

Saint Joseph Catholic Church
Fayetteville, Arkansas

WEDDING
PLANNER

Sacred Scripture tells us in Genesis that God made the marriage of husband and wife a path to holiness and happiness. In the New Testament, Jesus raised the love of husband and wife to the level of a sacrament. In doing so, Our Lord assured us that He would be the central part of Christian marriage. St. Paul unpacked marital love even further by comparing it to the love between Jesus and His Bride, the Church. Spouses, therefore, have an exalted vocation: they are called to be living witness of Christ's love in the world today.

In asking to be married at St. Joseph Catholic Church in Fayetteville, you are asking the priest or deacon (and those who will be present) to witness your commitment to love each other as Jesus loves us. This is the heart of marriage. A common cliché says, "The wedding lasts a day, but a marriage lasts a lifetime." If you want your marriage to last your whole life, and thereby witness to the love of Jesus, you must prepare well, understand what you are doing, and enter into marriage with all your heart.

The Church wishes to give you every opportunity to prepare well by inviting you to pray, discuss, listen, and ask questions. The time and effort required for marriage preparation is very little when measured against a lifetime.

For our part, we will help you in every possible way and support you with our prayers, so that your wedding day will be the first day of a long, happy life together.

-The Priests and Deacons
of St. Joseph Church

TIME-FRAME FOR MARRIAGE PREPARATION

The norms in our diocese require at least **6 months** of marriage preparation. Several preliminary steps, including meeting with the priest, must be accomplished before your wedding date can be scheduled either here or elsewhere. While each time-frame is unique, we will help you complete the requirements and get your date on the calendar as quickly as possible. The checklist on page 8 gives more information about the typical steps in the process.

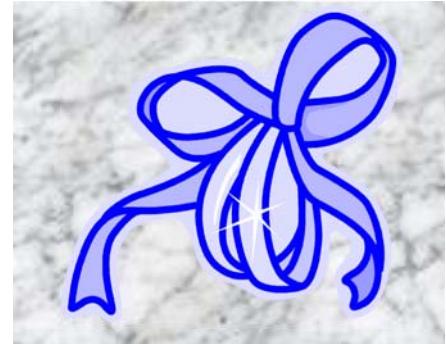
WEDDING DATES AND TIMES

Weddings are ordinarily celebrated on Saturdays at 12:00 noon, 2:00 pm. or at 7:00 p.m. unless a baptism has been previously scheduled. Weddings are not celebrated at St. Joseph during Lent. We normally limit weddings to one per weekend; in some months the last Saturday of the month is reserved for Quinceañeras.

PRE-MARRIAGE COUNSELING

St. Joseph Catholic Church has three options for the pre-marriage counseling component of preparation: The **Sponsor Couple Program** for engaged couples and the **REFOCUS Program** for civilly married couples are offered by the parish. **Pre-Cana** for engaged couples is offered by the Diocese of Little Rock. At your meeting with the priest, he will speak about which program will work best for you.

Before beginning the Sponsor Couple Program or attending Pre-Cana, you will take the **FOCCUS** inventory online after receiving an email with login information. **FOCCUS** is an



evaluation tool designed to help you reflect, as a couple, on such topics as the Sacrament of Holy Matrimony, family of origin, communication, finances, love and sexuality, and parenting.

The Sponsor Couple Program consists of four sessions in the sponsor couple's home and is the preferred option for most couples.

Pre-Cana is a one-day retreat for engaged couples offered by the Family Life Office of the Diocese of Little Rock. The retreat allows engaged couples to spend time together reflecting on their relationship and future marriage. Married couples present talks on topics such as the sacrament of marriage, communication, finances, love and sexuality and parenting. The calendar is online. Registration is required at least one week prior to the event and the fee is payable to the Diocese of Little Rock. See more at:

<http://www.dolr.org/family-life/marriage-education#pre-cana-day>

The REFOCUS Program is offered for couples who are civilly married. Following your meeting with the priest, a REFOCUS packet will be mailed to you. Complete the forms and return them to the church office; Dr. Mike Henry will contact you to set up a time to meet.

