

# INTRODUCTION

Welcome to St. Timothy's. We are delighted that you will be celebrating your marriage in our parish community. We are looking forward to working with you as you plan your wedding day and the beginning of your married life together. There are several members of the parish staff who will assist you in preparing for your wedding. Please feel free to call on us with any questions or concerns.

**Fr. Culloty, Pastor**

Tel: 781-769-2522, ext. 25      email: [JPCulloty@sttim.net](mailto:JPCulloty@sttim.net)

Father will assist in scheduling your wedding and providing pastoral counseling.

**Colleen Campion, Director of Liturgy**

Tel: 781-769-2522, ext. 28      email: [CNCampion@yahoo.com](mailto:CNCampion@yahoo.com)

Colleen will assist in planning the details of the wedding liturgy, including reading selection, rehearsal schedule, flowers, decorations, etc.

**Bonnie Gleason, Director of Music**

Tel: 781-769-2522, ext. 11      email: [music@sttim.net](mailto:music@sttim.net)

Bonnie will assist in selecting music and musicians for your wedding liturgy.

**Kathy Tinson, Parish Secretary**

Tel: 781-769-2522, ext. 32      email: [sttim@sttim.net](mailto:sttim@sttim.net)

Kathy can assist in answering questions regarding our Marriage Prep program.

It is very important to us that your wedding be a meaningful, spiritual and joyful worship celebration. We have included in this packet all the materials and information that you should need to plan your day. Planning your wedding should be enjoyable and easy!

This booklet gives you some guidelines for planning: scheduling your wedding and rehearsal, choosing people involved in your wedding liturgy, selection music and readings for your wedding liturgy.

This packet also contains:

- A booklet entitled "*Readings for Weddings Liturgies*"
- Wedding Music CD
- Wedding Planning Sheet

We hope that you will find these materials helpful as you plan your wedding liturgy at St. Timothy's!

# FIRST STEPS

## 1. Meet with our pastor, Fr. Culloty

You are engaged! Congratulations! Your next step is to make an appointment to meet with our pastor, Fr. Culloty. At this meeting, Father will begin the process of pastoral counseling, an important element in preparing for your married life. He will also help you choose an appropriate time and date for your wedding. You will need to meet with Father several more times to fill out necessary marriage paperwork and to continue marriage preparation discussions.

## 2. Schedule your wedding

In scheduling weddings, there are a few considerations to keep in mind.

- Weddings are not usually celebrated during Lent or Holy Week.
- A full ninety minutes is ordinarily planned from one liturgy to the next. For example, our Saturday evening Mass is scheduled at 4:30 PM, with Reconciliation at 3:30 PM, so your wedding could not begin after 2:00 PM or before 6:00 PM.
- Weddings that are scheduled for Sundays will be a liturgy outside of Eucharist (Ceremony) and not a Mass.

St. Timothy's is an active faith community and many liturgies are scheduled here each week throughout the year. Out of consideration for the people involved in each of these liturgies, and in order to provide a reverent atmosphere of worship for them, the start times of each scheduled liturgy must be respected. The best way that you can help us with this is to ensure that your wedding begins on time!

## 3. Costs: fees and donations for your wedding

Weddings have become expensive propositions in today's culture and we are sure that you are anxious to know what fees and costs are associated with having your wedding here at St. Timothy's. While we do our best to keep our fees at a minimum, the fees and donations that we collect help to defray some of the expenses associated with the different services that we offer to you.

- We do our best to provide exceptional music for your wedding.
- We want the church to be clean and neat on your wedding day, and heated, air conditioned and lighted as needed.
- We try our best to provide attentive and thoughtful planning assistance in the months leading up to your wedding.

The fees and donations associated with your wedding at St. Timothy's total \$880 for parishioners. A person is considered a parishioner if he or she has been registered in the parish and contributing to the life of the parish for six months or more. The breakdown of this total is delineated within each section of this document and summarized on the last page. We will collect these fees on the day of your rehearsal, usually in the form of several different checks written to the appropriate parties. Our Director of Liturgy, Colleen Campion, will review these with you no later

than one week before your wedding. If this amount presents a financial hardship, please feel free to bring this up with Fr. Culloty so we can help find a mutually agreeable solution.

