

Dear Friends,

Welcome to St. Francis de Sales Church! On behalf of the community here at St. Francis de Sales I congratulate you on your engagement and I want you to know of the prayers of support of our community as you prepare to begin your married life together. The day is fast approaching for you to enter the Sacrament of Holy Matrimony at St. Francis de Sales Church, and we are very happy for you! In order to assist you in the planning and preparation of your wedding we provide the following guidelines:

- 1.) Wedding Guidelines with included fee sheet
- 2.) Wedding Music Guidelines
- 3.) Wedding Photography Guidelines
- 4.) Travel Directions

We ask that you familiarize yourself with all of the Guidelines so you are aware of the policies and procedures of our parish. If you have any questions about the guidelines, please feel free to contact me at frchris@stfrancisvernon.org

Wedding Preparation Process

The wedding preparation process here at St. Francis de Sales consists of several meetings with the priest in which he will spend time getting to know you and discussing the importance and meaning of the sacrament of marriage, going through the Pre-nuptial Investigation, completing and reviewing the FOCCUS Inventory, and planning your wedding ceremony/mass.

In addition to meeting with the priest it is also required that you attend a Pre-Cana Conference as well as a program called God's Plan for a Joy Filled Marriage

Before registering for a Pre-Cana session here at St. Francis de Sales or another location it is important to have already had your first meeting with the priest.

If you choose to attend a Pre-Cana Program at another location other than the one at St. Francis de Sales Church, please provide a certificate indicating your completion of that program prior to your wedding.

While there is much to celebrate on the day of your wedding, your reception of the Sacrament of Marriage is the most significant part of your wedding day. It is our prayer that these guidelines might assist you as you prepare to be married

Sincerely yours in Christ,

A handwritten signature in black ink that reads "Fr. Chris". The signature is written in a cursive, flowing style with a decorative flourish at the beginning.

Fr. Chris
Pastor

St. Francis de Sales Wedding Guidelines

1. Engaged couples must contact a parish priest at least one year before the date of their wedding. This is in conformity with the common policy guidelines in our diocese. A wedding can only be scheduled after the couple meets with the priest. At that meeting, the priest will discuss plans and eligibility requirements for the Sacrament of Marriage.

Couples are asked not to enter into any other commitment, such as a contract with a reception hall, photographer, etc., before confirming a wedding date and time in the parish.

2. Weddings are celebrated at St. Francis de Sales Church on Saturdays throughout the year and occasionally on Friday afternoons or evenings. However, weddings during the liturgical seasons of Lent and Advent are discouraged.

The schedule of time choices are as follows: For a Saturday wedding from 11:00 AM until 2:30 PM. For a Friday wedding, the time frame would be between 4:00 PM and 7:00 PM.

Weddings **must begin** at the scheduled times. This is essential because other parish events/masses may be scheduled prior to or after your wedding

3. According to the requirements of the Diocese of Paterson, engaged couples must:
 - a. Complete an inventory for marriage preparation, i.e. *FOCCUS*. This is a self-diagnostic inventory designed to help couples learn more about themselves and their unique relationship.
 - b. Attend both a Pre-Cana Marriage Preparation Program and the program designed by the Diocese called *God's Plan For a Joy-Filled Marriage*. It is required that the couple provides a certificate indicating completion of either of those programs prior to the wedding.

The following documents and testimony are required by Ecclesiastical Law:

- a. CERTIFICATE OF BAPTISM (if Baptized), issued by the church in which the Baptism was performed. This must be a newly issued certificate dated within 6 months of the wedding.
- b. If previously married, a CATHOLIC DECREE OF NULLITY, OR DEATH CERTIFICATE
- c. A letter of freedom to marry may be required of non-parishioners

Civil Marriage License

4. Application for a Marriage License can be made in any municipality in the State of New Jersey, preferably in the municipality in which either the bride or groom resides. Weddings taking place in the State of New Jersey require a New Jersey Marriage License. If the couple resides out of state, they must apply for the Marriage License in the municipality in which the wedding will take place.

Application for a Marriage License can be made up to 3 months in advance of the wedding date. The license is not issued until the month of the wedding, and once issued, it is good for 30 days. *(Please note that a Marriage License must be in the possession of the municipality for 72 hours, or 3 working days prior to the date of the wedding. Simply put – don't file too late!)* For complete information on the application requirements, call the Town Clerk / Registrar at the appropriate municipal building.

After your marriage is official, you should obtain a certified copy of your marriage license from the Town Clerk / Registrar in the town where the ceremony was performed (not where you received your marriage license). This certified document (with the raised seal) is necessary for official proof of name changes with such agencies as the Department of Social Security and the Department of Motor Vehicles.

