



## THE RITE OF MATRIMONY PROTOCOLS



### SETTING THE WEDDING DATE & TIME

The Rite of Matrimony liturgies are celebrated at St. Timothy Parish on Saturdays at 10:00 a.m., 12:00 noon, and 2:00 p.m. On occasion it is possible to have weddings celebrated another day of the week; please consult with the priest or deacon who is assisting you to determine availability. Rehearsals are held on Thursday or Friday evenings, at 5:00 p.m. and 6:00 p.m. These are scheduled and conducted by the parish wedding coordinators.

After you have confirmed your wedding date with the church, please refer to the checklist on page 13, to answer any wedding day questions.

The Rite of Matrimony may take place during Mass or without a Mass. If one of the parties is non-baptized, the wedding will be celebrated without a Mass. If one of the parties is a baptized Christian (though not Catholic), the couple must discuss with the priest as to whether it would be appropriate to have the wedding with a Mass or without.

## REQUIRED DOCUMENTS

Since marriage celebrates the unbreakable commitment between a man and a woman who are free to make this mature decision in the community of believers, certain documents are required to establish your sacramental status within the Church, your freedom from any previous unions, as well as sworn statements attesting to your clear understanding of the nature and responsibilities of Christian marriage. The following are the required documents:

### **BAPTISMAL CERTIFICATE**

Catholics must present a *new copy* (obtained within the last six months) of their baptismal record. This can be obtained by simply contacting the parish where the baptism took place and asking for a new document.

A baptized, non-Catholic Christian is requested to present a copy of their record of baptism, but it does not need to be new. A copy of a family record will suffice.

### **FIRST COMMUNION AND CONFIRMATION CERTIFICATES**

Catholics are to present copies of the certificates that were given at the time of reception of these sacraments. The sacrament of marriage is *not* denied because of lack of Communion or Confirmation.

### **FREEDOM TO MARRY FORMS**

Each party is to have 2 notarized “freedom to marry” forms. The priest will explain this document.

### **CERTIFICATES OF MARRIAGE PREPARATION**

Pre-marriage preparation programs and classes are sponsored by the Diocese of Orange. Upon completion of the program you will be given a certificate, which must be presented to the priest or deacon.

### **LITURGICAL PREPARATION: TOGETHER FOR LIFE**

At one of your meetings with the priest or deacon, he will give you a booklet titled *Together for Life*. This will help you plan your wedding liturgy.

### **CIVIL MARRIAGE LICENSE**

This is obtained from the County Court and is valid for 90 days from the date of issue. This license, along with the return envelope, civil marriage certificate must be on file at the parish 30 days prior to the wedding.

South County Branch Office  
Laguna Hills Civic Center  
24031 El Toro Road, Suite 150  
Laguna Hills, CA 92653  
(714) 834-2500  
Office Hours: 9:00am to 4:00pm  
Monday through Friday

County Clerk Recorder's Office  
211 West Santa Ana Blvd.  
Santa Ana, CA 92701  
(714) 834-2500  
Office Hours: 9:00am to 4:00pm  
Monday through Friday

# MARRIAGE PREPARATION

Marriage is cherished by the Church and the Church provides preparation for it. While reflection and in-depth sharing of your future together has already begun, the Catholic Church in the Diocese of Orange offers further opportunities for you to reflect on your life journey with each other. This is the time for specific, focused marriage preparation. With the assistance of trained married couples you will be encouraged to explore your love, commitment and expectation as well as the understanding of the Church in regard to marriage. This is the time for reflection to appreciate the truly sacred and life-giving character of marriage.

## FOCCUS

Couples are to contact the offices of Chiron at either 714-646-8034 or [info@chironpsych.com](mailto:info@chironpsych.com) and on the subject line write: FOCCUS, marriage prep. If calling, identify to the receptionist that you are calling for the FOCCUS pre-marital program and want to schedule with either Ray Weaver, LMFT or Heidi Hedding, LMFT. Ray or Heidi will explain the process of doing the inventory online and then will schedule a 90 minute session to meet and go over the results. The cost of this is \$300 and the payment is made to Chiron Psychological. The results will be shared with the priest or deacon with whom you are meeting for marriage preparation.

