

# Your Wedding at Saint Clement Church



SAINT CLEMENT CHURCH  
CHICAGO

[www.clement.org](http://www.clement.org)

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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,

Father Peter Wojcik, Pastor  
Lori Howard, Associate Director of Liturgy  
Jeremy Kiolbassa, Director of Music  
Noemi Benavides, Wedding  
Administrator



[www.clement.org](http://www.clement.org)

## General Information

### **CATHOLIC REQUIREMENT**

To receive the Sacrament of Marriage, at least one of the parties seeking to marry must be Roman Catholic.

### **TIMES WHEN THE CHURCH IS AVAILABLE FOR WEDDINGS**

- Fridays at 1:00p.m. and 3:00pm— Selected dates in June, July and August only  
Fridays at 1:00p.m. when school is in session
- Saturdays at 11 a.m., 1 p.m., 3 p.m.
- Church is available Saturday at 6:30pm for ceremony only, not full mass
- Selected Thursday dates can be arranged.

### **TIMES WHEN THE CHURCH IS NOT AVAILABLE FOR WEDDINGS**

- Days or times other than those listed above.
- Ash Wednesday and Holy Saturday
- 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**

- Contact the parish Wedding Administrator a minimum of six months before the desired wedding date.
- Confirm existing parish membership and participation.
- Reserve and secure the date with a non-refundable deposit of \$300.00 (transferable to another date if you reschedule);

### **SCHEDULING THE WEDDING REHEARSAL TIME**

- Rehearsals for Saturday weddings are held on Friday evening at 4:00p.m., 5:00 p.m. and 6:00 p.m. *We cannot accommodate rehearsals at times other than these. No 6pm rehearsals during Lent*
- Rehearsals for Friday afternoon weddings are held on Thursday afternoons. The time depends on the church schedule. *We cannot accommodate rehearsals at times other than this.*
- 

### **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. Keep in mind that our fee is mostly all-inclusive. All of this contributes toward making your wedding day as meaningful and memorable as possible, so your generosity is greatly appreciated!

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

**CHURCH FEE** **\$2,200.00**

*The fee is mostly all-inclusive. See below.*

*A nonrefundable deposit of \$300 is required at the time of booking the wedding date. This deposit is transferrable another date at Saint Clement*

*Included in the Church Fee:*

- LITURGY STAFF
- ORGANIST
- CANTOR (SINGER)
- PARISH WEDDING ATTENDANT WHO WILL LEAD YOUR REHEARSAL AND WEDDING DAY
- PARISH WEDDING COORDINATOR WHO WILL ASSIST WITH YOUR QUESTIONS AND PAPERWORK
- PAPERWORK DOCUMENTATION AND PROCESSING

#### REQUIRED MARRIAGE PREPARATION PROGRAM *(choose one of these options)*

- SAINT CLEMENT PARISH PROGRAM *(provided that space is available)* **\$125**
- ARCHDIOCESE OF CHICAGO PROGRAM **\$195**

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

- INDIVIDUAL INSTRUMENTALIST *(trumpet, violin, oboe, flute, etc.)* **\$275**
- INSTRUMENTAL TRIO **\$675-\$1,000\***
- INSTRUMENTAL QUARTET **\$900-1,200\***
- HARPISIT **\$350-\$500**
- CHORAL ENSEMBLE **\$1,600 minimum\***

*\* See our wedding music website for more information.*

OPTIONAL LIVESTREAMING **\$150**

Optional Flower Service *(Includes guaranteed floral arrangements at altar)* **\$350**

OPTIONAL WEDDING PROGRAM PREPARATION **\$125**

*(Includes the design and printing of your wedding program in accordance with our template)*

### FEE SCHEDULE FOR WEDDINGS AWAY FROM SAINT CLEMENT

*(all fees subject to change)*

**PAPERWORK DOCUMENTATION AND PROCESSING** **\$375**

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

- SAINT CLEMENT PARISH PROGRAM **\$125**
- ARCHDIOCESE OF CHICAGO PROGRAM **\$195**

## 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 (two for each of you)** testifying to your freedom to marry are required from both the bride and groom. We will give you the form to give to parents or close friends/siblings.
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.  
Any time permission or dispensation must be approved by the bishop, we require all paperwork completed six weeks in advance at the latest.
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. The FOCCUS Inventory should be completed online through Saint Clement 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 zoom and in-person options, with all day Saturday or two weeknight evening sessions. NFP courses are not required.

