

Our Lady of Lourdes Catholic Church

**The Celebration of the Sacrament of
Matrimony**



Our Lady of Lourdes Catholic Church

508 Breckenridge Lane

Louisville, KY 40207

(502) 896-0241

Rev. David Sánchez

Pastor dsanchez@ourlourdes.org

As you begin your preparation for the sacrament of Matrimony, the parish community at Our Lady of Lourdes rejoices with you and offers you our sincere prayers and support.

The commitment of lifelong love and fidelity which you undertake in Matrimony is a powerful sign of your faith in God and in each other.

The following guidelines, which supplement the [Archdiocese of Louisville's Matrimony Guidelines](#), will help you plan your ceremony.

Who may be married at Our Lady of Lourdes?

Members of the Parish

All registered members of the parish who are baptized Roman Catholic, whether they reside in or outside of the parish boundaries.

Children of the immediate family of registered members of the parish.

Non-Members of the Parish

All baptized Roman Catholics in the parish boundaries who are not current members.

Baptized Roman Catholics who are not members and live out of the parish boundaries.

They are encouraged to join Lourdes' parish and be active participating members for at least one (1) year.

Those who are members of another Catholic parish and do not wish to join Our Lady of Lourdes.

These individuals are required to secure a Delegation Letter from their current pastor before setting a date in Lourdes' parish calendar.

Matrimony Preparation

No less than six (6) months before a Matrimony date, those wishing to marry are to **contact the Pastor, Fr. David Sánchez**, by e-mail at dsanchez@ourlourdes.org.

At least one individual wishing to get married must be a baptized Catholic.

Following the Archdiocese's directives; all couples, including those wishing to validate a civil Matrimony, are required to receive **pre-Matrimony instructions**. Various options are available, as found on Lourdes' website. The Pastor will review details of the options with each couple.

FOCCUS (personality inventory test) will be taken by the couple and discussed with the Pastor before the celebration of the sacrament.

The bride and groom will request a copy of their **baptismal certificates** from the church where they were baptized, and the church will send an original copy by mail or e-mail to Our Lady of Lourdes within six (6) months of the ceremony date.

If one of the parties has received an **annulment**, he or she is to bring copies of the Church's annulment decree and the civil divorce decree to the Pastor.

Couples wishing to **validate a civil Matrimony** in the church are to bring a copy of their Matrimony certificate, and baptismal certificate.

The bride and groom's father or mother are to schedule an appointment with the parish office to complete the [Freedom to Marry Affidavit and Supplementary Oath form](#) (aka Form M-B).

Liturgy of the Ceremony

The Matrimony Rite

- I. Matrimony is a Catholic sacrament.
- II. The Rite of Matrimony is an act of worship by the couple and their guests, all of whom are asking for God's blessing for the couple as they begin their married life.
- III. The center of the Rite of Matrimony is the couple's solemn exchange of vows.
- IV. Lector – Experienced readers are to be selected from among your relatives and friends to read the Scriptures.
- V. Eucharistic Ministers - Relatives and friends who are commissioned as Extraordinary Eucharistic Ministers in any Catholic parish may serve as Ministers of Communion at your Matrimony. Our Lady of Lourdes' Church Coordinator for the sacrament will help you determine how many ministers you will need.

Celebrants

The normal celebrants of the sacrament of Matrimony are the bride and the groom. The witness of the sacrament within the Mass is the priest. The normal witness outside the Mass is the priest or a deacon. Our Lady of Lourdes' Pastor is the main celebrant for the sacrament of Matrimony at Our Lady of Lourdes' church. Deacons may witness the sacrament without Mass.

Concelebrants

A visiting priest or deacon may witness the sacrament at Our Lady of Lourdes if he is properly qualified according to Catholic Church law. Please advise the parish Pastor if you plan to invite another priest or deacon to witness at the sacrament. If they are visiting from another Diocese, they need to present a letter of good standing from his diocese. The visiting priest and/or deacon are asked to adhere to the Regulations and Guidelines of Our Lady of Lourdes. A concelebrant can read the gospel and preach. The main celebrant will witness the vows.

