

Marriage Planning Sheet

Bride: _____

Groom: _____

Readings:

Old Testament: "B" section _____

Psalm: (circle: sung or recited?) "C" section _____

New Testament: "D" section _____

Gospel: "F" section _____

Music:

Prelude: Three is a suggested number, and is usually about right. The second-to-last prelude song may include seating of Grandparents, if so desired. The last prelude song begins at the starting time of the wedding, and includes the seating of the parents and the lighting of the candles on each side of the Unity candle (if used). Please note: All prelude music should reflect the standards described on the policy/guidelines checklist.

First prelude: _____

Second prelude: _____

Third prelude: _____

If Grandparents are being seated, list them in order:

First Grandparent(s): _____ ushered by: _____

Second Grandparent(s): _____ ushered by: _____

Third Grandparent(s): _____ ushered by: _____

Order of Parents to be seated:

Parent(s) of the groom: _____ ushered by: _____

Parent(s) of the bride: _____ ushered by: _____

Processional music for Wedding party: _____

Processional music for Bride, if different: _____

Gathering hymn: (optional) _____

Unity candle song: (optional, only 90 seconds in length) _____

***Preparation of altar hymn: _____

***Mass service music: (Circle one: Mass of Creation, Mass of Angels and Saints)

Gospel acclamation: Alleluia should be sung by cantor

Holy, holy, holy

Memorial Acclamation

Great Amen

Lamb of God

***Communion hymn: _____

Recessional music: _____

***these selections are only used during a Mass, not a Nuptial Ceremony

Procession:

Servers (if any) _____ and _____
 Presider: Fr. Nick March
 Groomsman _____ Bridesmaid _____
 Groomsman _____ Bridesmaid _____
 Groomsman _____ Bridesmaid _____
 Groomsman _____ Bridesmaid _____
 Groomsman _____ Bridesmaid _____
 Groomsman _____ Bridesmaid _____
 Groomsman _____ Bridesmaid _____
 Ring Bearer _____ Flower girl(s) _____
 Best Man _____ Maid of Honor _____
 Bride and Parent(s)

Ministers:

Organist / Pianist _____ (do they know Catholic ritual: yes / no)
 Other instrumentalists _____
 Cantor(s) _____ (do they know Catholic ritual: yes / no)
 Ushers _____
 Lector(s)
 First reading _____
 Psalm (if read) _____
 Second reading _____
 Intercessions _____
 ***Eucharistic ministers (three) _____
 ***Servers (if any) _____
 Clean-up _____

Special Customs (all are optional): (Please note: The use of a Unity Candle has become common but is not required. Couples are asked not to include a Sand Ceremony, since sand is not a Christian symbol. The Marriage License will be signed in the back of Church following the recessional.)

Marian Devotional after Communion: Yes / No
 Roses to parents during Sign of Peace: Yes / No
 Ushering after ceremony: Ushers / Couple
 Presentation of Couple: First names / Formal (Mr. And Mrs.)
 After ceremony: Bubbles / Balloons / Nothing
 Other: _____

