



Our Lady of the Valley Parish

St. Ann, Hornell

St. Mary's, Rexville

27 Erie Avenue ♦ Hornell, NY 14843 ♦ (607) 334-5811

Website: <http://www.ourladycv.org/>

Wedding Guidelines

Congratulations on your engagement!

We are delighted that you have chosen to celebrate your marriage in Our Lady of the Valley Parish. We are a parish which consists of two churches. St. Ann in Hornell and St. Mary's in Rexville.

We are here to assist you in your Catholic wedding preparation. Such preparation will require some time so **contact us at least six months in advance**; the sooner the better!

"IF WE LOVE ONE ANOTHER, GOD WILL LIVE IN US IN PERFECT LOVE"

Revised for 2018

1 John 4:12

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In the Roman Catholic tradition, **Marriage is a Sacrament.** The lived, day to day relationship sealed through the exchange of vows becomes a sacred place to experience God's incredible love.

For marriage in the Catholic Church, two persons, at least one being Catholic...

- Freely enter into a vowed commitment of respect, reverence and love.
- Make this promise for a lifetime, which includes the promise of fidelity, and are
- Open to bearing children, providing for their good and bringing them up in the faith.

The exchange of promises between the bride and groom is a commitment to love one another for life. Thus the couple's love and pledge of fidelity becomes a sign of God's love for God's people. This powerful promise speaks to all those assembled.

The priest (deacon), the families of the couple, the attendants and the assembled gathering of friends, witness what the bride and groom promise.

The Church will be reserved for you and the date for your wedding will be set only after you have had your initial interview with our priest or one of our deacons.

An \$50 deposit should be sent in soon after this interview and is refundable if plans for your wedding change and the church is notified well in advance.

In conclusion, these months of preparation for your marriage will be busy and exciting. If you find there are ways in which the parish staff can be of assistance, please contact us.

While your engagement, showers, rehearsal, reception and honeymoon are all significant parts of the celebration of your marriage, the Marriage Ceremony is seen as the center of the Christian celebration.

May these days of preparation hold many blessings for you both!

Over all these virtues put on love, which binds the rest together and makes them perfect.

Colossians 3:14

Contact Information

Our Lady of the Valley parish office: 27 Erie Avenue Hornell, NY 14843

Phone: (607) 334-5811 Fax 607-324-0116

Website: <http://www.ourladycv.org/>

Rev. Stanley Kacprzak, Pastor: frstan@dor.org

Deacon Robert McCormick: rwmccormick@infoblvd.net

Deacon Mark Clark: jclark40@stny.rr.com

Parish Organist): John Bartell or Bill Loree (Contact thru the office)

Requirements

Both parties must be free to marry.

(If not a member of this parish, permission must be obtained from your parish)

PRE-CANA All couples preparing for the Sacrament of Marriage are required to participate in a Pre-Cana Session. Information about sessions being offered in the Diocese of Rochester can be found at the following web address:

<http://www.dor.org/index.cfm/evangelization-catechesis/sacraments/marriage/>

“Fully Engaged” Questionnaire To help in the preparation process, you will be asked to complete a marital inventory indicator, called “Fully Engaged.” This tool provides assistance in articulating values that we hold sacred and value highly in couple communication. More information can be obtained from the following web address:

<http://www.dor.org/index.cfm/evangelization-catechesis/sacraments/marriage/fully-engaged/>

Newly issued Baptismal Certificate

All Catholic parties are required to produce a **newly issued** copy of a baptismal certificate which can be obtained, at no charge, from the church of your baptism. It should be issued within six months of the wedding.

Marriage License

You will need to secure a New York State marriage license, which can be obtained from any city or town hall. Please bring it in the envelope to the rehearsal.

If couple is being prepared outside the Diocese of Rochester

When preparation and paperwork is complete your paperwork must be sent by the preparer to that diocesan Chancery, who will send it to the Diocese of Rochester Chancery and who will then send it on to the church where the wedding is to be registered. Paperwork must be received before the date for rehearsal.

If couple is being married outside of the Diocese of Rochester

Our parish staff is happy to assist members of the parish who are being married in another diocese. You must have permission from the pastor for this to occur and you will need to fulfill the requirements of this diocese. Please contact the parish office for further information.

