

**CELEBRATING THE SACRAMENT OF MARRIAGE
AT THE CATHEDRAL OF SAINT HELENA AND
WITH THE CATHEDRAL PARISH**

*THIS IS THE DAY THE LORD HAS MADE
LET US REJOICE AND BE GLAD!*

A Message from the Pastor

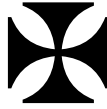
Congratulation to you from your Cathedral Parish Family on your upcoming Marriage! We are honored and pleased that you have chosen to celebrate the Sacrament of Marriage with us. On the day of your Marriage you will become one in Christ and, with your families and friends, pray that the Lord will seal and strengthen your love of God and for one another in the presence of the Church's minister.

In the course of your instruction, and in making your preparations and choices for the celebration, it is essential that you ask of yourselves why you have chosen to be married in the Church, at the Cathedral, and how to discern the gifts and graces you bring to your marriage as you form a Community of Life and Love in Christ.

May you remain in this love both now and forever!

Sincerely in Christ,

Monsignor Kevin S. O'Neill, V.G.
Pastor / Rector



SELECTION OF A DATE AND TIME

Marriages are scheduled in the Cathedral on Friday afternoon beginning between 4:30pm and 6:30pm. and one Marriage Liturgy may be scheduled on Saturday to begin between 1:00pm and 2:00pm. A different weekday may be chosen only due to a special need and with pastoral permission. Selected dates may be scheduled one year prior to the Marriage if one of the couple is an active/practicing member of the parish community. All others must wait until six months before the proposed date. Marriages are not scheduled on Saturday evenings, Sundays, Solemnities, the Friday or Saturday following Christmas, New Year's Eve and New Year's Day, nor during the Season of Lent.

REHEARSALS

Rehearsals are scheduled on Thursday or Friday afternoon/evening at a time that does not conflict with other scheduled events. The Pastoral Associate for Liturgy, or his delegate, conducts the rehearsal. Please limit the number of people attending the rehearsal to those who will be Readers, Extraordinary Ministers of Holy Communion, Greeters and the members of the Wedding party. **Rehearsals begin on time –No exceptions – and are 30-45 minutes in length.**

MARRIAGE PREPARATION

The Church takes great care and concern in the preparation of each couple who are preparing for the Sacrament of Marriage. By establishing a period of a **six-months** time for preparation for Marriage, as well as providing programs, interviews and guidance, the Church seeks to help couples as they begin this lifelong journey. Guidelines and policies concerning the use of the Cathedral and preparation for the Marriage Liturgy are an important part of Marriage preparation. The material in this booklet is provided to assist you in your Marriage planning. It is your responsibility to study it carefully.

MARRIAGE PREPARATION PROGRAM

The Cathedral Parish offers two seven week classes to assist you as you prepare for the Sacrament of Marriage. These sessions are offered January through March and October through November. The discussions are led by a team of married couples who will share their knowledge of married life with the couples.

If for some serious reason, you are unable to participate in the preparation for Marriage offered by the Cathedral; other options may be arranged in consultation with the Priest or Deacon preparing you for the Sacrament of Marriage.

MUSIC FOR YOUR MARRIAGE

Please contact the Cathedral Director of Music before planning any music. As with all Liturgies at the Cathedral, music plays an integral role in the celebration of the Sacrament. The Cathedral Director of Music is responsible for the music at the Marriage Liturgy and will assist you in choosing and approving the music for the celebration of the Sacrament. Because of the unique acoustics of the Cathedral, it is necessary to require that the Musicians for the celebration be qualified Cathedral Musicians. The Cantor leads the people in song at various times during the celebration. The Cantor is necessary for leading the Responsorial Psalm that is part of the Liturgy of the Word and in leading the acclamations during the Liturgy of the Eucharist. **Do not make any arrangements with other vocalists or instrumentalists until you have met with the Director of Music to plan the music for the Marriage Liturgy. To schedule a music planning meeting, please contact Dr. Jonathan Embry our Director of Music at 406-442-5825, extension: 121 or email at jembry@sthelenas.org**

THE LITURGY

A primary concern as you come to the preparation of the Liturgy is how this celebration will not only be a visible sign of your love for God and for one another, but also a celebration that includes your family, friends and the Cathedral Parish Family in the Liturgy. During the Rite of Marriage, you declare your love to each other before God and The Church. This public declaration, witnessed by a prayerful people that actively participate in the Liturgy, is the fundamental nature of good liturgical celebration. This is the prayerful celebration of the whole Church. You have an opportunity not only to express the love between yourselves, but also to strengthen the faith of those who come to worship with you.

