

# *Your Wedding at Saint Clement Church*



[www.stclementchurch.org/weddings](http://www.stclementchurch.org/weddings)

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# Welcome

Dear Friends:

Congratulations on your engagement! Your decision to enter into the relationship of married life is a serious one, and it serves as a wonderful sign of hope and strength to the faith community of Saint Clement Church.

Your decision has been reached after much discussion and prayerful thought, but it is just the first step in the process of building a successful marriage. The love you have privately shared is now being made public. Your family, friends and parish now prepare to support and encourage you in the celebration of your wedding, as well as in your life-long commitment to each other.

This period of engagement is an important time to deepen your love and prepare for the rest of your life together. In this time your commitment to one another will grow by working together in preparation for the celebration of your wedding and looking closely at the realities of marriage. It is a time for richer dialogue, greater trust and fuller sharing of your deepest and more personal hopes, dreams and values.

To assist you during this exciting time, we present the following guidelines intended to insure a joyful, reverent and prayerful celebration of the Sacrament of Marriage within the context of the Church's prayer. These materials are meant to help you prepare not only for the wedding day, but for *marriage*, a lifetime experience of hope and joy, a faithful promise you have both chosen to offer and receive "in good times and in bad, in sickness and in health," to love and honor each other all the days of your lives!

As your parish family, we will be with you as you embark on this great journey. We look forward to working with you as you prepare to celebrate your wedding day and beyond.

With warm regards,

Rev. Kenneth Simpson, Pastor  
 Rev. Ramil Fajardo, Associate Pastor  
 Dr. Randall Swanson, Director of Music  
 JoAnn Boumenot, Wedding Attendant  
 Gael Day, Wedding Coordinator



# General Information

## PARISH MEMBERSHIP REQUIREMENT

To receive the Sacrament of Marriage, at least one of the parties seeking to marry must be Roman Catholic, and a registered, active, and participating parishioner of Saint Clement Church.

## TIMES WHEN THE CHURCH IS AVAILABLE FOR WEDDINGS

- Fridays at 3 p.m.\* – **Selected dates in June, July and August only**
- Saturdays at 11 a.m., 1 p.m., 3 p.m., and 6:30 p.m.\* – January through December

*\* Marriage Ceremony recommended for Friday weddings and Saturday weddings at 6:30 p.m. – see page 11 of this booklet for more information.*

## TIMES WHEN THE CHURCH IS NOT AVAILABLE FOR WEDDINGS

- Days or times other than those listed above.
- Palm Sunday weekend through Easter Sunday weekend.
- Any other time the church has been scheduled for other events.
- Any other time the parish staff deems it necessary that no weddings be scheduled.

## BOOKING THE WEDDING DATE

An approximate list of available wedding dates and times for 2008 through 2009 may be found by visiting our wedding website: [www.stclementchurch.org/weddings](http://www.stclementchurch.org/weddings). Once a preferred date and time is found, the couple must:

- Contact the parish Wedding Coordinator a **minimum of six months before the desired wedding date** to verify that the chosen date and time are available.
- Confirm existing parish membership and participation;
- Reserve and secure the date with a non-refundable deposit of \$100.00 (transferable to another date if you reschedule);

## SCHEDULING THE WEDDING REHEARSAL TIME

- Rehearsals are held on Friday evening at 4:15 p.m., 5 p.m. and 5:45 p.m.
- Rehearsals are 30 minutes in duration.
- When a wedding ceremony is scheduled for a Friday afternoon (summer months only), its rehearsal will be held on Thursday evening.
- The wedding rehearsal time must be confirmed when the ceremony itself is booked.

## FOR THOSE PREVIOUSLY MARRIED

A *Declaration of Nullity* must be provided at the time of your booking in order to demonstrate that you are now free to re-marry in the Catholic Church. This applies to all forms of previous marriage, whether by a judge, by a religious leader in another faith tradition, or common law. If you have any questions, please speak with the Wedding Coordinator who will refer you to a priest if necessary.

## WEDDING FEES

Saint Clement Church is a vital urban parish providing for the spiritual and ministerial needs of its people and the surrounding community. It is a "museum quality" church, a jewel-like setting for your wedding day, the heart of your faith life, the center for liturgical celebrations and the sacraments. Your wedding fee assists in covering the expenses incurred by the parish in helping you to celebrate your wedding day, such as the maintenance and upkeep of the historic church building (including heating and air conditioning), cleaning of the church and grounds before and after your wedding, and many hours of priest and staff time needed to prepare and celebrate well the many aspects of your wedding. All of this contributes toward making your wedding day as meaningful and memorable as possible, so your generosity is greatly appreciated!

