

VIDEOGRAPHER

Videographers may record the ceremony from the front corner of the church on the “Groom’s side.” They may not record the ceremony from either the sanctuary (marble floor area) or the choir loft. They are able to move about the church provided that they do not distract from the ceremony itself.

Please do not place/tape microphones anywhere. Only a wireless mic on the groom will be allowed.

All the rules stated for the photographer will apply to the videographer as well.

Videographers are asked to “check in” with the celebrant prior to the ceremony.

MUSIC INFORMATION

The parish has its own professional organist who generally plays for all weddings. He should be consulted well in advance of the wedding date about all musical arrangements. Please contact Samuel Suter, the organist, at (847) 223-8062.

The base fee for the organist would depend on the amount of time spent on the arrangements and practices. Mr. Suter will advise each couple. Visiting organists must consult with Mr. Suter who retains the right to refuse those, who, in his opinion, are not qualified to play our organ. If a visiting organist is playing instead of Mr. Suter, a “Bench Fee” is required to be paid to Mr. Suter. He will advise.

Some music is inappropriate for the celebration of the Sacrament of Marriage. Mr. Suter will advise.

CIVIL REQUIREMENT

A MARRIAGE LICENSE: must be obtained within sixty days prior to the wedding (and *at least* one day prior), from the Lake County Clerk’s Office in Waukegan. It must be presented in advance of the wedding to the consulting priest.

Lake County Clerk
18 N. County St. Room 101A
Waukegan, IL 60085-4364
1-847-377-2400

Hours: Mon – Thur. 8:30am to 5:00pm
Fri. 8:30am to 7:30pm

PARISH REQUIREMENTS

1. It is the intention of the Church that a Christian Marriage should be celebrated in the local faith community.
 - ◆ At least one of the families of the marriage should be a member of St. Mary’s Parish – **or** -

- ◆ One person of the engaged couple must be an active registered member of St. Mary’s for a minimum of four months *prior to* setting a wedding date.

Arrangements for the celebration of marriage must be made at least four months in advance. Preparation includes participation in a pre-marriage program held locally or through the Archdiocese. All in initial arrangements are to be made with our priest.

2. Marriage is a sacrament, a celebration of faith commitment. Church is a place where sacraments are celebrated. If, unfortunately, a couple has abandoned their religious practice, that choice should be reflected in the place and ritual of their marriage.
3. Schedules are often very pressing. The wedding party is expected to be on time for both the rehearsal and the wedding.
4. Our parish priests generally perform all marriages for our parishioners. A visiting clergyman is welcome to perform the marriage with pastoral permission and delegation. The visitor should assist the couple in preparing the liturgy. He should also direct the rehearsal. However, the parish priest will complete the required paperwork.

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5. General church expenses must be met with every wedding. A fee of \$500.00 is required for use of the church. This fee includes a gratuity for the celebrant if it is a priest from St. Mary's.
6. A gratuity for a visiting celebrant and the altar servers (usually two servers) is left to the discretion of the couple. An average gratuity for the servers is \$10.00 each.
7. Various forms of wedding liturgies are available. Arrangements and/or choices are to be made with the officiating priest.
8. A rehearsal for the "entire wedding party" is normally required. The time should be arranged with the officiating priest and the Church. Arrangements for the Sacrament of Reconciliation should be made prior to the rehearsal.
9. Kneelers are provided in the altar area for the Bride, Groom, Best Man and Maid of Honor. The additional bridal party is seated in the first pew and then invited up to the altar area for the exchange of vows.
10. ♦ The custom of throwing rice, confetti or birdseed creates a hazard and additional cleaning problems for the parish, in that janitorial services are not available on weekends.
 - ♦ We also request that flower petals not be thrown on the aisle inside of church for the same reasons as stated for the outside customs.
 - ♦ Because of the large trees around the church, we cannot allow for the releasing of balloons as the couple prepares to leave. Perhaps these customs might be observed at the reception hall. **We urge the bridal couple to ask their guests to comply with these requests.**
11. We ask that you consider including directions to the church in the invitation to your guests. This will be not only be helpful to your guests, but also reduce the number of phone calls to the rectory

FLORIST

Arrangements for flowers, runner, candelabra and Unity candles are to be made by the bride and groom with their own florist. Florists are expected to respect church property in setting up their arrangements. They are expected to pick up their items used for the ceremony immediately after the wedding is ended. We are not responsible for items left in the church.

