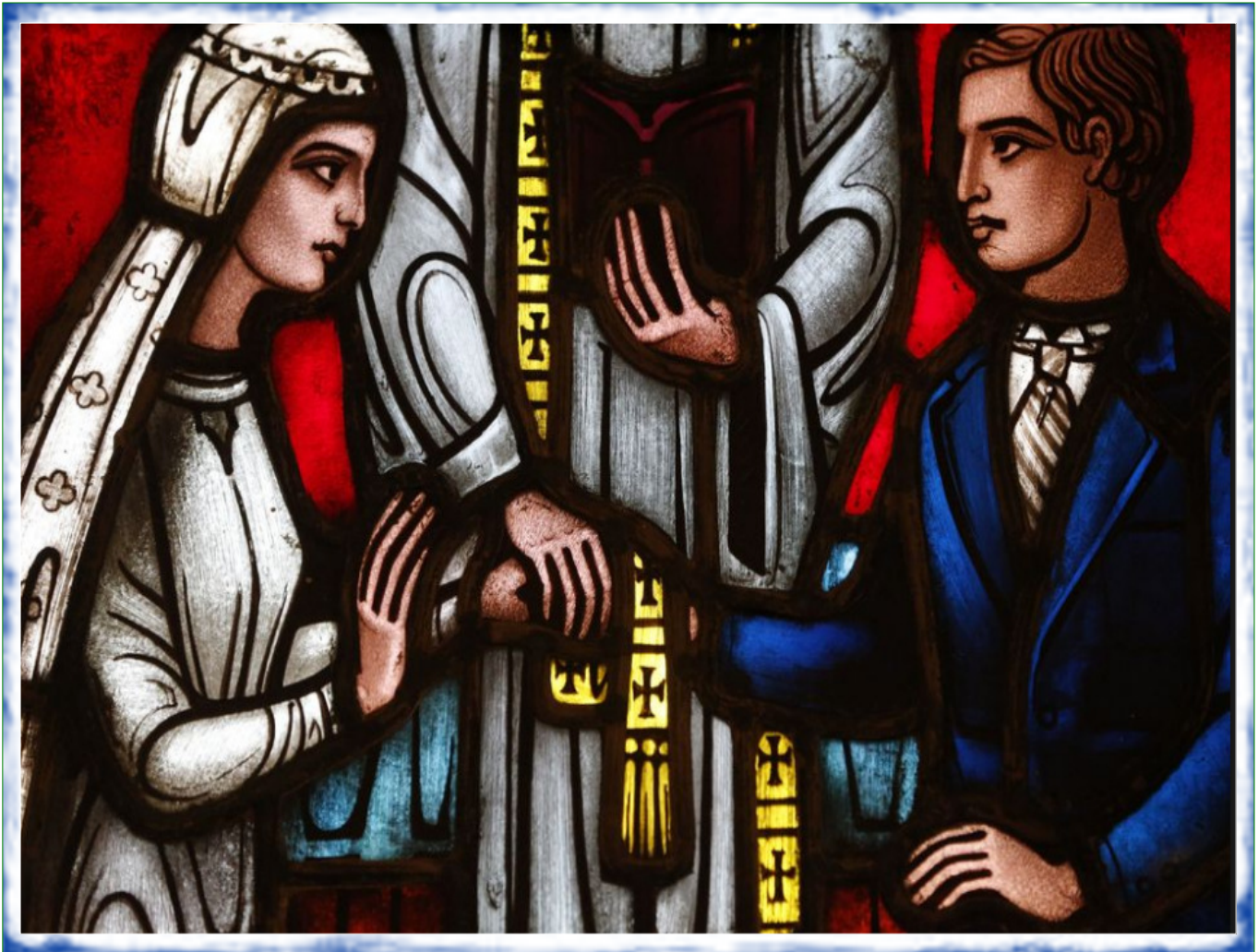


Congratulations on your Engagement!

