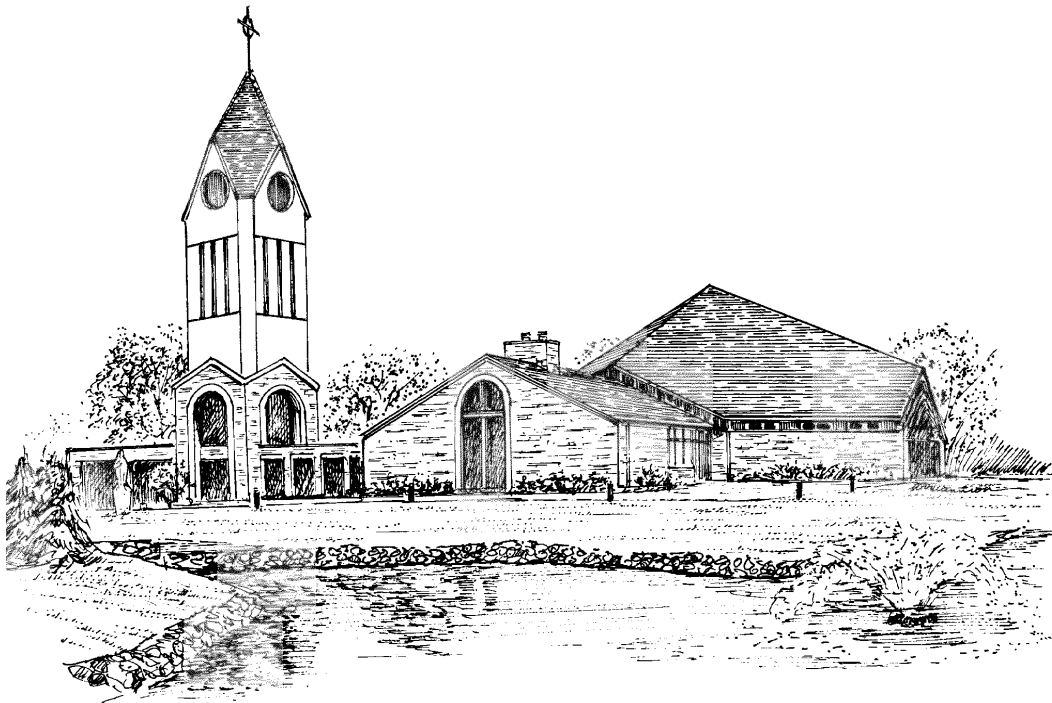


Today is the Beginning of a New Life!  
A Life of Love in Union With God  
and  
In Union with Each Other



Sacred Heart Parish  
8245 W. 111th Street  
Palos Hills, Illinois 60465

Phone: (708) 974-3336 Fax: (708) 974-3556



## **Sacred Heart Parish**

**Rev. Jacek Wrona, Pastor**  
**Rev. David Straub, Associate Pastor**  
**Rev. Robert F. McGinnity, Pastor Emeritus**  
**Rev. Robert R. Rohrich, C.M.**  
**Deacon Richard Werner**  
**Deacon Thomas Rzendzian**

# Table of Contents

<b>PARISH WEDDING GUIDE.....</b>	<b>1</b>
<i>Introduction</i> .....	2
<b>I. CHURCH REQUIREMENTS .....</b>	<b>2</b>
DOCUMENTS.....	2
MARRIAGE PREPARATION PROGRAM.....	4
LITURGY PLANNING .....	4
WEDDING MUSIC WORKSHOP .....	4
DOCUMENTS DEADLINE.....	4
<b>II. STATE REQUIREMENTS.....</b>	<b>4</b>
<b>III. LITURGICAL INFORMATION .....</b>	<b>5</b>
MUSIC/WEDDING MUSIC WORKSHOP .....	5
CELEBRANT RELATIVES OR FRIENDS – INTERFAITH WEDDINGS .....	6
REHEARSAL.....	6
<b>IV. USE OF SACRED HEART CHURCH.....</b>	<b>7</b>
ALTAR SERVERS .....	7
AUDIO/VISUAL REQUIREMENTS .....	7
<i>Photographs</i> .....	7
<i>Videotaping</i> .....	7
BRIDE’S ROOM.....	8
CANDLES .....	8
FLOWERS.....	8
RUNNER .....	8
USHERS .....	9
OTHER FORMS OF CELEBRATION.....	9
FEES .....	10
<b>ORDER FOR THE WEDDING MASS .....</b>	<b>11</b>
<b>ORDER FOR THE WEDDING WITHOUT A MASS .....</b>	<b>12</b>
<b><u>PRAYER FOR THE ENGAGED</u>.....</b>	<b>14</b>

