



Preparing Your Wedding Liturgy

The Collaborative of
St. Mary Parish • Sacred Heart Parish • St. Ann Parish
WEST QUINCY • NORTH QUINCY—SQUANTUM • WOLLASTON, MA

The Collaborative of
ST. MARY • SACRED HEART • ST. ANN

St. Mary Parish: 617.773.0120

St. Ann Parish: 617.479.5400

Sacred Heart Parish: 617.328.8666

*Mailing Address: 386 Hancock Street
Quincy, MA 02171*

Dear Newly Engaged,

Congratulations! You have made a decision, one of the most important decisions of your life. As you begin your preparation for marriage, the Church is here to assist you in every way possible so that you will utilize these next few months to grow in your relationship with each other as well as with Christ and the Church.

The following guidelines are given to you well in advance of the date of your wedding so that your plans may progress smoothly. Please keep this booklet with your wedding materials.

We will do all that we can to make your wedding as beautiful and as meaningful for you as we can. We ask only that you make your wedding needs and wishes known to us and we will try to accommodate them in accord with the Rites of the Catholic Church and the needs of our parish communities. Thank you for your cooperation and as you approach your wedding day, may it be for you a time of continued and deepening love, mutual support and blessing.

Marriage Preparations

Wedding Date & Time

You must meet with a priest or deacon of the collaborative before you can schedule your wedding. Archdiocesan policy states that a one year notice is required to ensure enough time for preparation. The date and time of the wedding should be discussed with the priest or deacon at the initial meeting.

Weddings are scheduled on Saturday between 11:30 AM and 2 PM (*2 PM is ceremony only*), or at 5:30 PM. Sunday weddings are scheduled between 2:00 and 3:30 PM. If you must have your wedding during the Lenten season, please bear in mind that there is a ban on flowers and decorations during Lent.

We ask that you please respect your guests and the parish staff by arriving early and being prepared to start on time. Your guests will make it a point to arrive before the liturgy begins. Please respect their efforts—the entire wedding party and immediate families should do likewise. Also with only three priests serving our collaborative, the staff has many other commitments during the day in addition to your wedding.

Documents Needed

1. **Baptism and Confirmation certificates** no more than 6 months old given for the purpose of marriage. This should be sent directly to the church of marriage from the parish that issues it.
2. **A certificate** indicating that you attended a marriage preparation program.
3. **A letter of consent** from a parent or guardian if you are under 21 years of age.
4. **The Massachusetts Marriage License.** This document is issued by the Commonwealth of Massachusetts. Call them soon to find out what documents you need in order to obtain a license. Do not wait until the last minute to get a license! You cannot get married in the church without this license. The license should be given to the person who will run your wedding rehearsal. The marriage license is good only for a specified period of time after it is issued.

Prior Marriage

If you have been involved in a prior marriage of any kind, it is imperative that you indicate this to the priest or deacon **immediately**.

Marriage Preparation Programs

One of the most important elements in your wedding plans will be your spiritual and psychological preparation. There are a number of available marriage preparation programs in the archdiocese. Please consult their website at www.bostoncatholic.org (click on “Websites & Resources” and click “Marriage Preparation Schedule” under the “Resources” column).

Sacrament of Reconciliation

In the week or two before your wedding day, you should make an appointment with a priest for the Sacrament of Reconciliation, or take advantage of the parish’s scheduled time for this sacrament.

The Rehearsal

The rehearsal should be scheduled at a time agreed upon by the couple and the wedding coordinator in coordination with the office at the respective parish:

St. Mary Parish (617.773.0120)	Fran Hurley	617.471.3356
St. Ann Parish (617.479.5400):	Jeanne McAllister	617.472.6388
	Denise Mujica	781.982.8924
Sacred Heart Parish (617.328.8666):	Cheri Kelly	781.849.0940

Clean Up

You must collect any personal items and ensure that the church is to be returned to its original setting. Pew markers, etc. must be picked up. Your wedding is one of several other activities for which the church is used on a given weekend (Masses, Baptisms, etc.).

