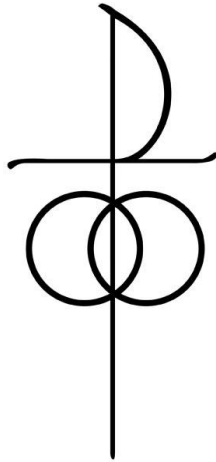


# WEDDING PLANNER



THE CHURCH OF THE LITTLE FLOWER

110 Roosevelt Ave.

Berkeley Heights, NJ 07922

Rectory 908 464 1585

Music Ministry 908 227-1314 / [lfmusicministry.lf@gmail.com](mailto:lfmusicministry.lf@gmail.com)

Fax 908 464 6342

**C**ongratulations on your engagement and upcoming wedding!

The Church of the Little Flower of Berkeley Heights, New Jersey extends a sincere welcome to you who are entering into the Sacrament of Matrimony. We are privileged to be part of this sacramental occasion with you. We pray that the grace of God that has brought you to this point of engagement will continue to guide you through your preparations and each day of your married lives.

In our Catholic Christian faith, *“the Sacrament of Marriage signifies the union of Christ and the Church. It gives spouses the grace to love each other with the love with which Christ has loved his Church; the grace of the sacrament thus perfects the human love of the spouses, strengthens their indissoluble unity, and sanctifies them on the way to eternal life.”* (cf. Council of Trent: DS 1799)

For this reason, weddings customarily take place in the sanctuary of a church in the presence of Christian witnesses and invited guests. We recognize Matrimony as a sign of God's presence in this world, a sign made visible for all to see through the love, fidelity and commitment of two people of faith. In light of this, our Christian tradition celebrates matrimony as a solemn and sacred event.

We hope that your marriage celebration in our Little Church will be blessed with God's grace and with all that you desire.



## Getting Started

Please call the Parish Secretary (908 464 1585) to schedule a tentative date and time for your wedding. The Catholic Church in New Jersey asks that the wedding date be set at least one full year in advance so that all necessary requirements can be fulfilled.

A priest or deacon from Little Flower will then meet with you, confirm your date and fill out some initial paperwork.

### **Rules for Priests or Deacons from another parish or religious order visiting Little Flower to participate in your ceremony:**

- *If your Catholic presider is from outside the parish but within the State of New Jersey*, he is responsible for requesting permission to marry you at Little Flower by contacting the pastor, Fr. Andrew M. Prachar at the rectory or by email at [frandy.lf@gmail.com](mailto:frandy.lf@gmail.com). He also must submit a copy of the front and back of his “Suitability of Priestly Ministry” card. If a Little Flower Priest is not involved in your ceremony, the presider will also be responsible for your marriage paperwork and preparation.
- *If your Catholic presider is from outside the parish **and** from another state*, he is responsible for requesting permission to marry you at Little Flower by contacting the pastor, Fr. Andrew M. Prachar at the rectory or by email at [frandy.lf@gmail.com](mailto:frandy.lf@gmail.com). He will also need to send a copy of his proof of faculties and a letter stating that he is in “good standing” with his diocese. This letter should be received from their Diocesan Bishop or Provincial Superior addressed to the Vicar General of the Archdiocese of Newark (171 Clifton Ave., PO Box 9500, Newark, NJ 07104 or fax to 973-497-4525). The letter must include the nature and duration of the visit. If a Little Flower Priest is not involved in your ceremony, the presider will also be responsible for your marriage paperwork and preparation.

\* Priests are not able to preside at ceremonies taking place in venues outside of a Catholic church.

## Offering

For weddings of parishioners ~ \$350 – to the Church of the Little Flower

For weddings of non-parishioners ~ \$500 – to the Church of the Little Flower

Cantor ~ \$150 – to Cash

Musician ~ \$150 – to Cash

Sacristan ~ \$50 – to Cash

The Church check and three separate checks (made payable to “Cash”) may be mailed to 110 Roosevelt Ave., Berkeley Heights, NJ 07922.

An honorarium for the presider is always gratefully accepted, however, to do so is at your discretion.



## Documentation

The following documents are required for every marriage:

- ❖ **Baptismal Certificate:** Dated No earlier than six months prior to the wedding date, you and your fiancé must obtain a **new** certificate of baptism from the church of your baptism. (Be sure to tell the church contact person that you need the certificate for your upcoming marriage.) If you were baptized at Little Flower, your records are here.
- ❖ As part of the instructional portion of the marriage preparation process, both you and your fiancé must participate in:
  - **Pre-Cana or Engaged Encounter** – register at <http://www.rcan.org/famlife/marriagefamily.htm>
  - **God’s Plan for a Joy Filled Marriage**
  - **FOCCUS Pre-Marriage Inventory**

A certificate will be awarded to you upon your completion of the instruction.

- ❖ **License:** The license is issued by the Municipal Clerk’s office in any municipality in the State of New Jersey. It is valid for 30 days. There is a 72 hour waiting period from the time you apply to the time the license is actually issued. It is a good idea to apply no later than one week prior to your wedding date. You will need to have one witness who can testify for you at the time of your application. Be sure to bring the license to the rehearsal.