Wedding Guidelines



Chelmsford Catholic Collaborative

Saint John the Evangelist Church • 115 Middlesex Street • North Chelmsford
Saint Mary Church • 25 North Road • Chelmsford

Pastoral Staff

REV. BRIAN MAHONEY, Pastor
fr.brian@chelmsfordcatholic.org
(978) 251-8571, ext 215

REV. THOMAS B. CORCORAN, Parochial Vicar
(978) 251-8571, ext 218

REV. MR. FRANCIS BURKE, Permanent Deacon
deaconfran@chelmsfordcatholic.org
(978) 251-8571, ext 221

FRAN ANDERSON, Wedding Coordinator
fran@chelmsfordcatholic.org
(978) 251-8571, ext 212

REV. LAURENCE "REN" TOCCI, Parochial Vicar
fr.ren@chelmsfordcatholic.org
(978) 251-8571, ext 225

REV. ARNOLD COLLETTI, Sr. Priest in Residence
afcolletti@lexingtoncatholic.org

JOHN ANTHONY VOLPE, Director of Music Ministry, St. Mary
jvolpe@chelmsfordcatholic.org

It is with great joy that we, your pastoral staff, welcome you as you begin your preparation for the Sacrament of Marriage. We are ready to assist you in making your marriage a lasting encounter with God. We present the following Archdiocesan and Parish Guidelines to assist you in preparing for marriage. We want your wedding day to be beautiful and pleasing in ALL of its arrangements. If we are able to assist in any way, please do not hesitate to ask. Please be assured of our prayers and interest during this special time of your life. We pray that the Lord will bless you with much happiness and joy in your love for each other.

Chelmsford Catholic Collaborative wants you to celebrate the Wedding Liturgy in all its beauty. Within these pages, you will find lots of information to assist you with the planning of your Wedding Mass or Liturgy of the Word Ceremony.

♥ Wedding Mass: includes Liturgy of the Word and celebration of the Eucharist with the reception of Communion along with the Rite of Marriage.

♥ Liturgy-of-the-Word Ceremony: It does not include the consecration of the Eucharist, but may or may not included reception of Communion.

Prospective couples should contact the Rectory at least six months in advance of your intended wedding date. The priest or deacon will meet with you and see that you receive the necessary information and instruction. To be married within the Chelmsford Catholic Collaborative, normally the bride and/or groom are/is a member(s) of either St. Mary or St. John the Evangelist.

As required by the Archdiocese of Boston, couples contemplating marriage need to attend a Transformed in Love Program offered by parishes or the Archdiocese. A schedule will be given to you.

Liturgical Information

Times for Weddings

Marriages are normally celebrated during the following times:

Saturdays: 11:00 am, 2:00 pm or 5:30 p.m.
Sundays: 2:00 pm, except those Sundays when Baptisms are scheduled
1st Sunday at St. Mary's & 2nd Sunday at St. John's

Rehearsal and Wedding Coordinator

Once you have secured your wedding date with the priest or deacon, schedule your rehearsal date/time with **Fran Anderson at fran@chelmsfordcatholic.org**. At that time, a parish wedding coordinator will be assigned to you. The wedding coordinator will be in charge of all aspects of the rehearsal and wedding as it relates to the church. Your independent wedding planner is welcome to attend the rehearsal. If you have employed a wedding planner, please have that person contact Fran prior to the rehearsal to discuss plans you may have already made with her/him.

By the time of the rehearsal, all liturgical plans must be finalized.

Please bring the following to the rehearsal in separately marked envelopes:

- ♥ Marriage License
- ♥ Offering for the Church. The suggested offering to the parish is \$300 + \$450 for stipends for ministers*
This check should be made out to the parish in which you are getting married.
If you are experiencing financial hardship, please talk with one of the priests.
- ♥ Certificate verifying completion of the *Transformed in Love* Program

*cantor, accompanist, wedding coordinator

Rehearsal Guidelines

Please arrive to the scheduled rehearsal on time. The rehearsal will begin whether or not the entire wedding party has arrived. Remind your bridal party to consider traffic issues when they are deciding on a time to depart for the rehearsal.

Children under 7 (seven) years of age must be accompanied by a parent or other adult. They cannot process down the aisle alone, or with another child under the age of 7. Past experiences have proven young children are often frightened and stressed.

Readers are to be present at the rehearsal. They will be given the opportunity to rehearse their reading in order to become comfortable with both the reading and our sound system. Your reader(s) should be reminded:

- ♥ Stand tall and do not lean into the microphone
- ♥ Speak slowly
- ♥ The Lectionary (book of Scripture) will be opened to the correct Reading, and a parish minister will point to the reading. Please do not carry Sacred Scripture in your hands or pull it out of your pocket.
- ♥ Dress appropriately for church

Wedding Day Guidelines

The groom, best man, and groomsmen are to arrive 30 minutes prior to the wedding, ready to seat guests. It is expected that Ushers will be available and ready as guests arrive.

