

A CHECKLIST OF THINGS TO DO

- ◇ When securing a date for your ceremony with our parish secretary, if you would like to request a presider, please make this known. Please also arrange an initial interview with the priest or deacon scheduled to preside at your wedding.
- ◇ If you were previously married, please submit copies of the annulment or begin application for declaration of nullity. Marriages may not be scheduled until freedom to marry has been established for both parties.
- ◇ Arrange meetings with the priest or deacon to complete your preparation and necessary paper work.
- ◇ Attend a parish or archdiocesan sponsored marriage preparation program at least four months prior to your wedding date.
- ◇ Contact our Director of Liturgy and Music, Rory Cooney, at 847/620-3064. All music and musicians need to be approved by the music office.
- ◇ Attend the next scheduled St. Anne Wedding Fair. Date:

- ◇ Catholics need to obtain a recent baptismal certificate (within six months of your wedding ceremony). Contact the parish you were baptized at for this certificate. If you were baptized here at St. Anne, this step will not be necessary. Non-Catholic Christians need only a photocopy of their baptismal certificate.
- ◇ If necessary, bride and groom each choose two witnesses to complete Witness Affidavits in the presence of a member of the Pastoral Staff, or at a Catholic parish in the presence of a priest.
- ◇ Obtain a marriage license from the Lake County Clerk's Office at 18 North County Street, Room 101, Waukegan, Illinois. This license is valid for sixty days.



Saint Anne Catholic Community
WORSHIP. SERVICE. FORMATION. CELEBRATION.

Guidelines to the Sacrament of Marriage

**120 North Ela Street
Barrington, Illinois 60010
847.382.5300**

Parish Fax: 847.382.5363

Parish Website: www.stannebarrington.org

**ST. ANNE CATHOLIC COMMUNITY
CHAPEL COVENANT FOR PHOTOGRAPHER AND VIDEO-
GRAPHER**

The wedding schedule at St. Anne must be adhered to. Each wedding is allowed a two hour window, beginning one half-hour prior to the start of the ceremony. Because there are time constraints, we cannot be responsible if the ceremony does not start on time.

1. Before the ceremony, photographers and videographers may take minimal pictures of the wedding party in the space.
2. Photographers may use flash photography for the processional and recessional. No flash photography may be used during the ceremony.
3. During the ceremony, photographers and videographers are not allowed in the sanctuary at any time. Please be respectful of the sacred nature of the chapel.
4. Whatever time remains of the two hour window after the ceremony may be used for picture taking.

Your signature indicates that you have read and understand these guidelines. If you have questions, please contact your wedding coordinator.

Photographer Signature: _____
Videographer Signature: _____
Bride/Groom Signature: _____
Date: _____

Please Return to Your Wedding Coordinator.

**ST. ANNE CATHOLIC COMMUNITY
CHURCH COVENANT FOR PHOTOGRAPHER AND VIDEO-
GRAPHER**

The wedding schedule at St. Anne must be adhered to. Each wedding is allowed a two hour window, beginning one half-hour prior to the start of the ceremony. Because there are time constraints, we cannot be responsible if the ceremony does not start on time.

1. Before the ceremony, photographers and videographers are not allowed in the sanctuary. No flash photography may be used during the ceremony. Flash photography is only acceptable before and after the ceremony with a flash that is attached to a camera. Please be respectful of the sacred nature of the church. Blocking the aisles, laying on the floor, or other inappropriate behavior is not allowed.
2. Photographers may position themselves between the altar and musicians to take photos with flash for the procession. At no time is the photographer allowed in the central worship space (between the altar/ambo and modesty panels).
3. Our balcony offers a wonderful overview of the wedding celebration. Photos taken during the ceremony may be taken from this area without using flash.
4. Photographers may position themselves by the entry doors to record the recession. Flash will be permitted at this time. Whatever time remains of the two hour window after the ceremony may be used for picture taking.

Your signature indicates that you have read and understand these guidelines. If you have any questions, please call your wedding coordinator.

Photographer Signature: _____
Videographer Signature: _____
Bride/Groom Signature: _____
Date: _____

Please Return to Your Wedding Coordinator.

Dear Newly Engaged,

Congratulations on the occasion of your engagement.

We are delighted that you have chosen St. Anne as the faith community in which you will pledge your love and commitment in the sacrament of marriage.

