

W E D D I N G
G U I D E L I N E S



OUR LADY OF ANGELS
CATHOLIC CHURCH

Revised February 2010

WEDDING GUIDELINES
OUR LADY OF ANGELS PARISH
1914 Ridgeview Drive
Allen Texas 75013
469 467-9669 phone 469 467-9669 fax

PREPARING FOR THE SACRAMENT OF MARRIAGE

The members of Our Lady of Angels ‘OLA’ are here to assist you and to celebrate with you the sacrament of your marriage in the Catholic Church. The seriousness of the marriage commitment is a witness to our beliefs which requires sincere and prayerful preparation

Law of the church requires that the couple:

- ◆ be free to marry (never having been married before; free due to death of prior spouse; or declaration of invalidity of previous bond),
- ◆ has known each other at least six months,
- ◆ has adequate ability to make a mature and deliberative decision about marriage;
- ◆ has the emotional, psychological and spiritual capacities (abilities) to carry out the purposes of Christian marriage, formation of a community of life between husband and wife, the permanence of the relationship and fidelity of the partners to one another.

WHAT’S REQUIRED OF THE COUPLE:

1. Initial meeting with the priest or deacon at least 6 months before your intended WEDDING DATE.
2. Marriage Orientation and FOCCUS questionnaire.
3. Participate in one of the following
 - a. Engaged Sponsor Program consists of a series of four (4) to five (5) meetings held in the home of a married couple who are trained in this ministry. If you choose this program, a sponsor couple will contact you to set up your first appointment. There is no additional charge for this program.
 - b. Engaged Encounter Weekend is a weekend program sponsored by the Diocese of Dallas. If you choose this program, you must make your reservation through the Diocesan Office. Cost is \$200.00 per couple, and reservations should be made several months in advance because of limited space. If you live outside of the Dallas Diocese the fee for the weekend is \$225.00 per couple. Prior to Engaged Encounter weekend you must make an appointment to review the FOCCUS instrument results with a Sponsor Couple or Staff Person.

4. Plan to meet with a priest two to three times during your marriage preparation time.
 - a. You must contact the priest or deacon(s) directly as they maintain their personal calendars.
 - b. Please plan to be flexible with the scheduling of your meetings since the priests' schedules are sometimes unpredictable.
 - c. You will spend time discussing your preparedness for the sacrament of marriage as well as completing required paperwork with presider who is preparing you.
5. Send necessary documents to Parish Office to the attention to Susan K. (Sue) Parker, Pastoral Coordinator.
 - a. Newly issued baptism certificate (issued six (6) months prior to a scheduled wedding date) from the church of your baptism for each Catholic. Recent copy of baptismal certificate would normally state dates of additional sacraments.
 - b. Affidavits that testify to the freedom of each party to marry which are filled out and signed by a parent or someone who has known you most of your life and will attest to your freedom to marry. (forms are given at Marriage Orientation session)
 - c. Marriage license issued by any county in Texas. License must be obtained at least 72 hours before the day of marriage and the license is only valid for 30 days, so plan to obtain this near the end of your marriage preparation. (The wedding coordinator will give you more details about license requirements)

As you can see, there is much to do for preparation of the sacrament of marriage. Please give yourself adequate time to get each of the above completed.

SCHEDULING THE WORSHIP CENTER

The Worship Center on Ridgeview Drive is our parish home. We ask that you treat our facilities with the respect that you would treat your own treasured home and possessions. Since this is our Church, we further require that there be no smoking, eating, illegal drugs or alcoholic beverages in the church. You are requested to adhere to the guidelines regarding the use of the worship center.

Scheduling your ceremony will be done with the parish staff.

- Weddings are ordinarily held on Saturdays. Hours for weddings are 11:00 a.m., 2:00 p.m., and 7:30 p.m. No wedding may be scheduled on All Soul's Day (November 2nd), Good Friday, Holy Saturday, or the Saturday before Palm Sunday.
- These times are set to insure that wedding parties have use of the facilities for an adequate amount of time. No wedding may be scheduled closer than three hours to another wedding or two hours from a regular parish liturgy.