# PARISH WEDDING GUIDE

Your Wedding Date: \_\_\_\_\_

Your Wedding Time: \_\_\_\_\_

Your Rehearsal Date: \_\_\_\_\_

Your Rehearsal Time: \_\_\_\_\_

Consulting Priest/Deacon: \_\_\_\_\_

Ceremony Within Mass:

Ceremony Only:



## **Introduction**

### **Congratulations on your engagement!**

You want your wedding day to be beautiful and pleasing in all of its arrangements. We at Sacred Heart share your happiness and your anticipation as you begin planning your wedding. It is our hope that the information in this “Parish Wedding Guide” will assist you in making the necessary arrangements and completing your plans with ease.

Please take time to thoroughly read the information given regarding these topics:

- I. Church Requirements
- II. State Requirements
- III. Liturgical Information
- IV. Use of Sacred Heart Church

If, at any time, you decide not to be married at Sacred Heart, please notify the Ministry Center so that the date and time can be made available to others.

Please read Section III, Liturgical Information, before making **any** plans for your wedding liturgy (Mass and/or ceremony).

## **I. CHURCH REQUIREMENTS**

### **Documents**

1. A pre-marital questionnaire for both bride and groom

Bride:	Done	<input type="checkbox"/>	Groom:	Done	<input type="checkbox"/>
	Will be needed	<input type="checkbox"/>		Will be needed	<input type="checkbox"/>
	Not needed	<input type="checkbox"/>		Not needed	<input type="checkbox"/>

2. A Baptismal Certificate, issued within six months of the wedding, must be submitted by each Catholic/Christian not baptized at Sacred Heart. (Even if you made your First Communion or Confirmation at Sacred Heart, a baptismal certificate must be obtained from the church at which you were baptized.)

Bride:	Done	<input type="checkbox"/>	Groom:	Done	<input type="checkbox"/>
	Will be needed	<input type="checkbox"/>		Will be needed	<input type="checkbox"/>
	Not needed	<input type="checkbox"/>		Not needed	<input type="checkbox"/>

3. A Confirmation Certificate, either new, old, or recorded on the back of the new baptismal certificate, must also be submitted, if the person has been confirmed. (If you were confirmed at Sacred Heart, we will look up the information for you.)

Bride:	Done	<input type="checkbox"/>	Groom:	Done	<input type="checkbox"/>
	Will be needed	<input type="checkbox"/>		Will be needed	<input type="checkbox"/>
	Not needed	<input type="checkbox"/>		Not needed	<input type="checkbox"/>

4. Two affidavits for the bride and two for the groom must be submitted in some cases. The consulting priest/deacon will advise. If you need affidavits, ask two people to contact a priest/deacon and arrange for the forms to be completed. The persons giving the testimony in the affidavits must be able to say from their own knowledge that 1) You were baptized and 2) You are free to marry at this time. These affidavits may be completed by your own parish priest/deacon or by a priest/deacon at any Catholic church.

Bride:	Done	<input type="checkbox"/>	Groom:	Done	<input type="checkbox"/>
	Will be needed	<input type="checkbox"/>		Will be needed	<input type="checkbox"/>
	Not needed	<input type="checkbox"/>		Not needed	<input type="checkbox"/>

5. Interfaith marriages, or marriages with previous annulments, will require additional paperwork. The priest/deacon handling your wedding will advise you about this.

Bride:	Done	<input type="checkbox"/>	Groom:	Done	<input type="checkbox"/>
	Will be needed	<input type="checkbox"/>		Will be needed	<input type="checkbox"/>
	Not needed	<input type="checkbox"/>		Not needed	<input type="checkbox"/>

## **Marriage Preparation Program**

(PreCana or other approved marriage preparation program)

The Church requires that every couple attend a marriage preparation program as an important means to be as well prepared as possible to live out the sacrament of marriage. Information regarding this pre-marriage program—and details as to how to register—can be found on the Archdiocese of Chicago Family Ministries website: [www.familyministries.org](http://www.familyministries.org)

## **Liturgy Planning**

The couple is encouraged to plan the Liturgy that celebrates their marriage. (See Section III.) This planning is done with the priest/deacon and the Pastoral Musician.

