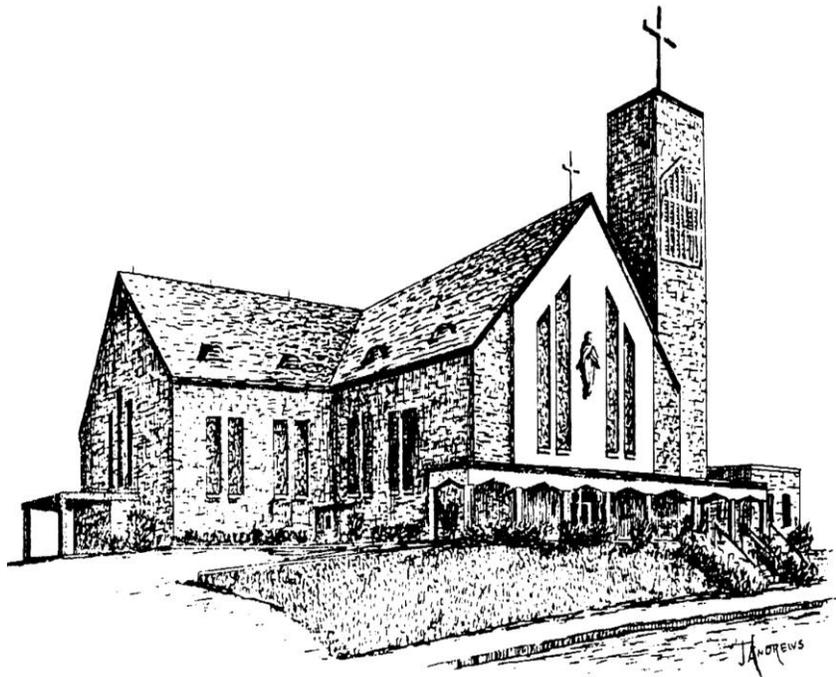


*Wedding  
Guidelines  
for  
Immaculate  
Conception*



**Immaculate Conception Roman Catholic Church  
231 East Center Street  
Bellevue, Ohio 44811  
(419) 483-3417**

## INTRODUCTION

Dear Friends,

We at Immaculate Conception would like to congratulate you on your plans to marry in the Catholic Church. No decision in your lives is as important as this one and like yourselves, we want for you what is good and pure and honorable in the eyes of God. We celebrate with you the love and commitment which brings you together. We trust that our church will help to make your wedding Christ-centered and special for you. This set of wedding guidelines reflects our Catholic Christian beliefs, as well as practical considerations for serving you and our congregational needs. We hope you will find them helpful as you plan your ceremony. We thank you in advance for taking the time to cooperate with these set guidelines.

## PLANNING YOUR WEDDING AT IMMACULATE CONCEPTION

### WEDDING LITURGY

The wedding liturgy is a sacrament through which we honor God for the gift of love he has given to you for each other. Everything in the Mass or ceremony should enhance this central purpose.

### MASS OR CEREMONY?

Decisions, decisions, decisions. Marriage preparation is the time for many decisions. One of the most important decisions that needs to be made is whether you will celebrate the Sacrament of Marriage in the context of a Eucharistic Celebration (Mass) or as a Nuptial Ceremony. In some cases the decision is easy and in others it is not so easy. Since is it the very first statement that you will make as a couple, here are some thoughts that should be taken into consideration when making this major decision.

#### **If both parties and the majority of their families and friends are participating Catholics**

Then the choice should be marriage within the Eucharist Celebration. This way you will have the opportunity to celebrate both the unity of man and woman in the Sacrament of Marriage, as well as the celebration of our oneness in the Body and Blood of Christ.

#### **If both parties are Catholic and the families and friends are not**

Then the choice is a little more difficult. Consideration should be given to the families and how they will feel if they are unable to partake in Holy Communion. As Catholics, we believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of other churches with whom we are not fully united are ordinarily not admitted to Holy Communion. This could cause some stress and hard feelings. However if you decide to have a Mass, then you need to approach the families and tell them that they will be unable to receive Communion because of the Church's teachings.

#### **If one party and their family is Catholic and the other party and their family comes from another religious tradition**

Then the choice should probably be the Nuptial Ceremony. The reason for this is that, when two (2) people come together as one in the Sacrament of Marriage, there is also the uniting of the families. We would not want to alienate one family.

