



Celebrating Marriage at Lumen Christi Parish

Revised September 2005 Updated July 2008

Congratulations to both of you!

Your engagement is a special time for each of you, for your families and friends, and for your entire parish community. This is a time of new beginnings, of love, of promise, and of hope. The Church is blessed and encouraged by your willingness to make this commitment of life and love to each other.

Your wedding celebration will be a special and grace-filled time in your lives. The Church welcomes you to celebrate and solemnize your wedding in the context of Christian prayer. Indeed, so important is marriage in Christian life that it has been instituted by Christ as a sacrament: Christian marriage makes Christ, in his love, sacramentally present. Choosing to have your wedding within the liturgy of the Church indicates that you look upon your wedding as a religious event and understand the faith that is necessary to celebrate this sacrament.

Great care is taken to see that the prayer for this special moment is reverent, graceful, beautiful, and open to the movement of God's Spirit among us. As much care should be taken in planning and preparing for the liturgy as is taken for planning all the other aspects of a wedding. Our celebrations of the sacraments, marriage included, are always rooted in listening to the scriptures so that we can be nourished and strengthened by God's Word. We always celebrate the sacraments in the context of community. We gather our brothers and sisters in faith and ask for their prayerful support. These celebrations are incomplete unless they are filled with song, with prayerful gestures, and with the silence in which we hear the voice of God in our lives.

In this spirit, the parish church of Lumen Christi provides the following guidelines. These guidelines insure that care and attention are given to the most important aspects of your marriage preparation.

May God bless you during this special time of reflection and preparation.

Father John D. Hemsing, Pastor

Father Peter J. Berger, Associate Pastor

And the entire Pastoral Staff of Lumen Christi Catholic Church

Who May Marry in our Parish Church?

Registered members of our parish may celebrate their weddings at Lumen Christi. Either the bride or groom or both should be registered and participating in the parish (giving of time, talent and treasure) for nine months before the wedding date. In special circumstances, couples who are not registered at Lumen Christi may be married at the parish. However, the Catholic parties must be registered and participating in a Catholic parish where they live, and have permission of their pastor to be married outside of their own parish. Usually in this case all the marriage preparation will take place through the parish where the Catholic parties live and are registered.

The importance of your participation in the life of the parish community cannot be stressed enough. As a faith community, it is vital that we all gather on a regular basis to hear God's Word and share in the Eucharist. It is also vital that we do all we can to offer our time, our talents and our treasure with the community of Lumen Christi, thereby sharing in God's work. Feel free to contact the Parish Office at 262-242-7967 to discuss the many opportunities available to share your unique gifts and talents.

What is Involved in the Preparation Process?

In 1994, the Catholic Bishops of the State of Wisconsin amended their policy concerning the preparation of engaged couples for the Sacrament of Matrimony. Lumen Christi adheres to this policy. What follows is a summary of the steps involved.

A. Scheduling the Wedding

You are expected to contact the parish office at least nine (9) months before the time you wish to marry. If you are not registered at Lumen Christi Parish, and are not registered at any other parish, you must register in the parish first before a wedding date can be finalized. You must then contact the parish office so that we can provide you with information regarding the availability of wedding dates at Lumen Christi. At that time the office personnel will also obtain some preliminary information about each of you. We strongly suggest that you contact the parish office prior to arranging a date with a reception hall or caterer.

After your initial contact with the parish office, one of the parish clergy will be in contact with you to arrange the first meeting with you as a couple to begin the marriage preparation process. A payment of \$100.00 will reserve your wedding date on the parish calendar. This is an administrative fee that helps to defray the costs to the parish of preparing for and celebrating your wedding.

Weddings may be scheduled for Friday afternoons after 3 pm and before 6 pm and on Saturday mornings at 11:00 am or 2:00 pm. These are dependent on the availability of the presiding priest or deacon. There are times in the church liturgical year, such as Lent and Advent, when the celebration of weddings is less appropriate. No weddings will be scheduled during Lent. Advent weddings will be scheduled only in special circumstances. Because of the busy schedule of parish priests, deacons, and musicians, weddings between Christmas and New Year's are rarely scheduled.

