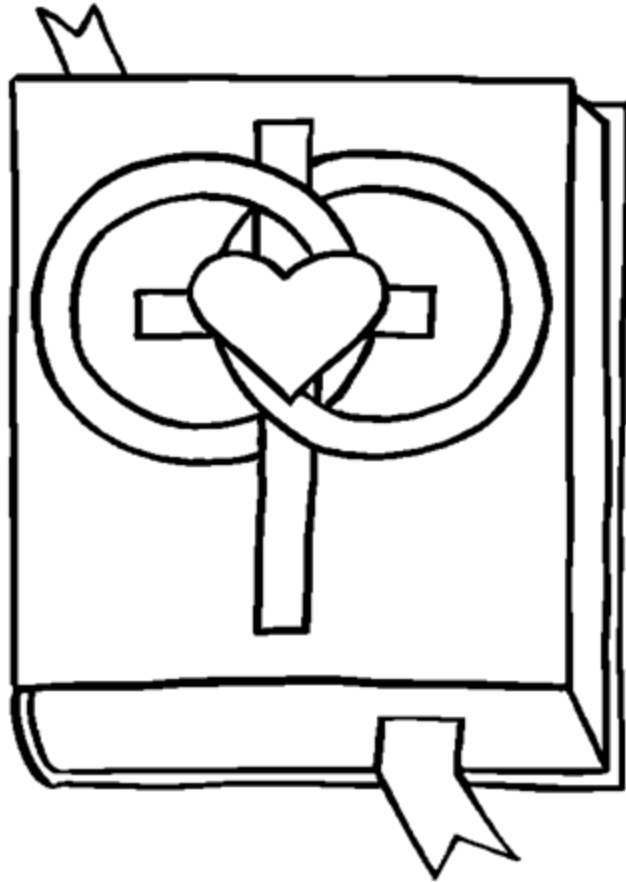


Holy Family Church

316 S. Logan St
Lincoln, IL 62656
217-732-4019



Marriage Preparation Policy

Dear Engaged Couple:

Congratulations on your engagement to be married! I am delighted that you have chosen Holy Family Church to celebrate the day when you stand before God and your family and friends and say those sacred words which will bind you to one another all the days of your life.

Your marriage is, first of all, a sacrament. It is one of the most spiritual events in your life. It is a time when Christians gather to praise God who has called a man and a woman together in marriage. Your wedding liturgy should be planned with great care so as to blend creatively the uniqueness of your love for each other and the rich sacredness of the Catholic liturgy.

On the pages that follow you will find a detailed guide to help you prepare your wedding liturgy. Working together with myself and our parish director of music, I know that your wedding day will be one you will remember forever. Please read these guidelines carefully. We have provided these guidelines to you in the hope that you will familiarize yourself with them. Within these guidelines you will come to know the names of those who I have entrusted to care for the many aspects of your wedding day.

Please read these guidelines carefully. If you have any questions, please do not hesitate to ask.

Assuring you of my prayers, I am,

Sincerely in our Lord,

Fr. Laible
Pastor

Guidelines for Weddings at Holy Family Catholic Church Parish Requirements

1. Diocesan Regulations require that you contact the Parish Priest four to six months prior to your proposed wedding date. This will allow us to check the date and time in the parish calendar. The phone number for the parish is (217) 732-4019. The Parish office is open from 8 a.m. to 4 p.m. Monday through Friday. *You must speak directly with the Pastor concerning a date for your proposed wedding.*
2. The privilege of marriage in this parish church is reserved for those who are registered parishioners. Persons wishing to be married at Holy Family Church must be registered in their own names if they are twenty-one years old, or in the name of their parents who are themselves registered, if the parishioner to be married is under twenty-one. Catholics intending to marry must be practicing Catholics.
3. The Pastor is normally the one assisting at a marriage in Holy Family. The Pastor will take the couples through the pre-marriage preparation required by Canon Law. The Pastor welcomes other priests who wish to be involved in the planning or marriage celebration. The Pastor will communicate with a visiting priest as regarding their role in the marriage ceremony.
4. A rehearsal will be scheduled prior to the day of the wedding. **Rehearsals must start on time!** The Rehearsal will last no longer than 45 minutes. The priest will practice the rehearsal of the wedding one time only; if the wedding party wishes to practice a second time, they are welcome to do so, but the priest will only be present for one rehearsal. Musicians do not rehearse with the wedding party!
5. The use of little children under five years of age in the wedding party is discouraged. Please select children older than five years of age if possible.
6. It is not appropriate to schedule wedding celebrations during the Lenten season. This will be permitted only in the rarest circumstances, and permission of the Pastor must be obtained for this.