## MARRIAGE PREPARATION PROGRAMS

Participation in one of the pre-marriage preparation programs sponsored by the Diocese of Orange is a requirement. The two principal programs are:

### \*CATHOLIC ENGAGED ENCOUNTER OR \*DEANERY MARRIAGE PREPARATION

The priest or deacon with whom you are arranging your wedding will advise you as to the structure, costs and format of each program. Upon completion of the program you will be given a Certificate of Completion which must be presented to the priest or deacon. It is advisable that your choice of preparation program should be completed two to three months prior to your wedding date.

Each priest or deacon will also enter into further additional personal preparation with you. This may take the form of periodic discussion-meetings with the two of you, perhaps a formalized questionnaire, etc. In some instances the priest or deacon working with you may discern a need for outside counseling from a professional marriage therapist/counselor. This would, for example, be the case if either party in the proposed marriage is under 21, if there is a pregnancy involved, if the couple has not known each other for a substantive amount of time (1 year or more) or some other issue which is critical in the eyes of the priest or deacon working with you. Your understanding and acceptance of this further preparation will be a keen indicator of your overall maturity and willingness to embrace the sacrament of marriage.

Information regarding the Catholic Engaged Encounter can be found by calling Roxanne Villaroman, (714) 455-9175, or email: [registration@eeweekend.org](mailto:registration@eeweekend.org) or you may register online at [www.eeweekend.org](http://www.eeweekend.org)

## CUSTOMARY DONATIONS FOR WEDDINGS AT ST. TIMOTHY PARISH

### CHURCH

There is no charge for the Sacrament of Marriage. In order to continue to provide a beautiful, clean and prayerful church atmosphere, the following are customary donations for use of the church facilities.

- \$500.00 for couples where one or the other is a registered parishioner of St. Timothy Parish.
- \$600.00 for non-registered couples who live in the Diocese of Orange
- \$750.00 for couples who live outside the Diocese of Orange

When you set the wedding date with the Priest, a non-refundable deposit of \$100.00 is required.

### ST. VINCENT DE PAUL SOCIETY

As good stewards of God's many gifts, at the time of marriage, each couple is encouraged to share their bounty with those less fortunate. Through your \$50.00 donation to the St. Vincent de Paul Society, our parish is able to continue our outreach to those in need.

### ALTAR SERVERS

It has always been a tradition to offer the altar servers a small donation for coming to serve the wedding ceremony. A \$20.00 donation per server is gratefully accepted.

### PRIEST AND/OR DEACON

There is no donation required, nor expected, for the services of the Priest or Deacon.

## ESTABLISHED FEES FOR WEDDINGS AT ST. TIMOTHY PARISH

### WEDDING COORDINATORS

Each wedding is assigned two coordinators from the parish and all weddings must have the church coordinators present. These wedding coordinators assist the couple in planning the ceremony, arranging and leading the rehearsal, working with the hired vendors, and the day of the wedding preparing the church, making certain that all is ready for a smooth and prayerful marriage ceremony.

The fees for the Wedding Coordinators are as follows:

- \$185.00 for the Lead Wedding Coordinator
- \$110.00 for the Assistant Coordinator

The Director of Wedding Coordinators is  
Lynda Antonius (949) 233-1815 [lmantonius@sbcglobal.net](mailto:lmantonius@sbcglobal.net)

***ALL DONATIONS AND FEES ARE TO BE PAID 30 DAYS PRIOR TO THE WEDDING DATE.***

***THE FOLLOWING INFORMATION ONLY PERTAINS TO WEDDINGS TAKING PLACE AT A PARISH OUTSIDE OF THE DIOCESE OF ORANGE***

**DONATION TO ST. TIMOTHY PARISH  
FOR PASTORAL ASSISTANCE IN MARRIAGE PREPARATION FOR  
WEDDINGS TAKING PLACE OUTSIDE THE PARISH**

We are glad to help you with your marriage preparation and make sure all documents are sent to the parish Church where you will be married.