Occasionally, people from outside of St. Timothy's parish will be married in our Church. From these people we request an additional \$165 stipend to the Church, as they have not had the opportunity to support the parish in the form of regular contributions, which help to support salaries and expenses of the parish.

#### **4. Schedule marriage preparation program**

A group marriage preparation program is offered by St. Timothy's once each year, usually in the fall. A team of married couples directs the program. It is conducted in three sessions (two evenings and a Saturday afternoon as a rule.) During the program, the marriage preparation team will share their own experiences as married couples, and the engaged couples will discuss various issues with each other and in small groups. Please call the office to obtain program dates and to register for the program. For those who cannot participate in the program here, it is expected that they will participate in a similar program elsewhere. If this is the case, please contact the office and we will be happy to provide you with some contact information for other marriage preparation programs.

# PREPARING FOR YOUR WEDDING

## 1. Meet with the Director of Liturgy, Colleen Campion

Once you have met with Fr. Culloty, you should schedule a meeting with the Director of Liturgy, Colleen Campion as soon as possible. At this meeting, Colleen will present an overview of the planning process and take care of a few important details.

### Rite

The marriage rite can be celebrated with Eucharist (Mass) or outside a Eucharistic liturgy (Ceremony). There are many factors that affect the choice of one of these two options, particularly the denominational backgrounds of the bride, groom, and assembly. Fr. Culloty will assist you in determining which rite is most suited to your needs. This decision will also affect many of the other liturgical selections you will be making, so it is important that you address this question promptly.

### Wedding rehearsal

When you meet with Colleen, you should discuss your wedding rehearsal so that she can reserve the space on our Church schedule and arrange for a wedding sacristan to be there to conduct your rehearsal. The wedding rehearsal generally takes place the day before your wedding and family and friends participating in special ministries should be present at the rehearsal if possible. This includes readers, altar servers, Eucharistic ministers, & gift bearers as well as any members of the wedding party and parents of the bride and groom.

## 2. Choose People Involved

The principal participants, or ministers, in the sacrament of marriage are you, the bride and the groom. As the primary ministers of the sacrament, you marry each other; the priest does not marry you. Within the wedding liturgy there are many other ministries that you may invite family members and friends to participate in.

### Presider

The priest serves as the presider, the leader of prayer, at your wedding liturgy. A deacon may also preside at all or part of your wedding. If your wedding is a ceremony, the deacon may preside over the entire liturgy.

Visiting clergy are most welcome to participate in your wedding ceremony. This should be arranged with Father Culloty when you schedule your wedding date. In addition, Colleen, our Director of Liturgy, will want to coordinate liturgical details in advance with the visiting clergy, so please be sure to let her know if you are planning on having a visiting clergy member preside at your wedding. Note that if the visitor is from outside the Commonwealth of Massachusetts and is the main officiant, he or she must register with the secretary of state before officiating.

### Witnesses

Only two witnesses (maid of honor and best man) are required. Additional bridesmaids and ushers are optional.

### Lectors

Lectors read the scripture passages and the Prayers of the Faithful during the Liturgy of the

Word. You may choose three people to be lectors: one for the First Reading, one for the Second Reading and one for the Prayers of the Faithful. It is important that you choose lectors who are comfortable reading in front of a crowd and using a microphone. To help lectors feel more confident in this role, it is important that they plan to attend the wedding rehearsal.

### **Ushers/Greeters**

The key role of ushers or greeters is to your make guests feel welcome as they enter the Church. Ushers may distribute worship programs or you may also choose separate ministers called greeters to hand out programs if you wish.

### **Gift Bearers**

If your wedding liturgy is a Mass, people will be needed to bring the gifts of bread and wine to the altar. Usually two or three people are selected to perform this function and it is best if they can attend the wedding rehearsal.

### **Extraordinary Ministers of Holy Communion**

For a Mass that is celebrated with Eucharist (a Mass), additional Extraordinary Minister of Holy Communion (EM) may be needed to assist the priest in the distribution of communion. If you have family members who are commissioned EM's, you may want to ask them to fill this role. If not, St. Timothy's can arrange to have an EM from the parish to serve at your wedding. It is best for family members who will be serving as EM's to attend the wedding rehearsal.