- When choosing the Saturday 7:30 p.m. wedding time, couples must be sensitive to the parish's Saturday Mass at 5:00 p.m. No decorating and/or unloading of equipment into the church can take place until after the liturgy. Flowers must be delivered before 4pm with arrangements made in advance.
- When certain feast days and Holy Days of Obligation fall on a Saturday, weddings may not be permitted.
- The Sanctuary and Church decor reflecting each liturgical season will remain in place for weddings.
- Weddings during the seasons of Advent or Lent should reflect the restraint of these liturgical seasons. It is to be understood that Sanctuary and Church decor and symbols reflecting these seasons will remain in place.
- During the Christmas and Easter seasons, the more elaborate Sanctuary arrangements are to be left in place. You may bring your own flowers if you wish, but sanctuary flowers at these liturgical times will remain - they cannot be moved.
- Banners hanging in the main sanctuary behind the altar will change based on the liturgical season, and may not be removed or changed for a wedding.

A Bride's Room is available for use of bride's and attendants dressing. Small snacks and soft drinks may be permitted in the bride's room, but no alcohol or illegal drugs are allowed. All rooms must be cleared out immediately following the ceremony. Reservations of rooms for dressing may be made when you meet with the wedding coordinator.

PLANNING THE WEDDING CEREMONY

Planning the ceremony from the environmental setting to the choices of Scripture, music, prayers, and additional ritual should be done as carefully as possible because the wedding ceremony will announce to all who attend how the couple understands their relationship with each other, with God and with God's people.

The staff, the priest or deacon, music director and wedding coordinator are prepared to assist you in your discussions, reflections, and choices for the best expressions of your love and faith. We would like to help you construct a full ritual that is both reverent and truly beautiful. The overall ritual structure is given to us by the Universal Church, but some pastoral options are available. The outlines on the next page will show you the difference between a Marriage celebrated in the contents of the Mass and a Marriage celebrated in the Liturgy outside of the Mass.

The Mass

Prelude (*instrument or sung music*)
Procession (*usually instrument music*)
Greeting
Opening Prayer

Liturgy of the Word

First Reading
Responsorial Psalm, *usually sung*
Second Reading
Gospel Acclamation, *usually sung*
Gospel
Homily

Rite of Marriage

Consent
Vows
Blessing of Rings
Special Rites (optional)
Prayers of the Faithful

Liturgy of the Eucharist

Preparation of the altar
Presentation of the Gifts and song
Eucharistic Prayer
 Holy, Holy, Holy, *usually sung*
 Memorial Acclamation, *usually sung*
 Great Amen, *usually sung*
Communion Rite
 Lord's Prayer
 Nuptial Blessing
 Sign of Peace
 Lamb of God
 Communion (*sung or instrumental*)
Prayer after Communion
Final Blessing
Recessional (*instrumental music*)

Liturgy outside the Mass

Prelude (*instrument or sung music*)
Procession (*usually instrument music*)
Greeting
Opening Prayer

Liturgy of the Word

First Reading
Responsorial Psalm, *usually sung*
Second Reading
Gospel Acclamation, *usually sung*
Gospel
Homily

Rite of Marriage

Consent
Vows
Blessing of Rings
Special Rites (optional)
Prayers of the Faithful
Nuptial Blessing
Lord's Prayer
Final Blessing
Recessional (*instrumental music*)

Your wedding liturgy, including the Scripture readings chosen and those individuals chosen to assist in the liturgy takes careful planning. Some liturgical ministers are a required element to the liturgy, others are optional:

PRESIDER:

- Priest or deacon usually serves as the Church's official witness to the marriage as well as leading the liturgical prayer of the wedding rite. Ministers of other faith traditions may assist in the celebration.
- No fee is charged for the priest's or deacon's service, however, it is appropriate to offer the presider a stipend commensurate with the size and expense of the wedding.