The donation to St. Timothy Parish for assisting you in this manner is \$100.00; please make check payable to *“St. Timothy Church”*.

**FEE FOR PROCESSING YOUR PAPERWORK  
FOR MARRIAGE IN ANOTHER DIOCESE**

Once we have gathered all the necessary documentation, it will be forward it to the Diocese of Orange, who after reviewing it, will forward it to the Diocese where you are being married.

The marriage preparation and the paperwork must be completed by 6 weeks prior to your wedding date.

The fee for this is \$40.00. Please make a check payable to the *“Diocese of Orange”* which will be sent when your paperwork is forwarded.

## **FLOWERS & PHOTOGRAPHY**

These services are **not** provided by the parish. Should couples wish to hire a florist or photographer, there are protocols established by the parish for flowers and photography. Please refer to pages 8 - 10 of this packet for important details and requirements.

## **MUSICIANS**

Music is an essential element of the sacred wedding liturgy. The professional musicians of St. Timothy Parish are the exclusive providers of music for your ceremony.

### **THE FEES FOR MUSICAL SERVICES ARE AS FOLLOWS:**

- \$175.00 for the services of the cantor, to be provided by the parish
- \$200.00 for the services of the piano accompanist, to be provided by the parish
- If a couple desires additional musicians, for example, a string quartet, Mr. DeCarlo will assist couples in finding these musicians.

### **METHOD OF PAYMENT:**

Please make one check payable to St. Timothy Church for the balance of your service 30 days prior to your wedding date. On the memo line please write your last names and the date of your service.

## **MUSIC FOR YOUR WEDDING**

As you begin the process of arranging for the musical component of your upcoming wedding celebration, please read carefully the following information. This provides an overview to the planning process in preparation for your meeting with our wedding music coordinator and alerts you to the guidelines for music in the Diocese of Orange.

Music is one of the most important elements of the wedding liturgy because it draws your guests into the celebration and sets the tone. The music that you select for your wedding must be religious and liturgical in nature so that a spirit of prayer and celebration strengthen the assembly's expression of faith. We do not permit the use of secular music within the context of the liturgy because it expresses private feelings of individuals. Liturgical music by its nature, expresses the public, religious faith of the celebrating community. To assist you in making these selections you will have the opportunity to walk through your planning with our wedding music coordinator.

After a date and time for your wedding have been secured at St. Timothy Parish, please contact our wedding music coordinator to begin the planning process. It is the couple's responsibility to call for an appointment. Music planning must be completed two months prior to the wedding date.

# SAINT TIMOTHY PARISH

## RITE OF MATRIMONY MUSIC SELECTION

In this wedding folder you will find a copy of our suggested wedding song list and CD. Please take time to review these materials and make tentative selections before your music planning appointment. You are not restricted to these selections however, all selections must be sacred in nature, appropriate for the liturgy and approved by the wedding music coordinator. No taped or CD music is permitted.

### PROCESSIONAL

- |                                      |           |
|--------------------------------------|-----------|
| 1. Air on the G String               | Bach      |
| 2. Canon in D                        | Pachelbel |
| 3. Jesu, Joy of Man's Desiring       | Bach      |
| 4. Prelude in C                      | Bach      |
| 5. Trumpet Voluntary                 | Clarke    |
| 6. Trumpet Tune                      | Purcell   |
| 7. Alleluia from Exsultate, Jubilate | Mozart    |

### OPENING HYMN

- |   |                 |
|---|-----------------|
| 8. God of Love, Embrace Your People         | Hymn to Joy     |
| 9. When Love Is Found                       | O Waly Waly     |
| 10. Love Is the Sunlight                    | Bunessan        |
| 11. Praise to the Lord, the Almighty        | Lobe den Herren |
| 12. Praise God From Whom All Blessings Flow | Old Hundredth   |

