

# *Your Wedding at Saint Mary of the Lake and Our Lady of Lourdes Parish*



*Saint Mary of the Lake Church (4220 N Sheridan Rd, Chicago, IL 60613)*



*Our Lady of Lourdes Church (4640 N Ashland Ave, Chicago, IL 60640)*

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SAINT MARY OF THE LAKE  
AND OUR LADY OF LOURDES  
CATHOLIC CHURCH

## *Welcome*

Dear Friends:

Congratulations on your engagement! Your decision to enter into the relationship of married life is a serious one, and it serves as a wonderful sign of hope and strength to the faith community of Saint Mary of the Lake Church.

Your decision has been reached after much discussion and prayerful thought, but it is just the first step in the process of building a successful marriage. The love you have privately shared is now being made public. Your family, friends and parish now prepare to support and encourage you in the celebration of your wedding, as well as in your life-long commitment to each other.

This period of engagement is an important time to deepen your love and prepare for the rest of your life together. In this time your commitment to one another will grow by working together in preparation for the celebration of your wedding and looking closely at the realities of marriage. It is a time for richer dialogue, greater trust and fuller sharing of your deepest and more personal hopes, dreams and values.

To assist you during this exciting time, we present the following guidelines intended to insure a joyful, reverent and prayerful celebration of the Sacrament of Marriage within the context of the Church's prayer. These materials are meant to help you prepare not only for the wedding day, but for *marriage*, a lifetime experience of hope and joy, a faithful promise you have both chosen to offer and receive "in good times and in bad, in sickness and in health," to love and honor each other all the days of your lives!

As your parish family, we will be with you as you embark on this great journey. We look forward to working with you as you prepare to celebrate your wedding day and beyond.

With warm regards,

Father Manuel Dorantes, Pastor



SAINT MARY OF THE LAKE  
AND OUR LADY OF LOURDES  
CATHOLIC CHURCH

## *General Information*

### **PARISH MEMBERSHIP REQUIREMENT**

To receive the Sacrament of Marriage, at least one of the parties seeking to marry must be Roman Catholic, and a registered, active, and participating parishioner of Saint Mary of the Lake Church.

### **TIMES WHEN THE CHURCH IS AVAILABLE FOR WEDDINGS**

- Saint Mary of the Lake (4220 N Sheridan Rd) - Fridays 6:00 PM, Saturdays 11:00 AM or 2:00 PM
- Our Lady of Lourdes (4640 N Ashland Ave) - Fridays 5:00 PM, Saturdays 1:00 PM or 3:00 PM

### **TIMES WHEN THE CHURCH IS NOT AVAILABLE FOR WEDDINGS**

- Days or times other than those listed above.
- Ash Wednesday through Easter Sunday weekend. (Lent)
- Any other time the church has been scheduled for other events.
- Any other time the parish staff deems it necessary that no weddings be scheduled.

### **BOOKING THE WEDDING DATE**

- Contact the parish Wedding Coordinator a minimum of six months before the desired wedding date.
- Confirm existing parish membership and participation.
- Reserve and secure the date with a non-refundable deposit of \$950.00 (transferable to another date if you reschedule);

### **SCHEDULING THE WEDDING REHEARSAL TIME**

- Rehearsals for Saturday weddings are held on Friday evenings at 5:30 p.m. or after. *We cannot accommodate rehearsals at times other than these.*
- Rehearsals for Friday afternoon weddings are held on Thursday afternoons. The time depends on the church schedule. *We cannot accommodate rehearsals at times other than this.*
- Rehearsals are 30 minutes in duration.
- The wedding rehearsal time must be confirmed when the ceremony itself is booked.

### **FOR THOSE PREVIOUSLY MARRIED**

A *Declaration of Nullity* must be provided at the time of your booking in order to demonstrate that you are now free to re-marry in the Catholic Church. This applies to all forms of previous marriage, whether by a judge, by a religious leader in another faith tradition, or common law. If you have any questions, please speak with the Wedding Coordinator who will refer you to a priest if necessary.

## **WEDDING FEES**

Saint Mary of the Lake Church is a vital urban parish providing for the spiritual and ministerial needs of its people and the surrounding community. It is a “museum quality” church, a jewel-like setting for your wedding day, the heart of your faith life, the center for liturgical celebrations and the sacraments. Your wedding fee assists in covering the expenses incurred by the parish in helping you to celebrate your wedding day, such as the maintenance and upkeep of the historic church building (including heating and air conditioning), cleaning of the church and grounds before and after your wedding, and many hours of priest and staff time needed to prepare and celebrate well the many aspects of your wedding. Keep in mind that our fee is mostly all-inclusive. All of this contributes toward making your wedding day as meaningful and memorable as possible, so your generosity is greatly appreciated!