B. Preparation for the Sacrament of Marriage

As part of your preparation, there are several opportunities for you as a couple to deepen your understanding of the Sacrament of Marriage, as well as deepen your own relationship. You are invited to reflect on the beauty and richness of marriage from the perspective of our Catholic faith. This will include what the Bible has to say about marriage, as well as Catholic doctrine concerning the sacrament of marriage and the moral issues of marriage and family. The following steps are meant to assist you in this understanding and reflection.

1. **Discussions with the priest or deacon.** The priest or deacon who will be presiding at your wedding will meet with you to discuss the meaning of the sacrament of marriage, as well as your understanding of this sacrament and why you choose to marry in the Church. He will explain the whole preparation process and what tasks need to be accomplished first. He will also assist you with the following paperwork, which is placed on permanent file here at the parish:
 - a. **Pre-nuptial questionnaire.** This questionnaire contains basic personal and family information, your own sacramental history (baptism, confirmation, etc), as well as questions to determine that you are free to marry in the Catholic Church;
 - b. **Affidavits.** If the priest or deacon decides it is necessary, an affidavit for each of you must be obtained from people who know you well and can testify that you are free to marry. The priest or deacon will take this testimony. These witnesses can be parents, other family members, or friends but they must be individuals who have known you your entire adult life.
 - c. **Baptismal Certificates.** You must provide an updated copy of your baptismal certificate. Each Catholic must obtain a recently issued copy of this/her baptismal certificate (within 6 months of the wedding date). This can be done by phoning or writing the church where you were baptized and asking them to send the baptismal certificate directly to Lumen Christi. The original certificate issued at the time of your Catholic baptism cannot be accepted, since only a recently issued certificate will include notations of the other sacraments you have received. Other baptized Christians who are not Catholic must present a record of their baptisms also. In their case, a copy of an original baptismal certificate is sufficient.
 - d. **Other documents.** The priest or deacon will let you know if any special circumstances related to your marriage require additional documentation. If either one of you has been married before, special paperwork must be processed. If it is determined that a church annulment is needed, this process can take up to 18 months to complete. Church marriages cannot be scheduled until the necessary annulment has been granted.

2. **Archdiocesan Enrichment Program for the Engaged.** This program is offered as a day-long Saturday event or as a Friday/Saturday overnight event. It is your responsibility to register for and attend one of these programs. The program includes some short talks by married couples and by a priest, with the majority of time given to the two of you to talk and share around specific topics and tasks of marriage. **Visit their website for more information:** www.archmil.org
3. **FOCCUS: Pre-marriage Inventory.** You will be scheduled to take the FOCCUS questionnaire and inventory and then discuss the results with one of the parish's marriage preparation couples. The questionnaire and inventory is comprised of several statements to which you are asked to agree or disagree. Your answers are scored and compared with each other's. The inventory is meant to facilitate an extended discussion between you and the married couple about the many areas of joy and challenge in married life. This process is designed to affirm the strengths of your relationship, as well as point out areas that you, as a couple, may need to explore further.
4. **Sacrament of Marriage: The Catholic Perspective** This 1½ hour session is conducted several times throughout the year at Lumen Christi Parish. This required session will shed important understanding to your marriage as a sacrament and the profound difference this can make in your married life. Dates, times, and how to register for this session will be provided.

Additionally, you have the obligation to obtain a **MARRIAGE LICENSE** from the county court house in the Wisconsin county in which you reside. If your residence is in another state, the marriage license must be obtained in Ozaukee County, the county in which Lumen Christi parish is located (county offices are in Port Washington). Each of you needs to provide a birth certificate. You must apply for the license between thirty (30) and eight (8) days before your marriage. The license expires after thirty days. You cannot get married in the Church if you do not have a marriage license. Additional information on marriage license requirements is provided in the marriage packet you will receive from the priest arranging your wedding.

