

**ADDITIONAL NOTES:**

*The Wedding Celebration*



*Immaculate Heart of Mary Church*  
*1212 S. 11<sup>th</sup> Street*  
*West Allis, WI 53214*  
*414-453-5192 Phone*  
*414-453-0137 Fax*

***SPECIAL NOTES:***

1. Drinking is not allowed in the building before or after the celebration or rehearsal, and smoking is prohibited. The entire building is a smoke-free environment.
2. The use of confetti, rice or flower petals is not allowed.
3. Your ushers are expected to pick up the runner and boxes or whatever you may have brought with you. We ask that you take all these items with you when you leave. Any rooms you may use must also be cleaned up.
4. To maintain a current Parish Register, it is important to advise the Parish Office of your intention to remain parishioners.

The Office number is 453-5192  
Email: [ihmpar@bizwi.rr.com](mailto:ihmpar@bizwi.rr.com)

We hope these guidelines and suggestions help to make your wedding ceremony a time of great joy and prayerful celebration.

While we understand the desire of couples to record their wedding liturgies, we do ask that you observe these guidelines so that the sacred joy of this day will not be marred by photo and taping equipment and those who operate it.

***FEES:***

Parish Musician/Singers/Other Musicians: Fees will vary. Generally, the fee for the organist/pianist is **\$125.00**.

Additionally, singers/other musicians' (acoustic guitar, flute, etc.) fees start at **\$100.00**

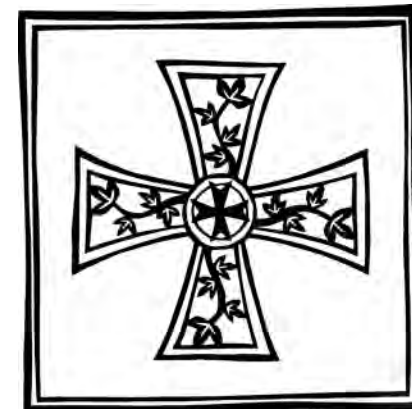
The fee for the parish is **\$200.00**, This fee includes a **\$50.00** refundable deposit for cleaning of rooms and church.

Checks for the parish fee should be made out to Immaculate Heart of Mary Congregation.

***GENERAL INFORMATION***

***THE WEDDING CEREMONY***

The wedding is a very special time for bride and groom, your families and friends as well as the entire parish community. Your marriage marks a new beginning in your relationship with the promise to love and live in the hope of love's fulfillment that is a mirror of Christ's love for His people, the church. At Immaculate Heart of Mary Parish we welcome you to celebrate your commitment to each other in an atmosphere of prayer and joy. In the sacrament of marriage, your love is a very powerful sign of God's love present among us. It involves the entire faith community because it calls each of us to deeper commitment to love in our own lives as we together celebrate your marriage.



### ***THE MARRIAGE PREPARATION:***

1. An appointment with the Pastor is necessary so that the proper diocesan forms may be filled out. Your baptismal and confirmation certificates reissued within the last six months are needed and other documents if you have been married before.
2. Focus Assessment is designed to help you reflect on your relationship in order to strengthen and improve it. Deacon Walt Henry will meet you to facilitate the inventory. It is not a test! It takes approximately 1 hour to complete. Three follow-up sessions enable Deacon Walt to feed back the results of the assessment, and most wedding couples find the process affirming and helpful to their relationship.
3. Marriage Enrichment Day conducted by the Archdiocese of Milwaukee is required. A schedule of dates will be given to you at your first meeting with the Pastor.



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***PHOTOGRAPHY AND VIDEOTAPING***

The primary purpose of gathering in Church for a wedding celebration is for community prayer not community picture taking. If a professional photographer is chosen, there is no need for other relatives and friends to be taking pictures. Every effort should be made to let wedding guests know that picture taking and filming is limited to the professional(s) hired by the bride and groom.

Photographers will not be free to roam around the church during the celebration or disrupt the liturgical action of your wedding (e.g., stopping the flow of a procession, or becoming the center of attention anytime during the liturgy.)

Photographers will be asked to consult the presider before the service.

Videotaping of a wedding service is permitted. The presider will indicate where the videotaping equipment may be set up. These cameras must remain in one place throughout the service.

