

Introduction

Welcome to Saint Francis of Assisi Church Marriage Preparation Program.

We rejoice with you as you begin the preparations for the celebration of your lives together. From the outset, we assure you of our prayers and support.

Christian marriage is a Sacrament in which a man and woman join in a community of love with the possibility of becoming a family. In the love that binds two into one the Christian Community finds an expression of the great love God has for us, a love that binds us to God and to each other as well. The couple confers the Sacrament of Matrimony on each other. In doing so, the two become a source of grace, one for the other. The living out of their commitment to one another for the whole of their lives is a source of renewed grace each day for them, and a reminder to all of us of God's presence and love.

The couple has the opportunity to take an active part in planning the celebration of the wedding liturgy. To help you in the preparation of this important event, we have prepared this pamphlet for you.

We encourage you to read it together and to note any questions you may have so that when you meet with the Priest and the Marriage Preparation Team your talk may be fruitful.

Who may be married at St. Francis of Assisi?

One person must be a registered, participating member of Saint Francis of Assisi parish for six months or provide documentation showing they are a registered member of their local parish for six months prior to their wedding. We recognize that St. Francis of Assisi and Lake Tahoe in general, is a destination wedding location for many couples wishing to marry. Therefore we allow Catholics who are not St. Francis of Assisi parishioners to be married in our beautiful church providing they receive their marriage preparation instruction at their local parish.

Who may officiate?

The parish Priest of St. Francis of Assisi and other Catholic clergy may officiate at the marriage of those who wish to marry at St. Francis of Assisi. Arrangements may be made for the visiting clergy to obtain a license to officiate at the wedding in the State of Nevada from Washoe County. Please have the Catholic clergy contact the Priest at St. Francis of Assisi regarding this matter.

Necessary Documents

The following documents are necessary before marriage:

- Baptismal Certificate – A baptismal certificate issued within the last six months must be obtained from the church in which each person to be married was baptized. Anyone baptized in another Christian Church or denomination needs to present a certificate of Baptism.
- Birth Certificate of non-baptized participant.
- Pre-Nuptial Documentation - The Priest or Marriage Preparation Team will help the couple with this documentation.
- Affidavits stating freedom to marry - the Personal Testimonial Form (affidavits) from a parent, relative or close friend, that each person to be married is free to do so.
- Marriage license issued by the State of Nevada. The civil marriage license may be obtained from the County Clerk's office (865 Tahoe Blvd. #102, Incline Village (775) 832-4166. It must be presented to the Priest or Marriage Preparation Team one week before the wedding.
- Canonical Form - Sometimes it is necessary to obtain a special permission or dispensation before a marriage may take place. The Priest preparing the couple will explain this and assist in obtaining whatever is necessary.
- After the celebration of the marriage liturgy, a notification that it has taken place will be sent to the church of baptism of the Catholic parties.
- A brief story about how you met, what attracted you to each other, why you wanted to marry, and how the proposal occurred? You can add any other pertinent information.

Six Months Preparation

Marriage is an important Sacrament. A sufficient period is given to its preparation. Like most Catholic dioceses, the Diocese of Reno require couples to contact St. Francis of Assisi at least six months before the marriage. The following is part of that preparation.

DIOCESAN RULES

Common Policy for pastoral Marriage Preparation, Diocese of Reno

"Couples are encouraged to contact their Priest and begin formal marriage preparation as soon as they make a decision to marry. As a minimum requirement couples must contact the Priest and begin their preparation at least six months before the proposed wedding date. This is not intended as a "Waiting Period" but rather one of preparation. Therefore the process of such preparation should begin at the first meeting with the Priest or the St. Francis of Assisi Marriage Preparation Team. Concern with the immediate preparation for the wedding itself can make it difficult for the couple to benefit fully from the preparation itself. Thus it is highly desirable for the couple to complete all the steps of preparation at least two months before the wedding date".

The following is part of the preparation.

