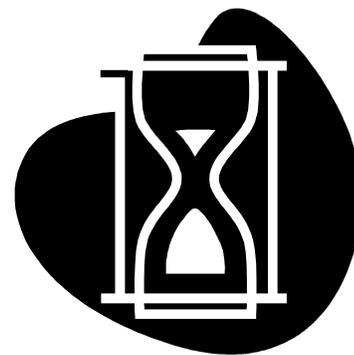


Timeline for getting married at St. Ignatius

- 1. Bride/Groom contact St. Ignatius Church - parish office 503.777.1491**
 - ✓ Couple is referred to the pre-marriage preparation coordinator
 - ✓ Couple is directed to the parish website
- 2. Meeting with St. Ignatius Pre-Marriage Preparation Coordinator (PMPC)**
 - ✓ Gathering of basic information about couple and establishing that each person is “free to marry”
 - ✓ If there are previous marriages, an annulment may be required
 - If annulment is required - refer to Annulment Advocate at St. Ignatius
 - ✓ If no annulment required then couple and PMPC discuss:
 - documents needed, including baptismal certificates and witness forms, permissions and dispensations (if required)
 - options for pre-marriage preparation in the community (Engaged Encounter, Pre-marriage counseling and classes, on-line pre-marriage preparation program)
 - conduct interviews for freedom to marry
 - ✓ PMPC notifies **Wedding Coordinator/Sacristan** of wedding date
- 3. Community or on-line Pre-Marriage Preparation Program**
 - ✓ Couple enrolls in and completes community pre-marriage preparation program
 - ✓ Couple completes the PREPARE/ENRICH inventory
- 4. Final Meeting with Pre-Marriage Preparation Coordinator**
 - ✓ Final collection of documents – review checklist
 - ✓ Review of community or on-line pre-marriage preparation
 - ✓ Begin discussion of liturgy planning in advance of meeting with priest and wedding coordinator/sacristan
- 5. Meeting with priest/deacon witnessing the Wedding**
 - ✓ Pastoral pre-marriage preparation instruction
 - ✓ Review of wedding liturgy
- 6. Meeting with Wedding Coordinator/Sacristan**
 - ✓ Coordination and review of wedding liturgy planning
- 7. Meeting with Music Director**
 - ✓ Coordination and review of music
- 8. Rehearsal, coordinated by Wedding Coordinator/Sacristan**
- 9. Wedding Day**

**In the Archdiocese of Portland, the minimum time
for pre-marriage preparation is six months**

Timely information about pre-marriage preparation



The Archdiocese of Portland requires a minimum formation period of six months in order to allow sufficient time for pre-marriage preparation to take place. As part of this process, St. Ignatius has a *pre-marriage preparation coordinator* who will help direct you through this preparatory period, which requires certain classes and/or an engaged encounter. Because there are several options to meet the pre-marriage preparation requirement, it is important to make an appointment with the pre-marriage preparation coordinator as you begin to plan your wedding. **Pre-marriage preparation coordinator can be reached through the parish office 503 777.1491.**

Additionally, because the sacrament of Matrimony is an act of our faith community we ask that one of you be a registered member of the parish, currently practicing your faith.

If either you or your fiancé has been married previously, even if the marriage took place outside the Catholic Church, the previous marriage must be “annulled.” In these cases a date for the wedding cannot be set until this annulment has been processed by the Archdiocese. St. Ignatius has an Annulment Advocate who can guide you through this process. Please call the parish office and ask to speak with the annulment advocate. You can also follow this link to read more about the annulment process in the Archdiocese of Portland. (LINK)

There are times when a couple would like a priest who is not on staff at St. Ignatius to officiate at their wedding. You are welcome to ask another priest or deacon to officiate at your wedding. Please note that any priest officiating in the Archdiocese of Portland must demonstrate that he is a priest or deacon in good standing. This requires a letter from the priest/deacon’s home diocese and also written delegation from the Pastor of St. Ignatius Parish. The pre-marriage preparation coordinator will help you with this process.