**The best advice that we can give you is to be sensitive to the needs of all. Exclude no one and have a great celebration of a new creation – you as ONE!**

## ARRANGEMENTS

### PRESIDER

The pastor at Immaculate Conception will officiate your wedding. Should you desire another clergy member to participate in your wedding, please make this known to the priest you are planning with. There is no charge for the services of the clergy, but couples may give a monetary gift to the presider if they wish.

### VISITING PRIESTS / OTHER FAITH MINISTERS

All visiting priests/deacons are required to comply with Immaculate Conception's liturgical policies and marriage ceremony expectations. Sometimes in an ecumenical marriage, the non-Catholic party requests that his or her minister participate in the service. This is not only allowed but is encouraged. Although the priest is required to be the principal presider, we want the other party to feel at home and participate in a meaningful way to help represent the other family's church as well.

### FLOWERS/DECORATIONS

Please see the guidelines "FOR YOUR FLORIST/DECORATOR."

### PHOTOGRAPHY

Please see the guidelines "FOR YOUR PHOTOGRAPHER AND VIDEOGRAPHER."

### MUSIC

Please see the guidelines "USE OF MUSIC WITHIN THE WEDDING LITURGY."

### DRESSING AREA

There will be areas reserved for dressing. Please ask the priest to show you these areas during the rehearsal. Generally, the gentlemen may finish dressing in the Sacristy. Ladies may dress in the church basement. Should there be a funeral luncheon taking place before your wedding, the ladies will be asked to dress elsewhere. We recommend you appoint one person to oversee all the belongings of the wedding party and remove all items from the dressing room before the wedding. The dressing area should be left in the same condition in which it was found.

### PROGRAMS/WORSHIP AIDS

It is helpful to have programs with the order of your wedding liturgy listed for the congregation to follow along and participate in your celebration. It is recommended to let your Coordinator review your program before sending it to print. Please put a note in your program asking your guests to refrain from using flash photography during the entire wedding ceremony. Please bring a copy of your program to rehearsal.

### REHEARSAL

The wedding rehearsal typically takes place the evening prior to your wedding. The rehearsal needs to be scheduled with the presider. He will lead the rehearsal. Please be sure to schedule it when you know that all of your party will be present. The rehearsal will last approximately 1 hour. The only people who need to be at the rehearsal are the wedding party, parents, and readers if possible. Keep in mind the rehearsal will be held in the church which is a sacred place so please remind all who are participating to maintain proper respect.

**SCHEDULING TIMES**

Weddings are typically scheduled at 1:30 p.m. or 2:00 p.m. on Saturdays. It is possible to have a Friday afternoon/evening or Saturday morning wedding (times for these must be approved by the presider and church time may be limited due to other parish activities {funerals}). All prelude music, including the procession of the grandparent(s) and parent(s) need to be completed before the designated wedding start time.

**POST WEDDING CELEBRATIONS**

Because of the liability and mess and cleanup required, throwing rice, birdseed, or confetti is prohibited; as is the releasing of any animals or balloons. Other alternatives suggested are blowing bubbles, ringing small bells, or blowing party horns.

**IMPEDIMENTS**

Alcohol is an impediment to marriage and is strictly prohibited before/during/after a wedding ceremony. If a bride or groom is found to be drinking before the wedding, the wedding will be postponed to a later date. We ask that you take the wedding seriously and enter the ceremony with a spirit of reverence. It should also be noted that if members of the wedding party are found to be drinking before the ceremony, they will be asked to refrain from further participation in the wedding. There will be no use of alcoholic beverages or drugs of any form permitted on church property. This includes the parking lot.

**CIVIL REQUIREMENTS**

The current civil requirements for marriage in the State of Ohio are as follows:

- Blood tests are not required in the application for marriage license.
- The application is valid for thirty (30) days and the license is good for sixty (60) days.
- The minimum age for marriage is eighteen (18) for males and sixteen (16) for females. If either of you are under the minimum age, you must have permission from your parents or legal guardian. Furthermore, you must have proof of approved pre-marriage counseling.
- If both of you are over twenty-one (21), your license can be obtained on the same day.
- If one of you is under twenty-one (21), you will have a five (5) day waiting period.