### **2008 FEE SCHEDULE FOR WEDDINGS AT SAINT CLEMENT** *(all fees subject to change)*

**CHURCH FEE** **\$900**

*(A \$100.00 nonrefundable deposit is required at the time of booking the wedding date.)*

*Included in the Church Fee:*

- DIRECTOR OF MUSIC/ORGANIST
- WEDDING MUSIC COORDINATOR
- PARISH WEDDING COORDINATOR
- PARISH WEDDING ATTENDANT
- FOCUS QUESTIONNAIRE SUPPLIES AND PROCESSING
- PAPERWORK DOCUMENTATION AND PROCESSING

**MARRIAGE PREPARATION PROGRAM: REQUIRED** *(choose ONE of these options)*

- SAINT CLEMENT PARISH PRE-CANA PROGRAM **no charge**
- ARCHDIOCESE OF CHICAGO ONE-DAY PROGRAM **\$180**
- ARCHDIOCESE OF CHICAGO DISCOVERY WEEKEND PROGRAM **\$295**

**ADDITIONAL MUSICIANS** *(see wedding music website for more details)*

- CANTOR (**REQUIRED IF PLANNING A FULL MASS**) **\$200-225**
- INDIVIDUAL INSTRUMENTALIST *(trumpet, violin, oboe, flute, etc.)* **\$200-225**
- INSTRUMENTAL TRIO *(Trio Élan, Kithara Trio, etc.)* **\$675-850\***
- INSTRUMENTAL QUARTET *(brass quartet, string quartet)* **\$900-1,100\***

*\*Instrumental ensembles are contracted independently of Saint Clement Church.*

*See our wedding music website for a list of several excellent musician contractors.*

- HARPIST **\$300-350**
- CHORAL ENSEMBLE **\$1,000 minimum<sup>o</sup>**

*<sup>o</sup>fee varies depending on musical requirements*

### **2008 FEE SCHEDULE FOR WEDDINGS OUTSIDE SAINT CLEMENT**

**PAPERWORK DOCUMENTATION AND PROCESSING** **\$50**

**MARRIAGE PREPARATION PROGRAM: REQUIRED** *(choose ONE of these options)*

- SAINT CLEMENT PARISH PRE-CANA PROGRAM **\$55**
- ARCHDIOCESE OF CHICAGO ONE-DAY PROGRAM **\$180**
- ARCHDIOCESE OF CHICAGO DISCOVERY WEEKEND PROGRAM **\$295**

## *Required Documentation*

You have chosen to witness your mutual promises of love and fidelity in the Catholic Church, and your faith is an important determining factor in how you will enter into this intimate relationship of marriage. The Church is responsible for discerning your intentions and capacities for making this promise, and is required to assemble various documents.

About four to six months before the wedding, you will both meet with a priest or pastoral minister to assemble your file (the “wedding paperwork”), complete the Prenuptial Questionnaire, and be interviewed to determine your freedom and intention to marry.

You will need to submit:

1. **BAPTISMAL CERTIFICATES** newly issued and dated within six months of the date you are to be married.
  - Catholics should contact their church of baptism and inform them of your date of marriage, and the address of Saint Clement Church where they are to send the certificate.
  - Photocopies of originals cannot be accepted for Catholics.
  - Non-Catholic Christians need to supply a record of baptism.
2. **CONFIRMATION CERTIFICATES** (for Catholics) newly issued and dated within six months of the date you are to be married. *Please note that records are oftentimes kept at the church of baptism, so one certificate frequently has both baptism and confirmation dates on it.*
3. **WITNESS AFFIDAVITS** testifying to your freedom to marry are required from both the bride and groom. We will give you a form and ask that parents or close family members complete them.
4. **A CATHOLIC MARRYING A NON-CATHOLIC** needs to complete an additional form which we will supply:
  - *Permission for Marriage of Mixed-Religion*, which will either be approved by the pastor or associate pastor if one of the couple is a baptized Christian, or by the bishop if one of the couple is a non-Christian;
  - *Dispensation from Canonical Form* granted by the bishop if the Catholic will celebrate the wedding in the tradition of the non-Catholic spouse.
5. **FOCCUS INVENTORY** – the *Facilitating Open Couple Communication, Understanding and Study Inventory* – is a tool to help couples explore the many dimensions of their relationship and married life together. This is not a test, but rather a tool for couples to explore areas of compatibility and incompatibility. This must be completed and submitted to the Wedding Coordinator as soon as possible.
6. **CERTIFICATE OF COMPLETION OF MARRIAGE PREPARATION PROGRAM** – commonly known as **PRE-CANA** (*see options below*). In addition to assisting you with the wedding day, the Church wishes to assist you in building a successful marriage. In order to do this, the Archdiocese requires that all couples complete a premarital program. These programs are designed to deepen your awareness of the challenges of living together in Christian marriage. Through discussions, exercises and presentations, you will have the opportunity to concentrate more intensely on the many facets of married life. The

marriage preparation program should be completed well in advance of the date of the wedding. Options for fulfilling the Pre-Cana program are as follows:

**OPTION A: PRE-CANA THROUGH THE ARCHDIOCESE OF CHICAGO** – the formats include a standard one-day program and an overnight retreat-style program. Please consult the booklet *How to Get Married in the Archdiocese of Chicago* for a better description of the class options, and for dates and locations.

This same information is available online by visiting [www.familyministries.org](http://www.familyministries.org), where you can determine which classes and locations are still open, and register online immediately.