## **Wedding Music Workshop**

Unless other arrangements have been made, attendance at a “Wedding Music Workshop” at Sacred Heart is recommended. (See Section III.)

## **Documents Deadline**

All paperwork associated with your wedding and the license are due no later than the rehearsal. The consulting priest/deacon will advise you if certain paperwork must be reviewed by the Archdiocese and is due much sooner.

## **II. STATE REQUIREMENTS**

A Cook County marriage license must be given to the priest/deacon before the wedding. Couples 18 years and older must have proof of their age – a valid driver’s license is sufficient. Anyone under 18 years of age needs the consent of both parents plus a certified birth certificate.

---

The marriage license must be paid for **in cash** and is good for 60 days. The license is effective one day after date of issuance. No blood tests are required.

The following are among the places where marriage licenses can be obtained:

Bridgeview: County Circuit Court (closed weekends)  
10220 South 76th Court, Room 238  
(708) 974-6150

Chicago: 118 North Clark  
(Clark and Randolph)  
(312) 603-5656

Please consult the website for the Cook County Clerk for further information:  
[www.cookctyclerk.com/vitalrecords/marriagelicense/Pages/default.aspx](http://www.cookctyclerk.com/vitalrecords/marriagelicense/Pages/default.aspx)

### **III. LITURGICAL INFORMATION**

Preparing your wedding liturgy is not difficult; it simply takes time and attention. Enjoy the time you spend together preparing for this special day.

Couples are encouraged to help plan their wedding liturgy using resource books and other ideas and suggestions available from the priest/deacon and Pastoral Musician.

#### **Music/Wedding Music Workshop**

Once your wedding date and time are confirmed by the parish priest or deacon, the parish Director of Music will be notified. He/she will then contact you well in advance of your wedding to inform you of the procedure for planning the wedding music. If you have immediate concerns, the Pastoral Musician/Director of Music can be reached at the Ministry Center at (708) 974-3336.

1. The parish provides a qualified accompanist and cantor (song leader) for your wedding liturgy.
2. Couples are encouraged to attend a “Wedding Music Workshop” at Sacred Heart for the purpose of planning your liturgy. You will be notified with information regarding the workshop. Workshops are held a few times each year, depending on the number of weddings scheduled.

We ask that you meet with the Pastoral Musician or attend the wedding music workshop BEFORE making any specific music plans.



3. Under the guidance of the Director of Music, parish cantors and musicians will assist you in choosing the appropriate music for a church wedding. At the Wedding Music Workshop you will be able to hear selections of liturgical music recommended for your church celebration. Referrals for other instrumentalists (trumpet, flute, violin, etc.) are available upon request. The workshop will also include other practical aspects of the wedding liturgy (processions, seating of the attendants and families, procedure for the rite of marriage, etc.).
4. Wedding music must fit the context of faith and the dignity of the occasion. The music for a wedding liturgy should foster a spirit of prayer and celebration and strengthen the expression of faith. The selection process is guided by official liturgical Church documents.
5. Reading the booklet Together for Life by Joseph M. Champlin may prove helpful in answering many of your questions..
6. All music selections and musicians must have the final approval of the parish Director of Music.

### **Celebrant Relatives or Friends – Interfaith Weddings**

Priest relatives/friends or deacons are always welcome to preside at our celebrations. Ministers of other faiths are also welcome to participate in your wedding celebration. However, you must first contact a priest at Sacred Heart to discuss this. If a visiting priest/deacon is celebrating your wedding, please find out if he is also doing the paperwork and rehearsal.

Please note: The wedding fee to the church remains the same no matter who presides at the ceremony.

### **Rehearsal**

The date and time of your wedding rehearsal must be arranged with the consulting priest/deacon. Please contact him to make these plans.

## **IV. USE OF SACRED HEART CHURCH**

### **Altar Servers**

The parish will provide servers. Friends or relatives may also be servers on request. Please inform the parish secretary about your intentions at least one month before the wedding.

### **Audio/Visual Requirements**

We ask those who participate in a wedding at our church to follow carefully and exactly the parish policies regarding photos and videotaping. Photographs and videotaping are allowed after the ceremony.