- **PMI** - During the preparation period, the Marriage Preparation Team helping the couple will provide what is called the Pre-Marital Inventory and/or PMI. This program aids the couple examining mutual feelings and expectations of marriage. Through this program, the couple develops a mature and solid relationship necessary for marriage. It is to be noted that the Priest or Marriage Preparation Team helping the couple may determine there is a question regarding the couple's readiness for marriage. He/they may refer the couple to a professional for evaluation and assessment.

Special considerations:

Persons under the age of 19 who wish to marry will be asked to receive individual evaluative counseling before the marriage can be arranged.

- **Engaged Encounter** - *Besides the PMI Program, the couple attends the following preparation. A weekend (Friday evening to Sunday afternoon) to be shared by the couple with others preparing for marriage. This weekend experience assists in developing communication skills by giving each person the opportunity for honest, intensive sharing about their future lives together. The schedule for the Engaged Encounter, held in the Student Center at Bishop Manogue High School in Reno, NV, may be obtained by calling (775) 324-5683. Your Priest or Marriage Preparation Team may also have a sign-up brochure. There is a fee of \$185 for attending the ECE weekend in Reno. If you live in the San Francisco Bay area the contact information may be found at <http://www.sfcee.org/>.*

Attendance at Engaged Encounter is mandatory for all couples.

- **The Five Love Languages by Gary Chapman.** You will be given this book at your first meeting with the Marriage Preparation Team. You are asked to read it so that you can discuss this book at your second meeting.

Planning the Ceremony

Reserving Saint Francis Church

Please contact Beth and Dieter Krewedl to arrange your wedding date at (530) 587-1172 or email: krewedl@gmail.com. The fee for the use of the church is \$1,500.00. A deposit of \$500.00 is required within fourteen (14) days of booking your wedding to secure your chosen date. Mail all checks to St. Francis of Assisi Catholic Church in Incline Village.

Dates & Times

Wedding ceremonies may be scheduled Saturdays at 11:00 A.M., 2:00 P.M. Due to the variety of parish activities, scheduling at other times on Saturdays is not possible. Other days and times may be available if the couple provides their own clergy.

Church Wedding Coordinator

A church Wedding Coordinator is part of our team and will contact you to arrange a meeting one-month prior to your wedding. At that meeting the logistics of the ceremony will be decided... The church Wedding Coordinator will attend your rehearsal and will be present at the wedding.

Rehearsals

Rehearsals may be held on weekdays. Dates and times are arranged with the Priest. Saint Francis Church is reserved for a period of one hour for your rehearsal. Punctuality is imperative. Rehearsals will not be extended beyond the scheduled time; adherence to the scheduled time is imperative due to other events.

Special Notice Regarding Promptness

You have the use of the church for ninety (90) minutes. This includes photographs. In order for the Wedding liturgy to begin promptly, the couple should arrive in plenty of time before the ceremony: thirty minutes for the groom and ushers, and thirty minutes for the bride and attendants. The weddings at St. Francis of Assisi must remain within certain time limits. Thus, couples should realize that a late start of the liturgy might require shortening or even elimination of certain parts of the ceremony or photographs.

The 2:00 P.M. Wedding Party and photographers must vacate the church by 3:30 P.M., at the latest. No pictures will be allowed after 3:30 P.M.

Planning Your Wedding Liturgy

The liturgy of marriage is a moment of joy and celebration. In our Catholic tradition, we hold that the couples themselves minister this sacrament or the vows to one another. While it is necessary that an official witness of the Church preside over the celebration (normally, a Priest), **the active involvement of the couple in every aspect of planning the celebration is essential.**

The couple should always keep in mind that the ceremony is first and foremost a moment of prayer for all who are present. All aspects of the celebration should reflect the noble simplicity befitting Christian worship.

Planning

To aid in this planning, we use the booklet, *Together for Life* by Joseph M. Champlin (Ave Maria Press, Notre Dame, Indiana), along with a liturgy-planning sheet. On your final meeting with the Priest, you will discuss the specific readings from Scripture and liturgical options that you have chosen. He will help clarify any further questions you may have regarding the ceremony at that time.

Mass or Ceremony?

