catholic, but lives (or has a long history of living) in White River Township, Johnson County, Indiana, south of Fairview Road

If you and/or your fiancé do not meet the above criteria, please call us and let's talk about your individual situation. We very much want to do all we can to assist you in your marriage and wedding plans.

Weddings for Catholics from other Parishes

At times we receive requests from engaged couples who are not parishioners, but would like to have their wedding at Ss. Francis & Clare of Assisi Church. Reasons might include that our church building is close to the reception venue, or their home parish church has already been scheduled for a wedding. We will be happy to work with you. The additional steps are:

- Letter of membership at the home parish of the Catholic(s)
- Letter of permission from the pastor of the home parish to the pastor of Ss. Francis & Clare of Assisi Parish for the wedding to take place at Ss. Francis and Clare of Assisi Church
- Marriage preparation and dispensations/permissions (if needed) to be completed by the couple's home parish and sent to Ss. Francis & Clare of Assisi Parish
- Priest or deacon to officiate the wedding coming from another parish or religious community, with letter of good standing from the priest or deacon's (arch)diocesan chancery if not from the Archdiocese of Indianapolis

Marriage Preparation Components

Since marriage is one of the sacraments of the Church all engaged couples participate in the marriage preparation process. This includes:

- PREPARE Marriage Inventory
- Sponsor Couple Program for Engaged Couples. You will meet with the sponsor couple five times. The sponsor couple will guide you through the PREPARE Marriage Inventory along with a companion workbook. Your sponsor couple will send the priest or deacon assisting you a brief summary of your meetings.
- *Theology of Body for Beginners*. Engaged couples are asked to read parts (or all!) of the book. Discussion with the Sponsor Couple.
- Cost for the pre-marital inventory and the Sponsor Couple Program is \$35.00. This payment is made when you register on-line for the PREPARE Marriage Inventory. This fee is separate from the wedding fee, since some couples have their preparation here at Ss. Francis & Clare of Assisi parish, but have their wedding elsewhere (or have their preparation at another parish but have their wedding here).
- Attendance at one of the following programs may substituted for the Sponsor Couple Program (but the PREPARE Marriage Inventory must still be done—discussion with the priest or deacon):
 - Pre-Cana Program A certificate is given upon completion of the program—give a copy of this certificate to your priest or deacon.
 - Tobit Weekend held at Our Lady of Fatima Retreat House. A certificate is given upon completion of the program—give a copy of this certificate to your priest or deacon.
 - One in Christ at Our Lady of the Greenwood. A certificate is given upon completion of the program—give a copy of this certificate to your priest or deacon.

The Wedding Liturgy

Days and Times

At the first meeting, if possible, the wedding date and time will be set. Options are:

- Saturday 2:30 pm start time, church is available from 1 pm to 4:30 pm
- Saturday 11 am start time, church is available from 10 am to 1 pm
- Friday 6:30 pm start time, church is available from 5 pm to 8:30 pm (no First Fridays)

Thinking of another time during the week? We'll do our best to see if we can accommodate your needs.

Weddings are not scheduled during Lent or Holy Week.

Friday wedding times may need to be adjusted if a Saturday wedding rehearsal has been previously scheduled.

The Wedding Liturgy – Mass or Ceremony

When both parties are Catholic, it is usual for the wedding to be a Mass (i.e., with Holy Eucharist) but can be a Wedding Ceremony. When one of the parties is baptized but not Catholic, it is usual for the wedding to be a Ceremony (no Holy Eucharist) but an exception to have a Mass can be made, depending upon circumstances. When one of the parties is not baptized, the wedding is to be celebrated as the *Rite of Marriage Outside of Mass*.

Choosing the Readings for your Wedding

The readings to be chosen are an Old Testament Reading, the Psalm, a New Testament Reading, and a Gospel. The readings can be found at <http://www.foryourmarriage.org/readings/>. You may also choose (or ask the priest or deacon to choose) the Prayer of the Faithful (Petitions)—choose 5 to 7 to be read. Samples will be provided.

Old Testament Reading—choose a lector (reader)

Psalm—the music director/cantor will sing—please see the music director to help with selection!

New Testament Reading—choose a lector (reader)

Gospel—priest or deacon will read

Petitions—choose a lector (reader) if no deacon

The Wedding Rehearsal

The officiant (priest or deacon) for your wedding, or the wedding hostess, will direct the wedding rehearsal.

All those who have a role to play in the wedding should be present at the rehearsal. These are:

- The Wedding Couple
- The Best Man and Groomsmen, the Maid/Matron of Honor and Bridesmaids
- Any children in the wedding party, accompanied by their adult caretakers
- Parents of the Bride and Groom
- Grandparents of the Bride and Groom (optional)
- The Lectors (people asked to do one of the Scripture readings or General Intercessions)
- The Offertory Gift-bearers (Mass only)
- Commissioned Roman Catholic Extraordinary Ministers of Holy Communion (Mass only)
- Servers/Acolytes (if choosing to use them)
- Ushers, Greeters, and Wedding Planner (if applicable)



Rehearsals are generally held at 6:00 pm the Friday prior to a Saturday wedding in the church, and usually last no longer than an hour. Remind everyone to be prompt!

