

**Guidelines
for
Celebrating Marriage
at
St. John Neumann Church**

**St. John Neumann Parish Office
9633 E. State Route 37
Sunbury, Ohio 43074**

740-965-1358

www.saintjohnsunbury.org

Updated December 2018

Your wedding day is a very special day of your life for you and for those who share the day with you. On this day, you make a covenant with each other and with God in the presence of the clergy, your relatives and friends as witnesses to this beautiful sacrament.

We at St. John Neumann Church want your wedding to be memorable and fully significant. Our wedding preparation program has been thoughtfully designed to assist you in planning and preparing your Wedding Mass or Ceremony. Please read and follow the guidelines. If you have any questions, please do not hesitate to call us. Be assured that we are sensitive to the fact that there may be special situations where exceptions to these Wedding Guidelines and/or the suggested stipends may be needed. Any exception should be discussed with, and approved by, the pastor.

May our Lord bless you in your decision for marriage in the Catholic Church and may good St. John guide your path to unity in God's sacrament.

Scheduling.....

In general, the following are preferred times for weddings:

- 1) Saturday mornings at or after 10:00am
- 2) Saturday afternoons, at Noon or 1:00pm
(weddings cannot begin later than 1:00pm)
- 3) Friday evenings with a start time of 5 or 6pm.

There are no Sunday weddings. Times are subject to approval by the pastor.

*The rehearsal time is always the night before the wedding.

Preparation...

Marriage Mentors

When you meet with the director of marriage family life and are approved for marriage at St. John Neumann's and have initialized any necessary paperwork, you will be given a pre-marital inventory called Fully Engaged. Fully Engaged is a tool created to help engaged couples prepare for married life in very practical and spiritual ways in accordance with the principles and traditions of our Catholic Christian faith. Once this inventory has been scored, you will be assigned to a married couple in our Marriage Mentor Preparation Ministry. As facilitators of the Fully Engaged inventory, the mentor couple will guide the two of you through a consideration of the major categories of married life. This usually occurs over several meetings between the couples. Once you have completed the sessions we ask that you take a brief on-line survey about the process. This may be found on the parish website by entering "marriage prep survey" in the search option or at the following link: http://www.saintjohnsunbury.org/marriage_prep_survey. Your feedback is helpful to improve our process.

Intimacy in Marriage course with NFP instruction

While meeting with your marriage mentor couple will make up the majority of your marriage preparation program, you are also both required to attend an Intimacy in Marriage course and a medical introductory session to Natural Family Planning (NFP). The Intimacy in Marriage course will introduce you to the church's theology on sexuality in marriage as well as encouraging you to grow in intimacy with your fiancé through couple prayer. This class lasts one hour and is presented here at St. John Neumann typically on a Saturday morning.

The both of you will also need to take a medical introductory session to a NFP planning method. A medical introductory session to NFP will be taught here at St. John Neumann but you can also take this instruction elsewhere in

the diocese. There are many methods and teaching styles and we want you to fit a method that best suits your needs.

Contact information for alternative NFP instruction

Columbus Diocese Family Life Office NFP basic class and follow-ups:
<http://www.columbuscatholic.org/natural-family-planning>
614-241-2560

If the dates and times of these classes do not meet your needs there are other options which may incur a cost to you.

FEMM Health Clinic: Columbus@femmhealth.org
614-360-9995

Couple to Couple League www.ccli.org

They offer virtual and on-line self-paced classes.

Here is a link to a local physician who we know is supportive of couples who use NFP: Dr. Alan Murnane - Westar OB/GYN - now with an office at 65 E. Granville St at Sunbury Square seeing new patients. Website: www.westarobgyn.com Dr. Murnane is a member of the American Association of Pro-Life Obstetricians and Gynecologists (AAPLOG) - www.aaplog.org

On the third Saturday of alternating months both the Intimacy in Marriage course and an NFP introductory session are taught on the same mornings for ease of scheduling. These combined sessions last three hours. The Director of Marriage and Family Life will notify you of the schedule for the year so that you might pick which course date best fits your schedule.

Online Marriage Preparation...