Should you celebrate your marriage in the context of a Mass or non-Eucharistic ceremony?

When a wedding is celebrated at Mass, the Rite of Marriage takes place after the Liturgy of the Word and the homily. The Liturgy of the Eucharist then follows. When a wedding is celebrated outside Mass, it is celebrated within the context of a Liturgy of the Word, in which the Rite of Marriage takes place after the homily. This Rite concludes with prayers and blessings.

In choosing which format to use you will want to consider the following points:

- What is our relationship to the Sunday Eucharist? Are we faithful to the Church's Sunday prayer? Have we been away from the community's prayer? Have we committed ourselves to returning?
- In light of your answers to the above questions, is Mass or a Liturgy of the Word the better context for the celebration of our marriage?
- If one of you is from another faith tradition and so will be unable to share Holy Communion if the wedding is celebrated during Mass, you may want to consider what this means. Do you want to include something in this celebration in which only one of you will be able to take part?
- Who will your guests be? Is the celebration of the Eucharist the best way to help them be with you and pray with you at your wedding?

Music

Welcome to the process of planning music for the celebration of your marriage. Please keep in mind that all music chosen needs to be appropriate for a sacred liturgy. Some love songs, while beautiful to listen to, may be more appropriate at the reception than at the wedding itself. A general guideline is that any sung music (by cantor, soloist, or choir) should be sacred in nature. A list of musicians available at St. Francis of Assisi is provided. Our musicians and cantors charge a separate fee. You are free to use whomever you wish, however, a \$50 surcharge will be charged for any musician/group who is not directly associated with our parish.

Music of a liturgical or sacred nature is encouraged.

We look forward to working with you to create a meaningful and lovely wedding for you.

Flowers

As sacred art reflects the joy of the Paschal Mystery celebrated in all Catholic liturgies, flowers add an important element of festivity to a wedding. Given the elaborate interior design of the Church, decorations should reflect simplicity and should not interfere with the liturgy. Flowers are never placed on the altar itself.

The Church environment is decorated according to our liturgical calendar. There are certain colors used during the different seasons which will be prominent and which may influence your decisions as to arrangements.

None of the Church decorations or furniture may be moved for a wedding. Please be respectful while working in the sanctuary area.

To preserve the church furniture, no staples, wire or tape may be attached to the pews. Flowers or bows may be tied on the end of the pews with rubber bands or plastic clips.

It is the responsibility of the florist/wedding party to see that any items placed in the aisles are removed after the ceremony and that the Church is left tidy and orderly.

Bridal Runners

Due to insurance liability risk, bridal runners are not allowed.

Rice, etc.

Birdseed, confetti, rose-petals, bubbles, etc. create a safety hazard. There is a clause in our insurance policy prohibiting such items. We ask you to inform your guests that none of these be thrown in, around or in front of the church.

Parking

There is parking provided for the wedding adjacent to the Church with an overflow parking lot located on Kelly Dr. Please note that the driveway on the south side of the Church is one way.

Bride's Room

Space is available in the Church Hall downstairs. The Wedding Coordinator will assist you in this matter.

Photos/Videos

Great care must be taken to insure that nothing interferes with this sacred event. Please review

with the photographer(s)/videographer(s) the enclosed information that offers guidelines for your wedding memories.

Check List

1. Give the marriage preparation materials to the Marriage Preparation Team or Priest/deacon who will officiate at your wedding. After your first meeting with him, you will know what direction your preparations will take.
2. Spend time together reading the many prayers and scripture readings from which you will make choices for your liturgy. Two months before the date of your ceremony, get together with the Marriage Preparation Team/Priest to make the final selections.
3. The Church Wedding Coordinator will meet with both of you one month prior to your wedding. The coordinator will be present at the rehearsal as well as at the Wedding.
4. A non-refundable deposit of \$500 must be made within two weeks of reserving the date for your wedding ceremony. The balance of \$1000, and any additional fees, is due one month prior to your wedding date. Also at that time the balance of the church fee will be paid, including any additional charges
5. Talk with the photographer/videographer and give him/her a copy of the church guidelines.
6. Get your Nevada Wedding License.

