

Wedding Guidelines

Saint John Paul II Catholic Parish

145 9th St, Idaho Fall, ID 83404

208-522-4366 | jpii@cableone.net | www.ifcatholics.net



Revised March 2018



Table of Contents

1.	A Message to the Couple	2
2.	Reflection	2
3.	Marriage Preparation in the Diocese of Boise	3
4.	Preparation Program.....	4
4.1	Pre-Marriage Class	4
4.2	Pre-Marriage Inventory.....	4
4.3	Sponsor Couple	4
5.	Planning your Catholic Wedding Ceremony	5
5.1	Rite of Marriage	5
5.2	Liturgy of the Word	5
5.3	Music.....	5
5.4	Extraordinary Ministers of the Eucharist	5
5.5	Altar Servers	5
5.6	Presentation of Gifts at the Altar	6
6.	Optional Parts of a Catholic Wedding Ceremony	6
6.1	Program.....	6
6.2	Special Cultural and Ethnic Traditions.....	6
6.3	Wedding Party.....	6
6.4	Flowers and Decorations.....	6
6.5	Church Etiquette	7
7.	Frequently Asked Questions	7
Appendix 1	Guidelines for Photographers and Videographers.....	12
Appendix 2	Directory	13
Appendix 3	Liturgy of the Word	14
Appendix 4	Questions / Concerns	15
Appendix 5	Resources.....	16
Appendix 6	Wedding Planning Timeline and Fees	17





1. *A Message to the Couple*

Welcome and thank you for choosing Saint John Paul II Catholic Parish to celebrate your wedding.

In this guide you will find requirements, frequently asked questions, a wedding planning timeline, and various other items that will help in planning your wedding.

Please review this information carefully as several items must be complete before a date can be requested and confirmed.

This is a busy parish and facility availability can vary so please plan as far in advance as possible. We strongly recommend completing the requirements outlined in this document PRIOR to booking a venue, caterer, etc.

We look forward to helping you plan your special day.

May God bless you both.

2. *Reflection*

For Catholics, marriage is not merely a civil contract, but is a sacrament, a covenant between two baptized people that is a symbol of the unity of Christ with his Church. As a sacrament, it is a means of grace, giving strength to help you live out your commitment, and helping you on the path to holiness.

As you prepare for marriage, you'll be asked to reflect carefully and prayerfully on the nature of this sacrament. Before we look at some of the steps of that preparation process, consider some of the points made in the Catechism of the Catholic Church:

1660

The marriage covenant, by which a man and a woman form with each other an intimate communion of life and love, has been founded and endowed with its own special laws by the Creator. By its very nature it is ordered to the good of the couple, as well as to the generation and education of children. Christ the Lord raised marriage between the baptized to the dignity of a sacrament...

1661

The sacrament of Matrimony signifies the union of Christ and the Church. It gives spouses the grace to love each other with the love with which Christ has loved his Church; the grace of the sacrament thus perfects the human love of the spouses, strengthens their indissoluble unity, and sanctifies them on the way to eternal life.

1662

Marriage is based on the consent of the contracting parties, that is, on their will to give themselves, each to the other, mutually and definitively, in order to live a covenant of faithful and fruitful love.





3. *Marriage Preparation in the Diocese of Boise*

The steps below are Diocesan Policy. These steps must be followed when getting married in any parish within the Diocese of Boise. A timeline is available in Appendix 6 (Page 17).

3.1 Consult your parish priest, deacon, or other parish minister a minimum of four months (nine months is recommended) in advance of the intended date of marriage.

As you begin this process of preparation, you will need to participate in inquiry and complete paperwork that will establish your freedom to marry. The parish minister helping you will explain what is involved. After you have completed the paperwork and all other details in this initial process, you may set a date and time for your marriage. The parish minister will discuss with you the diocesan and parish policies for marriage.

3.2 Provide the necessary documents. *This process can be time consuming; don't let it go until the last minute!*

Baptismal Certificates: You (the Catholic party) must obtain a recent baptismal certificate from the parishes in which they were baptized. "Recent certificate" means one dated within six months prior to the wedding date. This certificate should include notations for receiving first communion and confirmation. Having received all the sacraments is required to get married; therefore, if you have not received one or more sacraments contact the parish office as soon as possible to discuss options to receive them. In a mixed marriage, the non-Catholic Christian should confirm the fact of their baptism by a similar certificate or letter from the church where they were baptized.

