



## *St. Benedict's Parish*

St. Mary, Canandaigua      St. Bridget, Bloomfield

95 North Main Street ♦ Canandaigua, NY 14424 ♦ (585) 394-1220

Website: [www.stbenedictonline.org](http://www.stbenedictonline.org)

# *Wedding Guidelines*

**"IF WE LOVE ONE ANOTHER, GOD WILL LIVE IN US IN PERFECT LOVE"**

1 John 4:12

**Revised June, 2017**

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## Congratulations on your engagement!

We are delighted that you have chosen to celebrate your marriage at St. Benedict's Catholic Church. We are a parish which consists of two churches. St. Mary's Church in Canandaigua and St. Bridget's Church in East Bloomfield.

We are here to assist you in your Catholic wedding preparation. Such preparation will require some time so **contact us at least six months in advance**; the sooner the better!

In the Roman Catholic tradition, **Marriage is a Sacrament**. The lived, day to day relationship sealed through the exchange of vows becomes a sacred place to experience God's incredible love.

For marriage in the Catholic Church, two persons, at least one being Catholic...

- Freely enter into a vowed commitment of respect, reverence and love.
- Make this promise for a lifetime, which includes the promise of fidelity, and are
- Open to bearing children, providing for their good and bringing them up in the faith.

The exchange of promises between the bride and groom is a commitment to love one another for life. Thus the couple's love and pledge of fidelity becomes a sign of God's love for God's people. This powerful promise speaks to all those assembled.

The priest (deacon), the families of the couple, the attendants and the assembled gathering of friends, witness what the bride and groom promise.

You will find some interesting questions addressed, which may be on your mind at this time, if you search the following link: <http://www.bustedhalo.com/princessandpriest>

**The Church will be reserved for you and the date for your wedding will be set only after you have had your initial interview with one of our priests or deacon.**

**An \$100 deposit** should be sent in soon after this interview and is refundable if plans for your wedding change and the church is notified well in advance.

**in conclusion**, these months of preparation for your marriage will be busy and exciting. If you find there are ways in which the parish staff can be of assistance, please contact us. While your engagement, showers, rehearsal, reception and honeymoon are all significant parts of the celebration of your marriage, the Marriage Ceremony is seen as the center of the Christian celebration.

**May these days of preparation hold many blessings!**

*"Over all these virtues put on love, which binds the rest together and makes them perfect."*

*Colossians 3:14*

# Contact Information

St. Benedict's Parish Office, 95 North Main Street, Canandaigua, NY 14424

Phone: 585-394-1220 Fax 585-396-3230

Website: [www.stbenedictonline.org](http://www.stbenedictonline.org)

Rev. Stanley Kacprzak, Pastor: [frstan@dor.org](mailto:frstan@dor.org)

Rev. Daniel Ruiz-Sierra, Parochial Vicar: [Fr. Daniel Ruiz/Parishes/Diocese of Rochester](mailto:Fr. Daniel Ruiz/Parishes/Diocese of Rochester)

Deacon Claude Lester: [clester@dor.org](mailto:clester@dor.org)

Wedding Coordinator: Joanne Sciaratta 396-1006 or 545-0187

Trixie Meteyer (Parish Music Director/Organist): [tmeteyer@dor.org](mailto:tmeteyer@dor.org)

(Other Staff contacts can be found on the parish website)

## Requirements

### **Both parties must be free to marry.**

(If not a member of this parish, permission must be obtained from your parish)

### **PRE-CANA**

All couples preparing for the Sacrament of Marriage are required to participate in a Pre-Cana Session. Information about sessions being offered in the Diocese of Rochester can be found at the following web address:

<http://www.dor.org/index.cfm/evangelization-catechesis/sacraments/marriage/>

### **"Fully Engaged" Questionnaire**

To help in the preparation process, you will be asked to complete a marital inventory indicator, called "Fully Engaged." This tool provides assistance in articulating values that we hold sacred and value highly in couple communication. More information can be obtained from the following web address:

<http://www.dor.org/index.cfm/evangelization-catechesis/sacraments/marriage/fully-engaged/>

### **Workshop: God's Plan for a Joy-Filled Marriage**

Following the completion of your "fully engaged" sessions, if you are local and planning on marriage at St. Benedict's you are strongly encouraged to attend this workshop. Information can be obtained from the office.

