Dear Engaged Couple,

Congratulations on your engagement and your decision to celebrate your marriage at St. Joseph Catholic Church. The Parish Staff and Community of St. Joseph extend our joy to you as you become a new family.

Christian marriage is a special encounter between Christ and the bride and groom. This sacred commitment calls a man and woman to each other in a most profound and permanent way; and calls them to be a visible sign of Christ’s unconditional love in the world. Therefore, a couple deserves thorough preparation before entering into this holy union that is both a Sacrament and a lifelong commitment to one another.

In the months ahead, our Priests, Deacons, FOCCUS Ministry, Music Director and Wedding Ministry will help you to plan a beautiful wedding ceremony which is spiritual and sacramental in accordance with the Sacred Liturgy of the Church. Additionally, you will be enriched and strengthened in your commitment to live as a Christian married couple for the rest of your lives.

Please read these Wedding Guidelines carefully, they explain our marriage preparation process and provide the specific expectations in the Archdiocese of Chicago and of St. Joseph Catholic Church. Be assured that we at St. Joseph Catholic Church pledge our help and prayerful support to you throughout your marriage preparation and throughout your married life.

The Staff and Faith Community of St. Joseph Catholic Church.
# Table of Contents

I. Preliminary Planning and Reserving Your Wedding Date  pg.4  
   a. Setting Your Wedding Date and Time  pg.4  
   b. Previous Marriages  pg.4  
   c. Nuptial Mass and Ceremony  pg.4  
   d. Days and Times for Weddings  pg.4  

II. Preparation For Marriage  pg.5  
   a. Initial Meeting with Priest or Deacon  pg.5  
   b. Marriage Preparation Program  pg.5  
   c. FOCCUS  pg.6  

III. Required Documents  pg.7  
   a. Prenuptial Questionnaire  pg.7  
   b. Baptism Certificate  pg.7  
   c. Affidavits  pg.7  
   d. Marriage License  pg.7  

IV. Planning the Wedding Liturgy and Ceremony  pg.8  
   a. Meeting(s) with Priest or Deacon  pg.8  
   b. Music Director  pg.8  
   c. Meeting with Wedding Ministry Coordinator  pg.8  

V. Helpful Information about the Wedding Liturgy and Options  pg.9  
   a. Scripture Readings  pg.9  
   b. Worship Aids  pg.9  
   c. Unity Candle Options  pg.9  
   d. Blessing and Giving of Arras, Lazo and Veil Placement  pg.9  
   e. Flowers to Mothers at Sign of Peace  pg.9  
   f. Blessed Mother Meditation  pg.9  
   g. Order of the Liturgy (Nuptial Mass)  pg.10  
   h. Order of the Wedding (outside of Mass)  pg.11  

VI. Wedding Rehearsal Details  pg.12  
VII. Wedding Ceremony Details  pg.12  

VIII. Important Rehearsal and Wedding Ceremony Policies  pg.13  
   a. Respect for God’s House  pg.13  
   b. Alcohol Policy  pg.13  
   c. Smoking Policy  pg.13  
   d. Church Décor Policy  pg.13  
   e. Hired Wedding Help  pg.13  
   f. Receiving Line  pg.13  
   g. Rice, Birdseed, and Balloons  pg.13  
   h. Saturday Departure  pg.13  

IX. Wedding Fees and Stipends  pg.14  

X. St. Joseph Wedding Reservation and Contact Form  pg.15  

XI. St. Joseph Libertyville parish Marriage Checklist  pg.16  

XII. Guidelines for Flowers, Runners and Décor for Florists  pg.17  

XIII. Guidelines for Wedding Photography and Video  pg.18  

XIV. Church Layout  pg.19  

XV. Blessing for an Engaged Couple  pg.20
**Preliminary Planning and Reserving Your Wedding Date**

In order for a wedding date and time to be reserved on our parish calendar, the bride, groom or their family ought to be registered parishioners at St. Joseph and attending Mass regularly.

**SETTING YOUR WEDDING DATE AND TIME:** The first step in the process of preparing for marriage at St. Joseph Catholic Church is for the engaged couple to meet with a priest or deacon at least six months before your desired wedding date. Please call our parish office at (847) 362-2073 to make an appointment for this initial meeting. It is recommended not to make a commitment to your reception venue until after this meeting.