LECTOR(S): Men or women who proclaim the liturgical readings.

- Lector is required to read the Old and New Testament and the Prayers of the Faithful.
- Family or friends may be chosen, but they should be comfortable reading in front of others and have knowledge of the passage they are reading.
- They need not be Catholic.

CANTOR(S): Singer who leads the community in sung prayer.

- This would include the Responsorial psalm, Gospel Acclamations, and other mass parts.
- He or she also provides vocal solos where chosen.
- A fee is required for the services of a cantor.
- If a couple decides to have a friend or family member to sing at their wedding, one of our cantors needs to be employed for the Psalm and Mass Acclamations, unless family or friend is a cantor in another parish.

MUSICIANS: Pianist and other musicians who accompany the principal actions, and sung prayers.

- Our music minister is the ordinary musician for all weddings (see section Planning your Music for more details)
- No taped music will be permitted, therefore, any music you want must be provided by the organist and/or other professionals.
- A fee is required for musician's service.

EUCCHARIST MINISTERS: Men or women commissioned by the parish or diocese who assist in distributing the Eucharist when the wedding is celebrated at Mass.

- Generally they are necessary when offering both species.
- They may be family or friends of the couple or the parish will provide ministers from the parish roster.

ALTAR SERVERS: People of the parish who are trained to service during the liturgy.

- Family or friends are invited to serve if they meet the qualifications.
- They are not required for the liturgy, even if celebrating with a Mass.
- Please discuss with the presider as to the necessity of servers.
- It is appropriate to give a small stipend to the altar server.

USHERS are usually family or friends who greet your guests and seat them.

- Additional tasks may include passing out programs, escorting parents and other relatives, and assisting the attendants prior to the ceremony.
- They are not required, but are recommended for any wedding in the church to assist with the flow of guests. Usually one usher for every 50 attendees is appropriate.
- Groomsmen may perform the ushers' duties.

GIFT BEARERS: two or three individuals chosen to bring forward the bread and wine to be consecrated if your wedding is celebrated in the context of Mass.

PLANNING THE MUSIC

The selection of the wedding music should reflect the sacred nature and sense of joy that characterizes all Christian worship. The music and words chosen for the marriage ceremony should sustain and support the prayerful nature of the liturgical celebration and be an appropriate complement to the scriptural readings and formal prayers of the rite. Some songs - even some which have been widely and regularly performed during and before weddings - are unsuitable based on the sacredness of the ceremony. Secular music may not be used for the ceremony; only music that has been composed for use in liturgy may be used. The music director can answer any questions you may have regarding proper selections for your wedding.

Make an appointment with the Music Director

- This appointment should be completed eight weeks before the scheduled ceremony.
- Musical considerations for the ceremony will be discussed.

Music Director (We endorse the commonly observed rule that no one but the parish pianist shall play at weddings.)

- A couple is allowed to have their own guest pianist at their wedding only with the full consent of the pastor.
- The music director's fee shall still be required, however, because she/he will still need to be involved in the selection of the appropriate music, meet with your guest organist and help set-up on the day of the wedding.

Competent and qualified cantors and instrumentalists are available.

- The music director can assist you in selecting a qualified cantor or additional instrumentalist. One of our cantors is required for all weddings with visiting soloist.
- If you choose to have a personal friend or acquaintance take part in the ceremony as soloist or instrumentalist, the music director must approve them based on their experience and skills of performing at Marriage Rites.
- There will be an additional fee for rehearsal time with the music director for guest soloist and instrumentalist.

MUSIC DURING THE WEDDING MASS

PRELUDE - Instrumental or sung music while guest are being seated.

PROCESSIONAL/RECESSIONAL - Instrumental or sung music appropriate to accompany the beginning and ending processions.

PSALM - The psalm should be sung. The assembly should be encouraged to sing a responsorial refrain with a cantor singing the solo verses.

GOSPEL ACCLAMATION - The Gospel Acclamation (Alleluia) should definitely be sung. It should be a setting familiar to the assembly. If it is not sung, it should be omitted.