Ecumenical Matrimony

For couples who enter an ecumenical sacrament, we welcome, indeed encourage, the minister of the non-Catholic party to take part in the ceremony, if you wish. In the spirit of Ecumenism, it's highly recommended that the solemn exchange of the vows of Matrimony does not include the Holy Sacrifice of the Mass but is celebrated in the context of the Liturgy of the Word. The non-Catholic minister will be invited to read the first or second reading.

Ceremony Times

No more than one Matrimony will be scheduled each weekend. The sacrament may be scheduled on Friday evening or any weeknight no later than 7:00 p.m. On Saturday, the sacrament may be scheduled no later than 1:00 pm. It can be celebrated in the context of Sunday Vigil Mass (Saturday Evening) after 6:30 pm.

As a parish, if the celebration of the sacrament of Matrimony is scheduled on a Saturday before the anticipated vigil Mass in Ordinary Time, then the Ritual Mass for Matrimony and its readings are used. But if the sacrament is scheduled during or after a Saturday evening parish Mass, then the Mass of that Sunday is used.

No Matrimony will be scheduled at Our Lady of Lourdes the week of and the week following the Feast of Christmas and the Feast of Easter.

Order of Celebrating Matrimony (OCM) 32 – If a Matrimony is celebrated on a day having a penitential character, especially during Lent, the pastor is to counsel the spouses to take into account the special nature of that day. The celebration of Matrimony on Friday of the Passion of the Lord and Holy Saturday is to be avoided altogether.

No sacrament will be scheduled at Our Lady of Lourdes on major civil or religious holidays or the same date as a parish fund raiser (e.g. Memorial Weekend, Independence Day, Labor Day, Thanksgiving Day, Summer Picnic, Oktoberfest, etc.).

Church Stewardship

The stipend for the use of the Church is \$650 for members of Our Lady of Lourdes and children of members: \$850 for those who have been members of Our Lady of Lourdes for less than one (1) year; and, \$1050 for non-members. This stipend is due within 30 days of securing a date on the parish calendar.

Payment should be made out to Our Lady of Lourdes. The stipend covers the Church Coordinator, and the use of the church for rehearsal and the ceremony three (3) hours before the celebration of the sacrament and one (1) hour after. The stipend does not cover the cost for musicians, cantor, servers, the use of the Grotto for pictures, the florist, decorators, photographers, videographers, etc.

There is no established offering for the priests or deacons officiating. However, direct monetary gifts for the priests and deacons witnessing the sacrament is appropriate and appreciated.

Refund Policy

In the event of cancellation six (6) months or more before the Matrimony date, 80% of the fees paid is refundable. If the cancellation request is less than six (6) months before the sacrament date, 20% is refundable.

Church Coordinator

The parish's Church Coordinator, if used, for the sacrament will support the couple, in partnership with the Director of Music, Mr. Wilson Wilder (wilsonw@ourlourdes.org), in planning the flow of the ceremony. This includes identifying participants and how they will participate.

All decorations for the church must be approved by the Church Coordinator.

During the rehearsal, the Church Coordinator will partner with the celebrant in guiding the party through the ceremony. On the day of the sacrament, the Church Coordinator will greet the party up to three (3) hours before the ceremony and will guide the party through the final preparation.

Musicians, including Instrumentalists and Vocalists

All music and the ceremony are to reflect the reverence and dignity of the occasion, intensifying and enhancing the Christian meaning of the liturgical ceremony. No recorded music is to be used during or before the ceremony.

As our policy, the best source for the selection of the music is the parish hymnal. Secular music (music not composed for the liturgy) is not an appropriate choice for any liturgy, including the sacrament of Matrimony. These songs do not meet the criteria in content, intention, or ability for participation.

All instrumentalists and vocalists must be approved by the parish's Director Music, Mr. Wilson Wilder (wilsonw@ourlourdes.org), before they are engaged for a ceremony. Additional musicians (e.g. violinist, flutists, cellists, brass instruments, etc.) can be engaged, at the couple's discretion, at the musicians' established rates.