### **Newly issued Baptismal Certificate**

All Catholic parties are required to produce a newly issued copy of a baptismal certificate which can be obtained, at no charge, from the church of your baptism. It should be issued within six months of the wedding.

### **Marriage License**

You will need to secure a New York State marriage license, which can be obtained from any city or town hall. Please bring it in the envelope to the rehearsal.

### **If couple is being prepared outside the Diocese of Rochester**

When preparation and paperwork is complete your paperwork must be sent by the preparer to that diocesan Chancery, who will send it to the Diocese of Rochester Chancery and who will then send it on to the church where the wedding is to be registered. Paperwork must be received before the date for rehearsal.

### **If couple is being married outside of the Diocese of Rochester**

Our parish staff is happy to assist members of the parish who are being married in another diocese. You must have permission from the pastor for this to occur and you will need to fulfill the requirements of this diocese. Please contact the parish office for further information.

## OFFERING / STIPENDS

**For the use of one of the churches .....\$510.00** (This fee includes\*\*)  
(\$100.00 deposit - \$200.00 paid 3 mos. before wedding - \$210.00 paid before the day of rehearsal)  
(You may also pay the entire fee at the time of the deposit if you so wish.)

\*\*The Fee for "Fully Engaged" Questionnaire/& book \$30, Wedding Coordinator \$100, Parish Organist \$150 and Cantor \$80 and \$150 for the church facility is all included in the one fee paid to St. Benedict's Parish

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### **Presider:**

There is no set fee required to the Priest or Deacon for the assistance, guidance and services offered for your wedding. However, a couple may offer in gratitude whatever seems appropriate if they wish.

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### **Meetings with Presider**

*(normally at least four are required)*

- **Initial Interview:** To get acquainted, answer any questions you may have, fill out necessary preliminary paperwork, which includes determining your freedom to marry, and confirming the date and time for your wedding.
- **Second & Third Meeting:** This is an opportunity to review the "Fully Engaged" profile (additional meetings may be required to discuss these results), and provide you with materials to plan your wedding ceremony. Following these meetings you should also meet with the parish Wedding Coordinator.
- **Fourth Meeting:** (Usually conducted once Pre-Cana is completed and Baptismal Certificates have been obtained. See checklist) to complete paperwork with the documents you bring. This is also an opportunity to meet before the rehearsal to discuss your selections for your wedding and answer any questions before the rehearsal.

Depending on where you live and other circumstances there is a possibility to meet more or less often. If necessary, it is suggested that you discuss this with the clergy presiding.

### **Music**

You need to contact the parish music director for a meeting even if you are planning to have another musician for your wedding. There are some restrictions on the music that may be used at a Church wedding. Be sure to talk this over with our parish Church musician. Ideally, you will plan some music the congregation can sing so that all can praise God and pray together for you in music. This is a powerful way to help your friends and family be participants, not simply observers.

Our parish music director can make recommendations for possible cantors. Our parish musicians are generally available to play at your wedding if not already booked. The fee for the organist (including consultation, one rehearsal and ceremony) and cantor is included in the church fee if your wedding is at one of our parish churches. You may have a musician play who is not affiliated with the parish. However, church fee will remain the same and they would need to contact our music director for information and permission to participate. Diocesan policy requires that they be paid through the church. So, their fee will be added to the church fee (along with a small administration fee). They will also be required to fill out the appropriate paperwork in the parish business office.

*"So faith, hope, love remain, these three; but the greatest of these is love!"* I Corinthians 13:13

# Marriage Preparation Check-list

*This checklist has been created to assist you as you prepare for your wedding day. Please refer to it and use it to keep track of what you may still need to address as you move forward*

- Call office to assure date and time are open.
- Contact Deacon Claude to make appointment for initial meeting ...determination of ceremony or Mass

## **After Initial Meeting**

- If your date is not confirmed after the meeting, do what you need to do to get the date confirmed (*Annulment needed? Or other?*)
- If your date is confirmed:
  - Give the office the \$100. Deposit
  - Schedule your pre-marriage preparation
  - Schedule appointment to begin “Fully Engaged” inventory
- Fill out the “Fully Engaged” inventory
- Attend follow-up meeting(s) regarding “Fully Engaged” results
- Complete Pre-Cana sessions (you will receive a certificate at completion)
- Attend “God’s Plan for a Joy-filled Marriage” workshop (local)