The parish Music Director does not attend the wedding rehearsal.

Our Facilities

Saints Francis & Clare of Assisi Catholic Church is a place of beauty, quiet, and reverence. We want couples to feel comfortable and enjoy their celebration, and we will extend hospitality to guests of all faith traditions. Everyone is to be respectful of our church and its furnishings.

The Courtesy Room and the Serra Room (or Youth Ministry Room) are provided to the wedding party as preparation rooms. Most often the bride and her attendants use the Courtesy Room, and the groom and his attendants the Serra Room or Youth Ministry Room prior to the wedding.

Here are a few specific details for your wedding day:

- Dress for all persons in the wedding party should be suitable for church.
- Flower petals may be strewn by flower girls in the opening procession.
- Aisle runners are not used (the slope of the aisle with an aisle runner puts the wedding party at risk for stumbling or falling)
- Food brought on to the premises must remain in designated areas (never in the church).
- Alcoholic beverages are not allowed on the premises at the time of the rehearsal or on the day of the wedding.
- The church sound system is to be used as provided. No “hook-ups” to the existing amplifier and wiring are possible. Independent speaker systems are not allowed. No cameras or sound equipment may be placed anywhere in the Sanctuary.
- Your Wedding Hostess will put into place or direct all furnishings and decorations for your wedding.
- During the ceremonial exit outside (if you choose to have one), rice, bird seed or flower petals may not be used. Please consider the use of bubbles or bells!

Florists

Decorations such as floral arrangements, plants, banners, altar cloths, and other furnishings already in place may not be moved or disturbed without the consent of the Wedding Hostess. Additional floral arrangements may not restrict movement in the Sanctuary or obstruct the view of the assembly. The assembly must always be able to see the Altar, the ambo (pulpit), the couple, and the officiant.

- Any florist of the couple’s choice may provide floral arrangements. Remember, more is not necessarily better!
- Appropriate liturgical areas to be highlighted with floral displays are in front of the altar, ambo, and cantor stand. You may also decorate the ends of the pews (using clips or bows).
- Floral arrangements need to be removed during or after the post wedding photographs prior to the Saturday evening Mass. If any floral arrangements are to be left behind for the use of the Church, please advise your Wedding Hostess.
- If the church is available, florists may start decorating the morning of the wedding after 9:00 am (we have a morning Mass and Rosary that end about 8:50 am). Please check with your wedding hostess the week before the wedding to see if the church is available before 1 pm.

- Tape, tacks, nails, uncoated wire, and other adhesives are not permitted to be used in the church or on the furnishings, including the outside doors.
- The unity candle is not a part of the Catholic *Rite of Marriage* and is no longer an option at the wedding ceremony. Options to consider are having the unity candle incorporated during the rehearsal, the rehearsal dinner, or the wedding reception.

Music for the Wedding

Please contact our Music Director as soon as you have confirmed a date for your wedding and have met with the priest or deacon.

Our Music Director:

- Will provide the music for your wedding on our grand piano and/or organ.
- Assists you in selecting the music for your wedding. Music of a sacred or classical nature is used for weddings at Ss. Francis & Clare of Assisi Church. This includes the Prelude Music, the Processional (one piece of music accompanies the entire Bridal Party, starting with the first attendant through the bride's entrance), the Ceremony itself, and the Postlude Music. *Mainstream contemporary secular music is not appropriate for use in church—we suggest these selections be used at your reception.*
- Assists you in arranging for any additional musicians if you so desire (harpists, violinists, cellists, etc.)
- Assists you with the layout of your wedding program/worship aid (so as to follow the guidelines for Catholic weddings).
 - **If you prefer to layout the Wedding Program on your own**, provide the Director of Music with a copy of the finished original for proofreading before you have the programs duplicated. In this way we can be certain that the order of the wedding is correct.
 - **If you prefer to have the Director of Music layout the Wedding Program for you**, he will help you plan what needs to go in the booklet (including any special messages or poetry you may desire to include), submit it to you for proofing, and produce a finished original. You are then responsible for using the finished original to have the booklets copied or printed. The choice of paper type is completely up to you. This service includes an additional \$100.00 fee, payable directly to the Music Director.

Wedding Masses require a cantor to lead the assembly in the Mass parts. Our Music Director will assist you in choosing a cantor from a list of qualified cantors—depending upon the music selected, our Music Director may be able to be the cantor and musician for your wedding Mass.

Wedding Ceremonies do not require a cantor. However, you may choose to have a cantor.

Some engaged couples have a relative or friend who is a professional organist/pianist and who is familiar with the format of a Catholic wedding Mass or ceremony. Before asking your relative or friend, discuss this with our Music Director. Your relative or friend musician must be auditioned/interviewed and approved in advance by our Music Director. Only competent, professional organists and pianists are qualified to play our organ and piano.

