

Preparing for Your Wedding



Sacred Heart Catholic Church

114 South Elizabeth Street

Lombard, Illinois 60148

(630) 627-0687

www.sacredheartlombard.org

Mission Statement of Sacred Heart Parish

“Sacred Heart Roman Catholic Parish and all of her activities are directed to the sanctification of all in Christ and the glorification of God. The faithful are gathered for the Sunday celebration of the Holy Eucharist, which makes present the Paschal Mystery of Jesus Christ. Through the grace of Christ’s Paschal Mystery communicated through the Holy Eucharist, and in light of the Apostolic Tradition of the Church, the parish teaches Christ’s saving doctrine and practices the Charity of the Lord in good works and brotherly love.”

Congratulations on your decision to be married at Sacred Heart Roman Catholic Church. The sacrament of marriage signifies and partakes of the mystery of that unity and fruitful love which exists between Christ and His Church (Ephesians 5:32). It is with great joy and expectation that we greet your request to receive the Sacrament of Matrimony.

You have already shared in the rich sacramental life of the Church;

- ❖ In Baptism, you rejected sin and professed your faith in Christ Jesus. You were united to Christ, becoming a member of His Body, the Church. By the power of His death and resurrection, your sins were forgiven and the gates of everlasting life were opened for you.
- ❖ In Confirmation, you received the special gift of the Holy Spirit binding you more closely with Christ and the Church. You were entrusted with the special mission of witnessing to the Gospel and defending the Faith.
- ❖ In the Holy Eucharist, you participate in the banquet of Christ’s paschal mystery. Together with the rest of the Church, you recall the death and resurrection of the Lord in this sign and effect of the unity of the people of God, which achieves the building of the Body of Christ.
- ❖ In the Sacrament of Reconciliation, you experience the mercy and forgiveness God offered to us through Jesus’ passion, death, and resurrection. God’s saving grace reconciles you to Himself and to the Church, which was wounded by our sin.

Now, in the Sacrament of Matrimony, you are given a special grace and taking on a new vocation in which you become an image of God's love for his people. As you prepare to enter into this lifelong partnership, we look forward to assisting you in the task of forming the most loving Christian relationship possible, one which you both can have confidence.

Sacred Heart Church is the physical building in which the people of this parish gather for liturgical celebrations, among which is the prime act of worship of the Roman Catholic Church, the celebration of the Eucharist. Every time our church is used, we gather to offer praise and thanksgiving to Almighty God. Within the context of our worship, various Rites of the Church are celebrated. In order to maintain a necessary spirit of reverence for the House of God, the following guidelines are to be observed by all couples planning to marry in the church.

MARRIAGE INSTRUCTIONS

Our Diocese of Joliet requires a minimum of six months of marriage preparation. The purpose of this preparation is to provide a solid base for a sound and lasting marriage. The pre-marriage preparation is given through the parish.

There are five elements of the Marriage Preparation process:

The first element is your initial contact with the parish office and arranging a meeting with the parish priest. This first meeting with the priest will include the requisite paperwork and setting a date for the wedding. At this meeting, the priest will also give you the materials you will need to celebrate your wedding at Sacred Heart Church. The priest celebrating your wedding will let you know how many times he wishes to meet with you. Please phone the priest as soon as possible in order to set your first appointment:

Fr. Thomas Botheroyd: (630) 627-0687, ext. 201 or FrBotheroyd@shclombard.org

The second element of marriage preparation is the "Beloved" workshop. The workshop is offered every 6 months in the Parish Center and consists of two consecutive Saturdays from 8:30 A.M. until 4:30 P.M. You must register for the desired session no less than one week in advance. We highly recommend that you register for a workshop immediately following your meeting with the priest or even at the time of the meeting with the priest. The cost of the workshop is \$125.00 payable at the time of registration (lunch and materials included).

The third element is the pre-marriage inventory called the FOCCUS. Once you have met with the priest and your date has been set, you should arrange a time to complete the FOCCUS inventory. Afterwards, one of the couples on our marriage support team will contact you. This couple will make an appointment with you to visit their home.

