



Wedding Guidelines

Congratulations on your engagement and upcoming wedding! We are pleased that you wish to celebrate your marriage sacrament at St Patrick Church. These steps will guide you in the preparation of the sacrament of marriage.

STEP 1 – Set the Wedding Date

Contact the parish office to set wedding date in the church prior to any other arrangements, e.g. booking a wedding reception venue, and **at least six months** before the wedding date. The date is reserved after a deposit is paid. Weddings may take place on Saturdays and Fridays. Friday wedding time slots are 9am and 1:30pm and Saturday 11 a.m. and 3:30 p.m.

Please note that if an annulment or dispensation is required, no wedding date can be set until the process is completed. A copy of the church annulment needs to be given to the pastor during the first appointment.

Weddings are not prohibited or discouraged during Advent; however, you must consider the special, penitential nature of these liturgical seasons with regard to decor and colors. No weddings can take place during Lent.

Coordinate the availability of the officiating priest before reserving the church.

STEP 2 – Meet with your parish pastor to start the wedding preparation

Once you have set the date, call the office to check availability, please proceed to schedule a meeting with your pastor at your local parish to begin marriage preparation. If you normally attend St. Patrick Church, then proceed to schedule an appointment with Fr. Tim. If you live outside Oregon, you can meet with your local priest or with the priest who will be presiding at your marriage.

If this is not a first marriage for you and/or your fiancé, or if one of you is not Catholic, please talk to the Catholic priest about this before advancing with the planning of the wedding.

If a priest/deacon officiating at your wedding is not from the Archdiocese of Portland, please inform the St. Patrick office **at least three months in advance** of your wedding date to allow sufficient time to receive a letter of good standing from the cleric's home diocese and the delegation from the administrator (priest) of St. Patrick's.

STEP 3: Complete the required documentation for the sacrament

These are the required documents that you need to **present 6 weeks before your wedding**:

A. Certificates of Baptism: We need to have an official copy, not the original, of your baptismal certificate issued by the parish in which you were baptized and dated no more than six months from the time of the wedding.

Non-Catholic Christians must also submit an official record of baptism, though it may be a photocopy of documentation issued at the time of the baptism.

B. Freedom to Marry Forms: The pastor or the presiding priest (or a priest or deacon in your area) will interview the bride and groom individually to complete a “Freedom to Marry” form for each. In this form, both the bride and groom need to attest their willingness and freedom to marry.

C. Witness Testimony Forms:

The bride and groom must have two witnesses each complete “Witness for the Bride” and “Witness for the Groom” forms respectively. Witnesses should be relatives or close friends; it is preferred that parents are not selected as witnesses. You should receive these forms on your initial meeting with the pastor. If you do not, please notify your wedding coordinator or contact the office. Completed forms must be mailed in to St. Patrick Church, 1623 NW 19th Ave Portland, OR, 97209.

D. Oregon state requirements: An Oregon Marriage License is to be purchased by couples within 60 days of the wedding date and at least 3 days before the wedding for the required 3 day waiting period. The license will be turned in to Saint Patrick Church for recording, then forwarded to the Oregon county in which you purchased the license. Two weeks after your marriage, you may contact the county to purchase certified copies of the license. Applicants for a civil license must be at least 18 years of age.

E. Certificate of Marriage Preparation Classes: As a couple you are required to participate in Marriage Preparation classes at St. Patrick or another endorsed institution (see list at the end of this document) and have the facilitator forward to St Patrick Church a form stating your completion of the class.

Finally, you might also need to present the following documents:

If you had a previous marriage (civil or in the church), please provide the proper documentation that shows you are free to enter a new marriage: divorce decree, or death certificate, or ecclesiastical decree of invalidity (annulment).

If one of you is not Catholic, you need a special permission or dispensation to enter into marriage in the Catholic Church. In such cases, the Catholic party must intend to keep his or her faith as a member of the Catholic Church. He/she must also promise as far as possible to baptize and raise all children born of the marriage in the Catholic faith. The

non-Catholic party is not required to sign or make any promises, but must be aware of the Catholic party's intention and promise.

If you are a regular member of another Catholic parish, you should also request from your pastor a permission to marry outside your proper parish.

