



Marriage at St. Norbert College Parish

Old St. Joseph's Church

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Contact St. Norbert College Parish

Phone: (920) 403-3010 | Email: parish@snc.edu

Resources

Kevin DeCleene, Pastoral Leader and Deacon

Catholic Diocese of Green Bay - www.gbdioc.org

Revision: 4/25/2017; added 'Membership guidelines for SNC P'. 5/19/2017; added music guidelines. 8/13 update logo to SNC P

Congratulations and Welcome!

“It is good that your wedding be simple and make what is truly important stand out. Some are more concerned with the exterior details, with the banquet, the photographs, the clothes, the flowers....These are important for a celebration, but only if they point to the real reason for your joy: the Lord’s blessing on your love.”

- Pope Francis (address to engaged couples in Rome, February 14, 2014)

It is a great joy and privilege to be sharing your special day with you. In the Sacrament of Marriage, a man and woman promise to love each other and demonstrate the love of Christ for each other. In living out the mystery of your love, you become a source and a sign of God’s presence for each other and the community in which you live. We want to help prepare you for far more than a beautiful wedding; we hope and pray that this will be the beginning of a long and fruitful life together. As you grow closer to Christ, you will find that your love for each other deepens. As you grow closer to each other, you will find your love for Christ increases. May He who makes two into one flesh bless your relationship to make it faithful, fruitful and forever.

A Catholic wedding at St. Norbert College Parish is a celebration of faith. It is celebrated in a community of believers and by a community of believers. Therefore, when a couple chooses to celebrate their wedding at our parish we assume that they share the values and beliefs of the community. A Catholic wedding in the Green Bay Diocese is always held in a church and is a sign that you are committing yourself to a sacramental marriage. In a sacramental marriage, you ask God to be present in your relationship, and to take an active part in your life-long marriage. That is what Christian marriage is all about. We are happy to be a part of your preparation for marriage. Remember your wedding is for a day, while your marriage is for a lifetime.

GETTING STARTED

Review the requirements for Marriage at St. Norbert College Parish. Weddings are celebrated in accordance with the requirements set forth by the Catholic Diocese of Green Bay. They include:

- Contact the parish office not less than 6 months (preferably a year) in advance to begin the period of preparation that the Catholic Church, Green Bay Diocese, and St Norbert College Parish requires for the sacrament of marriage.
- Church availability: contact the Parish Office at 920-403-3010 or via email at parish@snc.edu.
- One person must be a baptized, practicing Catholic (parish of membership sends communication verifying you are practicing; worshiping, contributing time and financial support)
- Participation in *A Marriage in the Lord*. To see the class schedule visit www.marriageinthelord.org.
- Completion of FOCCUS – Facilitating Open Couple Communication Understanding & Study is to be completed at your church of membership and scheduled through your priest/deacon. Verification of the completed process must be submitted to St. Norbert College Parish.
- If previously married; completion of the process from tribunal granting annulment must be completed and documentation shared.
- Submission of a marriage file (one month prior to wedding date) that your priest/deacon (see presider details below) has assisted you with. In completing the file and they will submit the required forms to us.

Fee

The fee for weddings at St. Norbert College Parish is \$400, paid upfront to secure the date. If you choose to cancel your wedding, there is a \$50 non-refundable fee. This fee includes use of the facility for one hour on the night of the rehearsal (scheduled by the Parish Office); three hours on the day of the wedding (one hour prior, one hour for the ceremony and one hour following for pictures); coordination of the wedding; use of the Pennings Room; and the services of a wedding hostess. The fee is to be sent along with letter of agreement and is due one month after confirmation of the wedding date.

It is customary to offer the presider a stipend at your discretion.

Presiders

Couples that are not active long term members of St. Norbert College Parish must choose a Catholic priest or deacon that is in good standing within their diocese and home parish to preside at their wedding. We may not be able to provide a priest or deacon for couples that are not long term members. All priests and deacons will need to contact the Parish Office to confirm their willingness to preside at the wedding before the date can be reserved.

Your priest or deacon must submit your marriage file to our parish office one month prior to wedding along with a letter of current membership.

If your home parish is not in the Green Bay Diocese please complete the marriage paperwork with your local parish. Your parish will submit your marriage file to your local diocese, who will then send it to our diocese for review and then on to us.

Next Steps

After reviewing the above expectations the next step is to contact the St. Norbert College Parish office to schedule a meeting with the Pastoral Leader to determine if both of you are free to marry in the Catholic Church, if there is an understanding of marriage as a sacrament and if a specific date is available at our Parish. Then you can go about finding a hall, photographer, etc.