### **Photographs**

Photographers are free to take pictures as long as they stay out of the sanctuary area during the ceremony. Flash pictures may be taken as the bridal party enters and leaves the church. However, once the Wedding Mass or ceremony begins, artificial lighting is not to be used. The photographer is to consult with the priest before the wedding.

- ♥ The church is not to be set up as a photography studio.
- ♥ Photography for weddings at 12:30 p.m. must be completed by 2:00 p.m. to allow for setup if a 2:30 p.m. wedding is scheduled.
- ♥ Photographs at 2:30 p.m. weddings must be completed by 4:00 p.m. -- Saturday Mass is at 4:30 p.m.
- ♥ Receiving Line – Couples are encouraged to wait until the wedding reception to have a receiving line for family and friends. This will allow for more time for picture taking after the wedding.

### **Video-recording**

It is permitted to videotape the wedding. One camera only is recommended to be used and remain stationary throughout the Mass or ceremony. The camera is to be set up in the baptismal area. No media person may distract from the wedding liturgy. The operator is to consult with the priest/coordinator before the wedding. No cords may be taped to the floor or carpeting.

## **Bride's Room**

The Bride's Room is available for your use when you come to church. As you proceed down the hallway toward the Narthex (vestibule) of the church, the Bride's Room is the first room on the left. Please leave the room in an orderly condition because it is used by other wedding parties, the church choir, and the guitar group. Note: Do not leave purses or other personal items in the room during the wedding. We cannot guarantee the security of your belongings.

## **Candles**

The liturgy calls for candles next to the altar and the ambo (lectern). Candles may not be placed on the floor or attached to pews. Candelabra are not permitted so as to prevent wax on or fire damage to the carpet.

If a Unity Candle ceremony is desired the bride and groom are to provide the candle. The unity candle will be placed on the designated table in front of the altar.

No candles are allowed outside of the sanctuary.

## **Flowers**

Flowers are to be coordinated with your own florist. These may be brought to the church one half hour before the ceremony. Floral arrangements may be situated in the front of the sanctuary along the marble wall or toward the rear on either side of the crucifix. They are to be placed on the pedestals that match the other church furnishings – please use a plastic tray under all flowers.

The optional flower given to the mothers at the Rite of Peace and/or the bouquet to Mary are to be placed on the sanctuary step closest to the maid of honor.

Flowers and/or bows may not be taped or wired to the pews. Rubber bands should be used instead. There are 24 pew ends on each side of the center aisle.

- ♥ Church decorations are not to be altered.
- ♥ Access to pews is not to be blocked by draped ribbons or any other decoration.
- ♥ Flowers are not to be placed unprotected on the marble wall or steps, or directly on the carpeting.
- ♥ Real flower petals may not be dropped/strewn as part of the procession.

## **Runner**

The center aisle is 80 feet long and 7 feet wide. The runner may be pinned to the carpet. No tape is allowed on the carpet or marble. A standard 100-foot runner will work well.

## **Ushers**

The ushers make everyone welcome and may seat wedding guests in the church. The bride's family and friends sit on the left side of the church and the groom's family and friends on the right. The front pews, as designated during rehearsal, should be reserved for the bridal party and family.

If an aisle runner is used, an usher or attendant should be designated to unroll it before the entrance of the bridal party. The runner must be removed by the ushers.

## **Other Forms of Celebration**

Throwing of rice, birdseed and/or confetti is not permitted for environmental and safety reasons and for cleanliness.

Balloons are permitted only outside of the church but are discouraged for environmental reasons. The blowing of bubbles is allowed outside the church only.

Alcoholic beverages of any kind are not permitted.

Sacred Heart Church is designated as a smoke-free environment.



## Fees

Following are the fees for the various aspects of your church celebration:

- ♥ Church offering (resource materials and use of facilities)
  - ♥ Wedding Music Workshop (personnel and liturgy planning materials)
  - ♥ Presider (Sacred Heart clergy\*)
  - ♥ Accompanist, provided by the parish
  - ♥ Cantor (song leader), provided by the parish
  - ♥ Altar Servers
- .....\$600.00 \*\*

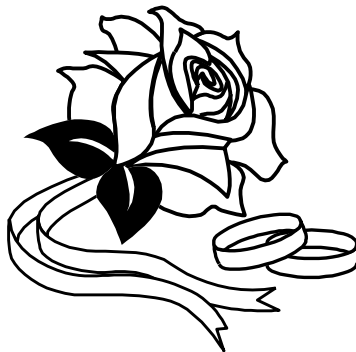
\* The usual stipend for **non**-Sacred Heart clergy is \$60, to be paid separately.