Testimony of Freedom: A parent, relative, or long-time friend must testify that you are not already married and that you are marrying freely. The person assisting you will provide the form that your witness needs to complete. If you have been married before in any form, civil or religious, make this known to the parish minister when you first meet. You may need to supply a death certificate for your previous spouse, or a declaration of nullity (annulment) issued by a diocesan Tribunal, or a decree of freedom also issued by a diocesan Tribunal.

3.3 Obtain any necessary special permissions or dispensations.

Some marriages require a special permission or dispensation. For example: when you plan to marry a baptized person who is not Catholic, a person who is not baptized, or when you plan to be married before someone other than a Catholic bishop, priest, or deacon. The person assisting you will apply for these permissions but be sure to allow plenty of time – at least 30 days before you begin the formal marriage preparation period (a minimum of four months).





3.4 Attend a marriage preparation program and prepare spiritually.

Obtain information about required marriage preparation programs from the parish minister assisting you. You will need documentation that you have participated in a program. Save the card, letter, or certificate you receive and present it to the parish minister assisting you.

Pray, attend Mass, read the Bible, and participate in other religious activities. The Church encourages Catholics to celebrate the Sacrament of Reconciliation to prepare spiritually to enter more fully into the holy mystery of marriage.

4. Preparation Program

4.1 Pre-Marriage Class

The one day pre-marriage class is offered twice a year: once in the spring and once in the fall. This class is required for all couples marrying in Saint John Paul II Parish. The class is all day, with presentations by several parish couples on topics such as the Christian meaning of love, commitment, communication, decision making, finances, spirituality, importance of religion in marriage, sacrament of marriage, sexuality and an introduction to Natural Family Planning (NFP), responsible parenting, and family issues and dynamics.

4.2 Pre-Marriage Inventory

Fully Engaged is a Catholic catechetical premarital inventory designed to help engaged couples solidify the foundation upon which they, together with Christ, will build their Sacrament of Marriage. Grounded in Church teaching and loaded with catechetical content, this dynamic premarital inventory is a trustworthy guide that meets the real challenges today's couples face.

The couple will receive login information via email from *Fully Engaged*. Then the bride and groom individually complete the *Fully Engaged* inventory online. The bride and groom will each receive a copy of the Couple's Workbook in the mail and is assigned a section to complete prior to meeting with their sponsor couple.

Payment and inventory will all be done online.

4.3 Sponsor Couple

Each engaged couple will be assigned a sponsor couple. Once the inventory is scored, the sponsor couple meets with the engaged couple for 5 – 6 sessions. Using both the results of the Inventory and Couple's Workbook, the sponsors will lead discussions regarding areas of agreement and difference. The sponsor couple will continue to assign and work through the Couple's Workbook sections with the engaged couple.





5. *Planning your Catholic Wedding Ceremony*

5.1 Rite of Marriage

There are two different rites for marriage in the Church. The *Rite of Marriage* celebrated within Mass which is the usual form when both bride and groom are Catholic or the *Rite of Marriage* celebrated outside of Mass which is the usual form when one party is Catholic and the other is not. The couple will discuss and decide with the celebrant which rite is best for them. Once decided, review the ministries listed below that will be part of your wedding ceremony.

5.2. Liturgy of the Word

While the gospel is always read by a priest or deacon, the earlier readings can be read by others from the congregation who are Catholic. Often couples choose family members or close friends to proclaim the first and second readings. Select readers with care; not everyone feels comfortable reading aloud before others, nor is everyone able to proclaim loudly and clearly. Catholics believe that God is present in the proclamation of the Word, therefore, the person reading should be easily heard and understood. Be sure to give the readers copies of the passages well before the wedding so they can practice and prepare. If you will not have someone you know read, please notify the person assisting you in preparation to make other arrangements.