Important information about obtaining a Marriage License in OREGON
<http://web.multco.us/recording/marriage-licenses>

Obtaining a marriage license in Multnomah County

A marriage license purchased from Multnomah County may be used anywhere in the State of Oregon. Marriage license applications can be completed online at www.multcomarriage.org or at the Customer Service office located at 501 SE Hawthorne Blvd, Suite 175, Portland OR 97214.

The pre-marriage preparation period includes preparing certain documents.

The pre-marriage preparation coordinator will guide you through the documentation process which generally includes the following documents:

1. *Baptismal Certificates:* Documentation of Baptism, whether in the Catholic Church or another Christian faith, must be obtained.
2. *Statement of Party to Marriage and Witness Testimony* forms. The pre-marriage preparation coordinator will help with the preparation of these documents.
3. *Certificate of completion* of the pre-marriage preparation program.
4. *Marriage License:* A valid marriage license from the State of Oregon should be obtained a maximum of 60 days to a minimum of 3 days prior to the wedding. We will need a copy of this certificate for our files.

Information for planning your wedding at St. Ignatius

When Marriages are celebrated at St. Ignatius

Because many different groups use the church for various events we have set aside the following times which, in our experience, best accommodate both the wedding party and the needs of the parish community:

Friday rehearsal times: 12 Noon, 1PM, 5PM, 7PM
Saturday wedding times: 11AM; 1:30PM, 7:30PM or 8PM

Please note dates are scheduled on a first-come first-served basis.

Scheduling weddings before or after Lent is encouraged because of the penitential nature of the season. The Church does not schedule weddings during Holy Week, Holy Days or over Christmas.

What kind of Celebration?

If both the bride and the groom are Catholic you have the choice either of celebrating the sacrament of marriage as part of a Eucharistic celebration (i.e. a Nuptial Mass), or as a vow ceremony alone. If one person is not Catholic, or has not been baptized, the choice is limited to a vow ceremony.

Liturgy and Music

An important part of the experience for both you and your family and friends is the sacredness and ritual of a Church wedding. Everything will be done to make certain the joy and the love you have for one another is reflected in the ceremony. At St. Ignatius, a Wedding Coordinator/Sacristan is available to assist you in coordinating your ceremony at the church. The many liturgical choices and readings for your wedding will generally be discussed with the priest or deacon who witnesses your wedding. This meeting will take place when all the pre-marriage preparation is complete. The pre-marriage planning coordinator will provide a booklet so you can familiarize yourself with the liturgical choices before this meeting.



St. Ignatius parish musicians are generally available to provide music and vocalists for your wedding. They will also help you select music that will enhance the celebration. As a general rule, sacred music, classical repertoire, or songs traditionally used at weddings work well. Because a wedding is liturgy, the full active participation of the people is a matter of importance. (See accompanying article on “Musical Guidelines for Wedding Liturgies” on the following page).

If you prefer to have another musician play either the piano or the organ, or other instruments, we will be happy to work with you on this arrangement. Good accompaniments or alternatives to a piano or organ are string quartets, harps, brass or woodwind ensembles or guitars.

Taped music is problematic in the church because of compatibility of equipment. Therefore, it is recommended to have live music as part of the celebration. If taped music is to be used, we are unable to plug equipment into our sound system, so you would need to bring your own equipment and have someone monitor it.

Photography

Generally speaking, pictures usually commence 2 hours prior to the ceremony. If you need more time inside the Church please contact the Wedding Coordinator at the Parish office to ensure there are no scheduling conflicts.

For those who wish for limited pictures after the ceremony, please also schedule this with the Wedding Coordinator. This can be a particular issue on Saturday afternoons as the Sacrament of Reconciliation is offered at 3:30PM followed by 5:00PM mass. Therefore we ask that the Church be vacated by 3:15PM to accommodate those coming to receive reconciliation.