Catholic marriage is a serious and sacred bond between a man and a woman. Couples pledge themselves to the values of love, permanence, and exclusivity while living out their lives in a faith community. Therefore, only a Priest or Deacon can reserve a wedding date on our parish calendar. This can usually be done at the initial meeting providing there are no circumstances to prevent this.

**PREVIOUS MARRIAGES:** Both of you must be free to marry in the Church. If one of you has been married before, and your former spouse is still living, you may be required to obtain a Declaration of Nullity (Annulment) in order to be free to marry. The Catholic Church recognizes the marriages of non-Catholics as valid. If your fiancée is not a Catholic, their previous marriage in another church or even a simple court ceremony may still be valid and require an Annulment. The priest or deacon will be able to assist you in determining the validity of a previous marriage and will guide you in beginning the Annulment process if needed. The granting of Annulments can take a few months or longer depending on your particular circumstances. A wedding date may not be reserved until the annulment process is completed.

**NUPTIAL MASS OR CEREMONY:** At least one of you is required to be Catholic to have a Catholic wedding ceremony. The Church provides three different forms for celebrating the Rite of Marriage. The first form, marriage between two faithful Catholics is normally celebrated within the Nuptial Mass (with the Liturgy of the Eucharist). The second form, marriage between a Catholic and a baptized Christian, is normally not celebrated within the Mass, although in certain circumstances, the wedding can occur within a Mass. The third form, between a Catholic and a non-baptized person, will not include the Mass. The priest or deacon will offer guidance as to which form is the best for your particular circumstances.

**DAYS AND TIMES FOR WEDDINGS:** Wedding ceremonies may take place at St. Joseph’s Parish on Friday afternoons or evenings or on Saturday afternoon. To accommodate our housekeeping and liturgy schedules, Saturday weddings may be held at 2:30 PM. Rehearsals are normally held on the evening before the wedding day at 5:00 PM; however, there is some flexibility depending on the church’s schedule, and the wedding coordinator’s availability.
Preparation For Marriage in the Church

“Marriage Preparation should be a kind of “initiation” to the sacrament of Matrimony, providing couples with the help they need to receive the sacrament worthily and to make a solid beginning of life as a family.

Pope Francis, Amoris Laetitia, # 207

INITIAL MEETING WITH A PRIEST OR DEACON:
At the initial meeting, the priest or deacon will get to know you and assess your readiness for marriage and help you understand the Church’s requirements for marriage. If either of you has been married before, this will be discussed first and foremost. He will ask about the other sacraments you have received in the Church. Usually, your wedding date can be reserved on the parish calendar at this meeting, provided there are no special circumstances that prevent this. He will review, with you, your ideas and desires for your wedding ceremony, and make modifications as needed. Interfaith issues will be discussed, and whether or not your wedding will be a Nuptial Mass or a Liturgy of the Word Ceremony. Please note that a Catholic wedding must be in accordance with the rubrics of our faith and teaching.

The priest or deacon will ask questions for the required Archdiocese of Chicago Prenuptial Questionnaire form. He will outline our required marriage preparation at St. Joseph Parish (FOCCUS), and the preparation required by the Archdiocese of Chicago (PreCana/One In Christ).

Additionally, you will be given the liturgy preparation booklet “United In Christ”, so you can begin to plan your liturgy. It guides you through the order of the Catholic wedding step by step. It has all of the prescribed options for the scripture readings and texts in the Rite of Marriage. Together you will read the book and prayerfully reflect on the scripture readings and prayer options that you would like to include in your liturgy.

MARRIAGE PREPARATION PROGRAM:
The Archdiocese of Chicago requires that couples attend a marriage preparation program to facilitate an open dialogue with each other about the issues that are important to them and their future life as Catholic spouses. There are two options, Pre-Cana and One in Christ.