The fourth element after you have completed your “Beloved” workshop and your FOCCUS pre-marriage inventory, you should **phone the Wedding Coordinator of Sacred Heart Parish** to make an appointment and plan your wedding ceremony with her. The Wedding Coordinator will go over all the necessary information for the wedding Mass or ceremony. **Contact Kristen Mahoney at (630)276-6091 or email kmahoney@shclombard.org.**

The fifth element is the reception of the **SACRAMENT OF PENANCE** for those who are Catholic. Since marriage is a Sacrament, one must be in a state of grace to receive the Sacrament worthily. In preparation for your marriage, it is most appropriate and you are encouraged to receive the Sacrament of Penance shortly before your wedding. The Sacrament of Penance is celebrated regularly at Sacred Heart Church. Please check the Sunday Church Bulletin or contact the parish office for specific days and times. You may also call to make an appointment with the parish priest or you may go to another parish of your choosing.

WEDDING CEREMONY

The Sacrament of Matrimony may take place either at the Mass or outside of Mass. It is usual that the marriage between two Catholics take place at Mass. It is usual that the marriage between a Catholic and a non-Catholic, take place outside of Mass at a wedding ceremony. Plans for any particular form of wedding liturgy are to be made with the consulting priest. Since the parish only schedules a specified number of weddings on any particular day, you will be given sufficient time for your wedding. Weddings are scheduled on a first come, first served basis.

TIMES

Saturday weddings are scheduled at 2:00 P.M. Sacred Heart Church does not celebrate weddings on Sunday. Weddings on Friday's or during the Christmas and Easter season, will be scheduled, if at all, at the discretion of the pastor. Please note that Church Law requires that no activity interfere with regularly scheduled services.

Weddings must start on time to allow for pictures following the Mass or ceremony. Since confessions begin at 3:30 P.M. on Saturdays, the wedding party needs to complete all picture sessions by 3:30 P.M. During nice days, wedding pictures may continue outside the church on the parish grounds until 4:30 P.M.

REHEARSALS

When you initially schedule your wedding time and date, you should also schedule a rehearsal time and date. Please confirm this time with the Wedding Coordinator, as she will be conducting your rehearsal. Rehearsals are typically scheduled the evening before the wedding. Please be on time for the wedding rehearsal, since two rehearsals are often scheduled for the same evening. Please inform the bridal party of the importance of being on time for the rehearsal. Be sure to bring the marriage license and any fees that are due to the rehearsal. A spirit of quiet and reverence is to prevail in the House of God because the Blessed Sacrament is present in the tabernacle.

PRESIDING PRIEST

If you wish a relative or close friend to preside at your wedding, you will need to contact the pastor of Sacred Heart Church to obtain the necessary permission. Every couple being married at Sacred Heart Church must participate in the Sacred Heart Church marriage preparation program unless the pastor gives that couple permission to be in some other marriage preparation program.

WEDDING COORDINATOR

A wedding coordinator will be assigned to each couple. The coordinator will provide access to the necessary facilities, assist the presider, and helps direct your rehearsal and wedding day. The wedding coordinator will also provide direction to your florist and photographer/videographer and (within reason) facilitate the

needs of your wedding party. The wedding coordinator will contact the bride and groom to help work out all the necessary details. Contact Kristen Mahoney (630) 276-6091 or email at kmahoney@shclombard.org

DOCUMENTS

The following documents are required and submitted to the parish office as soon as a date has been set:

1. For Catholics, a recently issued copy of their Baptismal record is required. This copy may not be more than six (6) months old since marriages are recorded in the Baptism registry. To obtain a Baptism record, simply call or write your Church of Baptism and request they send you a copy.
2. For baptized non-Catholics, a new or old Baptismal certificate is required.
3. For Catholics, a copy of their Confirmation certificate (new or old) is also required. For a copy, call or write the Church of Confirmation.
4. Two witness affidavits (two for the bride and two for the groom) certifying that the bride and groom are free to marry are required. Persons giving testimony must have known the bride or the groom since the bride or groom was 12 years old. These witnesses must contact a Catholic priest who will fill out the affidavits.
5. All parties must obtain a copy of their marriage license from the DuPage County courthouse and give it to the priest celebrating your wedding at the wedding rehearsal.