The “BANNES OF MARRIAGE.” The publication of the banns of marriage is a notice of your wedding in the parish bulletin (on the three preceding Sundays leading up to your wedding date). This is part of a larger process of inquiry through which your freedom to enter the Sacrament of Matrimony in the Church is established. The parish office will see to the publication of these banns.

C. Preparation for the Wedding Liturgy

The priest or deacon, in your discussion with him, will provide you with a booklet that explains the various parts of the wedding liturgy. After your initial discussion with him, you will need to contact either Peggy Hughes (262-242-7968), Director of Music and Liturgy in Mequon, or Margaret Caldwell (262-512-8982), Director of Music and Liturgy in Thiensville to arrange a time to discuss the details of your wedding liturgy.

The following are some helpful questions/answers to get you started. Again the priest/deacon and the Director of Music and Liturgy will guide you in your planning.

Should our wedding happen outside of Mass or within Mass?

Some people seem to think that a couple is not *really* married unless the wedding takes place within a Mass. This is not true. Early in your marriage preparation it will be determined if the marriage should be celebrated outside of Mass (designated a marriage ceremony) or within Mass (designated a nuptial Mass). It is important first to understand the difference between the two. Every nuptial Mass consists of three parts: the Liturgy of the Word, the Marriage Rite, and the Liturgy of the Eucharist (including the reception of communion). The marriage ceremony consists of two parts: the Liturgy of the Word and the Marriage Rite. The Liturgy of the Eucharist with reception of communion is not part of a marriage ceremony. If your marriage is celebrated within a marriage ceremony, one of the parish deacons may be the officiating clergy, or otherwise known as the presider.

Your desires in this matter should center around what form of liturgy will best enable the particular wedding assembly to celebrate with the both of you. Consider the following:

- √ Are both of you Catholic? If not, how does the non-Catholic feel about celebrating marriage within a nuptial Mass?

- √ Do you regularly attend Sunday Mass? Has Mass been an important and regular part of your lives. Have you been away from Mass for a long time? Have you committed yourselves to returning?

- √ Who will your guests be? Is the celebration of the Eucharist the best way to help them to be with you and pray with you at your wedding? For instance, if many of your guests are from outside the Catholic community or are non-practicing Catholics, you may want to consider a marriage ceremony rather than a nuptial Mass.

What planning for the wedding liturgy do we need to do?

In your discussions with the priest or deacon, you will be provided with a marriage planning book to assist you. You will use this book to help plan your marriage liturgy. In it you will find options for the exchange of marriage promises (vows), the general intercessions, and the scripture readings appropriate for use at weddings.

√ **Readings.** Besides the suggested scriptural readings, it is also acceptable for other scripture passages to be used. However, non-scriptural passages are never used in place of the scripture. You are encouraged to select readings so that a common thread or idea connects the Liturgy of the Word. If you have difficulty finding readings that reflect the message you want to convey, you should talk to the priest/deacon or to the Director of Music and Liturgy for further suggestions. Three readings are used: the first one should be from the Old Testament, the second one from one of the epistles (New Testament letters), and the last one, of course, is from one of the gospels (Matthew, Mark, Luke, or John). Your readings serve as a foundation from which your music is selected with the assistance of the Director of Music and Liturgy.

√ **General Intercessions.** You may use the suggested general intercessions or write your own. If you write your own, refer to the format and options given in your wedding planning book. When completed, a copy of the written petitions should be given to the priest or deacon.

√ **Unity Candle.** The “Unity Candle” is a recent tradition that is neither mentioned nor required by the liturgical documents of our Church. However, if you wish to light such a candle after exchanging your vows, it is understood that you will provide the unity candle itself. An appropriate candle-holder will be provided by the parish. **The parish will also provide the two individual candles from which the unity candle is lit.** [Another option is to use the unity candle during the meal prayer at your reception.]

√ **Decorations/Liturgical Environment.** Please see Appendix A for details.

Who are the ministers for the celebration?