### **FEE SCHEDULE FOR WEDDINGS AT SAINT MARY OF THE LAKE** *(all fees subject to change)*

**CHURCH FEE** **\$1,900.00**

*The fee is mostly all-inclusive. See below.*

*A nonrefundable deposit of \$950 is required at the time of booking the wedding date. This deposit is transferrable another date at Saint Mary of the Lake*

*Included in the Church Fee:*

- LITURGY STAFF
- ORGANIST
- CANTOR (SINGER)
- PARISH WEDDING ATTENDANT WHO WILL LEAD YOUR REHEARSAL AND WEDDING DAY
- PARISH WEDDING COORDINATOR WHO WILL ASSIST WITH YOUR QUESTIONS AND PAPERWORK
- PAPERWORK DOCUMENTATION AND PROCESSING

**OPTIONAL WEDDING PROGRAM PREPARATION** **\$125**

*(Includes the design and printing of your wedding program in accordance with our template)*

### **FEE SCHEDULE FOR WEDDINGS OUTSIDE SAINT MARY OF THE LAKE** *(all fees subject to change)*

**PAPERWORK DOCUMENTATION AND PROCESSING** **\$300**

**MARRIAGE PREPARATION PROGRAM: REQUIRED**

- ARCHDIOCESE OF CHICAGO ONE-DAY PROGRAM OR ONLINE PROGRAM **\$195**

## *Required Documentation*

You have chosen to witness your mutual promises of love and fidelity in the Catholic Church, and your faith is an important determining factor in how you will enter into this intimate relationship of marriage. The Church is responsible for discerning your intentions and capacities for making this promise, and is required to assemble various documents.

About four to six months before the wedding, you will both meet with a priest or pastoral minister to assemble your file (the “wedding paperwork”), complete the Prenuptial Questionnaire, and be interviewed to determine your freedom and intention to marry.

You will need to submit:

1. **BAPTISMAL CERTIFICATES** newly issued and dated within six months of the date you are to be married.
  - Catholics should contact their church of baptism and inform them of your date of marriage, and the address of Saint Mary of the Lake Church where they are to send the certificate.
  - Photocopies of originals cannot be accepted for Catholics.
  - Non-Catholic Christians need to supply a record of baptism.
2. **CONFIRMATION CERTIFICATES** (for Catholics) newly issued and dated within six months of the date you are to be married. *Please note that records are oftentimes kept at the church of baptism, so one certificate frequently has both baptism and confirmation dates on it.*
3. **WITNESS AFFIDAVITS** testifying to your freedom to marry are required from both the bride and groom. We will give you a form and ask that parents or close family members complete them.
4. **A CATHOLIC MARRYING A NON-CATHOLIC** needs to complete an additional form which we will supply:
  - *Permission for Marriage of Mixed-Religion*, which will either be approved by the pastor or associate pastor if one of the couples is a baptized Christian, or by the bishop if one of the couple is a non-Christian;
  - *Dispensation from Canonical Form* granted by the bishop if the Catholic will celebrate the wedding in the tradition of the non-Catholic spouse.
5. **FOCCUS INVENTORY** — the *Facilitating Open Couple Communication, Understanding and Study Inventory* — is a tool to help couples explore the many dimensions of their relationship and married life together. This is not a test, but rather a tool for couples to explore areas of compatibility and incompatibility. The FOCCUS Inventory should be completed online through Saint Mary of the Lake as soon as possible.
6. **CERTIFICATE OF COMPLETION OF MARRIAGE PREPARATION PROGRAM** — commonly known as **PRE-CANA**. In addition to assisting you with the wedding day, the Church wishes to assist you in building a successful marriage. In order to do this, the Archdiocese requires that all couples complete a premarital program. These programs are designed to deepen your awareness of the challenges of living together in Christian marriage. Through discussions, exercises and presentations, you will have the opportunity to concentrate more intensely on the many facets of married life. The marriage preparation program should be completed well in advance of the date of the wedding. Options for fulfilling the Pre-Cana program are as follows:

**PRE-CANA THROUGH THE ARCHDIOCESE OF CHICAGO** — the formats include a standard one-day program and an online course. NFP courses are not required.

This information is available online by visiting [www.familyministries.org](http://www.familyministries.org), where you can determine which classes and locations are open, and register immediately.