***these ministers are only needed for a Mass, not a Nuptial Ceremony

Order of Service for Programs

For a Wedding Mass

Seating of Grandparents

Seating of Parents

Processional

Greeting and Welcome

Opening Prayer

Liturgy of the Word

 First Reading

 Responsorial Psalm

 Second Reading

 Gospel

 Homily

Rite of Marriage

 Statement of Intentions

 Exchange of Vows

 Blessing and Exchange of Rings

 Lighting of Unity Candle

 General Intercessions

Liturgy of the Eucharist

 Preparation of the Altar

 Eucharistic Prayer

 Lord's Prayer

 Nuptial Blessing

 Sign of Peace

Concluding Rite

 Prayer after Communion

 Final Blessing

 Presentation of Couple

For a Nuptial Ceremony

Seating of Grandparents

Seating of Parents

Processional

Greeting and Welcome

Opening Prayer

Liturgy of the Word

 First Reading

 Responsorial Psalm

 Second Reading

 Gospel

 Homily

Rite of Marriage

 Statement of Intentions

 Exchange of Vows

 Blessing and Exchange of Rings

 Lighting of Unity Candle

 General Intercessions

 Nuptial Blessing

 Lord's Prayer

 Sign of Peace

Concluding Rite

 Closing Prayer

 Final Blessing

 Presentation of Couple

Wedding Policies, Guidelines, and Checklist

Name of Bride and Groom: _____

Wedding date and time: _____

Place of Marriage: _____

We are happy to welcome you to our churches of the Christ Our Hope cluster! We look forward to celebrating your wedding day. Our hope is that the following guidelines, checklists, and policies are a helpful companion to your planning process.

Who do I call to make initial and final appointments?

Fr. Nick March: 563-569-8259 (Please call Tuesday-Saturday, 8am-5pm)

Email: dbq166@arch.pvt.k12.ia.us

Mail: 110 Commercial Ave, PO Box 205 Protivin, IA 52163

Who do I call to schedule an appointment to discuss the FOCCUS questionnaire?

Tyler and Lynette Wheeler: 563-238-3444 (Tyler's cell: 515-460-1480, Lynette's cell: 515-460-0640)

Who do I contact for music? If you need help finding musicians, please contact:

Holy Trinity, Protivin: Miriam Humpal (563-569-8225)

St. John, Fort Atkinson: Jeanette Dietzenbach (563-387-0364)

Assumption, Little Turkey: Kimberly Ball (563-776-6007)

St. Luke, St. Lucas: Kathy Meyer (563-778-2708) or Lorraine Kuennen(563-382-1454)

OLMC, Lawler: Bob Huinker (563-238-7361)

St. Mary, Waucoma: Mary Dietzenbach (563-776-6061) or Janet Schmitt(563-776-6481)

Check List:

____ Groom's Baptismal certificate

____ Bride's Baptismal certificate

____ Register for Pre-Cana / Engaged Encounter: Date _____ Place _____

____ Make appointment with Wheeler's to discuss FOCCUS: Date _____

____ Schedule rehearsal: Date _____ Time _____

____ Rehearsal dinner: Location _____

____ Program printed

____ Offering to the Parish: A suggested offering of \$200 to the Church will help cover the costs to maintain our facilities.

Wedding Music:

We encourage you to make use of the music directors listed above to help you find appropriate music for the wedding. They may be especially helpful providing copies of special service music necessary for the parts of a Mass.

Musicians should observe the principle of Catholic liturgy which calls them to lead the assembly in common worship rather than focus on performing for them.

It is important to choose music which is sacred in nature. That is, the songs are intended for use in a worship setting. The texts of the music should focus on the love of God which has made this day possible, rather than the emotions felt by individual participants. Popular, contemporary songs are always a better fit at the reception. Contact the presiding minister with any questions.

The service music at a Mass should be sung. The Responsorial Psalm should be sung whenever possible. Pre-recorded music is never appropriate for use at a liturgy.

The Wedding Party:

Remember a spirit of simplicity when planning your wedding. You'll be glad you did. If you have young children as ring bearer or flower girl(s), we request that an adult accompany them down the aisle if they are younger than school-age (about 5).

Photography:

All pictures should be taken before the wedding begins. No flash photos should be taken during the liturgy itself. Video cameras should be "out of sight -- out of mind" during the liturgy.

Food and beverage:

No member of the wedding party may be in possession of alcoholic beverages during the wedding. No member should consume alcoholic beverages before the wedding begins. This would constitute grounds for the postponement of the service.

During the hours before the wedding, food and drink should not be brought into the church itself. Please keep them in the parish hall/basement.

Decorations:

Seasonal decorations should not normally be removed. When choosing a wedding date, keep in mind the season during which your wedding will take place.

Please avoid using adhesives on pews and furnishings. Aisle runners, bird seed, and rice are not permitted.

Clean Up:

We recommend you designate a couple of people to be in charge of making sure the church and parish hall (if used) are clean immediately after the wedding is over.