



St. Ann Catholic Church
800 West 13th Street
Cadillac, MI 49601
231-775-2471

Marriage and Wedding Preparation Guide

*“Marriage is an act of will
that signifies and involves a mutual gift,
which unites the spouses
and binds them to their eventual souls,
with whom they make up a sole family
– a domestic church.”*

~Pope John Paul II

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General Requirements

Congratulations on your engagement! You are about to begin a very important part of your life, and the parish family of St. Ann Catholic Church hopes that your wedding day is only the beginning of a long and joyous vocation together lived out in the Christian Community. A Catholic wedding is not merely a social event, it is a sacrament in which a man and woman become husband and wife in the presence of God, the wedding officiant, and your family and friends.

The staff at St. Ann Catholic Church will assist you as you plan for this momentous and sacred day. That preparation will reflect the principles that govern Catholic liturgical celebrations.

ELIGIBLE WEDDING COUPLES:

To be married at St. Ann Catholic Church, one or both persons of the engaged couple must be a practicing Catholic, and registered at a parish. Both parties must be free to marry in the Catholic Church.

SCHEDULING A WEDDING:

To inquire about scheduling a wedding, contact the pastor of St. Ann Parish to schedule the desired date.

WEDDING TIMES:

- 5:00 p.m. Friday (with a Thursday rehearsal at 5:00 or 6:00)
- 1:00 p.m. Saturday (with a Friday rehearsal at 5:00 or 6:00)
- The Sacrament of Marriage is not celebrated during Holy Week

WEDDING FEES/DONATIONS:

Parishioner Status Church Fee*: If the bride or groom (or immediate family) is an active member of St. Ann Catholic Church.

\$600 (\$50 deposit to hold the date.)

Non-parishioner Status Church Fee*: If the bride or groom are not parishioners of St. Ann Catholic Church.

\$800 (\$50 deposit to hold the date.)

*This includes use of the church, Liturgy planning, rehearsal, organist, and cantor.

Additional: If you have a visiting priest that will be presiding over the ceremony, a gratuitous contribution is appropriate.

PAYMENT:

- A \$50 non-refundable deposit is required to hold your date. Payment in full for the church donation is requested one month before the wedding date.
 - If paying by check, please make the check payable to St. Ann Catholic Church. Please put the names of the engaged couple and the wedding date on the memo line of the check.

CANCELLATION POLICY:

If your wedding is cancelled more than six months prior to the date, the payment will be refunded in full. Any cancellation less than six months in advance will be reviewed by the pastor.

WEDDING PRESIDER (OFFICIANT):

- A priest or deacon from St. Ann Parish will be assigned to prepare and preside at your wedding.
- If the couple would like a priest from another parish to preside at the wedding, the couple may submit the request to the pastor of St. Ann Parish.

PRESIDER QUALIFICATIONS:

Only Catholic priests or deacons preside at weddings at St. Ann. To preside at the wedding a priest must be in good standing with their own diocese and provide proper documentation from their diocese to the pastor of St. Ann Parish.

GUEST PRESIDER AND THE WEDDING CELEBRATION:

A Catholic wedding Mass or ceremony must comply with the *General Instruction of the Roman Missal* and must be in keeping with St. Ann's Parish wedding policies and celebration format.

A member of St. Ann's Parish staff will conduct the rehearsal; guest presiders are respectfully requested to comply with the directions of the staff. Requests for ceremony adaptations, however minor, must be made in writing to the pastor for approval.

CHECK LIST FOR GUEST PRESIDERS AND PREPARATION CHECKLIST:

- Issue a "letter of intent" to the pastor. This letter states that the priest or deacon will oversee the marriage preparation, will file the correct paperwork with the Diocese of Gaylord, and will preside at the wedding. This letter must include the date and time of your wedding.
 - For example: "This letter confirms that I, Fr. Tim Smith, will oversee the marriage preparation for Jane Jones and Jim Johnson. I will preside at their wedding at St. Ann Catholic Church, Cadillac, Michigan on July 1, 2011 at 1:00 p.m. I will also file the correct documents with the Diocese of Gaylord."
 - Send the letter of intent to the Pastor of St. Ann, 800 West 13th St., Cadillac, Michigan 49601
 - If the officiant is not a priest or deacon with the Diocese of Gaylord, he must include a copy of his *celebret*, or other documentation that confirms that he is a priest or deacon in good standing.
- If someone other than St. Ann Parish is overseeing the marriage preparation, the party overseeing the preparation is required to provide the following completed documents to St. Ann not less than one month before the wedding date:
 1. Pre-Nuptial Questionnaire

2. Dispensation Forms (if required)
3. Freedom to Marry (if required)
4. Baptismal Certificates (Baptismal certificate of Catholics must be issued no more than six months prior to the wedding date.)
5. Marriage License (Marriage license must be issued no more than 20 days before the wedding date.)
6. Certificate of Completion from a marriage preparation program.
7. Certificate or letter of completion from a Natural Family Planning course.
8. Other forms as indicated by circumstance.