7. **A CIVIL MARRIAGE LICENSE** is required for your marriage to take place in Saint Mary of the Lake Church. It is effective one day after you obtain it, and is valid for 60 days thereafter.

For complete marriage license information call 312.603.7790 or visit:

[http://www.cookctyclerk.com/sub/marriage\\_licenses.asp](http://www.cookctyclerk.com/sub/marriage_licenses.asp)

## *Parish Wedding Policies*

**You are agreeing to all parish wedding policies as presented in this booklet and on our website by choosing to celebrate your wedding at Saint Mary of the Lake Church.**

### **I. INTRODUCTION**

*“The Liturgy is the source and summit of the Christian life, and from it flows the Church’s power and strength because of the sacrifice of Jesus Christ on the cross” (Sacrosanctum Concilium, Vatican Council II).*

The Wedding liturgy is a sacred rite invoking God’s witness and blessing upon the words and commitment made by the bride and groom. In the midst of all the obvious joy and excitement, your wedding remains a moment of utmost, profound worship celebrated by you and your families and friends. It is an expression of your personal faith within the context of your faith community.

### **II. GENERAL PRINCIPLES**

Because the sacredness of the wedding ritual, and out of respect for God and the house of worship which is the church building, a few things need to be explicitly understood and accepted without exception.

- Saint Mary of the Lake Church is not a ‘venue’ as are reception halls or restaurants, it is not rented: it is a house of worship and a community of faith to which you belong, and which you are specifically asking to witness your promises. As a result, there are specific policies and requirements that ensure the appropriate conduct of weddings within our parish.
- Respect, decorum and dignified behavior will be maintained and observed at all times by you, your wedding party and all your guests in regards to the church property and building, the sanctuary and the entire staff.
- Punctuality for your rehearsal and ceremony is of the utmost importance.

### **III. SPECIFIC CONCERNS**

- **THE WEDDING REHEARSAL** will be held on Friday evening for Saturday weddings and Thursday afternoon for Friday weddings, and it is an important part of the preparation for the ceremony. It allows members of the immediate wedding party to become familiar with the environment of our church building and with the public roles they will assume as part of the liturgy. The parish wedding attendant will conduct the rehearsal and will give a brief overview of the liturgy to help all concerned understand the prayerful nature of the celebration. Only those directly involved in the ceremony should be invited to the actual rehearsal in church — others should be directed to meet you at the rehearsal dinner site. Those who should be present at your rehearsal in church include the bride and groom, both sets of parents, step parents, etc.,

grandparents (optional), bridesmaids, groomsmen, ushers, readers, Eucharistic ministers, and gift bearers. At the rehearsal a responsible adult must accompany any children who are in the wedding party. We ask that you require all these members of your wedding party to be present for the rehearsal, and kindly remind them they **MUST ARRIVE ON TIME**. We suggest that you ask everyone to arrive 20 minutes before the scheduled time. Remind them of the inevitable Chicago traffic congestion. Rehearsals are allotted a total of 30 minutes and we strictly adhere to the schedule. Rehearsals that begin late risk losing adequate rehearsal time. We will not inconvenience other rehearsals or our staff because of tardiness.

The rehearsal itself is not the time for discussion and decision-making. Musicians are not present for the wedding rehearsal.

- **ALCOHOL** consumption during the rehearsal or prior to the ceremony on your wedding day potentially jeopardizes the validity of the marriage, and will not be tolerated under any circumstances. Alcohol food and drink are strictly not permitted on the church property.
- **OUTSIDE PROFESSIONAL WEDDING CONSULTANTS OR COORDINATORS** you retain operate solely within the permission and instructions of the parish Wedding Attendant, who has complete oversight of the rehearsal, ceremony, sanctuary and celebration of your wedding at Saint Mary of the Lake Church. If you have contracted someone else to help with your wedding, please understand that **this person's responsibilities do not pertain to the liturgy and that they are not to interfere in any way with the responsibilities of the Saint Mary of the Lake wedding staff, which includes the preparation, rehearsal and celebration of the liturgy**. Keep in mind that our parish staff works with many weddings each year and we are well experienced with the specifics pertaining wedding liturgies as celebrated at Saint Mary of the Lake. Your Consultants will adhere to the policies of this handbook or they will be asked to leave. Be sure to provide them with a copy.
- **PHOTOGRAPHERS AND VIDEOGRAPHERS** and their assistants will respect the sacredness of the religious event, and the church as a house of worship. They will act and behave discreetly and reverently, taking care not to damage furniture and environment by standing on pews or with their equipment. They will be held responsible for any damage caused. They will adhere to the policies of this handbook (see pages 16-17) of this booklet for **Guidelines for Photographers and Videographers** — please give copies of these pages to each). All photographers and videographers must meet with our Wedding Attendant before the ceremony to review procedures, with these principles in mind:

*Before the Ceremony* (no more than 30 minutes prior to the wedding):

- Areas available are limited to the bride's gathering area and outside the building.

