

WEDDING GUIDE



IMMACULATE HEART OF MARY CATHOLIC CHURCH

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www.ihm-newmelle.org

IMMACULATE HEART OF MARY CATHOLIC CHURCH

MARRIAGE PREPARATION PROGRAM

Dear Friends,

Married couples are among God's most cherished gifts to the Church. We believe this because we believe what Saint John says in one of his letters – "where love is, there is God."

To witness the love of a man and woman in the sacrament of marriage is to glimpse God. That is why marriage fills us with wonder and gratitude. For this reason too, we as Catholics take preparation for the sacrament of marriage very seriously.

As you consider the possibility of celebrating your marriage at Immaculate Heart of Mary, these guidelines will detail for you some of the specifics surrounding the planning of a wedding here. If you have any additional questions, please feel free to contact us at 636.398.5270.

Faithfully in Christ,
The Clergy and Staff
Immaculate Heart of Mary Catholic Church

CONFIRMING IHM FOR YOUR WEDDING

STEP 1

Contact the Parish Office to Reserve a Date

Before any other arrangements can be made, please call the parish office at 636-398-5270 to reserve a tentative date for your wedding. You may schedule your wedding on Friday evening, Saturday morning, or until 1:30 pm Saturday afternoon. If you wish a weekday wedding, you may arrange for this with the Parish Staff, pending availability of the Church. On days when more than one wedding is scheduled, there will be an interval of two hours between them. Once a tentative date has been reserved, you will receive preliminary paperwork, including a contract.

Note well: No reserved dates will be finalized until the contract, fees due with contract, and other preliminary paperwork have been received by the Parish Office.

STEP 2

Contact Your Clergy to Begin Marriage Preparation

If you are a registered active member of IHM Parish, contact a member of our clergy to secure them as your wedding officiant and to begin your marriage preparation. Your officiating priest/deacon will outline the requirements of marriage preparation for the Archdiocese of Saint Louis, as well as specific details for weddings at IHM.

If you are NOT a registered active member of IHM parish, contact the priest/deacon who will be officiating at your wedding. This may be a priest/deacon either from your own parish or with whom you are acquainted. This priest/deacon will need to agree to the following:

- Accept responsibility for your marriage preparation;
- Performing the pre-nuptial investigation, completing and submitting all the necessary paperwork to IHM ONE MONTH PRIOR to the wedding ceremony;
- Be present for the wedding rehearsal;
- Officiate the wedding ceremony.

Regardless of whether he is from IHM or from another parish, your priest or deacon will guide you through the marriage preparation process in accordance with policy established by the Archdiocese of Saint Louis, which will include but is not necessarily limited to:

- Completion of a pre-nuptial investigation, to include copies of sacramental records/certificates;
- Pre-marital inventory
- Participation in an Archdiocesan approved marriage preparation (pre-Cana) program; and
- Participation of an Archdiocesan approved Natural Family Planning program.

Note: If the priest or deacon officiating your wedding and/or performing your marriage preparation serves outside of the Archdiocese of Saint Louis, please notify the Parish Office as soon as possible.

STEP 3

Stipends and Fees

Wedding stipends listed below are suggested as the minimum offering required, and is not intended to limit your generosity. This suggested minimum offering includes not only the use of the Church for your wedding ceremony, but also includes the organist, and an IHM wedding coordinator. For weddings that are part of a full Mass, the minimum offering must include a cantor. Continue to step 4 for information about weddings that are part of a full Mass versus a ceremony only.

To hire additional staff, such as extra musicians or the videographer, please contact the Director of Liturgy in the Parish Office as soon as possible. A breakdown of fees and payees will be included in the contract.

Wedding Ceremony Only:

- For parishioners who have been registered and actively supporting the parish for a minimum of six (6) months, the cost of the wedding is \$700, and a total of \$300.00 is required with the signed contract, with the remainder due at the rehearsal.
- For parishioners who have been inactive, or registered for less than 6 months at the time the wedding date is booked, the cost of the wedding is \$1,150, and a total of \$750.00 is required with the signed contract, with the remainder due at the rehearsal.
- For all others, the cost of the wedding is \$1,150, and a total of \$750.00 is required with the signed contract, with the remainder due at the rehearsal.

Wedding Mass:

- For parishioners who have been registered and actively supporting the parish for a minimum of six (6) months, the cost of the wedding is \$950, and a total of \$300.00 is required with the signed contract, with the remainder due at the rehearsal.
- For parishioners who have been inactive, or registered for less than 6 months at the time the wedding date is booked, the cost of the wedding is \$1,400, and a total of \$750.00 is required with the signed contract, with the remainder due at the rehearsal.
- For all others, the cost of the wedding is \$1,400, and a total of \$750.00 is required with the signed contract, with the remainder due at the rehearsal.

Please note it is customary to offer a stipend of your discretion to the clergy. A stipend for them is not included in the required minimum offering.

