

## **WEDDING GUIDELINES**

Congratulations on your engagement and upcoming wedding! We are pleased that you wish to celebrate the Sacrament of Matrimony at St. Mary Catholic Church. These guidelines will help you prepare for the sacrament.

**STEP 1. SET THE WEDDING DATE**

Contact the parish office to fill out an application and to set a wedding date in the church prior to any other arrangements, e.g. booking a wedding reception venue, **at least six months before the wedding date.**

Please note that **if an annulment or dispensation is required, no wedding date can be set until the process is complete**:

- If a former marriage has been declared null, please bring a copy of the decree to the first interview with the priest or deacon.

- If one of you is not Catholic, please talk to the Catholic priest about this before advancing with the planning of the wedding, as certain conditions must be fulfilled to marry in a Catholic setting. They are explained below in Step 3.

Weddings are not prohibited during Advent and Lent; however, you must consider the special, penitential nature of these liturgical seasons regarding decor and colors. We usually do not schedule weddings on Sundays or major feasts, as several Masses are already taking place on those days.

It is customary for weddings to be held in the church on Saturdays, either at **10:00am** or at **1:00pm.** It is possible to have a wedding on Friday in the afternoon or evening hours. Other weekdays are also possible, but must be arranged with priest or deacon celebrating the wedding. Because of our weekly confession schedule, the church needs to be available and quiet by 3:00 p.m. on Saturday.

Please note that you must **ensure that a priest or deacon is available** to preside at the wedding liturgy before you consider any reservation of the church final. This is important to do before proceeding with any further planning and reservations.

**STEP 2. MEETING WITH A PRIEST OR DEACON AT ST. MARY**

Once you have set the date, schedule a meeting with a priest or deacon at St. Mary to begin your marriage preparation. If you live outside Oregon, you could meet with your local priest, or with the priest who will be presiding at your marriage. In this first meeting, you will usually complete the initial paperwork.

If a priest or deacon officiating at your wedding is not from the Archdiocese of Portland, please inform the St. Mary Parish office **at least three months in advance** of your wedding date to allow sufficient time to receive the proper clearance.

**STEP 3. COMPLETE REQUIRED DOCUMENTATION FOR THE SACRAMENT**

##### **A. Baptismal Certificates:** A newly-issued baptismal certificate from your parish of baptism is required - not the one you received at the time you were baptized. This newly-issued certificate has to be ***dated no more than six months from the time of the wedding***. Non-Catholic Christians are also requested to submit an official record of baptism, though it may be a photocopy of documentation issued at the time of the baptism.

**B. Freedom-to-Marry Forms:** Our pastor or the presiding priest (or a priest or deacon in your area) will interview the bride and groom individually to complete a “Freedom to Marry” form for each. On this form, both the bride and groom need to attest their willingness and freedom to marry.

**C. Witness Testimony Forms:** We need two witnesses each for the bride and the groom to complete the witness forms. Witnesses should be relatives or close friends who know you well and long enough to answer questions about your freedom to marry.

**D. Oregon State Requirements:** Application forms for the license are obtained at one of Oregon’s county courthouses. After a three-day waiting period, the license is valid for 60 days. This license needs to be given to the Parish Office at least one week prior to the wedding. After the wedding, we will send the signed original back to the county and keep the copy in your wedding file. Two weeks after your marriage, you may contact the county to purchase certified copies of the license. Applicants for a civil license must be at least 18 years of age.

**E. Certificate of Marriage Preparation Classes:** As a couple you are required to participate in Marriage Preparation classes at St. Mary or another endorsed institution and have the facilitator forward to St. Mary Church a certificate stating your completion of the class.

**F. Permission from Your Parish of Domicile**: If you live outside the St. Mary’s area, or if this is not the parish where you regularly attend, we ask that you request permission to marry outside your proper parish from the pastor of the parish where you live or attend.

**Finally, you might also need to present the following documents:**

1. If you had a previous marriage (civil or in the Church), please provide the proper documentation that shows you are free to enter a new marriage: divorce decree, or death certificate, or ecclesiastical decree of nullity (annulment).

2. If one of you is not Catholic, you need special permission (a dispensation) to enter into marriage in the Catholic Church. In such cases, the Catholic party must intend to keep his or her faith as a member of the Catholic Church. He/she also must promise as far as possible to baptize and raise all children born of the marriage in the Catholic faith. The non-Catholic party is not required to sign or make any promises but must be aware of the Catholic party’s intention and promise.

