



St. Joseph Catholic Church Wedding Guidelines

*210 West 13th St.
Hays, Ks. 67601*

Revised June 2017

Welcome to St. Joseph Church!

NOTES

WHO MAY BE MARRIED AT ST. JOSEPH

We are happy you chose to celebrate your wedding in our church. You have a canonical right to be married at the parish to which you belong.

To be married at St. Joseph's Church, at least one parent, bride or groom must be registered and an active, participating member for two years prior to the time of booking your wedding. St. Joseph Church is not a wedding chapel. The parish church is the home for the parish family. It is not just the matter of filling out a form and then booking your wedding. Being a member of the family means praying, participating, and supporting that family. Those not registered as parishioners at St. Joseph must present written permission from the pastor where they are registered or in which they reside to be married outside their parish.

This short list of guidelines is intended to assist you in planning your wedding ceremony.

RESERVING THE CHURCH

On Saturdays, weddings are scheduled to begin at 10:00 a.m. or 2:00 p.m. Other days and times should be discussed with the Pastor, Pastoral Associate or and the Priest presiding at the wedding. No weddings will be scheduled at times interfering with the regular schedule of services in the parish. Weddings are prohibited on Sundays, Holy Days of Obligation, and during the seasons of Advent and Lent.

(If a funeral is scheduled on the morning of your wedding, it will have priority over wedding-day church preparations.)

Parishioners may reserve the church at any time before the actual date of the wedding. Non-parishioners may schedule their date eight (8) months prior the actual wedding date in order to allow our parishioners first choice. ***Booking of the church will be placed in the Mass book after the first meeting with the Pastor.***

PRESIDING PRIEST

For all parishioner weddings the local pastor or associate pastor is traditionally the main celebrant. Permission can certainly be given that would allow another priest to preside or concelebrate at the service. However, before another priest is invited (for example: a relative or close family friend) out of courtesy this should be discussed with the pastor. For all non-parishioner weddings, the couple is responsible for their own marriage preparation at their home parish. **Any guest priest is expected to observe all the guidelines set forth in this document.** In the situation of an interfaith marriage, the non-Catholic may invite his/her minister to participate in the service.

We strongly suggest the use of St. Joseph servers for ceremonies with Mass. They are trained and are comfortable working with our pastor. If you do provide your own servers, they must have had server training in their own parish.

**Wedding Liturgy Planner
St. Joseph Catholic Church**

Bride: _____ Phone: _____

Groom: _____ Phone: _____

Date: _____ Time: _____ Priest: _____

E-mail: _____

Organist: _____ Phone: _____

Cantor _____ Phone: _____

Instrumentalists: _____ **Mass**____ / **Service**____

Prelude:

1. _____

2. _____ Candle Lighters? ____

3. _____ Seating of Parents

NO SECULAR MUSIC DURING THE MASS IS ALLOWED

Attendant Processional: _____ # of Attendants _____

Bridal Processional: _____

Gathering Song: _____

Gloria: _____

Responsorial Psalm: _____

Gospel Acclamation: _____

Acclamation after Consent: _____

Acclamation after Rings: _____

Presentation of Gifts: _____

Holy/Acc/Amen/Lamb: _____

Communion: _____

MARRIAGE PREPARATION: All couples getting married at St. Joseph Church **must** make arrangements with the Pastor or Associate Pastor at least six (6) months prior the actual date of the wedding.. The purpose of this meeting is to gather necessary information for the Pre-Nuptial form, go over the Wedding Guidelines and collect fees. Couples being prepared at St. Joseph's are required to participate in the following marriage preparation programs: 1) ENGAGED ENCOUNTER, which is a weekend retreat meant to assist the couple in discussing issues within their relationship in a spiritual atmosphere, or GOD'S PLAN FOR A JOYFILLED MARRIAGE. 2) FOCCUS, which is a pre-marital survey which identifies the strengths/weaknesses in your relationship. 3) NATURAL FAMILY PLANNING, which is an introductory session that discusses issues and methods of responsible family planning.

(Marriage preparation being done elsewhere should be comparable to the program being offered at St. Joseph Church.)

Several documents are required during the preparation of your marriage. They include baptismal certificates of both the bride and groom, and a Pre-Nuptial Declaration for mixed religion marriages.