NATURAL FAMILY PLANNING

Natural Family Planning is also part of marriage preparation. This program, consisting of three classes, teaches how to cherish God's gift of human sexuality through the knowledge of a couple's fertility. The Church calls this "responsible parenthood," that is, planning when to have children according to God's timing.

Class options include onsite classes with a teaching couple, online classes, and self-paced online classes. The class can take up to three months to complete.

Register for your class online at ccli.org. The course fees vary by type of class (currently, \$99-\$130) and are payable online.

For more information, please contact **Walter and Michelle Quinn** at 479-839-8029 or waltermichellequinn@juno.com or **Rich and Beth Oloffson** at 513-288-0601 or betholoffson@hotmail.com.

MARRIAGE FILE PAPERWORK

1. Catholics should bring a **new copy of your baptismal certificate** to the initial meeting with the priest. Please contact the parish where you were baptized and request a new, dated, and annotated copy of your baptismal certificate. The date on the certificate must be within six months of the date you meet with Fr. Tyler.
2. If your fiancé (fiancée) is not Catholic, Fr. Tyler will give you a "**Freedom to Marry**" form that needs to be notarized and returned.

3. If already civilly married, please bring a copy of your **civil marriage license**.
4. If there is a previous marriage, the party with the previous marriage must bring an **annulment decree**. If you need an annulment and have not yet obtained one, we must postpone marriage preparation until the annulment process is completed. Fr. Tyler can describe this process.
5. If a former spouse has passed away, please bring a copy of the **death certificate**.

MARRIAGE LICENSE

Marriage licenses are available at the Washington County Clerk's office on Dickson and College. Please do not obtain the marriage license more than a month before the actual wedding; it has an expiration date.

MINISTER OF CEREMONY

The priests and deacons of the parish are available to officiate at weddings for parishioners. Other priests or deacons are welcome to officiate at your wedding, but must have permission from the Diocese of Little Rock. We can help obtain that permission. Please ask at least two months in advance of your wedding date.

WEDDING CEREMONY

When both parties are Catholic, the wedding ceremony is ordinarily celebrated within Mass. For marriages between a Catholic and a non-Catholic, the "Marriage Outside of Mass" ceremony is normally used in order to be sensitive to the faith of non-Catholics.

WITNESSES

There must be two witnesses for the wedding. Generally, the Best Man and the Maid (Matron) of Honor serve in this capacity. The witnesses need not be Catholic.

ALTAR SERVERS

If the couple chooses, the parish can provide altar servers for your wedding. If you would like relatives or friends to serve at your wedding, please let the Parish Wedding Coordinator know as soon as possible. The customary offering for each server is \$10.00.

PARISH WEDDING COORDINATOR

Barbara Wragg (479-445-9003) is the Wedding Coordinator for St. Joseph. She will gladly assist you with the many questions associated with a wedding here as well as the rehearsal. The fee for the Wedding Coordinator is \$100. You may, of course, employ an outside Wedding Coordinator for functions not related to St. Joseph. Barbara is the coordinator for everything that happens within St. Joseph. Please contact Barbara as soon as the date is set.

It is possible to have a **simple** wedding that does not use the services of the Wedding Coordinator. A simple wedding has fewer than 15 guests, and has neither attendants other than the witnesses, music, nor extras. Fr. Tyler would choose the readings.

MUSIC

Our Organist and Director of Music, **Jane Heirichs** (479-442-0890 x241 or jheinrichs@sjfay.com) is happy to help you plan the music for your wedding. She is a gifted musician who can play either the organ or piano and understands the requirements of a wedding liturgy at St. Joseph. She can also help you find musicians (trumpeters, singers, strings, etc.) of the highest caliber in the local area. The Music Director's fee for playing the organ or piano is \$250.