**REQUIRED DOCUMENTS**

Required documents needed at or before the wedding rehearsal are as follows:

- Marriage License
- Planning Sheet & Participation Sheet (at least one month before)
- Baptismal Certificate
- Engaged Couples Conference Certificate of Completion
- Proof of Pre-Marriage Counseling (if applicable)

**MONETARY OFFERINGS**

It is important to remember that all of the individuals for your wedding are providing a service to you. It is common procedure to appropriately compensate them for their time. Below is an “average” listing. Each person will set their own fee and should be made payable as indicated. Payment should be made no later than the rehearsal. *Please remember not all musicians attend the rehearsal. Please make arrangements accordingly.* If arrangements are not made, services will not be provided.

Wedding & Rehearsal Church Fees Members	\$75	Payable to Immaculate Conception
Wedding & Rehearsal Church Fees Non-Members	\$500	Payable to Immaculate Conception
Organist/Accompanist	\$225	Payable to person
Cantor/Song Leader	\$75-100	Payable to person
Other Musician	\$75-200	Payable to each person
Altar Servers	\$10	Payable to each person
Priest/Presider	Gift/donation	Payable to him

- If you wish to bring all fees for the church, personnel, organist, and musicians at one time you may drop them off in the Parish Office and the secretary or presider will distribute them for you at the rehearsal or your wedding day. Please be sure to make separate envelopes for each person to be paid.
- Pastors, organists, musicians, Liturgy Coordinator, and parish staff do not assume that they are invited to your rehearsal dinner and/or reception. If you desire their attendance, please send them an invitation.

**IMPORTANT PHONE NUMBERS**

Immaculate Conception Parish Office (Hours 8 a.m. to 4 p.m.) (419) 483-3417  
 Rev. Jonathan Wight, Pastor (419) 483-3417  
 Mr. Robert McMahon, Primary Organist/Pianist (419) 483-3417  
 Mr. Robert McMahon, Music and Liturgy Coordinator (419) 483-3417

## **SCHEDULE for WEDDINGS**

### **1:30/2:00 WEDDING**

**12:00**

#### **WEDDING PARTY ARRIVES**

- Florist may arrive
- Photographer/Videographer may arrive
- Pictures may begin (Recommended to begin with groom's side)

**1:00/1:30**

#### **CHURCH IS CLEARED**

- Dressing area is cleared of all belongings
- Guests arrive and are seated
- Prelude begins

**1:30/2:00**

#### **WEDDING CEREMONY BEGINS**

**2:30/3:00**

#### **CEREMONY/MASS CONCLUDES**

- Guests are dismissed
- Post wedding celebration
- Pictures begin

**3:30**

#### **FINISH**

- Pictures must be finished
- Church needs to be cleared of all belongings
- Church needs to be cleaned and left as found
- It is imperative you are out of the church by 3:30 due to the regularly scheduled Saturday evening Mass.

## **FOR THE FLORIST / DECORATOR**

**(PLEASE BE SURE YOUR FLORIST RECEIVES A COPY OF THIS PAGE)**

### **GUIDELINES for a WEDDING at IMMACULATE CONCEPTION CHURCH BELLEVUE, OHIO**

On behalf of the staff and congregation, we welcome you to Immaculate Conception Parish. This set of wedding guidelines reflects our Catholic Christian beliefs, as well as practical considerations for serving you and the congregational needs of our parish. We ask you please follow the policies and procedures set forth by our church.

#### **EXISTING ITEMS IN THE CHURCH**

Any items (plants, hangings, statues, etc) already in place in the church may not be moved without permission. If you have questions about the color scheme and/or what items will be in place around the time of your wedding, please ask the Parish Staff. The colors and arrangements have particular meanings in our church and should not be altered for weddings.

#### **FLOWERS AND PLANTS**

You may use flowers and plants to accent the altar (including the steps) and the ambo (lectern) as long as they do not disrupt the ability to access these areas. Any arrangement around the main altar should not obstruct the ability for one to approach it. Should your flowers drop petals or leaves, please designate someone to sweep them up immediately after your wedding. We welcome any floral arrangements that you may wish to leave at the church, but it is not required you leave them.

#### **CANDLES**

Since the church sanctuary is already accented with candles that will be lit for your wedding, the use of any other candles is unnecessary and not permitted. If you are using a Unity Candle during your celebration (this is an option, not mandatory) you must provide the unity candle, side candles, and holder. Pew lanterns are prohibited.