If an engaged couple is not able to go through the parish's marriage mentoring program, for instance, if the couple is separated due to military deployment, or living in separate states and can't find enough time to be together in one place, or they both live in another state and want to be married at St. John Neumann, there is an online option. It is called Catholic Marriage Prep Online. See www.catholicmarriagepreonline.com If you are considering this online marriage prep course, you should discuss it with your preparing clergy at your first meeting. If approved, at the completion of the course, the program will produce a "certificate of completion" that should be given to your preparing clergy at St. John Neumann. The couple will still be required to go to the Intimacy in Marriage course and an introductory session on Natural Family Planning.

Sacrament of Reconciliation...

Marriage is a beautiful sacrament of the Church and the beginning of a new way of life. It should be received while in the state of grace in one's relationship with Christ. Therefore, Catholics are asked to make a good confession of their sins in the Sacrament of Reconciliation prior to their wedding. Confessions are at 3pm every Saturday at St. John Neumann, or you can call the pastor (or another priest) for a private appointment in order to celebrate Reconciliation. You can also visit with another priest in a different parish to go to Confession.

Documents you will need

There are some documents required by the state, the diocese and the parish. Your preparing clergy, at your first meeting, will provide you with a helpful and easy to use Marriage Check-List to review the necessary paperwork for your wedding.

Marriage License.....

The civil license for marriage is to be presented to the wedding coordinator at the wedding rehearsal. We recommend you apply for your license at least two to three weeks before your wedding because of the Ohio five-day waiting period. Wedding licenses are good for 60 days.

Please bring the entire license packet to the wedding rehearsal.

Application for License must be made under oath by BOTH of you to the Probate Court of the county in which either resides:

Delaware County Marriage Licensing Dept.
88 N. Sandusky St.
Delaware, OH 43015
First floor, M-F 8:30 a.m. - 4:30 p.m.
www.co.delaware.oh.us/COURT/probate/index.php/formsservice/marriage
740-368-1884

Franklin County Court Probate Court
Marriage Licensing Dept.
373 S. High St.
Columbus, OH 43062
23rd floor 8:00 a.m. - 4:30 p.m.
www.franklincountyohio.gov/probate/departments/marriage.cfm
614-525-3898

Our staff will file the completed civil paperwork after the ceremony.

Planning the Liturgy and Music

Friends and relatives of the couple may participate in the liturgy in various roles:

- Readers for the two scripture readings, the Prayers of the Faithful and even the responsorial psalm (although this is often sung).
- If you are having a wedding mass you can also choose two persons to bring the bread and wine to the altar at the offertory time.
- Ushers and guest book attendants are optional.
- For the wedding to be valid, it must have two official witnesses (of adult age). Depending on which county issues your marriage license, witnesses may be required to sign the document.

Music for the Liturgy...

A Church wedding is not only a very personal event but also a Sacrament of the Church. As such, the religious nature of the ceremony must be carefully preserved. However meaningful some music may be to the couple personally, the principle that governs the acceptability of wedding music is the religious aspect. Popular songs and secular music do not have a place in a liturgical celebration which includes music selected as prelude music. Additionally, pre-recorded music is not permitted in the Church. All musical selections are subject to the approval of the SJN Music Department staff.

The music for your wedding should be planned jointly by you and the Music Director or their staff. Planning the music should begin **no later than two months** prior to the wedding date. The Parish organist generally serves as the principal musician at St. John Neumann weddings and bears the responsibility of ensuring the proper performance and timing of the various musical portions of the wedding liturgy.

St. John Neumann is blessed with several gifted and experienced vocalists accustomed to providing liturgical music and familiar with SJN's accompanist and the acoustical demands of the liturgical space. Either male and female voices or combinations of those are available. Couples desiring to utilize a vocalist or instrumentalist other than those already approved by SJN, should make that request to the Music Director at least three months prior to the wedding date. In the event that the wedding couple arranges for all non-SJN musicians to provide their music, there will still need to be a SJN staff member present for any rehearsal in the church as well as the wedding itself to manage the sound system and ensure the proper use of the space and instruments.

Worship aids...