√ **You, the couple.** In the Roman Catholic tradition, you, the bride and groom, administer the sacrament of marriage to one another. For all of us who are your guests, you become a sign of God’s fidelity and love. We celebrate that sacramental reality with you at your wedding.

√ **Presider.** Ordinarily, the priests or deacons of Lumen Christi will officiate at weddings celebrated in the parish. You may invite a priest or deacon who is a friend or relative to concelebrate with the parish priest/deacon, or even to preside at your wedding by himself without the presence of the parish clergy. In this latter case, you first need to obtain permission from the Lumen Christi parish priest. He will then secure the appropriate ecclesiastical delegation for the visiting presider. In such instances when there is a visiting presider, the preparation process will still ordinarily be completed under the direction of the priest at Lumen Christi. He will also communicate with the visiting priest or deacon regarding church and parish policy on the celebration of wedding liturgies. In the case of weddings where ministers of other Christian denominations or other faiths are taking part, the appropriate adaptations will be made after the parish priest’s or deacon’s consultation with you and the other minister.

√ **Music Ministers.** One of the directors of music and Liturgy at Lumen Christi always conducts the consultation and planning session with the engaged couple. The usual practice is that musicians from Lumen Christi will be the principal musicians at your wedding. In the event that they are not available, the Director will assist you in securing a guest musician.

All music chosen must be in accordance with Archdiocesan guidelines and reflect the religious and sacramental nature of marriage. Also, at the time of the consulting session with the Director of Music and Liturgy, all the liturgical services the parish offers to you are explained. These services primarily include assistance in outlining your order of worship for the wedding and having an organist and a cantor present to enable the assembly's participation in singing. You are responsible for creating, duplicating and distributing your orders of worship (the wedding programs).

You may invite instrumentalists and soloists from outside our parish to be involved, but you are to discuss this possibility first with the Director of Music and Liturgy during your consulting session before making any arrangements or commitments. As a norm, all music involving the participation of the assembly is led by a trained cantor from Lumen Christi.

Any non-parish musician you bring in is to be remunerated by you. Neither the Director of Music and Liturgy nor Lumen Christi Parish has any financial responsibility toward outside musicians you arrange for.

√ **Members of your family and friends should become involved in the liturgical celebration.** Some suggestions are:

► **Lector (Reader).** The lector proclaims the Old and New Testament readings and may read the petitions of the general intercessions. The priest/deacon will proclaim the gospel. It is suggested that you have at least two (2) people chosen to serve in this ministry. Ordinarily the lectors should be Roman Catholic. In choosing whom you want to read, be sensitive to the following questions:

- Do the persons have experience as a lector?
- Are they comfortable reading in front of a group?
- Do they have the necessary gifts for proclaiming God's Word effectively and reverently? This includes good posture, good eye contact, projection, and the ability to proclaim slowly, with meaning and good diction.

The lectors' presence at your wedding rehearsal is required. This will give them the opportunity not only to practice in the worship space with the sound system, but also to be informed of logistics.

► **Gift Bearers.** If you are having a nuptial Mass, another way for family members and/or friends to participate is by bringing up the gifts of bread and wine for the Liturgy of the Eucharist. Two (2) people are sufficient for doing this. Here again, they should plan on being present at your wedding rehearsal.

► **Eucharistic Ministers.** If you are having a nuptial Mass, you or members of your wedding party, family members, and/or friends who are Eucharistic ministers in their home parishes may serve in that capacity at your wedding. They also must attend the wedding rehearsal so that they can become familiar with the worship space and logistics.

► **Ushers (Ministers of Hospitality).** In addition to seating the guests, handing out and picking up the orders of worship, and attending to other physical details, ushers help to offer a warm, welcoming atmosphere for celebration by extending a smile and greeting of some sort to those entering church. This simple gesture helps ease the stranger coming to our church for the first time. Prior to your rehearsal, each usher should be given a copy of Appendix B, which lists the ushers' responsibilities. Ushers are expected to be at your rehearsal.