STEP 4

Planning Your Ceremony

Your wedding celebration must follow the directives of the Catholic Church; however, you will have some options within those directives from which you can personalize your wedding celebration. The Wedding Liturgy Planning Form is included in initial paperwork given to couples. It is to be filled out in the consultations with the Wedding Coordinator and Director of Liturgy included in the wedding cost. Options for readings and prayers are found in the book *Together Through Life*, which is given to all couples with initial paperwork. Options for music are on the following page. A scanned completed copy of the Wedding Liturgy Planning Form is due to the Director of Liturgy no later than one month before the wedding. In approaching the planning sessions, please be mindful of the following:

The Liturgy: *If both bride and groom are practicing Catholics, you are encouraged to celebrate your wedding within the context of the Eucharist.*

If either the bride or the groom is baptized but not Catholic, it may be more appropriate to celebrate the wedding ceremony within a service of Scripture readings which would enable all of your guests to fully participate.

If either the bride or the groom has never been baptized in any Church, the wedding ceremony outside of the Eucharist is the only option.

The Music: The Marriage Rite is a Sacrament of the Church, a solemn exchange of vows between a bride and a groom, an act of worship on the part of all those present to offer thanks and praise for God's blessings on the couple's life together as husband and wife. Therefore all of the music during the wedding liturgy reflects the sacred nature of the ceremony and must be taken from sacred or religious music repertoire.

The wedding cost includes an organist and cantor. Director of Liturgy Mr. Bryan Beams will be the organist/pianist. Parish cantor Mrs. Betsy Struckhoff has first right of refusal for IHM Weddings, and additional professional cantors are regularly employed at IHM. All music for your wedding will be arranged at a meeting with the Director of Liturgy. Please contact Mr. Beams at bryanbeams@ihm-newmelle.org or by calling the parish office to set up a meeting approximately 3 months prior to your wedding in order to discuss musical selections.

Music may be selected from two categories, and the Director of Liturgy will assist you in the placement of the music within the wedding ceremony. Couples may request music not shown below, and may be used at the discretion of the Director of Liturgy.

Instrumental Music Selections

Air (Bach)
Canon in D (Pachelbel)
Bridal Chorus (Wagner)
Butterfly Waltz (Crain)
Hornpipe (Handel)
Jesu Joy of Man's Desiring (Bach)
March of St. Cecilia (Handel)
Ode to Joy (Beethoven)
Piano Sonata No. 11 in A major (Mozart)
Procession Allegre (Cornell)
Rondeau (Mouret)
Spring (Vivaldi)
Te Deum (Charpentier)
The Swan (Saint-Saens)
Trumpet Tune (Purcell)
Trumpet Voluntary (Clarke)
Wedding March (Mendelssohn)

Vocal Music Selections

Adoro Te Devote (chant)
Ave Maria (Schubert/Bach/Caccini)
Ave Verum Corpus (chant/Mozart)
Be Thou My Vision (SLANE)
Bridal Prayer (Genco)
Gift of Love (Hopson)
Hail Mary, Gentle Woman (Landry)
O Sacrament Most Holy (FULDA)
On This Day, O Beautiful Mother (Lambillotte)
Panis Angelicus (Franck)
Prayer of St. Francis (Temple)
Regina Caeli (Easter Season)
The Lord's Prayer (Malotte)
Ubi Caritas (Hurd)
When Love Is Found (O WALY WALY)

Please contact Mr. Beams as soon as possible if you wish to employ additional IHM musicians, or if you are considering hiring visiting (non-IHM) vocalists and instrumentalists. If you wish to employ additional musicians, we can contract some of the finest professional musicians in the St. Louis area with whom we regularly collaborate. Trumpet, violin, harp, string quartet, or brass are common choices. Particularly popular is parish violinist Mrs. Mary Sweetin, who can be hired for an additional \$250 to the wedding cost. Visiting musicians must be approved by the Director of

Liturgy. Additional information about a visiting musician's musical proficiency or liturgical experience may be requested.

Congratulations! The liturgical ministers at IHM are pleased to be participating in the joyful event of your marriage.

The Rehearsal and the Ceremony: The wedding cost includes an IHM Wedding Coordinator, who will coordinate all aspects of the time you and your wedding party spend at IHM, from the rehearsal all the way through your wedding ceremony and photographs. Approximately 2 to 3 months prior to your wedding, your Wedding Coordinator will schedule a meeting with you to review details of the rehearsal and ceremony, discuss options, and answer any questions you might have.

The date of the rehearsal shall be in conjunction with the parish calendar and the presiding minister's schedule. No rehearsals shall begin after 6:00pm.

GENERAL GUIDELINES



The Wedding Party & Entrance Procession

IHM sanctuary can accommodate wedding parties of any size. There will be kneelers available for the bride and groom and maid/matron of honor and best man. Attendants (bridesmaids and groomsmen) will be seated in the front row for the ceremony and only be invited into the sanctuary to witness the exchange of vows.

You have a variety of options to consider when planning the entrance procession, some more traditional than others:

The Wedding Party

- All attendants, including maid/matron of honor and best man, process down aisle as couples.
- Bridesmaids and maid/matron of honor process down aisle individually, with groomsmen and best man waiting in front of the first pew.