If outside musicians are used, you must still contact the Music Director to discuss the music selections. All wedding music must be of a sacred nature, and the Music Director ensures for Fr. Tyler that the music conforms to the wedding liturgy policies of St. Joseph.

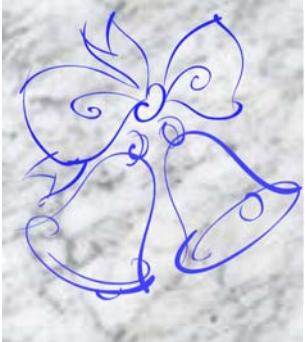
"PROGRAM"

A "program" or "order of worship" greatly assists the assembly to participate actively in the celebration. An order of service typically consists of an outline of the service, words, and music which the congregation is expected to sing and speak. It is the responsibility of the couple to secure the necessary copyright permissions (check with the Music Director). **Printing of the Order of Service is your responsibility.** Samples can be found online.

BRIDE'S ROOM & GROOM'S ROOM

Bride and groom rooms are available for the convenience of the couple and their attendants from two hours before the ceremony. Boxes, paper and personal belongings must be removed immediately after the ceremony. We are not responsible for lost or stolen articles. The consumption of alcohol prior to the ceremony is prohibited. Alcoholic beverages of any type are not permitted on church property on the day of the wedding.

*Keep
wedding
simple
Christ
centered*



Please inform the photographer that they are to check in with the priest or deacon before the ceremony to ensure there is an understanding of the rules governing their activity during the wedding.

CHURCH ETIQUETTE

Please remember that we consider the church and the buildings of our parish part of "God's House," and ask you to treat the premises with respect and dignity. Kindly avoid loud talking inside the buildings. Throwing flower petals, rice, confetti, or bird seed is prohibited in and around the church building. It is not appropriate to chew gum in church.

ADDRESS FOR INVITATIONS

St. Joseph Catholic Church
1722 North Starr Drive
Fayetteville, Arkansas 72701

PHOTOGRAPHS

Please abide by the following guidelines for photographs and videotaping of the wedding. If you plan to have photographs taken or have the ceremony videotaped, you are asked to give the enclosed Guidelines to the photographers.

REHEARSAL

A rehearsal for the wedding familiarizes all participants with the wedding ceremony and their respective roles. **Please make every effort to begin the rehearsal on time.** Either the priest, deacon or Parish Wedding Coordinator will conduct the rehearsal. Please contact Barbara Wragg, the Parish Wedding Coordinator, at **479-445-9003** for questions.

SACRAMENT OF RECONCILIATION

We highly encourage Catholics to receive the sacrament of Reconciliation prior to the wedding. A sincere confession will open your heart to receive all the graces that God wants to give you on your wedding day.

RECEPTION

If you choose to have your reception at St. Joseph, please contact Paul Warren at pwarren@sjfay.com.

