



The Parish of St. Timothy

St. Timothy Catholic Church

21 Leith Hill Road, North York, Ontario M2J 1Y9 Telephone: 416-494-6526 <https://sttimothyto.archtoronto.org/>

## ST TIMOTHY CATHOLIC CHURCH GUIDELINES FOR THE CELEBRATION OF MARRIAGE

### Preparation for Marriage

Your wedding is one of the most important events in your life. The following guidelines are meant to aid you in your preparations and to give you the requirements of the Church and the Parish for your wedding celebration. Your priests will be most happy to help you in any way. Please feel free to discuss any questions, problems, or concerns with them.

### 1. Marriage Policy at St. Timothy's Parish

Church law dictates that the normal plan for marriage is the parish of the bride or groom. Consequently, St. Timothy's Parish accepts weddings of:

- a) those who live within the parish boundaries,
- b) those who live outside the boundaries and attend Mass at St. Timothy's Parish every Sunday.

### 2. Booking St Timothy for Marriage

***Please note:*** We ask that you contact the Church ***at least one full year*** before the proposed date, but we understand that unique situations may arise and will consider exceptions on a case-by-case basis.

Before making an appointment with a priest, carefully fill out the ***"Information for Prospective Spouses"*** form in your package. After completing the form, please email it to [sttimothyto@archtoronto.org](mailto:sttimothyto@archtoronto.org) along with a request to make an appointment with one of our priests. After your pre-marriage interview with one of our parish priests, providing there are no obstacles, a date for your marriage may be set.

### 3. Times for Marriage

Weddings may be scheduled on Tuesdays to Saturdays depending on church availability. If you prefer a morning, we suggest 11:00 am or 11:30 am; if you prefer an afternoon wedding, we suggest 1:30 pm or 2:00 pm.

### 4. Marriage Instruction

No marriage may be celebrated until the couple has completed a Catholic marriage preparation course. At St Timothy's, we have volunteer mentor couples who facilitate the marriage course.

You may also enroll for the Pre-Cana Course on [Catholic Marriage Prep.Com](http://CatholicMarriagePrep.Com) if you prefer doing the course online.

## **5. Natural Family Planning Course**

All couples preparing for marriage at St. Timothy's are required to attend a Natural Family Planning Seminar at the parish. The parish office will email you the seminar details.

## **6. Priest for Marriage**

Normally the priest with whom the arrangements are made at St. Timothy's Parish will preside at the wedding. Visiting priests are always welcome to concelebrate. A visiting priest may officiate with proper permission and delegation from one of the parish priests.

## **7. Documents Required.**

**A) Baptism Certificate:** Every Catholic being married must provide the parish with newly issued Certificate of Baptism. If a new one has been recently made, it must not be issued more than six months prior to your first appointment with the priest. Please contact your Church of baptism immediately after your first appointment. A non-Catholic Christian, if baptized, should also provide proof of baptism.

**B) Marriage License:** The couple must obtain a Marriage License prior to the wedding date. The license can be obtained at any City Hall. Please bring it to the parish office ***at least two weeks*** before the wedding.

**C) Certificate of Marriage Preparation:** Proof of completion of marriage preparation course is required.

**D) Previous Marriage:** If a previous marriage existed, the following documents are required: i) an authentic certificate or satisfactory proof of death of spouse, or ii) an official declaration of nullity from the proper Catholic Marriage Tribunal.

***Note: No date for marriage can be given until freedom to marry has been documented and approved by the Archbishop's Office.***

## **8. Spiritual Preparation**

It is earnestly recommended that the couple prepare themselves for marriage spiritually through prayer, scriptural meditation, regular preparation at Sunday Mass, and reception of the Sacrament of Reconciliation (Confession).

## **9. Interfaith Marriages**

Marriage between a Catholic and a non-Catholic or an unbaptized person is normally celebrated with an "Interfaith Ceremony" without Mass. This allows both parties to participate fully in the marriage rites along with their family and friends.

## 10. Church Wedding Coordinator

A volunteer wedding coordinator will be assigned to the couple to coordinate the selection of readings, the wedding rehearsal, provide musician contacts, set up the church for the wedding day and answer any questions the couple has in the lead up to the wedding day.