If candelabra are used, we ask that drip cloths or clear plastic be used to protect the flooring in the sanctuary. Candles may **NOT** be used along aisles due to the possible danger. Because they can be bumped and knocked over or catch someone's clothing on fire, they may **not** be in the aisles at all.

Pew attachment, i.e., bows, flowers, etc., must be applied in the manner which will not damage the wood. Therefore, metal attachments must be vinyl coated. Adhesive tape and wire are not allowed. There are 19 rows of pews.

At least two matching floral arrangements should be left in church after the ceremony. At certain times seasonal flowers will already be in the church. You may add additional arrangements to them, but we will not remove the seasonal flowers. (Examples would be Easter and Christmas time).

If you plan on using an aisle runner, our main church aisle is approximately 80 feet long. We ask that the runner be picked up immediately after the ceremony.

Florists should check in with the church office on the availability of the church with regard to a set-up time.

PHOTOGRAPHER

Photographers may take pictures anywhere in the vestibule or the church proper, during the ceremony. The photographer may not enter the sanctuary (marble floor area) or the choir loft.

Photographers will be allowed to take photos after the ceremony, but are limited to approximately 15 to 20 minutes only. This is to allow ample time for the next wedding or liturgical service to set up. Pictures may not be taken before the wedding ceremony.

Photographers may not move furniture, are responsible for all of their equipment and should maintain proper conduct as befitting a church environment.

Please check in with the celebrant prior to the ceremony.

CHURCH REQUIREMENTS

1. **PREPARATION TIME:** a minimum of four to six months must be allowed for all marriage preparations for your wedding. We urge you to contact the church before making arrangements with reception halls, etc. All paperwork should be completed at least one month before the wedding.
2. **A BAPTISMAL CERTIFICATE:** each Catholic party must submit a certificate less than six months old. Baptized Non-Catholic Christians are asked to submit any available record or certificate of their baptism.
3. **A CONFIRMATION CERTIFICATE:** is likewise to be submitted by each individual.
4. **TWO AFFIDAVITS:** affirming each party's freedom to be married may be required. The consulting priest will advise.
5. **A PRE-MARITAL QUESTIONNAIRE:** for both the bride and the groom will be completed by the consulting priest.
6. **TWO WITNESSES:** usually the best man and maid/matron of honor are required. One must be a practicing Catholic.
7. **BANNS:** are published on the three Sundays preceding the marriage in the Church bulletin.
8. **AN INSTRUCTION:** before marriage is required. This may be fulfilled through a Pre-Cana Conference, a Discovery Weekend, or our Parish Marriage Prep Program.
9. **A DISPENSATION:** is required for a marriage between a Catholic and non-Catholic. An additional dispensation is required if the couple wishes to be married in a non-Catholic church. The consulting priest will advise.

We thank you for your understanding and cooperation in following the guidelines that we have set forth. Please feel free to contact the rectory office if you have any questions.

Any other information may be obtained from the consulting priest or the church secretary.

Church Office (847) 234-0205

Consulting Priest _____

Date/Time of Marriage _____

Date/Time of Rehearsal _____

CHECK LIST

Marriage License _____

Paperwork:

Baptismal Certificate _____

Confirmation Certificate _____

Pre-Cana Certificate _____

Church Fee _____

Gratuities:

Visiting Celebrant _____

Altar Servers (2) _____

Organist Fee _____

Soloist/Musician _____

July 2007

CHURCH OF ST. MARY

175 E. Illinois Rd. Lake Forest, IL 60045 (847)234-0205

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- ◆ Please check in with the celebrant prior to the ceremony.

[Please give this sheet to your photographer]

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- ◆ At least two matching floral arrangements should be left in church after the ceremony. At certain times, seasonal flowers will already be in the church. You may add additional arrangements to them, but we will not remove seasonal flowers. (e.g. Easter and Christmas time.)
- ◆ If you plan on using an aisle runner, our main church aisle is approximately 80 feet long. We ask that the runner be picked up immediately after the ceremony.
- ◆ Florists are **not to move** church items. (e.g. candlesticks)
- ◆ Florists should check in with the church office on the availability of the church with regard to a set-up time.

[Please give this sheet to your florist]