5.3. Music

Your wedding is first and foremost a church ritual that needs to follow the principles and rules of the official public rites of the Catholic Church, also called “liturgies.” There are three basic guidelines that music directors, wedding coordinators, and priests use regarding music for Catholic weddings. These guidelines are based on standard principles that govern how music is chosen in the Catholic Church throughout the world. Catholic wedding music is music that everyone sings together, is liturgical, and is rooted in Scripture, sacred writings, or Catholic Church teaching. If you keep these guidelines in mind as you’re planning music, your liturgy preparation will go much smoother. When you look at your entire day as one big ritual moment, then you are freer to move within the guidelines of the Church to make your wedding ceremony as beautiful as it can be. Our parish has several musicians under the direction of the Director of Music Ministry who will assist you in selecting music for your ceremony.

5.4 Extraordinary Ministers of the Eucharist

If you are marrying with Mass, please check with your family and friends about serving for your wedding. Two to three individuals can assist in this ministry. These individuals must be trained as extraordinary ministers of the Eucharist. If you will not have someone you know serve, please notify the person assisting you in preparation to make other arrangements.

5.5 Altar Servers

One to two altar servers is recommended to assist the celebrant. If you will not have someone you know serve, please notify the person assisting you in preparation to make other arrangements.





5.6 Presentation of Gifts at the Altar

If you are having a Mass, you can ask two to four people to bring the gifts of bread and wine to the altar. If you will not have someone you know serve, please notify the person assisting you in preparation to make other arrangements.

6. *Optional Parts of a Catholic Wedding Ceremony*

6.1 Program

The Church gathers in faith to pray with you and for you when you marry; as such, it is desirable to have your guests participate fully. You are encouraged to provide a printed program for your wedding rite. Please have the person assisting you in preparation review it to check for accuracy before printing.

6.2 Special Cultural and Ethnic Traditions

There are many non-liturgical traditions that couples may want to include in the *Rite of Marriage*. However, some of these traditions may not be appropriate. Please consult with your celebrant before you make plans to add anything to your wedding ceremony.

6.3 Wedding Party

It is suggested that the wedding party be no more than eight for the bride and eight for the groom (including your maid of honor and best man.) If you wish to incorporate flower girls or ring bearers, it is strongly recommended they be at least 6 years old. No matter how mature they are for their age, there's a very good chance a younger child will be overwhelmed by the demands of the wedding day. There should be no dropping of real petals, artificial petals are allowed. In addition, please do not allow the throwing of rice, birdseed, confetti, etc. This will be a significant factor in whether or not the cleaning deposit is refunded.

6.4 Flowers and Decorations

Flower arrangements can be placed on the floor in front of the altar and the ambo (podium). They cannot be placed on the altar. The environment committee has flowers planned for special liturgies and liturgical seasons; therefore, no flowers or decorations already in the church should be relocated by you or your florist. It is very likely there will be events scheduled before and after your wedding. Flowers cannot be brought in more than 30 minutes before the scheduled start of your ceremony and all flowers and decorations must be removed immediately following your ceremony. Please consider assigning this task to a specific friend or family member because this will be a significant factor in whether or not the cleaning deposit is refunded. It is important to note the churches are not staffed during the day. We strongly advise against having flowers delivered to the church and left unattended (unfortunately, many flowers have been stolen). If you wish to have pew bows, they must clip onto the pews (please, no tape, tacks or nails). Aisle candles and aisle runners of any kind are not allowed. As a general rule, the only candles burning during your wedding will be the candles around the altar.





6.5 Church Etiquette

Please remember that the Church is God's house and Jesus is present in the Eucharist. We ask that those who attend your wedding be reminded that:

- ∞ Eating and drinking in the building is not allowed
- ∞ Chewing gum is strictly prohibited
- ∞ No smoking is permitted in any buildings or within 30 feet of any doors
- ∞ No alcohol is allowed in the church or on the church grounds (including the parking lot) before, during, or after your event
- ∞ Cell phones should be turned to silent and members of your wedding party should leave them with other people while they serve in your wedding

After your wedding, a friend or family member should be assigned to walk through the church to ensure no personal items have been left behind and that all debris from flowers or decorations has been cleaned up. Please make sure the church, church grounds, sacristy, restrooms, and any other areas or rooms used during your wedding are clean. If anything needs to be cleaned by the parish staff after the wedding, the cleaning deposit will not be refunded.