### PREPARATION OF THE GIFTS

- |                      |         |
|----------------------|---------|
| 13. Breathe          | Barnett |
| 14. Here I Am        | Booth   |
| 15. Set Me As A Seal | Maher   |
| 16. The Gift of Love | Hopson  |
| 17. The Servant Song | Gillard |
| 18. Wherever You Go  | Haas    |
| 19. I Have Loved You | Joncas  |

## **COMMUNION**

20. Ang Katawan Ni Kristo	Manalo
21. Gift of Finest Wheat	Kreutz
22. Here I Am To Worship	Hughes
23. How Beautiful	Paris
24. Make Us A Eucharistic People	Smith
25. One Bread, One Body	Foley
26. The Fragrance of Christ	Haas
27. The Supper of The Lord	Rosania
28. Ubi Caritas	Hurd
29. You Are My King (Amazing Love)	Foote

## **RECESSIONAL**

30. Wedding March	Mendelssohn
31. Ode To Joy	Beethoven
32. La Rejouissance	Handel
33. Hornpipe from Water Music	Handel

This is a sample of music available to you. We will always try to accommodate any special requests and needs that are in line with our liturgical music guidelines.

To schedule an appointment please call Bob De Carlo,  
Director of Music Ministry, at 949-249-4091



## CELEBRATION OF MATRIMONY WITHIN MASS ORDER OF PROCESSIONS

### SEATING OF PARENTS\*/GODPARENTS/SPONSORS

- BEGINS 5 MINUTES BEFORE THE LITURGICAL PROCESSION
- APPROPRIATE MUSIC TO BE PLAYED

### LITURGICAL PROCESSION

- BEGINS AT THE TIME SET FOR THE WEDDING
- PROCESSION MUSIC IS PLAYED

### THE ORDER OF PROCESSION IS:

- PROCESSIONAL CROSS WITH CANDLES
- PRIEST
- BRIDESMAIDS WITH GROOMSMEN
- FLOWER GIRLS AND/OR RING-BEARERS
- MAID/MATRON OF HONOR WITH BEST MAN
- GROOM (EITHER WITH BRIDE, OR ALONE, OR WITH PARENTS)
- BRIDE (EITHER WITH GROOM, OR WITH PARENTS, OR WITH AN ESCORT)
- ONCE ALL HAVE ARRIVED, THE CANTOR WILL INVITE ALL TO SING AN OPENING HYMN

## CELEBRATION OF MATRIMONY OUTSIDE OF MASS ORDER OF PROCESSIONS

### SEATING OF PARENTS\*/GODPARENTS/SPONSORS

- BEGINS 5 MINUTES BEFORE THE LITURGICAL PROCESSION
- APPROPRIATE MUSIC TO BE PLAYED

### LITURGICAL PROCESSION

- BEGINS AT THE TIME SET FOR THE WEDDING
- PROCESSION MUSIC IS PLAYED

### THE ORDER OF PROCESSION IS:

- PROCESSIONAL CROSS WITH CANDLES
- PRIEST OR DEACON
- BRIDESMAIDS WITH GROOMSMEN
- FLOWER GIRLS AND/OR RING-BEARERS
- MAID/MATRON OF HONOR WITH BEST MAN
- GROOM (EITHER WITH BRIDE, OR ALONE, OR WITH PARENTS)
- BRIDE (EITHER WITH GROOM, OR WITH PARENTS, OR WITH AN ESCORT)
- ONCE ALL HAVE ARRIVED, THE CANTOR WILL INVITE ALL TO SING AN OPENING HYMN

*\* UNLESS PARENTS ARE IN THE PROCESSION WITH THEIR DAUGHTER OR SON*

## FLORAL ARRANGEMENTS

Floral arrangements are commonly used to enhance the beauty of the church environment. Please review the Florist Guidelines (separate letter to the florist). The seasonal decorations of the church need to be respected and go untouched. The banners, cross, candles, furniture or art and environment pieces are not to be removed or changed. Please discuss with your Priest or Deacon what thematic elements may be present in the church at the time of your wedding so that you are not surprised. For example Advent will have an Advent Wreath, Christmas will be decorated in whites and gold, and Lent will usually see a heavy use of purple in the church, Easter Season will be in whites and gold. Again, the overall art and environment of the church is not to be changed.

