

WELCOME!

Congratulations on your decision to marry in the Catholic Church. The Church takes great care and concern in the preparation of each couple who are entering into the Sacrament of Marriage.

The Staff and members here at St. Andrew are here to assist you in your preparation, as well as providing programs, resources, interviews and guidance as you begin your lifelong journey together.

The contents of this packet is not intended to answer all your questions, but it is our hope that it will provide you with a basic understanding of what you may expect from our Church, as well as what our Church expects of you, Especially on your wedding day.

And the two shall become one flesh. So they are no longer two but one flesh.

Mark 10: 8



POLICIES & PROCEDURES

SELECTION OF DATE & TIME

The minimum requirement for marriage preparation at St. Andrew Church is six months.

In order to reserve your wedding & rehearsal dates and times, you must Complete and sign the facility contract. The Church also requires you to Complete 2 documents called the Freedom to Marry, also known as forms 29.1 & 29.2. Upon completion of these interviews, your dates will be entered into the Church's calendar.

Weddings are scheduled on Friday from 11:00 am - 7:00 pm, and on Saturdays no later than 1:00 pm.

Weddings or Convalidations are not scheduled on Sundays, Holy Days, Solemnities, and the Sacred Triduum. Please check with the church BEFORE committing to a date.

WEDDING REHEARSAL

Rehearsals are usually scheduled on the evening before the wedding, and normally take 45 minutes to an hour. Friday rehearsals start at 6:00 pm. Friday weddings that need a Thursday evening rehearsal are scheduled at 7:00 pm., as Adoration begins at 9:30 am and ends with Benediction At 6:30 pm.

ALL wedding party participants, including the parents of the bride and groom, need to be in place **15 minutes** before your scheduled rehearsal.

VISITING PRIEST- are welcome to preside at your wedding. Couples are free to invite a priest friend to witness their wedding. Be sure to inform your Marriage Preparation Coordinator.

MARRIAGE PREPARATION

When you have decided on a wedding date and all primary documents are available, an appointment is made with a Marriage Preparation Coordinator. This appt. will be the intake of information & documents needed to move forward for your Marriage Preparation.

**Tracy Lentz 253-863-3828 or
marriagepreparation@standrewsumner.org**

FOCCUS- Facilitating Open Couple Communication, Understanding and Study, is a self-diagnostic inventory to help couples learn more about themselves and their unique relationship.

It is a communication tool and not a test nor a predictor of marriage. The content covers elements of successful marriages, careers, lifestyle, finances, children, values, and ideals of marriage.

Upon completion of the inventory, the couple will then meet with a counselor to discuss and their results.

A DECISION TO LOVE- Is the required Marriage Preparation Work book that is used at St. Andrew Parish. It is a one day workshop that includes topics such as Communication, Sexuality, Finances, Spirituality, and A Decision to Love, NFP, & The Sacrament of Marriage. The workbook must be completed with a mentoring couple *before* your wedding date.

ENGAGED ECOUNTER- Is a 3 day weekend. It becomes mandatory if a couple has not completed the marriage preparation course before their wedding date. Please visit the EE website for an in depth explanation and for the weekend dates. www.tacomaee.org lisaaveri@yahoo.com 253-777-0189

NFP- Natural Family Planning is the preferred practice for all Catholic couples. An introduction is given to all couples prior to their wedding. The information provided is an overview of both theology and practical application. **Joan Cox (253) 863-3828**

INDIVIDUAL COUNSELING SESSIONS- are available if necessary. Please inquire with your marriage coordinator for more information.

CHURCH FORMS

FREEDOM TO MARRY- forms 29.1 is the couple's own statement regarding their desire, freedom and commitment to marry as well as the 29.2 statement of a witness that (both) must be completed before a wedding date is submitted.

BAPTISMAL CERTIFICATES- are required except for those baptized at St. Andrew. Catholic baptismal certificates should bear a date indicating that is has been obtained within the past 6 months. If one party is baptized in another faith, a copy of that baptism is also required. If certificates cannot be obtained, please contact the church of the baptized, and request a copy.

