



Nativity Catholic Church

Fargo, ND



Wedding Planners, Policies, and Procedures



Congratulations!



Congratulations and Blessings on your decision to marry! The Church rejoices that you have chosen a Catholic Sacramental Marriage. Marriage in the Church is a covenant. Marriage is a way to holiness. Through the Sacrament of Marriage, you will be called to be Christ to each other for all the days of your lives. You will also be an image of Christ and His Church to the world -- in the love and life you share with each other and your children.

This book is designed to help you prepare for your wedding here at Nativity Catholic Church. In it, you will find our policies and procedures regarding scheduling your wedding, as well as our rules and guidelines for the wedding celebration itself.

We have included a timeline and checklist for your reference in preparing for this Sacrament.

As you prepare for your new life together, we wish to remind you that we are praying for you, and we invite you to deepen your relationship with one another and with Christ through prayer and preparation for your vocation to the married life.

Marriage Preparation Timeline

9-12 Months before your wedding date:

- Begin first of a series of meetings with one of the two priests at Nativity (Please see items for consideration on page 5)
- Reserve date with priest and with front office: weddings are usually celebrated Friday evenings after 5 pm or Saturdays at 10 am or 2 pm, or during the weekend liturgy
- Pay building use charge to front office
- Register for the marriage preparation seminar weekend: brochure can be obtained on diocesan website (www.fargodiocese.org) or from the priest
- Call and register for Natural Family Planning classes: list can be obtained on diocesan website (www.fargodiocese.org) or from the priest
- Have Catholic sacramental records sent to Nativity and bring copies of non-Catholic records (see under “Marriage Preparation Documents” below)

6-9 months before your wedding date:

- Take Fully Engaged Inventory, administered by priest, and begin series of meetings to discuss it.
- Attend marriage preparation seminar weekend
- Begin to speak to people who will be involved in the wedding liturgy (see list)
- Begin to look at the book provided to you to choose readings and other elements of the wedding liturgy.

3-6 months before your wedding date:

- Complete review of Fully Engaged Inventory
- Complete Natural Family Planning classes
- Complete Meetings with Priest

1-2 months before your wedding date:

- Go to Cass County courthouse to get civil marriage license
- Turn in certificate from marriage preparation seminar weekend and Natural Family Planning to priest
- Meet with liturgy coordinator to plan Music, Readings, Art & Environment, etc.
- Submit draft of program to priest and liturgy coordinator (can be emailed)
- In consultation with the priest, finalize rehearsal time and plan for those attending rehearsal

During the last month before your wedding:

- Submit final draft of program before printing (can be emailed)
- If composing your own, submit prayers of the faithful for approval (can be emailed)
- For Catholic parties, celebrate the Sacrament of Reconciliation

At the rehearsal:

- Bring copy of program for the priest
- Bring marriage license

Marriage Preparation Documents Needed:

For Catholics:

- A sacramental records certificate obtained from the parish in which you were baptized
- If you became Catholic after baptism, a certificate of profession of faith and sacramental records from where you entered the Church and were confirmed

For non-Catholic Christians:

- Proof of Baptism (Photocopy of your Baptismal Certificate)

For All Couples:

- Certificate of completion of marriage preparation seminar weekend
- Certificate of completion of Natural Family Planning classes
- Civil marriage license

Items to Consider

These are items to consider as you prepare to contact the priest about scheduling your wedding. If any of the following apply to your current situation please contact a priest of Nativity as soon as possible.

Age:

Bride: are you under the age of fifteen?

Groom: are you under the age of seventeen?

Prior Marriage:

Bride and/or groom; were you previously married?

Relation:

Bride and groom are you related, biologically, through adoption, or through marriage in any way?

Disparity of Cult:

Bride or groom is one of you not baptized?

Coercion:

Bride and/or groom are you being forced into this marriage in any way?

Prenuptial Agreement:

Are you intending on having a prenuptial agreement?