### For additional circumstances:

- ❖ *Convalidation* (Having a civil marriage blessed in the Church):  
Submit the following:
  - Your original marriage license.
  - A remarriage license, obtained from the state.
  - Recent baptismal certificates.
- ❖ *Previous Valid Marriage*  
Submit the following:
  - Proof of dissolution of the bond is required. I.e./death certificate, annulment decree.
- ❖ *Previous Invalid Marriage*  
Submit the following:
  - A Decree of Nullity from a competent ecclesiastical tribunal.



## Mass or Ceremony?

The marriage liturgy can either be a Nuptial Mass or a Ceremony. A Nuptial Mass consists of the Introductory Rites, Liturgy of the Word, the Rite of Marriage, the Liturgy of the Eucharist (Communion) and the Concluding Rite. A Ceremony includes all of the above except the Liturgy of the Eucharist.

If both partners are Catholic, they are encouraged to have a Nuptial Mass. In the case where one partner is not Catholic, a Ceremony is recommended.



## Selection of Liturgical Texts

During the course of your marriage preparation process, you will receive a copy of “Celebrating Marriage”. This booklet contains the selections of readings and prayers used in a Nuptial Mass or Ceremony. We ask that you read these selections and choose the ones that speak to you about the spirituality of your marriage.



## Participants in your Wedding

You may want to invite members of your family and friends to participate in your wedding in ways other than bridal party. Three readers (one each for the First Reading, the Second Reading and the Prayer of the Faithful), as well as two people to present the gifts of bread and wine at the Nuptial Mass may be included. You may invite friends and family who are Eucharistic Ministers to participate.



## Music

The suitability of the words of songs chosen for your wedding ceremony is an important consideration. The concept of “love” is characterized by commitment and fidelity, and supported by the love of Christ. Popular songs often stress the couple only and exclude God and Church. When planning the music for the liturgy, we invite you to reflect on what you are coming to understand in your preparation for the Sacrament of Marriage as a mirror of Christ’s love for the Church. The music you choose should reflect that understanding.

Liz Mancinelli, Director of Music, and Mariana Terrezza, Cantor, will assist you in the planning of your wedding liturgy and rehearsal. Liz should be contacted at least six months prior to your wedding day at [lmancinelli.lf@gmail.com](mailto:lmancinelli.lf@gmail.com) or her cell phone 908-277-1314.



## Unity Candle

Although not an official part of the Catholic wedding ceremony, some couples elect to have a unity candle (a trio of candles). A better time for the unity candle would be at the rehearsal dinner or the wedding reception. If you do elect to use a unity candle at your ceremony, you must purchase this on your own along with the stands and two smaller candles.

## Rehearsal

Rehearsals are 45 minutes and are arranged between you and the priest/deacon presiding at your wedding. Please be prompt for your rehearsal time. Rehearsals can be held anytime from a week before the wedding through the day/evening before the wedding.



## Wedding Day

It is important for you and for the parish that your wedding begin on time and end on time.

You certainly need to get all your pictures taken so as to be able to enjoy your wedding reception including the cocktail hour. The entire wedding ceremony is scheduled for one hour (Mass) and one half hour (Ceremony). Please plan your ceremony within that time frame. The receiving lines, if you choose to have one, are held in the vestibule of the Little Church or outside.



### Florists

Please provide the name and telephone number of the florist to the rectory office before the time of the rehearsal. **THERE IS NO WEEKEND STAFF AT LITTLE FLOWER.** The florist must contact the rectory office to arrange a time for setting up the flowers.

Flowers may be used in two areas:

- On two stands that flank the area of the crucifix (near the presider's chair);
- On the pews: Satin ribbons and sprays may be tied on the ends of the pews or attached with plastic clips or rubber bands. Tape is prohibited.

It is customary to leave the altar flowers as a gracious gift to honor the Lord.



### Photographers and videographers

The photographer/videographer is requested to comply with the policy of the parish for wedding photography. Please provide your photographer/videographer with the Photographer/Videographer Terms of Acceptance page found on page 8.

**Your photographer/videographer is asked to return the signed Terms of Acceptance page before the wedding.**

Family and friends are asked to follow the same guidelines for taking pictures.



### Runners, rice and other things

Not Permitted:

- Runners
- Flower petals
- Rice, confetti, or birdseed
- Bubbles
- Helium balloons
- Banners or signs

Permitted:

- Release butterflies
- Ringling bells

Please ensure that the participants in or guests at your wedding **DO NOT** have alcoholic beverages prior to the ceremony.



## Program

If you have prepared a wedding worship guide to be distributed to the wedding guests, the booklet may be left at the Little Church if the rehearsal is within a few days of the wedding.

The ushers can distribute it to the guests on the day of the ceremony.

Although you are NOT required to have a wedding worship guide, the purpose of the guide is to assist the gathered assembly in active participation in the wedding liturgy. It is in response to God's invitation that your family and friends gather at liturgy, in communion, with the Church community to pray and rejoice with and for you as you begin your married life.