7. *Frequently Asked Questions*

7.1 **What is covered in the initial interview?**

During the interview the priest, deacon, or pastoral associate will go through the Pre-Nuptial Investigation (Form A) and/or the Dispensation and Permissions (Form B for mixed religions). Paperwork needs to be submitted before the interview so it can be reviewed and any questions can be discussed at the interview. This is also a good time for the couple to ask any questions about planning or the day itself.

7.2 **What are the requirements for witnesses?**

Witnesses are responsible for two items 1) signing the marriage license (oftentimes these witnesses are the best man and the maid of honor) and 2) filling out the Testimony of Freedom (Form C) for the bride/groom (individuals need to have known the bride/groom for at least ten years, for example a parent, other relative, or lifelong friend.) It is not necessary to use the same two witnesses for both requirements.

7.3 **What times are available for the wedding?**

Saint John Paul II is a busy parish, we recommend scheduling weddings at 12pm and 1pm; however, wedding dates and times are based on priests' schedules and the availability of facilities. As a general rule weddings will not be scheduled during weekend Mass times, on Christmas Eve, on Holy Days, or during the Paschal Triduum. Also, in keeping with the solemn tone of the season, weddings are discouraged during Lent.





7.4 Will there be a rehearsal?

If the couple wishes to have a rehearsal, the facility will need to be reserved. This should be brought to the attention of the parish staff as soon as possible.

7.5 What about the music for the wedding?

The couple is responsible for contacting the Director of Music Ministry (Page 13) to schedule a meeting to discuss music selections. If the couple has specific questions; for example, guest musicians or a mariachi this needs to be discussed with the music director at the scheduled appointment. It is strongly recommended that any special requests are discussed with the music director before booking musicians. This should be done as soon as possible to ensure availability.

7.6 What fees need to be paid?

Please see Page 17 for a breakdown of fees and when they need to be paid.

7.7 What is the church's address?

All contacts and addresses are listed in the directory. (Page 13)

7.8 What do we need to tell our wedding photographer?

Even though your wedding is a festive event, it is also a solemn ritual and all should strive to respect this. Guests should be encouraged to participate fully in the prayer and celebration of the wedding rite, rather than worrying about capturing it. Professional photographers and videographers must understand that there can be no movement around the aisles, pews, or altar area during your wedding. Once the ceremony begins, all photographers/videographers must stay in one place. A complete list of requirements that can be provided to your photographer is attached. (Page 12)

7.9 Where will the wedding take place?

To highlight the sacred nature of the celebration, and to underscore the relationship between your marriage and the Christian community, the Catholic Church stipulates that Catholic weddings take place in Catholic Churches. Permission will not be given for outdoor weddings or unusual locations. Normally, the wedding will be celebrated in the parish where either of the Catholic parties resides. If you choose not to be married at Holy Rosary or Christ the King, your pastor may give permission for it to be celebrated in another Catholic Church or chapel. The Churches in Saint John Paul II Parish are listed in the directory. (Page 13)





7.10 What kind of procession is expected?

The entrance procession often seems like the point of no return on the wedding day so couples naturally want it to be perfect. In a Catholic wedding, the procession is linked with all other liturgical processions and is simply a joyous, celebratory way to move people from one place to another. Processions signal beginnings, endings, or transitions from one part of a liturgy to the next. Several options are listed below.

- ∞ A more customary procession would be the father escorting the bride down the aisle to "give her away" to the groom, who has quietly entered the altar area by the side door. This custom has its roots in the days when young women were considered to be the property of the father, and thus were handed over to a new "owner," the groom.
- ∞ Having the bride's attendants and groom's attendants walk down the aisle together, followed by the groom and his parent(s), followed by the bride and her parent(s). Then, both sets of parents present their children to each other.
- ∞ The bride and groom walk down the aisle together, without their parents accompanying them. This option is especially appropriate for couples who are older or who have been living out of their parents' home for some years.

7.11 Who will help us prepare the liturgy?

Catholic weddings follow the general norms for liturgical celebrations, but there are a number of options available for you to choose from that will enable you to enrich the celebration with expressions of your own faith.

