

The Parish of Saint Matthew the Evangelist

With Churches of Saint Theresa, Saint Andrew & Saint Mary

Office: 1 Grace Avenue

Billerica, MA

www.billericacatholic.org

978-663-8816

Wedding Guidelines



St. Andrew Church
45 Talbot Avenue
North Billerica, MA
01862

St. Mary Church
796 Boston Road
Billerica, MA 01821
01821

St. Theresa Church
1 Grace Avenue
Billerica, MA
01821

Congratulations On Your Engagement!

Pastoral Team

Rev. Paul J. Aveni, *Pastor*

Rev. Jean Sassou, *Parochial Vicar*

Deacon Phil DiBello

Deacon Allan Shanahan

Dr. Paul Ciotti, *Director of Worship*
Email: paul.ciotti.ccb@gmail.com

It is with great joy that we, your pastoral staff, welcome you as you begin your preparation for the Sacrament of Marriage. We are ready to assist you in making your marriage a lasting encounter with God. We present the following Archdiocesan and Parish Guidelines to assist you in preparing for marriage. We want your wedding day to be beautiful and pleasing in all of its arrangements. Please be assured of our prayers and interest during this special time of your life. We pray that the Lord will bless you with much happiness and joy in your love for each other.

Initial Contact

Normally a couple contacts the parish six (6) months before they plan to be married. After your initial meeting with the parish, a date will be determined at that time for your wedding. Then you can begin to make any financial plans for your wedding celebrations.

Marriage Preparation

All couples are required to participate in a Marriage Preparation Program sponsored by the Archdiocese or arranged by the parish priest. It is your responsibility to arrange your schedule to accommodate the meeting times of the program. <https://www.bostoncatholic.org/familylife/transformedinlove> transformed in love and scheduled opportunities.

The Commonwealth of Massachusetts requires you apply for a marriage license from your local town or city offices.

Liturgical Information

Times for Weddings-

Fridays: Times are varied, usually 4:00 p.m., 4:30 p.m. or 5:00 p.m.

Saturdays: 11:00 a.m., 2:00 p.m. or 5:30 p.m. Along with St. Andrew and St. Mary Churches at 4:00 p.m.

Sundays: 2:00 p.m., or 3:00 p.m. depending on the church's schedule

The Parish's Wedding Coordinator

Once a date for your wedding has been determined by the parish, call or email the Parish's Office Manager Heather Murphy-heather.murphy.ccb@gmail.com or 978-663-8816 to schedule your rehearsal.

A parish wedding coordinator will be assigned. She is in charge of all aspects of the rehearsal and the wedding day at the parish. The wedding coordinator will call you to confirm the details.

Rehearsal Guidelines

1. Arrive at the rehearsal on time.
2. Children under 7 (seven) years of age must be accompanied by a parent or an older child. They cannot process down the aisle alone, or with another child under the age of 7.
3. Readers are to be present at the rehearsal.
 - i. Stand tall and do not lean into the microphone
 - ii. Speak slowly
 - iii. The Lectionary (book of Scripture) will be opened to the correct Reading, and a parish minister will point to the reading. Do not carry Sacred Scripture in your hands or pull it out of your pocket.
 - iv. Dress appropriately for church

Wedding Day Guidelines

1. The groom, best man, and groomsmen are to arrive 30 minutes prior to the wedding ready to seat guests.
2. The bride arrives 15 minutes before the Mass/Ceremony dressed.
3. The rings cannot be tied to the ring bearer's pillow.
4. The bride and attendants arrive dressed and ready to process.
5. Children are to be supervised at all times during the wedding.
6. No members of the bridal party should be chewing gum.
7. No one should be drinking alcohol prior to the wedding.
8. If either the groom or bride appears under the influence, the priest/ deacon cannot perform the wedding. It will be cancelled.
9. Florist should deliver flowers for the wedding party to the front entrance of the church, visible to be found by all.

Sacrament of Reconciliation

Catholics are encouraged to receive the Sacrament of Reconciliation before the celebration of their marriage.

Visiting Clergy

A visiting priest or deacon is welcomed to witness your marriage, however, one of the parish priests should assist the couple with instructions before the marriage. Visiting Clergy from out of state are reminded that they must secure permission from the Secretary of State for the Commonwealth of Massachusetts to marry. Also, a letter of "good standing" is required from the visiting priest or deacon's Bishop.