If you have a relative or friend who is a *professionally trained, experienced singer*, that person may serve as the cantor and lead the “core music” of the ceremony after being auditioned/interviewed and approved by the Music Director. Otherwise, your relative or friend should only sing appropriate solos before, during, or after the wedding and not lead the assembly in singing.

The use of pre-recorded music is not permitted.

Photographers and Videographers

Photography and videography is permitted. Please bear in mind at all times that this is a sacred space and proper decorum needs to be exercised.

1. Photographers and videographers may not set up any equipment in the Sanctuary (the non-carpeted area around the altar).
2. Any equipment needed by photographers and videographers, such as electrical extension cords, must be supplied by them.
3. Drones are not permitted inside the church or parish buildings.
4. All indoor photography must be done during the time allotted for your wedding (for example a 2:30 pm wedding would have photography ending at 4:30 pm).
5. During the Wedding Mass or Ceremony, the photographer and videographer are to remain to the side or the back of your guests seated in the pews. The exception is the entrance of the bridal party—the photographer may discretely move to the center aisle as the bridal party processes into the church.
6. Photographs may be taken:
 - Inside the church and narthex
 - The Courtesy Room, Youth Ministry Room and Serra Room
 - The lawn and covered walkway in front of the main church entrance
 - The lawn immediately to the north of the handicap parking lotThe cemetery (Resurrection Garden) and Blessed Sacrament Chapel are places of quiet prayer. Photographs are not taken in these two areas.
7. Photographers and videographers need to exhibit professional standards.

The Wedding Hostess

One of our Parish Wedding Hostesses will be assigned to your wedding. She will contact you about a month prior to your wedding. The Wedding Hostess assists the officiant (priest or deacon), the bride and groom, and the wedding party during the rehearsal, and the day of the wedding.

Marriage License and Certificate

You are encouraged to get your marriage license at least a week prior to your wedding date. The priest or deacon will make sure that the marriage license is filled out properly and mailed to the county clerk's office. The marriage license and certificate should be given to the priest or deacon no later than the evening of your rehearsal.

Fees

The PREPARE Inventory fee is \$35.00. This is paid on-line by the first one (bride or groom) to begin taking the inventory.

The church fee of \$750.00 (\$1,100.00 for non-parishioners), due two months prior to the date of your wedding, includes:

- Music Director fees
- Cantor fees
- Wedding Hostess fees
- Church usage

With the agreement of the parish Music Director, if you are having a relative or friend as the music director for your wedding, your fee will be reduced by \$100.00.

With the agreement of the parish Music Director, if you are having a relative or friend as the cantor for your wedding, or, if you are having a Wedding Ceremony (not a Wedding Mass) and are not having a cantor, your fee will be reduced by \$100.00.

If you are a parishioner and having a very simple Wedding Ceremony (not Mass) with fewer than 20 people in attendance, and would like to have your wedding in our Chapel, there is no cost for the wedding (no music director, cantor, or a wedding hostess). A donation to the church would be welcomed. There is a fee of \$350.00 for chapel weddings for non-parishioners.

An honorarium (gift) to the priest or deacon who officiates your wedding would be welcomed.

Staff

<i>Pastor:</i>	Fr. Stephen W. Giannini 317-859-4673 ex 111	sgiannini@ss-fc.org
<i>Deacon:</i>	Deacon Ron Pirau 317-859-4673 ex 123	rpirau@ss-fc.org
<i>Director of Music:</i>	Mr. Bill Hill 317-859-4673 ex 114	bhill@ss-fc.org
<i>Parish Bookkeeper:</i>	Mr. Tom Lauck 317-859-4673 ex 121	tlauck@ss-fc.org

See next two pages for the basic outlines of a Wedding Mass and a Wedding Ceremony!

Basic outline for a Wedding Mass:

Prelude

Seating of Families

Introductory Rites

Entrance Procession

Entrance Chant

Opening Address

Gloria

Opening Prayer

The Liturgy of the Word

Old Testament Reading--lectors

Psalm

New Testament Reading

Alleluia

Gospel

Homily

The Celebration of Matrimony

The Questions before the Consent

The Consent

The Reception of the Consent

The Blessing and Giving of Rings
(flowers to Mary if being done)

The Universal Prayer (or "Prayer of the Faithful")

The Liturgy of the Eucharist

Offertory Procession

Consecration

The Lord's Prayer

The Nuptial Blessing

Sign of Peace

Communion—Extraordinary Ministers of Holy Communion

The Conclusion of the Celebration

Blessing over the bride and bridegroom

Recessional

Signing of Marriage License

Basic outline for a Wedding Ceremony:

Prelude

Seating of Families

Introductory Rites

Entrance Procession

Opening Prayer

The Liturgy of the Word

Old Testament Reading

Psalm

New Testament Reading

Alleluia

Gospel

Homily

The Celebration of Matrimony

The Questions before the Consent

The Consent

The Reception of the Consent

The Blessing and Giving of Rings

(flowers to Mary if being done)

The Universal Prayer (or you could write "Prayer of the Faithful")

The Lord's Prayer

The Nuptial Blessing

The Conclusion of the Celebration

Blessing over the bride and bridegroom

Recessional

Signing of Marriage License