► **Attendants.** Only two witnesses are actually required for the celebration of marriage. In choosing attendants, it is strongly recommended that no more than *five (5) couples, including the maid or matron of honor and the best man*, be part of the bridal party. More than this number cannot comfortably be accommodated, and detracts from you, the bride and groom, who are the most important people in the wedding. Furthermore, it is strongly recommended that only children over the age of five participate as ring bearers of flower girls.

D. Rehearsal / Wedding Day

Following are some helpful questions/answers related to your rehearsal and wedding day.

► **When is the wedding rehearsal?**

Usually the evening before your wedding, at a time you determine with your presider.

► **What is needed at the wedding rehearsal?**

In addition to the members of your wedding party, readers, gift bearers, eucharistic ministers, and ushers, you will need to bring the following items:

- copies of your wedding program (orders of worship)
- your marriage license
- church stipend and any fees for musicians not already given to the Director of Music and Liturgy
- your General Intercessions (if you have chosen to write your own)
- your unity candle (if you have chosen to use one)
- your updated parish registration form

Your rehearsal will begin promptly at the assigned time, and the rehearsal will take no more than one hour. In consideration to all concerned, please be on time.

► **Are photography and videotaping of the wedding allowed?**

Yes, with certain restrictions. Please see Appendix C.

► **Is there a bride's room available?**

There is a small room available as a bride's room at both locations. It is strongly recommended, however, that bride and bridesmaids come dressed to the church. If this is not possible, then only the bride should get dressed at the church. The bride's room offers few amenities for more than the bride to get dressed there. Whatever the case, all personal items must be collected after the wedding, any trash disposed of, and the room left in a clean condition.

► **Should we have a receiving line at church?**

Receiving lines seem to be more appropriate at the reception following the wedding. Your time to use the church is limited. One hour and forty-five minutes is allowed for your wedding liturgy and pictures afterwards. Because of this, it is suggested that there be no receiving line at the church.

► **May our guests throw rice, birdseed, confetti, flower petals, etc as we depart?**

No. To avoid any hazard to safety and to minimize custodial work, the throwing of any substance is not allowed.

► **May the wedding party consume alcohol at church?**

No. There will be no drinking of alcohol at the church for either the rehearsal or the wedding. Furthermore, any evidence of intoxication in any member of the wedding party after their arrival at the church for the wedding will result in that person not being able to participate in the wedding ceremony. If either of you, the bride or the groom, have been drinking, it will be necessary to cancel the entire wedding ceremony. There will be no use of alcohol or drugs on the church grounds at any time.

► **What address for the church should we include on our invitations?**

The locations of Lumen Christi Parish for wedding invitation purposes are:

Lumen Christi Parish - Mequon
Corner of Mequon and Range Line Roads
Mequon WI

Lumen Christi Parish –Thiensville
138 W Buntrock Ave
Thiensville WI

RESPECT FOR SACRED SPACE

We ask the couple to remind their family and friends involved in the rehearsal and in the wedding that they are in a place of worship and should always conduct themselves in a way that shows reverence for this sacred space. This includes proper attire for the rehearsal as well. No shorts or tank-tops, please.

SACRAMENT OF RECONCILIATION

Prepare to receive the fullness of God's blessings by receiving the Sacrament of Reconciliation in advance of your wedding. This is a time of very special grace in your life and the life of your families. It would be a fine idea to ask your family and friends to also receive this sacrament as preparation for your wedding.

FEES / OFFERING TO THE PARISH

- ▶ \$100.00 payment payable to Lumen Christi Parish at the time of scheduling the wedding on the parish calendar.
- ▶ \$75.00 sacramental stipend payable to Lumen Christi Parish at time of wedding.
- ▶ If you or one of your immediate families are not registered members of Lumen Christi, an additional offering of \$400.00 to the parish will be asked at the time of the wedding.
- ▶ Information on fees for musicians will be provided by the Director of Music and Liturgy.

AFTER YOUR WEDDING

If you are planning to live in the Mequon area after your wedding, we hope you will be part of our parish community. Please feel free to call on us to help you in any way we can.