*During the Ceremony:*

- Flash photographs may not be taken, or any extra lighting equipment used while the ceremony is in progress.
- Someone may be situated in the main aisle **only** during the wedding processional.
- Photographers and equipment in the altar area must be confined to the areas shown on the floor plan printed on page 16 of this booklet

*After the Ceremony* (approximately 15 minutes):

- The wedding party may return for pictures.
- A late start to your wedding will result in shortened or no photograph opportunities.
- Flash and other lighting equipment may be used at this time.
- Weddings that begin late risk forfeiting time for pictures following the ceremony.



- **FLOWERS AND DECORATIONS** for the church should be discreet and complementary to the building's splendid architecture and interior artwork. At Saint Mary of the Lake, "less is more" in this regard (see pages 18-19 ) of this booklet for **Guidelines for Wedding Florists and Decorators** — please give a copy of these pages to your florist).

*General Guidelines* for you and your florist:

- Arrangements may be placed on either or both sides of the altar platform – never upon the altar itself or in front of the altar. (a symbol of Christ himself and a permanent reminder of his self-sacrifice for our salvation).
- If stands are used, they must be placed only toward the back corners of the altar platform to preserve necessary sightlines between priest, cantor, lectors and congregation.
- Your florist must provide any stands or pedestals used.
- Church decorations, flowers or arrangements already present for a particular liturgical season may not be moved or removed for any reason.
- Altar candles proper to the church may not be moved or removed, and for safety reasons, no additional candle stands are permitted.
- Flowers, rose petals etc. may not be thrown on the center aisle or anywhere on church property at any time.

*Pew-end Decorations* may be used at regular intervals along the entire length of the aisle: 58 pews total (29 on each side):

- Pews may never be blocked by ribbons, cords, strings, etc.
- Pinning, gluing, nailing, tacking, taping or stapling are not permitted to attach pew decorations — elastic bands, plastic pew clips or ribbons must be used instead.

*Aisle-runners* are not permitted for liturgical reasons and safety concerns.

- **RICE, BIRDSEED, CONFETTI, FLOWER PETALS, SPARKLERS, BALLOONS, BUTTER-FLIES, BUBBLES, TEA LIGHTS, HANDHELD CANDLES, ANIMALS ETC.**, are not permitted inside or around the church and plaza due to safety, maintenance, and time concerns.

#### IV. GUESTS

- **PARKING** is available in the church lot located on the north side of the church off of Sheridan Rd. Please be aware that your guests will need to move their cars following your ceremony to make room for others coming to liturgies or events later in the day
- **CHANGING FACILITIES** are not available. Please arrive already dressed in wedding attire, but no more than 30 minutes before your ceremony:

*Brides and bridesmaids* gather at the parish center in the Bishop Conway room.

*Groom and groomsmen* gather in the church sacristy where the clergy vests for the ceremony.

- **WHEELCHAIR AND DISABILITY ACCESS:**

*From the outside* —At the front entrance via Sheridan Rd.

*Within the church* (to public restrooms)

- **RECEIVING LINES AND GUEST BOOKS** are not permitted since they are extremely time consuming: in their joy, many of your guests will rightfully want to have a "few" words with you. Please keep in mind your time constraints here at the church, and at the reception venue. Taking too much time can forfeit adequate time for post-ceremony picture taking.

## *The Wedding Liturgy*

### **I. LITURGICAL CELEBRATION OF YOUR MARRIAGE**

The celebration of the Sacrament of Marriage, which is rooted in the Church's regular worship life, is not a private family function, nor is it merely a social affair or a personal expression of your love for one another. Rather, it is an action of the entire church in whose presence you commit yourselves to one another. Because the Sacrament of Marriage is worship, it is principally congregational. And because it is congregational, every effort should be made to enable the assembly to participate in a full and active manner. The liturgy is neither a show nor a performance and it is not enhanced by any design that creates passive observers. Everyone present should be encouraged to participate by being able to hear, see, speak, sing and pray.