Fees for any additional musicians are paid directly by the couple to these individuals before the ceremony.

Plans for a ceremony's music and instruments are made in consultation with Mr. Wilder. Please contact Mr. Wilder after the first meeting with the Pastor.

Aisle Runner, Rice, confetti, etc.

Because it is a safety issue, the use of an aisle runner, throwing of rice, confetti, potpourri, birdseed, flower petals, balloons, bubbles, etc., inside or outside of the Church property is prohibited.

Photographer and Videographer

In honor of the sacredness of the Rite of Matrimony and the couple, photographers and videographers are to be as inconspicuous and very respectful and professional.

Prenuptial photos must all be taken by thirty (30) minutes before the ceremony. The church is available for pictures up to three (3) hours before and thirty (30) minutes after the ceremony.

No cameras that click or flash may be used during the ceremony.

The ceremony may be videotaped, but the videographer must use only the available light in Church, no floodlights are allowed. Video cameras may not be stationed between the white pillars or in the sanctuary.

All cameras and video cameras must be stationary at one of the designed places in the Church. (Please see Diagram 1.)

Guests attending the sacrament are asked to refrain from taking pictures during the ceremony. All cell phones and electronic devices must be turned off throughout the liturgy.

Rehearsal

The rehearsal is to be scheduled with the Pastor during the first meeting. The rehearsal will require an hour. It is important that the full party arrives on time and all are attentive throughout the rehearsal.

As the liturgical celebration is conducted by the celebrant and guided by the parish's Church Coordinator for the sacrament, there is not a role, at the church, for an external Consultant/Planner.

Readers are strongly encouraged to practice before and during the rehearsal.

Ministers (i.e. cross-bearer, lectors, gift bearers, communion ministers) who were not at the rehearsal must meet with the Church Coordinator at least 30 minutes before the ceremony to receive instructions.

Musicians are not required to attend the rehearsal.

You are welcome to leave items such as programs and guest book in the church following your rehearsal. However, do not leave any valuables unattended in the dressing room or in the church.

Maturity of Participants

Children included in the party must be mature enough to follow instructions and prayerfully participate in the ceremony. No children under four (4) years of age can participate in the ceremony without an accompanying adult and approval by the Pastor.

Decorations

Couples should consider the liturgical season when choosing a date. The decorations of the sanctuary are to remain in place, during the ceremony. The sanctuary is available for decorating up to three (3) hours prior to the ceremony. Glue, nails, staples, or anything that might leave a mark or residue on the finish of altars or pews are not allowed. It is preferable to use rubber bands or string if it is necessary to hold decorations in place.

No floral arrangements or candles are to be placed on the Altar. Live plants are to be handled with care and kept away from the candle flames.

According to the Liturgical Commission of the Archdiocese of Louisville, "Only natural flowers and plants are to be used." Therefore, the use of silk or plastic flowers is discouraged.

The parish encourages the couple to donate one or two flower arrangements for the weekend liturgy to honor the newly married couple. The arrangements can be placed in front of the Altar and/or in front of the Ambo.

All window, aisle, and outside decorations used during the ceremony must be removed within an hour after the ceremony is over.

Food and Drink

The church building does not have ice machines or water fountains. You may bring bottled water into the church. Chewing gum, food, and beverages are not allowed in the worship area of the church building.

Due to the seriousness of the event, (Canon Law 1095, 1^o: *Those who lack the sufficient use of reason*) absolutely no consumption of alcohol or drugs will be tolerated before or during the rehearsal and not before or during the celebration of the sacrament. Anyone, believed by the celebrant, to have engaged in such behavior will not be allowed to participate in the ceremony - this includes the bride and the groom.

Parking

Accessible parking restrictions are not in force at the church during the celebration of Matrimony. It is advisable for the bridesmaids to park on the side of the church near the Accessible Ramp, for groomsmen to park along the front of the church, and for limos to park at the main entrance by the covered walkway.