Only the lighting already available in the church may be used. No additional lighting may be brought into the church.

After the wedding, the church is available for the taking of pictures. If there is another service following, the presider will indicate the time available for these extra pictures.

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***THE SCRIPTURE READINGS FOR THE WEDDING***

All sacramental celebrations, including marriage, are rooted in hearing the Word of God in Scripture. It is an experience in dialogue: That is, we listen to the Word as it is proclaimed by the readers, and we respond with song and/or gestures. The Word is the way we, as a community are nourished, inspired and given direction and strength to live out our faith. The priest/liturgist will work with you in choosing these readings.

### ***READERS OF SCRIPTURE***

It might be a good idea to work with the presider and/or liturgist in choosing your readers. It is best if the people chosen for this role are at ease with reading in public. It is possible that readers from the parish could be asked. Otherwise, the presider/liturgist will be willing to work with a less experienced reader whose presence in this role is of special importance to you.

### ***THE BANNES OF MARRIAGE***

The publication of the Banns of Marriage is a notice in the bulletin on three successive Sundays of your intentions to enter into marriage. This is part of a larger process of inquiry through which your freedom to contract marriage in the church community is established. It is meant for marriages in which the bride and groom are Catholic.

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### ***THE ENVIRONMENT:***

The church is decorated according to the seasons of the church year. Many times this will include floral arrangements and it may be necessary to provide additional environmental decorations. You

might check with the parish office in advance to receive an idea of the type of environment for the season of your wedding.

### ***AISLE LENGTH IS 20 FEET.***

### ***WEDDING FLOWERS***

In addition to corsages, boutonnieres, and bouquets, many desire to place floral arrangements in the church. Please observe the following when making arrangements with your florist:

1. “Flowers, plants and trees—genuine, of course—are particularly apt for the decoration of liturgical space, since they are of nature, always discreet in their message, never cheap or tawdry or ill-made.” (Environment and Art in Catholic Worship, #102.)

2. Floral “decoration should never encircle the altar or impede the approach to the altar or any of the ritual movement and action. But there are places in most liturgical spaces where it is appropriate and where it can be enhancing.” (EACW, #102)

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3. A floral arrangement may be placed on a table in the gathering space at the front doors of the church. These flowers, especially if they are fragrant, would be a gracious sign of welcome. If flowers are to be used to decorate the ends of pews, they should be used at regular intervals along the entire length of the four aisles, enhancing the whole worship space and the assembly, which fills it. Such arrangements should not be limited to the first several pews, serving as floral “reserved” signs. No masking tape or other

materials that would mar the furniture area to be used.

4. A floral arrangement may be placed around your wedding candle if you are having a Word Service.
5. We welcome any floral arrangement you may wish to leave in the church after the celebration of the wedding. Your flowers would continue to enhance parish worship and be a fine gift to the parish. We also respect your plans to bring these arrangements to your reception hall.

**WEDDING REHEARSAL:** The following are necessary for you to bring to your rehearsal:

1. **Marriage License**
2. **Fees for musician/cantors and stipend for the parish can be dropped off at the parish office a week before your wedding.**
3. **You may also bring booklets, candles, etc., which we will safely store for you overnight in the sacristy.**
4. **Rehearsals start on time. All participants in the rehearsal are expected to be prompt at the scheduled time of rehearsal.**

## 6 **SCHEDULING THE TIME OF YOUR CELEBRATION**

Weddings are scheduled with respect to your wishes and the availability of the church building. Saturday is the day weddings are usually scheduled. The times available are:

**11:00 AM and 1:00 PM**

We will schedule no more than 2 weddings on Saturday. Friday evening is also a possible wedding time.

**The weekend liturgy is at 4:00 PM**, so it is very important that your entire wedding party vacate the church **forty-five minutes prior** to the next celebration. If you desire pictures in church after the celebration, you will need to hold your reception line at the hall rather than the church. One possibility is to also take some of your pictures (especially wedding party/family shots) prior to your ceremony. In this way, you could have a little more time to “arrange” your bride/groom photographs.

## **PLANNING THE CEREMONY**

In the Roman Catholic Tradition, the bride and groom minister the sacrament to one another; a presider/deacon and at least two witnesses are also required to be present.

