

*Parish Preparation Guidelines
for Celebrating a Marriage
at Blessed Trinity Parish Community,
Orlando, Florida*



Introduction:

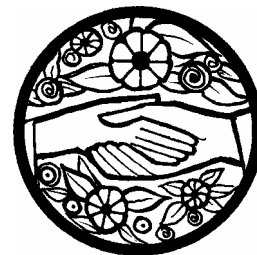
- The celebration of the Sacrament of Marriage is a celebration of the entire church as well as an event for a couple and their family and friends. We at Blessed Trinity Parish wish to assist our members plan for their wedding so that the preparation time can be a period of continued growth in the understanding of their wondrous call to this special sacrament. In order to assist couples and their families begin their planning, the following guidelines are provided:

General Guidelines:

- Our Bishop requires that each couple ***begin their preparation at least six months*** in advance of their wedding.
- Normally ***the couple chooses a priest or deacon*** from our parish to lead the service and work with them in their preparation. Any other clergy may be invited to assist with the prior approval of the officiating priest.
- We usually celebrate marriages with ***couples in which at least one person is an active member (for the last six months)*** of Blessed Trinity or the son or daughter of an active member. Non-parishioners may also use the church for a wedding.
- Our Bishop demands that ***we wait until the FOCCUS*** (premarital questionnaire) ***is successfully completed*** and reviewed before we are allowed to ***set the date of a marriage***.

(last revised: 4/28/06)

Couple Checklist for Marriage Preparation Process:



1) Meet with priest or deacon:

- **First meeting:** accomplished
(The priest or deacon will have other meetings with the couple.)

2) FOCCUS Couple Inventory: Applied for: Taken: Interpreted:

(The FOCUS inventory is a questionnaire given by a trained parish couple and given at their home. After you return to their home for the questionnaire results, you will meet with the priest or deacon and set the date of your wedding.)

3) Dates Chosen:

- **Marriage Date Chosen:**

Date, Time and Place: _____

(Weddings are held on Fridays or on Saturdays; weddings in the church may be scheduled at the following times only: 10:00AM, 12 noon, and 2:00PM. No weddings are celebrated on Sunday or on other major feasts.)

- **Rehearsal Date Chosen:**

Date, Time and Place: _____

(The rehearsal is usually held the night before the Wedding Day.)

4) Form of Marriage Preparation Workshop:

(choose **one** of the following; see Diocesan “Marriage Preparation Schedule” brochure for dates.)

- Engaged Couple Weekend Retreat: (Completed:)
- One-day Pre-Cana Workshop: (Completed:)

(It is strongly suggested that registration and attendance occur well before the wedding as the numbers for each session are limited.)

5) Ceremony:

Type of Service: [language: Spanish ; English ; bi-lingual (both)

- With Mass (and Communion):
- Liturgy of Word (with readings and vows but no communion):
- Ecumenical Service (Priest with Minister or Rabbi):

Prayers and Readings: Prayers and Readings chosen:

(See entire ceremony and readings in booklet “Together for Life” by Joseph Champlin, given free at Engaged Couple Retreat and Marriage Preparation Workshop above. List choices on pullout sheet near inside back cover of Champlin’s book.)

Music: Music chosen (with accompanist):

Parish Wedding Workshop: A workshop is required for all couples and is available several times a year.

Contact the Parish Office for the dates; couple attended the Parish Wedding Workshop:

6) Paperwork Needed:

- **Prenuptial Questionnaire** (“Form A”): completed
- **Baptismal Certificates:** Groom (received): Bride (received):
(The following paper work should be completed and returned as soon as possible. Concerning Baptismal Certificates: **for Catholics:** A recent (within 6 months of the wedding) baptismal certificate is required; an older original will not suffice; **for Other Christian Denominations:** Documentation such as a certificate or letter from the church of baptism is required.)
- **Two completed affidavit forms (for each spouse) received:** Groom Bride
(Each person must have two affidavits from close relatives or lifelong friends. No need to have them notarized. The priest will sign them.)
- **Clergy Certificate of Completion:** received by couple
- **Florida Marriage License:** obtained from State
(In order to obtain a marriage license from Orange County Court House, you must bring the signed “Clergy Certificate of Completion” with you.)

7) **Donations and Fees calculated** (see headings below); all fees and donations due to the priest or deacon at least one month before the date of the wedding (except the donation to the presider).



Wedding Donation (for use of the church):

For registered participating parishioners: a minimum donation of \$250.00 is suggested for use of Church; \$100 of that total is necessary for initial deposit to set the date.

For non-parishioners (just using our Church): a minimum donation of \$550.00 is suggested for use of the Church; \$200 of that total is necessary for initial deposit to set the date.

