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	Preparation	
	Paperwork	
	Planning	



The Sacrament of Marriage at St. Mark's



PASTOR'S LETTER TO THE ENGAGED COUPLE

you consider a lifetime of marriage together, St. Mark's offers you our support and assistance in every way possible. Our aim is to enable you to make the most of this important time to grow as a couple in a deeper love for God and for each other. Our prayer is that you will be able to explore both the challenges as well as the joys that lie ahead. For the gift of your whole self to the other calls for fidelity, a life-long commitment, and enables you to have and nurture children in an atmosphere of love. Marriage is a covenant where you give everything. A good rule to follow until your wedding day is to focus your first six months on the relationship and the second six months on the wedding.

This guide is planned to help you keep focused on the essential aspects of your wedding and to plan a Roman rite liturgy at St. Mark's. A Roman Catholic wedding is awesomely beautiful. It is simple and straightforward: public consent and vows! Once. Forever. The bride and groom are treated as the presiders reigning over the day in God's love made manifest. On the day of your wedding, participants give their love and support as witnesses to your Christian marriage but also through your public commitment to each other, receive the visible reminders of their own covenant of marriage and how God is present among all in a beautiful and tangible way. For every sacramental action is an act of the entire Church, the people of God.

The staff at St. Mark's is skilled in all aspects of this ministry and can answer all of your questions. They'll help you plan for the day of the wedding.

Bless this journey of grace in the holy sacrament of matrimony in your Catholic Church. We ask that you take this preparation and planning time seriously. Be sure to make time for nourishing your souls by reading the Holy Scriptures and praying together daily. You will experience a growth in your relationship you never thought possible. This is God's time and we are honored to be part of it all with you at St Mark's Parish.

Yours in Christ,

Rev. Monsignor Sean Flynn St. Mark's Catholic Church Sea Girt, NJ

		HOLIC CHU Arriage F		
Bride's Name				
Address:				
Phone:		Cell:		
Parishioner of St. Mark's: Yes	_ No			
Email:				
Groom's Name:				
Address:				
Phone:		Cell:		
Parishioner of St. Mark's: Yes	_ No			
Email:				
Wedding Date requested:				
Alternate Date:				
Pastor approval:			_ Date:	

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Notify the Pastor of your wedding plans at least one year in advance

We ask that you observe all liturgical customs and practices

INTRODUCTION

The Church sees marriage in one's own parish as the most proper arrangement, therefore, people belonging to St. Mark's who are registered parishioners or whose parents are registered parishioners may be married here. You must notify the Pastor approximately one year in advance of your intended wedding date. Since the wedding celebration takes place within our faith community, we ask that you observe all liturgical customs and practices. Our Pastor is the overseer for the ceremony.



Visiting priests or deacons must speak with the Pastor to receive his approval to perform a wedding at this Church. With those basic understandings, let's outline the policy and procedures for a wedding here at St. Mark's Church.

BEFORE THE WEDDING DATE IS SET

Before a wedding date can be confirmed, there are a few steps that must be taken in preparation:

- 1. You must return the Request for Marriage form completed in full.
- You both must meet with the Pastor and reserve your date and time.
- You each receive a selfdiagnostic instrument (FOCCUS) that is designed to help couples learn more about themselves and their unique relationship.

AFTER THE WEDDING DATE IS SET

When your wedding date is confirmed, we will notify you in writing of the approved date and time. Wedding rehearsal time will be set up with your Celebrant. Here is a review of the next required steps starting with the preparation and paperwork and ending with a consultation the Director of Music:

You both need to attend a Pre-Cana, Engaged Encounter or "God's Plan for a Joy-filled Marriage" workshop run by the Diocese. You will receive a schedule of Pre-Cana conferences. Sign up soon, they get booked quickly.

- You both need to obtain the necessary original copies of Baptism and Confirmation.
- Together you need to meet with a parish priest or deacon for a prenuptial interview. You need to bring your Pre-Cana, Engaged Encounter or "God's Plan for a Joy-Filled Marriage" certificate of attendance with you and your copy of "Marriage in the Lord" which is helpful in preparing for your wedding.
- Both of you need to meet with a parish priest or deacon to go over your FOCCUS forms.