This information is available online by visiting <https://pvm.archchicago.org/lifelong-formation/marriage/marriage-preparation-courses>, where you can determine which classes and locations are open, and register immediately.

**OPTION B: SAINT CLEMENT PARISH PRE-CANA** — options include all day, weekend or four week night sessions, 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. This ministry is hosted by volunteer couples in their home. We cannot guarantee a spot. Both bride and groom must participate in all sessions together.

**OPTION C: SAINT CLEMENT PARISH ALPHA MARRIAGE:** The Marriage Preparation course is a series of five sessions designed for couples preparing for the sacrament of matrimony in the Catholic Church. It will offer essential tools and practical ideas to help you build a relationship that lasts a lifetime. The course will meet via Zoom or in person and be led by a facilitating couple. Each session will last approximately two hours and include short video presentations and opportunities for both private and group discussion. This ministry is hosted by volunteer couples in their home. We cannot guarantee a spot. Both bride and groom must participate in all sessions together.

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. **LICENSE MUST BE OBTAINED FROM THE COOK COUNTY BUREAU OF VITAL STATISTICS, EVEN IF YOU RESIDE IN ANOTHER STATE. YOUR MARRIAGE IS LEGALLY TAKING PLACE IN ILLINOIS; THUS THE ILLINOIS LICENSE**

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

**You are agreeing to all parish wedding policies as presented in this booklet and on our website by choosing to celebrate your wedding at Saint Clement Church.**

### 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 of faith to which you belong, and which you are specifically asking to witness your promises. As a result, there are specific policies and requirements that ensure the appropriate conduct of weddings within our parish.
- 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 of the utmost importance.

### III. SPECIFIC CONCERNS

- **THE WEDDING REHEARSAL** will be held on Friday evening for Saturday weddings and Thursday afternoon for Friday weddings, 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 parish wedding attendant will conduct the rehearsal and 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 20 minutes before the scheduled time. Remind them of the inevitable Chicago traffic congestion. Rehearsals are allotted a total of 45 minutes and we strictly adhere to the schedule. Rehearsals that begin late risk losing adequate rehearsal time. We will not inconvenience other rehearsals or our staff because of tardiness.

The rehearsal itself is not the time for discussion and decision-making. All matters related to the ceremony must be included in the Unified Marriage Form.



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. Alcohol, food and drink are strictly not permitted on the church property.
- **OUTSIDE PROFESSIONAL WEDDING CONSULTANTS OR COORDINATORS** you retain operate solely within the permission and instructions of the parish Wedding Attendant, who has complete oversight of the rehearsal, 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 includes the preparation, rehearsal and celebration of the liturgy.** Keep in mind that our parish staff works with approximately 70 weddings each year and we are well experienced with the specifics pertaining to wedding liturgies as celebrated at Saint Clement. Your Consultants will adhere to the policies of this handbook or they will be asked to leave. Be sure to provide them with a copy.
- **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 with their equipment. They will be held responsible for any damage caused. They will adhere to the policies of this handbook (see pages 19-20) 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 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 19 of this booklet.
- At the discretion of the organist, a single stationary video camera may be placed in the west corner of the organ loft 15 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 will result in shortened or no photograph opportunities.**
- Flash and other lighting equipment may be used at this time.
- **Weddings that begin late risk forfeiting time for pictures following the ceremony.**

- **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, Saint Clement offers our bridal couple a turnkey optional flower service. See description of Saint Clement Flower Service on Page \_\_\_\_\_. If you opt to add flowers thru an outside florist, please make certain you share our Guidelines for 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 or in front of the altar. (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, flowers or arrangements already present for a particular liturgical season *may not be moved or removed* for any reason.
- Altar candles proper to the church may not be moved or removed, and for safety reasons, no additional candle stands are permitted.
- Flowers, rose petals etc. may not be thrown on the center aisle or anywhere on church property at any time.