When you come forward to be married in the Catholic Church, you choose a vocation! Marriage, indeed, becomes your ministry to one another and to God's people. As a sacrament, it is not to be taken lightly. The time of preparation is very important for you, and the sacrament itself is a holy and sacred event. In asking to be married in the Church, we trust that your commitment is rooted in your faith in God. It is Jesus Christ who will bind you together in your vows. And in your love for one another, you will experience the Lord's love for you.

We hope that your coming forward for the sacrament of marriage is also a sign of your desire to become more involved in a faith community. Your engagement period offers you a wonderful time of grace to renew and deepen your relationship with the Lord and to reconnect with the Christian community. Therefore, we ask you to commit yourselves to worship with us on a regular basis during this time of engagement. For it is only in the context of our shared faith that a church wedding has any true and lasting meaning.

Wishing you the very best in this time of preparation and engagement.

Sincerely,



Reverend Bernard J. Pietrzak
Pastor

THE MINISTERS OF THE CELEBRATION

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.

Ordinarily, one of the priests or deacons on the parish staff will preside at weddings celebrated in the parish. If a couple has a special relationship with one of the priests or deacons, they are free to ask him to preside. Usually a priest or deacon will want to meet with a couple three times before their wedding.

On occasion, a couple may have a priest friend or priest relative whom they wish to invite to preside at the wedding. In this case, the couple should contact our parish secretary and share this information with her. Unless otherwise indicated, it is assumed that a visiting priest or deacon will take on the responsibility of helping to plan your marriage celebration, guide you in marriage preparation, complete the necessary paperwork and early in the planning process, contact the parish and confirm his presence at your wedding.

MARRIAGE PREPARATION

There are currently two programs that are available to assist you during this time of preparation. The parish asks that you participate in one of the two. The first is called Pre-Cana. The other is a retreat weekend for engaged couples called Discovery Weekend. Please visit the Families Ministry website at www.familyministries.org or call 312/534-8201 to find upcoming class dates and to register.

ST. ANNE CATHOLIC COMMUNITY CHAPEL COVENANT FOR FLORIST

1. Aisle cloth runners and floral decorations should be purchased through the florist of your choice; aisle runners are discouraged. Our main aisle is approximately 50 feet long with nine or ten rows. You may have bows on the sides of the pews, but they must be attached with rubber bands, string, or ribbon. Tape is not allowed as it removes the finish from furniture.
2. Flowers are not allowed on the altar. Small arrangements (less than 18 inches) may be placed on the wall behind the altar. To make a presentation to the Blessed Virgin, a single flower is appropriate.
3. The chapel area behind the altar is decorated for liturgical seasons (i.e., Christmas Eve through Epiphany, and eight weeks of Easter) and cannot be changed. No items may be removed, but items may be added to the space for the day. Items around the altar may not be moved without the permission of your Wedding Coordinator.
4. Flower girls may only drop synthetic petals, or a small basket arrangement is appropriate.
5. The following items are not allowed due to the village fire regulations: hurricane lights, candles in the center, candelabras and sparklers. Outside canopies are not permitted. Rice, birdseed and flower petals are not permitted inside or outside of the church.

Your signature indicates that you have read and understand these guidelines. If you have any questions, please contact your wedding coordinator.

Florist Signature: _____

Date: _____

Bride/Groom Signature: _____

Date: _____

Please Return to Your Wedding Coordinator.

**ST. ANNE CATHOLIC COMMUNITY
CHURCH COVENANT AND GUIDELINES FOR FLORIST**

1. Floral decorations should be rented through the florist of your choice. Aisle runners are prohibited due to the design of the church. Bows or greenery are allowed at either end of the modesty panels. They must be attached with rubber bands, string or ribbon. Tape is not allowed as it removes the finish from the pews. Garlands are prohibited.
2. Flowers are not allowed on the altar. They may be placed on the steps of the altar or ambo platform or on pedestals behind the altar table. If you wish to make a presentation to the Blessed Virgin, a single flower is appropriate.
3. The altar is decorated for the liturgical season (i.e., Christmas Eve through Epiphany, and for the eight weeks of Easter) and is not changeable. No items may be removed or added to this area, including banners. The large vessels will always contain greenery or flowers and may not be removed.
4. Flower girls may not drop items, including petals. A small basket arrangement is appropriate.
5. The following items are not allowed due to village fire regulations: hurricane lights, candles in the center, candelabras and sparklers. Outside canopies are not permitted. Rice, birdseed and flower petals are not permitted inside or outside the church.

Your signature indicates that you have read and understand these guidelines. If you have any questions, please contact your wedding coordinator.

Florist Signature: _____

Date: _____

Bride/Groom Signature: _____

Date: _____

Please Return to Your Wedding Coordinator.