#### **BOWS AND RIBBONS**

Bows attached to the pews can effectively accent the assembly space. No fastening materials shall be used that will mar or damage any church furniture, walls, or property in any way. The number of pews in the center aisle is thirteen (13) on each side.

#### **AISLE RUNNER**

Having an aisle runner was a tradition when churches had dirt floors and was used to prevent the bride's dress from getting dirty. In today's era, it is not necessary but may be used if desired. Should you decide to use a runner, please remember that runners often tear easily and become a walking obstacle. If a runner is used, it must be taken with you after the wedding and not disposed of on church property.

**Thank you for taking the time to cooperate with our parish guidelines.**

## **FOR THE PHOTOGRAPHER / VIDEOGRAPHER**

**(PLEASE BE SURE YOUR PHOTOGRAPHER RECEIVES A COPY OF THIS PAGE)**

### **GUIDELINES for a WEDDING at IMMACULATE CONCEPTION CHURCH BELLEVUE, OHIO**

On behalf of the staff and congregation, we welcome you to Immaculate Conception Parish. This set of wedding guidelines reflects our Catholic Christian beliefs, as well as practical considerations for serving you and the congregational needs of our parish. We ask you please follow the policies and procedures set forth by our church.

#### **AMOUNT OF TIME FOR TAKING PICTURES**

All pictures should be started after 12:00 p.m. and must be completed by 3:30 p.m. due to other scheduled services taking place in the church. If you feel the need to deviate from this schedule, please call the presider.

#### **PLACEMENT OF PHOTO CAMERA**

No camera or photographers may be inside the main altar area once the ceremony has started. We ask your help in maintaining a spirit of prayerfulness during the ceremony. The altar area should never be used as a prop or fixture for picture posing but rather a symbol of our church. We ask you to please show proper respect. Please refrain from placing anything onto the altar for any reason.

#### **USE OF FLASH**

You may use flash for pictures before and after the liturgy. Once the entrance processional has ended until the beginning of the recessional, we ask you to refrain from using flash photography for any reason.

#### **PLACEMENT OF VIDEO CAMERA**

A video camera may be situated in the choir loft or in the side intersections of the church but may not be situated as to obstruct the traffic patterns used during the course of the wedding.

#### **USE OF WIRELESS MICROPHONES**

Please check the frequency bandwidth of your wireless mics and make sure they do not conflict with the church's sound system. In general, you cannot have two wireless mics carrying the same extremely close bandwidth in one location without the risk of canceling each other out or creating feedback.

#### **USE OF CHOIR LOFT FOR PICTURE TAKING**

The choir loft in the church is available for taking pictures of the wedding. If musicians are using the choir loft, you must have prior communication with them as to the placement of your equipment. Obstructing the space needed for the musicians or compromising their ability to minister to the assembly is prohibited. The organist/wedding coordinator maintains the right to make you remove your equipment if they deem it necessary.

**Thank you for taking the time to cooperate with our parish guidelines.**

## **USE OF MUSIC WITHIN THE WEDDING LITURGY**

**(PLEASE BE SURE YOUR MUSICIANS RECEIVE A COPY OF THESE PAGES, IF NOT ICC PERSONNEL)**

### **USE OF THE CHURCH ORGANIST**

The use of a church organist is not required for your wedding ceremony. If you choose to use an organist, it is common professional courtesy to use the Primary Organist at Immaculate Conception for your wedding. It is your responsibility to contact the organist directly or you may use the Liturgy Coordinator to contact them for you. If an organist other than the Primary Organist is needed or desired, only an organist proficient on the pipe organ may be used. The name, address, and phone number of the organist shall be given to the Primary Organist or the Liturgy Coordinator as soon as your other organist is chosen. (At least two (2) months prior.)

### **OTHER MUSICIANS**

The bride and groom may select other musicians and/or soloists for your wedding. This is not required. The names of these individuals should also be given to the Primary Organist or Liturgy Coordinator as soon as possible. When the Primary Organist is needed to accompany the soloist or other musicians, please arrange for all parties to practice together before the wedding. It is the responsibility of the bride and groom to make certain the soloist or other musicians contact the Primary Organist at least two (2) months prior to the wedding.