**OPTION B: SAINT CLEMENT PARISH PRE-CANA PROGRAM** – a month-long series of classes, held one evening per week over four consecutive weeks (i.e., Thursdays from 7-9 p.m.), and facilitated by two parish couples in their homes. The material covered is the same as that in the Archdiocesan Pre-Cana programs, but here it is given a personalized touch allowing more reflective observation, conversation, and an opportunity to establish bonds of friendship with other parish couples.

There is no charge for the Parish Pre-Cana Program for couples marrying at Saint Clement, but you are expected to commit to attending all four meetings, especially since space is limited on a “first availability” basis. For couples marrying elsewhere, there is a nominal fee (please see page 3 of this booklet). Please notify the parish Wedding Coordinator if you would like to take part in the Parish Pre-Cana Program.

7. **A CIVIL MARRIAGE LICENSE** is required for your marriage to take place in Saint Clement Church. It is effective one day after you obtain it, and is valid for 60 days thereafter.

For complete marriage license information call 312.603-7790 or visit:

[http://www.cookctyclerk.com/sub/marriage\\_licenses.asp](http://www.cookctyclerk.com/sub/marriage_licenses.asp)

# Parish Wedding Policies

## I. INTRODUCTION

*“The Liturgy is the source and summit of the Christian life, and from it flows the Church’s power and strength because of the sacrifice of Jesus Christ on the cross” (Sacrosanctum Concilium, Vatican Council II).*

The Wedding liturgy is a sacred rite invoking God’s witness and blessing upon the words and commitment made by the bride and groom. In the midst of all the obvious joy and excitement, your wedding remains a moment of utmost, profound worship celebrated by you and your families and friends. It is an expression of your personal faith within the context of your faith community.

## II. GENERAL PRINCIPLES

Because the sacredness of the wedding ritual, and out of respect for God and the house of worship which is the church building, a few things need to be explicitly understood and accepted without exception:

- Saint Clement Church is not a ‘venue’ as are reception halls or restaurants, it is not rented: it is a house of worship and a community faith to which you belong, and which you are specifically asking to witness your promises.
- Respect, decorum and dignified behavior will be maintained and observed at all times by you, your wedding party and all your guests in regards to the church property and building, the sanctuary and the entire staff.
- Punctuality for your rehearsal and ceremony is presumed.

## III. SPECIFIC CONCERNS

- **THE WEDDING REHEARSAL** will be held the evening before your wedding, and it is an important part of the preparation for the ceremony. It allows members of the immediate wedding party to become familiar with the environment of our church building and with the public roles they will assume as part of the liturgy. The person directing the rehearsal will give a brief overview of the liturgy to help all concerned understand the prayerful nature of the celebration. Only those directly involved in the ceremony should be invited to the actual rehearsal in church – others should be directed to meet you at the rehearsal dinner site. Those who should be present at your rehearsal in church include the bride and groom, both sets of parents, step parents, etc., grandparents (optional), bridesmaids, groomsmen, ushers, readers, Eucharistic ministers, and gift bearers. At the rehearsal a responsible adult must accompany any children who are in the wedding party. We ask that you require all these members of your wedding party to be present for the rehearsal, and kindly remind them they **MUST ARRIVE ON TIME**. We suggest that you ask everyone to arrive 15 minutes before the scheduled time. Remind them of the inevitable Chicago traffic congestion when traveling to Saint Clement on a Friday evening. Rehearsals are allotted a total of 30 minutes.

The rehearsal itself is *not* the time for discussion and decision-making.

Please also be aware that musicians are not present for the wedding rehearsal.

- **ALCOHOL** consumption during the rehearsal or prior to the ceremony on your wedding day potentially jeopardizes the validity of the marriage, and *will not be tolerated under any circumstances*. Because this is a religious ceremony and house of worship, failure to comply with this policy by you, your guests or visitors will result in the forfeiture of your privilege to celebrate the sacrament of marriage at Saint Clement Church at the discretion of the priest at any point of the rehearsal or ceremony.
- **OUTSIDE PROFESSIONAL CONSULTANTS** you retain operate solely within the permission and instructions of the parish Wedding Attendant, who has complete oversight of the ceremony, sanctuary and celebration of your wedding at Saint Clement Church. If you have contracted someone else to help with your wedding, please understand that **this person's responsibilities do not pertain to the liturgy and that they are not to interfere in any way with the responsibilities of the Saint Clement wedding staff, which include the preparation, rehearsal and celebration of the liturgy**. Your Consultants will adhere to the policies of this handbook.
- **PHOTOGRAPHERS AND VIDEOGRAPHERS** and their assistants will respect the sacredness of the religious event, and the church as a house of worship. They will act and behave discreetly and reverently, taking care not to damage furniture and environment by standing on pews or with their equipment. They will be held responsible for any damage caused. They will adhere to the policies of this handbook (see pages 17-18 of this booklet for **Guidelines for Photographers and Videographers** – please give copies of these pages to each). All photographers and videographers must meet with our Wedding Attendant before the ceremony to review procedures, with these principles in mind:

*Before the Ceremony* (no more than 30 minutes prior to the wedding):

- Areas available are usually limited to the bride's gathering area, the rectory entrance and outside the building.