## **Six Months Prior to Wedding**

- Catholic parties to contact Church of Baptism to secure a NEW Baptismal certificate

## **When all required documentation is in hand** (*Pre-Cana certificate, Baptismal certificate*)

- Contact Presider to schedule next meeting
- Complete PMI form with presider
- “Together for Life” book received and explained
- Meet with church musician to discuss and plan music
- Fill out “Together for Life” liturgy form
- Contact Wedding Coordinator
- Secure New York State marriage License (*valid for 60 days before the wedding*)

## **When all forms are completed**

- Contact Presider for final meeting to review forms for ceremony
- (*At least one week prior to date of rehearsal please provide the balance of the \$510. fee for the church*)

## **For Rehearsal**

- (*There is no required set fee for the presider at your wedding, but gifts are gratefully accepted*)
- Bring marriage license.
- Bring any articles needed for the wedding (Unity Candle, Programs, readings, etc)

*“Over all these virtues put on love, which binds the rest together and makes them perfect.”*

Colossians 3:14

# Liturgy Worksheets

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Nuptial Mass

Nuptial Ceremony

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Number of people invited/expected \_\_\_\_\_

Photos  before  during  after

Flowers  taken  left at church

Printed worship aid/program  Yes  No

(The couple composes and prints their own worship aid. However, the Presider or wedding coordinator would be happy to offer advice and review the program.)

Mother of the Bride \_\_\_\_\_

Father of the Bride \_\_\_\_\_

Mother of the Groom \_\_\_\_\_

Father of the Groom \_\_\_\_\_

Any special information about parents? \_\_\_\_\_

Priest \_\_\_\_\_

Deacon \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Videographer \_\_\_\_\_ Phone \_\_\_\_\_

Musician \_\_\_\_\_ Cantor \_\_\_\_\_

**Seating before the Procession** Who will be escorted into church 5 minutes before your wedding - Mothers, Grandmothers, etc.

Name \_\_\_\_\_ Escorted by \_\_\_\_\_  
(and relation to the couple)

Name \_\_\_\_\_ Escorted by \_\_\_\_\_

Name \_\_\_\_\_ Escorted by \_\_\_\_\_

Name \_\_\_\_\_ Escorted by \_\_\_\_\_

Any special seating accommodations? (Bridal Party seating, immediate family seating, step-parents, handicapped seating)

\_\_\_\_\_

**Music for seating:** \_\_\_\_\_

**Order of Procession:**

**Processional Music for wedding party:** \_\_\_\_\_

Will the Groom and Best Man be entering the church with the procession from the Main Entrance?

Groom \_\_\_ Best Man \_\_\_

**Wedding Party:** (In order as they will be walking INTO church at beginning -usually walk out at the end of the liturgy as 'couples')

Walking into church :  as couples  separately

Those processing from the Main Entrance: (from last to first)

Bride: \_\_\_\_\_ M of H: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Females \_\_\_\_\_ Males

1st \_\_\_\_\_

1st \_\_\_\_\_

2nd \_\_\_\_\_

2nd \_\_\_\_\_

3rd \_\_\_\_\_

3rd \_\_\_\_\_

4th \_\_\_\_\_

4th \_\_\_\_\_

5th \_\_\_\_\_

5th \_\_\_\_\_

**Processional Music for bride:** \_\_\_\_\_

Bride and her escort(s) (Bride's parents can both walk with her down the aisle)

\_\_\_\_\_



**Liturgy of the Word** (please circle or write in your choices from the "Together For Life" preparation book)

Opening Prayer (Page 11-13)    A-1    A-2    A-3    A-4    A-5    A-6

(Optional) Unity Candle - Lighting of side candles     Yes     NO  
If Yes, who will light? \_\_\_\_\_

First Reading (pp.16-32)    B-1    B-2    B-3    B-4    B-5    B-6    B-7    B-8    B-9

Scripture reference \_\_\_\_\_

Lector \_\_\_\_\_

Psalm Response (usually sung by our Cantor) \_\_\_\_\_

Second Reading (pp.44-64)

D-1    D-2    D-3    D-4    D-5    D-6    D-7  
D-8    D-9    D-10    D-11    D-12    D-13    D-14

Scripture Reference \_\_\_\_\_

Lector: \_\_\_\_\_

Gospel Acclamation (led by the Cantor)