### **Altar Servers**

During your wedding liturgy, the priest or deacon will need the assistance of two trained altar servers. You may ask family members or friends who have served as altar servers to serve at your wedding. If not, St. Timothy's will arrange to have two altar servers from the parish serve at your wedding. It is traditional to give them a donation of \$10 each.

### **Wedding Sacristan**

St. Timothy's will provide a trained wedding sacristan to conduct your wedding rehearsal and to be present at the wedding to insure that your wedding runs smoothly. The wedding sacristan will coordinate efforts of the wedding party, musicians, altar servers, florists, photographers and other ministers involved in the liturgy. The fee for this service is \$75.

### **A Note to the Assembly: Your Guests**

Your wedding liturgy is a communal worship celebration of the Church. Therefore, we encourage the assembly to be active participants, not members of an audience. As the bride and groom, your own example of participating in prayer and song will lead your guests to also respond in prayer and song.

### **3. Select Music**

We've provided you with a CD containing possible musical selections for your wedding liturgy. Just pop in the CD and check off one selection for each section of your ceremony. The last page is only for those who are celebrating Eucharist as a part of their wedding (Mass). These suggestions are meant to give you ideas, not to be an exhaustive list. The music chosen must be liturgically appropriate and encourage participation of the assembly.

Bonnie will direct the selection of a cantor, accompanist and any additional instrumentalists. The cantor and organist are each paid a stipend of \$225. Other instrumentalists generally charge around \$200-\$250. These stipends, along with any other fees are to be paid prior to the wedding, at the rehearsal.

#### **Cantor**

Our parish policy is to have a trained cantor from St. Timothy's at your wedding. Our Music Director, Bonnie Gleason is the usual cantor for weddings at St. Timothy's. The cantor is an integral part of celebrating your wedding liturgy, not a soloist. Although there are moments in your wedding when a solo piece can be sung, the cantor's primary role is to help lead the people in song. A person serving as cantor should be experienced not only in singing, but in the special skills needed to be a leader of song at liturgy. Singers from outside St. Timothy's (family, friends, etc.) may be able to sing a solo at certain points in the liturgy. Please consult with Bonnie at least three months in advance if you are considering this possibility.

#### **Organ**

Our organist, Julie Borchardt, is the usual accompanist for weddings, and is an accomplished accompanist on both the organ and the piano.

#### **Other Instrumentalists**

We have several wonderful instrumentalists that we work with, and Bonnie would be happy to contract with them for you. Trumpet adds a triumphant, joyful vibrancy to wedding processions and recessions. Flute or violin can add a sense of intimacy and sweetness to your wedding music. Many musicians book weddings months in advance. Any requests for instrumentalists should be made as soon as possible.

### **4. Select Readings and Prayers**

The enclosed pamphlet contains selections of Scripture Readings, intercessions for the Prayer of the Faithful, and Vows for you to choose from. We encourage you to read through these selections as a couple, and after prayerful reflection, to thoughtfully choose readings for your liturgy. You can check off your choices on the wedding liturgy planning sheet included in this packet.

#### **Scripture Readings**

The wedding ritual provides a variety of scripture selections to choose from. Generally you will select three readings: one from the Old Testament (Section A in the packet); one from the New Testament (Section B in the packet); and a Gospel reading (Section C in the packet) to be proclaimed at your wedding. During the liturgy, the readings are proclaimed from the ambo (lectern). The first and second readings may be proclaimed by a lector chosen from among your family and friends; the Gospel is always read by the presider (priest or deacon).

### **Vows**

The marriage Rite, when you actually exchange your marriage vows, takes place just after the homily. Choices for wording of your vows appear in the readings pamphlet enclosed in this packet. You may choose one of the options given.

### **Prayer of the Faithful**

As a couple, you may also select the intercessions for the Prayer of the Faithful, the prayers of the gathered assembly for the church and the world. These prayers can be selected from the pamphlet that is enclosed in this packet or you may choose to write your own prayers based on the examples and guidelines in the enclosed packet. You may also choose to modify or personalize the prayers that are given in the readings pamphlet. Colleen is happy to assist you in selecting or composing any of these prayers.

## 5. Decide on other Liturgical Details

### **Worship Program**

A worship program is an invaluable resource that helps the assembly to participate fully in your wedding liturgy. The worship program includes the order of the liturgy and the responses and songs of the assembly. It may also include a list of the ministers participating in your wedding and a special message from the bride and groom. St. Timothy's provides this worship program as a service to all of our brides and grooms and the cost of producing it is included in the suggested donation to the Church. Colleen can show you samples of programs that we have created and she will work with you to create a program that suits your wedding. Program information and details should be finalized one month prior to your wedding.