*During the Ceremony:*

- Flash photographs may not be taken, or any extra lighting equipment used while the ceremony is in progress.
- No one may be situated in the main aisle during the wedding processional.
- Photographers and equipment in the altar area must be confined to the corners of the dome area of the church – outside the gray floor area around the altar platform – and must remain stationary. See the floor plan printed on page 17 of this booklet.
- No photographic equipment or personnel are permitted in the organ loft. **At the discretion of the organist**, a single stationary unmanned video camera may be placed in the east corner of the organ loft 20 minutes prior to the ceremony. The camera must be removed immediately following the recessional at the end of the ceremony.

*After the Ceremony* (approximately 15 minutes):

- The wedding party may return for pictures.
- A late start to your wedding may result in shortened photograph opportunities.
- Flash and other lighting equipment may be used at this time.

- **FLOWERS AND DECORATIONS** for the church should be discreet and complementary to the building's splendid architecture and interior artwork. At Saint Clement, "less is more" in this regard (see pages 19-20 of this booklet for **Guidelines for Wedding Florists and Decorators** – please give a copy of these pages to your florist).

*General Guidelines* for you and your florist:

- Arrangements may be placed on either or both sides of the altar platform – never upon the altar itself (a symbol of Christ himself and a permanent reminder of his self-sacrifice for our salvation).

- If stands are used, they must be placed only toward the back corners of the altar platform to preserve necessary sightlines between priest, cantor, lectors and congregation.
- Your florist must provide any stands or pedestals used.
- Church decorations or arrangements already present for a particular liturgical season may not be moved or removed.
- Altar candles proper to the church may not be moved or removed, and for safety reasons, no additional candle stands are permitted.

*Pew-end Decorations* may be used at regular intervals along the entire length of the aisle, 30 pews total (15 on each side):

- Pews may never be blocked by ribbons, cords, strings, etc..
- Pinning, gluing, nailing, tacking, taping or stapling are not permitted to attach pew decorations – elastic bands, plastic pew clips or ribbons must be used instead.

*Aisle-runners* are not permitted for liturgical and theological reasons, and due to safety concerns.

- **RICE, BIRDSEED, CONFETTI, FLOWER PETALS, SPARKLERS, BALLOONS, BIRDS, BUTTERFLIES, BUBBLES, ETC.,** are not permitted inside or around the church and plaza due to safety, maintenance, and time concerns.

#### IV. GUESTS

- **PARKING** is available in the church lot at the corner of Deming and Orchard streets, across from the main entrance of the church, and in the school lot on Orchard Street, across from the west side of the church. Please be aware that your guests will need to move their cars following your ceremony to make room for others coming to services or events later in the day. Because of typical Lincoln Park and Chicago traffic congestion, you might consider using trolleys or buses for transporting your guests.
- **CHANGING FACILITIES** are simply not available, so please arrive already dressed in wedding attire, but no more than 30 minutes before your ceremony:

*Brides and bridesmaids* gather in the rectory in the “Bride’s Room.” Please be aware and respectful of the fact that this parlor is located in the private residence of the parish priests.

*Groom and groomsmen* gather in the church sacristy where the clergy vests for the ceremony.

- **WHEELCHAIR AND DISABILITY ACCESS:**  
*From the outside* – by ramp and elevator at the southeast corner of the rectory building at 642 Deming Place. Please ask the parish receptionist for assistance.  
*Within the church* (to public restrooms on the lower level) – by elevator in the vestibule area. Please ask the parish receptionist or wedding attendant for assistance.
- **RECEIVING LINES AND GUEST BOOKS** are not permitted since they are extremely time consuming: in their joy, many of your guests will rightfully want to have a “few” words with you. Please keep in mind your time constraints here at the church, and at the reception venue.

# *The Wedding Liturgy*

## **I. LITURGICAL CELEBRATION OF YOUR MARRIAGE**

The celebration of the Sacrament of Marriage, which is rooted in the Church's regular worship life, is not a private family function, nor is it merely a social affair or a personal expression of your love for one another. Rather, it is an action of the entire church in whose presence you commit yourselves to one another. Because the Sacrament of Marriage is worship, it is principally congregational. And because it is congregational, every effort should be made to enable the assembly to participate in a full and active manner. The liturgy is neither a show nor a performance and it is not enhanced by any design that creates passive observers. Everyone present should be encouraged to participate by being able to hear, see, speak, sing and pray.

## **II. MASS WITH COMMUNION VS. MARRIAGE CEREMONY**

After meeting and consulting with the priest who will preside at the wedding, the couple will determine if the marriage will be celebrated in the context of a Nuptial Mass (with Communion) or a Marriage Ceremony (without Communion). The determining criteria will center on the religious background of the bride and groom, and which form of liturgy best accommodates the assembled guests to celebrate their unity.

Saint Clement Church is fully committed to making all our guests feel welcome as brothers and sisters in God, joining in the prayer of this joyous occasion. At the same time, it would be a disservice to pretend as though differences and divisions within our Christian faith family and with other traditions do not exist. Specific concerns you must ask yourself:

- Are those attending coming from the Catholic tradition, or will there be many other Christian or non-Christian traditions represented?
- Will the celebration of Mass with communion make a significant number of your family and guests feel excluded from feeling fully welcome and participating?