Forms & Marriage License

The following documents must be submitted prior to the celebration of a Marriage:

1. Baptismal Certificate: Issued by the Church of Baptism and dated within six months of the marriage,
2. Other Forms: As may be designated by the priest/deacon,
3. Marriage License: Obtainable from any City or Town Hall. More information on the Marriage License is available from the Town Clerk.

Donations & Stipend

By the time of the rehearsal, all liturgical plans should be finalized. Please bring the following to the rehearsal in separately marked envelopes:

1. Marriage License
2. Offering for the Church is \$900.00
 - a. This includes the Donation to the Church, Altar Server, Parish Wedding Coordinator and Music Ministry.
 - b. This check should be made out to Parish: St. Matthew the Evangelist Parish. However, if you are experiencing financial hardship, please talk with the priest or deacon.

Photography & Videography

We ask that your photographer and videographer refrain from entering the sanctuary during the actual Wedding Liturgy.

Due to Insurance/Liability Issue & Safety of Everyone:

Refrain from the following:

- Aisle Runners
- Flower petals, Confetti, Rice, and Bubbles
- Wagons, carts or carriages for moving babies and children
- Use of alcohol on the premises of any of the churches are prohibited on the day of the rehearsal and the day of your Wedding liturgy.

Floral Decorations & Miscellaneous Accessories

In keeping with the nature and the dignity of the Church, we ask you to use only live flowers and that they remain in the church after the Wedding.

Unity Candle

The use of a unity candle is not included in the Roman Catholic rite of marriage, though it is a wonderful option to be used at your reception.

Reception

Due to weekend schedules and other duties, please do not assume that the priest or deacon will be able to attend the reception. If you wish him to attend, please inform him in writing and he will respond according to his other duties and commitments.

Registration

After you have settled into your new home, please make yourselves known to your parish staff and register as a member of the parish in which you reside.

Wedding Mass or Ceremony

Mass Planning

You will receive Together For Life, a booklet that will guide you in the planning of your Wedding Mass or Ceremony. We encourage you to read the booklet prior to your Planning meeting. Paul Ciotti, Director of Worship will meet with the couple to finalize the Wedding Liturgy.

Music

It is the policy of the parish that the resident parish organist and a cantor are engaged to provide music at your Wedding. On occasion, an outside organist and/or cantor can be engaged. The customary "bench" fee is paid to the resident organist and cantor.

Music For the (Grand)Mothers

Ave Maia

Franz Schubert

Processional Music Suggestions

Jesu Joy of Man's Desiring

Johann Sebastian Bach

Prince of Denmark March

Henry Purcell

Trumpet Voluntary

Jeremiah Clarke

Canon in D Major

Johann Pachebel

Gathering Songs

Following the procession, a Gathering Song should be sung.

All Creatures of Our God and King

St. Francis of Assisi

For the Beauty of the Earth

Kocher 77 77 77

Joyful, Joyful We Adore You

Ode to Joy

Love Divine, All Love Excelling

Hypydol 8 7 8 7

Gloria In the new Wedding Rite, the Gloria is normally sung. However, in the Covid-19 pandemic, the Gloria will be recited.

Responsorial Psalms

Psalm 33- The Earth Is Full of the Goodness of the Lord
Psalm 34- I Will Bless the Lord At All Times
Psalm 34- Taste and See
Psalm 23- Every Morning In Your Eyes
Psalm 116- The Name of God
Psalm 128- Blest Are Those Who Love You
Psalm 128- O Blessed Are Those
Psalm 145- I Will Bless Your Name

Preparation of the Gifts & Altar

All I Ask of You
Bridegroom and Bride
I Have Loved You
Take My Hand
When Love Is Found

Weston Priory
Irish Traditional
J. Michael Joncas
Weston Priory
Brian Wren

Communion Songs

Eat This Bread
Gift of Finest Wheat
I Am the Bread of Life
One Bread One Body
Taste and See
Take and Eat

Jacques Berthier
Westendorf/Kreutz
Suzzane Toolan, RSM
John Foley, S.J.
James E. Moore
J. Michael Joncas

Recessional Instrumental

The Wedding March

Felix Mendelssohn

UPDATE: 8/2020