**STEP 4. CONFIRM YOUR CHURCH RESERVATION**

Once it is determined that: (1) the church is available on your proposed date and time, (2) you have read and agree to the St. Mary Church Wedding Guidelines, and (3) a priest or deacon is available and has agreed to preside, you may submit the Wedding Confirmation Form with a deposit (we suggest a 50% of the donation you intend to give). This step must be taken at least three months before the date of the wedding.

People ask what they should give to the parish for a wedding. It is important to realize that one does not pay for a sacrament. However, as members of the church, we have the responsibility of helping the parish community.

**We suggest a donation of $350** for the use of the church and to help cover the expenses incurred in the process of assisting couples and celebrating marriage. Checks can be made to “St. Mary Church” with the notation “wedding” on the memo line. Cash is also acceptable.

Please note that music for the wedding and other wedding services are not hired by the parish; you will need to make those arrangements.

Additionally, the **fee for the marriage preparation is $75** (marriage course sessions, paperwork, and Foccus inventory). Please note that the Natural Family Planning classes are strongly recommended but not included in the marriage preparation fee.

In addition, a wedding coordinator will be assigned to assist you in planning the details of the liturgy, facilitate the rehearsal, and guide you with any needs associated with the use of our facilities.

If a wedding is cancelled, a written notice must be mailed to the parish office: St. Mary Catholic Church, 501 NW 25th Street, Corvallis, OR 97330; or emailed to our Administrative Assistant: ssully@stmarycorvallis.org

**STEP 5. COMPLETE YOUR MARRIAGE PREPARATION**

All couples being married in the Church should receive marriage preparation. This is intended to help establish a strong support base for your marriage. The marriage prep includes three basic elements:

1. **Marriage Preparation Classes:** Marriage classes at St. Mary consist of six sessions that take place once or twice a year. Ask about the next available class.

2. **Take a Natural Family Planning Class**: Each couple is strongly encouraged to participate in classes in order to understand natural family planning.

3. **Take the Foccus Inventory:** Complete the inventory and meet with a Facilitator Couple. This will help you identify areas of agreement and strengths, as well as areas that you need to discuss more in-depth with your future spouse.

**Natural Family Planning Classes.** At the present time, you may choose one of the following options:

1. Take an online course through the Couple to Couple League. Register using this link: <https://register.ccli.org/>. The course is available in English and Spanish. The cost for the basic course is $135. *If the cost of the course causes difficulty, please let us know. The parish will reach out on the behalf of the couple and pay upfront for the classes and we in turn provide a promocode for the couple to use when registering for the classes.*

1. Call the Holy Family Catholic Clinic <https://holyfamilyclinic.com/> in West Linn, Oregon (503-994-4353) and ask to speak with Dr. Grace Jazrawi. The cost of this would be through your health insurance company, like a regular doctor visit. If you indicate you are from St. Mary in Corvallis, she will be willing to work with you. In addition to this, Holy Family Catholic Clinic will make NFP classes available in Corvallis for couples from St. Mary’s. Inquire about this with Fr. Lucas and the marriage team to see the next available course.
2. SymptoPro classes, online or in person: https://symptopro.org/
* Online option: $120 for three sessions with an instructor
* In-Person Option: $120. But at this time during the pandemic, in-person is not yet available. Instead, select “Lauren Fuller” as the instructor when signing up, and she will do zoom follow-up after each session
1. An online Catholic course based on *Humanae Vitae* through Whole Mission. Here is the website: <https://www.mmnfp.com/about>
2. InSight Fertility: www.insightfertility.com All via zoom, Group intro session is $25 per couple ($100 for a private intro). After the Intro Session is completed, couples enroll in the program, which includes the cost of the first follow-up, materials, and setting up for long distance instruction ($200). Further follow-ups are $100 each, as needed.

In addition, we encourage you to engage in the following recommended steps:

1. Attend Engaged Encounter Weekend: For more information visit the Catholic Engaged Encounter of Oregon’s website at http://oregonengagedencounter.org/

2. Meet with a sponsor couple and ask what has helped them to stay strong in their marriage.

At the end of this document, you will find some additional resources for marriage preparation.