PreCana: The Archdiocese of Chicago presents Pre-Cana Conferences in designated parishes throughout the Archdiocese on Saturdays throughout the year. Couples participate in large and small groups and discussion. Each Pre-Cana is led by a trained married couple and utilizes a workbook to facilitate discussion. The major benefit of this program is that a couple has the opportunity to share insights with the other couples in the small group, the group at large and with each other. There is a fee for this program.
**One in Christ (an alternative option to Pre-Cana):** The Archdiocese of Chicago’s One In Christ program provides an all-inclusive and comprehensive appreciation for and knowledge of the Vocation and Sacrament of Marriage. This is done in two days of seminar presentations. It presents both the theology and the practical tools of Christian marriage so that you will come to a deeper understanding of how marriage is a participation in the life of Heaven and what that means for your life together here on Earth. There is a fee for this program.

Engaged couples are expected to participate in a Pre-Cana or One in Christ conference as soon as possible after the initial meeting with the priest or deacon. Both require advanced registration. The schedules and online registration for PreCana and One in Christ are available through the Archdiocese of Chicago: [https://pvm.archchicago.org/lifelong-formation/marriage-and-family-ministries/getting-married](https://pvm.archchicago.org/lifelong-formation/marriage-and-family-ministries/getting-married) or by calling 312-534-8201.

**FOCCUS:**
In addition to your Pre-Cana or One in Christ program through the Archdiocese of Chicago, you will also need to complete FOCCUS, provided by our parish Marriage Enrichment Ministry. **FOCCUS** is short for Facilitating Open Couple Communication, Understanding, and Study. FOCCUS provides a couple with feedback on topics important to marriage such as Family Background, Financial Matters, Dual Careers, Personality Match, Problem Solving, Sexuality, In-laws, etc. It is an instrument designed to help couples learn more about themselves and their relationship and is a tool to facilitate communication between the engaged. Each couple meets “two-on-two” with a trained married couple who help the engaged look at patterns in their responses, discuss issues, and address differences. FOCCUS is taken and scored through an online session but facilitated sessions on the results take place at St. Joseph and are scheduled to fit individual schedules. After your initial meeting with a priest or deacon, you will be contacted by the St. Joseph FOCCUS coordinator and you will be assigned to a FOCCUS couple. There is a fee for FOCCUS that is paid when the couple registers on-line. Our parish FOCCUS Coordinator will be contacting you after you have met with the Priest or Deacon to schedule a meeting with a trained FOCCUS couple.
**Required Documents**

All of your personal information and documents are placed in a locked file in the parish office. At your initial meeting with a priest or deacon, he will gather some basic information that will begin your wedding file. This file is absolutely confidential. Your Priest/Deacon and the FOCCUS facilitator couple assigned to you are the only ones who can access this file. Included in your wedding file are:

**PRENUPTIAL QUESTIONNAIRE:** At your initial meeting with a priest or deacon, they will work with you to complete this required form. This begins your confidential wedding file at St. Joseph Church.

**BAPTISM CERTIFICATE:** A newly issued Baptism Certificate for Catholics, dated within the last six months, from the Church you were baptized. Copies of originals are not allowed. Baptized non-Catholics must also present a certificate of Baptism, if not available, a letter from the current pastor or minister suffices. The effort to secure the required Baptismal Certificates should be taken as soon as possible. Please contact the church where you were baptized and request that a new baptism certificate be sent directly to the priest or deacon arranging your marriage at St. Joseph (121 E. Maple, Libertyville, Il. 60048). Churches mail these routinely and there is usually no fee for this service.

**AFFIDAVITS:** If you are just being introduced to the priest/deacon who will be witnessing your marriage, he may request you to have two people who have known you for an extended period complete an affidavit that states, to the best of their knowledge, you are free to marry. Parents are the preferred witnesses, but close relatives or friends can also be witnesses. This affidavit asks several questions and must be completed in the presence of a priest or deacon and stamped with the church’s seal. If affidavits are requested, they will be further explained to you by the priest or deacon assisting you.

