

SAINT JOSEPH CHURCH  
25 CHURCH STREET  
P.O. BOX 128  
LINCOLN, NH 03251  
(603) 745-2266

## WEDDING GUIDELINES FOR NON-PARISHIONERS

### *Who can be married at Saint Joseph's?*

We are happy to accommodate those from outside of our parish and welcome such couples. As long as one of the parties is of the Catholic faith, any couple may be married at St. Joseph.

### SCHEDULING THE WEDDING

Couples who are non-parishioners but would like to be married at St. Joseph Church **MUST** meet with either the priest or deacon from your home parish **prior to contacting St. Joseph Church**. Thereafter, you may call our rectory to request your desired wedding date. Please allow as much advanced time as possible, but no less than 6 months, before your desired wedding date. Please let us know if you wish to have a priest or deacon, other than Fr. David, preside at your wedding.

**Please note: Couples must make provisions for the Church and have their desired date confirmed BEFORE finalizing plans for the reception.**

For scheduling purposes, both for the couple and for the Church, the following is observed:

**Days:** Wedding liturgies are normally scheduled on Saturdays. Weddings are not scheduled during the Lenten season.

**Time:** The times for Saturday weddings are scheduled on a first come first serve basis and a time block of two hours is reserved. (For example, the time limit reserved for a 10:00 a.m. wedding is 9:30-11:30 a.m.) If your wedding will be a Mass, please be especially aware of the time limit and plan to have EITHER a receiving line near the church's main entrance OR time to pose for pictures afterward in the sanctuary (altar area), but not both.

**Time of rehearsal:** Rehearsals are usually scheduled the Friday evening before the wedding for one hour intervals (usually 4:00, 5:00 or 6:00 p.m.).

***Please note:** Parishioners of Saint Joseph Church (registered, active and contributing members of the parish for a minimum of one year prior to contacting the church about scheduling a wedding) always enjoy priority of date and time for weddings and rehearsals. Special consideration will be given to couples whose parents are parishioners of Saint Joseph's.*

### DOCUMENTS

The following documents are part of the normal marriage preparation process when the couple meets with the clergy representative from their home parish. Your parish will provide St. Joseph Church with copies of these documents once completed.

ALL DOCUMENTATION MUST BE RECEIVED BY ST. JOSEPH CHURCH AT LEAST TWO (2) MONTHS PRIOR TO THE SCHEDULED WEDDING.

- A. Pre-Nuptial Questionnaire.
- B. Baptismal and Confirmation certificates.
- C. Engaged Couple Seminar completion certificate.
- D. FOCCUS evaluation.
- E. Letter of permission.
- F. Certificates of Annulment and/or Death (if applicable).

The Wedding Coordinator will make scheduled calls throughout the process to check in on your progress.

**MARRIAGE LICENSE:** The couple must apply for a marriage license within ninety (90) days of the scheduled wedding date. The original license must be provided to Fr. David or the Wedding Coordinator no later than the scheduled rehearsal date. The license may be applied for in any town or city in the State of New Hampshire. The following information comes directly from the website for the Town of Lincoln, New Hampshire concerning Marriage Licenses:

*“The Town Clerk may issue a marriage/civil union license to the applicants the same day of the application, provided all signatures and statutory requirements are met:*

- *Proof of age*
- *Picture ID*
- *A certified copy of a death certificate of a former spouse, if applicant is widowed*
- *A certified copy of a final divorce decree, if the applicant is divorced*
- *A certified copy of an annulment decree, if the applicant’s previous marriage was annulled.*

*Both parties must appear in person to file marriage/civil union intentions as the signature of each applicant is required.*

*The license shall be valid for a period of not more than 90 days from the date of filing. Currently, the marriage/civil union license fee is \$50.00.”*

**Please note:** The Catholic Church does not witness civil unions or same gender marriages.

***Marriage Certificate:*** *After you are married, please wait seven (7) to ten (10) days before applying for a copy of your marriage certificate.*

## **PLANNING THE CEREMONY**

The wedding can be celebrated either during a Mass or during a Liturgy of the Word. Approximately one (1) – two (2) months prior to the wedding, the Wedding Coordinator will contact the couple and will be guide you through the ceremony and provide you with the choice of readings and rituals used. Selections and the names of those participating in the ceremony should be finalized and provided to the Wedding Coordinator no later than two (2) weeks prior to the wedding.

Father David normally officiates at parish weddings. However, permission can be given for a priest- or deacon-friend to officiate, as long as they are in good standing with their own diocese or religious order, and obtain permission from the New Hampshire Secretary of State. Your pastor is the appropriate person to approach regarding this matter. A Justice of the Peace may

not officiate at weddings in the Catholic Church. Ministers of other Christian denominations are most welcome to participate at, but may not preside over, the wedding ceremony at Saint Joseph Church.

All wedding ceremonies at St. Joseph Church take place inside the church. Outside wedding ceremonies are not permitted.