**Step 6. PLAN THE WEDDING LITURGY**

A wedding coordinator will be assigned to you. She will contact you to arrange a meeting to go through the steps and details of the ceremony.

To help you plan your wedding, you will receive *Together for Life*, by Joseph Champlin. Usually, the priest or deacon will give you this booklet after your first meeting. If you do not receive it, please contact the office so we can mail it to you.

The Sacrament of Marriage between two Catholics should be celebrated within the Nuptial Mass and must be celebrated in the church proper. Marriages between a Catholic and a non-Catholic Christian (or a non-baptized person) are normally celebrated with the Rite of Marriage Outside of Mass. Please refer to page 10 in *Together for Life* for ceremony outlines. As you prepare your wedding, consider the ceremony as an opportunity to witness to your faith.

To plan your liturgical ceremony, you will need to consider the following:

1. **Readers**: Up to three family members or friends may serve as readers of the Old Testament and New Testament readings and the Prayer of the Faithful. You can edit or write the prayers of the faithful, following the customary format. You may find the readings in Together for Life. Discern the readings in a prayerful mode and use this process as a remote prep for your wedding day.

2. **Altar Servers**: Speak with the pastor about altar servers. They will not be provided by St. Mary parish unless requested/available. It is possible to celebrate a nuptial Mass without servers.

3. **Gift Bearers**: If you do a nuptial mass, it is recommended that you select two people to bring up the gifts.

4. **Music**: Music must be in keeping with parish liturgical norms. Movie sound tracks, show tunes, and pop songs are not fitting with the wedding liturgy. Only live music is allowed. The coordinator can suggest musicians, vocalists, and music selections and will review your music selections before the wedding. Musicians must submit selections to be played 15 days before the ceremony to the wedding coordinator. As noted in Step 4, prearrangements should be made with your musicians for payment.

5. **Wedding Program**: You may want to provide an outline of the celebration so your guests follow the wedding ceremony better. If you will have non-Catholics attend a wedding Mass, we recommend that you include some words about the guidelines for the reception of Holy Communion.

6. **Flowers**: Except during Advent and Lent, we have flowers for Sunday Mass, so you don’t necessarily need additional flower arrangements. In case you want an upgrade in flowers, you may donate flowers for the front of the altar. No decor may be placed on the altar. Use of tape, tacks, staples, nails, putty and other means of attachment is not allowed anywhere in the church.

7. **Photography and Videotaping**: We encourage you to find a photographer that is familiarized with the Catholic liturgy. Photographers and videographers must consult with the wedding coordinator prior to the wedding. Their work should be done discreetly and unobtrusively. Pre-wedding photos should be completed at least 30 minutes prior to the wedding. Flash photography is limited to the processional and recessional. At no time during the ceremony should the photographer come down the length of the center aisle or enter the sanctuary. Taking pictures or filming during the time of the consecration and Eucharistic prayer (basically, when everyone is kneeling) is to be discouraged. It is the marriage couple’s responsibility to inform the photographer and videographer of these policies.

8. **Dress Code**: In respect for the sacredness of the church, we ask your wedding party to dress modestly and, if needed, use wraps or shawls.

**PROPER DECORUM**: In general, be mindful that the church is a sacred place. The Blessed Sacrament is reserved in the tabernacle at the center of the church. Throughout your time in the church, please observe proper reverence.

Please ask your wedding guests to be quiet and respectful while inside the church. No rice, confetti, birdseed, flower petals, animals, etc., may be used in the church or on the parish grounds.

**STEP 7. IMMEDIATE PREPARATION**

**THE WEDDING REHEARSAL**

The rehearsal is usually scheduled on the afternoon of the day before the wedding. All members of the wedding party including readers are encouraged to attend. It is not necessary for musicians, photographers, or videographers to be present for the rehearsal.

**SACRAMENT OF RECONCILIATION**

If you are Catholic, in preparation for your wedding it is important that you celebrate the sacrament of reconciliation some days prior to your marriage. You can do this at St. Mary Church or at the parish where you attend (visit our website for confession times).

**NOVENA BEFORE YOUR MARRIAGE**

We encourage you to do the Novena before your marriage. This novena can be found at the St. Mary website.

**ACCESS TO THE CHURCH**

Beside the time for the wedding ceremony, you will customarily be allowed in the church one hour before the ceremony on your wedding day and 1/2 hour after the ceremony (a 3-hour block total). Please confirm this with the priest/deacon assisting you, as on some dates other parish activities or liturgies may need to be arranged around the wedding or rehearsal.

