

**ST. CHARLES BORROMEIO CATHOLIC CHURCH
BURLINGTON, WISCONSIN
262-763-2260**

GUIDELINES FOR THE CELEBRATION OF MARRIAGE

You are preparing to celebrate a cherished and significant sacrament within the embrace of the Catholic Community. The prayers and best wishes of the people and the staff of St. Charles parish are with you in your time of preparation. The following guidelines are meant to assist you in that effort.

Sacramental Certificates

BAPTISM: Once a wedding date is established with the parish priest, Catholics must obtain a newly issued certificate of baptism from the parish where the baptism took place. It must be dated within six (6) months of the scheduled wedding date. A long-held certificate from the “family file” will not suffice, since all subsequent sacraments will be noted on the fresh certificate. For non-Catholics a recently dated certificate is not essential.

To obtain these certificates, contact the church or military base chapel where the sacrament occurred and request a new copy. There is usually no charge for this service. If you were baptized at St. Charles no certificate is needed.

Previous Marriage

If a previous church (any denomination) or civil marriage exists, notify the priest immediately.

First Meeting with Priest

The engaged couple meets at least six (6) months prior to a proposed wedding date. Please call the parish office (**763-2260**) to speak with the priest and establish this initial appointment.

Witnesses to Your Marriage

Church regulations, as well as state law, require two adult witnesses for the validity of your marriage. Your witnesses must be at least eighteen (18) years of age in order to sign your marriage license. They need not be Catholic, but they should be people of faith who are witnessing this sacrament with you. They may be your best man or maid/matron of honor, other adult members of your wedding party, parents, etc. In any event, they must be present at your wedding to be true witnesses.

Wedding Fee

The combined fee for preparation, rehearsal and the wedding ceremony is \$100. This applies even when an “outside” priest or deacon handles the ceremony. This fee is to be paid prior to the rehearsal.

Wedding Rehearsal

The priest arranging your wedding will set the date and time of the rehearsal with you. Please be on time! You may enter the church at the side door off the parking lot, where there is an entrance ramp and an interior elevator. Remember to bring your marriage license with you to the rehearsal, since data must be entered on the license before the day of the ceremony and we will sign it that night. Everyone involved in the rite should be present at the rehearsal: all attendants, parents, ushers, readers, etc. Musicians are not required to be at the rehearsal.

Wedding Music

The Music Minister at St. Charles is Kendra Hewitt. She is to be contacted at least three (3) months prior to the wedding. She can be reached at either 262-763-1627 or 262-903-5392. Kendra is responsible for helping you choose appropriate music for your celebration and assisting you in all liturgical decisions. A Christian Wedding is a religious and sacramental celebration. It is presumed that your musical choices will reflect that sacred nature. If the lyrics are appropriate for church use, popular music will be permitted.

The fee schedule is as follows: \$50 for the consultation described above; \$100 if Kendra will be playing for the wedding; \$50 for vocalist or instrumentalist. There is a hundred dollar fee if she is not contacted three months in advance.

Photography and Videography

Wedding photography and video taping is welcome. The photographer must remain at a distance from the altar and sanctuary at all times. Please have the photographer see the priest before the ceremony begins.

Rice, Bird Seed, etc.

For health and safety reasons, nothing is allowed to be thrown anywhere inside or outside of church.

Alcohol

The presence of alcohol or other controlled substances is not permitted at weddings anywhere on parish premises.

Wedding Times

A wedding may take place on any day of the week other than Sunday and holy days of obligation. Only one wedding per day will be celebrated at St. Charles. It is preferred that weddings not take place during the solemn penitential season of Lent. With your help and that of those involved, weddings should begin on time as a courtesy to all. On Saturdays weddings begin at 1:30 or 2:00 pm. The church must be cleared and all picture-taking done by 4:00 pm to accommodate the rest of the afternoon parish schedule.

The Marriage of Catholic Parties

When the bride and groom are both practicing Catholics it is preferred that a marriage take place within the full Eucharistic celebration of the Mass.

The Interfaith Marriage

When one of the parties is not of the Catholic Faith the marriage takes place apart from the Full Eucharistic celebration of the Mass. Clergy of other faiths are welcome to be present, and if desired, to take part in the service by preaching, offering prayers, etc. Kindly have visiting clergy contact the parish priest well in advance of your wedding day. Interfaith marriages may also take place in a church other than the Catholic church, after obtaining permission from the Archbishop's office. The parish priest will make such an arrangement with you.

Celebrant of the Marriage Liturgy

The parish priest is the normal and usual celebrant of this liturgy. A priest or deacon relative or friend is welcome to preside at or to concelebrate the wedding, with the permission of the parish priest

Flowers and Additional Candles

Floral arrangements, plants and candle displays may be placed near the altar or the pulpit. No floral arrangements may be placed on the altar top itself. Weddings must respect the seasonal church décor already in place. Parish decorations must not be moved or replaced, even temporarily. Decorations may be used on the ends of the pews, but please do not attach them with anything that will scratch the wood.

Unity Candle

If you intend to have a candle lighting ceremony, you are responsible for providing the candles and candle holders. Alert the priest if there is a floral arrangement with the unity candle.

Aisle Runner

Because they are a potential danger, aisle runners are not allowed.

Ushers

Ushers should be present at least ½ hour prior to the wedding and see to it that all guests are seated 5-10 minutes before the ceremony begins. After the ceremony is over, ushers must check the pews for lost articles, film wrappings, programs, etc. Also make sure that

the bride's room is checked. A waste container may be found on the church parking lot. Nothing used at your wedding should be left in church once all have departed.