Impotence or Sterility:

Bride and/or groom are you physically incapable of having sexual intercourse?

Wedding Reservation Policy and Procedures

1. This policy outlines the use of the Nativity parish campus for the celebration of the Sacrament of Matrimony and does not cover the actual wedding ceremony. Policies for the actual ceremony will be explained by the presiding priest.
2. The office manager maintains a schedule of weddings to be held within the church or chapel.
3. Couples wishing to reserve the church or chapel for a wedding:
 - A. Need to meet with the priest presiding at their wedding at least six (6) months before the date of the wedding.
 - B. Upon approval from the presiding priest, the couple may reserve the church or chapel for their wedding.
 - i. Weddings may be scheduled:
 1. Weekdays, after 4:30 pm
 2. Saturday, 10:00 am, 2 pm
 3. Within the context of the weekend liturgy with the understanding there are liturgical restrictions. The priest presiding for the wedding will inform the couple of these restrictions.
 - ii. Reservations are made through the presiding priest or office manager who will provide the couple with all forms and will place the date on the parish calendar.
 - iii. Nativity Church will not hold tentative wedding dates and dates are given on a first come first served basis.
 1. To reserve a date, Nativity must have a signed reservation form **Page 21** and payment.
 - A. For a parishioner, or child of a parishioner, this fee is \$200.00 for use of the Church, Nazareth Room, and Fireside Room. To qualify for this rate, parishioner must be a registered member of Nativity twelve (12) months prior to making the reservation.
 - B. For non-parishioners, this fee is \$400.00 for the use of the Church, Nazareth Room, and Fireside Room.
 2. The Bethlehem Room may be rented for an additional \$20.00
 3. The presiding parish priest may adjust this fee in cases of financial hardship. In such cases, the reservation must be made by the presiding priest.
 4. This fee is refundable up to ninety (90) days before the date of the wedding.
 - iv. Any changes in wedding time/date or **rehearsal time/date** must be approved by the presiding priest, and he is to change it on the parish calendar.
4. The Church is available for pictures no earlier than two (2) hours before the wedding. **The Nazareth Room, the Fireside Room, and the Bethlehem Room are available for the wedding party to prepare no earlier than three (3) hours before the wedding.**
5. Couples wishing to have a reception at Nativity need to make additional arrangements with:
 - A. The office manager to rent the gym, cafeteria and/or middle room, at the cost of \$50.00 for parishioners and \$100.00 for non-parishioners. This fee is payable to Nativity Church at the time of the reservation.
 - B. The kitchen coordinator to make arrangements for set-up, servers, food, and tear-down of space.
 - i. The fee shall be \$100.00 for parishioners, \$250.00 for non-parishioners, plus the actual cost of food, the materials used for the reception, as accounted for by the kitchen coordinator.
 - ii. This fee is directly paid to Nativity Church.

Wedding Policy - Liturgy Items

Food and Drink:

- Food and Drink may be in the dressing rooms, but is not allowed in the church.

Reception Book:

- Couples may make use of the sofa table or square table from the fireside room.
- They must provide their own tablecloths

Candles:

- Candelabras are not permitted.
- Unity candles are not permitted.
- Church candle stands may not be decorated.

Pictures:

- Pictures may begin NO EARLIER than 2 hours prior to the wedding.

Dressing Rooms:

- The Nazareth room is available to be used as the Bride's Room beginning no earlier than 3 hours prior to the wedding.
- The Bethlehem room can be rented at an additional charge (20.00) for the Groomsmen.

Decorations:

- All flowers in the sanctuary must be live flowers. Artificial flowers are not allowed.
- Flowers may not be placed on or in front of the altar.
- Flowers may be dropped off the day of the wedding.
- Aisle Runners are not allowed due to the slope of the floor in the sanctuary.
- Pew Bows may be used and can be put on the night before. Tape may not be applied to any woodwork in the sanctuary.
- Flower petals may not be dropped in the aisle by the flower girls.