Smoke Free Campus

Please respect the parish's smoke-free policy. Smoking is prohibited throughout the church campus, including all buildings and grounds.

Getting Ready Before the Ceremony

The party is encouraged to get ready at home, making the parish's cry room, located in the back of the church, available as a dressing room for the bride's final preparation. The room includes a full-length mirror. You may wish to bring a clothing rod and a stool.

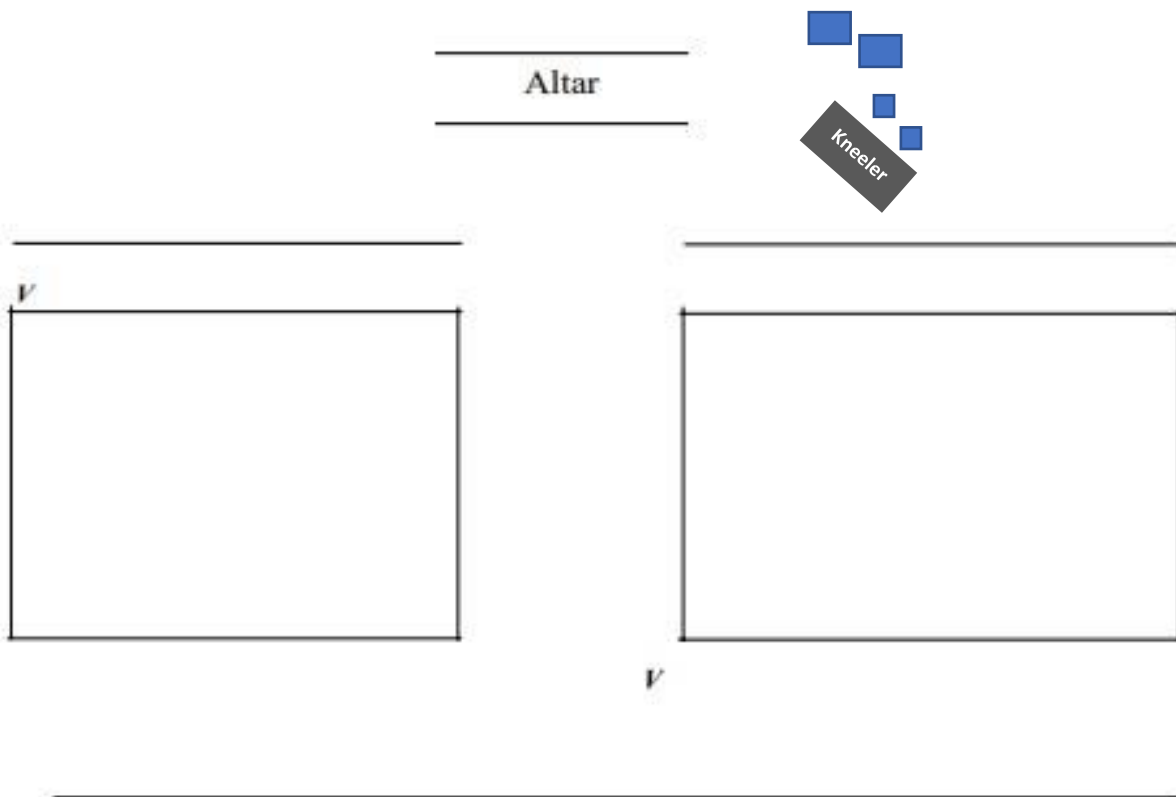
Parties are not allowed in any other parish buildings or rooms outside of the church.

After the Ceremony

The bridal couple is responsible for ensuring the church is clean and all items are removed no later than an hour after the ceremony. Please assign a party, not to be in the photos directly after the ceremony, to assist with transporting items to the reception and cleaning up after the ceremony.

Photographer/ Videographer Setting

Diagram 1.



