

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 place 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.

Other cases will be treated as exceptions. The couple must consult one of the priests.

2. Booking St. Timothy for Marriage

PLEASE NOTE: You must contact the church AT LEAST ONE FULL YEAR before the proposed date of marriage.

Before making an appointment with a priest, carefully fill out the "INFORMATION FOR PROSPECTIVE SPOUSES" form in your package. After completing the form, please return it in person or by fax (416-494-6527) and call the parish office during regular business hours (Mon-Fri, 9:00am-4:30pm, Sat, 10:00am-noon; 416-494-6526) to make an appointment with one of the priests. After your first interview, providing there are no obstacles, a date for your marriage may be set.

3. Times for Marriage

Weddings may be scheduled on Saturdays between 11:00am-2:00pm (or 11:00am-2:30pm if the wedding has no mass). Decoration may be set up after 10:00am provided the church is not needed for another liturgy before your wedding. The church and the parking lot must be cleared out by 4:30pm to prepare for the 5:00pm mass.

Weddings may also be scheduled from Tuesday to Friday at times which do not conflict with other parish activities. Weddings are forbidden on Sundays in the Archdiocese of Toronto.

4. Marriage Instruction

No marriage may be celebrated until the couple has completed a Catholic marriage preparation

course. Currently, St. Timothy's Parish does not provide a marriage course. Please call the Catholic Family Services (416-921-1163) to enroll in one of their courses. They also provide a list of marriage courses offered by other centers which you may attend instead. Please discuss your options with the priest.

5. Natural Family Planning Course

The Natural Family Planning Association (416-481-5465, www.naturalfamilyplanning.ca/toronto) offers free courses on the Billing's NFP method and one-to-one sessions at three different locations in the GTA. All couples preparing for marriage at St. Timothy's are expected to call them and make arrangement to attend one of their courses. If you have any questions or concerns regarding the Church's teaching on contraception or on the reliability of the Billing's or other modern NFP methods, please do not hesitate to speak to one of the priests. You can also read up on the Billing's method from their international webpage: www.woomb.org.

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 a 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.

N.B. NO DATE FOR MARRIAGE CAN BE GIVEN UNTIL FREEDOM TO MARRY HAS BEEN DOCUMENTED AND APPROVED BY THE ARCHBISHOP'S OFFICE.

E) Parental Consultation: Parents (or guardians) must be consulted if one of the persons to be married is under 21 years of age.

8. Spiritual Preparation

It is earnestly recommended that the couple prepare themselves for marriage spiritually through prayer, scriptural meditation, regular participation 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. 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 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 (\$10.00 suggested). You may give it to them on the day of the wedding.

D) Music: All music used at a wedding must be SACRED MUSIC. It is the responsibility of the couple to contact one of the parish musicians and to pay their stipend. Pre-recorded music is strongly discouraged.

E) Flowers: Flowers for the wedding are the responsibility of the couple. Florists should contact the parish office before delivering flowers (416-494-6526). We encourage you to leave your floral arrangements in 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: Rehearsal time is arranged with the priest. 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.

PLEASE NOTE: The Bride and her attendants are expected to arrive at church no later than 15 MINUTES BEFORE THE CEREMONY IS SCHEDULED TO BEGIN.

11. 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. 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. Please help keep the premises clean and attractive.

E) Suggested Offering: It is customary to give an offering to the parish on the occasion of a wedding. The normal 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!

F) Change of Name: A woman may assume her husband's name at the time of marriage. It is her responsibility to change her ID by notifying each individual company, i.e., Driver's License, Credit Card Companies, OHIP, Passport, etc.

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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 hand-held 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 (the top of the stairs) 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
2. At all other times photographers should be seated and not to move around the church.
3. Photographs may be taken WITHOUT FLASH from the pew where the photographer sits, the back, or the side of the church at any time.

VIDEO PHOTOGRAPHY

1. Video cameras should be set up on a TRIPOD and are restricted to a place outside the sanctuary area. See the priest for instruction.
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.