The bride is to arrive, dressed and ready to process, 15 minutes before the Mass/Ceremony. She may wait in the room provided by the parish.

The rings cannot be tied to the ring bearer's pillow. The satin ribbon is slippery and can easily become untied, resulting in the rings falling off and rolling away.

The bride and attendants are to arrive dressed and ready to process.

Children are to be supervised at all times during the wedding.

No one should be chewing gum.

No one should be drinking alcohol prior to the wedding.

If either the groom or bride appears under the influence, the priest cannot perform the wedding. It will be cancelled.

Florist should deliver flowers for the wedding party to the front entrance of the church, visible to be found by all.

Altar Servers

Two Altar Servers will be assigned to assist at the wedding liturgy.

If you have relatives or friends who will be serving, please inform the priest or deacon.

Fees

Fees are due the day of the rehearsal.

- ♥ \$750.00 check which includes Parish donation and minister* stipends
- ♥ \$40.00 cash for 2 altar servers

*cantor, accompanist, wedding coordinator

Sacrament of Reconciliation

Catholics are encouraged to receive the Sacrament of Reconciliation before the celebration of their marriage. You do NOT have to receive this sacrament at the church at which you are being married. What matters is that you receive the sacrament. Please choose the parish whose schedule best fits with your schedule.

Confessions are heard at

- ♥ St. Mary on Saturdays from 11:00 am - 12:00 noon, or by appointment
- ♥ St. John on Saturdays from 3:00 - 3:45, or by appointment

Visiting Clergy

A visiting priest or deacon is welcomed to witness your marriage, however, one of the parish priests should assist the couple with instructions before the marriage. Visiting Clergy from out of state are reminded that they must secure permission from the Secretary of State for the Commonwealth of Massachusetts and the Archdiocese. A welcoming letter from the parish will be sent to the visiting presider including the parish guidelines for the celebration of weddings.

Forms and Marriage License

The following documents must be submitted prior to the celebration of a Marriage:

- ♥ Baptismal Certificate: Issued by the Church of Baptism and dated within six months of the marriage
- ♥ Certificate verifying completion of the Transformed In Love Program
- ♥ Marriage License: Obtainable from any City or Town Hall
- ♥ Other Forms, as may be designated by the priest

Photography and Videography

We ask that your photographer and videographer refrain from entering the sanctuary during the actual Wedding Liturgy. This is to respect the nature and the dignity of your celebration and the Church.

Use of Alcohol

Use of alcohol on the premises of either parish is prohibited on the day of the rehearsal and the day of your Wedding.

Floral Decorations and Miscellaneous Accessories

We ask that you make precise arrangements with your florist regarding the delivery of flowers and "clean-up" after your wedding. We ask that you refrain from the use of artificial flowers. In decorating, please be mindful of the liturgical season of the year. Customarily, flowers adorning the church are left as donations to the church.

Unity Candle

The use of a unity candle is not included in the Roman Catholic rite of marriage, though it is a wonderful option to be used at your reception.

Aisle Runner

To ensure your personal safety and the safety of your guests, the use of an aisle runner is not permitted.

Confetti, Rice or Bubbles

You are asked to inform your guests that there is to be no bubbles or throwing of rice, confetti, birdseed, or flower petals, etc. on parish property. This is due to the danger of a person falling and being injured and current insurance guidelines.

Wagons, Carts or Carriages

To ensure the personal safety of children, the use of wagons, carts or carriages, to move children inside the church or in procession is not permitted.

Reception

Due to weekend schedules and other duties, please do not assume that the priest or deacon will be able to attend the reception. If you wish for him to attend, an invitation should be sent to him as with any other guest.

Registration

After you have settled into your new home, please make yourselves known to your parish staff and register as a member of the parish in which you have settled.

Wedding Mass or Ceremony

Mass Planning

You will receive Together For Life, a booklet that will guide you in the planning of your Wedding Mass or Ceremony. We highly encourage you to have read the booklet prior to your attending the Planning Workshop.

Music

The music, when it is in harmony with other ritual elements, fosters a spirit of prayer and celebration and strengthens the expression of faith.

In a 1982 document issued by the Bishop's Committee on Liturgy, we read that music "should be considered a normal and ordinary part of this liturgical celebration" (*Liturgical Music Today* [LMT] #13).