Other Wedding Fees:

- \$100.00—Donation for the Parish Wedding Coordinator who will direct the rehearsal and celebration.
- A donation for the presider can be given directly to him for his personal use.

Note: Unity candles are available through area Religious Bookstores. The cost is about \$20.00.

Musician Fees:

- **For Accompanist:** \$250.00 for wedding, preparation meeting with couple and rehearsal with Cantor.
- **For Cantor:** \$150.00 for wedding and rehearsal with accompanist.

Times for Weddings:

- Weddings can be arranged at such times that **do not conflict** with regularly scheduled services. Sundays and major feast days are not appropriate because of the Church's full Mass schedule.
- On Saturdays, weddings in the church may be scheduled at the following times only: **10:00AM, 12 noon, and 2:00PM**; if the wedding is on a weekday, the time of the celebration is negotiable.

Flowers:

- Flowers are permitted in the narthex (the large worship space) but **should not be placed in front of the altar** or anywhere that would impede the movement of the presider or the couple. See Parish Wedding Coordinator for more information.
- If the church is previously decorated for a special event or liturgical season, such decorations and flowers **may not be changed**.
- Reserved seats may be marked only with ribbons or modest arrangements and must be loosely attached to the chairs. **No tape or tacks should be used.**

Candles and Runners:

- For safety reasons, **candles** cannot be placed on the chairs and aisle runners are not permitted (too slippery for the tile floor).

Preparation for the Wedding Day:

- **Wedding Party Clothing:** It should be kept simple, in good taste, and **appropriate for the house of God**.
- **Preparation Rooms:** A "Special Events" room (in Narthex or entranceway, first room on left) is available 30 minutes before the wedding so **the bride and her attendants** may dress for the wedding; one of the two "Dismissal Rooms" behind the west (or "Rose Window") wall are available for the **groom and his groomsmen** (unless bride and groom are processing together).
- **Smoking, snacks and alcoholic beverages** are not permitted in the church building. We ask that you please refrain from consuming alcoholic beverages **before the Wedding Celebration**.
- **Assign some members** in the wedding party or family to clean up after the ceremony (decorations, flowers, brochures).

Music for the Wedding:

- A consultation with the accompanists (Hugh Bowen or Deirdre Smith) should be arranged *as early as possible* in the planning stages of the wedding. They will discuss music possibilities with the couple and advise them. Please see last page for contact information.
- Your wedding is a service celebrating your faith. Therefore all music is to be *properly liturgical in nature*.
- The workbook entitled “*Together for Life*” by Joseph Champlin is used to review and choose the prayers, readings, vows and blessings for the Marriage Celebration.
- The final decision on the *appropriateness of music* will reside with the parish accompanist.
- For use of other musicians, please contact Hugh Bowen, Director of Music.

Rehearsal:

- A paid *Parish Wedding Coordinator* is provided and directs the wedding rehearsal. That person ensures that everyone is on time, that the celebration runs smoothly and is available on the day of the celebration to usher the wedding party to their places and meet emergency needs.
- The rehearsal is usually *held the night before the Wedding Day*. Members of the wedding party are expected to be *present* and *on time*. The rehearsal is under the sole direction of the Parish Wedding Coordinator. The rehearsal will take *about one hour*.
- Children participating in the wedding party should be of school age and should be present at the rehearsal.

The Certificate of Completion and the Marriage License:

- In order to receive a marriage license in the State of Florida, the priest or deacon must give the couple a “*Certificate of Completion*” which the couple brings with them to apply for a marriage license.
- The marriage license issued in the State of Florida should be *brought to the church on the day of the wedding* to be signed by the priest or deacon as well as the two witnesses.

Photographer:

- The photographer should *consult with the Parish Wedding Coordinator* well in advance of the celebration to discuss any restrictions for taking photographs, placement of equipment and time constraints for taking pictures after the ceremony.
- **The professional photographer has a maximum of 15 minutes following the celebration for posed pictures in the church (if another celebration directly follows).**
- At no time during the ceremony should the photographer be a *distraction or impede the movement* of the celebration.
- *No flash pictures* may be taken during the celebration, including the procession, by either a professional photographer or members of the congregation.

Use of the Parish Center (Parish Hall) for Receptions:

Arrangements should be made well in advance by calling 407-277-1702.

Parish Contacts:

Parish Office: Telephone: 407-277-1702; Fax: 407-277-1973;

Clergy: Fr. Roland Nadeau, M.S. (ext. 114); Fr. Brian Schloth, M.S. (ext. 111);
Deacon Edwin De Jesus (ext. 115)

Director of Music: Hugh Bowen III (ext. 105)

Director of Liturgy: Deirdre Sweet Smith (ext. 127)