\*\* A \$50 deposit (part of the \$600 total) is required by the first meeting when the wedding date and time are reserved. This fee is refundable up until four months prior to the wedding.

\*\* The fee is subject to change prior to the next printing.

**Payment of the balance is to be made by the rehearsal date, at the latest.**

- ♥ Other or additional musicians/instrumentalists receive separate payment (per contract agreement).
- .....Fees vary



# ORDER FOR THE WEDDING MASS

Prelude	<i>Instrumental or vocal music prior to the procession</i>
Processional	<i>Music to accompany the attendants' and bride's entrances</i>
Introductory Rites, including Gloria	<i>Presider</i>

## LITURGY OF THE WORD

First Reading	<i>Selection chosen from Old Testament</i>
Psalms	<i>Text from the Book of Psalms, sung in a responsorial or hymn format</i>
Second Reading	<i>Selection chosen from New Testament</i>
Gospel Acclamation	<i>Sung Alleluia with a scriptural verse</i>
Gospel / Homily	<i>Presider</i>

## RITE OF MARRIAGE

<b>Instruction and Vows</b>	
<b>Blessing and Exchange of Rings</b>	
<b>Lighting of the Unity Candle/Other Symbolic Rituals</b>	<i>(optional)</i>
Prayers of the Faithful	<i>May be prepared by the couple</i>

## LITURGY OF THE EUCHARIST

Preparation of the Gifts	<i>Presentation of gifts of bread &amp; wine; music may accompany</i>			
Eucharistic Acclamations	<i>Holy, Holy, Holy</i>	<i>Memorial Acclamation</i>	<i>Great Amen</i>	
Lord's Prayer	<b>Nuptial Blessing</b>			
Sign of Peace	<i>Couple exchanges peace with family &amp; attendants</i>			
Breaking of the Bread (Lamb of God)	<i>Sung</i>			
Communion	<i>Selection of Eucharistic hymn(s)</i>			
Post-Communion Hymn	<i>(optional)</i>			
Final Blessing & Dismissal	<b>Marian Devotion</b>			<i>(optional)</i>
Recessional	<i>Music to accompany the couple and attendants out of church</i>			

# ORDER FOR THE WEDDING WITHOUT A MASS

Prelude *Instrumental or vocal music prior to the procession*

Processional *Music to accompany the attendants' and bride's entrances*

Greeting / Opening Prayer *Presider*

## LITURGY OF THE WORD

First Reading *Selection chosen from Old Testament*

Psalms *Text from the Book of Psalms, sung in a responsorial or hymn format*

Second Reading *Selection chosen from New Testament*

Gospel Acclamation *Sung Alleluia with a scriptural verse*

Gospel / Homily *Presider*

## RITE OF MARRIAGE

**Instruction and Vows**

**Blessing and Exchange of Rings**

**Lighting of the Unity Candle/Other Symbolic Rituals** *(optional)*

Prayers of the Faithful *May be prepared by the couple*

Lord's Prayer

**Nuptial Blessing**

Sign of Peace *Couple exchanges peace with family & attendants*

**Marian Devotion** *(optional)*

Final Blessing & Dismissal

Recessional *Music to accompany the couple and attendants out of church*

## *Prayer for the Engaged*

*God, our Father, in your own good care and wisdom we have come to know each other. We have come to discover something of the mystery of each other. We have come to love each other. Pour out your blessings on (name) whom I want to love for the rest of my life; blessings for safety, for strength, for you.*

*Help us, as we form a family together, to find a new way to love the families where we have been loved and nourished until now.*

*In these hectic weeks and afterwards, help us laugh when small plans do not work out, and make us willing to support each other in real problems.*

*Let us stay always secure in one another, secure in you and in prayer. Grace our relationship with the gift of your Holy Spirit, so that, day to day, our affection may grow into self-sacrifice, our passion into deep human care, and our warm feelings into lasting commitment. Bring to fulfillment the wonder of your ways that you have begun to reveal to us.*

*We pray this through Christ our Lord. Amen*

With every wish and prayer for a beautiful wedding, a joyous silver anniversary and a glorious golden jubilee...

The priests and staff of  
Sacred Heart Parish