- You need to meet with our Director of Music or attend our Wedding Music Fare.
- Be sure to take time during the months leading up to your marriage to pray together. A special time in addition to Sunday Mass spent together with God is an essential part of your preparation. If your wedding date falls on the 24th of the month, then plan to be together in Church on the 24th of each month leading up to your wedding.

PREPARATION



1. Complete Self Diagnostic Forms

A wedding is a day—a marriage is a lifetime. To help you prepare to receive this sacrament, the Diocese of Trenton requires that you complete a set of self-diagnostic instruments designed to help couples learn more about themselves and their unique relationship.

This inventory, called FOCCUS, can be completed in 45 to 60 minutes.

After both the bride and the groom have <u>separately</u> completed their forms, a meeting will be arranged with a priest or deacon to go over the results.

Understand that the purpose of FOCCUS is to facilitate open and honest communication between a couple preparing for marriage.

Your next step is to call the Rectory 732 44-6364 ext. 100 for an appointment to begin the FOCCUS process.

2. Attend Pre-Cana/Engaged Encounter/God's Plan Workshop

To better prepare you for marriage, the Diocese of Trenton and its parishes, through the Office of Family Life, provide you with three preparation options. You choose based on the form of instruction that best suits your needs. This policy for marriage preparation applies, without exception, to all couples preparing for marriage. Pre-Cana is also available in Spanish.

However, if you choose Pre-Cana, it should be arranged as soon as possible because it must be done at least six months before your wedding date. Pre-Cana instruction can be scheduled for an entire weekend or given on individual days.

3. Meet with Priest or Deacon for Marriage Paperwork

Preparations for the actual wedding nuptial or ceremony are made by the couple during three to four consultations with the priest leading up to the marriage in accordance with the Rites of the Church. Now is the time to schedule your first appointment with the Pastor to begin the official paperwork of your marriage which includes the Pre-Nuptial Investigation form which clarifies the basics of the marriage preparation process and verifies your freedom to marry.

Delegation: If you have a family friend or relative who is a deacon or a priest in good standing with the Catholic Church whom you would like to perform the wedding nuptials or ceremony, you must still meet with the Pastor.

Witnesses: When you arrive at this appointment, be sure to have the name, address and phone numbers of all your witnesses. Your maid of honor or best man does not have to be Catholic but they *must* be at least 18 years old.

4. Ask About Natural Family Planning

New Jersey Natural Family Planning resources and instructions are available upon request from our staff.

There is evidence that couples who practice Natural Family Planning have a much-lower divorce rate

PAPERWORK



1. Baptismal and Confirmation Certificates

A RECENTLY DATED COPY (within six months of your wedding date) of your baptism and confirmation certificates is required. These forms are necessary for both the bride and groom from the Churches where these sacraments were received.

For the Non-Catholic Party: A baptismal certificate or an affidavit, when documentary proof is unavailable, is required. If under age 21, the policy for Catholic couples applies (see #5).

2. Pre-Cana/Engaged Encounter /God's Plan Certificate

This is the certificate from the Pre-Cana, Engaged Encounter or God's Plan workshop that was issued to you by the Office of Family Life upon completion of the requirements.

3. Death Certificate (when applicable)

A death certificate is required only when a previous marriage ended with the death of a spouse.

4. Declaration of Nullity / Divorce (when applicable)

If either the bride or the groom was previously married, a copy of divorce papers along with a Declaration of Nullity is required. Further exploration will be needed with the priest or deacon who is your celebrant.

5. Permission for Under Age 21 (when applicable)

Permission is required of the parents or guardian when either the bride or groom is under 21 years old. If there is a parental objection to the marriage, the reasons for it must be discussed with the priest.

6. Marriage License

To be married in the State of New Jersey where St. Mark's is located, a license must be obtained in the municipality where the bride resides. If the bride is not a resident of this state, the license must be obtained from the municipality where the groom resides. If both reside out of state, they must make application with the Sea Girt Municipal Offices (732 449-9433). After an application is completed there is a 3 day waiting period before the license is issued. Both the bride and the groom must apply for the license and they must be accompanied by two witnesses over the age of 18 years old who can testify to the freedom of each to marry, that both live at the addresses given, and truthfully answer whatever questions are required by the municipality. After it is issued, the marriage license is valid for 30 days. Please call your local municipality to make certain you are following the proper procedure.