Wedding Rehearsal

5. A wedding rehearsal before the day of wedding is required. It usually takes place the evening before the wedding, however, this may not always be possible because of the schedule of the priest. The customary length of the rehearsal is 45 minutes. A time and date will be agreed upon between the couple and priest celebrating their marriage wedding. We ask that you please inform the members of your wedding party and those coming to the rehearsal to be on time as the priest may have additional obligations before or after the rehearsal

The following persons should be present at the rehearsal:

- a. Bride and Groom
- b. Bride's Parents (or other escorts of the bride)
- c. Groom's Parents
- d. Best Man & Maid/Matron of Honor
- e. Bridesmaids
- f. Groomsmen/Ushers
- g. Ring Bearer and/or Flower Girl*
- h. Readers and any other persons taking part in the marriage liturgy

*If you plan to have a ring bearer or flower girl, please be sure that the children chosen are mature enough to understand directions and carry them out. The suggested age is 5 years old or older.

THE FOLLOWING MUST TO BE BROUGHT TO THE REHEARSAL:

- a. Marriage License
- b. Church Offering/Donation
- c. Musicians Fees
- d. Wedding Liturgy Booklets (optional)

Decorations

6. Flowers and plants are welcome for decorating the worship space (and the atrium if desired). Arrangements should be made with your florist. We suggest two floral arrangements for the floor in front of the candles. Other ideas or options should be discussed with the priest.

If you wish to decorate with bows and/or flowers for the ends of the pews, please inform the florist that the use of thin, white curling ribbon works well for tying the bows to the pews. The use of tape/glue/wire/nails/tacks is not permissible.

In decorating the church this way, it is suggested that you continue with the bows on every other pew, thereby decorating the entire center aisle, if possible. (If you choose to do this, it would require 14 bows.) Please do not put any decorations on the floor along the aisles of the church, as this can cause a tripping hazard for your guests.

Throughout the year the church may be decorated according to the changing liturgical seasons of the church calendar. Any decorations that are part of the art and environment of the church may not be changed. Any questions should be discussed with the pastor.

7. The use of an aisle runner in the Church is not permitted due to our insurance policies.

To ensure the safety of the environment, our Church and your wedding guests, the throwing of rice, confetti, birdseed, flower petals, or similar substances are not allowed inside or outside the Church.

8. While your wedding day is a day of celebration it is not appropriate for you or your guests to consume alcoholic beverages on church property before or after the wedding. Therefore, in making your wedding day arrangements, please inform the limousine service of these Guidelines.

Interfaith Marriages

9. Every effort will be made to accommodate the wishes of the bride and groom, including the participation of clergy from other churches and faith traditions as is possible according to Catholic canonical and liturgical law.

Music

10. Couples must contact the parish Music Coordinator a minimum of 6 months before the date of the wedding. This is especially important to insure proper coordination of arrangements for music. It is presumed that, since you are being married at St. Francis de Sales Church, the music at the wedding will be provided by the parish music ministers. If, however, you desire to have musicians from outside the parish you must discuss this with the pastor.

The Music Coordinator will meet with you to discuss the appropriate choices and music selections for your Wedding. Since you are entering into the Sacrament of Holy Matrimony in Church only religious hymns/songs/instrumental pieces are appropriate for your wedding ceremony/mass. All music selected must be approved by the Music Coordinator and the priest.

Music Coordinator
Evelyn Ilaw
973-827-3248 x 336
evelyn@stfrancisvernon.org

Donations/Fees

11. All fees are to be brought to the church the night of the rehearsal. A check may be payable to St. Francis de Sales Church. Please see the attached sheet for the schedule of fees. Any financial concerns should be discussed with the priest.

Programs

12. St. Francis de Sales parish does not provide programs for your wedding. If you wish to have a wedding program, the priest may be able to provide samples of programs and help with the order of the liturgy. It is advisable to ask the priest who will celebrate your wedding to review your program before it goes to print.

Best wishes to you, and may God bless you as you prepare to take on the life of Christian married love.

Fr. Christopher S. Barkhausen
Pastor
frchris@stfrancisvernon.org

St. Francis de Sales

Schedule of Wedding Donations/Fees

Church Fees

Your offering to the church is a donation. This donation goes to the church and not to the priest performing the ceremony. It helps to defray costs of the marriage preparation program, heat, light, air-conditioning, custodial services, etc. The donation should be regarded as a part of your overall wedding expenses and should be in keeping with the wedding arrangements you are making.

To assist you in anticipating your expenses, the following donation schedule will apply:

- For active parishioners who have been participating for at least one year in a Stewardship Way of Life (that is sharing time, talent, and weekly use of parish offering envelopes) the donation is \$500.
- For parishioners who have chosen not to support the parish through the use of the weekly offering envelopes, the donation is \$650.
- For non-parishioners having their wedding celebration at St. Francis de Sales Church, a donation of \$800 is required.