STEP 4: RESERVE THE CHURCH

Once it is determined that: (1) the church is available on your proposed date and time, (2) you have read and agree to the St. Patrick Church Wedding guidelines, and (3) the pastor or other priest is available to preside, you may submit the WEDDING CONFIRMATION FORM with a deposit of 50% of the total amount. Deposits must be submitted at least 4 months before the date of the wedding. Cash and check are acceptable forms of payment. Checks can be made out to St. Patrick Church and mailed to P.O. Box 10146, Portland, OR 97296.

Wedding fee at St. Patrick Church:

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| In parish— <i>registered at St. Patrick Church for more than a year</i> | \$600 |
| Out of parish— | \$1, 200 |

These fees include the offerings to the church, wedding coordinator services (rehearsal and ceremony), and the processing and filing of all necessary documents.

Please note that music for the wedding and other wedding services are not covered by this fee, but need to be arranged separately.

If a wedding is cancelled, a written notice must be mailed to the parish office: St. Patrick Church, P.O. Box 10146, Portland, OR 97296. If the wedding is cancelled after all of the appropriate paperwork has been filled out and processed, a cancellation fee of \$300 will be incurred.

STEP 5 – TAKE MARRIAGE PREP CLASSES

All couples being married in the Church should receive marriage preparation. This is intended to help establish a strong support base for your marriage.

You can choose from the following list of marriage preparation courses:

1.- St. Patrick Church's marriage preparation will be done on an individual basis with Fr. Tim and sponsor couples for registered parishioners. For more information, please call the office.

2.- Always Faithful Marriage Prep - Northwest Family Services: 6200 SE King Road, Portland, OR 97666. 503-546-6377. www.nwfs.org. The pre marriage couple inventory, *Prepare and Enrich*, is part of this marriage prep program. The cost is \$235 per couple which includes three group classes, two private sessions, and materials.

3.- Northeast Catholic Counseling Center: 8383 NE Sandy Blvd., Portland, OR 97220. (503) 253-0964. Email: info@nwcounseling.org

4. Mosaic Counseling Associates/ Larry Wood: 1818 SE Division St., Portland OR 97220. 503-970-4136, <http://www.mosaiccounseling.com/about.htm> Private pre-marriage counseling sessions.

In addition, we encourage you also to do the following:

Complete the Prepare and Enrich or the FOCCUS inventory: After their answers are compiled, the couple will discuss the results with a *Prepare and Enrich* facilitator, marriage counselor, a sponsor couple, or with the priest/deacon officiating. Both inventories help the engaged couple to evaluate their relationship and grow in understanding of marriage and each other. *Prepare and Enrich* is recommended.

Attend Engaged Encounter Weekend: The couple may attend this weekend retreat. For more information visit the Catholic Engaged Encounter of Oregon's website at <http://oregonengagedencounter.org/>

Take a class about Natural Family Planning: Each couple is encouraged to participate in classes in order to understand natural family planning. Northwest Family Services of Portland offers a variety of courses in Portland or online. Contact Northwest Family Services: 4805 NE Glisan St., Portland, OR 97213. (503) 215-6377. Email: nfs@nwfs.org

STEP 6: PLAN THE WEDDING LITURGY

After you have submitted your "Wedding Confirmation Form" and your deposit to St. Patrick Church, a church wedding coordinator will be assigned to you. She will contact you to arrange a meeting to go through the different steps and details of the ceremony. Due to the historic and unique nature of the church, a St. Patrick's wedding coordinator

is required to be used even if an outside wedding planner is being used. If you have questions, feel free to contact our main wedding coordinator, Joanne Bruno, at (503) 803-8707, or by email: joannembruno@msn.com

To help you plan your wedding, you should receive the booklet, *Together for Life*, by Joseph Champlin, from the initial meeting with the priest. If you do not receive the booklet, please contact your wedding coordinator or the office.

DRESS CODE

In respect for the sacredness of the church, we ask your wedding party to dress modestly and, if needed, use wraps or shawls.

USE OF CHURCH FACILITIES AND ACCESSIBILITY

Built in 1889, St Patrick Church comfortably seats @ 275 people (18 center rows). Beside the time for the wedding ceremony, you will be allowed in the church one hour before the ceremony on your wedding day and 1/2 hour after the ceremony.

THE NUPTIAL MASS

The Sacrament of Marriage between two Catholics should be celebrated within the Nuptial Mass and must be celebrated in the church proper. Marriages between a Catholic and a non-Catholic Christian (or a non-baptized person) are normally celebrated with the Liturgy of the Word. Please refer to page 10 in *Together for Life* for ceremony outlines.