It is strongly recommended that you provide your guests with an Order of Service or Worship Program to assist your guests in their active participation at your wedding celebration. This is especially important when the wedding will be celebrated within a full Mass.

Officiating Clergy

Our pastor or deacon usually perform the weddings here at SJN, however, if you should wish another Catholic clergyman to perform your ceremony they must be licensed by the State of Ohio and assume responsibility for all necessary paper work and pre-marital interviews and counseling. Delegation by the Pastor of St. John will be necessary. Please contact the Secretary of the State of Ohio for information pertaining to the civil license necessary for an out of state priest or deacon to marry you:

**Secretary of State
30 E. Broad Street
Columbus, Ohio 43266
(614-466-4980)**

Any priest or deacon is welcome to concelebrate. Please make this request at your initial meeting with our pastor or deacon.

Other Liturgical Details.....

Receiving Lines...

Our very active parish necessitates that we keep your wedding within a time frame that will allow others the use of our church. As such, receiving lines or row by row dismissals are not permitted at the church.

SJN Wedding Coordinators....

The SJN Wedding Coordinators are parishioners of the church and have been delegated by the pastor to oversee all parish wedding rehearsals and ceremonies according to the guidelines of the Catholic Church and SJN parish. SJN weddings are conducted according to the liturgical and sacramental guidelines of the Church, not according to the prevailing trends of the current culture or the wishes of the participating families. Any exceptions must be discussed with the Wedding Coordinator before the day of the rehearsal so she has time to discuss it with the clergy. SJN Wedding Coordinators also offer assistance to the bridal party and family on the day of the wedding and assist any visiting clergy. Please feel free to contact Terri Scott at Terrioh2@aol.com (614)-554-7164 or Tami Wetzel at tamiwetzel85@gmail.com (740) 815-4854 after your initial meeting with the Director of Marriage and Family Life.

Outside Bridal Coordinator...

Sometimes a couple will choose to employ a bridal coordinator to assist them in the finer details of preparing for marriage and reception. St. John Neumann welcomes these coordinators in their role of providing support for the couple. The SJN wedding coordinator is responsible for adherence to the liturgical guidelines of the church and will conduct the rehearsal for that purpose.

Church Etiquette

- Because it is illegal in the state of Ohio to contract marriage in an inebriated state, no alcoholic beverages are permitted on the church property before or during the wedding. **NO EXCEPTIONS.** Church policy also requires that no alcohol be present on the property after the wedding. We request that food and non-alcoholic beverages (except water) not be brought into the Church, particularly the bridal dressing room. However, if the bridal party does need to eat something and hydrate before the wedding, we kindly ask that you remove all trash from the bridal dressing room before you depart our premises.
- Our entire campus is a non-smoking environment. We ask that you refrain from smoking anywhere in our buildings.
- We ask that furnishings and fixtures be left in place unless the SJN wedding coordinator gives permission for them to be moved.
- All belongings of the wedding party and guests need to be removed from the church and dressing room immediately after the wedding ceremony.
- Rice, flower petals (including silk flowers), birdseed, or balloons (or anything that needs cleaned up) may not be used as part of the wedding celebration inside or outside the church.

Stipends and Fees

Facility Usage Fee...

Active-Registered Parishioner:

There is a \$100.00 facility usage fee, which is due at the time of the couple's first meeting with clergy. The office can accept cash or a check.

Non Active-Registered Parishioner and Non-members:

There is a \$350.00 facility usage fee. The balance of the facility usage fee is to be paid to the church office no less than seven days before the scheduled marriage.

Following are stipends for the services provided during your wedding ceremony (gratuities accepted). All stipends should be given to the wedding coordinator the night of the rehearsal. If you are paying by check please make a check out for each stipend individually. Contact the wedding coordinator for names.

Priest or Deacon Celebrant: \$200.00

Parish Organist/Instrumentalist: \$150*

Soloist(s): \$75 for ceremonies and \$100 for masses

SJN Wedding Coordinator: \$175

Sound technician (if necessary): \$75

--Our Faith and Family Center is available to rent for receptions or rehearsal dinners. Please see the parish website for more details under "Facility Rental"

*in the event other musicians are approved to provide the music for your wedding, this stipend is payable to the music department staff member who assists those musicians in the preparation and performance of the music. Any stipend paid to outside musicians is to be handled by you and not the wedding coordinator.