## 11. Planning the Liturgy

A wedding is the beginning of sacramental married life. The couple is encouraged to make their marriage celebration personal by planning the ceremony with the presiding priest.

A) **Scripture:** The couple may choose the scripture readings to be proclaimed at their wedding from a selection provided by the Church. The priest or wedding coordinator will discuss this with you during the preparation process.

B) **Lectors:** The couple may choose a mature person to proclaim the first and second readings from scripture. The reader must be a baptized Christian able to proclaim the readings clearly and devoutly.

C) **Altar Servers:** The parish will provide altar servers for a wedding celebration. It is a good idea to make a small gift to each of the altar servers (\$20.00 suggested). You may give it to them on the day of the wedding.

D) **Music:** All music used at a wedding must be a *sacred music*. It is the responsibility of the couple to contact their chosen musicians and to pay their stipend. Pre-recorded music is not allowed.

E) **Flowers and Decor:** Flowers for the wedding are the responsibility of the couple. Florist should contact the parish office before delivering flowers at (416) 494-6526. All flowers and décor must be cleared from the church after the wedding. **Remember: flowers are not allowed during the season of Lent!**

F) **Photography:** The couple makes their own arrangements for the photographer. Please consult the *Guidelines for Photography* and show them to your photographer and/or videographer.

G) **Rehearsal:** Rehearsals take place on place on a weeknight prior to the wedding after the 7pm mass. The wedding coordinator will work with the couple and the presiding priest to coordinate any changes, if requested. Everyone involved in the wedding ceremony is expected to attend.

H) **Promptness:** Common courtesy and consideration for others demand that the wedding couple **arrive in good time for the rehearsal and for the wedding itself**. If a wedding begins late, it will be shortened accordingly.

**Note: The bride and her attendants are expected to arrive at the Church no later than 15 minutes before the ceremony is scheduled to begin.**

## 12. Further Details

A) **Parish Hall**: The parish hall is not available for rent.

B) **Bride's Preparation Room**: Subject to availability, the meeting room in the Church basement may be reserved for Bride preparation 30 minutes before the wedding.

C) **Parking**: Parking at St. Timothy's is limited. Please try to vacate the lot at a reasonable time so that others may make use of the space. ***Please do not block the entrance at any time.***

D) **Confetti**: The use of confetti or rice is forbidden both inside the Church and on Church property.

E) **Suggested Offering**: It is customary to give an offering to the parish on a wedding. The usual suggested donation is \$300.00. Please bring this to the parish one month before your wedding day. We appreciate your generosity! If you, in addition, want to make a gift to the priest celebrant, please make a separate gift to him in private. Thank you!

# ST. TIMOTHY CATHOLIC CHURCH

## Guidelines For Photography

This instruction is for designated photographers and videographers. Others may take pictures or videos from where they sit. No flash is allowed except at the entrance procession, exchange of vows and rings, signing of the registers, and the final procession.

### GENERAL RULES

1. Photographers and video operators should speak to the Priest at the rehearsal and at least fifteen minutes before the ceremony is scheduled to begin.
2. **All extra lighting, whether handheld or stationary, is forbidden.**
3. No equipment should be set up in the church without consultation with the Priest celebrant.
4. Photographers and videographers may move freely only at the back or the side of the church. **They may not enter the sanctuary or on the stairs leading to the sanctuary at any time, nor cross the central aisle at the front during the liturgy itself.**
5. Clothing appropriate to occasion and place should be worn.

### STILL & FLASH PHOTOGRAPHY

1. Flash photographs may be taken at the following times **ONLY**:
  - a. The Entrance Procession
  - b. The Exchange of Vows and Rings
  - c. The Signing of the Registers
  - d. The Final Procession

### VIDEO PHOTOGRAPHY

1. Video cameras should be set up on a TRIPOD and are restricted to a place outside the sanctuary area.
2. The use of all artificial lighting is FORBIDDEN.

**ANY PHOTOGRAPHER WHO IGNORES THE ABOVE GUIDELINES WILL BE ASKED TO LEAVE THE CHURCH BY A MEMBER OF THE PARISH STAFF.**

Thank you for your valued cooperation.