**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 reasons and safety concerns.

- **RICE, BIRDSEED, CONFETTI, FLOWER PETALS, SPARKLERS, BALLOONS, BUTTER-FLIES, BUBBLES, TEA LIGHTS, HANDHELD CANDLES, ANIMALS 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 liturgies or events later in the day. This policy also applies to 6:30pm weddings. Keep in mind that the church lot is towed every evening. Because of typical Lincoln Park and Chicago traffic congestion, you might consider using trolleys or buses for transporting your guests.
- **BUSES, TROLLEYS AND LIMOUSINES** The Chicago Police Department requests that large coach buses may not be used for weddings at Saint Clement. These buses are easily stuck on the narrow street, have difficulty making turns in the neighborhood and have difficulty finding parking. This makes for frustration and delays to the start of your wedding. Small buses and trolleys are acceptable. Please respect our neighbors and remind your drivers that they are not to block the street, driveways or parking lot at any time.
- **CHANGING FACILITIES** are not available. Please arrive already dressed in wedding attire, but no more than 30 minutes before your ceremony:

**Brides and bridesmaids** gather at the ministry center in the Bride's Room.

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

- **WHEELCHAIR AND DISABILITY ACCESS:**

*From the outside* — via ministry center doors, located to the East of the church. An elevator is available.

*Within the church* (to public restrooms on the lower level) — via the elevator in the ministry center.

- **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. Taking too much time can forfeit adequate time for post-ceremony picture taking.

## 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 OR 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

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 15):
  - for a Catholic marrying another Catholic;
  - both families are significantly practicing Catholics.
- **MARRIAGE CEREMONY WITHOUT COMMUNION** (see sample wedding program on page 16):
  - for a Catholic marrying a Non-Catholic Christian
  - for a Catholic marrying a person of another Faith Tradition;
  - for Catholic families which are 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 on their own.**

### IV. READINGS AND LITURGICAL PRAYERS

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 not 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. Keep in mind that the bride and groom may not read their own vows, privately written. In order for the Sacrament of Marriage to be valid, the vows as prescribed in the *Rite of Marriage* must be used.

## V.

- **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 is typically seen as redundant and unnecessary.

- **FLOWERS TO THE BLESSED VIRGIN MARY** have been a custom retained by various Catholic cultures. You may choose to include this ritual in your ceremony if you have a devotion to the Blessed Mother. 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. Saint Clement offers to prepare and print your program, or you may design your own program. Visit [www.clement.org](http://www.clement.org) for examples of the programs that Saint Clement produces for you. If you wish to design your own program for your wedding, the guides on pages 15-16 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 Director of Music 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 at [www.clement.org](http://www.clement.org).

**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.)

WE ASK YOU KINDLY TO TURN OFF ALL CELL PHONES, PAGERS, AND FLASH CAMERAS DURING THE CEREMONY.

**INTRODUCTORY RITE**

PROCESSIONAL	<i>music title</i>	<i>composer</i>
GREETING		
COLLECT		

**LITURGY OF THE WORD**

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>	
GOSPEL		<i>scripture reference</i>
HOMILY		

**RITE OF MARRIAGE**

EXCHANGE OF VOWS  
BLESSING AND EXCHANGE OF RINGS  
PRAYER OF THE FAITHFUL

**LITURGY OF THE EUCHARIST**

OFFERTORY		
EUCCHARISTIC PRAYER		
ACCLAMATIONS (sung by all)		
LORD'S PRAYER		
NUPTIAL BLESSING		
SIGN OF PEACE		
LAMB OF GOD (sung by all)		
COMMUNION	<i>music title</i>	<i>composer</i>
PRAYER AFTER COMMUNION		