The Times for weddings are as follows:

Friday Evenings: 6:00 p.m.

Saturday afternoon: 2:00 p.m. (Wedding Mass); 2:30 p.m. (Wedding Ceremony Only)

Saturday evening: 7:00 p.m.

Diocesan Regulations forbid weddings on Sunday.

7. Only one wedding is scheduled per weekend, unless a visiting Priest is available to take the second wedding.
8. Church and clergy fees are incurred with every wedding. A customary offering of \$250.00 is appropriate. **This offering is required in order to reserve the Church for a wedding.** For

non-parishioners, there will be an additional charge of \$200.00 for the use of the church. If there is a difficulty with this payment, please discuss this with the Pastor.

9. Please remember that musicians, instrumentalists, singers, photographers, florists, etc, are hired by the families of the bridal couple. Their charges and the method of payment must be discussed with them prior to their hiring. ***Do not hire musicians or have programs printed until you have spoken with the Director of Music and Pastor.***

10. The parish has a Bride's room located at the Casa. It is the responsibility of the mothers of the bridal couple to see to it that it is absolutely clean after their use of it. **The parish requires a deposit of \$100.00 for its use, the fee to be refunded if the area is properly maintained, the Church is cleaned at the end of the wedding, and no damage or extra cleaning of the facility is required.**

11. Catholics are strongly recommended to receive the sacrament of reconciliation prior to the wedding. The parish priest will be available for this Sacrament after the rehearsal.

Diocesan Requirements

1. The Catholic partner who has not been baptized at Holy Family Church shall procure a baptismal certificate from the church of baptism. This certificate must be issued within six months prior to the meeting at which the Pre-marriage papers are to be signed. A baptized person who is not Catholic must have at least a photocopy of his/her baptismal certificate. The Catholic partner must have a notation of Confirmation on the certificate submitted, or a separate record from the church of confirmation.

The partners and their witnesses must complete the required Pre-marriage papers.

The couple must attend two of the pre-marriage programs offered by the Office of Family Life of the Diocese of Peoria. Those being married at Holy Family, but who live in another diocese may comply with the pre-marriage requirements of that diocese, provided they receive prior approval from Pastor of Holy Family.

A Catholic couple are expected to be married at Mass.

5. Inter-faith marriages are normally not celebrated with Mass, except for grave reasons. When one of the partners is not baptized, an inter-faith marriage may never be celebrated with Mass. The minister of another Christian Church is welcome to co-celebrate at inter-faith marriages at Holy Family. The couple should extend such an invitation to the minister and the clergy will take it from there.

6. The permission of the Bishop is absolutely required for a Catholic to be married in another Christian church. This request must be made to the priest preparing the couple.

Civil Requirements

A Marriage License must be obtained from the County Clerk's Office at least one day before the ceremony and no more than sixty days prior to the wedding. *Please bring the marriage license to the wedding rehearsal.*

Liturgical Guidelines

1. The parish priest who will celebrate your wedding will thoroughly discuss all of the liturgical elements of the wedding ceremony with you. He will make you aware of the liturgical options you may choose for the ceremony. He will give you a booklet which contains the Scripture readings from which you may choose those you wish proclaimed at the wedding.
2. Those who proclaim the Readings at a wedding should be competent readers and must be practicing Catholics. Others in the ceremony, such as gift bearers, petition readers, etc., need not be experienced.
3. It is preferred in this parish and strongly encouraged that the Entrance procession reflect the equal status of bride and groom as co-equal co-celebrants of their wedding; that the procession reflect a Catholic tradition; and that the parents of both the bride and groom be given honored status in the procession whenever possible.
4. Music at the wedding must reflect the theological and sacred character of the celebration. As a general rule, music during the actual ceremony must be theologically correct, whether it is contemporary music or not. Prior to the start of the procession, while the guests are being seated, the music may be from the contemporary repertoire, but care must be taken to see that the lyrics are consistent with Catholic theology. The parish music director will readily assist the couple in choosing music.