All couples will complete a marriage preparation process called Facilitation Open Couple Communication Understanding and Study (FOCCUS) that is administered by couples in our parish if you are members. If you are not members of our parish the FOCCUS assessment must be administered by your parish of membership and you will need to submit documentation of the completion of this to St. Norbert College Parish. In addition, following the FOCCUS inventory sessions, engaged couples attend a two-part marriage preparation program offered by the Diocese called "A Marriage in the Lord." Further information and how to register is available online at www.marriageinthelord.org.

Catholics who marry should have received Confirmation and must be practicing members of a parish community. The practice of the faith is the most accurate indicator of the future success of a marriage. If a couple finds joy in growing closer to Christ as they grow closer to each other, there is no better basis for hope that Christ will bless them with perseverance in their commitment. Living together before marriage has been proven to adversely affect relationships after marriage and is discouraged.

Call the parish office to schedule your wedding ceremony. Weddings are normally scheduled on Friday afternoons at 4pm or Saturdays at 1pm or 4pm. These times allow for multiple weddings and time for pictures and clean up following the ceremony. Weddings are not scheduled on Sundays but may be scheduled for other weekdays. A non-refundable fee of \$50.00 confirms your wedding day and time.

There are some times in the church liturgical year when the celebration of weddings is less appropriate. For example, the season of Lent - Ash Wednesday through Good Friday - is a time of penance in the life of the parish community. Also, if a major feast falls on a Friday or Saturday, weddings should not be scheduled on that day.

It is important to be prompt the day of your wedding. Each wedding is allowed three full hours. If you are running late, you will have less time for pictures afterward. Many events are scheduled in our church and it is important to be mindful of reservations made by others. For more information, please contact Marie Marsh at the Parish Office at 920-403-3010 or via email at marie.marsh@snc.edu.

MEETINGS WITH THE PRIEST OR DEACON

Your first meeting with the priest or deacon will be a time for you to get to know each other better. You will also discuss the marriage preparation program and complete the diocesan marriage form(s). After the FOCCUS inventory is completed and you have attended a Diocesan Marriage Preparation Day, “A Marriage in the Lord,” you will meet again with the priest or deacon to talk about anything you want to discuss such as the FOCCUS inventory, Marriage Prep Day, or from your discussions as a couple. This is the opportunity to discuss the faith aspects of marriage and to begin planning your wedding liturgy. You will receive a booklet, Together for Life, to help you plan the wedding liturgy. This book contains many of the options available such as scripture readings, prayers, and the words you use as you say your vows. After you, as a couple, have had the opportunity to think about these options, you will meet with the priest or deacon again. The final meeting with the priest or deacon, before the wedding rehearsal, will be to discuss the specifics of the wedding ceremony.

FOCCUS INVENTORY

FOCCUS stands for Facilitating Open Couple Communication, Understanding and Study. The FOCCUS inventory is used to raise questions and to identify areas of concern. It highlights topics important to married life. It is not a compatibility test. A married couple from St. Norbert College Parish that has been trained to use the FOCCUS inventory will meet with you. The general process is that at your first meeting with the priest or deacon, he will assign a FOCCUS Couple and give you their address and phone number. You are to call the FOCCUS Couple assigned to you to set up an appointment. Meetings usually take place in the home of the FOCCUS Couple or at St. Norbert College Parish. The first time you meet with the FOCCUS Couple plan to spend some time getting to know each other. You will fill out an inventory and set up a time to meet again. The next meeting(s) with the FOCCUS Couple provides an opportunity to review your graph of agreement and to discuss some of your responses on the FOCCUS inventory. Information from your meeting with the FOCCUS Couple is confidential. Request a certificate of completion once you have completed the FOCCUS portion of marriage preparation and submit it to the priest/deacon preparing your wedding file. If the FOCCUS Couple feels they need to speak to the priest or the deacon about an area covered in your discussions, they will do so only with your permission.

FOCCUS TOPICS COVERED

<ul style="list-style-type: none"> ● Lifestyle Expectations ● Friends and Interests ● Personality Match ● Personal Issues ● Communication ● Problem Solving 	<ul style="list-style-type: none"> ● Religion and Values ● Parenting Issues ● Extended Family Issues ● Sexuality Issues ● Financial Issues ● Readiness Issues 	<ul style="list-style-type: none"> ● Marriage Covenant ● Interfaith couples ● Re-marriage couples ● Cohabiting couples ● Couples with children
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Marriage Prep – Diocese

The Green Bay Diocese two-part marriage preparation program (offered monthly throughout the year) is called “A Marriage in the Lord.” Further information and how to register is available in the enclosed “A Marriage in the Lord” pamphlet, online at www.marriageinthelord.org, or you can call 920-272-8291 and ask for the Family and Married Life Office. After completing this process please bring a copy of the class completion certificate for your marriage prep file.