### **Entrance & Exiting Processions**

The entrance procession sets the tone for your wedding and is best done simply. Here are some suggested entrance processions, but other variations are possible. Colleen will be happy to help you work out a procession that is best for your wedding.

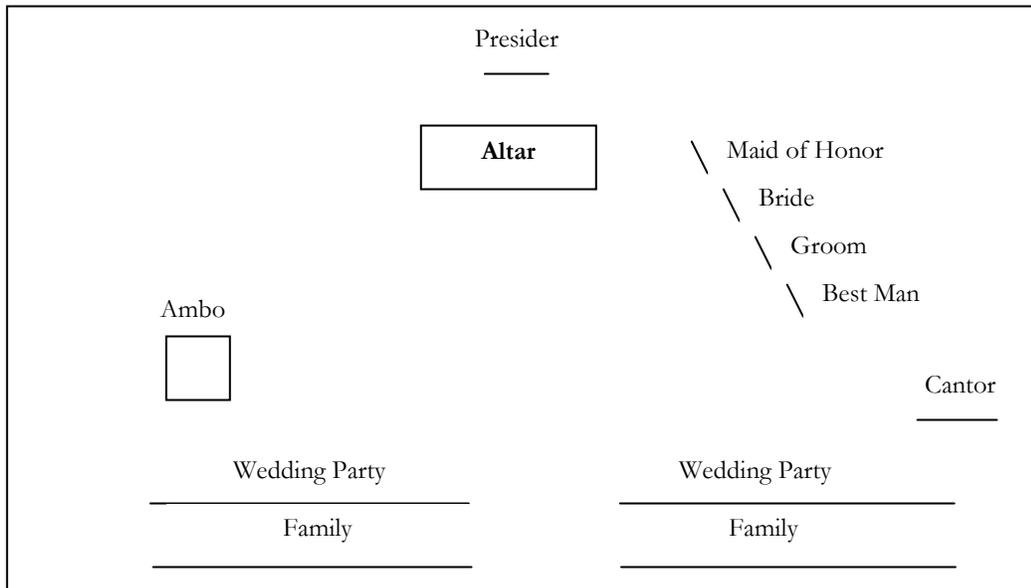
<b>Plan 1</b>	<b>Plan 2</b>
(Ushers seated before beginning of Prelude)	Ushers – Bridesmaids
(Groom & Best Man enter from side)	Best Man - Maid of Honor
Bridesmaids	(Flower Girl - Ring Bearer)
Maid of Honor	Mother - Groom - Father
(Flower Girl - Ring Bearer)	Mother - Bride - Father
Bride with Father	
(Or with Mother and Father)	

If the mother of the bride or the mother of the groom is not part of the procession, they are often seated before the entrance procession, during the musical prelude. Keep in mind that flower girls and ring bearers need to be able to walk the length of the aisle by themselves or be accompanied by an adult in the procession. Please discuss these possibilities with Colleen.

The exiting procession can be less formal than the entrance procession. Normally, the procession is led by the bride and groom, followed by the attendants and any other immediate family.

**Placement/Seating of Bride and Groom and Witnesses**

Below is a diagram of the usual set-up for weddings at St. Timothy's. During the Liturgy of the Word, all are seated. During the Rite of Marriage, you will be asked to step to the center in front of the altar to exchange your vows. During the Eucharistic prayer and communion, the bride, groom and witnesses will remain standing by their seats. If you have special needs or concerns, a special seating arrangement may be worked out for your wedding.



**Flowers and environmental decoration**

The couple should confer with Colleen regarding all floral and decoration plans. The regular and seasonal decorations of the parish will remain in place. You may add floral pieces to these seasonal decorations if you desire. Additionally, floral pieces or other decorations may not contain glitter, as it is extremely difficult to clean up afterwards.

