



Saint Joseph Catholic Church

Fayetteville, Arkansas

*Wedding*

PLANNER



he Catholic Church teaches us to hold marriage as sacred. It is a gift from the hand of God, who created male and female in His image so that they may become one body. In Marriage, the love between a man and a woman is blessed by God. Marriage is a union in faith and a response to God's call to holiness. The couple becomes the symbol of God's love on earth.

In choosing to be married at St. Joseph Catholic Church in Fayetteville, you are asking the celebrant (and those who will be present) to witness your commitment to love each other as Jesus loves you. This is the heart of Marriage.

A common saying is: "The Wedding lasts a day, but Marriage lasts a lifetime". If you want your Marriage to last your whole life, and thereby witness to the love of Jesus, you must prepare well, and enter into Marriage with all your heart and full understanding. Thus, St. Joseph Catholic Church wishes to give you every opportunity to prepare well for Marriage by inviting you to pray, discuss, listen, and ask questions. The time and effort required for Marriage preparation is very little when measured against a lifetime.

4. If there is a previous marriage, the party with the previous marriage must bring an **annulment decree**. If you need an annulment and have not yet obtained one, we must postpone marriage preparation until the annulment process is completed. Fr. Tyler can describe this process and for more information about advocates in English please contact the Parish Pastoral Secretary and in Spanish contact Luz Morlet.

5. If a former spouse has passed away, please bring a copy of the **death certificate**.

## MARRIAGE

### PREPARATION

The Diocese of Little Rock requires at least **6 months** of Marriage Preparation. Several preliminary steps, including meeting with the priest, must be accomplished before your Wedding date can be scheduled. While each couple's time frame is unique, we will make every effort to help you complete the requirements and get your date on the calendar as quickly as possible.

In accordance with the Diocesan Policy, Marriage Preparation has a three-part component:

1. MARRIAGE INVENTORY
2. SPONSOR COUPLE PROGRAM OR RETREAT
3. NATURAL FAMILY PLANNING



love and sexuality, and parenting. This tool is offered to engaged couples whose primary language is English. Following your meeting with the priest, you will get an email with instructions and login information.

**B) The REFOCCUS Program** is offered to couples who are civilly married for at least five years whose primary language is English. After you have completed the forms and returned them to the church office, Dc. Mike Henry will contact you to set up a time to meet.

C) For couples whose primary language is Spanish, the Marriage Inventory used is **Fully Engaged**, and it can be done online or in person.

### 2. SPONSOR COUPLE

#### PROGRAM OR RETREAT

**A) The Sponsor Couple Program** is for engaged couples whose primary language is English and it consists of five sessions, typically in the sponsor couple's home.

**B) Pre-Cana** is a one-day retreat for engaged couples offered by the Family Life Office of the Diocese of Little Rock. This retreat is offered

### 3. NATURAL FAMILY

#### PLANNING

**Natural Family Planning** is the third step on your Marriage Prep. This course, consisting typically of three classes, teaches how to cherish God's gift of human sexuality through the knowledge of a couple's fertility. The Church calls this "responsible parenthood," that is, planning when to have children according to God's timing. These classes may take up to three months to complete. Therefore, we ask you to please register right after your appointment with the priest. To see a list of available classes, go to <https://dolr.org/family-life/nfp>. This step can happen before the other two are completed.

#### WEDDING CEREMONY

A Catholic wedding can be a wedding with Mass or a wedding without Mass. Both are equally valid and equally "Catholic." A wedding with Mass is typically used when both the bride and the groom are Catholic. When one party is Catholic and the other is not, the wedding without Mass is used and centers on the Liturgy of the Word, using the same readings and vows as the wedding with Mass.

#### WEDDING DATES

Weddings are ordinarily celebrated on Saturdays between noon and 2:00 p.m. or at 7:00 p.m. We could also accommodate a Friday night Wedding between 6:00-7:00 p.m. Weddings are not celebrated during Lenten Season,

sion from the Diocese of Little Rock if they come from another state. We can help obtain that permission. Please ask at least two months in advance of your Wedding date.

#### WITNESSES

There must be two witnesses for the Wedding. Generally, they are the Best Man and the Maid (Matron) of Honor. The witnesses need not be Catholic.

#### SACRAMENT OF RECONCILIATION

The Catholic Church invites all baptized Catholics to prepare themselves spiritually prior to their Marriage by making a good Examination of Conscience and then celebrating the Sacrament of Reconciliation with their parish priest. A sincere confession will open your heart to receive all the graces that God wants to give you on your Wedding day.

#### MARRIAGE LICENSE

Marriage licenses can be obtained at the Washington County Clerk's office on Dickson and College. Please do not get the Marriage License more than a month before the actual Wedding; it has an expiration date.

#### MUSIC

Our Organist and Director of Music, Jane Heirichs (479-442-0890 x241 or [jheinrichs@sjfay.-com](mailto:jheinrichs@sjfay.-com)) is happy to help you plan the music for

the Music Director ensures for Fr. Tyler that the music conforms to the Wedding Liturgy Policies of St. Joseph.

#### ALTAR SERVERS

If the couple chooses, the parish can provide altar servers for your Wedding. The customary offering for each server is \$20

#### PROGRAM

You are welcome to print a program for your Wedding. It is the responsibility of the couple to secure the necessary copyright permissions (check with the Music Director). Creating and printing the program is the couples responsibility.

#### REHEARSAL

It is suggested that you schedule your rehearsal on either the Thursday or Friday evening before your Wedding. Rehearsal time varies according to the officiant's schedule. Either the priest, deacon or Wedding Coordinator will conduct the rehearsal. **Please make every effort to begin the rehearsal on time.**

#### BRIDAL ROOMS

Bride and groom rooms are available for the convenience of the couple and their attendants from two hours before the ceremony. The consumption of alcohol prior to the ceremony is prohibited.

Personal belongings must be removed immediately after the ceremony. We are not responsible for lost or stolen

# WEDDING COORDINATOR



**D**ear Bride and Groom,

I would like to introduce myself as your Wedding Coordinator. The planning of your Sacramental Marriage is my priority, thus, I will assist you in everything you need to make this day one of the most memorable ones in your lives. Some of my duties will include, being available to answer any questions you might have along your Marriage Preparation, go over the church policies in regards to photography and decorations, coordinate the Wedding Rehearsal, and be there for you on your Big Day!

In order to achieve this, we need to set aside a time to talk about the type of ceremony, readings, decorations, music, photography and videography, bridal party, etc.

We will also talk about a day for your rehearsal. We typically have Wedding rehearsals on Friday evening but we can certainly schedule a Thursday evening rehearsal before your Wedding. Rehearsal time varies according to the officiant's schedule. Either the priest, deacon or Wedding Coordinator will conduct the rehearsal. For your rehearsal, we ask that you and your guests arrive at least 15 minutes early so we can start on time.

On the Day of the Wedding I will be in the church a couple hours before the time of your Wedding, to set up everything for the ceremony, including readings, chairs, kneelers, welcome photographers, videographers, answer any last minute questions and be ready to coordinate the Bridal Party processional, assist the celebrant, lector (if necessary), etc.

At the end of the ceremony, I will make sure everything is put back and help with distributing stipends for priest, deacon, musicians, altar servers, etc.

Please call or email me with ample time before the Wedding so we can talk about all the details related to your Sacramental Marriage.

Looking forward to serve you on this Most Joyful Day.

# CHURCH DECORATIONS

**F**lowers and plants reveal the beauty of God's creation and have a special place in the Church's celebration of her liturgies. They enhance the sacred areas where the Mysteries of God are celebrated and can serve as means of lifting up the spirits of those gathered for worship, praising God for the work of his hands.



1. Flowers and greenery must be real, fresh and tastefully arranged. Please choose one of the following flower options for your wedding:

**Option One:** No flowers.

**Option Two:** Use a professional or approved florist to make the arrangements that are to be set at the feet of the statues of Mary and Joseph, as well as those set before the altar and ambo and on either side of the tabernacle. Please provide your florist with the height restrictions, listed in item 2. below, in a timely manner so he/she can help you plan accordingly.

**Option Three:** Make a minimum donation of \$200 to the flower fund to have our St. Joseph Church Flower Coordinator make arrangements for your Wedding. Please consult with Anne Gallagher, our flower coordinator, a minimum of 60 days prior to your Wedding. She will make every effort to accommodate your needs based on the type and cost of the flowers you request. However, exact matches cannot be guaranteed.

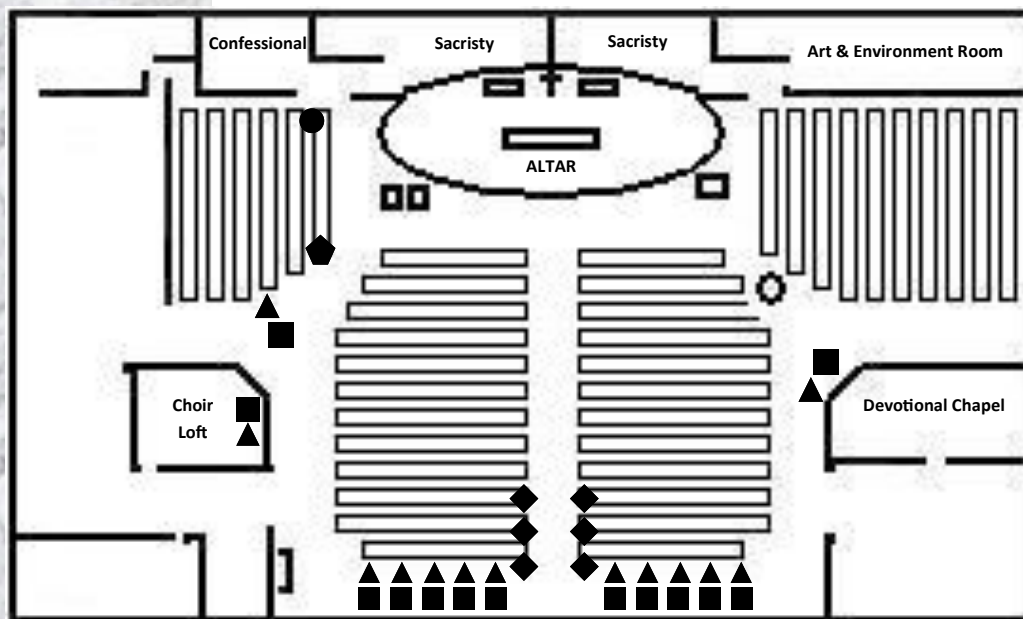
2. Flowers and greenery may be placed on either side of the altar and must be on secure, steady stands or pillars or be placed directly on the floor. All arrangements in front of the altar must not exceed a height of **36 inches**. Arrangements at the feet of Mary and Joseph are not to exceed a height of **20 inches**. Arrangements may be used in front of the candles on the tabernacle but must not exceed a height of **12 inches**. The maximum height for flowers in front of the ambo is **29 inches**. Please note: absolutely nothing can be placed on the baby grand piano.
3. Pew bows are allowed. However, they must be hung on the pews with a clip or hook. They may be tied on with clear filament as well. The use of stick on hooks is not permitted. Gaffer's tape, or painter's tape, works well and does

# PHOTOGRAPHERS AND VIDEOGRAPHERS



Please abide by the following guidelines for photographs and videotaping of the Wedding. If you plan to have photographs taken or have the ceremony videotaped, you are asked to give the enclosed Guidelines to the photographers.

