

Marriage Preparation Guide

September 19, 2015

St Aloysius Parish Office  
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Detroit, Michigan 48226

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of one of the Engaged parties

Congratulations on your recent engagement! In the next few months you will be actively involved in making preparations for your wedding. Perhaps, at times, you will feel like there are too many things to do, too many decisions to make and not enough time to do all that you have to do. Don't panic, that's normal. The St. Aloysius parish community is here to help you with your wedding planning.

Please read through this booklet. If you have any questions about the process don't hesitate to call our staff or the person designated in this booklet to handle the area of your concern.

May God's grace and blessings be with you now and always!

Telephone numbers:

Fr. Loren Connell, OFM Pastor 313-309-1264

Deacon Donald Leach 313-309-1270

Ms. Ellie Mc Neill, Sacristan 313-309-1267

## Who may marry in our Parish Church?

Any Catholic who is registered in the parish or lives within the parish geographical boundaries may be married in our Church. If the person is an adult living with their parents, they should register themselves in the parish at this contact. We may also grant permission for someone to marry in our Church if their home Pastor has given permission for the marriage to be witnessed here. We encourage couples who live within the parish boundaries to register in the parish and be active members of the parish since it is the community of believers who will share in your marriage experience with you.

**There are special Guidelines for Marriage Preparation when one or both of the couple members lives out of state. See Attachments I, II, or III if one or both of you live out-of-state.**

### Steps for Arranging a Wedding:

1. The Pastor or Deacon will meet with the couple and complete the A-Form with them. (No date may be set and confirmed for a wedding until after this meeting and the A-Form is signed by the couple requesting the marriage).
2. Once the preliminary meeting has taken place and a date has been set for the marriage, the St Aloysius pastoral staff and other staff members will not take directions about wedding plans from anyone other than the couple who plans to marry. In the past, there have been unprofessional actions and a tense atmosphere created when other family members or associates of the couple have tried to speak for the couple. We believe that if a couple is mature enough to get married then they are mature enough to make their own decisions and communicate those decisions with the appropriate staff.
3. The Deacon will make arrangements for you to complete the Pre-Marriage Inventory (PMI) on line. Once it is completed, a mentoring couple is assigned to go over it with the couple if you are members of the parish. Non-parish members will have it reviewed with the Deacon.
4. Each non-parishioner couple is responsible for registering and participating in a marriage preparation course offered by the Archdiocese of Detroit or their respective home diocese. Check the AOD website at [www.aodonline.org](http://www.aodonline.org) for a listing of these programs.
5. There will be one meeting with the officiant for your ceremony about one month prior to the marriage day to plan out the details of the ceremony.

6. Office personnel will complete the marriage license the week before the wedding once it is delivered to them. The couple is advised to obtain their marriage license from a county of residence for either party in the State of Michigan.
7. The current donation for a wedding at St. Aloysius is set at \$600.00 payable one month before the wedding. The donation does not cover a stipend for the musician.

### **Scheduling a time of the celebration:**

Weddings are scheduled with respect to the couple's wishes and the availability of the church building and parish ministers. It is the responsibility of the couple to secure the date and time with the church before making a commitment with caterers and/or reception halls. The date may only be finalized when the A-Form has been completed.

Weddings are usually scheduled on Friday evenings starting after 3:00 pm. No more than one wedding will be celebrated on a Friday evening. Weddings on Saturday are scheduled between 12:00 noon and 6:00 pm keeping in mind the regular 4:00 pm Saturday Vigil Mass. For smaller celebrations there is the possibility of celebrating your marriage during the 4:00 PM Saturday parish Mass. Special arrangements with the approval of the Pastor must be made for this Mass. No weddings are celebrated in the parish during the season of Lent. Due to the complex liturgy schedule of the pastor in clustered parish operations no weddings will be celebrated from December 23rd through January 2<sup>nd</sup>.

The Rite of Marriage should be celebrated within the context of Eucharistic Liturgy if both parties are Catholic. If one member of the party is not Catholic the church encourages the use of the Rite of Marriage outside of the Eucharistic Liturgy.

The liturgy for your wedding will be coordinated and approved by the priest or deacon who officiates at your marriage.

### **What are the guidelines for Music?**

The Music Director at St. Aloysius is prepared to help you choose music that is appropriate and follows guidelines for liturgical celebrations of the Church.

All weddings are required to utilize the services of the parish Music Director. Additional musicians are permissible. The Music Director will help to coordinate their participation in the liturgy. If you have any other specific questions you should call Music Director.

### **What are the guidelines for the Wedding rehearsal?**

The couple should call the parish office **approximately two months** before the ceremony. Decisions will be made regarding the procession, readings, and prayers that are part of the liturgy in the meeting with officiant of the ceremony. The rehearsal is not the time to be making or changing these decisions.