### **FEES**

The stipend to have your wedding at St. Joseph's is **\$1050.00**. This includes Music Cantor and organist. Payment of \$600.00 for church, along with the signed Acknowledgement form included with these guidelines, must be delivered to St. Joseph Church at the time the desired wedding date is confirmed. Checks are payable to "St. Joseph Church". The additional music fee of \$450.00 can be paid to the Coordinator of Music Ministry at the time of your meeting or a week before the ceremony.

There is no fee/stipend specified for the priest or altar servers, nor is a stipend given to them from the wedding fees to the parish. Any offering for the priest and altar servers at the wedding are acceptable and at the discretion of the couple.

### **MUSIC**

Contact with the Coordinator of Music Ministry should be made as soon as possible after the wedding date is confirmed. All music must be religious and dignified. Popular and non-religious music is considered inappropriate for the ceremony and should be reserved for the reception. A list of acceptable music selections will be provided to the couple. Please review any other choices with the Coordinator of Music Ministry for approval. Pre-recorded music is not acceptable during the wedding ceremony. All selections should be finalized and provided to the Coordinator of Music Ministry at least two (2) weeks prior to the wedding.

It is parish policy that the parish musicians serve for all weddings. (With the new rite promulgated on December 30, 2016, an organist and cantor is required.) You may invite a soloist or instrumentalist(s) to join the parish musicians. Other instrumentalists or vocalists must meet with the approval of the Coordinator of Music Ministry; therefore, please do not make any arrangements with any outside musicians before speaking with the Coordinator of Music Ministry.

The fees for the parish musicians are separate from the stipend paid to the Church. The parish musician fees are not waived even if outside musicians are utilized. The musicians' fees includes consultation to select music and the playing and singing of music at the wedding ceremony. The musicians generally do not attend the rehearsal. If their attendance is requested, **an additional fee will be charged. All fees for the parish musicians must be paid in full at or prior to the scheduled rehearsal.** Providing payment to the musicians on the wedding day is not acceptable. Fees for any supplementary or extra instrumentalists or vocalists are the personal responsibility of the couple.

## **GENERAL INFORMATION ABOUT MARRIAGE AND THE USE OF SAINT JOSEPH CHURCH**

- A. Eating or drinking (except water if necessary) is not permitted in the church.

- B. Smoking is not allowed in the church; the consumption of alcohol or other behavior-influencing chemicals is not allowed anywhere on the parish grounds. Anyone under the influence of such substances will be asked to leave. If the bride, groom or other attendants are involved, the officiant has the right to postpone the marriage. The marriage, if witnessed while the bride or groom has been drinking could be considered invalid because of the lessening of one's freedom through the use of alcohol/drugs.
- C. No rice, confetti, or other matter is to be thrown. The vestry, church entry area, and the chairs are to be in good order after your wedding. All furniture should be replaced in its original position if the wedding party has moved it.
- D. The parish does not allow aisle runners. The floors are kept clean on a daily basis and aisle runners have proven to be hazardous to wedding guests. Rose petals or other flowers (whether real or artificial) may not be strewn in the aisles.
- E. Floral arrangements for the church are not necessary; however, you may choose to bring flowers into the church. Your church decorations may not conflict with those of the parish and the parish decorations may not be disturbed. Decorations and their placement must be approved in advance of your wedding date. No flowers or decorations may be placed on top of the altar or in such a way as to obscure it.
- F. The lighting of a unity candle is not a part of the Catholic rite and its use in the new Rite of Marriage is no longer permitted.
- G. Videographers and photographers are always welcome, and most work well within the parameters of the Church. We are grateful that most videographers and photographers chosen by our couples are professional and discreet. We ask that videographers and photographers not interfere with the procession or enter into the sanctuary area.
- H. The parish does not provide leaflets or programs for the wedding, but the couple is allowed to bring them for distribution as they greatly enhances the assembly's participation in your wedding ceremony.

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**ACKNOWLEDGMENT FOR  
WEDDINGS AT ST. JOSEPH CHURCH**

THE BRIDE AND GROOM NAMED BELOW ACKNOWLEDGE THAT THEY WERE PROVIDED A COPY OF THE **WEDDING GUIDELINES FOR NON-PARISHIONERS AND GENERAL INFORMATION ABOUT MARRIAGE AND THE USE OF SAINT JOSEPH CHURCH** AND THAT THEY UNDERSTAND AND AGREE TO ITS CONTENTS.

**WE UNDERSTAND THAT WE MUST NOT FINALIZE OUR RECEPTION PLANS UNTIL OUR DESIRED WEDDING DATE IS CONFIRMED BY ST. JOSEPH CHURCH.**

FULL PAYMENT OF \$600.00 IS DUE AND PAYABLE TO ST. JOSEPH CHURCH AT THE TIME OUR DESIRED WEDDING DATE OF \_\_\_\_\_ IS CONFIRMED.

BRIDE:

GROOM:

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

DATED: \_\_\_\_\_