### **II. MASS WITH COMMUNION OR MARRIAGE CEREMONY**

After meeting and consulting with the priest who will preside at the wedding, the couple will determine if the marriage will be celebrated in the context of a Nuptial Mass (with Communion) or a Marriage Ceremony (without Communion). The determining criteria will center on the religious background of the bride and groom, and which form of liturgy best accommodates the assembled guests to celebrate their unity.

Saint Mary of the Lake Church is fully committed to making all our guests feel welcome as brothers and sisters in God, joining in the prayer of this joyous occasion. At the same time, it would be a disservice to pretend as though differences and divisions within our Christian faith family and with other traditions do not exist. Specific concerns you must ask yourself:

- Are those attending coming from the Catholic tradition, or will there be many other Christian or non-Christian traditions represented?
- Will the celebration of Mass with communion make a significant number of your family and guests feel excluded from feeling fully welcome and participating?

While we do all we can to overcome differences and divisions, we choose instead to focus on what unites us at this moment of joy, welcoming all to your celebration of unity. With this in mind, we recommend the following formats for your liturgical service:

- **MASS WITH COMMUNION** (see sample wedding program on page 13):
  - for a Catholic marrying another Catholic;
  - both families are significantly practicing Catholics.
- **MARRIAGE CEREMONY WITHOUT COMMUNION** (see sample wedding program on page 14):
  - for a Catholic marrying a Non-Catholic Christian
  - for a Catholic marrying a person of another Faith Tradition;
  - for Catholic families which largely non-practicing.

### III. WEDDING PARTY

- **BEST MAN AND MAID/MATRON OF HONOR**

These individuals are very special persons in your life, and by custom they accomplish two things:

1. They witness to the words of fidelity and love you publicly exchange with each other;
2. They are to support and encourage you in the practice of the faith you are publicly professing.

Because of this honor *and* responsibility, at least one of the witnesses should be a practicing Catholic.

- **MINISTERS OF HOSPITALITY (USHERS)**

The ushers are first and foremost the ministers of hospitality. As soon as your guests arrive at the church, they are welcomed by the ushers. The ushers are the ones who hand out your programs and seat your guests. We suggest one usher for every 50 guests.

- **CHILDREN IN THE WEDDING PARTY**

We understand the desire of couples who wish sometimes to include very young members of their families in the wedding as flower girls or ring bearers. We simply ask you kindly to consider carefully the age of any children you might wish to include in your wedding party. Really young children can sometimes be quite overwhelmed (and perhaps a little frightened) by the spectacle of the wedding ceremony, especially the opening procession. We recommend thoughtful planning in this regard. Children should be old enough to have a sense of the event and the importance and execution of the procession. Children must be able to walk the length of the aisle.

### IV. READINGS AND LITURGICAL PRAYERS

In consultation with the priest who will preside at the wedding, you will select usually three passages from scripture. Non-scriptural readings or poems are not permitted in place of the scriptures.

Weddings held at Saint Mary of the Lake are celebrated according to the worship books of the Roman Catholic Church: the Sacramentary, the Lectionary and the *Rite of Marriage*. In the case of weddings where ministers of other Christian denominations or other faiths are taking part, appropriate adaptations may be made after consultation with that minister and the engaged couple. Keep in mind that the bride and groom may not read their own vows, privately written. In order for the Sacrament of Marriage to be valid, the vows as prescribed in the *Rite of Marriage* must be used.

### V. OPTIONS

- **THE UNITY CANDLE** has emerged in contemporary times as an additional symbolic expression of the couple's vows and as a "symbol of unity." This is one among several wedding customs that are not officially part of the Church's liturgical ritual. In preparing your wedding with the priest or pastoral minister, you may find it helpful to discuss whether or not you need to include the unity candle in your ceremony, based on the following considerations:

1. As Catholics, the "symbol of unity" is expressed in the wedding vows, which make known not only *your* words, but makes the Word (Jesus Christ) present once again: "I, N., take you to be my husband/wife: I promise to be true to you in good times and in bad, in sickness and in health. I will love you and honor you all the days of my life."
2. Additionally, the rings you exchange as a sign of your love and fidelity symbolize the permanence of the marriage vows (a circle with no beginning and no end), as well as the permanence of God's love for you both (no beginning and no end).

3. Finally, your verbal commitments to your promises of love and fidelity are made visible by your ongoing choice to wear your rings publicly and permanently.

For these reasons, a unity candle is typically seen as redundant and unnecessary.