Please contact Ruth Freesmeier, the Director of Music, as soon as the date for your wedding has been set and scheduled. She may be contacted at 217-732-4019 (parish office) or 217-314-0770 (home), or by e-mail: Ruth.Freesmeier@holyfamilylincoln.com

In addition to Ruth Freesmeier, only qualified organists knowledgeable about playing a tracker organ will be permitted to playing at the wedding. The organ at Holy Family is old and delicate and is very expensive to repair. Those instrumentalists who do play for the wedding will be asked to sign a form acknowledging responsibility for payment of repairs if any damage occurs.

The Music Director's fee for the wedding is \$150.00. Payment is to be given to the her at the wedding rehearsal (the night before the wedding). **This fee does not include extra rehearsals or rehearsals tapes which might be requested.**

Musicians other than the organist do not attend the wedding rehearsal. Fees for those musicians may also be collected by the Director of Music at the rehearsal if prior arrangements have not been made. At no time will pre-recorded music be permitted.

Church Decor

Please respect Holy Family, and the interior decorations which are a permanent part of the sanctuary. While you are welcome to add your own decorations to the sanctuary, *nothing in the sanctuary may be moved in any way. This includes statues, flower stands, candle stands, chairs, etc.*

For Special Mention

A receiving line normally belongs at the wedding reception. *Thus, receiving lines are absolutely prohibited in the vestibule of the Church.* Couple may not act as ushers and receive their guests at the end of the wedding. *There will be no exceptions.*

2. While the unity candle has become a tradition over time, it is not part of the official ritual of Holy Matrimony. It is for this reason that Holy Family Church (and The Cathedral in Peoria, IL) does not allow the unity candle to be part of the Rite of Marriage.

3. It is forbidden, because of insurance coverage's and potential lawsuits, to throw **ANYTHING** outside the Church, including rice, bird seed, bubbles, silly string, party poppers, fireworks, flakes or chocolates, etc.

4. Consumption of alcoholic beverages anywhere in or around the Church or in the parking lot adjacent to the church is prohibited. Please ask the members of your wedding party to refrain from any alcoholic beverages until after the rehearsal and wedding.

Directions for the Photographer

Policies governing the taking of pictures and videotapes

1. Pictures may be taken prior to the ceremony, but all picture taking and must cease one half hour before the beginning of the ceremony.

2. The photographers and videotapes must not hold up the wedding procession.

3. The parish priest will tell videotapes where cameras and equipment may be set up.

4. *The use of flash is forbidden once the bride and groom have reached the sanctuary and may be resumed once the recessional has begun.*

5. The nature and sacredness of the ceremony demands that photographers and videotapes be absolutely discreet and unobtrusive during the ceremony.

6. The taking of formal wedding pictures in the sanctuary after the wedding is limited to a **MAXIMUM of thirty (30) minutes.** The parish priest will discontinue the session after that length of time.

Directions for the Florists Policies at Holy Family Church

The parish does not provide supplies for weddings, candles, vases, flower stands, artificial plants, flowers, or an aisle runner.

2. If you have chosen to present flowers and prayers before the Blessed Virgin Mary, it is at this time you can light a candle. The candle will serve as a devotion and reminder to your family (the parish) to pray for you.
3. Please do not disturb or set aside any seasonal decorations in the sanctuary.
4. Please return to the church soon after the wedding to retrieve the property of your florist shop. The parish will not be responsible for your material after 48 hours.

The length of the main isle is approximately 75 feet.

Tips for Planning a Meaningful Wedding

Wonderful wedding celebrations require lots of planning, the right combination of ingredients, and remembering that marriage is a sacrament.

by Judy Schueneman

Planning a wedding is an exciting time, whether it's your own wedding or that of one of your children. This is also a period of occasional anxiety resulting from the often confusing decisions that need to be made.

Recently, my husband and I walked Anne, the fifth of our six children, down the aisle when she married her husband, John. Since that wonderfully happy day, we have frequently heard comments such as "That was the most meaningful ceremony I have ever attended" and "if we had it to do over, this is the kind of wedding we would have."

The following combination of ingredients made this wedding meaningful and memorable:

1. Above all, keep in mind that marriage is a sacrament. The wedding of two individuals takes place in the presence of God, who dwells in them. As ministers of the sacrament to one another, the bride and groom are expressing their faith as well as undertaking a grace-filled commitment to meet the challenge of loving one another throughout their marriage.

