

Contact Information

St. Thomas Parish

305 1st Street
Waterford, WI 53185
262-534-2255

Pastor: Fr. Edward Tlucek, O.F.M.

Cell: 219-689-5742 e-mail: etlucek@gmail.com

Deacons: Jim Nickel, e-mail: buffnick@tds.net

Mike Hoffman, e-mail: mike-hoffman@live.com

Parish Secretary: Kelly Hill

262-534-2255 x242

Music Minister: Christina Kuenzi

e-mail: ckuenzi.wind.water@gmail.com

FOCCUS Coordinator: Deacon Jim Nickel

e-mail: buffnick@tds.net

St. Clare Parish

7616 Fritz Street
Wind Lake, WI 53185
262-895-2729

Pastor: Fr. Edward Tlucek, O.F.M.

Cell: 219-689-5742 e-mail: etlucek@gmail.com

Deacons: Jim Nickel, e-mail: buffnick@tds.net

Mike Hoffman, e-mail: mike-hoffman@live.com

Parish Secretary

262 – 895-2729 E-mail: bulletins@tds.net

Music Minister: Christina Kuenzi

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FOCCUS Coordinator: Deacon Jim Nickel

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MARRIAGE GUIDELINES



St. Clare of Assisi Catholic Church

7616 Fritz Street, Wind Lake, WI 53185
262-895-2729, e-mail:
bulletins@tds.net

St. Thomas Aquinas Catholic Church

305 First Street, Waterford, WI 53185
262-534-2255, e-mail:
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The exchange of vows and rings are profound symbols of unity. **The Unity Candle is not part of the Church's liturgy. If used, it would be appropriate to use it at the wedding reception, lit and in front of the groom and bride.**

Flowers serve to add color and festive atmosphere to the celebration of a wedding. They should not so overwhelm the space that the sense of it being a church is lost. Flowers **MAY NOT** be placed on the altar itself or in such a way that obstructs the priest's movement around the altar. There are to be no flowers in any of the aisles due to the fire hazard created. **Lastly, under no circumstances** should the seasonal décor of the parish be moved for the sake of wedding decorations.

If flowers or bows on the pew-ends are planned, you are **NOT TO USE TAPE OF ANY KIND** to attach them! No tape should be applied to any wood surface anywhere in the church.

It is the sole responsibility of the florist and/or the wedding party to remove from the premises all flowers, and decorations before the next service begins.

There is **no dropping of flower petals** or the throwing of rice or bird seed. Aisle Runners are not permitted. This is a safety hazard and is to be avoided. Unity Candles are not part of the Church's liturgy. If used, it would be appropriate to use them at the wedding reception.

After the Wedding please assign your ushers to clean up everywhere: pews, sacristies, vestibule, basement, etc. All clean-up should be completed no later than 3:00 P.M. at St. Clare and 3:30 P.M. at St. Thomas.



THE REHEARSAL

Rehearsals are usually scheduled the evening prior to the wedding. The average length of a rehearsal is one hour. Rehearsals may be scheduled on other days of the week depending on the availability of the parish personnel.

Please have everyone ready to begin **ON TIME**. The rehearsal is a time to practice what has already been decided, so make sure that everyone knows their position, responsibilities. Please make sure to invite anyone who is scheduled to read at the celebration.

The wedding is a religious ceremony in a sacred place. Proper dress and behavior are expected during the rehearsal and the wedding. No smoking is allowed in church; no consumption of alcohol or other behavior-influencing chemicals are allowed anywhere on the parish grounds before, during, or after the rehearsal or wedding.

Please bring to the rehearsal:

- The marriage license,
- All fees for the musician, etc.,
- Wedding Programs, etc.

THE WEDDING CEREMONY AND ART & ENVIRONMENT INSTRUCTIONS

Please make certain that everyone is **ON TIME**. Remember that the church is a sacred place and that no alcohol or behavior-influencing chemicals are allowed on Church property/ consumed before the wedding ceremony. If the bride, groom or other attendants are involved in such actions, the pastor or deacons has the right to postpone the marriage. Such a marriage could be considered invalid because of the lessening of one's freedom to give full consent to the marriage.

Photos are to be taken in a reverential manner. Photographers and videographers must talk to the priest or deacon before the ceremony to determine the parameters of their movement during the ceremony. Flash pictures are allowed during the processional and recessional but not during the ceremony itself. Normally there is plenty of time to take photos after the service. All photos must be finished by **3:00 P.M. at St. Clare** and **3:30 P.M. at St. Thomas**.