Musicians:

- At least one of the musicians must be a parish musician. It is preferred that both of the musicians be Nativity musicians. Any outside musician must have approval of the Liturgy and Music coordinator.
- The Fee for Parish Accompanists is \$150.00. The Fee for Parish Cantors is \$125.00. Payments to these musicians are due in the parish office no later than 1 week prior to the wedding.
- All music must have approval of the Liturgy and Music Coordinator.
- **All music including preludes and postludes must be sacred music. i.e. it must be focused on God's role in your lives/in your married life.**
- **No secular music, including secular love songs played instrumentally (without lyrics) will be approved.**
- **Any song found in Breaking Bread is acceptable. Any song not in Breaking Bread is subject to approval and may not be approved.**
- **Pre-recorded music is not allowed. All music must be performed live.**
- Wedding programs must be approved by Liturgy and Music Coordinator prior to printing.

Photography/Videography

- Pictures during the wedding must be taken from a stationary point.
- These stationary points are the ledge on the east side and the back center aisle.
- No flash photography during the Wedding – no flash sounds allowed during the Wedding.
- Your photographer must sign the photography details form found on page 10 and you must return this signed form to the Liturgy and Music Coordinator prior to your wedding.
- Failure to comply with the photography guidelines will result in the photographer no longer being allowed to work at Nativity Catholic Church.
- The Priest and/or Coordinator of Liturgy and Music reserves the right to correct or remove your photographer during the Wedding if they are not following approved guidelines.

Clean Up Crew:

- The bridal party must assign a clean up crew to clean up all materials from the wedding. (i.e. Pew Bows, Kleenex, Programs, Furnishings).
- A cleanup checklist is found on page 19.

Photographer/Videographer Code of Conduct

Photographer/Company Name: _____

Contact Phone Number: _____

Address: _____

Number of Photographers who will be present at Wedding: _____

Please read and sign below, indicating that you have read and understand the following directions.

1. Pictures in the Church may begin no earlier than 2 hours prior to the Wedding.
2. Once the Wedding begins, all Photographers in the Church must be stationary. To be more specific, the cameras should be on a tripod.
3. Photographers are not allowed at any time during the Wedding to be working in or in front of the congregation.
4. Photographers must be set up in either or both of the following two locations:
 - A. On the ledge along the east wall of the Church.
 - B. In the Aisle at the Back of the Church.
5. No flash photography or flash sounds are allowed during the Wedding.
6. The priests and the Liturgy and Music Coordinator reserve the right to ask you to relocate or remove you from the wedding if you fail to follow these directions.
7. Failure to comply with these directions will result in your no longer being able to be hired as a photographer for weddings at Nativity. All future wedding couples will be informed of your ineligibility.

Signature: _____

Date: _____

Planning the Wedding Liturgy:

The following pages provide you with information you will need for planning the Wedding Liturgy itself. We have provided a list of persons involved, suggested readings, prayers, and music selections which you will be choosing from. The actual planning forms you will fill out with the Liturgy and Music Coordinator are found on pages 15-18.

The People you need to plan for:

1. Witnesses: Best man & Maid/Matron of honor*
2. Groomsmen & Bridesmaids
3. Junior groomsmen/bridesmaids
4. Ringbearer*
5. Flower girl
6. Ushers
7. Readers: 1-3 readers for Old and New Testament Readings and Prayer of the Faithful
8. Other priests/ministers
9. Personal attendant
10. Photographer
11. Videographer
12. If a Mass:
 - Extraordinary Ministers of Holy Communion
 - Gift bearers
 - Altar server(s) (optional)
13. Other support people:
 - Church decorators
 - Food & beverage supplier, for during pictures before ceremony
 - Guest book attendant
 - Gift table attendant

**traditionally, both rings are held either by the best man or the ring bearer; another option is to have the best man hold the bride's ring, and the maid of honor hold the groom's ring*

Selecting the Readings from Sacred Scripture:

You will need to select one reading from the Old Testament, one reading from the New Testament, and a Gospel Reading for your Wedding Liturgy. Below is a list of suggested readings from each section.