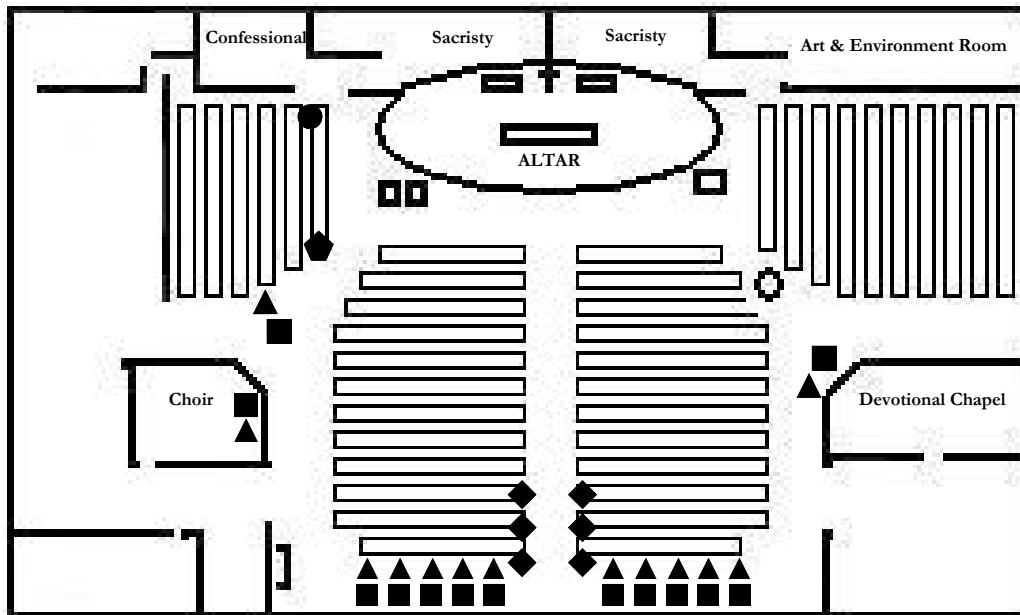
PHOTOGRAPHERS AND VIDEOGRAPHERS

If you plan to have photographs taken, or have the ceremony videotaped, you are asked to give the photographer and videographer a copy of the attached policy.

The following is a copy of the policy:

1. If any part of the ceremony is to be videotaped, the camera must be stationary and fixed in a pre-determined place. Please consult the drawing below for the acceptable positions of this equipment.
2. Still photographs of the procession may be taken from a designated place as diagrammed. The bridal party is not to be instructed to stop at any time during the procession for the benefit of the photographer.
3. During the ceremony, photographs may be taken from the rear of the church and from designated places near the sanctuary. Photographers and videographers **will not be allowed on the altar during the ceremony.**
4. Group and individual photographs may be taken up to 30 minutes prior to the ceremony or after the wedding. Please limit pictures taken after the ceremony to 45 minutes.
5. The priest or deacon is available for photographs with the wedding party, but, because of their schedule, please arrange for these to be taken immediately after the ceremony.
6. Photographers and videographers should dress in a manner befitting the occasion.
7. If you have any questions regarding these guidelines, please contact the Parish Wedding Coordinator anytime before the ceremony.

Photographers and videographers choosing not to follow these guidelines may lose the privilege to work at St. Joseph Church.



CHURCH LAYOUT

- ◆ Designated areas for photographs of the bridal party in procession.
- ▲ Designated areas for video cameras
- Designated areas for still photographs
- Piano
- ◆ Organ

FLOWERS & CANDLES

Flowers and plants reveal the beauty of God's creation and have a special place in the Church's celebration of her liturgies. They enhance the sacred areas where the Mysteries of God are celebrated and can serve as means of lifting up the spirits of those gathered for worship, praising God for the work of his hands.

FLOWERS

1. Flowers and greenery must be real, fresh and tastefully arranged. Please choose one of the following flower options for your wedding:

Option One: No flowers.

Option Two: Use a professional or approved florist to make the arrangements that are to be set at the feet of the statues of Mary and Joseph, as well as those set before the altar and ambo and on either side of the tabernacle. Please provide your florist with the height restrictions, listed in item 2. below, in a timely manner so he/she can help you plan accordingly.

Option Three: Make a minimum of \$150.00 donation to the flower fund to have our flower coordinator arrange the church flowers for you. (The flower coordinator is not responsible for the wedding party flowers.) Please consult with the flower coordinator a minimum of 45 days prior to your wedding. She will make every effort to accommodate your needs based on the type and cost of the flowers you request. However, exact matches cannot be guaranteed.

2. Flowers and greenery may be placed on either side of the altar and must be on secure, steady stands or pillars or be placed directly on the floor. All arrangements in front of the altar must not exceed a height of **36 inches**. Arrangements at the feet of Mary and Joseph are not to exceed a height of **20 inches**. Arrangements may be used in front of the candles on the tabernacle but must not exceed a height of **12 inches**. The maximum height for flowers in front of the ambo is **29 inches**. Please note: absolutely nothing can be placed on the baby grand piano.