You are also required to have a marriage license from Lake County. This may be obtained at the County Clerk's Office at 18 N. County Street, Waukegan, IL. The license is good for 60 days.

There is never a church offering associated with the sacraments of the church. The church does incur costs, however, especially during special services such as weddings. Some of these costs include electricity, heat, maintenance, church services, the wedding coordinator, altar servers, a cantor and instrumentalists. Therefore, the requested offering is \$1000. If you are unable to participate at this level, please speak to the priest arranging your wedding ceremony.

Your wedding selections from the *Together for Life* booklet are to be given to the presider at least two weeks before your wedding. The marriage license and church offering are to be given to the wedding coordinator at your rehearsal.

WEDDING COORDINATOR

During your initial interview with the priest, you will be given information regarding a Wedding Coordinator. She will contact and assist you with the preparation process, and your rehearsal and ceremony details. Your wedding coordinator will serve as a helpful resource throughout your marriage preparation. If you have any questions or concerns, please call our wedding coordinator, Marcia Stevens at 847/358-5325.

INTERFAITH MARRIAGES BETWEEN A CATHOLIC AND A NON-CATHOLIC

In the case of a “Ecumenical Marriage” (the union of a Catholic and a person baptized in another Christian faith), a Permission for Mixed Marriage form must be completed by the priest/deacon and either signed or witnessed by the parties. In the case of an “Inter-religious Marriage” (the marriage of a Catholic and a person that has not been baptized in another religious tradition), a Petition for Dispensation from Disparity of Worship must be completed by the priest/deacon.

Visiting clergy from other faith traditions are more than welcome to co-officiate at interfaith wedding ceremonies here at Saint Anne.

MARRIAGE AT MASS OR IN A CEREMONY

First, let’s understand the difference. Every celebration of Mass consists of a *Liturgy of the Word* (entrance rite, reading, homily, general intercessions) and a *Liturgy of the Eucharist* (presentation of the bread and wine, the Eucharistic prayer and holy communion). When a wedding is celebrated at the Mass, the rite of marriage takes place after the homily and before the general intercessions; the Liturgy of the Eucharist follows. When a wedding is celebrated outside of Mass, it is celebrated as a ceremony. The Liturgy of the Word is followed by the rite of marriage. This rite concludes with intercessions, the Our Father and a wedding blessing.

You should make your decision in consultation with the priest or deacon who is assisting in the preparation of your marriage. You will want to consider the following:

MUSIC PLANNING FOR THE WEDDING LITURGY

Many selections of music come to mind when planning a Wedding Liturgy. These selections should add not only to the beauty of the service, but also to the prayerfulness of the occasion. The following information is an introduction to the placement of music within the wedding liturgy. All *specific* musical planning takes place at a Wedding Fair which will provide an opportunity for you to see the wedding ritual in the context of the liturgy.

The music director is available to recommend and engage expert cantors and instrumentalists should you need such assistance. He will explain all important requirements to you and, if necessary, arrange a meeting to demonstrate and discuss the various musical options possible.

You are responsible for all established fees before or at the wedding rehearsal. Checks should be made payable to each individual musician.

Please note that guest keyboard players (organists, pianists, etc) are generally not allowed without a prior appointment with the Music Director. If you plan to bring your own professional musicians or cantors, all music must be approved by our Music Director.

To contact Rory Cooney, our Liturgy and Music Director, please call the music office at 847/620-3064.

THE WEDDING REHEARSAL

St. Anne is a very large parish with close to 50 weddings per year. An important event like the marriage ceremony needs to be well-planned in advance. The rehearsal gives the couple and the wedding party an opportunity to run through the ceremony so that the actual wedding celebration is smooth, efficient, and most of all, prayerful!

Wedding rehearsals at our parish are conducted by our wedding coordinators. Wedding rehearsals are usually held on the Friday evening before the wedding, except in the case of Friday afternoon wedding. If you need to schedule your rehearsal on an evening earlier in the week, please contact your wedding coordinator and the front office to secure a date and time. Our scheduled times for rehearsals are at 5, 6 and 7 pm. Your rehearsal time should be established with our parish secretary when you secure your wedding date on our calendar. Once your rehearsal time is established, please inform all the members of the wedding party, including the parents of the bride and groom and anyone involved in the scripture readings, offertory petitions, or presentation of gifts.

We realize that one of your concerns may be that all of your wedding party may not be able to attend the rehearsal. That's fine! It will work well if the majority attends.