If a wedding is scheduled Saturday evening please be aware that the Vigil 5:00PM Mass usually finishes by 6:00PM, and the church may not be vacated until as late as 6:30PM. Photographs can be done discreetly outside while mass is in progress. We ask that the church steps and the courtyard not be used while mass is in progress so as not to disturb worshippers.

Photography and Videography are welcome. And in order to maintain the focus of the service, we ask that pictures and video be taken from a stationary vantage point (side transepts or choir loft) and not from line of sight of *the main altar area or from any position that blocks the view of the guests.*

Last, please note that flash photography cannot be part of the ceremony.

Please share this information with your photographer.

Church Decoration

In good church decoration, as in good theater “Less is more.” Couples have found that simple, understated elegance accentuates the beauty of the ceremony. Excessive decoration tends to distract attention away from the central focus of the ceremony, namely the bride and groom. Therefore we ask the following be taken into account when speaking with your florist:



1. Our wedding coordinator will be able to advise you on the best combination of décor for the Church that adds to the solemnity of your ceremony.
2. A candelabra, simple floral arrangements, and if you decide, aisle lights may all be used. Such items may all be arranged through your florist or obtained through a rental agency as the Church does not own any of these items.
3. Please note that the altar needs to be left bare and free from any decorations.
4. The Church is decorated at various times of the year according to the liturgical season, and so we ask that these decorations be kept in place. One suggestion would be to incorporate them into the overall decoration of the Church for your ceremony. Your wedding coordinator is available to help you with this.
5. For safety reasons we do not use aisle runners or flower petals thrown on the floor. Use of sparklers is also a no-no per the fire code.
6. Because the church is highly trafficked and in consideration of our maintenance staff we ask that rice, flower petals or other types of confetti (including birdseed) be reserved for the reception.as these are difficult to clean up and may harm birds.

Parish Wedding Coordinator

The parish wedding coordinator will be happy to answer any and all questions about your wedding. The wedding coordinator will contact you approximately 6 – 8 weeks before the ceremony to begin planning. The coordinator will be present to facilitate your rehearsal and work with others (florists, photographer/videographers, musicians) on the day of the ceremony. Our goal is to help make sure the ceremony goes smoothly and also to help deepen the spiritual dimensions of planning your lifetime union with Christ.

Please remember you are in our prayers as you prepare for this joyous time!

On the day of the ceremony

Plan to arrive at the Church two – three hours prior to the ceremony. This will allow you sufficient time to get dressed, tend to any last minute details and allow sufficient time for the photographers. Rooms in the Parish Center can be made available for both the bride and the groom to get dressed. Your wedding coordinator will be able to arrange this with the parish. **Please make sure the rooms are clean and are in good order when you are finished using them. Please remove all boxes, gifts, clothing and personal effects.**

Refreshments/Alcohol

Please refrain from bringing food and beverages into the Church. We do, however, suggest that a bottle of water be made available for the wedding party prior to or immediately after the service.

Consumption of alcoholic beverages on Church premises is strictly regulated. Also please note that if any of the wedding party comes to the ceremony intoxicated this will affect the validity of the marriage ceremony as it calls into question the Church's requirement that bride and groom give their free-will consent to marry. Intoxication will result in the ceremony being delayed or cancelled by the presider.

Usual and Customary Charges and Stipends for a wedding at St. Ignatius

St. Ignatius Parish charges \$500 for use of the Church. It is customary to pay this fee when reserving the wedding date. A *Wedding Reservation Agreement* is signed when payment is made. It may be possible to pay the fee in two installments with final payment two months prior to the ceremony.

Usual and customary stipends, in addition to the \$500 charge for the use of the church, can be broken down as follows:

- ✓ **Presider:** The usual stipend is \$150 - \$300. This should be given directly to the presider and is frequently given in the form of a thank-you note. If your priest/deacon is coming from out of town any expenses incurred (travel, lodging, meals, etc.) should also be reimbursed.
- ✓ **Musicians:** The musicians you hire will quote you their charges directly. Plan on a minimum of \$175 for musicians and \$150 for a cantor; however, this can vary. Payments are made directly to the musicians and may be asked for in advance.
- ✓ **Wedding Coordinator/Sacristan:** \$200 payable directly to the wedding coordinator/sacristan at rehearsal.
- ✓ **Pre-Marriage Preparation Coordinator:** a fee of \$100.00 is charged *only if the couple is getting married outside of St. Ignatius parish*. This is a fee to prepare and deliver documents and coordinate pre-marriage preparation. It is payable to St. Ignatius Catholic Church at time document preparation begins.