**MARRIAGE LICENSE:** Couples being married in Lake County, Illinois must secure an Illinois Marriage License from the Office of the County Clerk. Both of you must be present to obtain the license. This license expires 60 days after issue and cannot be obtained on the day of your wedding. Without a timely license, the priest or deacon cannot witness a marriage in Illinois. Your wedding license must be given to the parish office one month before your wedding. Click below to see requirements for obtaining your license, address and hours of operation: [http://countyclerk.lakecountyil.gov/vitalrecords/pages/marriage-licenses.aspx](http://countyclerk.lakecountyil.gov/vitalrecords/pages/marriage-licenses.aspx)
Planning the Wedding Liturgy and Ceremony

The wedding liturgy is planned by both the bride and groom, with assistance from your priest or deacon, the Music Director and Wedding Ministry Coordinator. Your decisions in your liturgical celebration are a wonderful opportunity to tell all who have gathered to pray with you about the importance of your faith and God’s presence in your marriage.

Although they may be well-intended, we do not interact with parents of the bride or groom, professional wedding planners or anyone else regarding the planning or other concerns about your wedding.

MEETING(s) WITH THE PRIEST OR DEACON:
After completing your Marriage Preparation programs, you may schedule the final meeting(s) with the priest or deacon witnessing your marriage. At these meetings, he will discuss the spirituality and sacramentality of Holy Matrimony in the Church. He can offer guidance in planning the liturgical celebration of your marriage. You can discuss any concerns raised in your marriage preparation classes. He is available to you throughout the preparation process.

MEETING WITH WEDDING MINISTRY COORDINATOR:
All wedding couples will consult with our parish Wedding Ministry Coordinator who will assist you with the practical details of your liturgy planning, rehearsal, and ceremony. Outside bridal or wedding consultants are welcome to attend your rehearsal and wedding but do not have a role in the church. Our wedding coordinator will contact the bride 8-10 weeks before the wedding to schedule a meeting at the parish office. She will assist you with the planning and finalizing of your liturgy decisions and details, mapping your procession; placements of the bride, groom, parents, and wedding party; flowers, photographers, seating options and decorating. Contact Mrs. Julie Love our Wedding Coordinator at jal960@aol.com, for ceremony questions or concerns at any time during your preparation.

Helpful Information about the Wedding Liturgy and Options

While allowing for certain personal preferences and choices, the wedding liturgy follows certain prescribed norms.

- The congregation actively participates in both spoken and sung parts of the liturgy.
- Readers of Scripture may be family members or close friends with a good reading voice.
- Altar Servers are provided by the parish but maybe family members or close friends with training and experience.
- Gift presenters may be family members or close friends.
- Communion Ministers are provided by the parish; or maybe family members or friends, who are trained Communion Ministers in good church standing.
SCRIPTURE READINGS: You will select three Scripture readings, one each from the Old Testament, the New Testament, and the Gospels. These selections are a way to personalize your wedding liturgy. At least one reading which speaks explicitly of marriage must be included. These are marked with an asterisk in the United in Christ booklet.

WORSHIP AIDS: The Celebration of Matrimony is communal worship, worship aids are provided so that all in attendance can actively participate in the prayer and sung parts of your liturgy. These are created by our Music Director in collaboration with the Wedding Coordinator. When finalized, you will be sent an e-file so you can have them printed. They can be printed simply or tastefully embellished to look more elegant. Please bring these to the rehearsal.

UNITY CANDLE OPTION: The Unity Candle has become a popular secular wedding custom. While it is not a part of the Catholic Rite of Matrimony, you may include this in your wedding at St. Joseph. You must provide your candles and bring them to the rehearsal. The Wedding Ministry will place them on a small table near the Altar before your wedding. Another option is to have the Unity Candle at your reception as part of the blessing before a meal.

BLESSING AND GIVING OF ARRAS, LAZO AND VEIL PLACEMENT:
These options are popular cultural traditions in the Catholic Hispanic and Filipino communities. The newly revised Rite of Matrimony has included these beautiful traditions which convey the indissoluble union of the new husband and wife.

FLOWERS TO MOTHERS AT SIGN OF PEACE: This is an option to give a flower or small posy in gratitude to the Mothers during the Sign of Peace.

BLESSED MOTHER MEDITATION: An option for the couple is to kneel before a statue of Mary to ask for her intercession as they begin their life together. Praying the Hail Mary and placing a flower at her feet, is a simple yet profound way to express this devotion. This is done at the conclusion of the liturgy. A Marian hymn such as the Ave Maria is played or sung at this time.