**Pew bows and markers**

St. Timothy's has white fabric bows that we can place on pews for you. If you prefer, you are welcome to have your florist create floral markers for the pews or to have a family member or friend create bows to decorate the pews. If you supply your own bows, we ask that they be brought at the time of the rehearsal and left in the sacristy so that our sacristan can set up for your wedding in a timely manner. If you will be using floral pew markers, the florist should plan to arrange them on the pews on the day of the wedding. The florist should consult with Colleen to determine the time of day that would be appropriate for him or her to come and place the bows so as not to disturb another liturgy.

If you plan to place any decorations on the pews, you may not use tape. We have pew clips available for you to use for attaching floral pieces or other pew markers to the benches. In addition, as mentioned above under floral pieces, glitter is not permitted on pew markers. A member of the family or wedding party should stay after the wedding to remove pew bows, worship aids, etc.

### Aisle Runner

The aisle of the church is carpeted. We do not permit the use of an aisle runner because of safety concerns. The runner increases the chance that you or your guests will trip during the procession or during communion.

### Receiving Line

We are happy to arrange an appropriate place on the property for you to have a receiving line, if time permits after your wedding and before our next scheduled liturgy. Please consult with Colleen if you would like to have a receiving line. Please note that as guests are leaving the church, the throwing of rice or confetti is not permitted, as it is very difficult to clean up and presents a hazard to people arriving for subsequent liturgies.

## **6. Photographers and videographers**

St. Timothy's has clear guidelines that we ask all photographers and videographers to respect. As your wedding is first and foremost a worship celebration, professional photographers/videographers should be unobtrusive. They can operate from the side aisles and the back of the center aisle; however, they should never interfere with the ritual action, obstruct the view of the assembly, or delay the wedding liturgy for the purpose of taking pictures. A copy of our guidelines is included in this wedding packet. Our guidelines will be mailed to your photographer in advance of your wedding date. Photographers and videographers are expected to confer with the wedding sacristan upon arrival on the day of the wedding for any clarifications.

## **7. Civil license**

A marriage license from the Commonwealth of Massachusetts is required and may be obtained at any town or city hall. Once you have applied for the license, there is a three-day waiting period before receiving the license. The license is valid for 60 days. Both bride and groom must apply in person for a license. Blood tests are no longer required in Massachusetts. Please bring the license to the wedding rehearsal.

## **8. Submit your completed liturgical planning sheet**

Once you have read through this packet of information and met with the Director of Liturgy, fill out the enclosed Wedding Planning sheet fully and return it to St. Timothy's. We ask that all readings and music selections be submitted no later than **two months prior to your wedding**.

## Checklist and deadlines

ITEM/ACTION	DEADLINE	Your Due Date <i>(fill in appropriately)</i>
<input type="checkbox"/> Meet with priest	6 months prior to wedding	
<input type="checkbox"/> Meet with Colleen	6 months prior to wedding	
<input type="checkbox"/> Schedule Marriage Prep Program	6 months prior to wedding	
<input type="checkbox"/> Schedule Wedding Rehearsal	6 months prior to wedding	
<input type="checkbox"/> Meet with priest to complete paperwork <i>(Be sure to call Father to set up this appointment.)</i>	3 months prior to wedding	
<input type="checkbox"/> Request additional instrumentalists	3 months prior to wedding	
<input type="checkbox"/> Select and submit readings, prayer, and musical choices <i>(liturgy planning sheet)</i>	2 months prior to wedding	
<input type="checkbox"/> Review liturgical choices with Colleen	2 months prior to wedding	
<input type="checkbox"/> Obtain Civil License	1-2 months prior to wedding	
<input type="checkbox"/> Finalize details of Worship Program	1 month prior to wedding	

## Summary of Fees

Please be sure to have these fees with you when you come for your wedding rehearsal. Please check with Colleen to be sure that you have the correct names of the cantor and the organist for those checks.

<b>Cantor:</b>	<b>\$225.00</b> (check made out to the cantor)
<b>Organist:</b>	<b>\$225.00</b> (check made out to the organist)
<b>Other Musicians:</b>	(contract with them separately; fee collected at rehearsal)
<b>2 Altar Servers:</b>	<b>\$ 20.00</b> in cash (\$10 for each server)
<b>Wedding Sacristan:</b>	<b>\$ 75.00</b> in cash
<b>St. Timothy's:</b>	<b>\$335.00</b> for St. Timothy parishioners (for non-parishioners, <b>\$500</b> ) (check made out to St. Timothy's)