Please be advised that NO wedding can take place St. Ann Catholic Church without the above documents properly completed and submitted to the Diocese of Gaylord one month prior to the wedding date.

It is the responsibility of the couple and the officiant to ensure that the Diocese of Gaylord receives the documents one month before the wedding.

MARRIAGE PREPARATION:

To begin, all engaged couples, who are free to marry and who have their wedding date scheduled with the parish priest, need to meet with him at least 10 to 12 months in advance of the anticipated date of marriage.

The marriage preparation is as follows:

1. Contact and meet with the priest who is going to witness your marriage in order to establish a rapport and begin communication with him. During this initial meeting, he will fill out the necessary paper work, and start a file for your marriage.
2. Complete the FOCCUS© (Facilitate Open, Caring Communication, Understanding and Study) inventory of communication. Your answer sheets for the FOCCUS© will be processed and sent to the priest whom you met with.
3. Attend Pre-marriage classes or an Engaged Encounter Weekend. Your parish priest will be able to help you register for either program you decide upon.
4. Meet with a sponsor couple or pastor from the parish. They will then contact you in order to discuss the FOCCUS© results. They will determine the number of times you meet, but usually the FOCCUS© can be discussed in two-sessions.
5. Attend class sessions at the parish, usually conducted by the parish priest.
6. Attend Natural Family Planning classes (a schedule of class times is available at the parish office).
7. Four weeks prior to your wedding; meet again with the priest or Parish Wedding Coordinator to go through and clarify your plans for the Wedding Liturgy.

CIVIL AND STATE REQUIREMENTS

In order for a marriage to be witnessed, it is necessary for the couple to obtain a wedding license from the county they reside, if in Michigan. If the couple resides out of state, one can be obtained from the Wexford County Register of Deeds, NO EARLIER THAN 30 DAYS BEFORE THE WEDDING. When applying, both the

bride and groom must appear together. If one or both parties are between the ages of 16 and 17, they must be accompanied by one parent or legal guardian. Proof of identity (valid photo ID, such as a driver's license) is required. You must also provide your social security number. Once you obtain your license, your wedding **MUST** take place within 30 days, or the license will expire.

CATHOLIC CHURCH REQUIREMENTS

Couples marrying at St. Ann Catholic Church are required to have the following documentations on file with the pastor one month prior to their wedding.

1. **Second Marriages:** If this is your second marriage, be sure to supply the necessary documents (death certificate, annulment papers, or a release from religious vows or priesthood) within two-weeks after your initial meeting with the parish priest preparing your marriage.
2. **Baptismal Records:** Each baptized person approaching marriage is asked to supply a certificate of baptism at least one month before the wedding date.
 - Catholics: This must be a recent and current baptismal certificate (issued within the last six months and obtained from the church at which you were baptized).
 - Non-Catholics: A photocopy of your baptismal certificate from the church verifying your baptism is sufficient.
3. **Freedom to Marry:** Freedom from any previous bonds or impediments is essential for a valid marriage in the Catholic Church. Verification of freedom to marry is obtained if your priest cannot vouch for you personally. The documentation forms will be provided by your Parish priest and must be completed at least three months before the wedding date.
4. **Marriage License:** Give to priest at wedding rehearsal- **WITHOUT A LICENSE, THERE CAN BE NO CEREMONY.**

SPIRITUAL GROWTH AND SACRAMENTS

Consider your engagement as an opportunity to deepen your faith, and grow in your relationship with Jesus Christ. A sacrament is an encounter with God that imparts grace. Prepare your heart to receive the grace of God on your wedding day in the sacrament of Holy Matrimony.

Come and worship with your faith community.