The preeminent model for the Wedding Liturgy is the parish Sunday Celebration of the Eucharist. Like any Liturgy of the Church, it involves active participation of the people in spoken and sung prayer. In preparing for the Marriage Celebration, you will want to read and select Scripture Readings that are provided in the booklet, *Together for Life*. You may obtain this booklet and the policy booklet from the Parish office or priest/deacon who is assisting you in the preparations.

The Rite of Marriage of the Catholic Church offers two options when celebrating the sacrament of Matrimony:

The Order of Celebrating Matrimony within Mass - when both the bride and groom are active and participating Catholics and ***The Order of Celebrating Matrimony without Mass*** -When a Catholic marries a person who is not baptized, the "Rite for Celebrating Marriage outside Mass" is the choice selected. If an active and participating Catholic marries a Baptized Christian of a different denomination they may choose between Marriage during Mass or outside of Mass depending upon which best reflects the choices of both future spouses as well as their expectations.

In the positive spirit of ecumenism, great care must be taken to respect the integrity and faith of both people in "interfaith" Marriages. This second form is preferred for interfaith Marriages because it contains elements in which both the bride and groom and their families can fully participate.

The Order of Celebrating Matrimony with Mass, also referred to as the "Nuptial Mass," is modeled after the Sunday Mass with its full complement of ministries. The Rite of Marriage is celebrated after the homily. It should be remembered that one of the unique features of the Rite of Marriage is that the bride and groom are the ministers of the Sacrament. This is their ministerial function, and therefore, they do not serve as Readers or Extraordinary Ministers of Holy Communion.

The Order of Celebrating Matrimony without Mass begins with the Liturgy of the Word, followed by the Rite of Marriage. The General Intercessions, Lord's Prayer and Nuptial Blessing conclude the Liturgy.

Couples are welcome to provide an *order of worship* for the Faithful attending the Marriage Liturgy. The Order of Worship lists the names of musical selections, acclamations and responses, as well as the names of the participants

of the Marriage Liturgy. If you wish to provide this service, the Pastoral Associate for Liturgy, and Director of Music, will assist you with this option and approve your selections.

PARTICIPANTS

The Faithful – this is the congregation, the guests that you have invited to the celebration. The faithful take an active part in the celebration, and so their role is not to be neglected or are they to be thought of as spectators. Please remember that this Sacramental Celebration is not “outside of the Parish”, but one more grace-filled encounter with the Lord within this Parish and the Faithful who are the Mystical Body of Christ, the Church.

The Bride and Groom – As ministers of the Sacrament of Marriage, it is your consent and exchange of vows that forms the focus of this celebration. *"Marriage arises in the covenant of Marriage, or irrevocable consent, which each partner freely bestows on and accepts from the other."* General Introduction to the Rite of Marriage,

The Celebrant – is the Priest or the Deacon who leads the faithful in prayer to God and presides at the exchange of vows. In an interfaith Marriage, the minister of the non-Catholic spouse may be invited to participate in the Liturgy, offering prayers and blessing the couple. The Pastoral Associate for Liturgy will give instructions for their participation.

The Extraordinary Ministers of Holy Communion – are lay women and men who assist with the distribution of Holy Communion. These ministers are commissioned and are active in the Cathedral Parish or their own parish.

The Servers – Function as cross-bearer and candle-bearers, assist the Celebrant as book-bearer, and prepare the altar for the Liturgy of the Eucharist. There are usually three or more servers at the Marriage liturgy. Servers are young men and women who are trained and active in the Cathedral Parish. It is customary to make a monetary gift of five or ten dollars to each Server who assisted at Liturgy.

The Reader – Are those people selected to proclaim the first and second readings during the Liturgy of the Word. The second reader usually leads the General Intercessions. Readers are trained and active in the Cathedral Parish or their own parish.

The Maid of Honor and Best Man – These two people assist the bride and groom and stand as official witnesses to the ceremony. Ordinarily they are family members or close friends who wish to publicly associate themselves with your vows of commitment to each other. They are also active participants in the celebration of the Liturgy and they sign the Marriage License following the celebration.

Greeters – are friends or relatives assigned to greet people at the door, to distribute the *order of worship*, and assist with seating the guests as needed. It should be noted that it is also acceptable for the bride and groom to greet their guests as they enter the Cathedral.