THE ORDER OF THE LITURGY (NUPTIAL MASS)

As you prayerfully read and discuss these options in your “United In Christ” book, decide which ones best reflect your relationship with each other and with God. They will have special remembrance to you throughout your married life.

The Introductory Rites
   Entrance Procession
   Greeting of the couple and congregation by the Priest/Deacon
   If optional Unity Candle included Mothers are invited to light side candles.
   Gloria/ Collect / Opening prayer
The Liturgy of the Word

- Old Testament Scripture Reading (selections in United In Christ, choose a Reader)
- Responsorial Psalm (selections in United In Christ, Cantor will lead in song)
- New Testament Scripture Reading (selections in United In Christ, choose a Reader)
- Gospel Acclamation Alleluia (selections in United In Christ)
- Gospel (selections in United In Christ, the priest will proclaim)
- Homily given by Priest or Deacon

The Celebration (Rite) of Matrimony

- The Questions Before the Consent
  - The Consent (options in United In Christ)
  - The Reception of the Consent (options in United In Christ)
  - The Blessing and Giving of Rings (options in United In Christ)
  - Optional: The Unity Candle lit by the couple
- The Universal Prayer/Prayer of the Faithful (choose a reader)

The Liturgy of the Eucharist

- The Preparation of the Gifts (Choose 2-4 Presenters for the Gifts)
- The Eucharistic Prayer
- The Lord’s Prayer
- The Nuptial Blessing (prayer options in United In Christ)
- The Sign of Peace (optional flower(s) to Mothers
- Holy Communion

The Conclusion of the Celebration

- Optional Mary Visitation near the altar (Ave Maria or Marian Hymn)
- Solemn Blessing
- Introduction of Couple as ______________________________
- Dismissal and Recessional
THE ORDER OF THE LITURGY (Outside of MASS)

As you prayerfully read and discuss these options in your “United In Christ” book, decide which ones best reflect your relationship with each other and with God. They will have special remembrance to you throughout your married life.

The Introductory Rites

- Entrance Procession
- Greeting of the couple and congregation by the Priest/Deacon
- If optional Unity Candle included Mothers are invited to light side candles.
- Collect / Opening prayer

The Liturgy of the Word

- Old Testament Scripture Reading (selections in United In Christ, choose a Reader)
- Responsorial Psalm (selections in United In Christ, Cantor will lead in song)
- New Testament Scripture Reading (selections in United In Christ, choose a Reader)
- Gospel Acclamation Alleluia (selections in United In Christ, the priest will proclaim)
- Gospel (selections in United In Christ, the priest will proclaim)
- Homily given by Priest or Deacon

The Celebration (Rite) of Matrimony

- The Questions Before the Consent
- The Consent (options in United In Christ)
- The Reception of the Consent (options in United In Christ)
- The Blessing and Giving of Rings (options in United In Christ)
- Optional: The Unity Candle lit by the couple
- The Universal Prayer/Prayer of the Faithful (choose a reader)
- The Lord’s Prayer
- The Nuptial Blessing
- The Sign of Peace (optional flower(s) to Mothers)

The Conclusion of the Celebration

- Optional Mary Visitation near altar (Ave Maria or Marian Hymn)
- Solemn Blessing
- Introduction of Couple as ___________________________________________
- Dismissal and Recessional
**Wedding Rehearsal Details**

Rehearsals are usually held at 5 PM the evening before your wedding; and typically, last about an hour. Please make rehearsal dinner arrangements accordingly, considering Friday evening traffic. Two St. Joseph’s volunteer Wedding Ministers will be present to facilitate the rehearsal. Invite *only those directly involved in your ceremony*; this list includes Parents, Stepparents, and Grandparents; your entire bridal party including bridesmaids, groomsmen, ushers, readers, sponsors, Eucharistic Ministers, flower girls, ring bearers and gift bearers. A responsible adult must accompany children in the wedding party. If you have enlisted an outside Wedding Planner/Coordinator, they are welcome to attend but may not direct any part of the rehearsal. The purpose of the rehearsal is to ensure your wedding ceremony will run smoothly. Each part of your wedding ceremony will be practiced so that all feel comfortable in their role. *Normally musicians do not attend the wedding rehearsal. If family musicians are performing at your wedding, they must schedule a rehearsal time with the Music Director.*