- **FLOWERS TO THE BLESSED VIRGIN MARY** have been a custom retained by various Catholic cultures. You may choose to include this ritual in your ceremony if you have a devotion to the Blessed Mother. Please consult with the priest or pastoral minister if this is an option you wish to include in your ceremony.
- **CULTURAL WEDDING TRADITIONS** such as the “*arras*”, “*lazo*” and similar elements are a great gift of many different cultures. In celebrating our diversity, we recognize their value as an integral part of your heritage. However, in the spirit of good order and noble simplicity which has always characterized the Roman Rite, we ask that the couple carefully consider the number of primary and secondary sponsors they invite to participate in the liturgy if these cultural options are included.

## VI. WEDDING PROGRAMS

One of the things that will help your guests to participate and worship well together is a nicely designed, printed program. Saint Mary of the Lake offers to prepare and print your program, or you may print your own program without music titles. Visit [www.saintmarys.org](http://www.saintmarys.org) for examples of the programs that Saint Mary of the Lake produces for you. If you wish to design your own program for your wedding, the guides on pages 13-14 of this booklet will be of assistance to you. Listed on the left-hand margin in each example are those parts of the liturgy that should be printed in the program. Items printed in *italics* indicate variables that you should list in the finished product. Optional items are given in brackets. The music office will provide you with all of the musical variables (titles, composers and music texts) once your musical selections have been finalized. Samples of wedding programs are available at [www.saintmarys.org](http://www.saintmarys.org)



## **PROGRAM FOR MARRIAGE CEREMONY (without communion)**

(NOTE: Items printed in *italics* indicate variables that you should list in a printed program. Optional items are given in brackets. The music office will provide you a detailed list of music titles and composers for the selections you have made once all the musical arrangements are finalized. Scripture references for the readings and gospel are generally taken from the options provided in the *Together for Life* book, chosen in consultation with your priest.)

[SEATING OF THE MOTHERS] *music title* *composer*

### **INTRODUCTORY RITE**

PROCESSIONAL *music title* *composer*  
GREETING

### **LITURGY OF THE WORD**

FIRST READING *scripture reference*  
RESPONSORIAL PSALM (cantor first, then all) *psalm number* *composer*  
*text of psalm refrain*  
SECOND READING *scripture reference*  
GOSPEL ACCLAMATION (cantor first, then all) *Alleluia* *composer*  
GOSPEL *scripture reference*  
HOMILY

### **RITE OF MARRIAGE**

EXCHANGE OF VOWS  
BLESSING AND EXCHANGE OF RINGS  
[LIGHTING OF THE UNITY CANDLE]  
PRAYER OF THE FAITHFUL  
LORD'S PRAYER  
NUPTIAL BLESSING

### **CONCLUDING RITE**

[MEDITATION TO THE VIRGIN MARY] *music title* *composer*  
FINAL BLESSING AND DISMISSAL  
RECESSIONAL *music title* *composer*

## *Music for the Wedding*

### **Music**

Music for weddings should be planned jointly by the couple utilizing the St. Mary of the Lake wedding music website, in consultation with the music coordinator. The Sacrament of Marriage is a liturgical celebration. Therefore, one of the basic principles that should underlie your selection of music is whether the music is indeed liturgical music. Popular songs and secular music, no matter how meaningful they may be, are not permitted in the liturgy. They may be appropriately performed at your wedding reception. For the wedding liturgy, the music will have an emphasis on sacred music. This means the context of the pieces selected is derived from scriptural and liturgical sources

The music coordinator serves as organist and/or principal musician at all weddings. As principal musician for the wedding, the music coordinator is entrusted with the responsibility of determining the suitability of musical selections within the context of the Roman Catholic wedding liturgy, and must approve all music and musicians chosen for the ceremony. The music coordinator also bears the essential responsibility of ensuring the proper performance and timing of the various musical portions of the wedding liturgy. The fee for the music coordinator is included in your wedding fee.

The Cantor (singer) fee is included in your wedding fees as well. Our cantors are well trained singers with years of experience leading congregational singing. This guarantees that your wedding will go smoothly because cantor, organist and instrumentalists are accustomed to working with each other as well as with the specific acoustical demands of the liturgical space.

Instrumentalists may be used upon approval of, and arrangement with, the music coordinator at St. Mary of the Lake. Please contact the music coordinator before making any instrumentalist arrangements. Please note there is an additional fee for each instrumentalist requested. Their fee will be assessed once the musician is confirmed and should be added to the \$1900 wedding fee outlined above.