Flower Girl and Ring Bearer – must be of a responsible age to be aware of their role and able to fulfill it. **Therefore children that are younger than 4 years of age cannot meet this expectation. There is only (1) Flower Girl and one (1) Ring bearer.**

FLOWERS AND DECORATIONS

The interior of the Cathedral of Saint Helena is a grand setting for any Liturgy. Very little is needed to enhance the Cathedral for the celebration of Marriage. The following guidelines have been provided to help you as you prepare for the celebration of Marriage.

In the sanctuary there are four historic “Brondel” candlesticks that may be decorated. These are the only candlesticks used in the sanctuary for the Liturgy. Please note that the Unity Candle is not a prescribed element of the Marriage Rite and therefore it is not permitted during the Marriage Liturgy. Floral arrangements are never placed on the Altar of Sacrifice. Green plants or flowers may be placed in the large urns that are provided.

Floral arrangements placed in the Cathedral for the Marriage celebration are frequently left as a gift to the Cathedral parish for the weekend Masses. Please inform the Pastoral Associate for Liturgy if it is your wish to leave your floral gifts and an acknowledgement will be printed in the Sunday bulletin.

If bows or small flower decorations are to be used on the pew ends, please notify the florist that tape may not be used to attach them to the pews. Brass eyes are located on the inside of each pew for attaching decorations.

The use of aisle runners, balloons, or any other informal party decorations are not in keeping with the dignity of the Church's Liturgy and may not be used.

Please note that decorations in the Cathedral during the seasons of Advent, Christmas, and Easter may not be changed to accommodate a particular wedding. If you have any questions regarding the decorations particular to each Liturgical Season, please call the Liturgy Office. Church furnishings and fixtures may not be re-arranged without consultation and approval. As it is presently arranged, the sanctuary provides for the flow of the Liturgy and for the greatest visibility.

HOSPITALITY AND DRESSING ROOMS

The Cathedral provides a dressing room for the bride and bridesmaids to gather and prepare prior to the celebration. We are unable to provide changing rooms for the groom and groomsmen.

The wedding party is welcome to bring light snacks and water and to make them available in the Gilmore Hall, which is in the lower level of the Cathedral. **We respectfully request that no food or drink be brought into the Cathedral proper.**

ALCOHOLIC BEVERAGES

Consumption of alcoholic beverages prior to the Celebration of the Sacrament of Marriage is strictly forbidden. It is the responsibility of the couple to inform the entire wedding party of this rule and to comply with it. Any infraction of this policy will result in the automatic forfeiture of the deposit and the exclusion of anyone who is intoxicated.

CARE OF THE CATHEDRAL

The Cathedral of Saint Helena is a holy place of prayer and therefore must be regarded as such. With this in mind, a prayerful atmosphere is expected during the rehearsal, prior to the Marriage Liturgy and after the Liturgy. Please assign one or more of the wedding party to clean up the dressing area, vestibule and pews following the Marriage.

Please note that the use of rice, confetti, birdseed, flower petals, or bubbles within the Cathedral or outside, is considered a safety hazard and is prohibited.

WEDDING FEES

The fee specified for your Marriage Liturgy helps defray the cost of the services of the Parish Staff as well as the expense of maintaining the facilities, lighting, utilities, etc. Couples often ask whether it is appropriate to make a monetary gift to the Priest or Deacon who celebrated their Marriage. It is certainly customary, and many couples find this a good way to express their thanks, although it is not required.

There are two fee schedules at the Cathedral of Saint Helena: one for parishioners and another for non-parishioners. Normally, a parishioner shall be defined as someone who has been registered, active and a contributing member of the Cathedral Parish for at least two (2) years prior to the proposed Marriage date. A parish staff member will help you determine your status should there be any questions.

All fees must be paid at the time of your meeting with the Pastoral Associate for Liturgy.

A refundable \$200 deposit is required for all Marriage celebrations whether you are a parishioner or not.

The deposit will be returned within 30 days assuming you have complied with all of the policies and procedures, including the paying of the fees according to your agreement, maintaining the Cathedral so that it is clean and observing the no alcohol policy.

No parishioner of the Cathedral of Saint Helena is ever turned away from having his or her Marriage Celebration in the Cathedral because of an inability to pay the fees. If you have financial difficulties in meeting the fee plan, please discuss the matter with the Priest or Deacon witnessing your Marriage. This need will be held in confidence.