Take your preparation time to determine what brought you together and what will keep you together

PLANNING

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Nuptial Mass or Ceremony

When both the bride and the groom are practicing Catholics, St. Mark's encourages the wedding takes place during the Nuptial Mass. The couple will plan this Eucharistic Liturgy with the priest who is delegated to witness the wedding. The couple is also encouraged to take the opportunity to go to the sacrament of reconciliation before the wedding. The marriage covenant is a beautiful sacrament and vocation, going to confession beforehand prepares the whole person for this life commitment and prepares both the bride and the groom to receive Holy Communion at your wedding. You do have the option to choose a ceremony. Your wedding, whether a Nuptial Mass or ceremony is a Sacrament of the Church. You must not be under the influence of any substance before the wedding. The priest or deacon has the authority to decline to proceed with the wedding if you are in a condition that makes you unable to make your commitment. St. Mark's requests that your wedding ceremony be scheduled for Saturday at 2:00 PM to avoid interference with our regular Mass schedule. Be on time out of respect for your guests and this established schedule of the Church. Above all else, relax and enjoy this truly wonderful day.

Rehearsal

When you arrive at the rehearsal, which is held at 5:00 PM to avoid conflicts with Music ministry rehearsals and other church activities, you must bring your marriage license and any fees or offerings that have not already been submitted. The date of your rehearsal is set by the Celebrant of your wedding. The usual time is 5:00 PM the evening before the wedding.

All members of the wedding party are asked to be present and on time. No music is allowed during the rehearsal. The marriage license and offerings are to be given to the priest or sacristan at the rehearsal. The rehearsals are intended to prepare all participants for the ceremony and to answer any questions. All participants are encouraged to receive the Sacrament of Reconciliation prior to rehearsal. Please let your celebrant know if you wish to arrange for confessions prior to the rehearsal.

Traditional Order of Procession

The Diocese of Trenton approves many variations of the wedding procession. Please consult with the celebrant if you would like to change from the traditional order shown below:

Grandparents of the Groom Grandparents of the Bride Mother of the Groom Mother of the Bride Groomsmen enter the Church through the side Sacristy and stand in front of the first pew Bridesmaids walk down and meet the groomsmen, bow and enter the first pew Flower girl and/or ring bearer Maid of Honor Best man and groom enter the Church from the Sacristy and stand at the center of the Altar rail Bride and Father walk down aisle Remember, your wedding is a Sacrament of the Church. Marriage is a covenant where you give everything

PLANNING THE WEDDING

WHAT ST. MARK'S DOES *NOT* PERMIT AT WEDDINGS

Decorating the Church

No additional structures, chairs, stands, columns, kneelers, candelabras, runners or other decorations that violate safety or liturgical customs are allowed nor is it permitted to reconfigure the pews or alter the sanctuary in any way. If you plan to use bows on the pews, tacks, tape, and adhesives are not permitted but clamps, ribbons or rubber bands may be used to secure the bows.

Lighting a Unity Candle

The principal symbols of the Sacrament of Marriage are the exchange of consent and the exchange of rings. Secondary symbols such as lighting a Unity candle or exchanging roses can overshadow the important sacramental moments of your celebration. The Diocese of Trenton recommends that you save these customs for your reception.

Throwing Rice

Although St. Mark's acknowledges the long-held and ever-evolving tradition of throwing rice, flower petals, bird seed, confetti or even blowing bubbles or releasing balloons as the newly-married couple emerges from the Church, there are overriding insurance concerns that require us to ask you to inform your attendants and guests to refrain from using them on Church property or sidewalks.

Readings

Readings must be chosen from an approved Catholic Bible. Your grey wedding book has some suggestions and your Celebrant will be glad to assist you in making your selections. An Old Testament verse, Responsorial Psalm (selected with the assistance of the Director of Music), and New Testament reading are required for both a Nuptial Mass and a ceremony. You will also need to choose a prayer of the faithful.

Music

St. Mark's offers an extensive selection of highly-qualified cantor/vocalists and instrumentalists who are prepared to lead your family and friends in a wonderful celebration of song according to the Diocesan guidelines for Catholic Church weddings. Please refer to the "Wedding Music" for further information and ask for a copy of the live wedding fare CD. You may also contact our Director of Music, Mrs. Mechlinski, at 732-449-6364 x100.