PAPERWORK

All paperwork needs to be sent to the following address no later than one month prior to the wedding. Your presider will assist you in the completion and submission of the paperwork

**St. Norbert College Parish
100 Grant Street, 15-MB
De Pere, WI 54115**

- ❑ **A Form - Pre-Nuptial Investigation** This form declares that both partners are free to enter into marriage. You will fill out this form at your first meeting with the priest or deacon.
- ❑ **B Form - If you need to fill this out, your presider will provide**
This form is completed by someone who has known you since your teenage years (usually a parent or Godparent) to verify the bride or groom’s freedom to enter into marriage. You may be asked to complete this form if you are not from St. Norbert College Parish or from the area.
- ❑ **Baptism Certificate** If you were baptized at a parish other than St. Norbert College Parish, you will need to obtain a **recent** copy of your baptism certificate with all notations. The certificate should be dated within the past 6 months. Simply call or write to the parish in which you were baptized and have a copy sent to the address above.
- ❑ **Diocesan Marriage Preparation Certificate and FOCCUS certificate of completion**
When you complete FOCCUS and the day-long Marriage Preparation program, request a copy of a certificate of completion and submit it to the priest or deacon that is presiding for your wedding. Resources; visit www.marriageinthelord.org and for FOCCUS contact parish office.
- ❑ **Previous Marriage** If either of you has been married previously, it is very important that you discuss this with the priest or deacon as soon as possible. Any forms regarding annulment, dispensation or civil divorce should be presented at the initial meeting. Copies of your marriage license, annulment declaration, civil divorce or death certificate of former spouse will also need to be provided for your file.
- ❑ **Marriage License** You will need to obtain a marriage license from a county courthouse in Wisconsin. Please call the county courthouse where you reside to find out what you need. The wedding cannot take place without the marriage license. Present the marriage license to the priest or deacon at the wedding rehearsal. The marriage license cannot be dated greater than 30 days prior to the wedding.
- ❑ **Letter of Membership** All couples that are not current members of SNC Parish will need a letter of good standing from their current Parish.

MEMBERSHIP COMMITMENT

History: St. Norbert College Parish was established as a personal parish in 1969 to serve the College.

St. Norbert College Parish Mission Statement: Guided by the Holy Spirit, Sacred Scripture, Roman Catholic tradition, and the Norbertine ideal of *communio*, St. Norbert College Parish is *dedicated to maintaining a welcoming, caring and nurturing faith community grounded in the Gospel of Jesus Christ.*

Vision Statement: St. Norbert College Parish *provides opportunities for growing and maturing in Catholic faith through liturgy, prayer, education and faith formation, and social justice ministries; respecting the religious traditions of other faiths, as well as the dignity of all God's people regardless of gender, race or way of life.*

As partners on a journey, we commit to use our strengths and gifts in order to know Christ better and to make Him better known to others. We will do this through our Catholic Tradition, Norbertine Values of *Communio*, and by

Worshiping | Connecting | Growing | Serving each other

Our commitment to one another and to God on the road to discipleship

WORSHIP - to connect with God

St Norbert College Parish offers to you:

- An opportunity to encounter Jesus through active, engaging liturgy
- A sacred environment with beautiful music and encouragement to actively participate.
- Opportunity for Reconciliation, Communal Rosary, Devotion and Mass*
- A warm welcoming environment

What St Norbert College Parish asks of you:

- To strive for full and active participation in weekly Mass
- To attend Holy Days of Obligation and participate in the Sacrament of Reconciliation
- To put worship as a top priority in your life / family

CONNECT - Our relationship with others

St Norbert College Parish offers to you:

- Our promise to be present and care for all our parish members to be the best of our ability,
 - By building relationships and meeting the needs of one another
 - By providing opportunities to meet fellow parishioners and grow as a faith family

What St Norbert College Parish asks of you:

- Recognize Jesus in everyone
- Come early or stay awhile after Mass and purposefully talk to others in the parish community
- Attend at least one parish social function each year

GROW - To deepen our understanding of Faith

St Norbert College Parish offers to you:

- Offering a variety of opportunities to grow in your prayer life, spirituality and life-long educational formation
- These opportunities include discussion groups, book studies, prayer experiences, at home studies, personal growth classes, adult, child and youth formation, small community groups and speakers on a variety of pertinent topics

What St Norbert College Parish asks of you:

- A commitment to daily prayer
- To continue to grow in your faith life
- Commit to participate in at least one parish opportunity to grow in your faith and to connect with other parish members

SERVE - to imitate Jesus through acts of love

St Norbert College Parish offers to you:

- Being a generous community that extends to you Christ's love, a kind of helping hand and a promise of prayer for your family
- Providing you with opportunities to serve others within our parish and community