The Payment of fees is not to be understood as either paying for the Sacrament or the renting of the Cathedral building for the celebration of the

Sacrament. The fees are to offset the rising costs of maintaining our Cathedral and to adequately reimburse those ministers who offer their assistance. In all honesty, they are, or should be, a small percentage of the overall expenses that arise in Marriage celebrations in our culture and society. National statistics tell us the average cost of a wedding is \$30,000.00!

Almost all of these costs are not the result of Church policy, or expectation for the celebration of the Sacrament, but the result of personal choices on the part of the wedding party. Even if your Marriage Celebration is not in this “ballpark” in terms of expense, the likelihood is that our fees are one of the smallest portions of your celebration expenses.

MARRIAGE FEES

Fees for parishioners: \$500 Contribution for the Cathedral
 \$200 refundable deposit.

Fees for non-parishioners: \$850 Contribution for the Cathedral
 \$200 refundable deposit.

Please make a separate check for each fee.

If you wish to use the Brondel Center for your reception, please obtain a Facility Use Policy and fee schedule for the Brondel Center from the Parish Office. The policy describes the necessary proof of liability insurance required for all groups wishing to use the Brondel Center and the current fees for the use of the center.



PLEASE FORWARD THESE GUIDELINES TO THE PHOTOGRAPHER YOU HAVE CHOSEN

PHOTOGRAPHY FOR YOUR MARRIAGE

To maintain a prayerful atmosphere before and during the Sacrament of Marriage, we provide the following guidelines for the photographer:

- The Cathedral is available for photographs one hour prior to the celebration and one hour following the Marriage unless your Marriage is at eleven o'clock Saturday morning and there is a two o'clock Marriage scheduled on the same day. All photographing must be finished by 4 o'clock.
- You are most welcome to take pictures outside on the grounds of the Cathedral when the weather is pleasant, especially in the memorial garden during the summer months.
- Flash equipment and floodlights are not permitted during the Marriage Liturgy by either the designated photographer or the guests.
- As soon as the procession has entered the Cathedral, cameras are placed, and all pictures are taken out of sight of the people.
- The area in front of the pillars, on either side of the Sanctuary, is the preferred location for cameras.
- Video cameras may also be placed in front of the pillars on either side of the Sanctuary. Roaming video cameras are not permitted.
- Do not stand on pews or other furniture, nor use tape to secure electrical cords to the pews, columns or walls.
- The photographer and video photographer may not enter the Sanctuary during the Liturgy.
- Photographers and video photographer must dress in attire appropriate to the dignity of the ceremony. Your cooperation is very much appreciated.

It is the couple's responsibility to make certain that these guidelines are followed by the photographer/video photographer and by informing your family and guests.

IN THE NAME OF THE FATHER, AND OF THE SON ✠ AND OF THE HOLY SPIRIT, AMEN.

Dear Monsignor O'Neill,

We, the undersigned have received a copy of the Marriage Policy and have read it in its entirety.

We agree to abide by the policies stated within. We understand that any non-conformance to this policy constitutes forfeiture of the \$200 deposit.

Signature of the Bride

Signature of the Groom

Signature of a Cathedral staff member

Date

CHECK LIST IN PREPARATION OF THE SACRAMENT OF MARRIAGE

- Secure a Priest or Deacon to Solemnize your Marriage.
- The Priest or Deacon must contact the Parish Office to schedule the Marriage Celebration.
- Visiting clergy must contact the Chancery for delegation.
- Sign-up for the Marriage Preparation Program.
- Complete the Pre-Marriage Inventory profile.
- Read the *Cathedral of Saint Helena Marriage Policy* and sign agreement.
- Read *Together for Life* booklet and select only from the Readings from Sacred Scripture.
- Contact the Pastoral Associate for Liturgy and schedule an appointment
- Contact the Director of Music and schedule an appointment.
- Provide **recently issued** Baptismal Certificates from the church of Baptism.
- Provide copies of Civil Divorce and Church Annulment, if applicable.
- Complete Bride and Groom Questionnaire Form with a staff member.
- Witnesses to complete *Freedom to Marry Form*.
- Obtain Marriage License from County Court House.
- Present Order of Worship to Pastoral Associate for review and approval.
- Select the photographer.
- Arrange for a Florist.
- Pay deposit fee.
- Pay fee for use of Cathedral.
- Present Order of Worship o Pastoral Associate for review and approval
- Keep each other in prayer each day that the preparations may not overwhelm you, but make your day of Marriage one of true joy and prayerful celebration for you!

*The entire Cathedral Parish family
wishes to extend to you our prayerful
Blessings as you prepare for the
Sacrament of Marriage!*