Old Testament Readings:

Genesis 1:26-28, 31a
Genesis 2:18-24
Genesis 24:48-51, 58-67
Tobit 7:6-14
Tobit 8:4b-8
Proverbs 31:10-13, 19-20, 30-31
Song of Songs 2:8-10, 14, 16a; 8:6-7a
Sirach 26:1-4, 13-16
Jeremiah 31:31-32a, 33-34a

New Testament Readings:

Romans 8:31b-35, 37-39
Romans 12:1-2, 9-18 or 12:1-2, 9-13
Romans 15:1b-3a, 5-7, 13
1Corinthians 6:13c-15a, 17-20
1Corinthinas 12:31-13:8a
Ephesians 5:2a, 21-33 or 5:2a, 25-32
Philippians 4:4-9
Colossians 3:12-17
Hebrews 13:1-4z, 5-6b
1 Peter 3:1-9
1 John 3:18-24
1 John 4:7-12
Revelation 19:1, 5-9a

Gospel Readings:

Matthew 5:1-12a
Matthew 5:13-16
Matthew 7:21, 24-29 or 7:21, 24-25
Matthew 19:3-6
Mathew 22:35-20
Mark 10:6-9
John 2:1-11
John 15:9-12
John 15:12-16
John 17:20-26 or 17:20-23

Responsorial Psalm and Acclamations:

Psalm 33:12,18,20-22
The earth is full of the goodness
of the Lord

Psalm 34: 2-9
Taste and see the goodness of the Lord

Psalm 103:8-10,13-18
The Lord is kind and merciful

Psalm 128:1-5
Blessed are those who fear the Lord
and walk in his ways or
Blessed are those who fear the Lord

Psalm 145:8-13
I will praise your name forever,
my king and my God

Music Suggestions:

You will be selecting a number of songs for use throughout the Wedding Liturgy. Below are lists of suggestions to help you choose your music.

Gathering/Preparation/Sending Forth

All the Ends of the Earth (Dufford)
Blest Are They (Haas)
Canticle of the Sun (Haugen)
Glory and Praise to Our God (Schutte)
Here I Am, Lord (Schutte)
I Have Loved You (Joncas)
In This Place (Thomson)
Mary's Song (Joncas; Oosterhuis)
Only a Shadow (Landry)
The Servant Song (Gilliard)
Sing a New Song (Schutte)
Sing of the Lord's Goodness (Sands)
The Summons (Bell)
Song of St. Patrick (Haugen)
Ubi Caritas (Hurd)
We Are Called (Haas)
We Have Been Told (Haas)
Wherever You Go (Priory)
Where Love is Found (Schutte)
Where There is Love (Haas)

Hymns

All Creatures of Our God and King
All People That On Earth Do Dwell
Amazing Grace
Christ is Made the Sure Foundation
Come, My Way, My Truth, My Life
For the Beauty of the Earth
God, Who Created Hearts to Love
Hear Us Now, Our God and Father
How Happy You Who Fear the Lord
In Christ There is no East or West
Joyful, Joyful, We Adore You
Love Divine, All Loves Excelling
Not for Tongues of Heaven's Angels
Now Thank We All Our God
Praise, My Soul, the King of Heaven
When Love Is Found
Where Charity and Love Prevail

Communion Songs

Bread of Life (Farrell or Cooney)
Eat This Bread (Berthier)
Gift of Finest Wheat (Kreutz)
I Am the Bread of Life (Toolan)
In the Breaking (Hurd)
One Bread, One Body (Foley)
Our Blessing Cup (Joncas)
Table of Plenty
The Supper of the Lord (Rosania)
Taste and See (Moore or Hurd)
To Be Your Bread Now (Haas, Haugen)
Ubi Caritas (Hurd)
When We Eat This Bread (Joncas)