**PLEASE BRING THESE TO REHEARSAL:**
- Worship Aids
- Ring pillow and flower basket with petals
- Unity Candle, Arras, Lazo, and Veil if including in wedding

**Wedding Ceremony Details**

Weddings are scheduled for a two and a half-hour time frame in our Church. This includes one hour prior to and 30 minutes after the wedding for photographs in the church.

The Ministry room in the Narthex is used as a *Bride’s Room*. It has a full-length mirror and seating for about 10 persons. It allows for a “no peek” wedding. The door between the Bride’s Room and the women’s restroom is unlocked with additional mirror space and sinks. The room is not locked during the wedding, please do not leave valuables in the room. You must restore this space following your wedding. Please assign a person to ensure all bridesmaids’ personal items are removed from the Bride’s room before departing. The Groom and Groomsmen arrive attired and use our “Cry Room” in the church to gather briefly before the procession. They may leave their cell phones, backpacks, and personal belongings in this area during the ceremony.

Our parish office will prepare your signed license and return it to the Lake County Clerk’s office. A beautiful ceremonial wedding certificate (suitable for framing) will be given to the Bride’s mother or Maid of Honor after the wedding.

**After Wedding Photography** near the Altar begins right after the recessional. This is the most sacred space, and all must remain reverent during this time. *It is helpful to have a pre-determined plan/order for photos and let your participants know they are included in photos.*
Important Rehearsal and Wedding Ceremony Policies

**RESPECT FOR GOD’S HOUSE:** Please respect the church as the sacred place that it is. We ask everyone to behave and dress in a manner appropriate to being in church. Please refrain from chewing gum, using profane or inappropriate language, wearing caps or hats, and letting children run around in the church, etc. **Food, drink and chewing gum are prohibited in the worship space.** Only bottled water may be brought in to the Bride’s Room and Groom’s area. Please turn off all cell phones and devices inside the church!

**ALCOHOL POLICY:** Alcoholic beverages are not permitted in the church buildings or grounds before, during or after the wedding rehearsal or wedding liturgy. No one in your bridal party may consume alcohol prior to arriving at the church and expect to participate in your rehearsal or ceremony! The priest celebrating your wedding will refuse to allow the ceremony to occur if the bride or groom appears to be under the influence of alcohol or other substances.

**SMOKING POLICY:** Village ordinances prohibit smoking in all church buildings, on the church grounds outside and in the adjacent park.

**CHURCH DÉCOR POLICY:** Depending upon the time of year, there may be banners, altar cloths, decorative hangings or special flowers to highlight the liturgical season. Because the church’s seasons are so important in the life of the parish community, church decorations may not be removed or rearranged for any reason, NO EXCEPTIONS PLEASE! Please see the Florist Guidelines page below for further information on flowers and decorations you can bring to the Church.

**HIRED WEDDING HELP:** Outside Bridal, Wedding or “Day Of” Consultants, Planners or Directors can be very helpful in the many details of your wedding weekend. They are welcome to attend your rehearsal and wedding but do not have a role in directing the rehearsal or wedding ceremony at St. Joseph Church.

**RECEIVING LINE:** It usually takes 30 minutes for the customary photographs in the church after the wedding. A receiving line at the rear of the church is not permitted to allow ample time for photographs. Most couples inform guests that the receiving line will be held at the reception.

**RICE, BIRDSEED, AND BALLOONS:** Rice, confetti, and birdseed may not be thrown at any time, inside or outside of the church as they are difficult to clean and potentially dangerous. Helium balloons, when released outside are an environmental hazard and are not permitted inside the church. Bubbles are an acceptable option.

**SATURDAY DEPARTURE:** All wedding photography and activities in the Church must be completed by 4:00 PM so Ministers can prepare for our 5:00 PM Mass. Many parishioners arrive at church early to pray quietly before Mass. All runners, decorations, Unity Candle and
flowers (not donated) must be removed before you exit the church.