Towers and Decorations

Flowers for the bride and wedding party and for the Church altars are your responsibility. St. Mark's recommends our regular florist, *Wall Flowers in Spring Lake Heights* (732 974-9092), since they are most familiar with the Church and our requirements. Regardless of which florist you select, real flowers must be used although please note that flower petals are not permitted to be scattered in the aisle during the procession. If your wedding is on the same day as another wedding, you are welcome to arrange to share the cost of the flowers for the Church. We will provide you with the contact number of the other couple if you wish to arrange this with them. If yours is the first wedding, then the flowers must be left on the altar following your wedding. However, if there is a wedding after yours and you did not arrange to share the cost of your flowers, they must be removed immediately following the ceremony. If yours is the only wedding that day or the last wedding of the day, the Church appreciates the donation of your wedding arrangements for our sanctuary.

Photographers and Videographers

Photographers and videographers are permitted to capture images of your wedding but you will need to inform them about the guidelines:

- To protect the integrity of the ceremony and respect the Church as a holy place, photographers and videographers must not use any extra lighting, flood lights or flashes while inside the Church.
- Photographers and videographers are not permitted in the sanctuary or in any area of the Church that will block the view of the congregation.
- Posed photographs and video are permitted after the ceremony provided time allows and there is no other Church event scheduled following the ceremony.

Offerings

The offering for St. Mark's Church is to be paid a month before the wedding date and the minimum donation for the Church is \$500.00. All music fees (see page 15) are to be paid at the same time included in one check payable to *St. Mark's Church*. The Church offering is for the Church, not the Celebrant. If you wish to present a gift to the priest or deacon, that is your option.

WEDDING MUSIC

There are many facets to marriage and many facets to a wedding day. Your wedding belongs to more people than just the two of you. It is a familial event – one that gives hope for life and love from generation to generation, and that brings your families together. The music, along with the other gestures and rite of the wedding liturgy, is to establish a spirit of prayer and celebration and to strengthen the expression of faith. I realize that sometimes the only music familiar to the couple is a song one hears at a friend or sibling's ceremony and one not necessarily suitable to the sacrament. So I am here as an experienced church musician to help organize your thoughts and give you a little background of what is possible for your wedding day.

First of all, music is an integral part of the wedding liturgy. It is not a frill, but a basic element of Catholic worship. There are parts of the liturgy that need to be done with music. This is true for any liturgy. The most important moments for music in the wedding liturgy are all the time for congregational song. Unfortunately, in our recent history, this is usually the last kind of music that couples think about. This doesn't mean that instrumental or solo music has no place, but it has a secondary place. Music which the assembly can sing is the most important category of music to think about for your wedding such as: the Psalm with its response, the Gospel Acclamation before the gospel, the Holy, Holy, Memorial Acclamation, Amen and the Lamb of God. These help draw the congregation into the action and let them make the prayer their own.

It is important to keep in mind that this is a celebration everyone can participate in, not a performance. They do not have to wait until the reception to express their joy. Allowing an organist and a soloist to perform all the wedding music is not compatible with Catholic liturgy. A cantor/vocalist is required for your wedding in order to follow the Diocesan guidelines for music during a Catholic wedding. At St. Mark's we have several competent and trained cantor/soloists available. Should the family desire an outside vocalist that is a member of the family, certain criteria must be met. They must be someone who understands the difficulties of getting a group of "strangers" to sing together and is skilled at helping them to do so comfortably. Therefore they must be trained as a cantor/soloist in a Catholic Church. Additionally, they will work along side of one of St. Mark's cantors of your choosing. We will discuss this further at our meeting. You might also prepare a printed booklet so that people can easily join in the prayer and song. Add a note to the program to let them know that it will please you if they will sing. Let your families and the wedding party know that one of those things they can do for you at the liturgy is to participate fully themselves – and that includes singing. And if you are able — sing yourselves!!

I look forward to meeting with you to plan your special celebration. Please take time to review the wedding contract, extensive song list and the CD from our recent Wedding Fare featuring songs and cantors available and then contact me at 732-449-6364 x100.