The Groom

- The groom processes down aisle with his parents before the rest of the wedding party.
- The groom enters with the clergy and stands in front of first pew before the entrance procession begins.

The Bride

- The bride processes down aisle with both parents.
- The bride processes down aisle with one parent or designate.

(Note: If parents are not included in the procession of the bride and groom, then they process immediately prior to the wedding party, along with any other family members, such as grandparents.)

The Flower Girl and Ring Bearer

The flower girl and ring bearer enter the church after the wedding party and immediately before the bride. A responsible adult (a parent or relative) should be designated to assist each child, and determine their willingness to walk in the procession when the time comes. No flower petals, etc. are allowed to be thrown in church or on IHM grounds.



Flowers to the Blessed Mother

Presenting flowers to the Blessed Mother is a practice meant to express a personal devotion to her and is not a part of the rite of marriage. This is an act which should be a sign of something real. Therefore, if you have a strong devotion to Mary, you may wish to incorporate this devotion as a part of your wedding ceremony. If you do not choose this option, you may decide to show your respect for Mary by including a bouquet for the Blessed Mother's shrine when choosing decoration for the rest of the church. However, this too is optional.



The Sign of Peace

The sign of peace is a part of the ceremony which is usually given by the bride and groom publicly to the members of the wedding party and the parents of both the bride and groom. However, the couple may choose to enhance this action by giving flowers to their parents and/or other relatives. If music is used, it should be soft, instrumental music only to allow the assembly to exchange gestures of peace.



The Photography & Videography

Documenting your wedding ceremony in picture and video is a monumental undertaking, however it is important that the process not distract members of the assembly away from the act of worship. Therefore, we request that you and your professionals work directly with your IHM wedding coordinator, as he/she will be able to indicate those locations in the church which are most advantageous for video and still photography. This will prevent the professional you hire from roaming through the church and interfering with the ceremony.

IHM employs liturgical videographer Mr. Stan Kostecki, who will do videography of the wedding for an optional \$125 addition to the wedding cost. This includes a stream to YouTube and archived copy. Please let the Director of Liturgy know as soon as possible if you would like to hire Mr. Kostecki.

Other basic guidelines to note:

- Photographers and videographers are never allowed to enter the sanctuary.
- Flashes and camera lights are not to be used during the ceremony.
- Videographers are requested to remain stationary during the ceremony.
- Posed photographs may be taken for up to 60 minutes following the ceremony, or until 3:00pm on Saturdays. Weather permitting, posed pictures may also be taken outside on the grounds of IHM.
- Only hired professionals will be allowed to shoot photos/video of the wedding ceremony.



Flowers and Other Decor

- The use of "Unity" candles and/or candelabra in the sanctuary is not permitted.
- Only fresh cut flowers and live plants are permitted in the sanctuary under the direction of the wedding coordinator and wedding sacristan.
- Flowers used to decorate the sanctuary and altar may be left as a courtesy to the church.
- The use of aisle runners of any kind is not allowed.



Parish Halls

We offer three potential spaces for a wedding reception::

- Grand Hall Foyer holds 50 and rents for \$250
- Founders Hall holds 150 and rents for \$700
- Grand Hall holds 250 and rents for \$1,200

IHM's Grand Hall is particularly nice, and includes a dance floor, two movable bars, and a catering kitchen. Hall rentals are done with separate contracts.

Please contact Business Manager Michael Forget at 636-398-5270 x231 or mforget@ihm-newmelle.org to discuss leasing one of these spaces for your wedding reception.



Contracted Wedding Consultants/Planners

You may choose to employ a wedding consultant for the planning of your wedding and reception, however know that his/her expertise does not include the church ceremony. Any outside wedding consultant must understand and follow all IHM guidelines provided and be willing to work under the direction of the IHM wedding coordinator.



Please Note

- No gum, food, alcohol, or drink of any type is allowed in the church building. Alcohol consumption by any member of the wedding party prior to or during the wedding ceremony or rehearsal, while on church grounds, may be reason for cancellation of the wedding. **If members of the wedding party are inebriated or under the influence, IHM is within its right to immediately cancel the wedding, with no refund of stipends provided. No exceptions.**
- Appropriate dress for rehearsal and wedding is required. For the wedding ceremony, strapless gowns will not be allowed for the bride or her attendants unless a jacket, shawl, or other covering is worn over the shoulders during the ceremony. **If the attire of any member of the wedding party is deemed inappropriate, IHM is within its right to immediately cancel the wedding, with no refund of stipends provided. No exceptions.**
- Weber Hall is used as a dressing area for the women, and the choir room in the back of church for the men. These rooms should be left as they were upon arrival.
- For insurance reasons, we cannot allow rice, birdseed, flower petals, or any other item to be thrown in or on the grounds of IHM.
- The wedding coordinator, on the behalf of IHM and the officiating priest/deacon, assumes the responsibility for maintaining the sacred nature of the church, directing the entrance procession, and ensuring that the ceremony begins on time. Wedding parties who do not respect the space or are not prepared to begin on time run the risk of having their wedding cancelled, with no refund of stipends provided. No exceptions.
- Phones should be on silent and put away.