### **THE MINISTERS:**

**Greeters** – The people coming to the wedding should be made to feel welcomed from the very beginning. Greeters are people chosen by you to do this welcoming. Oftentimes people who come together to celebrate your wedding have not been in this church, or perhaps any church, and this helps them to feel more at ease and ready to celebrate with you. Many times, the bride and groom act as greeters themselves.

**Ushers**- These are people chosen to help seat the wedding guests, to pass out programs, etc.

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## **EUCHARIST?**

You do have a choice whether or not to include the Eucharist in your wedding celebration. While the inclusion of the Eucharist is the more traditional approach, more and more couples are choosing to focus on the Sacrament of Marriage apart from the Mass. Our deacons have the faculties to witness these ceremonies.

There are a number of reasons for choosing this way: it allows you to really focus on the great Sacrament of Marriage; it allows more time to

include extra details, rituals, that can make your wedding more personal, etc. And since your guests may be coming from different religious experiences, this may feel more welcoming for them.

Whatever your decision, you will have the opportunity to discuss this with the Pastor in your initial meeting..

### ***EUCCHARISTIC MINISTERS:***

In most instances, members of the family are chosen for this role. You may choose them in the same way you selected your readers/lectors. These members should be active Eucharistic Ministers in their respective parishes.

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### ***THE WEDDING DATE***

It is your responsibility to set the date of your wedding with the church before setting the other elements of your wedding in motion, i.e. reception halls, caterers, etc. You are expected to contact the Pastor for your wedding **at least six months** in advance of the date you have chosen.

There are certain times in the church year when the liturgical calendar discourages the celebrations of weddings. The season of Lent, for example, is a time of penance in the life of the church community and that spirit touches and colors all parish life during those weeks. Weddings are discouraged during this time.

Sometimes special parish events preclude the possibility of celebrating marriage, such as the Parish Festival Weekend (Memorial Day weekend)

### ***CHOOSING THE MUSIC***

Planning and selecting your wedding music must be done with the Parish Liturgist. Please call the parish liturgist at the Parish Office to schedule an appointment to plan your wedding music at least 3 to 6 months prior to your wedding date.

He will help you to shape your ceremony and make music choices which express our relationship with God and draw everyone to prayer. Therefore, not all music is appropriate; music having strong popular stage or film connotations usually distract people from prayer and draw attention to the singer/musicians. These songs might better be sung at your reception.

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As mentioned above, the way we as a church celebrate the sacrament of marriage is in dialogue: God's Word speaks to us, and we, in turn, respond with song, gesture and/or silence. It is important that everyone present is invited and encouraged to respond in song as well as spoken prayer. In this way, we come together, in a very concrete and visible way to both witness and celebrate your love. It is like family and friends who come together in a home to celebrate a birthday by singing "Happy Birthday". The important thing is that everyone experience a kind of unity that mirrors the bond you celebrate.

The following are places in your wedding ceremony where people should be encouraged to sing:

1. Gathering song (after Processional)
2. Response to the First Reading
3. Gospel Acclamation (Alleluia)
4. Eucharistic Acclamations (Holy, Memorial, Great Amen)

## 5. Communion

There are other times when solos, special pieces or instrumental music can be used:

1. Prelude (before Processional)
2. Response to Gospel or Homily
3. Candle Ceremony (Optional)
4. Preparation of Altar and Gifts
5. Sign of Peace
5. Devotion to Mary (Optional)

Instrumental music is strongly suggested for both the Processional and Recessional. This way, everyone can focus on the bridal party as they enter and leave the church. No recorded music is permitted.

Some kind of a wedding booklet must be provided that contains the songs the people will sing. This can be very simply done. The parish liturgist can assist you in this.

## ***SINGERS AND MUSICIANS***

The singers and musicians you choose should be experienced in liturgical ministry. They must be able to play and sing the music competently and help people feel welcomed and encouraged to participate fully in the singing.

Immaculate Heart of Mary has many talented singers and musicians to choose from who have years of wedding music experience. If you hear a singer or musician that you like, feel free to ask their name(s). And if you hear music you'd like to use, please keep the Order of Worship booklet that you receive prior to Mass. This information can be brought to your music planning meeting.

If you wish to use outside musicians who may not be accustomed to the church environment, we will be glad to meet with them and help with the music preparation and

presentation.