



Our Lady of Victory Catholic Church

WEDDING GUIDELINES

As a parish community, we at Our Lady of Victory would like to make your wedding ceremony a most memorable occasion for we know how much it means to you and how much planning is demanded in order to make it most successful. These guidelines contain important policies and procedures, which will help direct your planning. We will make every effort to consider your personal wishes but we ask you to respect our guidelines.

Marriage Preparation Program

Why: Our Lady of Victory believes a sacramental marriage consists of two well prepared individuals, openly discussing their own strengths and growth areas.

What: The Prepare/Enrich Program is a premarital preparation course designed to build strong couples and strong families. It consists of 165 questions, outlining 10 areas of a couple's relationship. This test has been scientifically designed, and is widely used by the Catholic Church in preparation for marriage. The test covers areas including marital expectations, personality issues, communication, conflict resolution, sexual relationship, children and parenting, and spiritual belief.

The course begins with a one hour intake discussing your relationship. The test itself is now taken online, after the first meeting. Once the test is completed, it is summarized with the couple over 2–4 additional sessions, depending on the needs of the couple.

OLV marriage preparation is done with a licensed social worker who has worked to strengthen couples and families since 1993. When you meet with the OLV staff member the social workers name and phone number will be provided.

Cost: The course costs \$300 and includes the test, scoring, and all sessions needed to process the results of the test. Partial scholarship monies can be made available if the cost would present undue hardship on the couple. Financial disclosure is required for such scholarship.

Visiting Clergy

If a guest priest/deacon is performing the marriage, he is expected to do the preparation and paperwork for the marriage, as well as attend the rehearsal conducted by one of our volunteers. This priest/deacon must receive delegation and must submit a letter to the pastor confirming his willingness to handle these responsibilities. (If a guest minister is planning on being a part of the service he/she should contact Fr. Denis Theroux or Deacon Ric Misiak, Pastoral Associate at Our Lady of Victory.

The allotted time for a wedding celebration is **one** (1) hour.

Documents Needed

Church Documents: A current copy of **Baptismal certificates** for both parties must be obtained within six (6) months prior to the ceremony and must be given to the priest/deacon two months before the wedding.

- **It is your responsibility to get the copy of your Baptismal certificate.** A baptized non-Catholic is asked to provide a photocopy of his or her Baptismal certificate.
- If there has been **a previous marriage**, dispensation and/or annulment procedures with the Archdiocesan Marriage Tribunal must be completed **before setting a wedding date**.

Civil Documents: It is your responsibility to obtain the marriage license.

The **marriage license** must be dropped off at the Parish Office no later than the Monday of the week in which the wedding is to take place. This allows time for the preparation of this document by the secretary.

The Wedding Ceremony of Interfaith Marriage

We follow a general policy that when the religious traditions of the two families are different, the Wedding Liturgy takes place within a Scripture Service (outside of the context of Mass). Normally our parish priest will witness weddings within Mass, our deacon will witness weddings outside of Mass.

Church Donation

There is no set fee for the wedding ceremony of active members of Our Lady of Victory. We simply ask for a donation to the Parish. Couples may make their (tax deductible contribution) check payable to Our Lady of Victory. Please remember that your donation covers the added costs to the parish, which includes use of the church, booklet, and printed material. Should a couple wish to give a personal gift to the celebrant, this is entirely up to the wedding couple.

Music

The Minister of Music, Kathy Sanderson is responsible for the music at parish weddings and must be contacted **three (3) months before your wedding date** to secure that date. She can be reached at olvmusic@olvnorthville.net. If you wish to hire a cantor (soloist), Kathy will be able to assist you with this procedure. The music must be liturgically appropriate for the celebration of the sacrament.

Any outside musicians/soloists are welcome; however, they must be familiar with the Catholic Liturgy and must be approved by Kathy.

PLEASE NOTE: No recorded music is permitted within a liturgical setting at Our Lady of Victory Church.

Rehearsal

Rehearsal for the wedding will be scheduled when you come in to complete the wedding form. A wedding coordinator provided by Our Lady of Victory will conduct the rehearsal. (The priest, or deacon will not, typically, be present) Please be prompt for your scheduled time. Those attending the rehearsal generally include the bride and groom, all members of the bridal party, the parents of the couple, and any readers or other active participant in the wedding ceremony. Musicians generally do not attend the wedding rehearsal.

Flower Girl and Ring Bearer

However adorable they may be, we do **not** allow children, (under the age of four) to be in the Wedding Party. Those selected should be familiar with Church etiquette and proper behavior,

and one of their parents should be close at hand during the ceremony. Flower girls are **NOT** allowed to drop flower petals on the floor.

Photographer

Our time requirement for picture taking is one-half hour before the ceremony and one-half hour following the ceremony. If there is another service following the wedding, the Church must be vacated at least one-half hour before the next Mass or Service begins. Photographers are free to take every type of picture without a flash, as long as they do not enter into the Sanctuary (elevated altar area, on any step) during the ceremony. Our Lady of Victory does not provide space for "studio pictures" to be taken before or after the wedding. Only family and bridal party photographs are allowed inside the church.

PHOTOGRAPHERS SHOULD NOT BLOCK THE PROCESSIONAL OR RECESSIONAL.

The complete list of guidelines for the photographer is at the end of this document.

Safety & Sacred Concerns

- No aisle runners are to be used. Rice, bird seed or any material may NOT be thrown inside or outside the Church due to danger of slipping as well as additional maintenance. **Please advise your family and friends about this parish policy.**
- Releasing of **birds and butterflies, and blowing bubbles is allowed** outside of the church.
- **Lighted candles** along the center aisle may look pretty, but are a fire hazard and are **not permitted**.
- Our Lady of Victory does have a bridal room with an adjacent restroom however, the wedding party should arrive at the church dressed and prepared for the wedding.
- A **reception line** in the church following the wedding ceremony is not permitted.
- Our Lady of Victory is a smoke free environment.
- It is **your responsibility** after the wedding to leave the church as clean as you found it. If you have moved chairs in the bridal room they need to be returned to the way you found them.
- **FOOD OR BEVERAGES OF ANY KIND ARE NEVER ALLOWED TO BE BROUGHT INTO THE CHURCH.**
- **LIQUOR IS NOT PERMITTED IN THE CHURCH OR ON THE CHURCH GROUNDS AT ANY TIME:** The presence of alcoholic beverages during the rehearsal and prior to the wedding is inappropriate. Since alcohol may impair a person's freedom and consent, it may also adversely affect the validity of marriage. Accordingly, should a wedding coordinator notify the minister of the ceremony of the presence of alcohol among the members of the wedding party, the priest, or deacon at their discretion may cancel the wedding immediately.

We will pray for you during this important time of preparation and courtship and will help you with any further questions as we meet and plan for your most joyous day, your Wedding Day.

*The Pastoral Staff
Our Lady of Victory Catholic Church*

OLV GUIDELINES FOR PHOTOGRAPHERS AND VIDEO TECHNICIANS

1. To maintain a sense of reverence to this religious ceremony, please move slowly and quietly during the service.
2. Flash photography is permitted during the procession and recession and on a limited basis during the ceremony.
3. Please honor our time requirements of picture taking of one half hour before the ceremony and one half hour after the ceremony. Also, if there is another service following the wedding, the Church must be vacated one half hour before that service is to begin.
4. No Church furnishings are to be moved at any time. This includes but is not limited to the altar, ambo, candles, flower-stands, etc.
5. All photographers are expected to clean up and take away all photographic debris at the conclusion of the ceremony.

Thank you for your cooperation,

The Pastoral Staff of Our Lady of Victory Catholic Church