Schedule of Stipends And Other Information

Use of Church*	\$1500.00 (Payable to St. Francis of Assisi)
Stipend to Priest	At your discretion (usually \$100-200)
Wedding Ceremony Coordinator	\$100.00
Wedding Preparation when the marriage ceremony takes place in another Church	\$300.00
Musician/Cantor	Prices vary – contact individuals

Please make individual checks payable to each instrumentalist, singer, Wedding Coordinator and Priest. They should be given to the respected parties at the wedding rehearsal.

*A \$500.00 deposit is required at the time of booking to reserve your date. The balance of \$1000.00 is due no later than one month prior to your wedding date.

Contact Information

Scheduling Your Wedding:

Beth and Dieter Krewedl (530) 587-1172 krewedl@gmail.com
Marriage Preparation Team

Rectory Office (775) 831-0490 sfsecy@pyramid.net

Fr. William Nadeau Pastor (775) 831-0490 williamomi@msn.com

Wedding Ceremony Coordinator (775) 831-0490

Musicians:

Tim Callicrate (775) 831-2009 tim2tahoe@msn.com

Ellen Daleke (775) 831-5095

Linda Pittman (775) 832-7669

Syl Purdy (775) 831-1898

Scheduled Times for weddings are:

Saturday: 11:00 A.M.
2:00 P.M.

Other days and times may be arranged if you provide your own clergy.

Following is information for your photographer/videographer that you may give to her/him prior to your wedding ceremony.

Instructions for Photographers

Photography is permitted within specified guidelines. Because a wedding is a Sacrament and Sacred ceremony, the following rules will apply. They allow for appropriate coverage of the wedding, while eliminating distractions. The service begins with the processional music.

1. The photographer must report to the wedding church coordinator at least~30 minutes before the ceremony to review procedures and locations.
2. No flash pictures may be taken during the service or ceremony. No additional equipment to enhance the lighting of the sanctuary is permitted.
3. The entering procession may be photographed with flash only as it approaches the center aisle. The photographer may NOT be on the sanctuary floor at any time during the service and ceremony.
4. The entering procession may not be stopped for individual photos.
5. Pictures with no flash during the service and ceremony may be taken from the midpoint of the center aisle. The Church Wedding Coordinator will determine the exact location.
6. As the couple return down the center aisle, flash photographs from the center aisle to the church exit are permitted.
7. After the ceremony, photographs may be taken under the direction of the Church Wedding Coordinator. The number of pictures that may be taken depends of the available amount of time remaining. The photography session following the wedding must finish 90 minutes after the scheduled beginning of the wedding. No exceptions can or will be made. We request that the wedding party remains silent, and that the photographer is as quiet and respectfully reverent as possible.
8. The Church Wedding Coordinator will show the photographer other suitable areas around the Church grounds that may be used for photographs.
9. The photographer and wedding couple understand that, if the rules are not respected, the Church Wedding Coordinator has the authority to ask the photographer to leave and photos will not be permitted.

Instructions for Videographers

Videography is permitted within specified guidelines. Because a wedding is a Sacrament and sacred ceremony, the following rules will apply. They allow for appropriate coverage of the wedding, while eliminating distractions. The service begins with the processional music.

1. The videographer must report to the Church Wedding Coordinator at least 30 minutes before the ceremony to review procedures and locations.
2. Weddings may be videotaped, with this restriction: Any camera inside the sanctuary or visible to the guest must be stationary and mounted on a tripod but can be operated by an attendant. It is expected the camera operator will be as unobtrusive as possible. Appropriate attire should also be worn. Equipment is allowed only at the midpoint of the center aisle during the ceremony.
3. No additional equipment to enhance the lighting of the sanctuary/church or the recording of sound is permitted.
4. The Church Wedding Coordinator will show the videographer other suitable areas around the Church grounds that may be used to video photographs.
5. The videographer and wedding couple understand that, if the rules are not respected, the Church Wedding Coordinator has the authority to ask the photographer to leave and photos will not be permitted.