A special information sheet is included in this packet to be given to your florist. It is imperative that you review it with your florist in your planning meeting. This sheet will help to avoid any misunderstandings and ordering any unusable flowers or décor. Please know that we will adhere to the policies the day of the wedding.

For your safety, and those of your guests, the throwing of rice, rose petals, birdseed or confetti is not permitted.

## PHOTOGRAPHY & VIDEOGRAPHY

Photographs and video recordings are permitted during the wedding ceremony. Please note that NO flash photography or video cameras with spotlights are allowed during the liturgy. Two video cameras are allowed but must remain stationary throughout the ceremony. This packet includes an information sheet which must be given to your photographer and videographer. It outlines St. Timothy's photography and videography guidelines. Some Priests and Deacons have been known to stop the wedding ceremony if a photographer is interrupting or violating the sacredness of the wedding. Please review the guidelines with your photographer so that there are no misunderstandings.

No formal photography is allowed in the church. After the wedding ceremony family members and wedding party may take formal pictures on the patio and lawn.

If you are making a program, this is a great place to advise your guests that no flash photography is allowed. We suggest:

WE REQUEST THAT OUR GUESTS RESPECT THE DIGNITY OF THE CHURCH'S LITURGY AND THE SACREDNESS OF THE SACRAMENT BY TURNING OFF CELL PHONES AND REFRAINING FROM THE USE OF FLASH PHOTOGRAPHY DURING OUR WEDDING CEREMONY.

## FLORIST INSTRUCTIONS

Marriage in the Catholic Church is a sacred ceremony. You, as the florist for this couple's wedding, will contribute greatly to the spirit of the worshipping assembly by your artistic contribution. To facilitate your role in the wedding, and ensure there is no misunderstanding regarding St. Timothy's policies on flowers and decoration, this information sheet is being provided to you. Please read through the entire sheet at this time and contact the couple's wedding coordinator if there are any questions.

### FLORIST GUIDELINES:

- Floral arrangements are only to be placed in the church sanctuary - no more than (2) two arrangements are allowed. The Wedding Coordinator can help you with appropriate placement behind the altar.
- We do not allow anything on top, in front or to the sides of the altar. Please remember that the flowers are intended to accent the wedding ceremony, not the other way around.
- Pedestals are available in white or terra cotta and are provided by the church if the florist is not providing; simply advise the Wedding Coordinator if needed.
- Delivery of flowers should be no more than one hour prior to the wedding ceremony.
- As weddings take place throughout the entire year, there may already be church decorations, flowers, banners or thematic sculptures in place. These are not to be removed, covered or tampered with. It would be wise to consult with the bridal couple regarding their selection of colors to ensure that there will not be an obvious clash with what will already be present in the church. Floral pieces ought not conflict with the church environment but accent and support it.
- Candles are not allowed which also means no unity candles.
- No bows, garland nor flowers are allowed on pews or chairs.
- Floral arrangements are not allowed down the center aisle.
- The use of an aisle runner is not permitted.
- Throwing of rice, rose petals, birdseed or confetti is strictly prohibited.
- All flowers are to be removed immediately following the ceremony.
- Thank you for your cooperation.

## PHOTOGRAPHER & VIDEOGRAPHER INSTRUCTIONS

A Catholic wedding is a sacred time in which the couple unites their love with the love of God. In order to maintain this sense of the sacred and to facilitate your role as the photographer or videographer for this wedding, we offer the following guidelines. To ensure there is no misunderstanding regarding St. Timothy's policies, please read thru the entire sheet at this time and contact the couple's wedding coordinator if there are any questions.