Donations and Fees

The schedule of donations and fees at all of our collaborative parishes is:

\$300	Donation to the parish
\$200	Organist fee
\$200	Cantor fee
\$100	Parish wedding coordinator
\$25 (ea)	Altar server(s)

If you choose to have a substitute organist and/or cantor, you must still pay the staff musician(s), as ministering at sacramental celebrations makes up part of their financial income. **Please write one check for all fees/donations, made payable to the respective parish and delivered no later than one month prior to the wedding.**

Additional instrumentalists are contracted and paid directly by the marrying couple. Parish music directors can provide contact information for flautists, trumpeters, violinists, etc.

Liturgical Ministers at your Wedding

Presider: The normal presider at our wedding celebrations is a parish priest or deacon. If you desire a visiting priest or deacon, you may arrange it with one of our priests. A letter from your proposed presider is required indicating his commitment to the date and time before your reservation is confirmed. The visiting priest of the archdiocese should then prepare you through normal archdiocesan marriage preparation programs. A priest/deacon from outside Massachusetts must obtain legal permission from the Secretary of State of the Commonwealth of Massachusetts. This should be obtained well in advance of the wedding date. Priests/deacons from outside of the archdiocese must obtain proper delegation from the archdiocese. If either of you is a member of another faith, you may want your clergy person to participate in the liturgy. If this is the case, please make this known to one of our priests.

Altar Servers: Please make arrangements with the parish office if you wish to have altar servers. If you want a particular server from the parish, please contact the altar server and his/her family directly and then have them inform the parish office.

Lector: You may choose two readers, one to proclaim the Old Testament passage, and one to proclaim the New Testament reading which you select. (The priest or deacon proclaims the gospel). Liturgical guidelines suggest that each lector you choose: be a practicing Catholic; received the sacrament of Confirmation; has the skills necessary to read and proclaim well. A third person (Catholic or non-Catholic) may be chosen to announce the intentions for the General Intercessions.

Gift Bearers: You may have two people bring forward the gifts of bread and wine during the preparation of the gifts if you celebrate Mass at your wedding.

Ring Bearers And Flower Girls: In choosing ring bearers and flower girls, please be realistic in the age of the child(ren) you choose. Young children often are frightened easily. We strongly encourage you to choose children who are well-suited for the task.

Musicians: It is assumed that you will use our parish staff musicians (organists and cantors) at your wedding. However, it is your responsibility as the marrying couple, to contact the musicians. The use of a trumpeter or other instrumentalists is optional. In all cases, you should consult with the parish music director to finalize the music selections for your wedding. If you wish to have someone other than one of our collaborative parish cantors, you may do so provided that he or she has had previous experience as a Catholic cantor leading sung prayer at Mass. Guest musicians must adhere to liturgical music approved by the parish music director. Below is music director contact information for your convenience:

Emmanuel Feeney	<i>music director, Saint Ann Parish</i>	parish: 617.479.5400	home: 617.291.2210
Howard Lotis	<i>music director, Sacred Heart Parish</i>	parish: 617.328.8666	home: 781.337.6123
Gay Sullivan	<i>music director, Saint Mary Parish</i>	parish: 617.773.0120	home: 781.843.7302

Wedding Rehearsal Specifics

Please be on time for both the rehearsal and the wedding. There often are other functions in the church after your rehearsal/wedding. In attendance should be: members of the wedding party, parents of the bride and groom, and lectors who will proclaim the readings and announce the general intercessions. The parish wedding coordinator is the principal talker and director of the rehearsal. If a visiting priest or deacon will be witnessing your marriage, he should also conduct the rehearsal. Be sure to bring the marriage license to the rehearsal. To allow for a smooth and quick rehearsal, we ask that you decide/do the following before arriving in church for the rehearsal:

1. Bridesmaids/Groomsmen—assign partners and the order and manner in which they are to process.
2. Bring your marriage license to the rehearsal.
3. Make a list of the readings you have selected for the wedding.
4. Those who will bring the gifts of bread and wine to the altar during the Preparation of the Gifts, if you are celebrating Mass.
5. Rings—it is recommended that the best man carry the bride and groom's rings in his coat pocket. Ring bearers may carry the actual rings if you desire, though many are reluctant to place expensive jewelry on the pillow of a young ring bearer.