Gospel (pp. 72-86 Read by Presider)

F-1    F-2    F-3    F-4    F-5  
F-6    F-7    F-8    F-9    F-10

Scripture Reference \_\_\_\_\_

Homily (presider)

**Rite of Marriage**

Questions before the Consent (pp.88-89)

G-1/G-2    G-3

Consent and Marriage Vows (pp. 90-92)

H-1    H-2    H-3    H-4

Reception of Consent (pp 92-93)

H-13    H-14

Blessing and Exchange of Rings (pp 93-94)    I-3    I-4    I-5

(Optional) Lighting of the center Unity Candle by couple (instrumental music or short vocal piece.)

Music: \_\_\_\_\_

Universal Prayer / Prayer of the Faithful (pp.95-97)

J-1          J-2          Reader: \_\_\_\_\_

**Liturgy of the Eucharist (ONLY TO BE COMPLETED FOR NUPTIAL MASS)**

**Presentation of Gifts**

Music \_\_\_\_\_  
(for all to sing or a short solo/instrumental music)

Who will present the bread and wine ?

\_\_\_\_\_

(You will need to ask someone {up to 3 people} to present bread and wine to the priest.)

**Prayer Over the Gifts (Page 98-99)**

K-1                  K-2                  K-3

**Preface (pp. 99-101)**

L-1                  L-2                  L-3

Mass Parts; Holy, Holy, Holy, Memorial Acclamation, Great Amen, and the Lamb of God are sung by all; led by the cantor

**Lord's Prayer**

**Nuptial Blessing (pp.102-106) M-1 M-2 M-3 M-5**

**Sign of Peace (ONLY TO BE COMPLETED FOR NUPTIAL MASS)**

**Ministers of Communion**

(2 Precious Blood (wine) ministers needed for offering both forms to the congregation)

(The Priest or Deacon will serve as Minister of the Host)

Cup minister one \_\_\_\_\_ Cup minister two \_\_\_\_\_

Communion Processional Song \_\_\_\_\_

Meditation Song after Communion - optional \_\_\_\_\_

**Prayer after Communion (pp. 97-101)**

N-1                  N-2                  N-3

## Concluding Rite

Final Blessing (pp. 103-106)

O-1

O-2

O-3

How does couple want to be introduced? \_\_\_\_\_

**Recessional music:** \_\_\_\_\_

RECEIVING LINE? \_\_\_\_\_ or PHOTOGRAPHS IN CHURCH AFTER CEREMONY? \_\_\_\_\_



## Wedding Guidelines for Photographers

Couples being married in St. Benedict's Parish should ask their photographer to respect the sacredness of the Church and the holiness of the commitment they are celebrating. Therefore, the photographer is expected to abide by the following guidelines and do nothing that will distract from the ceremony itself.

Please ask the photographer to introduce themselves to the Presider before the liturgy and receive any last minute instructions. Photos may be taken in the aisle before Mass begins and from the choir, side aisles or back, during Mass.

A video camera may be set up out of the way and may run throughout the ceremony, provided it is not moved and the photographer does not move about in a distracting way. Be sure that the placement of your equipment does not obstruct the flow of traffic in the aisle at communion time.

To keep the focus on the Mass, the wedding ceremony and the Bride and Groom, no photos may be taken from anywhere in the sanctuary during the ceremony. No flash photos may be taken during the homily or during the Eucharistic Prayer, the consecration or communion of Mass.

You may remain in Church for photos for a reasonable time after your celebration. If your wedding is scheduled for Saturday afternoon, photography must conclude no later than 3:30, when Confession begins. Afternoon weddings must choose to have time EITHER for a receiving line OR photographs in church after the ceremony.

### **Do's**

Have the ushers, groom and best man in church at least 60 minutes prior to the wedding

Eat something prior to the ceremony

Take care of your personal needs just prior to arriving at church (including the wedding party).

Bride and attendants, be at the church at least 30 minutes prior to the start time

DO enjoy yourself—it is the most important day of your new life together!

As soon as the music starts, leave everything in the hands of the Lord, with the Presider's assistance!

### **Don'ts**

No throwing of rice, birdseed, or flower petals or bubbles

No runner or crash in the church

No alcohol on Church grounds at rehearsal or the wedding

Don't get too upset if something does not go as planned — usually only you know it!

**Notes:**

**Questions:**