The wedding is only the beginning of a couple's ministry to one another. Because of this, it is vital that the sacredness of marriage be uppermost in the minds of all involved in the planning. Paul Covino, author of *Celebrating Marriage: Preparing the Wedding Liturgy - A Workbook for the Engaged Couple*, makes a strong point when he writes, "A marriage in the Church...is a commitment to live out the marriage in such a way that it will be a reflection of Christ's covenant relationship with the People of God."

I credit Anne and John — the young man she chose for her life's partner - for grounding all those

involved in this essential truth from the very beginning. At times I found it difficult not to let things like color schemes, what foods to serve, or which flowers to carry gain an upper hand. Yet Anne and John were right: Each of these concerns pales in significance to the Sacrament of Marriage itself.

2. A message for the parents: It's not *your* wedding. It is important that the wedding reflect the desires and tastes of the bride and groom. A friend of mine admits to having to be reminded of this fact on more than one occasion. You, too, may be tempted to see it as an opportunity to redo (or relive) your own "I do's" and plan what you see as the perfect wedding. Perhaps you see the upcoming event as an opportunity to invite friends and business acquaintances to whom you feel obligated, but the engaged couple wants a small wedding. Even though the lion's share of the bills may come your way, try to keep in mind that the wedding is *their* day. It is a sacred event in their lives.

3. A message for the bride and groom. Although it is your wedding, remember that your parents have experience. Before negating what they have to offer, listen to their suggestions and discuss them between the two of you. Although you may not know or care for Aunt Lily, including her on the guest list is a small price to pay for the hurt that could be inflicted if she were omitted.

4. A lavish outlay of expense is not required for a beautiful and memorable wedding. By keeping the focus on spiritual rather than secular aspects, the total outlay for Anne and John's marriage celebration cost barely one-fourth of the average spent on modern weddings fueled by the secular industry.

We had about 120 guests at an afternoon cake-and-champagne reception, followed by an outdoor barbecue with a bluegrass band in the evening.

Some ways of cutting expenses include using flowers from the garden for bouquets, having backyard receptions with food prepared by friends and relatives, asking amateurs to handle photography. This also gives people who care about the couple an opportunity to give something of themselves. Thus, by tapping into various talents, a personal touch is added which can be more cherished than the costliest present.

5. Don't be slave to tradition. Bridal salons may not be within your budget or personal taste, but that won't stop you from being a beautiful bride. Anne wore a simple, waltz-length dress she bought off the rack. Instead of a veil, she wore a lovely hat that became the piece de resistance - she wears hats well and the groom likes her in them, too.

Our son Tom's wife was unable to attend the wedding and asked him to describe his sister's wedding dress. He replied, "I don't have a clue what it looked like. I couldn't take my eyes off Anne; she was absolutely radiant!" The dress had in no way detracted from the bride or the essence of the day, one in which she and John pledged their love to one another.

6. Think twice about the number of bridal attendants. A huge wedding party can cause the bride and groom to be lost in the crowd. But what do you do if you have a large circle of

friends? What if you've been in several weddings?

Anne didn't want to hurt anyone's feelings, but she didn't want to stage a production either. She solved this problem by asking her two sisters to be her attendants. Then she invited her close friends over for an evening during which they caught up on happenings in one another's lives and reminisced about shared times together. By having this quality time together, they did not feel left out or abandoned. Most importantly, the focus was kept on the couple getting married and the vows they were exchanging.

7. Try not to get caught up in minutiae. Struggling over what accent flower to use in a bouquet or centerpiece takes energy. So does mulling over where to place guests at a dinner reception, and deciding whether meatballs or cocktail wieners would be better on the buffet table. Don't sweat over the small stuff - it's the overall effect that will be remembered.

8. Pick your battles. Some issues aren't worth losing sleep over, but others may be significant. Ask yourself, "Will I regret later that I didn't speak up at the time?" For example, I was concerned about the entrance procession at Anne and John's wedding. I shared the responsibility and privilege of raising our daughter, and it was important to me that I share in her last act before she took on a new role as wife. John and his father, who was also his best man, escorted his mother to her seat before taking their place in the front of the church. At the appointed time, Anne came down the aisle with her dad on one arm and me on the other. Paul Covino contends this part of the ritual is not so much that the bride is being "given away" by her father as the celebration of a new family emerging from two existing families. Although this was new to some people, they were pleased with my decision and I felt a deep sense of peace.