THE MARRIAGE LICENSE

Marriage is a legal contract and needs to be properly recorded. If you are to be married in DuPage County, the keeper of said records is:

County Clerk of DuPage County
421 N. County Farm Road
Wheaton, IL 60187
(630) 407-5500

A marriage license becomes effective one day from the date issued and is valid for 30 days from the date it becomes effective. Contact the DuPage County Clerk's office for information concerning applying for the wedding license. **Please remember to bring your wedding license to the wedding rehearsal.**

LITURGICAL TEXTS

The Readings and Prayers used during the liturgy must be taken from the approved liturgical books. Readings are chosen from those given in the wedding ritual. They are found in the *Christian Married Life* book given to you during the marriage preparation period. Please remember that the first reading is taken from the Old Testament, the second reading is taken from the New Testament, and the Gospel reading is taken from among the Four Gospels. **The priest or deacon will always read the Gospel passage.** You may select someone to read the first and second readings; you may also select someone to read the Prayers of the Faithful/Petitions.

LITURGICAL MUSIC

You should contact the Director of Music two months prior to the wedding to discuss music selections, vocalist(s), instrumentalist(s), and required fees. All music for your wedding ceremony must be coordinated through Sacred Heart Church's Director of Music:

**Daniel Pollack: (630) 627-0687, ext. 206
djp35@aol.com**

As a traditional parish, Sacred Heart Church does not allow the use of commercial pop music, such as music written for plays and/or musicals, prior to, during, or after the wedding liturgy. Such selections are best left for the wedding reception.

The Director of Music typically acts as the pianist/organist for weddings at Sacred Heart Church and arranges to have a Sacred Heart Church vocalist and Sacred Heart Church instrumentalists for the wedding at your request. It is highly recommended that you have a vocalist for the wedding; however, it is not required. You may elect to arrange for your own vocalist and/or instrumentalists for your wedding. Please keep in mind that these individuals should have familiarity with Catholic liturgical music and have prior professional experience as a musician. These individuals will be able to rehearse with the Director of Music 20 minutes prior to the wedding only. Any additional rehearsal time will require an extra fee as arranged beforehand by the Director of Music. While supplemental musicians may be used, Sacred Heart Church strongly encourages the use of at least one Sacred Heart Church musician. In addition to providing

music, this individual will coordinate access to and use of the church's sound system. If you elect to use only your own instrumentalists and vocalist(s), a separate bench fee will be required for coordination duties. These musicians should contact the Director of Music to arrange a time to access the church for rehearsal.

To aid selection of appropriate music for the wedding liturgy, the Director of Music will loan you a CD, which can be picked up at the parish office. The music for the wedding is not limited to the selections found on the CD, but must adhere to proper hymnals used during Mass. After you have listened to the CD, please contact the Director of Music with the selected song titles. Please remember to return the CD to the parish office within two weeks.

GIFTS TO THE PARISH, PRESIDING PRIEST OR DEACON, AND WEDDING COORDINATOR

The customary gift to the parish by the couple is \$250.00 and should be given to the wedding coordinator, presiding priest or deacon at the rehearsal the night or two before the wedding. In addition, you are asked to give a small gift of at least \$10 to each of the altar servers assigned to serve the wedding. If you wish to bring in your own altar servers, please let the parish office know no less than one month prior to the wedding date. Gifts to the presiding priest or deacon, parish wedding coordinator, servers, and fees for the musicians are additional to the \$250.00 gift to the parish. (See FEE section for a more detailed selection)

FEES:

“Beloved” Workshop	\$125.00
Parish Gift	\$250.00 (Parishioner) \$400.00 (Non-Parishioner)
Priest/Deacon	Optional
Wedding Coordinator	\$75.00
Altar Server (2)	\$10.00 each
Using the Director of Music as the pianist/organist:	\$225.00
Using a Sacred Heart Church vocalist:	\$150.00
Using Sacred Heart Church instrumentalists in addition to the pianist/organist:	\$200.00/per individual
Bench fee paid to the Director of Music for using a Non-Sacred Heart Church	

Pianist/organist: \$175.00
Additional fees may be required, please check with the Director of Music.