CANDLES

1. Only St. Joseph candelabras may be used. However, you will need to provide the beeswax or steric candles (found at Hobby Lobby), white or off-white only. No exceptions. Candles for the altar and tabernacle are provided by the church and cannot be changed for any reason. They are 51% bees wax and are off-white in color. If you are planning to have a unity candle, please discuss this with the wedding coordinator at least four weeks prior to your wedding. Please use the candle snuffers to extinguish all candles. Blowing them out causes wax to splatter and is difficult to clean up.
2. Pew bows are allowed. However, they must be hung on the pews with a clip or hook. They may be tied on with clear filament as well. The use of stick on hooks is not permitted. Gaffer's tape, or painter's tape, works well and does not damage the pews' finish.
3. The aisle of St. Joseph is carpeted. Thus, no aisle runner is to be used. Arches are not allowed within the Chapel Center.
4. No flowers, natural petals, rice, bird seed, or confetti may be thrown on the church grounds.



FEE SCHEDULE



Fees payable to St. Joseph must be received before the wedding date can be scheduled.

1. **NON-ST. JOSEPH FAYETTEVILLE PARISHIONERS** are required to pay \$500.00 before scheduling the wedding, in addition to the fees listed below.
2. **ST. JOSEPH PARISHIONERS** are required to pay the applicable underlined fees listed below before confirming their wedding date at St. Joseph:
3. **ALL COUPLES**

<u>Paperwork Fee</u>	\$50 to St. Joseph
NFP COURSE	pay fee online - go to ccli.org
A. ENGAGED COUPLES:	
FOCCUS	included in paperwork fee
<u>Sponsor Couple Program</u>	included in paperwork fee
or PRE-CANA	pay fee online - see page 2
B. CIVILLY MARRIED COUPLES:	
<u>REFOCCUS</u> (for civilly married)	included in paperwork fee
4. **FOR WEDDINGS AT ST. JOSEPH**

Parish Wedding Coordinator	\$100 to Wedding Coordinator
Organist (If requested)	\$250 to organist
Cantor (If requested)	\$100 to cantor

If you would like to use outside musicians, please consult with the Director of Music about music selection and arrangements.

CHECKLIST ✓

1. To do marriage prep here, you must be **registered** at St. Joseph. Go to www.sjfay.com to register.
2. If you are Catholic, you must ask your church of record for a **NEW annotated copy of your baptismal certificate**.
3. Schedule a meeting with the priest by contacting the church office at 442-0890 x202.
4. **Meet with priest.** Bring your baptismal certificate. He will help determine your preparation needs. Most couples will:
 - Register for NFP online and complete Classes I-III.
 - Take FOCCUS online.The educational options include: Sponsor Couple and Pre-Cana for engaged couples and REFOCCUS for civilly married couples.
 1. If **Pre-Cana** is required, register online.
 2. If **Sponsor Couple** is required, we will put you in touch with your sponsor couple.
 3. If **REFOCCUS** is required, materials will be mailed, and we will put you in touch with Dc. Mike Henry.
5. **Pay fees.**
6. **Complete marriage packet paperwork:**

	Bride	Groom
Baptismal Certificate (if Catholic)	<input type="checkbox"/>	<input type="checkbox"/>
Freedom to Marry affidavit (if non-Catholic)	<input type="checkbox"/>	<input type="checkbox"/>
NFP certificate of completion	<input type="checkbox"/>	<input type="checkbox"/>
Civil License (if already civilly married)	<input type="checkbox"/>	<input type="checkbox"/>
Annulment decree (if previously married)	<input type="checkbox"/>	<input type="checkbox"/>
Death Certificate of Former Spouse (if needed)	<input type="checkbox"/>	<input type="checkbox"/>
8. **Plan liturgy** (either within Mass or outside of Mass) using *Together for Life Booklet* and return tear-out portion at rehearsal.
Meet with Wedding Coordinator
Meet with Music Director (Organist) to review music selection
Give florist guideline sheet
Give photographer and videographer guideline sheet
9. Obtain **civil marriage license** for priest to sign at wedding