Please observe the basic "Line of Sight" rule throughout the wedding ceremony, which means, if the guests can see you, you're in the wrong place. To be specific, avoid the following areas:

- Any part of the sanctuary
- Inside the Blessed Sacramental Chapel
- In front of any seated guest
- The aisle between the front row of pews and the sanctuary.

Areas the photographer may use:

- In back of church
- Discretely in the side areas and aisles, (*keeping in mind the previously stated "Line of Sight" rule*) respecting the needs of musicians
- In the center aisle, behind the last row of people

NO flash photography or video spotlights are allowed during the ceremony.

Move only during the times of transition in the ceremony, that is, when the wedding party moves. Please remain stationary at all other times.

Under NO circumstances may you stop the wedding procession or recessional for photographs.

No formal photography is allowed in the church. After the wedding ceremony family members and wedding party may take formal pictures on the patio and lawn.

All questions should be referred to the Wedding Coordinator or Priest and you must defer to their directions.

Some priests and deacons have been known to stop the wedding ceremony if a photographer is interrupting or violating the sacredness of the wedding.

We ask that all who work here act in a responsible and respectful manner using good judgment in observing the sacredness of the event and the community gathered in prayer.

Thank you for your cooperation.

# CHECK LIST FOR BRIDE & GROOM

## 6 MONTHS TO 1 YEAR IN ADVANCE OF WEDDING

Meet with Priest or Deacon to schedule your wedding date. A \$100.00 non-refundable deposit is due at the time of scheduling to be confirmed on the Church calendar.

## AS SOON AS A WEDDING DATE IS ESTABLISHED WITH THE CHURCH

- Arrange for FOCCUS pre marriage inventory
- Return to Priest/Deacon
  - Testimony of Freedom to Marry
  - Baptismal Certificate
    - Catholic – new copy issued within 6 months of your wedding;
    - Non-Catholic does not need to be a new copy
- First Communion/Confirmation Certificates for Catholics
- Register for Engaged Encounter or Marriage Preparation Classes
  - For classes, register with the Diocese*
  
- After completion of Engagement Encounter/Classes, schedule second meeting with Priest/Deacon.

## AT LEAST THREE MONTHS PRIOR TO THE WEDDING

- Book Florist, Photographer & Videographer – Ensure you provide these vendors with the St. Timothy's Wedding Guidelines
- Begin choosing liturgical options from Together for Life – Scripture Readings, vows, prayer of the faithful, etc.

## PAYMENTS DUE AT LEAST 45 DAYS PRIOR TO WEDDING

- Balance of Donations, including St. Vincent de Paul, due to the Church
- Payment to wedding coordinators, musicians & vocalists

## NO LATER THAN ONE MONTH PRIOR TO THE WEDDING

- Finalize options from Together for Life and provide completed form to your Priest/Deacon and your Wedding Coordinator.
- Schedule final meeting with your Priest or Deacon to discuss the ceremony and completion of paper work
- Finalize wedding details, seating & processional with Wedding Coordinator
- Deliver Civil Marriage License with Envelope to Priest or Church Office

WE, \_\_\_\_\_, HAVE SELECTED TO  
BE MARRIED AT AND CELEBRATE OUR WEDDING LITURGY AT ST. TIMOTHY PARISH  
ON \_\_\_\_\_ AND THEREFORE  
AGREE TO THE LITURGICAL PROTOCOLS OF THE CHURCH. WE WILL ALSO PROVIDE  
THE INFORMATION PAGE TO THE FLORIST, PHOTOGRAPHER AND VIDEOGRAPHER SO  
THEY WILL HONOR THE PROTOCOLS. WE HAVE READ AND WE WILL COMPLY WITH  
PARISH PROTOCOLS.

BRIDE'S

NAME: GROOM'S NAME: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_