MUSIC:

The lyrics of songs chosen for the wedding liturgy should express the Christian concept of life, rather than one which is purely secular. The liturgy of marriage celebrates not only the human love between two persons but also their relation to God who is love. The texts *must always be in conformity with Catholic doctrine, indeed they should be drawn chiefly from Holy Scripture, and from liturgical sources.* Constitution on Sacred Liturgy, Vatican Council II, #121

In order to assure the sacredness of the music it is required that you visit the parish Liturgist prior to the selection of your music. There are musical suggestions in this guideline booklet as well as a Liturgy Planning sheet at the end for you to fill out and bring to your meeting with the liturgist. Since music is considered as "praying twice" we ask that considerable care be taken in choosing your selections of music so that the mass/service will truly reflect the sacrament.

We encourage couples to utilize our parish organist and the parish vocalists. However, you may bring in your own. **Please note that even if you do not use our organist or vocalists, all music selections must be approved by our Liturgist.** Secular music such as country western, pop, rock is not allowed. No taped music or CD'S are allowed.

WEDDING PARTY

Except for the exchange of vows, only the bride and groom will be permitted in the sanctuary area. All other members of the wedding party will be located in the front pews. All attendants will come in as couples from the back of church in procession. We suggest that the couple seek to limit the number of attendants in order to maintain focus on the spiritual nature of the Sacrament of Marriage. Children under the age of 4 are discouraged from being members of the wedding party.

DRESS CODE

It is important to note that Christian modesty should be remembered when selecting attire for the bride and her attendants.

DECORATIONS AND ENVIRONMENT

St. Joseph Church is very ornate. We ask, therefore, that you limit the decorations to maintain the beauty and sanctity of the church. You should discuss with the Pastor or Pastoral Associate **ALL** decorations that you will be bringing to the church, which includes but is not limited to flowers, pew decorations and programs. Flowers may be placed on the side shrines, by the tabernacle, and by the main altar. If pew decorations are brought in, they must be attached to the pews either with clips or elastic. Tape or nails of any kind are not to be used.

If you bring in your own church decorations, please do not disturb or remove any of the existing decorations. This includes candles, banners, bulletin board notices, easels, flowers, greenery and other non-listed items.

NOTE: At the time of your wedding seasonal decorations, such as flowers and banners, may be in the church. **These decorations are not to be removed.** These seasonal times include, but are not limited to, three weeks before Thanksgiving, four weeks after Christmas and two weeks after Easter. The Resurrection Christ statue and Easter banners are displayed for six weeks after Easter Sunday.

The use of candelabras and aisle runners is prohibited in St. Joseph Church. The throwing of rice, wheat, or confetti and the release of balloons is forbidden inside and outside the church at any time. **Also, given the limits of our gathering space, guest books and receiving lines at the church are discouraged.**

Decorations may be put up in the church two to two and one-half hours before the ceremony. Decorations must be removed immediately following the ceremony. The church does not have custodial staff on weekends, so please designate someone to make sure that the clean-up of the church and dressing area will be taken care of. The wedding party must vacate the premises by 3:30 after a 2:00 wedding. If the wedding is in the evening, things are to be cleaned up, and the wedding party must vacate the premises no later than 30 minutes after the wedding.

PROGRAM

A copy of the program may be given to the Pastor or Pastoral Associate prior to the printing in order that it may be checked for accuracy.

PHOTOGRAPHY/VIDEOGRAPHY

All posed church photographs of the couple and the wedding party are to be taken before the service on the day of the wedding. No photographs will be allowed after the wedding. Ample time is normally reserved for this activity (2 - 2 1/2 hours before the beginning of the ceremony.) All photographs must be completed thirty (30) minutes prior to the start of the ceremony. (Please contact the parish office one day before the wedding to check availability.) Photographs and/or videos may be taken during the