Flowers

Any seasonal decorations established by the parish take precedence over any one special liturgy such as a wedding, baptism or funeral. Please note that there is a ban of flowers during the penitential Lenten season. On the other hand, the seasons of Easter and Christmas, rich with flowers and appropriate decorations, might indicate that you don't have to buy flowers at all.

Any floral arrangements and church decorations you do desire are your responsibility to provide. Please consult with the parish regarding flower placement in the church. Flowers traditionally are left for parish use following the wedding liturgy. The possibility of sharing flowers with other couples being married on the same day/weekend may be planned so as to share the expense.

Florists will be able to deliver flowers to the church 1 hour prior to the start of the wedding liturgy.

The use of a white carpet/runner is not permitted in our collaborative parishes. Covering a public walkway in a building, such as an aisle, poses a safety issue to your guests, and a liability to the parish. The throwing of rice, confetti, bird seed, flower petals, etc. also is not permitted for the same safety/liability reasons.

“Unity Candle”

The use of a “unity candle” has never been part of the Roman Catholic marriage ritual. Rather, it was established by secular society as a means to sell a product. We do not use this candle in Catholic ritual.

Photographs

Photographs and videos may be taken during the service as long as the proper decorum is observed and as long as the process is not allowed to become a distraction to the ceremony or congregation. The photographer must never interfere with the sacredness of the moment. Remember, the best photographer is one who is not noticed.

Photographers are not permitted in the sanctuary during the ceremony. From our past experience, it’s best if photographers do not use the area in front of the first row of pews beyond the side altars. We often have found them obscuring the view of the family and friends invited to witness the exchange of vows. Photographers should not use the center aisle once the liturgy has begun. If close-up shots are desired, they may be restaged after the liturgy.

Once the wedding liturgy begins, flash pictures should be kept to a minimum.

Taking pictures is permitted after the wedding but we encourage the couple to take only a few so that they may proceed to the reception in order to greet their guests.

Videos

Video lights are not permitted as these pose a distraction to the assembly, and present seeing difficulties for those who lead the liturgy. Also, given to advances in today’s video technology, extra lighting is seldom necessary. Video cameras must be stationary, mounted on a stand or hand-held in a pew. Videographers should not roam through the church once the liturgy has begun. Videos may be taken from the choir loft.

Music Selections

Included with this pamphlet is a sheet of music suggestions at your parish of marriage. All selections of music must be cleared by the parish music director to assure that music proper for the Church is used. Please note that although we are a collaborative, each parish maintains its own musical history. While some selections may be listed as appropriate at a specific point in the liturgy at one parish, it might not be so at another. We ask that you respect the traditions of the individual parishes.



Liturgy Worksheet

GATHERING RITE

Preludes: _____

Processional: _____

Greeting and Penitential Rite

Opening Prayer

LITURGY OF THE WORD

Old Testament Reading: _____

Responsorial Psalm: _____

New Testament Reading: _____

Gospel Acclamation: _____

Gospel: _____

Homily

Rite of Marriage

General Intercessions: _____

LITURGY OF THE EUCHARIST

Preparation of the Gifts: _____

Eucharistic Prayer Acclamations: _____

The Lord's Prayer

Nuptial Blessing

Exchange of Peace

Breaking of the Bread: _____

Communion Song: _____

Prayer after Communion

CONCLUDING RITE

Blessing and Dismissal

Recessional: _____