The Order of Celebrating Matrimony

Prelude

Processions

- Grandparents Processional
- Groom and Parents Processional
- Bridesmaids' Procession
- Bride and Parents
- Entrance Chant (Gathering Song)

The Introductory Rites

- Gloria (dependent upon the Liturgical Season)
- Opening Prayer

The Liturgy of the Word

- First Reading
- Psalm
- Second Reading
- Alleluia
- Gospel
- Homily

The Celebration of Matrimony

- Questions Before Consent
- The Consent Blessing and Giving of Rings
- The Universal Prayer

*The Liturgy of the Eucharist

- *Offertory
- *Prayer over the Gifts
- *Eucharistic Prayer
- *Preface
- *Holy
- *Memorial Acclamation
- *Doxology
- Lord's Prayer
- Nuptial Blessing
- Sign of Peace
- *Breaking of the Bread
- *Lamb of God
- *Communion Song

The Conclusion of the Celebration

- Prayer after Communion Final Blessing Recessional

**** This is not part of the Roman Catholic celebration of Matrimony outside of Mass.***

Matrimony Guidelines Check List

- Contact the Pastor at least six months prior to the tentative date.

- Within thirty (30) days of securing a date on the parish calendar:
 - The stipend for the use of the Church is \$650 for members of Our Lady of Lourdes and children of members; \$850 for those who have been members of Our Lady of Lourdes for less than one (1) year; and, \$1050 for non-members. This fee is due within 30 days of securing a date on the parish calendar. The stewardship payment, to be paid by check or cash, may be delivered to the Parish Office at 508 Breckenridge Lane, Louisville, KY 40207 or mailed to Our Lady of Lourdes using the same address.

- Directly after the first meeting with the Pastor:
 - Contact the parish's Director of Music, Wilson Wilder (wilsonw@ourlourdes.org) after your first meeting with the Pastor. (Do not contract with any outside musician prior to contacting Mr. Wilder)
 - The couple is to request copies of their baptismal certificates from the church where they were baptized. The church is to send the original copies by mail or e-mail to Fr. David (dsanchez@ourlourdes.org).
 - The bride and groom's father or mother is to schedule an appointment with the parish secretary (502-896-0241) to sign the Freedom to Marry Affidavit and Supplementary Oath (Form M-B documents).
 - Couple is to register in a Matrimony Preparation Program of their choice. Details are available on the Lourdes website. Once the program is completed, the couple is to bring a copy of program's certificate to the Pastor.

- Two (2) months before the sacrament - Call the Pastor to schedule a planning day for the rehearsal two months prior to the sacrament.

- Within a month of the sacrament - Get a civil license from County Clerk office (where the bride resides) and bring it to the celebrant no later than a week before the sacrament.

- Before printing the program for the ceremony, and no later than one week before the sacrament - Bring or e-mail the final draft of the program for the ceremony to the celebrant for his approval.

- Day before – Make every effort to be on time for the rehearsal.

OUR LADY OF LOURDES MATRIMONY AGREEMENT

WE WISH TO RESERVE OUR LADY OF LOURDES CATHOLIC CHURCH FOR OUR MATRIMONY.
We have read and understand the guidelines for the sacrament at Our Lady of Lourdes.

COUPLE:

Bride _____ Groom _____
Printed

Signature _____

_____ Address _____ Address _____

_____ City, State, Zip _____ City, State, Zip _____

_____ Phone _____ Phone _____

DATES:

Rehearsal: _____ Ceremony: _____

Date Time **FEES:** Date Time

Our First Stewardship to the parish:

Parishioner (>1 year): \$650 _____

Parishioner (<1 year): \$850 _____

Non-Parishioner: \$1,050 _____

Other Fees:

Parish-Provided Servers: 2 - \$25/ea. _____

Use of the Grotto for Pictures: \$50 _____

Total: _____

Our Lady of Lourdes is a non-smoking campus.

Smoking is not allowed anywhere on the campus.

Participants in the rehearsal and celebration of the sacrament are not to be under the influence of drugs or alcohol while on the church campus.

No food or snacks are permitted in the church.

Payment Date: _____ Check #: _____