CHECKLIST

- _____ **Contact Parish Office to book the wedding and pay church fee.**
- _____ **Attend Engaged Encounter/Sponsor Couple/God's Plan for a Joy filled Marriage**
- _____ **Attend Natural Family Planning introductory session**
- _____ **Meet with the Liturgist to plan music**
- _____ **First session with Parish Staff (FOCCUS)**
- _____ **Second session with Parish Staff**
- _____ **Third session with Parish Staff**
- _____ **Fourth session with Parish Staff (Finish Pre-Nuptial form and discuss details of wedding day plans). Payment of Parish Personnel fees (organist, servers, cantor) can be made at this time, or night of rehearsal.**
- _____ **Finalize wedding day plans one month before the wedding.**

Pastor – Fr. Fred Gatschet
Associate Pastor - Fr. Tony Kulandaijesu
Liturgist/Parish Organist – Kevin Rupp

(All may be contacted at the Parish Service Center – 625-7356)

4. Peace Prayer
5. When Love Is Found
6. Wherever You Go
7. Where There Is Love
8. The Lord is My Light
9. The Servant Song
10. Servant Song
11. 'Tis the Gift to Be Simple
12. Where Charity and Love Prevail

Communion:

1. Blest Are They
2. Gift of Finest Wheat
3. How Great Thou Art
4. Lord, You Have Come
5. Shepherd Me, O God
6. Taste and See
7. Ubia Caritas
8. Panis Angelicus

Flowers to Mary

1. Ave Maria (Traditional)
2. Hail Mary Gentle Woman
3. On This Day O Beautiful Mother

Recessional

1. Voluntary on Ode to Joy - L. Beethoven
2. The Heavens Are Telling The Glory of God (Psalm XIX) - B. Marcello
3. Trumpet Voluntary - Clarke/Purcell
4. Prelude - M.A. Charpentier
5. Horn Pipe - G.F. Handel
6. Rondeau - J.J. Mouret
7. Ode to Joy - L. Beethoven
8. Rigaudon - A. Campra
9. War March of the Priests - F. Mendelssohn
10. Jesu, Joy of Man's Desiring - J.S. Bach

ceremony by designated individuals only whose presence should not be a distraction and who should not interfere with the flow of the ceremony. If professional pictures/videos are taken during the Mass, please inquire with the Pastor or Pastoral Associate about appropriate locations for the photographer(s) and/or video camera operator(s). The video camera must be positioned in one place and be inconspicuous; the video camera operator may not move about during the wedding. **NOTE: No photographers/videographers are allowed in the Sanctuary during the Wedding Mass.**

REHEARSAL

The wedding rehearsal is usually scheduled the evening prior to the ceremony. One hour should be allowed for the rehearsal with all members of the wedding party present. The bride or groom needs to bring the following items to the rehearsal: **Marriage License** and two (2) **copies of the program**. Please contact the Pastor or Pastoral Associate if additional time is needed for the practice of music or readings. (The additional time should be no longer than 20-30 minutes after the rehearsal).

CONDUCT

The couple should make their wedding party and guests aware that at the rehearsal, before the wedding, and at all times in the church, respectful silence should be observed. This is the house of God and not a place for loud talking or boisterous laughter. Conduct should reflect the awareness that the church is a sacred place, and a wedding is a sacred ceremony. **Absolutely NO eating, drinking or smoking is allowed in the church or in front of the church. This includes the rehearsal and anytime before, during or after the wedding. ALCOHOL IS PROHIBITED ON THE PREMISES AT ALL TIMES! If the pastor has reason to believe that the bride and/or groom has been impaired by alcohol the wedding will be cancelled for that day.**

THE CO-HABITING COUPLE

Cohabitation (living together before marriage) poses some serious difficulties. Sexual relations before marriage are gravely mortally sinful (Mark 7:20, Galatians 5:19). One can not prepare for a moment of grace (ie the Sacrament of Matrimony) while living in mortal sin. This behavior takes on the added dimension of scandal in the bad example it gives to others especially the young. As of December 1, 2013 there will be no "traditional" church weddings for co-habiting couples at St. Joseph Church. Couples expecting a traditional Catholic wedding are expected to be living a traditional lifestyle.

FEES

The Church never charges for sacraments or services. However, offerings are needed to cover the costs of operating and maintaining a church, especially one as large and beautiful as St. Joseph.

- **REGISTERED PARISHIONERS:** \$50 is required from all active parishioners the day of booking. **Those parishioners booking the church need to have been a active parishioner for a least two years.** The \$50 will be refunded after the wedding if the church is left in good order. We ask that the fees be paid before the wedding date.