INTRODUCTION

Congratulations on your decision to marry. We hope that the preparations for the celebration of the sacrament of Marriage will deepen your love and your commitment to each other and strengthen the church. Marriage is one of the seven sacraments, which are at the heart of our Catholic Faith. Sacraments are not the prayers of individuals alone but of the whole church. Consequently, the wedding day does not “belong” to the bride and groom; your wedding is the celebration of a sacrament and thus belongs to the whole church. In this context we invite you to prepare for your wedding. Please know that the faith communities of St. Thomas and St. Clare will keep you in prayer.

WHAT IS REQUIRED?

As Marriage is a sacrament of the Catholic Church, there are some essential conditions which you must meet:

- At least one of you must be an **active** member of the Catholic Faith. In addition to regular participation at Mass, one or both of you should be registered members of St. Thomas or St. Clare Parish. In an interfaith marriage, the Catholic party is required to make a promise to continue living the Catholic faith and doing all in his/her power to have children baptized and raised as Catholics.
- Recent Baptismal Certificates are required of both Catholics and other Christian Denominations. These can be obtained by contacting the Church in which you were baptized.
- Both of you must be **free** to marry. If one or both of you have been married previously, you must speak to the pastor about your situation.
- There must be enough time for us to help you prepare for the sacrament. The Catholic Common Policy for the State of Wisconsin requires a minimum of **six months**. It is not uncommon for couples to contact us a year or more in advance.
- Both must be willing to make a permanent commitment to each other, which will be open to having children and will include a promise of marital fidelity. You will be asked to make these promises during the wedding ceremony.

The Sacrament is usually celebrated in the parish church in the presence of a priest or deacon and two witnesses. As such, it can be a very simple ceremony. Church weddings do not have to be elaborate or expensive.

THE ASSESSMENT & INSTRUCTION PHASE

1. Requesting a date for the wedding:

Please contact the parish office to request a date for the wedding before making arrangements or commitments with caterers, reception halls, etc. Weddings can be scheduled on any day except Sundays and Holy Days. On Saturdays the latest a wedding can be scheduled at St. Clare Parish is 1:00 p.m. and at St. Thomas Parish it is at 1:30 p.m. Weddings are discouraged during the seasons of Advent and Lent. No dates are finalized until the couple has successfully completed the assessment and instruction phase.

2. The initial meeting with the pastor or deacon:

Set up a meeting with the pastor as early as possible but at least six months in advance of the wedding. At this time he will explain the preparation process and fill out the initial set of papers. If one or both of you have not been practicing your faith, or if one or the other has not received the Sacrament of Confirmation, you will be asked to participate in an RCIA (Rite of Christian Initiation of Adults) or adult Confirmation program to aid in the growth of your faith and to deepen your spirituality.

3. FOCCUS Inventory:

The FOCCUS Inventory helps to identify strengths and challenges in your relationship. A trained married couple will walk you through the process and help you to identify places you can continue to grow and develop in your relationship.

4. Enrichment Day for the Engaged:

Visit the **Archdiocese of Milwaukee** website, click on Ministries & Offices, then click on Marriage and Family to register for the Enrichment Day for engaged couples sponsored by the archdiocese. Once you have completed the program you will be e-mailed a certificate of completion. Please download, print and bring it to the next session with the person presiding at your wedding celebration. This will be included in your wedding file at the parish.

5. Additional Instruction:

The pastor or deacon will meet with you for an additional meeting. At this meeting, you will discuss the readings and the details of the ceremony. You will meet with the pastor again shortly before the wedding to finalize your plans.

6. Meeting with the Director of Music:

You will also meet with the Parish Director of Music at least two months prior to the ceremony. The Director will help you choose appropriate music for your wedding. The Parish Musician is responsible for playing the organ or piano at your wedding and receives a fee for his/her services.

Spiritual Preparation:

With all the excitement of preparing for your wedding, please remember that you are really preparing for the **Sacrament of Marriage**. The most important element of your preparation is the spiritual because this is what will be important to you as the years go on.

- We recommend, and strongly encourage you to **pray together** often and regularly.
- **Attend Mass together every weekend.** If this hasn't been your practice, start a new one now. Studies show that couples who actively practice a faith have happier and longer lasting marriages and better values to pass on to their children.
- Finally, **receive the Sacrament of Reconciliation** before your wedding. This will help you to have a wonderful and spiritually new beginning.

FEES

A free-will offering can be made to the parish for the use of the church and the serve provided by the pastoral staff of the parish. The fee for the Parish Musician is normally \$150.00. If the Parish Musician also cantors during the prayer an additional \$50.00 is added to the above-mentioned fee. All out of parish musicians and cantors must be approved by the Music Minister. There are additional charges for additional music elated rehearsals. There is no set fee for the pastor or deacon, but an offering is usually made. In cases of need, most of these fees can be waived.

Most couples discover early on in their preparation how expensive a wedding can be! We encourage couples to share the joy of their wedding with the poor - those who are commended to our care by the Lord in a special way.