When parish ministers guide a couple in the selection of music that supports and enhances the ritual, they share with them a desire to provide true hospitality for those who will gather. In other words, ministers and the couple have the same goal of wanting to provide a setting where the guests will feel comfortable and welcomed.

It is the policy of the Chelmsford Catholic Collaborative that a parish organist and a cantor (leader of song) are engaged to provide music for your wedding liturgy. It is the role of the cantor to minister in the primary forms of pastoral music making, singing psalms, hymns and acclamations. In many cases, the wedding cantor will also sing solo literature appropriate to the wedding liturgy. Throughout the wedding liturgy, a cantor will always be present to lead the assembly in song.

On occasion, the wedding couple may want to use an outside organist or vocalist (cantor.) If an outside organist is engaged, it is customary to still pay a "bench" fee to the resident organist. An outside vocalist (cantor) may be a fine singer, however he or she may not be comfortable or trained in the ministry of cantoring. This person may sing only appropriate liturgical music at selected times during the liturgy. If the outside vocalist is a trained cantor, a parish cantor will not need to be engaged nor a fee paid. The Director of Music must approve your final music selections and musician(s) to be engaged.

The wedding couple may wish to engage a trumpeter, flute player, harpist, oboe player or other instrumentalist(s). We welcome these musicians to our parish! The Director of Music will have names to suggest, if you are not familiar with anyone in particular. It is the policy of the collaborative that all instrumentalist(s) contact the wedding organist to arrange a musical rehearsal prior to the start of the Wedding.

What Music does in the Liturgy

In considering the selection of music for the wedding liturgy, it is helpful to distinguish two ways that music functions at liturgy. Music supports or accompanies ritual actions, e.g. the processional and recessional or the preparation of the table and gifts. In such cases, the song is not independent, but rather serves to support the prayer of the assembly.

Prelude Music

Prelude music is played 10-15 minutes before the Wedding Liturgy begins. Secular or pop music is best used during the wedding reception. A cantor may also sing a solo piece(s) of music accompanied by the organist. It is normally the organist who makes the selection of Prelude Music to be played. If the wedding couple has a request(s) for a specific piece of music to be played, they will need to communicate this request at the music planning stage with the Director of Music.

Processional Music/ Procession

Processional music expresses the festivity of the occasion, and the custom at weddings has been to use only instrumental music at this time. "The bride and groom are the ministers of the Sacrament of Marriage; they enter the assembly from the same door, avoiding any visual suggestions that one is more important than the other. Also in the procession are the other ministers of the liturgy (acolytes, book bearer, cross bearer, Presider), parents, the two witnesses and perhaps special friends of the bride and groom. If children are to be part of the procession, they should walk with adults.

Separation of the men and women in the procession (bridesmaid first, single file, followed by groomsmen, single file) is discouraged. It is an artificial separation of people who have been chosen to be partners for the day; it unnecessarily lengthens the processional and makes of it something of a fashion show.

The Presider and the acolytes go to the entryway to welcome the bride and groom showing that the church shares their joy. (Rite of Marriage [ROM], #19, 20) All then enter in procession, with the cross bearer leading the way.

Plan 1

Bride & Groom
Parents* of the Bride
Parents* of the Groom
Groom's Witness-Bride's Witness
Groomsman-Bridesmaid
Groomsman-Bridesmaid
Presider
(Lector)
Acolyte-Acolyte
Cross Bearer

Plan 2

Bride & Groom
Groom's Witness-Bride's Witness
Groomsman-Bridesmaid
Groomsman-Bridesmaid
Presider
(Lector)
Acolyte-Acolyte
Cross Bearer

Plan 3

Mother*-Bride-Father*
Mother*-Groom-Father*
Groom's Witness-Bride's Witness
Presider
(Lector)
Acolyte-Acolyte
Cross Bearer

Plan 4

Bride-Bride's Witness
Groom-Groom's Witness
Groomsman-Bridesmaid
Groomsman-Bridesmaid
Presider
(Lector)
Acolyte-Acolyte
Cross Bearer

Plan 5

Bride-Father of the Bride
Maid of Honor
Ring bearer'-Flower girl'
Groomsmen-Bridesmaids
Mothers

**and/or close family members/friends*

It has been the custom to leave out the groom, best man and liturgical ministers from the opening procession, with only the women, father of the bride, and groomsman in procession. This form of the procession, while neither liturgically nor theologically based, will still be available as an opening rite option. Musical choices will have to be altered for this style of opening procession.