Guidelines for Photographers/Videographers...

We welcome photographers and videographers to document this special occasion. However, we ask that you remember that the space in which you will be operating is considered Most Sacred. All poses should bear this in mind.

Upon arrival, please consult with the wedding coordinator to familiarize yourself with the church.

You will be given time prior to and after the ceremony to take posed pictures. We ask all photography be completed by 3:00 p.m. for a Saturday wedding in consideration of confessions and mass preparations prior to Saturday mass.

Once the ceremony has begun, for the sake of the sacrament, you should remain as unobtrusive as possible. During this time you may not go up the altar steps into the altar area or between the altar steps and front pews. You may use the side aisles, back of the church and choir loft for pictures during the ceremony. Please no flash photography after the processional and before the recessional. Please do not impede the procession or recession.

Studio equipment is not to be set up in the church and no church furnishings are to be moved for pictures.

Photographer _____

Date _____

Videographer _____

Date _____

Name of Engaged Couple

Guidelines for Florists...

St. John Neumann does not provide janitorial services on the weekends. It is therefore the responsibility of the florist or the wedding party to remove all flowers, bows, potted plants, or any other decorations brought into the church by the wedding party by 3:00 P.M. following a morning or afternoon wedding

Often, the wedding couple will leave at least one floral arrangement after the ceremony to be used for the weekend masses. Please let your wedding coordinator know in advance what your intentions will be regarding leaving any arrangements.

Upon arrival, please consult the wedding coordinator for the proper placement of flowers. No floral arches, additional candelabras or aisle runners are permitted.

Decorating may begin 2 hours before your approved wedding time.

Florist _____

Date _____

Name of Engaged Couple

Contract for the Bride and Groom

Everyone who is to be married at St. John Neumann Church is asked to sign an agreement for the use of the church. This agreement indicates that you have read and agree with the guidelines stated here and confirms the date and time of the wedding. St. John Neumann reserves the right to cancel any scheduled wedding when these Wedding Guidelines are not observed or if it is determined that the marriage is in any way contrary to the teachings of the Church.

Date of the Wedding _____

Bride's Signature _____

Date _____

**Groom's
Signature** _____

Date _____

St. John Neumann Wedding Planning Contact List

Parish Office (appointments, forms, wedding file)

Libby Muhoberac, Office Manager
lmuhoberac.saintjohn@gmail.com
740-965-1358 (ext.120)

Fr. Paul Noble
fathernoble.saintjohn@gmail.com
740-965-1358

Deacon Carl Calcara
ccalcara@earthlink.net
614-937-5567

Christina Weber, Director of Marriage and Family Life
Contact for inquiries and initial appointment
cweber.saintjohn@gmail.com
740-965-1358 (ext. 137)

Wedding Coordinators

Terri Scott
Terrioh2@aol.com
614-554-7164

Tami Wetzel
tamiwetzel85@gmail.com
740-815-4854

Wedding Music

Pam Hamann
pdhamann@gmail.com
614-260-2128

Andy Wallace
guitarguy.wallace@outlook.com
614-578-4044

Diocesan Joy-Filled Marriage Prep Program...

<http://www.columbuscatholic.org/marriage-preparation>

(Marriage and Family Life Office link)
(614) 241-2560

NFP (Natural Family Planning)

<http://www.columbuscatholic.org/natural-family-planning>
(Marriage and Family Life Office link)
(614) 241-2560

For classes in the greater Sunbury area, contact Christina Weber
cweber.saintjohn@gmail.com
(740)965-1358 (ext 137)

License applications

Delaware County Marriage Licensing Dept.
88 N. Sandusky St.
Delaware, OH 43015
First floor, M-F 8:30 a.m. - 4:30 p.m.
www.co.delaware.oh.us/COURT/probate/index.php/formsservice/marriage
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www.franklincountyohio.gov/probate/departments/marriage.cfm
614-525-3898