Please note the following:

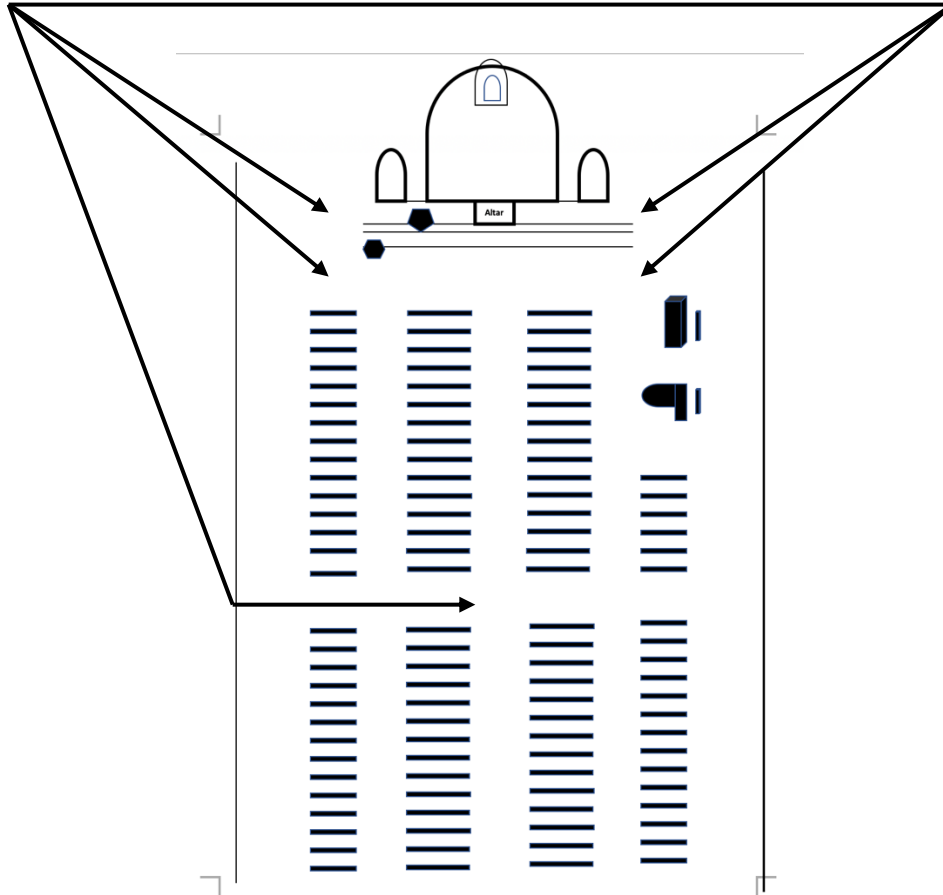
1. Musicians are not present at the rehearsal the day before your wedding.
2. Guest and visiting singers are not allowed and members of the wedding party may not perform dual roles as musicians.
3. Recorded musical accompaniment and/or recorded music is not allowed.

Couples are required to consult with the music coordinator before making any musical plans or arrangements. Furthermore, the Wedding Planning Logistics Form is to be completed before contacting the music coordinator. The music coordinator is Connor Ford, and he can be contacted at [cford6@luc.edu](mailto:cford6@luc.edu) or 406.498.9376.

**PLEASE PROVIDE A COPY OF THESE GUIDELINES TO EACH PHOTOGRAPHER AND VIDEOGRAPHER**

1. Please check-in with our parish Wedding Attendant upon your arrival. The attendant will review our photo/video procedures with you. The attendant will also request a copy of your business card for our files.
2. Weddings at Saint Mary of the Lake are scheduled at 11 a.m., 1 p.m., 2:30 p.m. & 6:00 p.m. The set-up time allowed is 30 minutes prior to the ceremony. A maximum of 15 minutes will be allotted for pictures after the ceremony ends.
3. Photographers/video personnel and their equipment are to be as unobtrusive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. Posing during the liturgy, waving to the couple or distracting from the ceremony is not allowed.  
*Flash photography or video lighting is not permitted during the liturgy.*
4. Photographers/video personnel are not permitted in any place deemed inappropriate by the church staff. Video equipment cannot be obtrusive and must remain stationary. Photographers and equipment in the altar area must be confined to the corners of the dome area of the church — outside the gray floor area around the altar platform — and equipment must remain stationary. See the floor plan below.

**During the ceremony, photographers / video personnel / equipment must be confined to these areas:**



5. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones



are not to be disconnected or tampered with in any way. This includes patching or tapping into the amplified PA system.