What St Norbert College Parish asks of you:

- To give from the abundance our Lord has graced you with and to give back with a heart of gratitude through
 - Serving in a ministry
 - Volunteering for special parish events
 - Supporting your parish financially

PLANNING THE WEDDING CEREMONY

A. Always in a Church, however determine if WITHIN OR OUTSIDE OF A MASS

When both the bride and groom are Catholic a Mass is celebrated. The priest will help the bride and groom determine if the marriage is to be celebrated outside of Mass or within a Mass. Your desires in this matter should center around what form of ceremony will best enable your particular guest assembly to celebrate with you. If one of the parties is not Catholic, Bishop Ricken strongly advises that a ceremony, rather than a Mass, be celebrated. The priest/deacon can explain some of the differences. Consider the following:

- ◆ Are both the bride and groom Catholic? If not, how does the non-Catholic feel about celebrating marriage within a Catholic Mass?
- ◆ Who will your guests be? Is the celebration of the Eucharist the best way to help them to be with you and pray with you at your wedding?

In light of your answers to these questions: Is the better context for the celebration of your marriage outside Mass or within Mass?

B. READINGS

Couples are encouraged to be creative and select readings so that a common thread or idea connects the Liturgy of the Word. The Responsorial Psalm will be sung by the Songleader/Cantor. **PLEASE NOTE** that this is a Psalm set to music and not just any song.

C. MUSIC

Music must meet the requirements of the Catholic Diocese of Green Bay. CDs and MP3s are not permitted at any time. The readings serve as a foundation from which the music is coordinated with the musicians. Music during the wedding ceremony needs to be of a sacred nature and prime importance should be placed on the participation of all who gather. See Musician outline on **HANDOUT A**.

D. PRAYERS OF THE FAITHFUL

Couples are encouraged to write their own general intercessions. We ask you to refer to the format used in the options given in Together for Life. When completed, a copy of the written petitions should be given to the priest or deacon.

**FOR YOUR REFLECTION AS YOU PREPARE FOR CELEBRATING YOUR
LIFELONG SACRAMENT:**

With this ring...

I will love you when times are good or bad.

I will cherish you even when I am upset with you.

I will honor you at all times.

I will never be disloyal to you.

MINISTERS FOR THE WEDDING

In the Roman Catholic tradition the bride and groom minister the Sacrament of Marriage to one another; a priest or deacon and at least two witnesses are also required to be present. As you plan your celebration, family and friends can become involved in the ceremony in a variety of ways.

A. PRESIDER

Couples that are not active long term members of St. Norbert College Parish must chose a Catholic priest or deacon that is in good standing within their diocese and home parish to preside at their wedding. We may not be able to provide a priest or deacon for couples that are not long term members. All priests and deacons will need to contact the Parish Office to confirm their willingness to preside at the wedding before the date can be reserved.

A couple may have a special priest friend or relative whom they want to preside at the wedding. You may also have a minister from another denomination whom you want to participate in the wedding ceremony. They are more than welcome.

B. ASSEMBLY

Everyone in the church for your wedding is, first and foremost, a member of the assembly. Your wedding ceremony is greatly enhanced by the full and active participation of all who gather. This could be accomplished by informing the musician and presider of your wishes for community involvement.

C. MUSIC MINISTERS

St. Norbert College Parish will provide you with a list of parish organists and song leaders. Since these pastoral musicians are trained in the Catholic Liturgy we would prefer that you utilize someone from this list. **(See the back of Handout A).**

D. LECTOR (READER)

The lector(s) proclaims the scripture readings and the prayers of the faithful (1 to 3 lectors are needed). Proclaiming the Word of God is very sacred. Whom you choose to do this sends a message to all who gather. Therefore, please be sensitive to the following questions:

- ◆ Does he or she have experience as a lector or public speaker?
- ◆ Are they comfortable reading in front of a group?
- ◆ Do they have the necessary gifts for proclaiming God's Word effectively and reverently?

It is important that the lectors be present at the wedding rehearsal.

E. GIFT BEARERS

If your marriage takes place within a Mass, then another way for family members and/or friends to participate in the wedding liturgy is by bringing up the gifts of bread and wine for the Preparation of the Gifts. At least two people are needed and they may want to be present at the wedding rehearsal.

F. EUCHARISTIC MINISTERS

If family members and/or friends are Ministers of the Eucharist in their home parishes, they may be invited to serve in this capacity at the wedding. Inform the presider of your wish to include these people.

G. USHERS

Men and women may serve as ushers. Prior to the rehearsal, each usher should be given a copy of **Handout B** which lists the ushers responsibilities. Ushers must be at the rehearsal.