THE WEDDING REHEARSAL

The rehearsal is usually scheduled on the afternoon of the day before the wedding. All members of the wedding party including readers are encouraged to attend. It is not necessary for musicians, photographers or videographers to be present for the rehearsal. On the day of the wedding rehearsal, please bring your wedding license.

SACRAMENT OF RECONCILIATION

If you are Catholic, in preparation for your wedding, we encourage you to celebrate the sacrament of reconciliation some weeks prior to your marriage.

MINISTRIES FOR THE CEREMONY

To plan your ceremony you will need the following ministries:

Readers: Up to three family members or friends may serve as readers of the Old Testament and New Testament readings and the Prayer of the Faithful.

For a mass:

Gift Bearers: It is recommended that you select two people to bring up the gifts.

Eucharistic Ministers: Two trained Eucharistic Ministers

Note that *altar servers* will not be provided by St. Patrick parish and are not necessary for a nuptial mass.

MUSIC AT YOUR WEDDING

Music must be in keeping with parish liturgical norms. Movie sound tracks, show tunes, and pop songs are not fitting with the wedding liturgy. Only live music is allowed. The coordinator can suggest musicians, vocalists, and music selections and will review your music selections before the wedding. Musicians are to email the list of music to be played at your ceremony to your St. Patrick wedding coordinator 30 days before the ceremony.

Prearrangements should be made with your musicians for payment.

PHOTOGRAPHY AND VIDEOTAPING

Photographers and videographers must consult with the wedding coordinator prior to the wedding. Their work should be done discreetly and unobtrusively. Pre-wedding photos should be completed at least 30 minutes prior to the wedding. Flash photography is limited to the processional and recessional. At no time during the ceremony should the photographer come down the length of the center aisle or enter the Sanctuary. It is the marriage couple's responsibility to inform the photographer and videographer of these St Patrick policies.

PROPER DECORUM IN THE CHURCH

The church is a sacred place. The Blessed Sacrament is reserved in the tabernacle at the center of the church. Throughout your time in the church please observe proper reverence.

Please ask your wedding guests to be quiet and respectful while inside the church. No rice, confetti, birdseed, flower petals, animals, etc., can be used in the church or on the parish grounds. Pictures may be taken before or after the ceremony. Nothing should be removed or changed in the sanctuary itself.

FLOWERS AND OTHER DECORATIONS

Wedding decor must respect the church tone and the liturgical season. Only live flowers are acceptable and may be placed on the high altar in two arrangements. Floral arrangements must arrive at the church arranged and within the timeline established with the wedding coordinator. No decor may be placed on the altar cloth of the high altar, on the lower altar or on the communion rail. If pews are decorated, only clips, plastic hangers or rubber bands may be used. Use of tape, tacks, staples, nails, putty and other means of attachment is not allowed anywhere in the church.

SMOKING AND ALCOHOLIC BEVERAGE

Smoking is not allowed on the church property.

Alcoholic beverages are not allowed on church property by any of the wedding party or guests. Those participating in the liturgy should not be under the influence of intoxicants at the time of the ceremony. This is not so uncommon a problem and can lead to lamentable episodes that you do not want on the date of your wedding. We encourage you to address the topic with those that will accompany you if you think this may be an issue.

WEDDING CONFIRMATION FORM

Please fill out the form below and return to:

Saint Patrick Church
Attn: Administrative Assistant
P.O. Box 10146
Portland, OR 97296

PLEASE CONFIRM THE FOLLOWING:

We have read and understand the "St. Patrick Wedding Guidelines" as found at stpatrickpdx.org and agree to abide by these policies and the instructions given us by the St. Patrick Wedding Coordinator.

We further understand it is our responsibility to ensure that photographers, florists, musicians, and other professionals connected with our wedding, including the wedding party, understand and abide by these policies.

Bride's name :(print) _____
Bride's signature _____
Phone(s): _____
Email: _____

Groom's name: (print) _____
Groom's signature _____
Phone(s) _____
Email: _____

Please, confirm the following information as agreed in conversation with St. Patrick's office. If you need to make any changes, please consult with the celebrant AND your wedding coordinator first. THE WEDDING COORDINATOR WILL CHECK THE CHURCH CALENDAR.

Wedding date: _____ Time: _____
Rehearsal date: _____ Time: _____
Celebrant: _____ Phone: _____ Diocese: _____
Wedding Mass _____ Marriage rite only _____ Language: _____

For office use only:

Deposit: Date _____ Amount _____

Paid in Full: Date _____ Amount _____