Planning A Catholic Wedding

FROM: United States Catholic Conference of Bishops (USCCB) Website:
<http://foryourmarriage.org/catholic-marriage/planning-a-catholic-wedding/>

Nowadays many engaged couples handle a lot of their own wedding planning. When at least one of the individuals is Catholic this can include making arrangements to be married in a Catholic church. This is a significant decision. It means more than just choosing an appropriate and picturesque setting for the ceremony and the photos!

You're trying to make your wedding a meaningful and memorable experience and most of all, to express in a clear and beautiful way the hopes you have for your married life. How can you achieve these goals in the celebration of your wedding? Here are three general suggestions. You can find even more specific ideas on other parts of this website.

Take time to prepare and plan

Catholic dioceses in the United States have policies that require a preparation period of six months to one year for couples who want to be married in the Church. The preparation includes a contact with the parish in which couples want to have their wedding. It's a good idea to get your date on the parish calendar as soon as possible. It's also important to talk with the parish priest or deacon or pastoral minister about what the parish allows and expects in a celebration. It is also possible that the parish can offer specific help and resources, such as a person to help you plan and coordinate the event.

Beginning early to work with the parish makes practical good sense and it also helps you to develop a relationship with a community that shares your faith and wants to support you in the sacrament you are about to receive and live. Quite likely you will be given some material about the Catholic wedding liturgy and encouraged to read and ask questions. Take the time to do this. It will enhance your preparation and help you to focus on the meaning of the commitment you are about to make.

Three forms of the Rite of Marriage

The Catholic Church provides three different forms of celebrating the Rite of Marriage. When two Catholics are marrying, the celebration will normally take place within a Mass. The second form, which does not include a Mass, is used when a Catholic marries another baptized Christian. There is a third form, which also does not include a Mass, for a Catholic marrying someone who is a non-Christian. You should choose one of these forms in conversation with the priest or deacon who will witness your marriage vows.

Take advantage of options

Within each of the three forms of the Rite there are additional choices. For example, you can select biblical readings, blessings, and prayers from the approved texts. You can also choose friends or family members for different roles in the ceremony, such as readers and those who assist with the Eucharistic gifts and the distribution of Holy Communion. Making these choices with your future spouse and with the priest or deacon can help you to learn more about the Catholic understanding of marriage and to become more deeply involved in your celebration of it.

Take notice of the ritual

A very good way to know what the Catholic Church believes is to participate in its worship. This is especially true in the case of marriage. The Catholic wedding rite, whether it is celebrated within a Mass or not, is a powerful teaching tool. This is experienced in many ways, for example:

- in the active role taken by the couple who, in the teaching of the Roman Catholic Church, are the “ministers” of the sacrament;
- in the fact that the wedding takes place in a church, signifying it is a sacred action;
- in the scriptural readings which speak of God’s plan for marriage and his presence to the couple;
- in the music which lifts our thoughts and feelings in a prayerful, joyful way;
- in the homily given by the priest or deacon addressing the couple and their guests about the meaning of marriage as well as its joys and challenges;
- in the vows and exchange of rings in which the couple express their freely-given consent, promising to create a loving and lifelong union of permanence, fidelity, and openness to children;
- in the various prayers and blessings through which the Church solemnizes and supports the journey on which the couple is embarking.

Thoughtful, prayerful planning and participation in your Catholic wedding ceremony is a decision that will bring many blessings to your married life long after you’ve forgotten all the other decisions you made about flowers, photos, and favors on the tables!