Mass at St. Ann Catholic Church:

- Daily Mass: check bulletin
- Saturday: 4:00 p.m.
- Sunday: 8:30 a.m. and 10:30 a.m
- Sacrament of Reconciliation:
- Saturday: 3-3:30 p.m.
- By appointment

Planning Your Wedding Celebration

The staff at St. Ann will work with you to plan a wedding celebration that is meaningful, beautiful and in keeping with the best of Catholic liturgy, theology, and spirituality. Your wedding celebrates the love you have for one another; the service celebrates the love you have for God, your families, and for the community.

A Catholic worship service is communal; a couple's choices must invite and make it possible for their families and friends to fully enter the celebration. Above all else, a Catholic wedding Mass or ceremony gives glory to God.

WEDDING MASS OR WEDDING CEREMONY

When two practicing Catholics marry, they celebrate the Rite of Marriage with a Mass. When a Catholic and a person of another faith marry, they celebrate the Rite of Marriage within a Liturgy of the Word, ensuring that their family and friends can comfortably participate.

PLANNING THE WEDDING CELEBRATION:

A Wedding Planning Form is available on-line for your convenience. The link for this form will be emailed to you, or you can go to: <https://goo.gl/z8gifV>

- The readings for the wedding Mass and Ceremony will be provided in the "Together for Life" preparation book. This book will be given to you by the pastor or liturgical director.
- The music for the wedding celebration can also be found in the Music Suggestion List at the end of this guide. Classical, liturgical or church music only. No secular music is allowed.

CHOOSING READINGS:

Couples are asked to prayerfully review the Old Testament, Responsorial Psalm, New Testament, and Gospel readings, in the "Together for Life" preparation book. This book will be given to you by the pastor or liturgical director.

Marriage is a sacrament of the Church, and a sacred event, so it is important to choose appropriate liturgy and prayer. The liturgy should speak not only of the love you and your fiancée have for each other, but also of God's love for us, and your love for Him.

CHOOSING PRAYERS:

The couple is invited to select the prayers that complement their readings. These are found in the "Together for Life" preparation book that is given to you by the pastor and entered in the on-line form.

If the couple is interested, they may also compose the Prayers of the Faithful with the approval of the pastor. Please note this on the on-line form.

CHOOSING MUSIC:

St. Ann Catholic Church upholds the Catholic Church's guidelines regarding appropriate music for all liturgical celebrations, including weddings.

Music and musicians for all celebrations are provided exclusively by the St. Ann Parish music department.

Once the engaged couple has:

- Had the initial meeting with their presider
- Selected readings for their wedding celebration

They are invited to contact the music department at St. Ann Parish to schedule a consultation to review music selections, and to discuss the wedding ceremony. It is most helpful if this meeting takes place at least two months prior to the wedding.

The services of a cantor and organist provided by St. Ann Catholic Church are included in your wedding fee.

ADAPTATIONS TO WEDDING CEREMONY:

Adaptations to the online Wedding Planning Form, however minor, may not take place without the expressed consent of the pastor. Requests must be made in writing.

WEDDING COORDINATOR:

The Liturgical Music Director at St. Ann Catholic Church will fill the role of coordinator and will be present at the rehearsal as well as on the day of the ceremony. The Liturgical Music Director will assist the pastor in setting up your wedding, keeping the celebration running smoothly, and may serve as liaison between the presider and your wedding party.

Wedding Party and Ceremony Participants

WEDDING ATTIRE:

When choosing wedding attire, your choice must reflect the dignity of Christian marriage.

Some styles are more appropriate for evening wear than they are for a sacred event in a holy place. All wedding attire worn at St. Ann Catholic Church must be modest. Low necklines and high slits are not in keeping with appropriate guidelines for a religious service.

Suits or tuxedos worn by the groomsmen must be appropriate for a religious service as well, not detract from it. "Costume" style tuxedos or accessories are not appropriate for a sacred event in a holy place.

WITNESSES

Michigan state law dictates that the official civil witnesses to your ceremony, the Best Man and Maid of Honor, must be at least 16 years old, and must be capable of testifying to the ceremony.

BRIDESMAIDS AND GROOMSMEN:

The bridal party ought to be comprised of family and friends who love the couple and will support them as husband and wife. Couples are advised that elaborate and large bridal parties are not recommended.

USHERS:

It is necessary to have ushers in addition to groomsmen. Groomsmen are often busy with photographs as the guests are arriving, and therefore unable to seat them. Ushers are also able to assist at the beginning and end of the ceremony. Our recommendation is to have one usher per fifty guests.