Music for Organ and Instruments

Air from Suite 3 in D (“on the G-String”) by J.S. Bach

Arioso by J.S. Bach

Canon in D by Johann Pachelbel (arr. Wolff)

The Crown Imperial by William Walton

God of Grace and God of Glory arr. By Paul Manz

Jesu, Joy of Man’s Desiring by J.S. Bach

Largo from “Xerxes” by George F. Handel

Marche Pontificale by Charles Gounod

Prelude in Classic Style by Gordon Young

The Prince of Denmark’s March (Trumpet Voluntary) by Jeremiah Clarke

Processional on “Lauda anima” by Donald Hustad

Psalm XIX by Benedetto Marcello

Rigaudon by Andre Campra

Rondeau from “Simphonies di Fanfare” by Jena-Joseph Mouret

Royal Fireworks Music by George F. Handel (including La Rejouissance, Overture, etc.)

Toccata from the Fifth Organ Symphony by Charles-Marie Widor

Trumpet Tune by John Stanley

Trumpet Tunes (various) by Henry Prucell

Trumpet Tune from “Te Deum” by Marc Antoine Charpentier

Water Music Suite by George F. Handel (various pieces: Hornpipe, Air, etc.)



Wedding Planning with Mass

Bride _____

Presider _____

Groom _____

Phone: _____

Date of Wedding _____

E-Mail: _____

Time of Wedding _____

Reh. Time: _____

Gathering Rite

Prelude (solo options) _____

Procession (often instrumental) _____

Greeting _____

Gloria (assembly) _____

Opening Prayer _____

Liturgy of the Word

First Reading: Old Testament _____

Responsorial Psalm: sung, assembly _____

Second Reading: New Testament _____

Gospel Acclamation/Alleluia (sung) _____

Gospel Reading _____

Homily _____

Rite of Marriage

Statement of Intention and Consent/Vows

Repeated or Memorized? (circle one)

Blessing & Exchange of Rings

Prayer of the Faithful _____

Liturgy of the Eucharist

Preparation of Table & Gifts: instrumental music, or song of the assembly, or solo

Prayer over the Gifts

Eucharistic Acclamations

Lord’s Prayer

Sign of Peace

Nuptial Blessing

Lamb of God

Communion Song, assembly

Closing Rite

Prayer after Communion

Final Blessing

Introduction of the Couple

(Please write the way you wish to be introduced.)

Recessional (instrumental or song of the assembly)

Cantor: _____

Ring Bearer: YES/NO Age: _____

Accompanist: _____

Flower Girl: YES/NO Age: _____

Proclaimers: _____

Altar Server: _____

Gift Bearers: _____

Extraordinary Ministers of Holy Communion: _____

Number of Attendant Couples: _____

Wedding Planning Outside of Mass

Bride _____

Presider _____

Groom _____

Phone: _____

Date of Wedding _____

E-Mail: _____

Time of Wedding _____

Reh. Time: _____

Gathering Rite

Prelude (solo options) _____

Procession (often instrumental) _____

Greeting _____

Gathering Song (assembly) _____

Opening Prayer _____

Liturgy of the Word

First Reading: Old Testament _____

Responsorial Psalm: sung, assembly _____

Second Reading: New Testament _____

Gospel Acclamation/Alleluia (sung) _____

Gospel Reading _____

Homily _____

Rite of Marriage

Statement of Intention and Consent/Vows

Repeated or Memorized? (circle one)

Blessing & Exchange of Rings _____

Prayer of the Faithful _____

Lord's Prayer _____

Sign of Peace _____

Closing Rite

Final Blessing

Introduction of the Couple

(Please write the way you want to be introduced.)