DECLARATION OF ECCLESIASTICAL COURT- is a letter granting a marriage nullity by request, and decided by the Judicial Vicar of the Archdiocese Office of the Marriage Tribunal.

Arlene Evavold is the Marriage Tribunal Advocate for St. Andrew Church.
(253) 862-6376 or arleneevavold@comcast.net

MARRIAGE LICENSE- Both **bride and groom must be present** and 18 years or older. The earliest you may purchase a wedding license is 60 days prior the ceremony and no later than 3 days before the wedding.

Pierce County Auditor's office: 2401 S 35th St. Room 200 Tacoma WA.
(253) 798-7435

Mon- Friday 8:30 am- 4:30 pm

\$60.00 cash only

LITURGY & MUSIC PLANNING

“Preparing The Roman Catholic Wedding Liturgy” is the workbook given to all couples and is designed to assist in planning their Wedding Liturgy. Once you have chosen your readings *or* need further consultation, an appointment must be made with Rich Powers.

Music selections for a Catholic wedding must be appropriate and suitable for worship. Select music standards are available in CD's to help you decide. All songs *not* chosen during consultation, outside vocalists or musicians must be approved by Fr. Jack.

If approved, there will be an additional fee for set up/breakdown and sound check. No exceptions. Pre-recorded music is never permitted.

Sacred Liturgy & Music Preparation

Amy Gallwas 253-826-3859 or 253-861-6936

THE MARRIAGE RITE

The Rite of Marriage of the Catholic Church:

1. The Rite of Celebrating **Marriage During Mass** is used when both the bride and groom are active and participating Catholics. This is referred to as the “Nuptial Mass” and is modeled after the Sunday Mass. This Rite is celebrated after the homily. The bride and groom are the ministers of the Sacrament. The priest is the witness for the Church.
2. The Rite of Celebrating **Marriage Outside Mass** is when a Catholic marries a person from another faith or who is not baptized. In the positive spirit of ecumenism, great care must be taken to respect the integrity and faith of both people in “Interfaith Marriages.” This Rite is preferred for interfaith Marriages because it contains elements in which both the bride and groom, their families/friends can fully participate.
3. The Rite of Celebrating **Marriage between a Catholic and an Unbaptized Person.**

The choice of which form you will use should be made in consultation with Fr. Jack Shrum or your Marriage Preparation Coordinator.

I. RITE OF CELEBRATING MARRIAGE DURING MASS

THE INTRODUCTION RITES

- Gathering of the Assembly
- Procession
- Penitential Rite
- Gloria
- Opening Prayer

THE LITURGY OF THE WORD

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

THE MARRIAGE RITE

- Address and Statement of Intentions
- Consent and Exchange of Vow
- Blessings and Exchange of Rings
- Prayer of the Faithful

THE LITURGY OF THE EUCHARIST

- Preparation of Gifts
- Eucharistic Prayer
- The Lord's Prayer
- Nuptial Blessing
- Sign of Peace
- Breaking of the Bread
- Communion
- Prayer after Communion

THE CONCLUDING RITES

- Blessings
- Dismissal
- Recessional

II. RITE OF CELEBRATING MARRIAGE OUTSIDE OF MASS

THE INTRODUCTION RITES

- Gathering of the Assembly
- Procession
- Greeting
- Opening Prayer

THE LITURGY OF THE WORD

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

THE MARRIAGE RITE

- Address and Statement of Intentions
- Consent and Exchange of Vows
- Blessing and Exchange of Rings
- Prayer of the Faithful
- Nuptial Blessing

CONCLUDING RITES

- The Lord's Prayer
- Blessing
- Recessional

III. RITE OF CELEBRATING MARRIAGE BETWEEN A CATHOLIC AND AN UNBAPTIZED PERSON

THE INTRODUCTORY RITES

Gathering of the Assembly
Procession
Rite of Welcome

LITURGY OR THE WORD

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

THE MARRIAGE RITE

Address and Statement of Intentions
Consent and Exchange of Vows
Blessing and Exchange of Rings
Prayer of the Faithful
Nuptial Blessing