1. If any part of the ceremony is to be videotaped, the camera must be stationary and fixed in a pre-determined place. Please consult the drawing below for the acceptable positions of this equipment.
2. Still photographs of the procession may be taken from a designated place as diagrammed. The bridal party is not to be instructed to stop at any time during the procession for the benefit of the photographer.
3. During the ceremony, photographs may be taken from the rear of the church and from designated places near the sanctuary. Photographers and videographers **will not be allowed on the altar during the ceremony.**
4. Group and individual photographs may be taken up to 30 minutes prior to the ceremony or after the wedding. Please limit pictures taken after the ceremony to 30 minutes.
5. The priest or deacon is available for photographs with the wedding party, but, because of their schedule, please arrange for these to be taken immediately after the ceremony.
6. Photographers and videographers should dress in a manner befitting the occasion.



## CHURCH

- ◆ Designated areas for photographs of the bridal party in procession.
- ▲ Designated areas for video cameras
- Designated areas for still photographs
- Organ
- ◆ Piano

# FEE SCHEDULE

**F**ees payable to St. Joseph must be received before the wedding date can be scheduled.



- ◆ **NON-ST. JOSEPH FAYETTEVILLE PARISHIONERS** are required to pay \$500.00 before scheduling the Wedding, in addition to the fees listed below.
- ◆ **BOTH ST. JOSEPH AND NON-ST. JOSEPH PARISHIONERS** can expect the fees listed below:

1. Paperwork Fee                      \$50 to St. Joseph
2. NFP course                            depends on the class you choose
3. Marriage Inventory                  Included in Paperwork Fee
4. Sponsor Couple Program          Included in Paperwork Fee
- OR* Retreat or Pre-Cana                      pay fee online - see page 2
5. Celebrant                                no fee required, but it is customary to give a stipend to the priest celebrating your Nuptial Mass \$50 if a common gift amount.
6. Parish Wedding Coordinator        \$100 to Wedding Coordinator
7. Altar Server                            \$20 to Altar Server
8. Decorations                            \$\_\_\_\_\_ see page 3
9. Organist (If requested)              \$250 to organist
10. Cantor (If requested)                \$100 to cantor

# CHECKLIST ✓

To do marriage prep here, you must be a **registered parishioner** at St. Joseph. To register please go to [www.sjfay.com](http://www.sjfay.com)

If you are Catholic, you must ask your church of record for a **NEW annotated copy of your Baptismal Certificate**.

Schedule a meeting with the priest by contacting the church office at 442-0890 x202.

**Meet with priest.** Bring your baptismal certificate. (If you are already married civilly, please also bring copy of civil marriage certificate) The priest will help determine your preparation needs.

## Complete Marriage Packet paperwork:

Baptismal Certificate (if Catholic)                      Bride\_\_\_ Groom\_\_\_

Freedom to Marry affidavit (if non-Catholic) Bride\_\_\_ Groom\_\_\_

Civil License (if already civilly married)

Annulment decree (if previously married)                      Bride\_\_\_  
Groom\_\_\_

Death Certificate of Former Spouse (if needed)                      Bride\_\_\_  
Groom\_\_\_

Marriage Inventory report

NFP certificate of completion

Marriage Prep certificate of completion

## Pay Church Fees

**Schedule Date and Time of the Wedding** with Parish Pastoral Secretary

Do the designated **Marriage Inventory** (Foccus, Refoccus, Fully Engaged)

Register for selected **Marriage Prep** (Sponsor Couple, Pre-Cana, Marriage Encounter, Convalidation Retreat, etc) If **Sponsor Couple** is required, we will put you in touch with your sponsor couple. If any other program has been discussed with the priest please register online.

Register for **NFP** online and complete Classes I-III.

## Plan liturgy

Meet with Wedding Coordinator

Select readings using *Together for Life Booklet*