OPTIONS FOR THE WEDDING LITURGY

THE UNITY CANDLE: If approved by the priest, you must obtain your own Unity Candle and two side candles. The lighting of the candles should in no way delay the flow of the Mass or ceremony.

AISLE RUNNER: Sacred Heart only allows the use of a LINEN RUNNER.

This runner can be rented from your florist. Your florist will then be required to adhere it to the aisle and then remove it after the wedding is over.

NO PAPER RUNNERS will be allowed. The aisle is 75 feet.

PETALS FROM FLOWER GIRLS: If petals are to be strewn, please make sure you have a plan or person(s) to clean these up. You are responsible for any petals, boxes, or programs left in pews or church.

ROSES FOR THE MOTHERS: Given at the Sign of Peace--you must obtain your own flowers.

FLOWERS FOR THE BLESSED VIRGIN MARY, MOTHER OF GOD: You must provide your own flowers.

After the wedding, you are responsible for any clean up of the Narthex and Nave of the Church. This includes removing flower petals, pew bows, and boxes from boutonnieres and corsages.

DRESS CODE

Given the recent fashion trend of strapless wedding gowns, Sacred Heart has felt the need to establish a dress code for the Bride and the wedding party. In order to maintain appropriate reverence, bare back and shoulders or plunging necklines are not appropriate attire in the setting of the House of God. The Bride may wear a strapless wedding gown, but she must also then wear a cover-up. Bridal salons will work with you to come up with a solution such as a matching or complementing cover-up or chapel sleeves or straps (covering most of the shoulder) that can be removed for the reception. Thin or spaghetti straps are not acceptable. The wedding party is also held to this standard along with length of dresses being to the knee. Pashmina's or giant scarf's wrapped around the shoulders is more of a hindrance than a help, as the Bride and Groom move around a lot during the liturgy and having to worry about a wrap falling or getting in the way is not helpful. Although, Pashmina scarves for the bridal party is perfectly acceptable. In addition, if you want someone to lector or sing during the liturgy, the lector or cantor are also required to adhere to the dress code. If you have further questions on what is and what is not acceptable attire,

please contact the wedding coordinator to see examples of wedding dresses/cover-ups and bridesmaids dresses.

FLOWERS

The sanctuary is always properly adorned for the seasons of the Liturgical Year. You may elect to bring your own floral pieces for the wedding. Flowers may be displayed near the Altar, but never ON the Altar. The Wedding Coordinator can assist your florist in placement of arrangements. Sacred Heart will gladly accept your flowers as a gift, but please take them with you if need be. You supply your own wedding party with corsages, boutonnieres, and hand bouquets.

If no masking, double tape, scotch, or binding tape is used, florists may attach bows, flowers, etc., to the pews. Anything that will mark the pew finish is strictly prohibited. Because other services are usually arranged in the church, your florist should not plan on setting up floral arrangements more than 1 ½ hours in advance of the ceremony.

After the wedding, you are responsible for any clean up of the Narthex and Nave of the Church. This includes removing flower petals, pew bows, and boxes from boutonnieres and corsages.