**Wedding Fees and Stipends**

*All fees must be paid in full at the parish office one month prior to the wedding date. Please use four separate checks and place each in an envelope. Cash is easiest for the two Altar Servers.*

**CHURCH USE FEE $350:**
This helps to defray the cost to keep our worship space beautiful and comfortable for your ceremony and the administrative work involved in wedding preparation.
Parish facilities and office services include:
- 2.5 hours of reserved and dedicated time in the church for your wedding.
- 1 hour reserved and dedicated time in the church for your rehearsal.
- Cleaning of the church prior to and after your wedding.
- Proper handling of your file, documents, and fees.
- Return of civil license to Lake County Clerk’s Office.
- Preparation of Church Ceremonial Certificate.

**PRIEST OR DEACON $200**

**MUSIC DIRECTOR $250**

**CANTOR $150**

**ALTAR SERVERS (2) $20** cash gratuity is suggested for each altar server

**ADDITIONAL MUSICIAN FEES AS NEGOTIATED WITH MUSIC DIRECTOR**

*NOTE: If you are residing in the area, please bring your civil license from Lake County Clerk of Courts to the parish office at this time.*
ST. JOSEPH LIBERTYVILLE WEDDING RESERVATION AND CONTACT FORM

BRIDE’S NAME ________________________________________________________________
Phone Contact: ___________________________ Email: ______________________________

GROOM’S NAME ______________________________________________________________
Phone Contact: ____________________________ Email: ______________________________

PRIEST OR DEACON AT ST. JOSEPH _______________________ Initial Meeting date___________
Wedding Rehearsal Date _________________ Time___________________
Wedding Date__________________ Time___________________
Nuptial Mass___________ Wedding Ceremony _____________

If a visiting Priest or Deacon will be celebrating or con-celebrating your wedding, please include their name and contact information.
Name: _____________________________ Parish: _________________ Diocese_____________
Email________________________ Phone Contact_______________________

Please return this form to the parish office within 2 weeks of your initial meeting with a Priest or Deacon and reserving your wedding date. Your wedding date is not secure until you have read our Wedding Guidelines and return this form.

We have read and accepted the Wedding Guidelines, Policies and the Fee Schedule for our wedding at St. Joseph Catholic Church.

Bride____________________________________________Date_____________________
Groom__________________________________________  Date_____________________

Office Only: Date received______________ Amount______________ Check#_____________
St. Joseph Libertyville Parish Marriage Checklist

12 Months or more before your wedding:

☐ Arrange for an interview with the priest or deacon at St. Joseph (847) 362-2073
☐ Reserve a wedding date with a Priest on the parish calendar.
☐ Signed Reservation and Contact Form returned to Parish Office.

6 Months or more before your wedding:

☐ Send newly issued Baptismal records (dated within the 6 months before the wedding) from parish or church of baptism to your priest or deacon at St. Joseph Church.
☐ Arrange a date to complete the premarital inventory (F.O.C.C.U.S.).
☐ Sign up for a Pre-Cana or One In Christ Program.

4 Months or more before your wedding:

☐ Schedule your second meeting with the celebrant presiding at your ceremony after you have completed FOCCUS and Pre Cana/One in Christ.
☐ Review and select the scriptures and prayers in your United in Christ booklet

2 Months or more before your wedding:

☐ Obtain a civil license from Lake County Clerk of Courts in Waukegan, IL.
☐ Schedule meeting with parish Wedding Coordinator.
☐ Email guidelines to Photographers and Florists.

1 Month or more before your wedding:

☐ Drop-off or send all fees and stipends to the parish office for Church Building Usage Fee, Music Director, Priest or Deacon, Cantor and Altar Servers.
☐ Bring Lake County civil license to the parish office.
☐ Print the final draft of your Worship Aid.