Pictures may be taken before or after the ceremony. Nothing should be removed or changed in the sanctuary itself.

**SMOKING AND ALCOHOLIC BEVERAGES**

Smoking is not allowed on the church property.

Alcoholic beverages are not allowed on church property by any of the wedding party or guests. Those participating in the liturgy should not be under the influence of intoxicants at the time of the ceremony. This is not so uncommon a problem and could lead to lamentable episodes that you do not want on the date of your wedding. We encourage you to address the topic with those who will accompany you if you think this may be an issue.

Please note that the priest or deacon does not receive a stipend or payment for the sacrament of marriage. It is customary, however, to provide a gift to the priest or deacon. This may be given on the wedding day directly to the priest or deacon.

If you have further questions, please contact Savannah Sully at 541-757-1988 x 304 or ssully@stmarycorvallis.org

**MARRIAGE PREPARATION RESOURCES**

**1. MARRIAGE**

* *Jesus the Bridegroom* by Brant Pitre
* *Three to Get Married* by Fulton Sheen
* *The First Society* by Scott Hahn
* *The Five Love Languages* by Gary Chapman (human tools through the 5 languages of love to communicate better as a couple).
* *Men Are from Mars, Women Are from Venus: The Classic Guide to Understanding the Opposite Sex* by John Gray

**2.THEOLOGY OF THE BODY**

* *Into the Deep: An Unlikely Catholic Conversion,* by Abigail Favale.
* *Men and Women Are From Eden: A Study Guide to John Paul II's Theology of the Body* by Mary Healey (good summary of the Theology of the Body of St. John Paul II).

**3. NATURAL FAMILY PLANNING**

* Holy Family Clinic: Contact Dr. Grace Jazrawi at 503.994.4353. Insurance usually covers the cost for the in-person sessions, otherwise they are $160.
* SymptoPro classes, online or in person: https://symptopro.org/

Online option: $120 for three sessions with an instructor

In-Person Option: $120. But at this time during the pandemic, in-person is not yet available. Instead, select “Lauren Fuller” as the instructor when signing up, and she will do zoom follow-up after each session

* Couple to Couple League: https://ccli.org/learn-nfp-from-ccl/

Self-paced online option: $135

Live online class: $135 Once a month meetings, three times for two hours each

In-person option: $135 Once a month meetings, three times for two hours each

* InSight Fertility: www.insightfertility.com All via zoom, Group intro session is $25 per couple ($100 for a private intro). After the Intro Session is completed, couples enroll in the program, which includes the cost of the first followup, materials, and setting up for long distance instruction ($200). Further followups are $100 each, as needed.
* Natural Womanhood: https://naturalwomanhood.org/
* The Sinner's Guide to Natural Family Planning by Simcha Fisher's (short practical introduction to NFP).

**WEDDING CONFIRMATION FORM**

Please fill out the form below and return to:

St. Mary Catholic Church

Attn: Savannah Sully

501 NW 25th Street

Corvallis, OR 97330

PLEASE CONFIRM THE FOLLOWING:

We have read and understand the “St. Mary Catholic Church Wedding Guidelines” and agree to abide by these policies and the instructions given us by the St. Mary’s Wedding Coordinator.

We further understand it is our responsibility to ensure that photographers, florists, musicians, and other professionals connected with our wedding, including the wedding party, understand and abide by these policies.

Bride’s name: (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom’s name: (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm the following information as agreed in conversation with St. Mary’s office. If you need to make any wedding or rehearsal date/time changes, please consult with the celebrant AND your wedding coordinator first. The wedding coordinator needs to verify that there is no conflict with other activities in the church – this cannot be done by simply checking the online calendar, as not every activity or preparation time can be posted online.

Wedding date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Celebrant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Diocese:\_\_\_\_\_\_\_\_\_\_

Wedding Mass\_\_\_\_\_\_\_\_\_\_Marriage rite only\_\_\_\_\_\_\_\_

For office use only:

Donations / class fee received: Date \_\_\_\_\_\_\_\_\_\_\_ Amount\_\_\_\_\_\_\_\_\_\_\_

 Date \_\_\_\_\_\_\_\_\_\_\_ Amount\_\_\_\_\_\_\_\_\_\_\_