Musically yours in Christ,

Dawne B. Mechlinski Director of Music Excess and vanity are never the center of sacraments — Jesus Christ is

MUSIC SELECTIONS

GENERAL SONGS AND SOLOS

Author of Love - Clark

All Of Our Lives - Mattingly

- Ave Maria (any)
- Because

Music for the

celebration of

the Sacrament

of Marriage

must be

liturgically

appropriate

- Beginning Today Ducote
- Blessed Are We Cotter
- Blest Are They Haas
- □ Bring Forth the Kingdom –Haugen
- \Box Canticle of the Sun –Haugen
- □ City of God –Schutte
- Come And Journey With Me Haas
- Covenant Hymn Daigle
- □ Faith, Hope and Love Haas
- □ Gift Of Love Hopson
- $\hfill\square$ God, a Woman and a Man Green
- □ God is Love Leigh
- □ God Unlimited
- □ God's Love Is Eternal Tate
- □ Here We Are
- □ Here We Are Now
- □ I Have Loved You Joncas
- □ In Love We Choose To Live Cotter
- □ Irish Blessing
- 🛛 I Say, "Yes," My Lord –Pena
- Jesu, Joy of Man's Desiring Munter
- □ Like a Seal on Your Heart Landry
- □ Love Grows Here Besig
- Love One Another Cotter
- Love Which Never Ends Sands
- Make Us One, Father
- May God Bless You Grieken
- □ My Treasure
- Nuptial Blessing Joncas
- □ Not for Tongues of Heaven's Angels
- O Sing To The Lord

- □ Only a Shadow Landry
- Panis Angelicus Solemniis
- Perhaps Love
- □ Send Us Your Spirit –Haas
- □ Set Your Hearts On The Higher Gifts
- □ Shine On Us Lord Mattingly
- Show Us The Way Tate
- □ Song of Ruth Reagan
- □ Song of Thanksgiving Ducote
- That There May Be Bread Priory
- The Gift of Love Hopson
- The Love Of God Tate
- There I One Body Cotter
- Together Strader
- □ We are Called –Haas
- We Have Been Told Haas
- □ We Will Serve The Lord Haas
- □ Wedding Song- There Is Love
- □ When Love is Found Haas
- □ Where There is Love Haas
- Wherever You Go Haas

MUSIC SELECTIONS

GATHERING SONGS

- City of God Schutte
- Gather Us In Haugen
- □ Gathered As One Tate
- Joyful, Joyful We Adore Thee Beethoven
- □ Sing A New Song Brown
- . .

- Sing to the Mountains Schutte
 This Day Was Made By The Lo.
- □ This Day Was Made By The Lord –Walker
- This Is The Day Joncas
- □ We Gather Together Traditional
- Hear Us Now, Our God And Father -Traditional

RESPONSORIAL SONGS

- By Name I Have Called You -
- Psalm 16: Center of my Life Inwood
- Psalm 33: The Earth is Full of Beauty -Haugen
- Psalm 34: Taste and See Haugen
- Psalm 34: Taste and See Moore
- Psalm 34: The Goodness of God Haas
- Psalm 33: The Earth is Full of the Goodness Haugen
- Psalm 103: The Lord is Kind and Merciful Cotter

- Psalm 103: The Lord is Kind and Merciful Haugen
- Psalm 112: God's Command Haas
- □ Psalm 118: This Is The Day Soper
- Psalm 118: This Day Was Made By The Lord – Walker
- Psalm 128: Blest Are Those Who Love You Haugen
- Psalm 136: God's Love Is Eternal Tate
- Psalm 145: I Will Praise Your Name Bolduc
- □ Psalm 145: Our God Is Compassion Cotter

COMMUNION HYMNS

- Blest are They Haas
- □ Come to the Feast Haugen
- □ Eat This Bread Berthier
- Eye Has Not See Haugen
- God is Love Haas
- 🛛 I am the Bread of Life Toolan
- □ In Remembrance Tate
- Here I Am Lord Schutte
- Here I Am, O God Warner
- □ Let Us Be Bread –Porter
- Lord, You Have Come Gabarain
- Love One Another King
- Make Of Our Hands A Throne Warner