OFFERING / STIPENDS

For the use of one of the churches\$180.00 (This fee includes**) (\$50.00 deposit - \$130.00 paid before the day of rehearsal)
(You may also pay the entire fee at the time of the deposit if you so wish.)

◆—————◆
***This Fee is only for use of the church and for “Fully Engaged” Questionnaire/& book \$30. This fee paid to Our Lady of the Valley Parish. Please contact our parish organist and make arrangements separately with them if you wish them to assist with music.*

Presider:

There is no fee required to the Priest or Deacon for the assistance, guidance and services offered for your wedding. However, a couple may offer in gratitude whatever seems appropriate if they wish.



Meetings with Presider

(normally at least four are required)

- **Initial Interview:** To get acquainted, answer any questions you may have, fill out necessary preliminary paperwork, which includes determining your freedom to marry, and confirming the date and time for your wedding.
- **Second & Third Meeting:** This is an opportunity to review the “Fully Engaged” profile (*additional meetings may be required to discuss these results*), and provide you with materials to plan your wedding ceremony. Following these meetings you should also meet with the parish Wedding Coordinator.
- **Fourth Meeting:** (*Usually conducted once Pre-Cana is completed and Baptismal Certificates have been obtained. See checklist*) to complete paperwork with the documents you bring. This is also an opportunity to meet before the rehearsal to discuss your selections for your wedding and answer any questions before the rehearsal.

Depending on where you live and other circumstances there is a possibility to meet more or less often. If necessary, it is suggested that you discuss this with the clergy presiding.

Music

You need to contact the parish organist for a meeting. There are some restrictions on the music that may be used at a Church wedding. Ideally, you will plan some music the congregation can sing so that all can praise God and pray together for you in music. This is a powerful way to help your friends and family be participants, not simply observers. Our parish organist can make recommendations for

So faith, hope, love remain, these three; but the greatest of these is love.





Contact Info: Father Stan frstan@dor.org or 607-324-5811

Marriage Preparation Check-list

*This checklist has been created to assist you as you prepare for your wedding day.
Please refer to it and use it to keep track of what you may still need to address as you move forward.*

- Call office to assure date and time are open.
- Call Church representative to make appointment for initial meeting.

After Initial Meeting

- If your date is not confirmed after the meeting, do what you need to do to get the date confirmed (Annulment needed? or other).
- If your date is confirmed:
 - Pay the office the \$50 deposit.
 - Schedule your pre-marriage preparation.
 - Schedule appointment to begin "Fully Engaged" Profile.
- Complete "Fully Engaged" questionnaire.
- Attend follow-up meeting(s) regarding "Fully Engaged" results.
- Complete "Pre-Cana" sessions (you should receive a certificate at completion).

Six Months prior to Wedding

- Catholic parties are to contact Church of Baptism to secure a **NEW** Baptismal Certificate.

When all required documentation is in hand (Pre-Cana Certificate, Baptismal Certificate)

- Contact presider to schedule next meeting.
- Complete PMI form with presider.
- "Together for Life" book received and explained.
- Meet with Church Musician to discuss and plan music?
- Fill out "Together for Life" liturgy form.
- Secure Marriage License.

When all forms are completed

- Contact Presider for final meeting to review forms for ceremony.
- At least one week prior to day of rehearsal** please provide the balance of the \$180 fee for the church (Minus \$50 deposit made at booking).

For Rehearsal

- There is no required standard fee for the priest or deacon who presides at your wedding, but if couple wishes to offer something in gratitude this would be an appropriate time.
- Bring any articles needed for wedding (Unity Candle, Programs, Readings, etc).
- Bring Marriage License.



"Over all these virtues put on love, which binds the rest together and makes them perfect"

(Colossians 3:14)



Liturgy Worksheets

Bride _____ Phone _____

Groom _____ Phone _____

Nuptial Mass

Nuptial Ceremony

Date of Rehearsal _____ Time _____

Date of Wedding _____ Time _____

Number of people invited/expected _____

Photos before during after

Flowers taken left at church

Printed worship aid/program Yes No

(The couple composes and prints their own worship aid. However, the Presider would be happy to offer advice and review the program.)

Mother of the Bride _____

Father of the Bride _____

Mother of the Groom _____

Father of the Groom _____

Any special information about parents? _____

Priest _____

Deacon _____

Florist _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

Gathering before the Procession

Who will be brought into church immediately preceding the liturgy?
(5 minutes before your wedding - Mothers, Grandmothers, etc.)