If you intend to have a printed program for your wedding, the order of service for use in a worship aid is given below. In addition, the Music Director will give you a list of the music you selected.

## Order of Service – Nuptial Mass

Procession

Introductory Rite

Opening Prayer

### *Liturgy of the Word*

First Reading

Responsorial Psalm

Second Reading

Gospel Acclamation

Gospel

Homily

### *Rite of Marriage*

Exchange of Vows

Blessing and Exchange of Rings

Prayer of the Faithful

### *Liturgy of the Eucharist*

Preparation of the Altar and Gifts

    Music during the Preparation

    Prayer over the Gifts

Eucharistic Prayer

    Holy, Holy, Holy Lord

    Memorial Acclamation

    Great Amen

Communion Rite

    Lord's Prayer

    Nuptial Blessing

    Sign of Peace

    Breaking of the Bread

        Lamb of God

    Communion

    Prayer after Communion

### *Concluding Rite*

Blessing

Dismissal

Recession

## Ceremony

Procession  
Introductory Rite  
Opening Prayer

### *Liturgy of the Word*

First Reading  
Responsorial Psalm  
Second Reading  
Gospel Acclamation  
Gospel  
Homily

### *Rite of Marriage*

Exchange of Vows  
Blessing and Exchange of Rings  
Prayer of the Faithful  
Nuptial Blessing

### *Concluding Rite*

Blessing  
Recession



## Other Information

PEOPLE WITH DISABILITIES -The Little Church proper and the restrooms (located in the basement of the church) **are not handicap accessible.**

### WEDDING INVITATIONS

In preparation for the printing of wedding invitations, they should read:

The Church of the Little Flower  
310 Plainfield Avenue  
Berkeley Heights, New Jersey 07922

Directions can be found on our website [www.lfbhnj.org](http://www.lfbhnj.org) under the “About Our Parish” tab.

BRIDAL PARTY ARRIVAL/LIMOUSINES -Limousines should pull into the driveway to the right of the church and pull around to left side of the building. Please make sure the limousine does not block the driveway exit. Limousines may also park in front of the church.

### WEDDING CONSULTANT

Some couples use a wedding consultant to plan their wedding day and wedding reception. It is your priest/deacon and parish wedding team who will plan and direct the Mass and your marriage ceremony at the Little Church.

## Photographer/Videographer Terms of Acceptance

I/We understand that in working at the Church of the Little Flower we are required to:

- Introduce ourselves to the presider and the music director before the wedding;
- Refrain from entering the sanctuary at any time (the area above the two steps leading to the altar). Photographs may be taken from the floor but only from the extreme right or left side of the sanctuary;
- Refrain from entering the choir loft before or during the wedding liturgy;
- Be as unobtrusive to the liturgy as possible;
- Be mindful of the sacred nature of the liturgical celebration.

**We understand that Flash photography and bright lights are NOT permitted.**

I/We further understand that the following photos are permitted within the liturgy:

- Arrival of guests
- Procession
- Proclamation of the Scripture (with the exception of the cantor singing the psalm)
- Exchange of vows and rings
- Procession of the Gifts
- Reception of the Eucharist
- Recessional
- Photos on the grounds or in the Little Church.

Photographer/Videographer Name of Company: \_\_\_\_\_

Photographer/Videographer Name of Individuals who will be present at your wedding:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Photographer/Videographer Signature & Date

Please fax to (908)464-6342 or mail to 110 Roosevelt Ave., Berkeley Heights, NJ 07922



# Wedding Checklist

## One Year prior to your wedding date ~

- Meet with your parish priest prior to making any other wedding arrangements.
  - Confirm your wedding and rehearsal date and time.
  - Choose either a Nuptial Mass or Wedding Ceremony. (page 3.)
- Obtain permission from the pastor if:
  1. You wish a priest or deacon outside the parish to officiate or
  2. You request the presence of any non-Catholic clergy. (page 2.)
- Register for Pre-Cana or Engaged Encounter (page 3.)

## Six Months prior to your wedding date ~

- Recent Baptismal certificate requested from your church of baptism.
- Contact Liz Mancinelli, Director of Music Ministries at 908/227-1314 or email her at [lfmusicministry.lf@gmail.com](mailto:lfmusicministry.lf@gmail.com).
- Remit payment for facility use and musicians. (page 2.)

## Three Months prior to your wedding date~

- Pre-Cana or Engaged Encounter is complete.
- Make your psalm and reading selections.

## One Month prior to your wedding date~

- Obtain your marriage license. (page 3.)

## One Week prior to your wedding date~

- Bring the marriage license to your rehearsal.
- The florist must contact the parish to arrange a time for setting up the flowers. Our weekday office hours are Monday-Friday 8:30am-5pm. Offices are closed on the weekend.
- The Photographer/Videographer Terms of Acceptance have been signed and sent to the parish center office by your photographer/videographer.
- Mail your payment to Business Manager, 110 Roosevelt Ave., Berkeley Heights, NJ 07922.