- No Greater Love Joncas
- □ Not For Tongues of Heaven's Angels Joncas
- One Communion Of Love Marchionda
- One Bread, One Body Foley
- Pan De Vide Hurd
- □ Song of the Body of Christ Haas
- Taste and See Moore
- Taste and See Hurd
- Ubi Caritas Berthier
- We Are Many Parts Haugen
- We Have Been Told Haas
- □ We Remember –Haugen

Non-liturgical songs are in violation of the Diocesan guidelines for music at the Marriage celebration

	MUSIC SELECT	IONS
	SONGS FOR SIGN OF	PEACE
	 A Parting Blessing Irish Blessing Let There Be Peace On Earth May God Bless You 	 Peace Prayer of St. Francis Prayer for Peace
	MARION HYMNS	
Popular songs should be reserved for your reception	 Ave Maria – Bach or Schubert Hail Mary: Gentle Woman – Landry Mother At Your Feet 	 On This Day O Beautiful Mother O Blessed One

ST. MARK'S WEDDING MUSIC CONTRACT

Brides Name:			
Brides Numbers:			
Home			
Work			
Grooms Name:			
Grooms Numbers:			
Home			
Work			
Date of			
Wedding:			
Time/Celebrant:			
Nuptial Mass or Ceremony (Please circle one)			
Cantor/Vocalist: \$150.00 Cantor/Vocalist choice:			
<i>Organ:</i> \$300.00			
You may add to your celebration with instrumentalists:			
Trumpet, Flute, Violin, Other (Fee starts @ \$150.00 each.)			
If yes, which one or combination:			

Note: Prices above are in addition to \$500.00 fee for St. Mark's Church. Combine music contract payment with St. Mark's Church fee in a single check payable to: **St. Mark's Church**.

St. Mark's Catholic Church

215 Crescent Pkwy Sea Girt NJ 08750 www.stmarkseagirt.com 732 449-6364 ext. 100 Office Hours: 8 AM to 3 PM weekdays Other times by appointment Monsignor Flynn: ext. 101 Director of Music: ext. 100 FOCCUS appointment: ext 111

IMPORTANT

If the information given during the preparation stage changes in anyway prior to the day of your wedding including phone numbers, addresses, florist, etc., call the Rectory immediately with corrections or updates.

One Year Ahead

- □ Meet with the Pastor
- Return request for Marriage form completed in full
- □ Complete FOCCUS questionnaires
- □ Schedule and attend FOCCUS sessions with priest or deacon
- □ Schedule an appointment with a parish priest or deacon for a pre-nuptial interview

Six Months Ahead

- □ Schedule and attend a Pre-Cana session or an Engaged Encounter Weekend
- □ Meet with the Director of Music or attend a Wedding Music Fare
- Provide all paperwork (some must be issued within 6 months of wedding)
- □ Continue to meet with the priest or deacon who is officiating your wedding

Three Months Ahead

- □ Choose readings and have them approved by priest or deacon
- □ Coordinate flowers
- □ Continue to meet with the priest or deacon who is officiating at your wedding

One Month Ahead

- □ Confirm rehearsal time with Church
- Check to see if the Church will be available after your wedding for photographs
- □ Submit all fees in one check to St. Mark's Church
- □ Continue to meet with the priest or deacon who is officiating at your wedding

One Week Ahead

Get marriage license at your municipality or Sea Girt Borough Hall, as applicable

Night Before the Wedding

- Attend rehearsal at the Church. The entire wedding party and readers must attend
- □ Finalize all paperwork for Church and sign your marriage license
- Give a gift to the celebrant (optional)

One month after Wedding

- □ Register at your local parish
- □ Continue to pray together as often as possible

Recommended Reading on Marriage and Faith:

God's Plan for a Joy-Filled Marriage by Christopher West Love is a Decision by Dr. Gary Smalley Making Love Last Forever by Dr. Gary Smalley Life Giving Love by Kimberly Hahn Catechism of the Catholic Church Surprised by Truth by Patrick Madrid Story of a Soul by St. Therese of Liseux Introduction to a Devout Life by St. Francis de Salles Fulfillment of all Desire by Ralph Martin Rome Sweet Home by Scott Hahn

Recommended Websites:

www.catholicbrides.com www.christopherwest.com www.omsoul.com www.catholicity.com www.dioceseoftrenton.org www.stmarkseagirt.com