Reflecting prayerfully on these can be an important part of your spiritual preparation for the sacrament. The wedding liturgy should be planned to encourage the participation of the assembly through song and prayer. It should express both your faith and commitment and that of the gathered community. It provides an opportunity for the community to pray for you, and to promise you their support in your married life. Selections for the readings, responsorial psalms, and gospels are available in the *Together for Life* book. If you have any questions they can be discussed at your appointment with the Director of Music Ministry.





7.12 What items are required for the wedding?

The only required items are the rings for the exchange of vows. Some say tradition is an excuse to act without thinking. When it comes to rituals, whether religious or secular, we often simply do what we've seen and learned from others. But not knowing where our traditions come from can lead us to do some strange things that may not fit our own situation. The same is true when preparing a wedding. You might be surprised to know that a lot of what you see and hear on TV or in the movies or even at the last Catholic wedding you went to isn't actually in the official Catholic wedding rite for the United States. The *Together for Life* book includes a section on Honoring Ethnic and Cultural Traditions to review if you would like to add to your ceremony, however; it will have to be discussed and approved by your celebrant.

7.13 Do we have to have a Mass?

Couples may choose to have the *Rite of Marriage* celebrated within Mass or outside of Mass. However, the same amount of preparation is required. The facility still needs to be scheduled; therefore, the fees remain the same.

7.14 How will we know our date is confirmed?

You will receive a phone call from the parish office letting you know your facility use request for a specific date and time as well as priest has been approved.

7.15 Can we have a visiting priest celebrate our wedding?

Yes, arrangements by the couple need to be made as soon as possible directly with our pastor.

7.16 Can we prepare here and have our wedding in another parish?

If the couple resides in Saint John Paul II Parish and wishes to have the wedding in another parish within the Diocese of Boise, this request is easily accommodated. However, if the wedding will be held in a different Diocese, the paperwork is extensive and additional time will be required. The couple is responsible for contacting the other parish and understanding their requirements for this specific situation in order to request the necessary documents from our parish office. The parish staff will work with you to complete the required paperwork in our parish and prepare a letter of permission to marry in another parish. Please notify the parish staff as soon as possible if this is the situation. Remember, it is your responsibility to research and meet the requirements in the parish you wish to marry.





7.17 Are there any other things we should remember?

Something very important: please remember that because you are celebrating a sacrament of the church, your celebrant has final say about what is or isn't acceptable for your ceremony. Not every tradition that has come through the years makes for good liturgy. If you choose to utilize a professional "wedding coordinator", he or she must defer to the celebrant in all aspects of the ceremony.

If you're planning to have a receiving line, please have it at your reception, not at the church. Setting up a line at the end of your wedding can "trap" your guests in the church and may make some feel uncomfortable.

Generally, 90 minutes are allotted for the ceremony which includes 30 minutes before for preparations and decorations. If the couple would like more time it can be requested. Contact the parish office to complete the necessary form. Keep in mind extra time will be based on facility availability.

Above all, keep a sense of perspective in the midst of all the details. Remember what it's all about: the celebration of your love for each other and God's love for you both. Don't let less important things cause you to lose sight of the meaning of your wedding.





Appendix 1 Guidelines for Photographers and Videographers

All photographers and videographers are expected to treat a couple's sacred ceremony and the Historical Building that is the Church with the utmost respect.

The following guidelines are general. If you have specific questions or concerns please talk to your celebrant.

Photographers

1. Photographers may take pictures until 30 minutes before the ceremony, and must have all of their equipment moved from the sanctuary area at least 25 minutes before the ceremony begins.
2. There should be no movement in the aisles, pews or around the altar during the wedding ceremony.
3. Flash photography is not allowed during the wedding ceremony.
4. The entrance procession is considered part of the wedding ceremony. Photographers may not take pictures of the procession from the front of the aisle near the altar. Photographers may take pictures from the rear of the church as the procession enters the main aisle.
5. During the ceremony, photographers may take pictures from either side of the altar or seated in the front rows.