- **NON-PARISHIONERS or NON-ACTIVE PARISHIONERS: \$950** is required the day of booking for all non-parishioners. \$50 will be refunded after the wedding if the church is left in good order. We ask that fees be paid before the wedding date.

Personnel Fees include: Servers (2) \$40, Cantor \$100 and Organist \$100.

Music Suggestions

Below is a list of musical selections to help you plan your music for your wedding day. Please keep in mind that St. Joseph Church only allows sacred and religious music during the Mass/Service. ***Secular music (From this moment, Keeper of the Stars, I cross my heart, etc.) during the Mass/Service is not permitted.*** The use of congregational songs during the Presentation of gifts and Communion is strongly encouraged.

Prelude:

1. From This Moment
2. In This Very Room (can also be used during Mass/Service)
3. I Cross My Heart
4. It's Your Love
5. He Has Chosen You For Me
6. The Prayer (Can be used during the Mass/Service)
7. The Rose
8. Wedding Song
9. Sunrise Sunset
10. Grow Old Along With Me
11. Wherever You Go - David Hass (Can be used during Mass/Service)

Entrance Procession (Alternative to Attendant & Brides March)

A hymn may also be used instead of the traditional bride maids and brides march for the processional. A secular "pop" song is not permissible. The so-called "traditional wedding marches" by Wagner and Mendelssohn are not to be used. Both are "theater" pieces which have nothing to do with the Sacred Liturgy. The "Bridal Chorus" from Wagner's opera, Lohengrin, actually accompanies the couple to the *bedroom*, not the altar! Mendelssohn's incidental music to Shakespeare's Midsummer Night's Dream accompanies a farcical wedding (the play is a *comedy*). More importantly, they have been used to accompany "weddings" in countless movies, TV shows and game shows. The majority of images these pieces conjure in the minds of the congregation may have a lot to do with sentimentality but very little to do with worship.

Entrance Procession: The entrance may be a traditional procession consisting of a attendant and brides procession or it may be as simple as a congregational hymn

Attendant Procession:

1. Canon in D Major - J. Pachelbel
2. Air - G.F. Handel
3. Jesu, Joy of Man's Desiring - J.S. Bach
4. Largo - G.F. Handel

5. La Grace - G.P. Teleman
6. Sheep May Safely Graze - J.S. Bach
7. Bist Du Bei Mir - G.H. Stölzel

Brides Procession:

1. Trumpet Voluntary - J. Clarke
2. Trumpet Tune - Purcell/Clarke
3. Jesu, Joy of Man's Desiring - J.S. Bach
4. Canon in D - J. Pachelbel
5. Voluntary to Ode to Joy

Gathering/Opening Hymn: (after the Instrumental Processions)

1. All Creatures of Our God and King
2. All People That in Earth Do Dwell
3. For the Beauty of the Earth
4. Hear Us Now, Our God and Father
5. Joyful Joyful We Adore Thee
6. Love Divine, All Loves Excelling
7. O Come All Ye Faithful (Christmas Season)
8. O God Beyond All Praise
9. Praise the Lord, Ye Heavens

Glory to God: (from Mass settings)

1. Pope Paul VI
2. Heritage Mass
3. Mass of the Resurrection

Responsorial Psalm:

(Psalm Response **must** be an actual Psalm and not a regular song)
Psalm can be read, but preferably sung.

1. Psalm 33: The Earth is Full of the Goodness of the Lord
2. Psalm 34: Taste and See
3. Psalm 103: The Lord Is Kind and Merciful
4. Psalm 128: Blest Are Those
5. Psalm 128: Blessed Are Those Who Fear the Lord
6. Psalm 145: I Will Praise Your Name
7. Psalm 145: The Hand of the Lord Feeds Us

Acclamation after the receptions of Consent & after Rings:

1. Alleluia
2. Old Irish Blessing
3. May God Bless You (From Nuptial Blessing)
4. May God Bless You (Grieken)
5. Praise God From Whom All Blessing Flow

Presentation of Gifts:

1. How Beautiful
2. Like a Seal on Your Heart
3. Prayer of St. Francis