CHILDREN IN THE WEDDING PARTY, RING BEARERS, FLOWER GIRLS:

Children in the wedding party should be at least 6 years of age. Experience shows that children find it difficult to walk down the aisle. If children are included in the wedding party, please be mindful of their unique needs and plan accordingly.

- Flower Girl [one only, please]: Please note that flower petals may not be thrown on the floor.
- Ring Bearer [one only, please]: Please do not put the wedding rings on the pillow carried by the ring bearer. The best man and/ or the maid of honor should be responsible for the rings.

READERS:

The wedding celebration can include up to three readers at the liturgy. The couple has the following options for readers:

- One person for the first reading, one for the second reading, and one for the Prayers of the Faithful.
- One person to read the first and second readings and the Prayers of the Faithful.
- One person to read the first reading, one person to read the second reading, and the Presider to read the Prayers of the Faithful.

When choosing readers, please choose people who have had experience with reading in their own parish or church and who can proclaim the Word of God with familiarity.

Readers should plan on attending the wedding rehearsal. Engaged couples are asked to provide readers with a copy of “their” reading.

OTHER CEREMONY PARTICIPANTS:

If a couple is celebrating with Mass, there is an opportunity to include two people to bring up the gifts (bread and wine) at the Preparation of the Altar, and one to two people to assist with Holy Communion. People who distribute Communion must be Extraordinary Ministers of Holy Communion in their own Parishes. However, if you feel there would be fewer than 100 persons receiving Communion, the celebrant can distribute Holy Communion without assistance.

ADDITIONAL CATHOLIC CLERGY:

Should the engaged couple have Catholic priests or deacons among their family and friends, the couple is most welcome to invite the clergyman to participate in the ceremony with the approval of the pastor.

WEDDING CONSULTANTS AND PERSONAL ATTENDANTS:

If you are utilizing the services of a wedding consultant, please advise him or her that the wedding rehearsal and wedding ceremony are the responsibility of St. Ann Catholic Church. Wedding consultants and personal attendants are expected to follow the directives of St. Ann Parish staff.

Rehearsal Day

REHEARSAL:

The Liturgical Music Director or the presider of your wedding will schedule the wedding rehearsal. The rehearsal lasts one hour; it will start and end on time, so please plan accordingly. The rehearsal is not a social event, but its purpose is to assist the wedding party with an understanding of their role at the ceremony, so that on the wedding day, all can participate fully.

**** PLEASE BRING TO YOUR REHEARSAL:**

- ****MARRIAGE LICENSE****
- **BALANCE OF CHURCH FEE IF NOT ALREADY PAID**
- **Any other payments you still need to make, i.e. gratuitous contribution for visiting priest, etc.**

If you have programs or decorations, you may bring them to the rehearsal so they can be set out ahead of time. You may also bring any attire that you would like to keep at the church to help with transporting. Please let our wedding coordinator know what you will be doing so we can assist you.

Those who attend the rehearsal are those who have a role in the wedding celebration. They are:

- Bride and Groom
- Maid of Honor and Best Man
- Bridesmaids
- Groomsmen
- Ring Bearer and Flower Girl
- Parents (those who are in the procession or wedding ceremony)
- Ushers
- Readers
- Gift Bearers
- Extraordinary Ministers of Holy Communion

The musician/cantor will also be in attendance.

On Your Wedding Day

YOUR SCHEDULE ON YOUR WEDDING DAY:

- 5:00 p.m. Friday Wedding: (make necessary adjustments if 6:00 pm wedding)
 - 3:30 p.m. Bride's Room is open, photographer may begin set up
 - 5:00 p.m. Ceremony begins
 - 7:00 p.m. Photos conclude & clean-up is finished

- 1:00 Saturday Wedding:
 - 11:00 a.m. Bride's Room is open, photographer may begin set up
 - 1:00 p.m. Ceremony begins
 - 3:00 p.m. Photos conclude & clean-up is finished

WEDDING PROGRAM:

The wedding program is the responsibility of the bride and groom. The Liturgical Music Director can help with the structural outline of the program.

FOOD AND DRINK:

Food and drink is not permitted in the worship area or vestibule. You may bring snacks for the bridal party that will be kept in the Bride's Room and groom changing area. Please be mindful that those who will be receiving Holy Communion at the Wedding Mass are required to fast for one hour prior to doing so. Absolutely NO alcoholic beverages are permitted anywhere on the premises.