While we do all we can to overcome differences and divisions, we choose instead to focus on what unites us at this moment of joy, welcoming all to your celebration of unity. With this in mind, we recommend the following formats for your liturgical service:

- **MASS WITH COMMUNION** (see sample wedding program on page 14):
  - for a Catholic marrying another Catholic;
  - both families are significantly practicing Catholics.
- **MARRIAGE CEREMONY WITHOUT COMMUNION** (see sample wedding program on page 15):
  - for a Catholic marrying a Non-Catholic Christian
  - for a Catholic marrying a person of another Faith Tradition;
  - for Catholic families which largely non-practicing.

### III. WEDDING PARTY

- **BEST MAN AND MAID/MATRON OF HONOR**

These individuals are very special persons in your life, and by custom they accomplish two things:

1. they witness to the words of fidelity and love you publicly exchange with each other;
2. they are to support and encourage you in the practice of the faith you are publicly professing.

Because of this honor *and* responsibility, at least one of the witnesses should be a practicing Catholic.

- **MINISTERS OF HOSPITALITY (USHERS)**

The ushers are first and foremost the ministers of hospitality. As soon as your guests arrive at the church, they are welcomed by the ushers. The ushers are the ones who hand out your programs and seat your guests. We suggest one usher for every 50 guests.

- **CHILDREN IN THE WEDDING PARTY**

We understand the desire of couples who wish sometimes to include very young members of their families in the wedding as flower girls or ring bearers. We simply ask you kindly to consider carefully the age of any children you might wish to include in your wedding party. Really young children can sometimes be quite overwhelmed (and perhaps a little frightened) by the spectacle of the wedding ceremony, especially the opening procession. We recommend thoughtful planning in this regard. Children should be old enough to have a sense of the event and the importance and execution of the procession. Children must be able to walk the length of the aisle.

### IV. READINGS AND LITURGICAL PRAYERS

You will be provided with the book *Together for Life* by Joseph Champlin, which, along with various prayers and blessings, contains those *scripture readings* most appropriate for use at weddings. In consultation with the priest who will preside at the wedding, you will select usually three passages from scripture. Non-scriptural readings or poems are never permitted in place of the scriptures.

Weddings held at Saint Clement are celebrated according to the worship books of the Roman Catholic Church: the Sacramentary, the Lectionary and the *Rite of Marriage*. In the case of weddings where ministers of other Christian denominations or other faiths are taking part, appropriate adaptations may be made after consultation with that minister and the engaged couple.

### V. OPTIONS

- **THE UNITY CANDLE** has emerged in contemporary times as an additional symbolic expression of the couple's vows and as a "symbol of unity." This is one among several wedding customs that are not officially part of the Church's liturgical ritual. In preparing your wedding with the priest or pastoral minister, you may find it helpful to discuss whether or not you need to include the unity candle in your ceremony, based on the following considerations:

1. As Catholics, the "symbol of unity" is expressed in the wedding vows, which make known not only *your* words, but makes the Word (Jesus Christ) present once again: "I, N., take you to be my husband/wife: I promise to be true to you in good times and in bad, in sickness and in health. I will love you and honor you all the days of my life."

2. Additionally, the rings you exchange as a sign of your love and fidelity symbolize the permanence of the marriage vows (a circle with no beginning and no end), as well as the permanence of God's love for you both (no beginning and no end).
3. Finally, your verbal commitments to your promises of love and fidelity are made visible by your ongoing choice to wear your rings publicly and permanently.

For these reasons, a unity candle might well be viewed as redundant and unnecessary.

- **FLOWERS TO THE BLESSED VIRGIN MARY** have been a custom retained by various Catholic cultures. Please consult with the priest or pastoral minister if this is an option you wish to include in your ceremony.
- **CULTURAL WEDDING TRADITIONS** such as the "*arras*", "*lazo*" and similar elements are a great gift of many different cultures. In celebrating our diversity, we recognize their value as an integral part of your heritage. However, in the spirit of good order and noble simplicity which has always characterized the Roman Rite, we ask that the couple carefully consider the number of primary and secondary sponsors they invite to participate in the liturgy if these cultural options are included.

## VI. WEDDING PROGRAMS

One of the things that will help your guests to participate and worship well together is a nicely designed, printed program. If you wish to have a printed program for your wedding, the guides on pages 14-15 of this booklet will be of assistance to you. Listed on the left-hand margin in each example are those parts of the liturgy that should be printed in the program. Items printed in *italics* indicate variables that you should list in the finished product. Optional items are given in brackets. The music office will provide you with all of the musical variables (titles, composers and music texts) once your musical selections have been finalized. Samples of wedding programs are available for viewing at the parish receptionist's desk, or for download on the parish wedding website:

[www.stclementchurch.org/weddings](http://www.stclementchurch.org/weddings)

**PROGRAM FOR FULL MASS (with communion)**

(NOTE: Items printed in *italics* indicate variables that you should list in a printed program. Optional items are given in brackets. The music office will provide you a detailed list of music titles and composers for the selections you have made once all the musical arrangements are finalized. Scripture references for the readings and gospel are generally taken from the options provided in the *Together for Life* book, chosen in consultation with your priest.)

