

## **ARRANGEMENTS**

No marriage date may be set until you, as a couple, meet with the parish priest. Arrangements are not made over the phone. (Arrangements cannot be made when one of the parties has a case pending before the Diocesan Tribunal.) Call the priest to schedule an appointment to establish a date for your wedding. Arrangements are to be made at least six months in advance. Non-parishioners may not schedule a Saturday wedding until six months before their desire date. This is to give parishioners the first opportunity at scheduling their wedding according to our “arrangement policy.” Marriages during the weekdays can also be arranged. According to custom in the United States, no marriages are performed on Sundays.

## **LOCATION**

Marriage may take place in the parish of the bride or of the groom. Permission for an exception should be obtained from the pastor of the bride or groom in writing.

## **MEETINGS WITH THE PRIEST**

You will have a series of meetings with the celebrant of your wedding. Usually four or five such meetings are scheduled. After your initial meeting, arranging your wedding, call for a second appointment within 3 months (at the latest) of your wedding date. At that time, try to have the documents indicated elsewhere in this booklet. Of course, feel free to contact the priest should something else come up.

## **WEDDING TIMES**

At Gesu no wedding on Saturday may begin after 1:00 pm. Wedding on other days may begin at the time agreed upon by you, the celebrant, and the calendar of events scheduled in the church.

## **ENGAGED ENCOUNTER**

Part of your preparation is participation in a program variously called Pre-Cana conference, Marriage Preparation, Engaged Encounter, etc. You will receive information on scheduling a program at your 1<sup>st</sup> meeting with the priest. It is possible to participate in this program at any parish, even one outside of the Toledo Diocese. You should receive a certificate attesting to your participation in such a program.

## **CHURCH DOCUMENTS NEEDED**

You need a copy of a recent baptismal certificate. This is a requirement for Catholic and baptized non-Catholics. These should be given to the priest no later than one month prior to your wedding date – sooner is better.

With the priest, you will fill out the Toledo Diocese Marriage Information form and other various forms which the priest fills out for the parish record.

A dispensation may be required. The priest will attend to this.

If you are not getting married in your present home parish, delegation from that pastor must be obtained in writing

## **CIVIL MARRIAGE LICENSE**

Obtain a marriage license from Probate Court.

Application must be made in the county where either the man or the woman resides. There no longer is requirement for a blood test. A license issued in any county in Ohio is valid throughout the state for 60 days from the date of issuance. In Lucas County, the cost for a license is \$50, cash only. There is no waiting period, except in cases where the age or residence is in question. If you have any extenuating circumstances, please call

the Marriage License Bureau before you go so that they can advise you of any documents you might need. The Bureau is at Adams and Erie Streets; hours are Monday – Friday, 8:30 am – 4:00 pm; phone: (419) 213-4750 or (419) 213-4361. You need a birth certificate in applying for a civil license, and some proof of residency, e.g. current driver's license, and social security card.

**NOTE:** This is a license to marry, not a certificate of marriage. The officiate of your wedding is required by law to notify the court that the marriage in fact took place. A certificate of marriage may be obtained from Probate Court after the ceremony (once the officiate mails it in and it is then certified).

Present the license to the priest at least ten days prior to your wedding, and include the court's return envelope or the address of the court, if no envelope is provided

### **OFFICIAL WITNESS**

The best man and maid-of-honor need not be Catholic to witness the wedding.

### **PLANNING YOUR CEREMONY**

The priest will provide you with a booklet outlining the wedding ceremony from which you should select scripture readings, prayers, blessings, and possible symbolic activities for your wedding.

Our hope is that all your family and friends' will take an active part during the celebration of your wedding. When both parties are Catholic, the wedding ceremony normally includes a Mass, though this is not required. Catholics traditionally receive Holy Communion at the wedding Mass.

If the marriage is inter-faith, the sensitivities of the non-Catholic party should be considered in deciding whether or not to have a Mass. Normally, the Eucharist would not be celebrated for two reasons:

1. The presence of many people who are non-Catholic may make the celebration difficult;
2. Since a spouse not of the Catholic faith may not usually receive Holy Communion, it may appear inconsistent with the ceremonial emphasis on uniting the couple to deny one party a sharing at the Eucharistic Table.

### **VISITING CLERGY**

Requests for a celebrant other than priest at Gesu should be made early to determine who will guide the instruction process and paper work in preparing for your wedding. A relative certainly would be welcomed to celebrate your wedding. Concelebrants are welcomed as well. Visiting clergy need a letter from their superiors (Bishops, Provincial, etc.) indicating they are in good standing in the diocese or province in which they normally minister.

### **YOUR USE OF THE CHURCH**

The church will be open and available to your wedding party and guests for one hour before the wedding and one hour after the wedding ceremony. All weddings are to start on time. Thus, the normal time block for a wedding with Mass is 3 hours for using the church itself. Please avoid any difficult situations by observing this time frame, which is set because of other liturgical services or the need to prepare for them. At Gesu, we have confessions at 3:00 pm on Saturday afternoons and the 4:00 pm Mass. On some occasion's funerals before the wedding may necessitate less time available for set up by the florists and photographers.

## **REHEARSALS**

The church will be open 15 minutes prior to rehearsal time. Rehearsals are to last no longer than an hour (usually 45 minutes is sufficient) so we ask you to stress punctuality with the wedding party. Schedule the rehearsal at the time you feel everyone in your party can get there somewhat leisurely. Music rehearsals ARE NOT scheduled during the wedding rehearsal. Musicians should arrange other times for practice. Proper dress is expected at the rehearsal.

The priest celebrating the wedding in conjunction with the bride and groom will make decisions regarding the wedding ceremony. The priest and the couple before the rehearsal should plan the procedures for the wedding ceremony. Advice from others should be consulted before you decide anything with the priest.

## **BANNS**

Banns (a series of three notifications of your impending marriage) no longer are required. If you wish them announced at Gesu or at another parish, you must make such an arrangement with the parish.

## **CHURCH MARRIAGE CERTIFICATE**

The priest will provide you with a church certificate of your marriage on the day of the wedding. A civil certificate may be obtained later from the probate court issuing the civil license to marry.

## **MUSIC**

The following is a list of times in the Nuptial Mass at which music may occur. Note that not all music possibilities need to be used and that those selections marked (\*) require the sung participation of all present to be most liturgically effective and meaningful.

## **PROGRAM OF MUSIC**

Processional March  
Opening Song  
Responsorial Psalm\*  
Gospel Acclamation\*  
Preparation of the Gifts  
Holy, Holy, Holy\*  
Memorial Acclamation\*  
The Great Amen\*  
Lamb of God Communion  
Tribute to the Blessed Virgin (optional)  
Recessional March  
Postlude

The parish Music Director Sr. Krista Benda, SND. It is important that you contact her as soon as possible after your first meeting with the priest. Sr. Krista will be happy to help you in all matters relating to planning music for this special event. If a program will be prepared for the wedding, it would be wise to include what the community would be expected to sing. More information on this can be obtained from the Music Director. All selections of music are subject to review by the Music Director. No “secular” music may be used during the wedding ceremony and Mass; this decision is left to the discretion of our Music Director. There is some leeway regarding preludes and postludes, but none during the liturgy itself.

## **MUSICIANS**

The Gesu organ is a magnificent and impressive instrument. Our principal organist is the preferred organist for all weddings. However, other organists and musicians may be used when there is good reason and when permission is obtained from the Music Director.

## **OUTSIDE MUSICIANS: PRACTICE TIME**

Approved musicians desiring to practice in the church prior to the wedding date must do so when the building is not being used for other activities. Please call the parish office to check available times.

## **COPYRIGHTS**

It is illegal to print the words of the ceremony or of the hymns unless copyright permission has been obtained. Our Music Director will assist you in this process. Most publishers do not require a fee for one time use such as weddings.

## **FLOWERS**

Don't feel pressured to "keep up with the Joneses" in planning your wedding. Many dollars can be wasted. A marriage in church primarily is a religious ceremony, not a performance. Simplicity is in order in a beautiful church like ours. Flowers may be placed in front of, or beside, the altar but NOT ON the altar. This is to highlight the nature of the altar as a special place for the celebration of the Eucharist. Flowers also may be placed in other appropriate areas of the sanctuary. Nothing in the sanctuary area is to be moved or replaced for accommodating flowers or candles. It is often helpful to get some particular guidelines from a priest at Gesu.

Florists may make deliveries directly to the church no sooner than one hour prior to your wedding. We cannot be responsible for items that are to be returned to florists. Please instruct your florist to retrieve all rented items as soon as possible following the ceremony. It is your responsibility to let the florist know these regulations.

If you wish to consider sharing the expense of flowers with other weddings scheduled the weekend of your wedding, please contact the parish secretary for information

## **AISLE RUNNER**

If you wish an aisle runner, the aisle is **150 feet long**. If someone you designate does not remove the runner after the wedding, our parish maintenance staff will dispose of it.

The runner is not to be taped to the church floor but should be pinned to the bottom step of the sanctuary. Please note that such a long aisle runner can be a hazard for those walking upon it.

## **WEDDING CANDLE CEREMONY**

The candle ceremony is no longer allowed in the Diocese of Toledo.

## **BIRDSEED**

Birdseed, rice, and balloons may NOT be used.

## **INTOXICATING BEVERAGES**

Intoxicating beverages are prohibited, both inside and outside of the church, including the sidewalks and parking lots. It is your responsibility to inform all members of your wedding party of this prohibition. If members of the wedding party are found to be intoxicated, they will be asked to leave. If either the bride or groom is intoxicated, the wedding will be postponed or cancelled at the discretion of the priest presiding at the wedding ceremony.

## **DRESSING ROOMS**

The bridal party is welcome to use the Bride's Room, located in the basement of the church.

## **VIDEO**

A videotape of your wedding can be a lifetime treasure. If you decide to have your wedding videotaped, the camera person should be aware of several things. There are specific locations in the church for taping: anywhere in the rear of the church, balcony, or side aisles. The sanctuary may NOT be used. Video cables and electrical cords should not be taped down on the church floor; judicious use of rugs and placing of the wires should prevent them from being a hazard.

## **PHOTOGRAPHY**

The use of cameras is welcomed before, during, and after the ceremony. Photographers are asked to be discreet and professional. The ceremony should not be distracted by picture taking. Processions are not to be slowed or interrupted for taking pictures.

The church is not a photography studio. Extra lighting, ladders, and other such equipment may not be used during the ceremony.

Please advise your professional photographer that there is a **MAXIMUM 3 hour** limit for your usage of the Church. This includes the ceremony itself, which will leave approximately one hour before and after the ceremony for pictures. This will be enforced, especially for 1:00 p.m. Saturday weddings, since there are confessions at 3:00 and the need to straighten up the church before the 4:00 p.m. Mass. It is your responsibility to inform your photographer of these regulations.

## **RECEIVING LINE**

Sometimes the receiving line takes longer than the wedding ceremony itself. Keep that in mind as you decide whether or not to have the line at church. It could also be at the reception, should you choose to have a formal receiving line. Another factor is that you are limited to the time available to you to use the church for pictures. **Our strong suggestion is not to have a receiving line here.**

## **FEES AND STIPENDS**

The following scale is provided as a guideline for your planning. **ALL FEES ARE TO BE IN THE PARISH OFFICE TWO WEEKS PRIOR TO THE WEDDING.**

Use of the church (rehearsal & wedding) by a registered parishioner of Gesu: \$200.

**(A person must be registered at Gesu at least 1 year prior to one's wedding.)**

Use of the church by non-registered parishioners: \$300. NOTE: These fees go to the Parish and not the priest himself. **Servers: \$10 each (usually two servers)**

Music Director/Organist: \$300

## **SACRAMENTAL PREPARATION**

Please consider the spiritual preparation necessary for the reception of this once in a lifetime sacrament. Retreats are available. The Sacrament of Reconciliation certainly is in order as you make this important step in life. Periods of private prayer by each of you as well as praying together are encouraged. You are entering into a marriage commitment with Christ at its heart.

## **DELAY OF MARRIAGE**

A priest may not lightly delay witnessing the marriage of a parishioner who is free to marry. However, it is within the right of the priest to delay witnessing a marriage for a just cause, which would include:

- A lack of minimum faith (marriage is a Catholic sacrament and presumes Catholic faith is present).
- Lack of readiness for marriage.
- Refusal of the party to adhere to pre-marriage requirements.
- If the marriage is delayed or denied, the couple may appeal to the Dean of the Deanery, who represents the Bishop.

### **VALIDATION OF MARRIAGE**

Couples married in a way not recognized by the Catholic Church may wish to have that marriage validated by the church. A proven period of stability (e.g., one year or more) is preferred and all the regulations listed in this brochure are to be observed where obviously applicable (e.g., documents, marriage preparation course). The validation can be by way of a ceremony or through what is called in canon law, a “sanation.”

### **TIMETABLE SUMMARY**

**Six months** in advance:

- Meeting to arrange wedding date
  - Obtain basic information from couple
- Three months prior to wedding:
- Second and subsequent meetings with priest
  - Meeting with Music Director

**One month** in advance:

- All plans and documents and fees in parish office.
- Arrange an appointment with the priest to finalize all arrangements

### **CONCLUSION**

At first reading, you may be overwhelmed by the details and guidelines outlined in this booklet. Please know that its intent is to help you prepare for a very important and sacred moment in your lives. Diocesan regulations and local experience are summarized here to underscore the seriousness and sacramental nature of your marriage.