Videographers

1. Videographers may set up stationary equipment near the side entrances.
2. Wiring for microphones may not be run to the altar or pulpit areas. Cordless microphones attached to any member of the wedding party or to the pulpit are not allowed, as they may disrupt the microphone system of the church.





Appendix 2 Directory

Parish Office

145 9th Street, Idaho Falls, ID 83404

Phone: (208) 522-4366

Email: jpii@cableone.net

Website: www.ifcatholics.net

Churches

Christ the King Church 1690 E 17th St (Corner of 17th St and Woodruff Ave) Idaho Falls, Idaho 83404

Holy Rosary Church 905 S Lee Ave (Corner of 9th St and Lee Ave) Idaho Falls, Idaho 83404

St. Ann's Church Terreton Highway #33, Mud Lake, ID 83450

St. Anthony's Church 657 N 2871 E, Roberts, ID 83444

Staff

Lilia Olivas Administrative Assistant

Rhonda O'Shea Pastoral Associate (Administration)

Erika Lin Administrative Assistant

Siobhán Hansel Director of Music Ministry

Deacon Wence Rodriguez Marriage Preparation Coordinator

Priests

Fr. Raul Covarrubias Pastor

Fr. Carlos Rosero Parochial Vicar





Appendix 3 Liturgy of the Word

Select one reading for each of the five sections below from the *Together for Life* book:

1. Old Testament Reading:

2. Responsorial Psalm:

3. New Testament Reading:

4. Gospel Reading:

Please have this completed for your appointment with the Director of Music Ministry where your liturgy binder will be assembled.





Appendix 5 Resources

The following resources were used when preparing these guidelines.

- ∞ *Diocese of Boise: Marriage & Family Life Office*
- ∞ *Together for Life*
- ∞ *Fully Engaged*
- ∞ *The Order of Celebrating Matrimony: Second Edition*





Appendix 6 *Wedding Planning Timeline and Fees*

Nine months

- Complete the “Bride and Groom Information Form” – available from the parish office or online (ifcatholics.net)
- Register for a pre-marriage class (\$20 fee)
 - ∞ Must pre-register and pay exact cash or by check at the parish office

Eight months

- Pre-marriage inventory (\$25)
 - ∞ This will all be done online (payment and inventory)
- Attend pre-marriage class—offered in the spring and fall and valid for 1 year
 - ∞ Must pre-register at the parish office

Seven months

- Schedule interview with priest, deacon, or pastoral associate to complete the form A and/or B for each
 - ∞ Groom and bride must attend the interview
- Witnesses schedule an appointment to complete the form C
 - ∞ Schedule at the parish office with the pastoral associate
- Submit certificate of pre-marriage class to the parish office

Six months

- Schedule date and preferred facility
- Submit baptismal certificates with notations and any other documents requested
 - ∞ Notations (dates of First Communion, Confirmation, and others). If either the bride or groom have not received the Sacraments of Initiation contact the parish office as soon as possible
 - ∞ Must be dated within the last six months
 - ∞ Must be requested from the parish where the individual was baptized
- Request to have a sponsor couple and schedule 5 – 6 mentoring sessions
 - ∞ The couple will schedule 5 – 6 mentoring sessions for 1 – 2 hours with a sponsor couple

Five months

- Select liturgy
 - ∞ Selections are available in the *Together for Life* book. Bring the selections (Page 14) to the appointment with the Director of Music Ministry
- Schedule an appointment with the Director of Music Ministry to discuss music selections
 - ∞ (208) 522-4366 or musicministryjpii@cableone.net

Four months

- Pay fees – exact cash or by check at the parish office
 - ∞ Facility Use (\$300)
 - ∞ Cleaning Deposit (\$200)
 - ❖ After the wedding the parish custodians will verify with the parish office that there was no damage, repair, or clean-up necessary and the cleaning deposit will be refunded by a mailed check to the individual listed on the payment receipt.
 - ∞ Stole Fee (\$150)
 - ❖ The Stole Fee is for the priest or deacon.
 - ∞ Musician Fees will be discussed with the music director

Three months

- Submit marriage license (married for the first time) or civil marriage certificate (married civilly) to the parish office

This is a suggested timeline; however, the items must be completed in this order.