CONCLUDING THOUGHTS

As mentioned earlier, as much care should be taken in planning and preparing your liturgy as is taken for planning all the other aspects of our wedding. If you have any questions along the way, feel free to ask any of the parish ministers involved in your preparation.

May your celebration of the Sacrament of Marriage truly be a joyous occasion, reflecting God's love for you, as well as your love for God and the community that celebrates with you.

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SUMMARY CHECKLIST

- _____ Meet with the parish priest/deacon and schedule the wedding date. The priest/deacon will schedule subsequent meetings with you.
- _____ Await a call from a married couple of the parish to schedule, and eventually complete, discussions using the FOCCUS inventory.
- _____ Schedule, and eventually complete, the Archdiocesan Enrichment Program at your earliest convenience at www.archmil.org
- _____ Attend the session *The Sacrament of Marriage: The Catholic Perspective*
- _____ Obtain recent copies of your baptismal certificates.
- _____ Choose the scripture readings for your wedding liturgy.
- _____ Call the Director of Liturgy and Music to plan your wedding music.
- _____ Finalize scripture readers and other liturgical ministers for your wedding liturgy.
- _____ Create and print your orders of worship.
- _____ Obtain your marriage license thirty (30) to eight (8) days before your wedding.
- _____ Distribute copies of the information attached to the florist, photographer, and ushers (Appendix A, B and C).
- _____ Ensure that everyone will be at your rehearsal on time. Bring the items listed on page 8 of this booklet.
- _____ Wedding Day! Take a deep breath. In a simple prayer, offer yourselves to God who brings you to this day and loves you more deeply than you can even imagine.
- _____ Continue to grow in your faith as a married couple by being an active member of either Lumen Christi Parish or another Catholic parish near where you will be living.

APPENDIX A: MAKE SURE THE FLORIST RECEIVES A COPY OF THIS!

THE ENVIRONMENT OF THE WORSHIP SPACE

Flowers

Many desire to place floral arrangements in the church. Please observe the following when making arrangements with your florist:

1) *“Flowers ... are particularly apt for the decoration of the liturgical space, since they are of nature, always discreet in their message, never cheap or tawdry or ill-made.”* (Environment and Art in Catholic Worship, #102)

2) Floral *“decoration should never impede the approach to or the encircling of the altar or any of the ritual movement and action, but there are places in most liturgical spaces where it is appropriate and where it can be enhancing”* (EACW, #102).

At the Mequon site, floral arrangements may be placed at either side of the altar on pedestals provided by the florist or ones that the parish furnishes, or in the front of the altar. At the Thiensville site, floral arrangements may be placed in the front of the altar. Floral arrangements are **not** to be placed **on** the altar or **attached in any way to the unity candle stand (Mequon site)**. Floral arrangements may be placed in front of the ambo (lectern) or on pedestals against the back wall of the sanctuary.

3) *The whole space is to be considered the arena of decoration, not merely the sanctuary.”* (EAWC, #102)

Floral arrangements may be placed in the back of church at either side of the main aisle. These flowers, especially if they are fragrant, would be a gracious sign of welcome. If flowers are to be used to decorate the ends of pews, they should be used at regular intervals along the entire length of the aisles. Flowers or bows **may not be attached with tape to any of the pews or any of the church furniture.**

4) We welcome any floral arrangements you may wish to leave in the church after the celebration of the wedding. Your flowers would continue to enhance parish worship and be a fine gift to Lumen Christi Parish. We also respect your plans to bring these arrangements to your reception hall.

5) Finally, in all instances, we remind you that there may be no alteration of any of the seasonal church decorations, especially that of the Christmas and Easter seasons.

Aisle Runner

It is not necessary to have an aisle runner. However, if a couple chooses to have an aisle runner for personal reasons, arrangements are made through the florist. The length of the aisle at Lumen Christi Mequon is 75 feet. The length of the aisle at Lumen Christi Thiensville is 40 feet. The ushers are responsible for removing the runner and disposing of it.