SPECIAL RITES - Following the Marriage Rite itself, there is often a time of lighting the unity candle or other special rituals that can be accompanied by music. Short vocal solos, congregational acclamations, or instrumental music will be appropriate.

PREPARATION OF THE GIFTS - Instrumental or vocal music may accompany the presentation of the gifts. Music used here, however, should not prolong or delay the liturgy.

EUCCHARISTIC ACCLAMATIONS - The three Eucharistic Acclamations (Holy, Memorial Acclamation, and Great Amen) should be sung by the congregation. The cantor/soloist could lead the assembly as an integral part of the liturgy.

LORD'S PRAYER - The "Our Father" could be recited or sung in chant form, whichever will most effectively involve the participation of the entire worshipping assembly. The Lord's Prayer should never be sung by a soloist during the liturgy. The prayer is offered as a prayer of the bridal party and the assembly as an integral part of the liturgy.

LAMB OF GOD - The Lamb of God, which accompanies the Breaking of the Bread may be sung in a familiar setting by the assembly, sung by a cantor, or recited.

COMMUNION - Music during communion is effectively provided by an instrumental, congregational or vocal selection.

SONG OF PRAISE AND THANKSGIVING - After the communion, to once again involve the participation of the people, a familiar song of praise or thanksgiving might be sung.

PLANNING THE ENVIRONMENT

All weddings scheduled in the worship center must be supervised and coordinated by the parish wedding coordinator. A wedding coordinator is not optional, as she is the liaison between the parish, the professionals who will be working with you on the day of your wedding and you, the couple. The coordinator will assist you in details regarding the sanctuary arrangements, florists, photographers and other liturgy preparations. The coordinator will need to meet with you at least once prior to your scheduled wedding; and will plan and manage the rehearsal and the day of the ceremony will oversee the many details of your wedding ceremony. The wedding coordinator is responsible for set up and clean up.

FLORAL ARRANGEMENTS may be placed in the sanctuary for the wedding ceremony.

- There are two pedestals that are usually in the sanctuary and these may be used for your fresh floral arrangements, or you can choose to use stands that a florist provides.
- Flowers or greenery may be placed on a stand, behind the altar, on pedestals and/or in front of the ambo (pulpit) on the floor.
- Fresh floral arrangements are required and are to be left in the sanctuary as an offering of thanksgiving for the sacrament.
- Any equipment that a florist plans to provide (i.e. pedestals, candelabras, ivy, floral pots, etc.) must be picked up immediately following the ceremony.

Florists who are delivering arrangements to the church must understand that they may arrive only one (1) hour and fifteen minutes before the scheduled ceremony to drop off and/or decorate the sanctuary. For evening weddings, the flowers may be dropped off between 3p and 4:30p (before the 5p.m. mass).

Other Decorations for the ceremony may include candelabras and a unity candle stand.

- The church has a set of candelabras and has a unity candle stand available. The wedding coordinator is responsible for the set up of these if you choose to use them.
- If you prefer to have your florist/rental service provide the candelabra, they may set them up along the back wall of the sanctuary, and must provide some kind of protection for the floor. They must also provide candles that do not drip (usually the metal mechanical candles).
- Candles are not permitted anywhere in the church except along the back wall of the platform and must be removed following the ceremony.
- Other decorative ideas you may have in mind should be discussed with the wedding coordinator.

PLEASE DO NOT use rice, bird seed, bubbles, potpourri or confetti anywhere on the Church premises. Also, no dropping of floral petals down the main aisle is allowed. These guidelines are necessary for your safety and because there is no janitorial service in the church throughout the day, and our church home is a very busy place on weekends. We appreciate your adherence to this.

PHOTOGRAPHERS are usually an integral part of your wedding day.