NO SMOKING POLICY:

Smoking is NOT permitted in the church or on the premises.

SECURITY:

Please do not leave any unsupervised valuables anywhere in the church, including the Bride's Room. St. Ann Catholic Church is not responsible for the loss or theft of any personal belongings.

Wedding Flower Policy

The amount of flowers used during your ceremony should be tasteful and complement, rather than distract from the sacredness of the sacrament. The altar is the central focus of our worship, no flowers will be allowed directly on the altar, or immediately in front of it.

Please note:

- It is not permissible to hang decorations of any kind.
- It is not permissible to drop any flower petals (real or artificial) on the floor of the Church.

PEW DECORATIONS AND AISLE DECORATIONS:

The use of any pew decoration is permitted with the approval of the pastor.

Aisle decorations must not obstruct your guests from entering and exiting the pews, and must be removed immediately after the celebration.

CANDLES:

As per the new marriage rite, no provision for a Unity Candle is made in the Catholic Rite of Marriage therefore they are not allowed nor are any other type of candle displays or decorations.

RICE, BUBBLES, BIRDSEED, CONFETTI, ETC.:

Throwing rice, birdseed, confetti, flower petals (real or artificial), or any other similar object is prohibited both inside and outside the church. *Bubbles are allowed.

Wedding Photography Policy

Photographers and videographers may begin set up two hours prior to the start of the wedding. All photography or videotaping plans must be discussed and approved by the pastor prior to the day of the wedding.

Wedding photos are successfully completed within this time frame if the families and the wedding party remain available and near the area where the photos are being taken.

The Sanctuary is a Sacred Place.

- Cameras are not permitted within the sanctuary- there are NO exceptions.
- Photographers may pose the wedding party and families on the sanctuary stairs in front of the altar, and nowhere else in the sanctuary.
- When taking posed photographs, please remember that you are in a house of prayer and worship. Conduct yourself appropriately!

Before the Wedding Ceremony:

- Photographers and videographers may set up in the church two hours prior to the ceremony. Set up may not begin before this time.
- Photos must be completed within 30 minutes prior to the ceremony. This includes photos on the church grounds, in the Bride's Room, etc.

During the Ceremony:

- The entire wedding ceremony may be photographed provided that it is done in a tasteful manner in consultation with the Priest or the Presider.
- Flash photography may be used during the processional and recessional only.
- Flash during the ceremony is prohibited.
- Videographers are asked to remain stationary and tape from a discreet location.

After the Ceremony:

- Saturday afternoon wedding - it is necessary for everyone to be out of the church by 3:00 p.m. due to our Mass and confession schedule.

St. Ann Catholic Church respectfully requests that the photographer:

- Cooperate with the spiritual nature of the wedding celebration.
- Remain respectful of the sacred environment.
- Work within the guidelines presented here.

Musical Suggestions:

* Feel free to “google” songs to help you choose

Prelude Songs - optional

Come and Journey with Me - (Haas)
Wedding Song “There is Love” (Peter, Paul & Mary)
How Beautiful (Twila Paris)

Processional and Recessional

(coming in and going out)

Air from Water Music
Canon in D
Hornpipe from Water Music
Jesu, Joy of Man's Desiring
Ode to Joy
Trumpet Tune
Trumpet Voluntary
Love Divine, All Loves Excelling
The Prince of Denmark's March
Rondeau by Mouret
Mendelssohn's Wedding March

Gathering Songs

Gather Us In
All Are Welcome
Here I Am, Lord
Morning Has Broken/This Day God Gives Me
All Creatures of our God and King
Joyful, Joyful, We Adore You
Praise to the Lord
How Great Thou Art
When Love is Found
Where There Is Love
Wherever You Go

Responsorial Psalms

Psalm 145: I Will Praise Your Name
Psalm 128: Blest are Those Who Love You
Psalm 103: The Lord is Kind and Merciful

Presentation of the Gifts (for weddings with Mass)

Blest are They
Here I Am, Lord
I Have Loved You
You Are Mine
Make Me a Channel of Your Peace
The Servant Song
When Love is Found
Where There is Love
Wherever You Go

Communion Songs (for weddings with Mass)

Amazing Grace
Gift of Finest Wheat
Here I Am Lord
Make Me a Channel of Your Peace
One Bread, One Bread
The Servant Song
Taste and See
Where There is Love