H. ALTAR SERVER

The ministry of the altar server is another way to involve family members and/or friends. If you wish to involve someone, ask the priest or deacon during the preparation meeting. The parish can provide an altar server. The altar server may attend the rehearsal.

I. WITNESSES

Two witnesses are required for the celebration of your marriage (they must be 18 years of age). The two witnesses need not be Catholic or even baptized: their primary duty is to attest to the fact that the marriage took place. While it is customary to have one male (the “best man”) and one female (the “maid of honor”), it is possible to have either two males or two females.

J. FLOWER GIRL/RING BEARER

Young people are welcome to participate, but they must be old enough to understand the role they are to play and the importance of the event. Generally we recommend that no one under the age of five be in the wedding party.

DETAILS FOR THE WEDDING DAY

A. CHURCH ENVIRONMENT & DECORATIONS -Please refer to HANDOUT C

B. WEDDING ATTIRE is expected to be modest and appropriate for church.

Liability does not allow us to invite you to leave your dress at the church the night before the wedding.

C. WEDDING REHEARSAL:

Because several rehearsals may be scheduled on the same evening, it is important that you and your rehearsal party be on time. It is difficult to begin the rehearsal if one or more members of the rehearsal party are not present. In consideration for all concerned please be on time. Please ask everyone in attendance to refrain from alcohol consumption until after the rehearsal is finished. It is necessary for the rehearsal party which includes the bridal party, readers, ushers, and parents to be present at the wedding rehearsal. The following people may wish to attend the rehearsal: Eucharistic Ministers, Gift Bearers, and Altar Servers. Musicians are not necessary but may wish to attend.

D. PHOTOGRAPHY AND VIDEOTAPING - Please refer to HANDOUT D

E. DRESSING ROOMS

The church is a public building with a national shrine and is accessible to many people. To protect your valuables from theft, please do not leave purses or items of value in the dressing rooms. Please remove any of the flower boxes, wrappings, trash, etc. Your ushers can assist you. There are no large waste receptacles available in the church and there may be other events following your wedding so your assistance is vital. Please leave the room as orderly as you found it. A room will be provided for the groomsmen if needed.

F. RECEIVING LINE

Receiving lines seem to be more appropriate at the reception hall following the wedding. However, there may be a brief receiving line either outside or in the gathering space of the church. **Please remember, however, your time is limited to 3 hours total.** It is difficult to have a receiving line and take pictures and still respect the schedule especially on Saturday.

G. ALCOHOL/CONTROLLED SUBSTANCES

A church wedding is a sacramental celebration.

We ask that you come prepared both physically and spiritually for the celebration. This means under no circumstances should there be any alcohol/controlled substances on the church grounds, including the parking lot. We ask you to please advise relatives and friends of this request.

H. FOOD

Please do not bring food into the church during the day of the rehearsal or the wedding.

I. PARKING

We cannot guarantee nearby parking for wedding guests, however there are additional parking lots within a city block of the church. We do notify campus safety of all weddings. See our campus parking map for a map of parking locations on campus.

HANDOUT A

MUSIC

Music will be a very important element of the wedding ceremony. It will unite and uplift the spirits those gathered to celebrate with you and it will set the tone for the sacramental worship we will be celebrating. This music is not meant to “entertain” or to “fill in” every rite of the ceremony. It should reflect the sacredness of the Sacrament of Marriage as it speaks of God’s love made present in the Church and in the life of the couple to be wed.

Music used at your wedding ceremony should stress God's love. In choosing a sacramental marriage, you should also choose music that reflects the dignity of the sacrament. Not all music is appropriate for use at a wedding. Because of the ritual and traditional nature of the Catholic Wedding Ceremony, music should be carefully selected to reflect what is happening at each part of the ceremony. You may find some music more fitting as part of your wedding reception. However, if popular music is used and approved by the Director of Music, it should be done during the prelude section of your wedding.

What Musicians Are Available?

The musicians you choose must be able to lead the congregation in the songs usually sung at Mass (psalm response, Alleluia, Sanctus, Memorial Acclamation, Great Amen and Lamb of God). Popular contemporary music may be presented during the time guests are seated. Once the bride enters the church, all music takes on the sacred tone recognizing the solemnity of the occasion.

The role of the musician is to encourage the full and active participation of the congregation. Therefore, careful selection of your musicians is important. At St. Norbert College Parish we are fortunate to have many talented and qualified organists and song leaders who can help bring to life the joy you wish to express at your wedding. With this in mind, we strongly encourage you to choose our pastoral musicians. If you choose musicians other than St. Norbert College Parishes musicians (Songleader/Organist/Pianist), you must have your music selection approved by the priest or deacon. Note: If you hire a String Quartet or a musical ensemble to provide solely instrumental music, you will still need an Organist and Songleader to sing the Parts of the Mass, Responsorial Psalm, and Communion Hymn/Song. St. Norbert College Parish ministers of music can be heard at celebrated Masses on most weekends. If you need a schedule of Mass times see our web page at SNC.edu/parish or call the Parish Office at (920) 403-3010.