- They may arrive one hour before the ceremony, and take pictures in the church up to 30 minutes before the scheduled wedding time.
- After the ceremony, only 30 minutes of photography is allowed.
- Flash photographs may be taken only during the processional and recessional.
- No flash pictures may be taken during the ceremony; a photographer must use natural lighting only, so as not to disrupt the sacredness of the ceremony.
- Photographers are not allowed in the altar area during the ceremony or within view of the people.
- Please inform family and close friends that flashing cameras are not appropriate during the liturgy.
- Photographers are not allowed to move the church furniture, (i.e. altar, ambo, candles) If any chairs are moved, the photographer is responsible for putting them back in their original position.

Photographers must check in with the wedding coordinator when they arrive and go over the church's placement for pictures and other questions they may have.

VIDEO TAPING- is permitted from discreet locations in the church.

- Videographers may arrive one (1) hour before the ceremony to set-up.
- Videographers should avoid being a distraction from the holy occasion.
- They may not enter the altar area, but they may set up on either side of the church sanctuary without going up the steps or at the back of the church.
- Setting a tripod and staying in one location is recommended.

Anyone who will be videotaping must check in with the wedding coordinator upon arrival at the church and she can assist them in proper set-up locations.

PRINTED PROGRAMS are very appropriate for a wedding liturgy and encourage congregational singing and response. These can be easily prepared and are thoughtful gestures inviting the community present to participate in the celebration.

Any questions you may have regarding the environment of the church on the day of the wedding ceremony should be directed to the wedding coordinator.

Checklist for Completion of Marriage Preparation

Please use this to make sure you don't forget any of the steps. Some of the timing is very important for your journey.

_____ **Attend Marriage Orientation Session**

FOCCUS Assessment (Chuck and Connie Miller)

_____ **Place Date on Our Lady of Angels Calendar**

Confirm date and time prior to ordering invitations. (Your Celebrant and Paula Chisolm)

_____ **Complete Contract for use of facilities**

Your wedding coordinator will provide a contract for use of facilities defining fees and timeline for payment.

_____ **Name your Celebrant** (the priest who will witness your vows). Should you choose to use a priest not assigned to OLA, advise Father Bell or Susan K. (Sue) Parker of the celebrant's name and contact information.

_____ **Catholics must provide a currently dated Baptismal Certificate that is issued six (6) months before the scheduled Wedding Day.** Please call or write to your church of baptism - they will provide it. Those baptized in other faiths, please let us know where and when you were baptized. (Return to Sue Parker)

_____ **An "Affidavit of Freedom" from each of you (in your packet from Marriage Orientation Session).** This should be signed by a parent, sibling, long time friend, professional person that can and will state you are free to marry within the Catholic Church. In other words, you have not been married previously OR have documentation from an annulment that states you are free to enter into a sacramental marriage. (Return to Sue Parker)

_____ **Choose - Engaged Encounter Weekend or Sponsor Couple Program**

Engaged Encounter Weekend reservations must be reserved through the diocese. Ask for a leaflet if you need one. Weekends do fill up. (Chuck and Connie Miller)

_____ **Visit with Sponsor Couple** (to review your FOCCUS prior to Engaged Encounter if you choose to attend Engaged Encounter program) (Chuck and Connie Miller)

_____ **Provide us a copy of the certificate of completion of Engaged Encounter or Sponsor Couple meetings.**

- _____ **Work on the Together for Life Booklet** This book is given to you at the conclusion of your engaged encounter/sponsor couple sessions and includes the readings, prayers and format for your wedding ritual. Bring any questions you may have concerning the liturgy when you meet with the celebrant (priest) or wedding coordinator.

- _____ **Contact your Wedding Coordinator.** The wedding coordinator will assist you in making any formal plans regarding flowers, photographers, decorations, etc. All couples planning weddings at Our Lady of Angels are required to use the church Wedding Coordinator. Please call her at least eight (8) weeks before your wedding. (Multiple coordinators, one will be assigned by the parish)

- _____ **Music - contact the Music Director** to plan your music. It is important to call him prior to making any formal music plans, especially regarding other musicians. Please call at least eight (8) weeks before your wedding. (Nina McKay 469 467-9669)

- _____ **Call for an appointment to meet with Celebrant** when your Engaged Encounter is completed, or when you are half-way through your Sponsor Couple program. Do not wait until the month before your wedding. The priest who is preparing you for the sacrament of marriage will want to meet with you at least two to three times before your wedding day.