We ask that you make sure all the members of the wedding party are present at the rehearsal and arrive on time. Please be gracious to the person running your rehearsal. Parish musicians are not needed at the rehearsal. Outside wedding coordinators do not have a function during the Catholic liturgy and are not needed at the time of the rehearsal.

Please bring your marriage license to the Parish Office one week prior to the wedding but no later than two days before the wedding. Please do not wait to bring it to the rehearsal or wedding ceremony. Remember that the form must be completed by the office staff prior to the wedding. If there is no license present for the officiant then there cannot be a legal wedding performed.

### **What about Photographers?**

Photographers will not be free to roam about the sanctuary of the church during the celebration of the wedding ceremony. They should check briefly with the officiant at least 30 minutes prior to the ceremony if they have any questions.

The photo session after the wedding will be limited to one half-hour. Videotape equipment may be set up and used during the ceremony. If used, these cameras must remain in one place throughout the ceremony.

**You must take the final page of this document to your photographer and have it signed and returned to the office prior to your wedding day.**

### **Other General Guidelines:**

Weddings at St. Aloysius are celebrated according to the worship books of the Roman Catholic Church; the Sacramentary; the Lectionary, and the Rite of Marriage. You will be provided a copy of the marriage ceremonies at least one month before the rehearsal.

If children are to be part of the ceremony, they must be at least 5 years old in order to be able to participate adequately in the Liturgy.

You should choose someone to do the scripture readings and lead the Prayers of the Faithful. They should be able to read in a loud and clear voice. No other readings than scripture are allowed during the Liturgy. Other contemporary pieces should be read at the reception.

People are generally at ease and open to celebrate when they know the people around them. At weddings, this often does not happen until sometime during the reception. Some very simple things can be done as people arrive at the church to make them feel welcome and to gather them together to celebrate the liturgy. For this reason, the time before the wedding procession is one of the best times to set the positive tone for your wedding. Consider the following ways to take advantage of this time.

You should plan on arriving at the church at least 30 minutes before the ceremony. Give yourself time to relax at the church and, in fairness to others, start the wedding on time.

It is preferred that you get dressed at home. Fussing over gowns and tuxedos just prior to the ceremony only adds to the anxiety and increases blood pressure.

We ask that all couples bring a basket of food equivalent to a full dinner for two and place it near the sanctuary as part of their offering. The poor are always part of our celebrations and we are called always to remember them in our services.

Make certain people are warmly greeted at the main doors of the church when they arrive, **preferably by the bride and groom**. This is probably the most effective thing you can do to make people feel welcome, thank them for joining in your wedding and encourage their participation in the ceremony. This also allows you to introduce friends and relatives before the liturgy rather than waiting until the reception. Such interaction in the church is not irreverent; it serves to shape a worshipping assembly out of many individuals who will be at the wedding.

You should seat people close together and toward the front of the church. There is no reason to have a groom's side and a bride's side in the church. The aim is to encourage people to interact and form a cohesive assembly not to separate them into different contingents. All of the wedding party members can assist in getting people seated. It is not the sole responsibility of assigned ushers.

The use of a Unity Candle is not part of the liturgical Rite for Marriage in the Catholic Church. The use of a Unity Candle should be discussed prior to the rehearsal night with the officiant who will witness your marriage.

Couples are asked to leave the church environment in a clean and orderly fashion just as it was when they arrived for the ceremony. Guests are not permitted to throw rice, flower petals, grains or other materials that would be difficult to clean from the inside the church.

Dress should be appropriate and modest for the sacred environment and the sacredness of the occasion.

**Any concerns about these guidelines in regards to music should be discussed with the Music Director. Any concerns in regards to the Liturgy should be raised with the Pastor or Deacon.**

**If there are any unresolved concerns about music or the wedding liturgy the priest or deacon who will be officiating at your marriage celebration will make the final determination as to what will happen as part of the ceremony. These people are the only ones authorized to make changes from these guidelines.**

#### **Immediately after the wedding.....**

Talk to your insurance agent and banker to make appropriate name changes on all insurance policies and securities.

Advise employers of your change of marital status and check to make sure the two of you have full medical benefits.

Apply for corrected Social Security number in the bride's new name if necessary.

Insure all wedding gifts from the time of receipt. Be sure all household items are insured. Put a complete and detailed list of items in a safe and secure place.

Notify your voter's registration office of any name changes.

Write or rewrite necessary wills and designate joint ownership of property.

Assemble records such as the marriage license and birth certificates in a safety deposit box.

Change names on all appropriate financials accounts.