9. Don't overlook the importance of a warm welcome. Guests coming to your home are usually greeted by a familiar face. But wedding guests are often greeted at the church by ushers they may not know. Instead of moving parents, siblings and grandparents off to the side until the big moment, have them greet guests as they enter the church. This offers a feeling of welcome and eliminates the need for a long receiving line, since introductions can be made as friends of both families enter.

10. Consider the inclusiveness of the guests....More than observers, guests are witnesses to the vows that will be exchanged. In fact, the Vatican II document, *Constitution on the Sacred Liturgy (Sacrosanctum Concilium)* says, "The full, conscious and active participation by all the people [is] the aim to be considered before all else." Guests will feel more a part of the ceremony if given an active role, and the couple getting married will reap the benefits. For example, rather than listening to the Lord's Prayer being sung, participation by all those present is a means of multiplying prayers for the couple by the number of guests in attendance. Also, consider having the congregation sing the opening and closing songs. Doing so serves as an affirmation of their presence and support of the couple as they become one.

11. The couple getting married needs to keep the sacredness of the event in mind. Take time and prayer to consider how the Scripture readings speak to you and of you, both as an individual and as a couple. Also, thoughtfully consider our selection of the readings and lectors. Be sure the readers understand and are capable of proclaiming God's word.

The music is another topic that requires careful consideration - the words of the songs and who will sing them. The role of the vocalists is to "minister through music," not render a performance.

Plan to meet several times with the priest or minister who will be presiding. This will enable the presider to speak more personally to you, and of you, during the ceremony.

Finally, the pre-Cana weekend is a must, not just because it is often required by the Catholic Church, but rather because it is an opportunity for the couple to deepen their awareness of one another, as well as strengthen their relationship. This weekend away can also serve as a welcome respite and help keep them focused on issues of faith in the midst of the whirlwind they may be experiencing.

12. More than anything else, engender a spirit of love, for that is the reason for this event! In the end, it isn't what is worn, carried, or eaten that is important. It is the spirit in which the marriage takes place. Such a wedding is one in which hospitality and warmth are visible; love and joy, peace and understanding are unmistakably present. Such a wedding will be seen as meaningful and memorable by the bride and groom, by their parents and by every guest present "as long as you both shall live."

Revised September 2008

Notes

A lavish outlay of expense is not required for a beautiful and memorable wedding. Don't overlook the importance of a warm welcome. Guests coming to your home are usually greeted by a familiar face.

Music Selections for Weddings Processional

Air — Water Music — Handel
Allegro Maestoso — Handel
Canon in D — Pachelbel
Coro — Handel
Hymne — Vangelis
Jesu, Joy Of Man's Desiring — Bach
Joyful, Joyful — Beethoven
Larghetto (Concert Grosso XII) — Handel
Largo — Handel
Procession — Lang
Rigaudon — Campre
Trumpet Tune — Purcell
Trumpet Voluntary — Purcell/Clarke

The Lord's Prayer

The Lord's Prayer is NEVER sung as a solo. The most commonly known sung Lord's Prayer is the chant. If it is not sung by all, it is to be recited by all.

Marian Selections (Optional)

Ave Maria — Arcadelt
Ave Maria — Bach/Gounod
Ave Maria — Kantor
Ave maria — Schubert
Hail Mary, Gentle Woman — Landry
The Hail Mary — Marchionda
On This Day

Consecration to Mary

The candle that glows before Mary's shrine is a sign of Mary's radiance and splendor. We, too, are asked to be a light to others.

My Queen, my Mother, I give myself to you and to show my devotion I consecrate to you this day my sight, my hearing, my speech, my heart, my whole being. Therefore, O good Mother as I am your own keep me, defend me, as your property and possession. Amen.

Recessional

Selections from Processionals
Festival Toccata — Fletcher
Hornpipe — Handel
Now Thank We All Our God — Karg-Elert
Procession Alegre — Cornell
Processional In C — Hopson
Rondeau — Mouret

Notes

By signing this document we indicate that we have read the Liturgical and Music guidelines for weddings at Holy Family Church, Lincoln, IL and that we will abide by them and the directives of the Pastor and Director of Music

Brides Name: _____

Address: _____

Phone: _____

E-Mail: _____

Signature: _____

Groom Name: _____

Address: _____

Phone: _____

E-Mail: _____

Signature: _____

Please fill out and return this document for our records to:

**Holy Family Church
316 S Logan St
Lincoln, IL 62656**

Attn: Wedding Documents