Processional Music: Suggestions

Canon in D Major	Johann Pachelbel	https://m.youtube.com/watch?v=rNsgHMklBW0 https://youtu.be/bqj6ZpAD4L0 *
Hornpipe (Water Song)	George Fredric Handel	https://m.youtube.com/watch?v=hssFHufOksU
Jesu Joy of Man's Desiring	Johann Sebastian Bach	https://m.youtube.com/watch?v=FwWL8Y-qsJg https://youtube/I3UuGPCCm_I *
Ode to Joy	Beethoven	https://m.youtube.com/watch?v=Wod-MudLNPA https://youtu.be/XPT3D0GytM0 *
Rondeau	Jean Joseph Mouret	https://m.youtube.com/watch?v=WZQG-DZy7uY https://youtu.be/9UMPKwcMONM *
Trumpet Tune	Henry Purcell	https://m.youtube.com/watch?v=ngn77NI9Hlk https://youtu.be/jE162op5DzA *
Trumpet Voluntary	Jeremiah Clarke	https://m.youtube.com/watch?v=lhdw2EZWtbA https://youtu.be/D5j8jUa_M8I *

* St. John's played processional music on organ, therefore, organ version of music piece presented here

Gathering Songs

Following the procession, a Gathering Song should be sung. The Gathering Song is sung by everyone after those in the procession have reached their places. Singing together allows this diverse group of people to gather themselves in one unified action, expressing the excitement of the occasion and their willingness to support this couple. The use of a Gathering Song is supported by the description of the introductory rites in the *General Instruction of the Roman Missal*: "The purpose of these rites is to help the assembled people to become a worshipping community and to prepare them for listening to God's word and celebrating the Eucharist." (#24)

All Creatures of Our God and King	https://m.youtube.com/watch?v=nAXv8mGM4cQ
For the Beauty of the Earth	https://youtu.be/OtK828V8bCM
Gather Us In	https://m.youtube.com/watch?v=eSfKRA-QCLY
Hear us now, God and Father	https://youtu.be/Z5WGvE0R_4Y *
Joyful, Joyful We Adore You	https://m.youtube.com/watch?v=SgoO1tPFqUM
Lift High the Cross	https://youtu.be/iHpsyGgsKk *
Love Divine, All Love Excelling	https://m.youtube.com/watch?v=TQrNMJrgbyM
O God Beyond All Praising	https://youtu.be/PnnQpC9oLxU *
All Are Welcome	https://m.youtube.com/watch?v=Sba9cHv9TG8

* St. John's option only

Responsorial Psalms

The responsorial psalm enables the community to respond in faith to the first reading. Through the psalms, the community expresses its joy and praise, and acknowledges its Creator and Redeemer as the sure source of trust. Since the responsorial psalm is a song, it should be sung and not spoken.

Psalm 23	Every Morning In Your Eyes	Psalm 23	The Lord is My Shepherd
Psalm 33	Blessed Are We, Beloved of God	Psalm 33	The Earth Is Full of the Goodness of the Lord
Psalm 34	I Will Bless the Lord At All Times	Psalm 34	Taste and See
Psalm 103	The Lord Is Kind and Merciful	Psalm 116	The Name of God
Psalm 118	This is the Day	Psalm 128	Blest Are Those Who Love You
Psalm 128	O Blessed Are Those	Psalm 145	I Will Bless Your Name
		Psalm 145	I Will Praise Your Name

Preparation of the Gifts and Altar

The Liturgy of the Eucharist takes place in the usual manner at the Wedding Mass. Members of the family, and/or friends of the wedding couple, should bring the gifts of bread and wine to the altar. Instrumental music or a song may accompany the procession with the gifts. A psalm or another appropriate song may be selected.