6. Photo and video lighting racks are not permitted during the ceremony.
7. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. Nothing should be placed in or on the pews.
8. Standing on any pews for picture taking or posing is forbidden. The altar is a sacred place; nothing should be placed upon it, nor should it be used as a prop.
9. Altar candles and church decorations may not be moved or removed.
10. Musicians may not be photographed or videotaped without their explicit personal approval.
11. Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
12. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
13. All voices must be kept down during photographic sessions. Shouting is inappropriate.
14. It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.
15. Any questions about these policies must be directed to the Wedding Attendant on duty, not to the deacon or priest.
16. Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the church. We reserve the right to prohibit problematic photographers and videographers from working at Saint Mary of the Lake.

**Should you have any questions, you can reach out to the Parish Office:**

[office@saintmarys.org](mailto:office@saintmarys.org)

*Saint Mary of the Lake and Our Lady of Lourdes Parish*  
*Guidelines for Florists and Decorators*

**PLEASE PROVIDE A COPY OF THESE GUIDELINES TO YOUR FLORIST  
 AND/OR WEDDING DECORATOR**

1. Please check-in with our parish Wedding Attendant upon your arrival. She will review our floral/wedding décor guidelines with you. She will also request a copy of your business card for our files.
2. Please designate your florist, a family member or a friend to pin and distribute flowers to those who will wear them. This is not the responsibility of the parish wedding attendant.
3. Weddings at Saint Mary of the Lake are scheduled at 11 a.m., 12:30 p.m., and 2:00 p.m. & 6:00 p.m. The set-up time allowed is 30 minutes prior to the ceremony.
4. Altar flowers are not required, but if they are used, they must be delivered and in place at least 25 minutes prior to the wedding liturgy.
5. Altar flowers may not be placed on the altar or in front of the altar, nor may they be placed on the cantor podium or in front of the cantor podium. They may be placed on either or both sides of the altar platform.
6. When flower stands are used, they must be placed only toward the back corners of the altar platform to preserve necessary sightlines between priest, cantor, lectors and congregation.
7. The florist must provide any stands or pedestals used.
8. Pew-end Decorations may be used at regular intervals along the entire length of the aisle, 58 pews total (29 on each side), but they may *not* be attached by pinning, gluing, nailing, tacking, taping or stapling. Elastic bands, plastic pew clips or ribbons must be used instead.
9. Pews may never be blocked by ribbons, cords, strings, etc.
10. Decorations of any type may *not* be affixed in any way from the colonnade in the sanctuary, nor may any decorations wrap around the colonnade.
11. Aisle runners are not permitted.
12. Sanctuary floral arrangements must be done by a professional florist. Paper-mache containers are not permitted. You must use flower containers that present no danger of leaking.
13. Sanctuary appointments such as the ambo (pulpit), presider's chair, lectern, candle sticks, banners, altar cloths, advent wreaths, the paschal candle and any art or liturgical environment *may not be altered or removed under any circumstances*. Keep in mind that different colors are used in the church during the varying liturgical seasons throughout the year. This is a general calendar: Advent — dark violet. Christmas Season — white. Winter Ordinary Time — green. Lent — purple. Easter Season — white. Pentecost Weekend — red. Summer Ordinary Time — green. Expect to find some of these colors present in the church or in the sanctuary. These items may not be removed or altered. Questions regarding any seasonal colors being used on your wedding day may be directed to the wedding coordinator.

14. Rice, birdseed, confetti, flower petals, sparklers, balloons, birds, butterflies, bubbles, etc., may not be used, thrown or released in the church or outside the church. The church is in constant use, and because of safety, maintenance, and time concerns, these items are prohibited.
15. The only candles permitted are those already in place by the church staff. Candelabra, lighted or unlighted are not permitted in the church. Candles in the aisles or on pews are not allowed. The couple is however required to supply the unity candle should they decide to have one. The church does not supply unity candles. The unity candle must be placed on the stand provided by the church. The unity candle is *strictly prohibited* from being placed on the altar.
16. All containers used for corsages, floral arrangements, etc., must be removed from the vestibule before leaving the church. This is the responsibility of the attending florist, not the church staff.
17. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
18. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.
19. If you have any questions about these policies, they must be directed to the Wedding Attendant on duty, and not to the deacon or priest.
20. Any violation of these policies will be immediately addressed. Continued violations will result in the removal of inappropriate decorations and the dismissal of the florist from the building. We reserve the right to prohibit problematic florists from decorating at Saint Mary of the Lake.

**Should you have any questions, you can reach out to the Parish Office:**

[office@saintmarys.org](mailto:office@saintmarys.org)