Musicians’ Fees and Recorded Music

Each pastoral musician has his/her own fee*. Please consult them for this information. Because your ceremony is a live celebration, music should be live. Recorded music is not appropriate.

**Musician (plays instrument such as piano) and cantor (the singer) fees are determined by many factors including level of training of musician and cantor and years of experience. Therefore fees vary greatly. For anyone who has minimum qualifications expect to pay \$100 for musician and \$100 for cantor and if a person is both musician and cantor around \$200. For someone who is highly qualified fee can be double or even more. We have a list below, contact each individual for their fee.*

Music

The best way to select songs for the wedding liturgy is to open up a Catholic hymnal and pick songs/hymns that you like and that fit the liturgical moment. For instance, select a song for Communion from the group of songs listed as Communion songs. Select a Gathering Song from those listed as Gathering Songs. Choose

other songs listed as music for Marriage or listed under the topic of Love. For the responsorial psalm, remember that it is a sung reading in which the people are to participate, therefore pick a musical setting of a psalm that has a refrain for the people. Use the "Together for Life" book to see a list of recommended psalms for weddings and a hymnal to find the musical settings.

A list of songs for Catholic weddings published by GIA can be found here:

http://www.giamusic.com/product_search.cfm?loc=topnav&criteria=wedding&search.x=0&search.y=0

A list of songs for Catholic weddings published by OCP can be found here:

<https://www.ocp.org/en-us/songs/search?token=GolQXYe4HgFvcSQhTvXjKfrkKlyPKKjLgTuGTHoR&it=Ritual&tr=Marriage;>

These are two of the most popular Catholic music publishers, but there are others, as well. Each will have a list of songs and hymns for weddings. Some music that may be needed from outside of the hymnal includes instrumental music for entrance and recession. The list is literally, endless. Here is a sample of how this could work:

PRELUDE - 10-15 minutes of vocal or instrumental music of your choosing.

PROCESSIONAL - Canon in D

GATHERING HYMN - Love Divine All Loves Excelling (this happens immediately at the end of the procession). Other ideas: Joyful, Joyful We Adore Thee

For the Beauty of the Earth
All Are Welcome
Gather Us In
Rain Down
Come, Now Is the Time to Worship
Let Us Come to Be One Body
The Eyes and Hands of Christ
etc.

GLORIA - (if you are having a Mass, this is sung.)

RESPONSORIAL PSALM - Ps. 34 - Taste and See

Other Ideas: Ps. 128 - Blest Are Those
Ps. 103 - Loving and Forgiving
Ps. 145 - I Will Lift Up Your Name
etc.

GOSPEL ACCLAMATION - Choose any favorite Alleluia.

Celtic Alleluia
Mass of a Joyful Heart
Easter Alleluia
etc.

SONG/ACCLAMATION AFTER THE VOWS (Sometimes during the lighting of a Unity Candle)

Celtic Alleluia
May God Bless You

Where Love Is Found
Where There Is Love
etc.

If a Mass continue here... (If not Mass, skip to recessional)

PRESENTATION OF GIFTS - a short instrumental piece or
The Servant Song
Ubi Caritas
You Are Near
Endless Is Your Love
Center of My Life
etc.

EUCCHARISTIC ACCLAMATIONS - choose a Mass setting (Mass of Creation, Mass of Renewal, Mass of Glory, etc.)

SIGN OF PEACE - some instrumental music is needed during this extended exchange of peace.

COMMUNION - One Bread, One Body
Other ideas: This Bread that We Share
Song of the Body of Christ
The Supper of the Lord
One Love Released
We Are One Body
Bread of Life
Taste and See
etc.

RECESSIONAL - Trumpet Voluntary (usually instrumental selection)

PLEASE CONTACT CAROL WILDA - SNC PARISH MUSIC DIRECTOR

If questions

carol.wilda@snc.edu | 920-403-3747

fee information at the beginning of music section

ACCOMPANISTS:

*Connor Klavekoske - piano/organ
920.392.2093 (c)
connor.klavekoske@snc.edu

Justin Krueger - piano/organ
920.403.3112 (w)
justin.krueger@snc.edu

Elaine Moss - piano
920.403.4048 (w), 920.288.7485 (c)
elaine.moss@snc.edu

Kent Paulsen - piano/organ/voice
920.403.3087 (w)
kent.paulsen@snc.edu

Michael Raught - piano/organ
920.366.3907
MRFR920@aol.com

Mary Scheffel - piano/organ
920.433.0934 (h)
msb8389@yahoo.com

Emily Sculliufo - piano
920.619.4074 (c)
emilyjc@yahoo.com

Mary Slavek - piano/organ
920.432.3411(h)
maryslavek@yahoo.com

Jody Strnad - piano/organ
920.680.0819 (c)
msmusic65@gmail.com

Jeff Verkuilen - piano/organ
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VOCALISTS/CANTORS:

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Vicky Dominguez - voice
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Tomás Dominguez - voice
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Rita Dufour - voice
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Jack Feuerstein - voice
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Emily Hacker - voice
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Sarah Parks - voice
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Maria Sausen - voice
920.615.6933 (c)
maria.sausen@snc.edu

Steve Wilda - voice
920.609.4207 (c), 920.498.8020 (h)

HANDOUT B

USHERS' RESPONSIBILITIES

Please make sure each usher receives a copy of this.

In addition to seating guests, handing out and picking up the wedding programs, and attending to other details, ushers help to offer a warm, welcoming atmosphere for the celebration by extending a smile and greeting to those entering church. This simple gesture helps ease the stranger coming to our church for the first time. The attendants, along with the bride and groom and their families, may also take part in greeting the guests as Ministers of Hospitality.

1. Learn the locations of the sacristy, bride's room (Pennings Room), and the restrooms.
2. Arrive at the church forty-five minutes before the wedding.
3. If there are wedding programs, place copies where the wedding party will be seated. See to it that the remaining programs are distributed to the guests.
4. Begin seating guests no later than 15 minutes before the ceremony is to begin. Be alert for people with disabilities who may need assistance.
5. During the ceremony position yourself so that you can keep an eye on the entire assembly, including the wedding party. If anyone becomes dizzy or ill, help them with as little commotion as possible.
6. After the ceremony, the ushers should:
 - Pick up any empty flower boxes and wrappings and take them with you for disposal. We have no large waste receptacles and other weddings and masses will follow yours so it is important you take any trash, flowers or items left behind with you.
 - Pick up any wedding programs left in the pews and check for forgotten photographic equipment and any other items.
 - See to it that the unity candle (if there is one), pew decorations, flowers, and all personal belongings from the bride's room and groom's area are taken.
 - **Please note:** When extinguishing candles please make sure the wax is dry before removing them from the church.
7. You are expected to be at the rehearsal. If you have any questions about your responsibilities, ask the presider at the rehearsal or on the day of the wedding.

HANDOUT C

THE ENVIRONMENT OF THE WORSHIP SPACE

PLEASE MAKE SURE THE FLORIST RECEIVES A COPY OF THIS

Church environment is very important. Please understand that there will be seasonal decorations such as banners, plants, etc. that cannot be significantly changed or altered for your wedding. To anticipate what decorations will occupy the space, please consult the priest/deacon. Whatever you bring to church must also be removed at the end of the celebration (flowers, bows, trash, etc.). Please be mindful of the church as a worship space used before, during and after your wedding and do not move any part of the Church environment (altar, chairs, ambo, etc.). The use of tape and tacks is not permitted on any surfaces (walls, floor or furnishings).

FLOWERS

Many couples desire to place floral arrangements in the church. Please observe the following when making arrangements with your florists:

1. Care should be taken in decorating the church environment. Any flowers, plants, and trees should enhance (not distract from) the ceremony.
2. Flowers, plants and candles should not be placed where they would impede the action of the ceremony or the movement of the participants. **Floral arrangements should not be placed on the altar.**
3. If you are planning to decorate the ends of the pews, care should be given as to how the decorations are attached to them. To prevent damage we recommend that you use ribbons to attach your decorations.

CANDLES

If you plan to use candles in your decorations, such as Unity Candles, or candelabras, please provide a holder for the Unity Candles, and driplless candles in the candelabras.

UNITY CANDLE

The "Unity Candle" has only been used during the wedding ceremony since 1975. Since the wedding rings are the symbol of marriage, the Unity Candle is permitted, but is not an official part of the Marriage Rite. The couple is responsible for supplying their own candles and holders. A table is available for use.

AISLE RUNNER & OTHER MISC

Aisle runner, wagons, pets, doves, petals, birdseed, rice, bubbles, lanterns, sand, etc. are not permitted.

HANDOUT D

PHOTOGRAPHY AND VIDEOGRAPHY

Please make sure each photographer/videographer receives a copy of this handout.

Weddings are a time to capture the beauty and the sacredness of this celebration with photography and videography. Professional photographers who have had the opportunity to work in a Catholic ceremony will understand that pictures are welcome as long as he/she is as inconspicuous as possible. This means that walking in front of worshipers or standing in the sanctuary is prohibited. Photographers are asked to keep a respectful and unobtrusive distance during the ceremony. To honor the sacred nature of the worship space, photographers are not permitted in the loft, near/on the altar, in the main aisle or on chairs or blocking doorways. If the photographer is not familiar with St. Norbert College Parish, he/she may wish to attend the rehearsal so he/she may get an idea about where to set-up.