Candles

Lumen Christi provides the altar and sanctuary candles for weddings. The couple is responsible for providing the unity candle if they have chosen to have one. The individual candles to accompany the unity candle are also provided by Lumen Christi. No other wax candles besides the unity candle are permitted in the church.

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APPENDIX B: PLEASE MAKE SURE EACH USHER RECEIVES A COPY OF THIS!

USHERS' RESPONSIBILITIES

- 1) Be present at the rehearsal and learn the locations of the sacristy, bride's room, and the restrooms.
- 2) Arrive at the church 45 minutes before the wedding.
- 3) Be available to assist the priest/deacon with the moving of and placement of any sanctuary furniture.
- 4) Obtain the orders of worship from the sacristy. Place enough copies at the places where the bride and groom and attendants will be seated. Distribute the orders of worship to the other guests when you usher them into their pews.
- 5) If there is to be an aisle runner, be sure that it is securely attached to the carpet at the sanctuary entrance ready for you to pull down the aisle after all the guests are seated.
- 6) **Begin to seat the guests no later than 20 minutes before the ceremony is to begin.** Please seat the guests by filling pews from front to back, leaving only the necessary pews for the parents and families of the wedding couple and the wedding party in the front.
- 7) Close all doors into church once the wedding party is down the aisle, unless the priest/deacon instructs otherwise. Be alert to seat any latecomers down the side aisles.
- 8) During the ceremony, position yourself so that you can keep an eye on the entire assembly, including the wedding party. If anyone becomes dizzy or ill, immediately help them out of church with as little commotion as possible.
- 9) At the end of the ceremony, before the wedding couple recesses up the aisle, open the doors of the church into the vestibule
- 10) After the ceremony, the ushers should:
 - Help move the sanctuary furniture back to its original position.
 - Pick up the aisle runner and, if disposable, bring it to the trash containers located at the lower parking lot by the parish school.
 - Check the vestibule, rest room and bride's room for any empty flower boxes and wrappings, and dispose of them.
 - Pick up any orders of worship left in the pews and check for forgotten photographic equipment and clothing.
 - See to it that the unity candle, the aisle runner, pew decorations, flower boxes, flowers (if they are going to the reception), and all personal belongings are taken.
- 11) If you have any questions about your responsibilities, ask the priest/deacon at the rehearsal.

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APPENDIX C: PLEASE MAKE SURE EACH PHOTOGRAPHER RECEIVES A COPY OF THIS!

PHOTOGRAPHY AND VIDEOTAPING

The celebration of marriage is a sacred moment of rejoicing in prayer, song, and gesture. We understand the desire to record this moment, and so we have studied carefully the different locations from which pictures might be taken without disrupting the assembly's prayer. We ask you to observe the following so that the sacred joy of this day will not be marred by photo and taping equipment and those who operate it:

- 1) Flash photography is not allowed during the liturgy.
- 2) Videotapers are not permitted to roam about the church during the liturgy.
- 3) Photographers and videotapers are not permitted to interfere with the processional and recessional.
- 4) Additional microphones for video may be placed in the sanctuary only if they are wireless and do not interfere with the sound system of the church and its wireless frequency.
- 5) Only the lighting already available in the church may be used. No additional lighting may be brought into the church for the ceremony.
- 6) Before and after the wedding, the church will be open for the taking of pictures (flash allowed). If group photographs are to be taken before the wedding, arrangements should be made with the priest/deacon to ensure that there are no conflicts with other scheduled liturgies.
- 7) Photography may be taken during the ceremony from the **perimeter** of the seating area only. Video cameras must be stationary during the entire ceremony and set up either in the back of church or along the sides of the church.
- 8) Pictures after the wedding should be limited to 30 minutes to avoid conflict with other services. Respect should always be given to the presence of the Blessed Sacrament reserved in the Tabernacle in the sanctuary (Mequon site) or in the side chapel (Thiensville site).
- 9) If there are any questions, please check with the priest prior to the service.

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