**If the Primary Organist is used, the Liturgy Coordinator is not necessary. If you choose to have any musicians other than the Primary Organist, it is the responsibility of the bride and groom to contact the Liturgy Coordinator to grant approval for the music chosen.**

**THERE IS TO BE NO PRE-RECORDED MUSIC USED BEFORE, DURING, OR AFTER THE WEDDING!**  
**(This includes accompaniment tracks.)**

Below is a brief description of the each place during the service that music is or can be used:

### **PRELUDE MUSIC**

The purpose of music at this time is to help draw the assembly into an attitude of prayer in order to experience more fully the sacred nature of the sacrament of Holy Matrimony. Instrumental and/or vocal music is appropriate. All of this music needs to be church related. When selecting your prelude simply ask yourself "Do these lyrics acknowledge that God is part of this marriage? Is the love that is referred to one that reaches out to all those that need our love?"

### **PROCESSIONAL**

Any combination of instrumental, solo, or congregational hymn is appropriate. Most choose instrumental so guests can focus on the people involved. Some choose to have separate music for Mother's and Bride's Processional. This is entirely your preference.

### **RESPONSORIAL PSALM**

The Responsorial Psalm is the response to the proclamation of the First Reading. The soloist or cantor would typically lead this and it is to always be sung. It is important that the selection be from the Book of Psalms.

**GOSPEL ACCLAMATION**

This acclamation (more commonly referred to as the Alleluia) should always be sung by the congregation as an announcement of proclamation of the Holy Gospel. If this is not sung, it is omitted.

**UNITY CANDLE**

The lighting of a unity candle is not an official part of the Marriage Rite but is very common after the Exchange of Rings. If you choose to use this, appropriate music is permitted but should be kept short.

**PRESENTATION OF THE GIFTS / PREPARATION OF THE ALTAR (Mass Only)**

Most commonly referred to as the Offertory. This is typically very short and music should not last longer than it takes to prepare the altar. Instrumental and/or vocal music is appropriate.

**SERVICE MUSIC (Mass Only)**

The three (3) acclamations (Holy, Holy, Holy; Memorial Acclamation; and Great Amen) are always to be sung by the congregation. The music should be something the congregation will be familiar with so it can be sung by all.

**THE LORD'S PRAYER**

This is the most common prayer of all Christian churches and should **never** be sung as a solo and always recited or chanted to a familiar tune so that all present may join in the prayer.

**LAMB OF GOD (Mass Only)**

This is an extension of the Service Music. This may be sung or recited but never omitted.

**COMMUNION (Mass Only)**

Music during this processional is used to bring all as one to receive the Body and Blood of Christ. It can be a familiar hymn that the congregation can sing, a vocal solo, or instrumental. All is appropriate.

**MEDITATION HYMN (Mass Only)**

A hymn of praise or thanksgiving is appropriate if a song has not been sung during communion. This may be sung or instrumental music.

**PRESENTATION TO MARY**

This is optional and totally at your discretion. Typically a bouquet of flowers is placed at the tabernacle in honor of the Virgin Mary. Typically a Marian song is played or sung during this time

**RECESSIONAL**

Instrumental music is most common however a sung hymn is acceptable. This should be joyous and festive to celebrate your coming together as husband and wife.

**POSTLUDE**

This is instrumental music played as you greet people as they exit. Please notify the organist or Liturgy Coordinator if you will be using a "reverse receiving line".

# REGISTRATION FORM

(PLEASE RETURN TO PARISH OFFICE)

Do you wish to be a registered member of Immaculate Conception Parish, Bellevue, Ohio?

\_\_\_\_\_ NO (do not continue)                      \_\_\_\_\_ YES (fill out the rest of this form)

FAMILY NAME \_\_\_\_\_

STRESS ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

MALE'S NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

BAPTIZED YES / NO      DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CATHOLIC YES / NO

FIRST PENANCE              YES / NO

FIRST COMMUNION              YES / NO

CONFIRMATION              YES / NO

OCCUPATION \_\_\_\_\_

EMPLOYER \_\_\_\_\_

FEMALE'S NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

BAPTIZED YES / NO      DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CATHOLIC YES / NO

FIRST PENANCE              YES / NO

FIRST COMMUNION              YES / NO

CONFIRMATION              YES / NO

OCCUPATION \_\_\_\_\_

EMPLOYER \_\_\_\_\_