All I Ask of You	Weston Priory	https://youtu.be/LtikX0fmCpY *
Ave Maria	Franz Schubert	https://m.youtube.com/watch?v=onuCTv1gZQ
Blest Are They	David Haas	https://m.youtube.com/watch?v=chqY9S1Lm2w
Bridegroom and Bride	Irish Trad arr. David Haas	NO YOU TUBE LINK AVAILABLE
I Have Loved You	J. Michael Joncas	https://m.youtube.com/watch?v=kUYoJGEjK6U
Love One Another	Bob Dufford	https://m.youtube.com/watch?v=qRT_YT4vDOw
My Song Will Be With You Forever	David Hass	https://youtu.be/iJuCXQVr3P8 *
We Have Been Told	David Haas	https://youtu.be/YgW3xM8ZxOU *
When Love Is Found	David Haas & Jeanne Cotter	https://m.youtube.com/watch?v=YzmcogSQ7u8
Where There is Love	David Hass	https://m.youtube.com/watch?v=hG64yTuVjQ0
Where Love is Found	Dave Schutte	https://m.youtube.com/watch?v=uw4lft4r134

* St. John's option only

Communion Songs

At least from the time of Saint Augustine (d. 430), it was common to sing a psalm during the procession to the Lord's Table for communion. The function of the communion song is to express outwardly the communicant's union in spirit by means of the unity of their voices, to give evidence of joy of heart, and to make the procession to receive Christ's body more fully an act of community. Hence, the text of the communion song needs to be Eucharistic based, that is a song about "taking and eating and taking and drinking the body and Blood of Christ."

As Grains of Wheat	Lawrence Rosania	https://m.youtube.com/watch?v=dVHBYH7KRfQ
Behold the Lamb	Martin Willett	https://m.youtube.com/watch?v=i4fHiL_j8Lg
Eat This Bread	Jacques Berthier	
Gift of Finest Wheat	Westendorf/Kreutz	https://youtu.be/YgW3xM8ZxOU *
I Am the Bread of Life	Suzzane Toolan, RSM	
One Bread One Body	John Foley, S.J.	https://m.youtube.com/watch?v=OshpSD0z1ts
One Love Released	Kevin Keil	https://m.youtube.com/watch?v=JJAYWDMO-RQ
Seed, Scattered and Sown	David Haas	https://youtu.be/SHhN9QnXhZU *
Song of the Body of Christ	David Haas	
Taste and See	James E. Moore or F.P. O'Brien	https://youtu.be/gcn1-9Fg0WAW *
Take and Eat	J. Michael Joncas	https://m.youtube.com/watch?v=H6EJJRaK69U
Take, O Take Me As I Am	Tony Alonso	https://youtu.be/kDY8Kq87ubQ *
Unless a Grain of Wheat	Bernadette Farrell	https://m.youtube.com/watch?v=hZz35vPa3kA

* St. John's option only

Recessional Instrumental

Following the final blessing, the wedding party usually recesses with a bright "send off" to the other celebrations of the day. In certain cases, this may be a song or rejoicing; most often it is an instrumental selection.

Canon in D Major	Johann Pachelbel	https://m.youtube.com/watch?v=rNsgHMkIBW0
Hornpipe (Water Song)	George Fredric Handel	https://m.youtube.com/watch?v=hssFHufOksU
Jesu Joy of Man's Desiring	Johann Sebastian Bach	https://m.youtube.com/watch?v=FwWL8Y-qsJg
Ode to Joy	Beethoven	https://m.youtube.com/watch?v=Wod-MudLNPA
Rondeau	Jean Joseph Mouret	https://m.youtube.com/watch?v=WZQG-DZy7uY
Trumpet Tune	Henry Purcell	https://m.youtube.com/watch?v=nqn77NI9HIk
Trumpet Voluntary	Jeremiah Clarke	https://m.youtube.com/watch?v=lhdw2EZWtbA
The Wedding March	Felix Mendelssohn	https://m.youtube.com/watch?v=4tDYMayp6Dk

Wedding Liturgy Planning Sheet

Please bring this sheet to your initial meeting with the priest/ deacon, and to each meeting that follows, as well as all meetings with the music director, wedding coordinator, etc.

Wedding Date _____

Wedding Time _____

Name of Bride _____

Best Contact Number _____

Email _____

Name of Groom _____

Best Contact Number _____

Email _____

Mother's Processional _____

Bridal Party Processional _____

Bridal Processional _____

Gathering Song _____

Gloria (*only if ceremony*) _____

First Reading _____

Psalm _____

Second Reading _____

Gospel Acclamation Determined according to Mass Setting

Gospel _____

Prayers of the Faithful _____

• IF THE WEDDING IS A CEREMONY ONLY, PLEASE SKIP TO THE RECESSIONAL •

Preparation of the Gifts _____

Eucharistic Acclamation Determined according to Mass Setting

Communion Song _____

Recessional _____