<b>WE ASK YOU KINDLY TO TURN OFF ALL CELL PHONES, PAGERS, AND FLASH CAMERAS DURING THE CEREMONY.</b>		
PRELUDE		
[SEATING OF THE MOTHERS]	<i>music title</i>	<i>composer</i>
<b><u>INTRODUCTORY RITE</u></b>		
PROCESSIONAL	<i>music title</i>	<i>composer</i>
GREETING		
[OPENING HYMN (sung by all)]		<i>hymn title</i>
<i>text (and music) of hymn</i>		
OPENING PRAYER		
<b><u>LITURGY OF THE WORD</u></b>		
FIRST READING		<i>scripture reference</i>
RESPONSORIAL PSALM (cantor first, then all)	<i>psalm number</i>	<i>composer</i>
<i>text of psalm refrain</i>		
SECOND READING		<i>scripture reference</i>
GOSPEL ACCLAMATION (cantor first, then all)	<i>Alleluia *</i>	<i>composer</i>
GOSPEL		<i>scripture reference</i>
HOMILY		
<b><u>RITE OF MARRIAGE</u></b>		
EXCHANGE OF VOWS		
BLESSING AND EXCHANGE OF RINGS		
[LIGHTING OF THE UNITY CANDLE]		
GENERAL INTERCESSIONS		
<b><u>LITURGY OF THE EUCHARIST</u></b>		
OFFERTORY		
EUCCHARISTIC PRAYER		
ACCLAMATIONS (sung by all)	<i>title of Mass setting</i>	<i>composer</i>
LORD'S PRAYER		
NUPTIAL BLESSING		
SIGN OF PEACE		
LAMB OF GOD (sung by all)	<i>title of Mass setting</i>	<i>composer</i>
COMMUNION	<i>music title</i>	<i>composer</i>
PRAYER AFTER COMMUNION		
[MEDITATION TO THE VIRGIN MARY]	<i>music title</i>	<i>composer</i>
<b><u>CONCLUDING RITE</u></b>		
FINAL BLESSING AND DISMISSAL		
RECESSIONAL	<i>music title</i>	<i>composer</i>

\* Please note that during the season of Lent, alleluias are not sung in the church's liturgies. During Lent the gospel acclamation will be "Glory to you, O Word of God, Lord Jesus Christ."

## PROGRAM FOR MARRIAGE CEREMONY (without communion)

(NOTE: Items printed in *italics* indicate variables that you should list in a printed program. Optional items are given in brackets. The music office will provide you a detailed list of music titles and composers for the selections you have made once all the musical arrangements are finalized. Scripture references for the readings and gospel are generally taken from the options provided in the *Together for Life* book, chosen in consultation with your priest.)

<b>WE ASK YOU KINDLY TO TURN OFF ALL CELL PHONES, PAGERS, AND FLASH CAMERAS DURING THE CEREMONY.</b>		
PRELUDE		
[SEATING OF THE MOTHERS]	<i>music title</i>	<i>composer</i>
<u>INTRODUCTORY RITE</u>		
PROCESSIONAL	<i>music title</i>	<i>composer</i>
GREETING		
[OPENING HYMN (sung by all )		<i>hymn title</i>
<i>text (and music) of hymn</i>		
OPENING PRAYER		
<u>LITURGY OF THE WORD</u>		
FIRST READING		<i>scripture reference</i>
RESPONSORIAL PSALM (cantor first, then all)	<i>psalm number</i>	<i>composer</i>
<i>text of psalm refrain</i>		
SECOND READING		<i>scripture reference</i>
GOSPEL ACCLAMATION (cantor first, then all)	<i>Alleluia *</i>	<i>composer</i>
GOSPEL		<i>scripture reference</i>
HOMILY		
<u>RITE OF MARRIAGE</u>		
EXCHANGE OF VOWS		
BLESSING AND EXCHANGE OF RINGS		
[LIGHTING OF THE UNITY CANDLE]		
GENERAL INTERCESSIONS		
LORD'S PRAYER		
NUPTIAL BLESSING		
[MEDITATION TO THE VIRGIN MARY]	<i>music title</i>	<i>composer</i>
<u>CONCLUDING RITE</u>		
FINAL BLESSING AND DISMISSAL		
RECESSIONAL	<i>music title</i>	<i>composer</i>

\* Please note that during the season of Lent, alleluias are not sung in the church's liturgies. During Lent the gospel acclamation will be "Glory to you, O Word of God, Lord Jesus Christ."

# Music for the Wedding

## MUSIC GUIDELINES

Music for the wedding should be planned jointly by the couple utilizing the Saint Clement wedding website, in consultation with the music staff. Remember that the Sacrament of Marriage is a liturgical celebration. Therefore, one of the basic principles that should underlie your selection of music is whether the music is indeed liturgical music. **Popular songs and secular music, no matter how meaningful they may be to you, have no place in the liturgy.** They may be appropriately performed at your wedding reception. For the wedding liturgy you'll want to ensure that the emphasis on **sacred** music, which derives its context from scriptural and liturgical sources, and by its very nature enhances your union within the liturgical rites being celebrated.