THE CONCLUDING RITES

The Lord's Prayer
Blessing
Recessional

THE SEATING OF GUESTS AND THE PROCESSION

Wedding liturgies usually begin with a full liturgical procession which includes the entire wedding party. We encourage the bride and groom to enter with both of their parents, or family representatives, as a part of this procession. This makes a very strong statement regarding the family unit which differs from the popular custom of the bride on her father's arm alone, a custom that comes from the Middle Ages when marriages were arranged and the bride was viewed in terms of property being exchanged. Since every family situation is different, we recommend that couples give serious thought early on as to whom they will walk with in the wedding procession.

Entrance Procession

Altar Servers (for Mass)
Priest/Presider
Bridesmaids – Groomsmen
Maid/Matron of Honor – Best Man
Groom with parents
Flower Girl
Ring Bearer
Bride with parents

Exit Procession

Bride and Groom
Maid/Matron of Honor – Best Man
Bridesmaids – Groomsmen
Altar servers
Priest/Deacon
Parents
Congregation

PARTICIPANTS

The Faithful – are the guests that you have invited to the celebration. The faithful take an active part in the celebration and so their role is not to be neglected or thought of as mere spectators, but witnesses to your union.

The Celebrant - the Priest who leads the faithful in prayer to God and presides at the exchange of vows.

The Bride and Groom – As ministers of the Sacrament of Marriage, it is your consent and exchange of vows that forms the focus of this celebration.

The Maid/Matron of Honor and Best Man –assist the bride and groom and stand as official witnesses to the ceremony. Ordinarily they are family members or close friends who wish to publicly associate themselves with your vows of commitment to each other. They are also active participants in the celebration of the Liturgy and they sign the Marriage License following the celebration.

Flower Girl and Ring Bearer (optional) – must be aware of their role and able to fulfill it. There is only one Flower girl and one Ring bearer.

The Eucharistic Ministers of Holy Communion – are lay women and men who assist with the distribution of Holy Communion. St. Andrew Eucharistic Ministers are assigned this ministry.

The Servers – function as the cross-bearer and candle-bearers, assist the celebrant as book-bearer and prepare the altar for the Liturgy of the Eucharist. Servers are needed for a Nuptial Mass only and are trained and scheduled by St. Andrew Parish.

The Lector (Reader) –a person selected to proclaim the first and second readings during the Liturgy of the Word. The reader also leads the General Intercessions. St. Andrew Parish lectors are assigned this ministry.

FLOWERS AND DECORATIONS

The interior of St. Andrew is an awe-inspiring setting for any Liturgy. Very little is needed to enhance the Church for the celebration of Marriage. The following guidelines have been provided to help you as you prepare for the celebration.

Please note that the **Unity Candle is not** a prescribed element of the Marriage Rite and therefore it is not permitted during the Marriage Liturgy. Floral arrangements are never placed on the Altar. Arrangements are done for our Saturday night and Sunday liturgies and will be in front of the altar and the ambo.

If bows or small flower decorations are to be used on the pew ends, please notify the florist that tape may not be used to attach them to the pews. They should provide pew clips for this purpose.

The use of aisle runners, balloons, or any other informal party decorations are not in keeping with the dignity of the Church's Liturgy and may not be used. Aisle runners also pose a risk of injury.

Please note that decorations in the Church during the seasons of Advent, Christmas, and Easter may not be changed to accommodate a particular wedding. Church furnishings and fixtures may not be re-arranged without consultation and approval. As it is presently arranged, the sanctuary provides for the flow of the Liturgy and for the greatest visibility.

PHOTOGRAPHY

To maintain a prayerful atmosphere during the Sacrament of Marriage, we provide the following guidelines:

We have a 1-2 hr time frame for still photographs *before* the ceremony, and one-half hour following the Marriage unless there is a wedding following later in the day. All photographing on Saturday afternoon must be done before the ceremony. The Sacrament of Penance begins at 3:30pm.

The photography session runs most smoothly if you assign one member from each family to be a “runner” to have people ready for the different pictures. The family and wedding party should not congregate in the Church sanctuary but wait in their designated dressing rooms or outside to be called in for pictures.

You are most welcome to take pictures outdoors, weather permitting.

Flash equipment and floodlights are **not permitted** for the Marriage Liturgy.

As soon as the procession has entered the Church, cameras should be in place, and the photographer may not be in the aisle. Roaming video cameras are not permitted. Do not stand on pews or other furniture, nor use tape to secure electrical cords, etc, to the pews.

The photographer and videographer may not enter the Sanctuary during the Liturgy.

Photographers and videographers must dress in attire appropriate to the dignity of the ceremony. It is suggested that women wear a dress, skirt, or pants suit and blouse and gentlemen wear a jacket, shirt and dress slacks. Your cooperation is very much appreciated.

It is your responsibility to make certain that these guidelines are followed by the photographer(s) you hire, and also your family and friends.

ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES

Keeping in mind that this is the sacred Sacrament of Marriage, NO Alcoholic beverages or controlled substances are permitted anywhere on the Church grounds. Should it be noted that there is drinking of alcohol or Substance abuse anywhere on the grounds (in dressing rooms, from the Parking lot, etc.) Prior to the wedding, the Presider has the right to cancel the Wedding or the wedding party member(s) involved to NOT participate in the Wedding ceremony.

Fr. Jack will NOT perform the ceremony if he detects alcohol on either the Bride or groom.

HOSPITALITY AND DRESSING ROOMS

The nursery room is available for the bride and bridesmaids to gather and Prepare prior to the celebration. We are unable to provide changing rooms For the groom and the groomsmen and advise that they arrive at the church Already dressed for the celebration.

The wedding party is welcome to bring light snacks and water and to make Them available in their designated dressing rooms.
We respectfully request that no food or drink be brought into the vestibule or Sanctuary of the Church.

FEES

The fee specified for your Marriage Liturgy helps defray the cost of the services of the Parish Staff as well as the cost of utilities. Couples often ask whether it is appropriate to make a monetary gift to the Priest who celebrated their Marriage. It is certainly customary and many couples find this a good way to express their thanks, although it is not required.

All fees must be paid in full one week prior to the Marriage Celebration.

No parishioner of St. Andrew is ever turned away from having his or her Marriage Celebration at St. Andrew because of an inability to pay the fees. If you have financial difficulties in meeting the fee plan, please discuss the matter with Fr. Jack or your Wedding Prep. Coordinator.

The payment of fees is not to be understood as either paying for the Sacrament or the renting of the Church for the celebration of the Sacrament. The fees are to offset the rising cost of maintaining the church and to adequately reimburse those ministers who offer their assistance.

Recommended Gratis:

For use of the Church facilities	\$300
St. Andrew non-parishioner	\$500
Music Director/Organist/Pianist	\$150-\$200
Cantor/Psalmist	\$100-\$150
Wedding Coordinator	\$100-\$150
Marriage Preparation	\$50
Engaged Encounter	\$225
FOCCUS facilitator/counselor	
Altar Servers for the Mass	

*** A separate honorarium may be made to the officiating Priest.

ST. ANDREW PARISH
1401 Valley Ave
Sumner WA 98390
(253) 863-2253 ext. 102

WEDDING POLICIES AND PROCEDURES AGREEMENT

As a couple we are committed to experiencing the celebration of our sacrament according to the Liturgy of the Church. We understand that the policies and procedures of St. Andrew are established accordingly.

We have read The Policies and Procedures for Wedding & Marriage Preparation At St. Andrew Parish. We abide by the polices stated within.

We also agree to pay the stated fee of

\$ _____ by _____.

Signatures

Groom

Bride

Marriage Preparation Coordinator

Date