**CONCLUDING RITE**

[MEDITATION TO THE VIRGIN MARY]	<i>music title</i>	<i>composer</i>
FINAL BLESSING AND DISMISSAL		
RECESSIONAL	<i>music title</i>	<i>composer</i>

**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 Director of Music 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>		
<b><u>INTRODUCTORY RITE</u></b>		
PROCESSIONAL	<i>music title</i>	<i>composer</i>
GREETING		
COLLECT		
<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>	
GOSPEL		<i>scripture reference</i>
HOMILY		
<b><u>RITE OF MARRIAGE</u></b>		
EXCHANGE OF VOWS		
BLESSING AND EXCHANGE OF RINGS		
PRAYER OF THE FAITHFUL		
LORD'S PRAYER		
NUPTIAL BLESSING		
<b><u>CONCLUDING RITE</u></b>		
[MEDITATION TO THE VIRGIN MARY]	<i>music title</i>	<i>composer</i>
FINAL BLESSING AND DISMISSAL		
RECESSIONAL	<i>music title</i>	<i>composer</i>



## 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.

**Do not make any musical plans without consulting 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 the emphasis is 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. The music must also be fitting and appropriate for our liturgical space and within the norms of our regular parish music program.

### **HOW DO I BEGIN? - WEDDING MUSIC WEBSITE**

This website the place to begin. [www.clement.org](http://www.clement.org). You will find information about policy as well as guidance and answers to many of your questions on our website. Please be sure to consult it early as you consider your wedding music. You will also have the opportunity to listen to sound files and choose your music directly online. We cannot plan wedding music without the online form being submitted. Please be sure to choose your music at least three months prior to your wedding. It is not necessary to meet in person with the music staff.

### **MUSIC STAFF AND ORGANIST**

Members of the parish music staff serve as organist and/or principal musicians at all Saint Clement weddings. The organist and music staff are included in your wedding fee. As principal musicians for the wedding, they are 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 music staff also bears the essential responsibility of ensuring the proper performance and timing of the various musical portions of the wedding liturgy. Organists not affiliated with Saint Clement Church are not permitted.

### **CANTOR**

A cantor (singer) is provided for every wedding and is included in your wedding fee.

**Only experienced Saint Clement cantors may serve in this capacity.**

Cantors who are not affiliated with Saint Clement are not permitted. 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 liturgy 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.) are arranged through completing the music section on the Unified Marriage Form.

**Only experienced Saint Clement instrumentalists may play for weddings at Saint Clement.**

If individual instrumentalists are desired, the music staff will secure their services. Instrumentalists who are not affiliated with Saint Clement are not permitted. 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 wedding music section of [www.clement.org](http://www.clement.org). or conferring directly with Director of Music.

**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. The cost for the choir is payable prior to the booking of the choir. See [www.clement.org](http://www.clement.org) for more information. Or contact the Director of Music.

**MUSIC DEADLINES**

The online music selection form must be completed at least three months prior to your wedding. After three months, we reserve the right to choose a male or female cantor for you. Also, after three months, we cannot guarantee the availability of any additional instrumentalists, such as trumpet or violin.

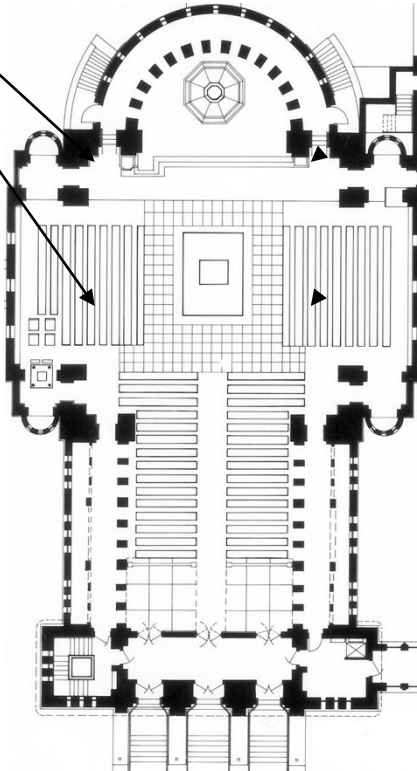
Once your music is finalized, you will receive a confirmation from us. After the confirmation is received, no changes can be made to the musicians who are scheduled. Any changes will result in the entire amount for the musician still being owed.