We ask that the photographers/videographers follow these guidelines:

1. Pictures and videotaping in the church can be taken before and/or after the mass. This needs to conclude within your 3 hour church use limit. If the weather is favorable, you may wish to take pictures outside.
2. There is to be no flash photography during the ceremony.
3. Photographers/videographers are asked to keep their movement to a minimum during the ceremony.
4. Photographers/videographers are asked not to interfere with the movement of the wedding party or liturgical ministers during any part of the ceremony.
5. Video cameras need to remain stationary and should not obstruct the guest's view of the ceremony.
6. Cameras/equipment are not allowed in the altar area (sanctuary) unless they are approved by the presider.
7. Please check in with the wedding hostess and presider 1 hour prior to ceremony
8. If you have any questions before the day of the wedding, please call the priest or deacon.
9. **PLEASE NOTE** - We ask that you are mindful of the worship space and not move any part of the Church environment (Includes all furniture).

Wedding Prep Checklist

Marriage Preparation Checklist For Couples

God's blessings upon your engagement! Just as you have a checklist of items needed to plan for your wedding and reception, you will also need a checklist of items needed to properly prepare for the Sacrament of Marriage within the Catholic Church. Take the time to complete each of these steps. Doing so will ensure complete and meaningful formation.

- Give gratitude to God for the love that He has given to you as a couple. Pray together for His mercy and grace throughout your engagement. Attend Mass regularly.
- Make an appointment** with your parish priest, deacon or pastoral leader **as soon as you are engaged**. If available, preview the marriage guidelines for the parish and diocese.
NOTE: In the Diocese of Green Bay, the Bishop requires all marriages to occur within a church.
- Supply your priest/deacon/pastoral leader with a current copy of your baptismal certificate (if marrying outside of your home parish).
- Meet with the priest/deacon/pastoral leader to complete the pre-nuptial questionnaire and review all parish and diocesan policies.
- Complete the FOCCUS pre-marriage inventory in the parish.
- Meet with the FOCCUS facilitator at your parish to discuss the FOCCUS inventory.
- Register and attend either the seminar classes (Part I and II) or the weekend retreat of "A Marriage in the Lord". Visit www.marriageinthelord.org or call 920-272-8291 to register.
NOTE: Register early! Sessions fill quickly!
- Meet with the priest/deacon/pastoral leader or wedding coordinator to discuss wedding liturgy details.
- Select Scripture readings, petitions, music.
- Participate in the Sacrament of Reconciliation (Confession) prior to your wedding.
- Marriage - Please contact the **county** clerk's office in which you live within 30 days of your wedding ceremony. If you live out of state, contact the county in which the ceremony will take place. Visit the [Wisconsin state license services](http://www.wisconsin.gov/licenses) website for additional details.



Diocese of Green Bay
Office of Marriage, Family Life, Pro-Life
1825 Riverside Drive
Green Bay, WI 54305
1-877-500-3580 Ext. 8315
marriageministries@gbdioc.org

Other checklist items for preparing for marriage

- Contact SNC Parish for church availability
- Confirm Presider
 - Your wedding date will not be official until your presider contacts the Parish to confirm their willingness
 - Phone call or email is fine
- Register at a Catholic Church in your community if not joining St Norbert College Parish – must have pastor of parish you are registered at email confirmation that you are a registered and active member of a Catholic Parish and committed to the faith.
- Contact and secure Musician(s)
- Meetings with marriage prep contact (Priest or Deacon)
- Attend Mass regularly
- Daily prayer together

Please contact us at anytime if you have questions. Parish@snc.edu or 920-403-3010

Paperwork to send to SNC Parish

- Signed agreement with wedding stipend (\$400.00)
- Form A Pre-Nuptial and interview process
- Form B (Usually done at rehearsal)
- Obtain recently updated Baptism Certificates
- Weekend workshop at diocese (submit certificate of completion); www.marriageinthelord.org
- FOCCUS –(submit certificate of completion)
- Plan liturgy – Together for Life; Joseph M Champlin ISBN 13:978-1-59471-722-2
- Email bio / letters of love to priest / deacon
- Civil License application at 30 days prior to wedding
- Letter of Membership if not a current SNC Parish member.

SNC Parish | 100 Grant St. 15-MB | De Pere, WI 54115

Electronic Payment has \$15 upcharge to cover the majority of the transaction cost (\$415 charge instead of \$400 charge if pay electronically).

[Electronic Payment Click Here](#)