Bring to Rehearsal:

☐ Printed Worships Aids
☐ Flower basket and ring pillow
☐ Unity Candle, Arras, Lazo, Veil if using.
GUIDELINES FOR FLOWERS, RUNNERS AND DÉCOR FOR FLORISTS

Depending upon the time of year, there may be Church decorations near the altar highlighting the liturgical season for our Community of Faith. These often include banners, altar cloths, decorative hangings or flowers near the Altar. Because the church’s liturgical seasons are so important in the life of the parish community, church decorations may not be removed or rearranged for any reason.

It is not acceptable to place anything on the altar table. Floral arrangements placed in the sanctuary should be simple and complimentary to the worship space. Two arrangements may be placed on the sides of our altar table, or one in front of the altar. They can be on the floor or on small stands. You must use flower containers that present no danger of leaking on the marble flooring.

Flowers may not be placed in the aisles or on the pews.

If floral decorations are used on the ends of the pews, attach only with ribbon, padded clips or rubber bands. Florists may not use tacks, tape or wire. They are destructive to the finish on the pews. Bows may be tied to ends of pews.

Our main aisle is carpeted, and tape will not stick to secure a runner. Runners must be pinned on all four sides to ensure safety during the procession. No tape or adhesives may be applied to the marble area around the baptismal font.

*Note about runners: Please note that the length from the sanctuary to the baptismal font is 34.5 feet. Then the aisle splits on angles (Y formation) to the east and west of the font, 20 feet on both sides.

Local fire codes restrict the use of open flames (candles) to the sanctuary area only. No open flames, even if covered by glass or plastic, are permitted in the church. Battery candles are acceptable. Aisle battery candles must be approved by Wedding Coordinator, the flow of ceremony and safety must be considered above all.

ALL FLOWERS, FLOWER BOXES, RUNNER AND PEW DECORATIONS MUST BE REMOVED FROM THE CHURCH BY 4:00 PM on Saturdays so that ministers can prepare for our 5:00 PM Mass. Please arrange for the timely removal of all flowers (not donated) and décor.
GUIDELINES FOR WEDDING PHOTOGRAPHY AND VIDEO

Photographers and Videographers must dress professionally and check in with the Wedding Coordinator upon arrival at St. Joseph Church. Placement of equipment and proper reverence will be discussed and instructed at this time.

Before: The church is available to you one hour prior to the wedding. Many couples have photos taken in the park across from the church before the wedding.

During: Flash photography and artificial lighting are not permitted during the ceremony. For the entry procession only, photographers may be in the front aisle near the sanctuary. Once the liturgy begins, photographs are allowed from the middle and side aisles only. Minimal movement by photographers is requested so as not to distract the congregation who is praying with the wedding couple. The main church aisle must remain open for liturgical movement during the readings, the sign of peace and when the assembly receives Holy Communion.

Photographers and Videographers may not enter the sanctuary, nor should they stand in front of the tabernacle at any time. The sanctuary (raised marble area where altar table stands) and the tabernacle area are the most sacred spaces in our church and must be respected.

No photographs may be taken during the consecration of the Holy Eucharist, by which the bread and wine become the true Body and Blood of Christ. This is the most sacred part of the Mass.

After: Photographs near the altar begin immediately after the Recessional. Time does not permit a formal receiving line at the church. During recessional, the bridal party and families will exit through the Narthex doors and be guided back toward the altar for photos. Photographs with the priest, deacon and altar servers are to be taken first. All must remain reverent during photographs in the sanctuary.

Videography Notes: A discreet microphone may be placed on the ambo. Bride/Groom may not be wired for sound. Once Mass begins, videotaping may only be done from the center or from the side aisles without movement.

ALL PHOTOGRAPHY IN THE CHURCH MUST BE COMPLETED BY 4:00 PM on Saturday so Ministers can prepare for our 5:00 PM Mass and allow a quiet place for the many parishioners who arrive at church early to pray before Mass. THANK YOU IN ADVANCE FOR ADHERENCE TO THESE IMPORTANT GUIDELINES.
Blessing for an Engaged Couple

May God, who in His gentle plan draws you
Together in love for one another
Strengthen your hearts
so that you will keep faith with each other.
May you grow in your respect for one another
and cherish each other
With a sincere love
and come to the happiness of celebrating
The Sacrament of Marriage.

May Almighty God bless you,
The Father, and the Son and the Holy Spirit
AMEN