THE WEDDING PROGRAM

Typically, a wedding program includes the following information: the name(s) of the Bridal Party, the Celebrant, the Reader(s)/Lector(s), the Organist/Vocalist(s)/Other Musicians, the Altar Servers (optional), the Parents of the Bride and Groom, and the Grandparents of the Bride and Groom (optional). Also included in a typical program is an outline of the Nuptial Service, the Scripture References, the Psalm Reference, and Music/Hymn References. Please note that you must obtain reprint permission for any music and/or lyrics you include in your program. Many publishers will grant it without a fee, but you still need their written permission. Failure to obtain reprint permission is a violation of copyright laws! Please use the Wedding Planner forms included at the end of these instructions. Please submit the wedding program to the Wedding Coordinator **BEFORE** printing to make sure the outline is liturgically correct. The Wedding Coordinator has some examples

of past wedding programs if you need some ideas. Please contact the wedding coordinator if you need assistance.

PHOTOGRAPHERS AND VIDEOGRAPHERS

Enclosed you will find a copy of the Guidelines for Photographers and Videographers.

Please give these guidelines to the person you have hired to perform this duty. Both photographers and videographers are asked to follow the same rules. Neither is permitted to enter the sanctuary at any time during the wedding. After the wedding, photo sessions of the bridal group, family, etc., may be taken on the sanctuary steps. None of the furnishings, decorations, or appointments may be moved for any reason. The church is the House of God and should be treated with great respect and dignity.

THE RECESSIONAL

Throwing rice, confetti, or birdseed is not permitted either inside or outside the church. The mess creates safety, maintenance, and insurance problems for the parish. Bells, bubbles, flower petals or outside music are some of options other couples have used in the past

ALCOHOL AND FOOD

Food, chewing gum, and drinks of any kind are not to be brought and consumed in or around the church. The use of alcohol and tobacco is strictly and absolutely prohibited at any time in, on, or near parish property by persons participating in the rehearsal or in the wedding ceremony. You are also reminded that chewing gum and eating mints before the Wedding Mass breaks the Communion fast.

ARRIVAL AND DEPARTURE

Please arrive 30 minutes before the ceremony. Before departing the church, please remove all unwanted items and make sure you take everything with you that should go.

RELOCATING AND PARISH REGISTRATION

If you are relocating after the marriage, you are urged to register and become active in the life of the parish in the area where you are relocating. Active involvement should include participation in the sacramental life of the parish and supporting the parish with time, treasure, and talent. Likewise, if the you plan to remain in our parish/area, it is important to register as a couple at Sacred Heart Church once you are married.

Any other concerns should be discussed with the Wedding Coordinator, or the presiding priest or deacon and are subject ultimately to the pastor's approval.

Wedding Planner (Mass)

Instructions: (1) Print this form. (2) Complete the form. (3) Get a copy of the completed form to the wedding coordinator prior to printing an official Wedding Program.

Groom: _____

Bride: _____

Wedding Date/Time: _____

Rehearsal Date/Time: _____

Procession Music: _____

First Reading: _____ Reader: _____

Responsorial Psalm: _____

Second Reading: _____ Reader: _____

Gospel: _____

Homily

Exchange of Vows

Blessing of Rings

Unity Candle (optional) yes___/no___

Prayer of the Faithful: Reader (optional) _____

Offeratory : People bringing the gifts up: _____

Offeratory Hymn: _____

Eucharistic Prayer

The Our Father

Nuptial Blessing

Communion Hymn: _____

Final Blessing

Flowers for the Blessed Mother: (optional) yes___/no___

Hymn: _____

Recessional Music: _____

Any Additional Information: _____

Wedding Planner (Non-Mass)

Instructions: (1) Print this form. (2) Complete the form. (3) Get a copy of the completed form to the wedding coordinator prior to printing an official Wedding Program.

Groom: _____

Bride: _____

Wedding Date/Time: _____

Rehearsal Date/Time: _____

Procession Music: _____

First Reading: _____ Reader: _____

Responsorial Psalm: _____

Second Reading: _____ Reader: _____

Gospel: _____

Homily

Exchange of Vows

Blessing of Rings

Unity Candle (optional) yes___/no___

Prayer of the Faithful: Reader (optional) _____

The Our Father

Nuptial Blessing

Final Blessing

Flowers for the Blessed Mother: (optional) yes___/no___

Hymn: _____

Recessional Music: _____

Any Additional Information: _____