Couples are directed to our wedding website for guidance in choosing appropriate music for their ceremony: [www.stclementchurch.org/weddings](http://www.stclementchurch.org/weddings)

## MUSIC DIRECTOR / ORGANIST

The parish Director of Music serves as organist and/or principal musician at all Saint Clement weddings. As principal musician for the wedding, the Director of Music is entrusted with the responsibility of determining the suitability of musical selections within the context of the Roman Catholic wedding liturgy, and must approve all music and musicians chosen for the ceremony. The Director of Music also bears the essential responsibility of ensuring the proper performance and timing of the various musical portions of the wedding liturgy.

## CANTOR

**If you are planning a full mass with communion, a cantor is required, and only experienced Saint Clement cantors are permitted to serve in this capacity at weddings.** This helps to avoid disappointment to the couple and their families since it ensures a desirable continuity with the church's regular worship life, and protects the parish's mission in terms of high quality liturgy. It also helps guarantee that the service will go smoothly because presider, cantor, organist and instrumentalists are accustomed to working with each other as well as with the specific acoustical demands of the liturgical space.

## INSTRUMENTALISTS

Instrumentalists (trumpet, violin, oboe, flute, harp, trio, quartet, etc.) may be used upon approval of, and arrangement with, the music office. **Due to musical and liturgical requirements, only experienced Saint Clement instrumentalists may play for weddings at Saint Clement. If individual instrumentalists are desired, the music staff will secure their services.** Instrumental quartets trios or other ensembles are contracted independently of Saint Clement Church, and each ensemble likewise sets its fees independently. Names and contact information for approved music ensemble contractors are available on the *musicians* area of the parish wedding website.

## CHORAL ENSEMBLE

Occasionally couples wish to engage the services of a choral ensemble for their wedding ceremony. When this is desired, the Director of Music will secure and rehearse the necessary personnel, and will conduct them during the wedding liturgy. A list of many choral selections appropriate for weddings is available on the *music* area of our parish wedding website:

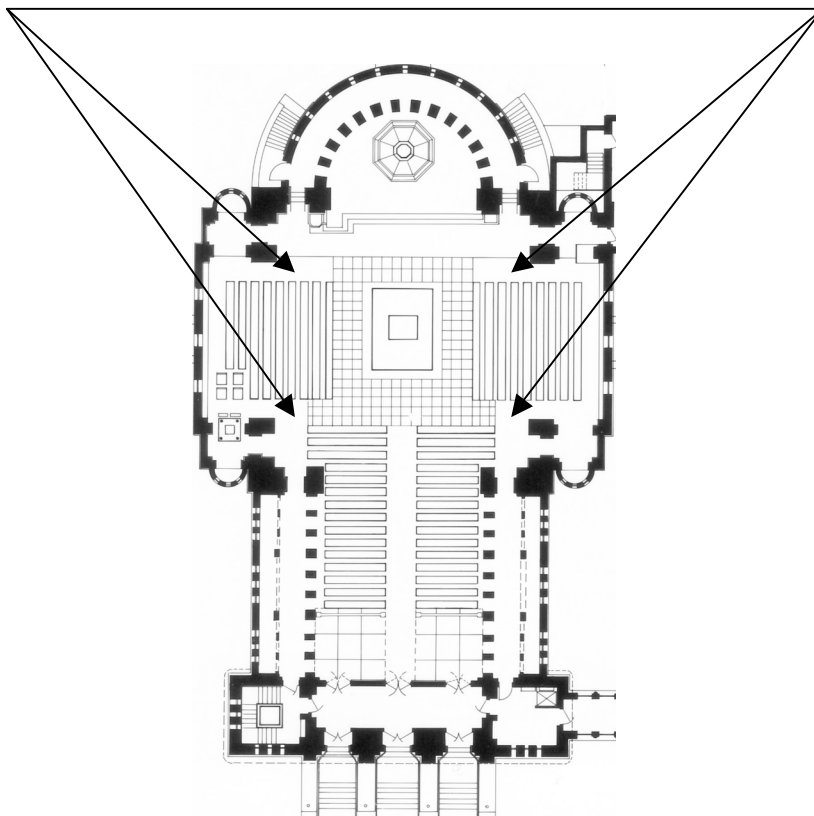
[www.stclementchurch.org/weddings](http://www.stclementchurch.org/weddings)

## SAINT CLEMENT CHURCH • CHICAGO

*Guidelines for Photographers and Videographers***PLEASE GIVE A COPY OF THESE GUIDELINES TO EACH PHOTOGRAPHER AND VIDEOGRAPHER**

1. Please check-in with our parish Wedding Attendant upon your arrival. She will review our photo/video procedures with you. She will also request a copy of your business card for our files.
2. Weddings at Saint Clement are scheduled at 11 a.m., 1 p.m., 3 p.m., and 6:30 p.m. The set up time allowed is 30 minutes prior to the ceremony. A maximum of 15 minutes will be allotted for pictures after the ceremony ends.
3. Photographers/video personnel and their equipment are to be as unobtrusive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. Posing during the liturgy, waving to the couple or distracting from the ceremony is not allowed. Flash photography or video lighting is not permitted during the liturgy.
4. Photographers/video personnel are not permitted in the baptistry, or any other place deemed inappropriate by the church staff. Video equipment cannot be obtrusive and must remain stationary. Photographers and equipment in the altar area must be confined to the corners of the dome area of the church – outside the gray floor area around the altar platform – and equipment must remain stationary. See the floor plan below.