## Saint Clement Church - Guidelines for Photographers and Videographers

### **PLEASE PROVIDE A COPY OF THESE GUIDELINES TO EACH PHOTOGRAPHER AND VIDEOGRAPHER**

1. Please check-in with our parish Wedding Attendant upon your arrival. The attendant will review our photo/video procedures with you. The attendant will also request a copy of your business card for our files.
2. Weddings at Saint Clement are scheduled on Saturday 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
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. **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. **At the discretion of the organist**, photographers may take pictures from the choir loft, but must not interfere with the musicians. They may not stand behind the organist, or on the West side of the loft. They may not stand between any musicians and they may not move through the loft while music is being played. They may not take any photographs of the musicians unless the musician gives permission. The musicians take no responsibility for photographers not adhering to this policy and endangering the quality of the music. Any non-cooperation will result in the immediate removal of the photographer/videographer from the loft.
7. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way.
8. Photo and video lighting racks are not permitted during the ceremony.
9. 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.
10. 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.
11. Altar candles and church decorations may not be moved or removed.
12. Musicians may not be photographed or videotaped without their explicit personal approval.
13. Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
14. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
15. All voices must be kept down during photographic sessions. Shouting is inappropriate.
16. It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.
17. Any questions about these policies must be directed to the Wedding Attendant on duty, not to the deacon or priest.
18. Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the church. We reserve the right to prohibit problematic photographers and videographers from working at Saint Clement.

**Should you have any questions, you can reach out to Catherine Shaffer at the parish office:  
[cshaffer@clement.org](mailto:cshaffer@clement.org)**

## Saint Clement Church - Guidelines for Florists and Decorators

### **PLEASE PROVIDE 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. Please designate your florist, a family member or a friend to pin and distribute flowers to those who will wear them. This is not the responsibility of the parish wedding attendant.
3. Weddings at Saint Clement are scheduled on Saturdays at 11 a.m., 1 p.m., 3 p.m., and 6:30 p.m. The set up time
4. 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.
5. 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.
6. When flower stands are used, they must be placed in a manner that will preserve necessary sightlines between priest, cantor, lectors and congregation. Generally, on the floor adjacent to the steps on either the right or left sides or both sides is acceptable.
7. The florist must provide any stands or pedestals used.
8. 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.
9. Pews may never be blocked by ribbons, cords, strings,
10. 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.
11. Aisle runners are not permitted.
12. 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.
13. 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.

14. 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.
15. 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.
16. 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.
17. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
18. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.
19. 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.
20. 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. We reserve the right to prohibit problematic florists from decorating at Saint Clement.

## Saint Clement Flower Service

Flowers at Saint Clement are utilized to enhance the liturgical experience. We believe "less is more" in our church which is an architectural example of baroque architecture.

We are happy to offer our wedding couples 'flower service' to enhance their wedding ceremony. With the experience and knowledge of the Saint Clement floral ministry, we will provide appropriate floral arrangements on either side of the altar platform in keeping with the tone and elegance of Saint Clement and the solemnity of the ceremony.

We will provide appropriately-sized jardinieres containing white flowers, greenery in keeping with the season and a potential mix of seasonal color. This is a turnkey service that is opted for in the Unified Marriage Form (UMF) and is completed by Saint Clement staff. No input into floral arrangements by the couple is included in this service.

The cost of this service is \$350.00 and arrangements are not transferrable to a reception venue.