Make a list of all credit cards with account numbers and contact numbers in cases the cards are lost or stolen. Make appropriate name changes on driver's license and vehicle registration forms.

Register as a family at the parish church where you will grow in your faith together.

#### **Wedding preparation Check list:**

- Contact the parish and speak to the Priest or Deacon.
- Pray for guidance and direction.
- Take the PMI.
- Review PMI results,
- Complete the meeting with your priest or deacon presider.
- Set the date for the rehearsal one month before the wedding.
- Fees for the use of the church are due 4 weeks before the wedding.

- \_\_\_ Work with the staff to get a new copy of your baptismal certificates.
- \_\_\_ Read the scriptures and make a selection of choices.
- \_\_\_ Select someone to read the each reading and the Prayers of the Faithful.
- \_\_\_ Bring your marriage license to the Parish Office one week before the wedding.
- \_\_\_ Register in your new parish home.



## Attachment I

When one of the couple members lives out of state and the other lives in the Detroit area and plan to marry at St. Aloysius we understand that marriage preparation presents more difficulties. In an effort to assist couples, **the following process is in place for couples when one lives out-of-state and the other lives in the Detroit area.**

1. The pre-marriage inquiry form (A-Form) will be completed here at St. Aloysius. Any dispensations that are needed will be applied for throughout the Archdiocese of Detroit.
2. The couple will complete the Catholic Marriage Preparation Course on-line located at the following URL: [catholicmarriageprepclass.com](http://catholicmarriageprepclass.com)
3. The couple will complete the on line Pre-Marriage Inventory and have it reviewed by the staff at St. Aloysius.

I know this all seems very complicated; I am always free to discuss with you the options that are available. Feel free to call me at 313-309-12870.

Deacon Donald E. Leach  
Deacon

## Attachment II

In an effort to assist couples **the following process is in place for couples when one lives out-of-state and the other lives in Michigan but not in the Detroit area.**

The pre-marriage inquiry form must be completed by the staff of one of the Catholic parishes the parties belong to. Any needed dispensations must be obtained from the Diocese a Catholic partner lives in. Catholics who intend to be married in a parish church or approved chapel that is not in the home parish need a letter of permission from their home Pastor is needed.

The following marriage preparation process will apply for marriages at St. Aloysius in Detroit, Michigan.

1. The couple will complete the Catholic Marriage Preparation Course on-line located at the following URL: [catholicmarriageprepclass.com](http://catholicmarriageprepclass.com)
2. The couple will complete the on line Pre-Marriage Inventory.

I know this all seems very complicated; I am always free to discuss with you the options that are available. Feel free to call me at 313-309-1270.

Deacon Donald E. Leach  
Deacon

### Attachment III

When both of the couple members live out-of-state, and plan to marry at St Aloysius, we understand that the marriage preparation presents more difficulties. In an effort to assist couples, **the following process is in place for couples when both live out-of-state.**

The pre-marriage inquiry form must be completed by the staff of one of the Catholic parishes the parties belong to. Any needed dispensations must be obtained from the Diocese one of the Catholic party's lives in. A letter of permission to marry outside their home parish is needed from one of the member's Catholic pastor and must be sent to St. Aloysius.

If they live close enough to each other to complete the marriage preparation process at one of their home parishes then the process as determined by that parish should be completed entirely at that parish.

If both live out-of-state and not near each other the following process will apply for marriages at St. Aloysius in Detroit, Michigan.

1. The couple will complete the Catholic Marriage Preparation Course on-line located at the following URL: [catholicmarriageprepclass.com](http://catholicmarriageprepclass.com)
2. The couple will complete the on-line marriage preparation process.

I know this all seems very complicated; I am always free to discuss with you the options that are available. Feel free to call me at 313-309-1270.

Deacon Donald E. Leach  
Deacon

## PHOTOGRAPHY POLICY AND AGREEMENT

**Bride:** \_\_\_\_\_ **Groom:** \_\_\_\_\_

**Wedding Date and Time:** \_\_\_\_\_

In an effort to maintain the integrity of the marriage sacrament and the beauty and solemnity of the occasion, we kindly ask that you follow these photography guidelines.

**You must take the final page of this document to your photographer and have it signed and returned to the office prior to your wedding day.**

Photographers will not be free to roam about the sanctuary of the church during the celebration of the wedding ceremony. They should check briefly with the officiant prior to the ceremony for guidelines.

The photo session after the wedding will be limited to one half hour.

Videotape equipment may be set up and used during the ceremony. If used, these cameras must remain in one place throughout the ceremony.

I have read and understand these guidelines and agree to follow them.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Photography Studio

\_\_\_\_\_  
Address

City

State

Zip

\_\_\_\_\_  
Phone Number