It is essential that you are all gathered in the church for your assigned time. If some people are late, it is necessary to start with those present. Everyone's time is valuable, so please be punctual.

Special Note

We ask that no alcohol, food or drink be brought onto church property. Also, the consumption of alcohol before the wedding ceremony is prohibited. We encourage all in the bridal party to conform to the understanding of the sanctity of marriage and of the holy space of our church.

What is our relationship to the Sunday Eucharist?

Have we been away from the community's prayer?

Have we committed ourselves to returning?

Will the celebration of the Mass be an uncomfortable experience for a great number of those in attendance who are not Catholic?

These questions will enable you to discern the most appropriate celebration for your wedding. It should be noted that marriages between Catholic and non-Christians are not usually celebrated at Mass. Whether or not a Mass is celebrated when a Catholic and non-Catholic Christian are married must be decided upon in consultation with the priest or deacon assisting you in preparation.

Some people seem to think that a wedding ceremony is a second rate way of celebrating a Christian marriage. This is simply not true! Be open and honest with the priest or deacon helping you to prepare for the sacrament.

PAPERWORK, LICENSE AND FEES

Each engaged couple must meet with a priest or deacon to complete some church paperwork. This is part of the process of determining your freedom to marry in the Church and recording the marriage in the parish archives.

If one party to the marriage is a non-Catholic, other forms will be required.

PLEASE NOTE: In addition to the paperwork, Catholics must provide a recently issued (dated no longer than six months before the wedding) baptismal certificate obtained from the church of their baptism, and a confirmation certificate. To obtain a copy of your baptismal certificate, simply phone the parish office of the church of your baptism. Ask that the notarized copy of your certificate be mailed directly to Saint Anne Parish.

**PARISH SCHEDULE FOR
THE CELEBRATION OF MARRIAGE**

Because of the many requests for weddings at St. Anne and the complexities of scheduling, the following set time options are available:

Friday: Celebrations of marriage may take place in the Late Afternoon or Early Evening

Saturday: 11 am; 1 pm; and 3 pm

Sunday: 2:30 pm

Weddings within the context of Mass last approximately one hour. Wedding ceremonies, generally, are about forty-five minutes. A gentle reminder: weddings and rehearsals start on time! It is neither custom nor tradition to begin "fashionably late." The above schedule allows for a two-hour window which includes preparation, ceremony and picture-taking.

**FLOWERS, DECORATIONS
AND PHOTOGRAPHERS**

Please make your own arrangements with florists about flowers, bouquets, decorations, etc. You are welcome to add to the church environment, but you are not allowed to change or remove the seasonal décor. Flowers are not allowed on the altar itself. They may be placed on small pedestals or on the floor next to the altar. Distribution of flower petals is also not allowed. If you have a special devotion to Mary, you may wish to make a presentation to the Blessed Virgin with a flower or bouquet. Your florist should be aware of the guidelines as outlined in the florist contract located at the back of this booklet.

For those choosing to use a runner in the chapel, the length of our main isle is approximately 40 feet long. Our chapel can accommodate a maximum of 154 people with 9 or 10 rows of chairs. Wedding bows and decorations may not be tacked or taped to the chairs but may be attached by string, rubber bands, or ribbon. Although not part of the official Roman Rite, you may choose to light a unity candle. Couples may provide the unity candle, 2 side tapers and a candle holder, or use our candelabra and supply just the center candle.

Please ask your guests to refrain from the throwing of rice, confetti, birdseed, or any other materials inside the church, the church vestibule, or outside the church. If you choose, other options are bells or bubbles.

Photographers and videographers are to sign and adhere to the parish guidelines regarding taking pictures/video in church. The contract must be signed and given to your wedding coordinator two weeks prior to your wedding. Photographers are to check in with the parish wedding coordinator upon arrival on the wedding day. During the ceremony, photographers and videographers are not allowed in the sanctuary. They may use flash bulbs during the procession and recession only. Only in whatever time remains after the ceremony from the two hour window may pictures continue to be taken.

Videographers must be in one of the assigned and stationary positions outside the sanctuary. Only one video-cam is allowed in the church. **FLOODLIGHTS OR ARTIFICIAL LIGHTING MAY NOT BE USED.** The wedding ceremony is primarily prayer. All photographers are asked to keep this in mind.

Family Room: A room just off the Gathering Space is available for the use of the bride and her attendants. The Bride's Room provides a comfortable environment for all concerned, and is located near the rest rooms. The bride's room can be used for changing. Please remove all personal items from these spaces after the ceremony.