- _____ **Complete final signatures on prenuptial documents** are usually completed with one of our priest or the priest who will witness your marriage.

- _____ **Plan to attend Reconciliation** either privately with a priest, or during the regularly Saturday reconciliation before your marriage.

- _____ **Out of town marriages** - All steps should be completed eight (8) weeks prior to marriage. The final documents may have to be sent to our diocesan offices before they are sent to the church of marriage. This takes a little time.

- _____ **Those with previous marriages** (Catholic or non-Catholic) must provide annulment documents, certificates, or other information as necessary. Please ask for more information if you are unsure of your situation.

- _____ **All documents can be mailed to Susan (Sue) K. Parker at the OLA Parish Office for weddings occurring at Our Lady of Angels in which Father John Bell is your celebrant.**

Please plan appropriately for each of these steps. If you need further assistance with any part of your preparation please call the parish offices, 469-467-9669. We are all delighted to assist you as you plan for your life together within this sacred bond.

PRIOR TO THE WEDDING

- ◇ Much thought and planning is given to the wedding environment as well as the attire for the bride and groom. Please give consideration to an appropriate dress for attendants as well as involved family members.

ONE MONTH BEFORE THE DATE OF MARRIAGE

- ◇ Obtain Marriage license from any county office in Texas **30 days to three (3) days before the wedding**. Plano office address is 900 E. Parker, Suite 140C. Phone number is 972-881-3025. Dallas office address is 500 Main St., Room 301 (downtown Dallas). Phone number is 214-653-6077 is recommended that you call before going to confirm that you have proper paper work.
 - both parties need to be present (if both parties can not be present please call county office)
 - identification (driver's license or birth certificate, passport)
 - Social Security number

REHEARSAL

- ◇ Arrive on time (plan 15 minutes ahead of scheduled rehearsal time) with all members of the wedding party present. Rehearsals must get started on time because there are usually several scheduled on the same day. (Rehearsals are allotted 30 minutes each.)
- ◇ Give the Marriage license to the wedding coordinator. The Parish Office sends your license to county offices. **Marriage license must be obtained prior to marriage. It is valid for only 30 days, but must be in your possession at least 3 days before your wedding day. A license can be issued from any Texas county. Both parties must be present, and you will be required to show a social security number, and a valid drivers license or birth certificate. It is a good idea to contact the county office before going.**
- ◇ Bring all stipends and fees and give them to the wedding coordinator.
- ◇ Bring decorative items that you previously discussed with the wedding coordinator so that she may start to prepare the church on the day of your wedding. (i.e. bows, programs, guest book, etc.)

WEDDING DAY

- ◇ Arrive one to one and half hour before the wedding ceremony.

OTHER OPTIONS

You may be preparing for a marriage celebrated in another Diocese. Your pre-marital preparation and paperwork may be done here at Our Lady of Angels. All your information and documents can be sent to the Parish in which you have chosen to marry. Talk with Susan (Sue) K. Parker about this option.

PEOPLE TO CALL

MINISTERS OF MARRIAGE:

Reverend Msgr. John Bell 469-467-9669
Deacon Mike Picard
Deacon John O'Leary

PARISH OFFICE PERSONNEL

Paula Chisolm 469-467-9669
Administrative Coordinator
Susan K. Parker Pastoral Coordinator

WEDDING COORDINATION

Susan (Sue) K. Parker 469 467-9669

MUSIC DIRECTOR

Nina McKay 469 467-9669

SPONSOR COUPLE COORDINATOR

Connie and Chuck Miller 469 699-0080

Diocesan Marriage Ministry Office

Engaged Encounter 214-528-2360
Called to New Life as a Mosaic Family 214-528-2360
Natural Family Planning Education 214-879-3128