**During the ceremony, photographers / video personnel / equipment must be confined to these areas:**



**CONTINUED →**

5. No photographic equipment or personnel are permitted in the organ loft. **At the discretion of the organist**, a single stationary unmanned video camera may be placed in the northeast corner of the organ loft 20 minutes prior to the ceremony. The camera must be removed immediately following the recessional at the end of the ceremony.
6. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way.
7. Photo and video lighting racks are not permitted during the ceremony.
8. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. Nothing should be placed in or on the pews.
9. Standing on any pews for picture taking or posing is forbidden. The altar is a sacred place; nothing should be placed upon it, nor should it be used as a prop.
10. Altar candles and church decorations may not be moved or removed.
11. Musicians may not be photographed or videotaped without their explicit personal approval.
12. Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
13. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
14. All voices must be kept down during photographic sessions. Shouting is inappropriate.
15. It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.
16. Any questions about these policies must be directed to the Wedding Attendant on duty, not to the deacon or priest.
17. Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the church.

## SAINT CLEMENT CHURCH • CHICAGO

*Guidelines for Wedding Florists and Decorators***PLEASE GIVE A COPY OF THESE GUIDELINES TO YOUR FLORIST AND/OR WEDDING DECORATOR**

1. Please check-in with our parish Wedding Attendant upon your arrival. She will review our floral/wedding décor guidelines with you. She will also request a copy of your business card for our files.
2. Weddings at Saint Clement are scheduled at 11 a.m., 1 p.m., 3 p.m., and 6:30 p.m. The set up time allowed is 30 minutes prior to the ceremony.
3. Altar flowers are not required, but if they are used, they must be delivered and in place at least 25 minutes prior to the wedding liturgy.
4. Altar flowers may not be placed on the altar or in front of the altar, nor may they be placed on the cantor podium or in front of the cantor podium. They may be placed on either or both sides of the altar platform.
5. When flower stands are used, they must be placed only toward the back corners of the altar platform to preserve necessary sightlines between priest, cantor, lectors and congregation.
6. The florist must provide any stands or pedestals used.
7. Pew-end Decorations may be used at regular intervals along the entire length of the aisle, 30 pews total (15 on each side), but they may *not* be attached by pinning, gluing, nailing, tacking, taping or stapling. Elastic bands, plastic pew clips or ribbons must be used instead.
8. Pews may never be blocked by ribbons, cords, strings, etc.
9. Decorations of any type may *not* be affixed in any way from the colonnade in the sanctuary, nor may any decorations wrap around the colonnade.
10. Aisle runners are not permitted.
11. Sanctuary floral arrangements must be done by a professional florist. Paper-mache containers are not permitted. You must use flower containers that present no danger of leaking.
12. Sanctuary appointments such as the ambo (pulpit), presider's chair, lectern, candle sticks, banners, altar cloths, advent wreaths, the paschal candle and any art or liturgical environment may not be altered or removed under any circumstances. Keep in mind that different colors are used in the church during the varying liturgical seasons throughout the year. This is a general calendar: Advent – dark violet. Christmas Season – white. Winter Ordinary Time – green. Lent – purple. Easter Season – white. Pentecost Weekend – red. Summer Ordinary Time – green. Expect to find some of these colors present in the church or in the sanctuary. These items may not be removed or altered. Questions regarding any seasonal colors being used on your wedding day may be directed to the wedding coordinator.

CONTINUED →

13. Rice, birdseed, confetti, flower petals, sparklers, balloons, birds, butterflies, bubbles, etc., may not be used, thrown or released in the church or outside the church. The church is in constant use, and because of safety, maintenance, and time concerns, these items are prohibited.
14. The only candles permitted are those already in place by the church staff. Candelabra, lighted or unlighted are not permitted in the church. Candles in the aisles or on pews are not allowed. The couple is however required to supply the unity candle should they decide to have one. The church does not supply unity candles. The unity candle must be placed on the stand provided by the church. The unity candle is *strictly prohibited* from being placed on the altar.
15. All containers used for corsages, floral arrangements, etc., must be removed from the vestibule before leaving the church. This is the responsibility of the attending florist, not the church staff.
16. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
17. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.
18. If you have any questions about these policies, they must be directed to the Wedding Attendant on duty, and not to the deacon or priest.
19. Any violation of these policies will be immediately addressed. Continued violations will result in the removal of inappropriate decorations and the dismissal of the florist from the building.