Musician Fees

Organist - A fee of \$200

Cantor - A fee of \$200

Violinist (if requested) - A fee of \$125

Outside Musicians

- The Music Coordinator or her designee will meet with the couple to prepare music selections appropriate for a Catholic wedding as well as be present at the wedding to coordinate the wedding liturgy and music and a fee of \$200 is assessed for these services.
- Payment of the organist bench fee of \$200 is also required.

St. Francis de Sales
WEDDING PHOTOGRAPHY GUIDELINES

We want your wedding liturgy to be experienced with joy and with reverence. As we understand and respect your desire to have a photographic record of this beautiful sacramental event, we have developed guidelines so that the activities of even the most professional photographer will not be distracting.

When you discuss arrangements for wedding photography, please inform your photographer(s) of the following Guidelines.

- Upon arrival at the church, please have the photo/video-grapher(s) speak with the priest to discuss photography locations and guidelines.
- No flash photography or floodlights are permitted during the wedding mass or ceremony.
- Tripods for video camera(s) are allowed in a stationary position in the music area of the church to the left of the sanctuary and/or in the rear of the church.
- *No photographer or equipment is to be in the area of the Tabernacle to the right of the sanctuary or on the predella/steps of the sanctuary.
- For the safety of all attending the wedding we ask that no equipment is left in the aisles or near doorways.
- Our church environment is conducive to existing light photography. Your still and/or video photographer(s) needs to know this so that equipment suitable for photography in this condition may be used.
- Pre-wedding photography at your homes and at the church should be carried out according to a specific time schedule so as not to delay the start of your wedding.
- If you wish to take pictures in the church after the wedding liturgy it is important that the liturgy begin on time.
- Once the wedding liturgy begins, all photographers may photograph the wedding procession in and out of the church. Professional video/photography may continue throughout the liturgy; however, we request that it is to be without any movement visible to the congregation. Since the church seating design is in the round, movement of any kind is obvious and causes distractions and MUST be avoided at all times. For that reason, still photographers MUST remain in designated locations during the wedding liturgy. Of course, quiet and reverence are the norm in a sacred place.

PLEASE NOTE: It is the responsibility of the engaged couple to be certain that the photographers(s) and guests are familiar with these Guidelines. It is suggested that you provide your photographer(s) with a copy of these Guidelines. If there is any question about these requirements, please consult the pastor well in advance of the wedding.

Thank you.

Directions

GPS address is: 614 McAfee Glenwood Road, Vernon, NJ 07462.

Mailing address: P.O. Box 785 McAfee, NJ 07428

GEORGE WASHINGTON BRIDGE: Take I-80W to Route 23N. Follow local directions from Rt. 23N. NJ TPKE/NEWARK AIRPORT: Take I-78W to Rt. 24W to I-287N to Rt. 23N. Follow local directions from Rt. 23N.

HOLLAND TUNNEL: Take I-78W to Rt. 24W to I-287N to Rt. 23N. Follow local directions from Rt. 23N.

LINCOLN TUNNEL: Take Rt. 3W to Rt. 46W to Rt. 23N. Follow local directions from Rt. 23N.

GARDEN STATE PARKWAY: Take GSP to Exit 153B for Rt. 3W to Rt. 46W to Rt. 23N. Follow local directions from Rt. 23N. I-287 (FROM THE SOUTH): Take I-287N to Rt. 23N. Follow local directions from Rt. 23N.

ROUTE 280 (FROM THE SOUTH): Rt. 280 to I-287N to Rt.23N. Follow local directions from Rt. 23N. NYS THRUWAY/TAPPAN ZEE BRIDGE: From I87 take I-287S to Exit 52 for Rt. 23N. Follow local directions from Rt. 23N.

ORANGE COUNTY, NY: From Rt. 17, take either Rt. 17A or Rt. 94S to Warwick, NY. Continue south on Rt. 94. Make right at traffic light in Vernon, NJ, continuing on Rt. 94S. Follow local directions from Rt. 94S.

PA/DELAWARE WATER GAP: Take I-80E to Rt. 15N to Route 94N. Follow local directions from Rt. 94N.

LOCAL DIRECTIONS:

FROM RT. 23N: Rt. 23N to Rt. 94N (right) in Hamburg. Proceed to traffic light. Go up hill through light (Route 517N) for 2.8 miles. Church on right across from Walnut Ridge School.

FROM RT. 23S: Rt. 23 S to Rt. 94N (left) in Hamburg. Proceed to traffic light. Go up hill through light (Route 517N) for 2.8 miles. Church on right across from Walnut Ridge School.

FROM RT. 94N (from Hamburg area): Rt. 94N through Hamburg traffic light. Proceed to next traffic light. Go up hill through light (Route 517N) for 2.8 miles. Church on right across from Walnut Ridge School. **FROM RT. 94S** (from Vernon area): Rt. 94S (past Mountain Creek and The Spa). Right at McAfee traffic light. Go up hill (Route 517N) for 2.8 miles. Church on right across from Walnut Ridge School.