Recessional (instrumental or song of assembly) _____

Cantor: _____ Ring Bearer: YES/NO Age: _____

Accompanist: _____ Flower Girl: YES/NO Age: _____

Proclaimers: _____

Number of Attendant Couples: _____

Clean-Up Checklist

After the wedding liturgy all personal belongings must be removed by the wedding party. The Nazareth Room, Bethlehem Room (if used), Fireside Room and Chapel must be in the same clean condition as when you arrived, as others after you will use these same areas of the church.

It is easiest if the couple assigns a few people to do this while they are in the receiving line greeting their guests.

Garbage must be taken out to the dumpster on the West side of the church. Counter tops and table tops should be wiped down. The carpets or floors should be vacuumed or swept if necessary.

If there are questions about where to find cleaning supplies, please ask the priest.

Nazareth Room (Clean-Up Crew):

- ◇ Empty Garbage to Dumpster
- ◇ Return Chair & Tables to Original Place
- ◇ Wipe off tables and countertops
- ◇ Vacuum floor where Necessary
- ◇ Open all Window Blinds

Gathering Space (Clean-Up Crew):

- ◇ Return all Tables and Chairs to Original Place
- ◇ Wipe off table tops

- ◇ Wipe off counter top
- ◇ Gather programs/decorations
- ◇ Sweep if necessary

Church (Ushers):

- ◇ Return all Furniture to Original Place
- ◇ Remove all Decorations
- ◇ Remove all Flowers
- ◇ Check Pews for Programs
- ◇ Check for Left behind Cameras, Purses, etc.
- ◇ Sweep if necessary

Church Records Update

As a new couple, we want to make sure your records are correctly recorded:

Family Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone/ Cell #1: _____

Phone/ Cell #2: _____

Email Address: _____

Email Address: _____

(please make sure above information is your new married information)

Are you going to be a member of Nativity Parish?: Yes No

If no, what Parish can we put down that you have moved to:

Bride information:

Were you a member of Nativity Parish prior to your wedding:

Yes No

Groom information:

Were you a member of Nativity Parish prior to your wedding:

Yes No

For office Use only:

If Nativity Member:

Bride Parents (Family) Name: _____

Groom Parents Name: _____

Change: ACS Diocese Registration Card

Wedding Reservation

Nativity Catholic Church
1825 11 Street South
Fargo ND 58103
701.232.2414

| |
|--|
| Presider: _____ |
| Date of Wedding: _____ |
| Time of Wedding: _____ |
| Date of Rehearsal: _____ |
| Time of Rehearsal: _____ |
| Church Available for Photos at: _____ |
| (No earlier than 2 hours before the wedding) |
| Reception at Nativity: YES NO |

| | |
|---|----------------------------|
| Bride's Name _____ (First) (Middle) (Last) | Member of Nativity: YES NO |
| Address: _____ | |
| City: _____ State: _____ Zip: _____ | |
| Daytime Phone: () _____ Evening Phone: () _____ | |

| | |
|---|----------------------------|
| Groom's Name: _____ (First) (Middle) (Last) | Member of Nativity: YES NO |
| Address: _____ | |
| City: _____ State: _____ Zip: _____ | |
| Daytime Phone: () _____ Evening Phone: () _____ | |

*For information regarding the wedding ceremony please speak with your presiding priest.
He will provide you with the guidelines and policies regarding weddings celebrated at Nativity Catholic Church.*

Fees:

We require a \$200.00 fee from parishioners (\$400 for non-parishioners) to insure we are informed of canceled or changed wedding plans. This fee will be fully refunded upon cancellation of the wedding, up to 90 days to prior to the scheduled date. To insure a full refund, cancellations or changes must be made through the parish office. After 90 days, prior to the scheduled date, the fee is non-refundable.

Wedding Date Approved by: Pastor or Parochial Vicar

Check #: _____ Cash: _____ Paid By: _____ Received By: _____

Bride's or Groom's Signature: _____ Date: ___/___/___

Office Use Only:

Presider: _____ Liturgy & Music Coordinator: _____ Parish Calendar: _____ Certificate: _____