Name _____ Escorted by _____
(and relation to the couple)

Name _____ Escorted by _____
(and relation to the couple)

Name _____ Escorted by _____

Name _____ Escorted by _____
Example: Sharon Smith, mother of the groom, escorted by Richard Smith.

Special seating arrangements? (Bridal Party seating, immediate family seating, step-parents, handicapped seating)

Rituals Before the Liturgy (lighting side candles of unity or remembrance candle)

Prelude Music _____

Order of Procession:

Processional Music: _____

Wedding Party:

(In order as they will be walking INTO church at beginning -usually walk out at the end of the mass as 'couples')

Walking into church : as couples separately

Those processing from the Main Entrance: (from last to first)

Bride: _____ M of H: _____

Flower Girl: _____ Ring Bearer: _____

Females

1st _____

2nd _____

3rd _____

4th _____

5th _____

Males

1st _____

2nd _____

3rd _____

4th _____

5th _____

Will the Groom and Best Man be entering the church with the procession from the Main Entrance?

Groom: _____ Best Man: _____

(Optional) Lighting of the Unity Candle *(instrumental music or short vocal piece.)*

Music _____

Universal Prayer *(pp.95-92)*

J-1 J-2

Reader: _____

Liturgy of the Eucharist *(ONLY TO BE COMPLETED FOR NUPTIAL MASS)*

Presentation of Gifts

Music _____

(for all to sing or a short solo/instrumental music)

Who will present the bread and wine ?

(You will need to ask someone {up to 3 people} to present bread and wine to the priest.)

Prayer Over the Gifts *(Page 93)*

K-1 K-2 K-3

Preface *(pp. 94-96)*

L-1 L-2 L-3

Mass Parts; Holy, Holy, Holy, Memorial Acclamation, Great Amen, and the Lamb of God are sung by all; led by the cantor

Lord's Prayer

Recited by All

Sung by all (Mallotte or Chant)

Nuptial Blessing *(pp.97-101)*

M-1 M-2 M-3

Sign of Peace *(ONLY TO BE COMPLETED FOR NUPTIAL MASS)*

Ministers of Communion

(2 Precious Blood (wine) ministers needed for offering both forms to the congregation)

The Priest or Deacon will serve as Minister of the Host

Cup minister one _____

Cup minister two _____

Communion Processional Song _____

Meditation Song after Communion - optional _____

Prayer after Communion *(pp. 97-101)*

N-1 N-2 N-3

Concluding Rite

Final Blessing (pp. 103-106)

O-1

O-2

O-3

How does couple want to be introduced? _____

Recessional

SONG: _____



Wedding Guidelines for Photographers

Couples being married in Our Lady of the Valley Parish should ask their photographer to respect the sacredness of the Church and the holiness of the commitment they are celebrating. Therefore, the photographer is expected to abide by the following guidelines and do nothing that will distract from the ceremony itself.

Please ask the photographer to introduce themselves to the Presider before the liturgy and receive any last minute instructions. Photos may be taken in the aisle before Mass begins and from the side aisles or back, during Mass.

A video camera may be set up out of the way and may run throughout the ceremony, provided it is not moved and the photographer does not move about in a distracting way. Be sure that the placement of your equipment does not obstruct the flow of traffic in the aisle at communion time.

To keep the focus on the Mass, the wedding ceremony and the Bride and Groom, no photos may be taken from anywhere in the sanctuary during the ceremony. No flash photos may be taken during the homily or during the exchange of vows and rings, the Eucharistic Prayer, the consecration or communion of Mass.

You may remain in Church for photos for a reasonable time after your celebration. If your wedding is scheduled for Saturday afternoon, photography must conclude no later than 3:15 because Confession begins at 3:30.

Do's

Have the ushers in church at least 30 minutes prior to the wedding ceremony

Eat something prior to the ceremony

Take care of your personal needs just prior to arriving at church (including the wedding party).

Be at the church on your wedding day at least 30 minutes prior to the start time

DO enjoy yourself—it is the most important day of your new life together!

As soon as the music starts, leave everything in the hands of the Lord, with the Presider's assistance!

Don'ts

No throwing of rice, birdseed, or flower petals

No runner or crash in the church

No alcohol on Church grounds at rehearsal or the wedding

Don't get too upset if something does not go as planned — usually only you know it!

Notes:

Questions: