Thank you for sharing your love with us...

Congratulations on your engagement and upcoming wedding. We are very excited to be able to celebrate with you. While your wedding day is an extremely important day in your life, it is good to keep in mind that what we will be celebrating is your decision to enter into the life-long covenant of marriage. In order to help you prepare for your marriage, as well as for your wedding day, there are a number of steps you will need to take before the big day.

This booklet will help walk you through what needs to be done and assist you in the preparation process. Please know that we are here to help you along the way, so please feel free to ask any questions you might have so we can make your wedding day a special one, but more importantly so we can help you to establish your marriage on the solid foundation of Jesus Christ.

God Bless,

Fr. Jerry Herda
Pastor, St. Eugene Parish
GETTING STARTED

You’re engaged - congratulations! Now the work begins.

All Catholics are welcome to marry at St. Eugene Parish. We also encourage you, if you are not already, to become parishioners so that you can continue to live your faith in the community where you celebrated your marriage. If one of you is not Catholic, your priest or deacon will guide you through a few extra steps that need to be addressed.

Setting Your Date and Time

We know it’s an important decision and you want to know as soon as possible.

Weddings are usually scheduled for 11am or 2pm on Saturdays, or anytime on weekdays (subject to availability). We are not able to celebrate weddings on Sundays.

You will meet with your priest to get to know one another and set the date together. Please do not schedule your vendors or reception hall before you meet with your priest. Your date may not be available!

IN IT FOR THE LONG HAUL...

The Formation Process

The Church wants your marriage to last forever and to be life-giving to both of you. To help you, we will guide you through a process called formation. There are three parts.

1. **FOCCUS Inventory** | The FOCCUS inventory helps to identify strengths and challenges in your relationship. A trained married couple from St. Eugene will walk you through the process and help you to identify places you can continue to grow and develop in your relationship.

2. **Engaged Enrichment Day** | The Archdiocese of Milwaukee offers a day-long event that explores what God and the Church say about marriage and what it offers to you as a family and what your family can offer the world as a sign of God’s love. Also offered in the Archdiocese of Milwaukee is the Engaged Encounter weekend, a two-day immersive version of the single-day enrichment opportunity. Your priest or deacon will give you a list of dates and a registration form.

3. **Meeting with your priest or deacon** | After your initial meeting with your priest or deacon to start the process and select a date, you will meet several more times with him. During these meetings, you will get to know each other more, talk about what makes a strong Catholic marriage and plan your wedding liturgy.

We hope these opportunities will help your relationship grow and provide a solid foundation on which the two of you can build your life together.
YOUR WEDDING PREPARATION ESSENTIALS

6 MONTHS BEFORE THE WEDDING
☐ Contact parish priest to establish a wedding date and rehearsal time.

4 MONTHS BEFORE THE WEDDING
☐ Schedule several meetings with your priests or deacon.
☐ Schedule a meeting with the Director of Liturgy and Music.
☐ Schedule your FOCCUS assessment
☐ Sign up for the Archdiocesan Marriage Enrichment Day or Engaged Encounter Weekend
☐ Submit all necessary church documents

2 MONTHS BEFORE THE WEDDING
☐ Finalize the wedding liturgy with your priest or deacon and the Director of Liturgy and Music.
☐ Pay parish stipends and musician fees.
☐ If a visiting priest or deacon is presiding, arrange their payment directly with them.
☐ If a visiting priest or deacon is presiding, make arrangements for opening of church doors for the rehearsal and the wedding.

DAY OF WEDDING REHEARSAL
☐ Bring your marriage license with you and give it to your priest or deacon.
☐ Give your ushers copies of the Ushers’ Responsibilities sheet (p. 8 of this booklet) so that they may become familiar with that information.
☐ Have everyone who is involved in your liturgy attend the rehearsal. (**Please Note: The musician(s) will not attend your rehearsal, as their presence would unnecessarily lengthen the evening.)

PAPERWORK

Baptismal Certificate | This can be obtained from the church where the baptism was celebrated. For Catholics, it must be a newly issued certificate.

Freedom to Marry questionnaire | This establishes that a couple is free to marry in the Catholic Church. Your priest will assist with this at your initial interview.

Affidavits | If necessary, an affidavit for the bride and the groom may be obtained from people who know them well and can testify that they are free to marry. A priest will take this testimony. These witnesses can be parents, other family members or friends.

Marriage License | This is available from the Milwaukee County Courthouse. For more information, visit http://county.milwaukee.gov. Please begin your application process at least six weeks before your wedding.

FEES

Church Facilities
Parishioners | $300
Priest | None, but a gratuity is appreciated

Musician Services
Director of Liturgy and Music | $300
Cantor (optional) | $125
Additional Rehearsal | $50/hour
Additional Musicians | $125-200
PLANNING YOUR LITURGY

Your wedding liturgy is the centerpiece of the day! It’s when you and your spouse will promise before God and the Church to love and honor each other for the rest of your lives.

Such an special commitment deserves a special time of prayer. The staff at St. Eugene will walk with you to help prepare a beautiful liturgy that expresses your love for God and each other. Here are the steps to make it happen.

1. Open the Word of God.
   We will provide you a book, Together For Life, that includes all of the readings and prayers for your liturgy. Spend some time together reading and praying about what texts you would like to have included at your wedding. There is a worksheet in the book to keep track of your decisions.

2. Two months before your wedding, meet with your priest of deacon.
   They will help plan the details of your liturgy. Bring your Together For Life worksheet along.

FAQ

Do we need a Unity Candle? No. In the Catholic Church, we believe that true communion happens in the Eucharist. The Unity Candle began in Christian faith traditions that do not have the same understanding of the Eucharist that we do as Catholics. Consequently, you can include it, but you can also skip it, especially if you are celebrating a full mass.

Is there a bride’s room available? Yes! The Usher’s Room at St. Eugene is available for your use. Note that it is NOT locked during the liturgy, so please make arrangements to keep valuables in your car.

I have a wedding coordinator. What will they do at our liturgy? Frankly, not much. A wedding coordinator is welcome to help you plan decor but your liturgy will be planned by your priest or deacon and the Director of Liturgy and Music. Your coordinator is welcome to assist you in the bride’s room and narthex before the liturgy.

Should we have a receiving line at the church? Probably not. There is not enough time for both pictures and a receiving line and most couples want to be sure they have time for pictures in church. The church has to be cleared for the next wedding (by 1:00 p.m.) or Saturday evening Mass (by 4:30 p.m.).

May we throw rice, flower pedals or birdseed? No. We do not have anyone on staff who can clean this up after your wedding, and it can present a safety hazard for your guests and parishioners coming for mass after your wedding is finished.

May the wedding party consume alcohol or other substances while at the church? Absolutely not. We are very serious about this. Offenders will be asked to leave. If it is the bride or groom, the wedding will be rescheduled. No questions asked.
PLANNING YOUR MUSIC

First of all, this should be fun.
To get started, contact Mitchell Owens, Director of Liturgy and Music, at least four months before your wedding to start the planning process. You can reach him by phone at (414)918-1104 or by email at st.eugene.music.ministry@gmail.com.

A few points to keep in mind:
• You don’t need to do this alone! The Director will walk through the entire process with you from beginning to end. If you have ideas, he can help make them happen. If you need some ideas to get you started, he can provide that too.

• The Director of Liturgy and Music is the primary musician at your wedding. He is happy to work with other musicians but his services will be part of your wedding liturgy.

• The Director of Liturgy and Music is an accomplished vocalist, as well as pianist and organist. As such, he is happy to serve as cantor for your wedding. If you choose to have a cantor other than the Director, you would be responsible for providing him or her with an appropriate stipend.

• Other musicians are very welcome to play at your liturgy. They should contact the Director directly to work out details.

Other Musicians
Talented families and friends are awesome! But we still need to make sure they can navigate through a relatively complex ritual like a Mass and make sure your liturgy is graceful and beautiful. This is especially important regarding singers. Contact the Director to discuss your options.

Music You’ll Select
As you begin to plan, please review the next page of this booklet. These are the music selections that many couples choose from. The service music is normally chosen by the Director (to avoid overloading you with decisions). The next two pages are worksheets to help you with your selections. Included on these sheets are common musical pieces. These simply provide you with a starting point for your music. Other pieces certainly may be included, but please bear in mind that all of the music used in the liturgy must be of a sacred nature.

“Can we sing Beyoncé? It’s our song!”
You probably like a lot of different styles of music. Unfortunately not everything is appropriate during the liturgy. Bring your ideas to the table, but know that the Director will have to make the final decision about whether or not something is appropriate for liturgy. (Remember, you still have a reception to plan!)

Extra Musical Options
Some couples choose to hire extra musicians to enhance the music at their wedding liturgy. Here are some examples.

• Harpist (if you are interested in having a harpist play, the Director’s wife is a professional harpist)
• String quartet
• Flute
• Trumpet
• Brass quartet
# Music Selections

## Processional/Recessional Music

<table>
<thead>
<tr>
<th>Music Selection</th>
<th>LIKE</th>
<th>DISLIKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canon in D (J. Pachelbel)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Festive Trumpet Tune (David German)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Hornpipe (George Fredrick Handel)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Jesu, Joy of Man’s Desiring (J.S. Bach)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Ode to Joy (Ludwig von Beethoven)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Prelude in Classic Style (Young)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Prince of Denmark’s March (Clarke)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Psalm 19 (Benedetto Marcello)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Trumpet Tune in D (H. Purcell)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Trumpet Voluntary (John Stanley)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Wedding March (Felix Mendelssohn)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
</tbody>
</table>

## Responsorial Psalms

<table>
<thead>
<tr>
<th>Psalm</th>
<th>Title</th>
<th>LIKE</th>
<th>DISLIKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Lord, Let Your Face</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>19</td>
<td>Lord, You Have the Words</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>34</td>
<td>Taste and See</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>98</td>
<td>All the Ends of the Earth</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>103</td>
<td>The Lord is Kind and Merciful</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>128</td>
<td>Blest Are Those</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>145</td>
<td>I Will Praise Your Name</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
</tbody>
</table>

## Unity Candle/Preparation of Gifts

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Title</th>
<th>LIKE</th>
<th>DISLIKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument</td>
<td>All Glory is Yours</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td></td>
<td>I Have Loved You</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td></td>
<td>Prayer of St. Francis</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td></td>
<td>How Beautiful (Twila Paris)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td></td>
<td>You Are Mine</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
</tbody>
</table>

## Communion

<table>
<thead>
<tr>
<th>Title</th>
<th>LIKE</th>
<th>DISLIKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift of Finest Wheat</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>One Bread, One Body</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>On Eagle’s Wings</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Taste and See</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>We Have Been Told</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
</tbody>
</table>

## Song at Marian Altar

<table>
<thead>
<tr>
<th>Title</th>
<th>LIKE</th>
<th>DISLIKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ave Maria (In Latin, Franz Schubert)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Ave Maria (In Latin, Bach/Gounod)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Ave Maria (In English, Dan Kantor)</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
<tr>
<td>Hail Mary: Gentle Woman</td>
<td>1</td>
<td>2 3 4 5</td>
</tr>
</tbody>
</table>
**Wedding Music Planning Guide**

**Date/Time of Wedding:** ______________________________

**Bride:** ________________________________  phone / e-mail: ______________________________

**Groom:** ________________________________  phone / e-mail: ______________________________

**Cantor:** ________________________________  phone / e-mail: ______________________________

**Organist/Pianist:** ________________________________  phone / e-mail: ______________________________

**Guest Musicians:** ________________________________  phone / e-mail: ______________________________

**Number of Bridesmaids:** ______  
**Flower Girl:** ___  
**Ring Bearer:** ___

**Mass**  
**Ceremony**  
**Music Selections**

*Prelude music as guests are seated:

**Processional (Bridal Party)**

- Org:  
- Piano:  

**Bride’s Entrance**

- Org:  
- Piano:  

- Old Testament Reading

**Responsorial Psalm**

- Org:  
- Piano:  

- New Testament Reading

**Gospel Acclamation**

- Org:  
- Piano:  

- Gospel Reading

**Unity Candle (optional)**

- Org:  
- Piano:  

(Mass only) **Presentation Song**

- Org:  
- Piano:  

(Mass only) **Communion Song**

- Org:  
- Piano:  

**Presentation to the Blessed Mother (optional)**

- Org:  
- Piano:  

**Recessional**

- Org:  
- Piano:  

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*Note: The above content is a template for wedding music planning and should be filled in with specific details as provided by the couple and musicians.*
Usher’s Responsibilities

1. Be present at the rehearsal and learn the locations of the sacristies, the bride’s room, and the rest rooms in the narthex of the church.

2. Arrive at the church 45 minutes before the wedding.

3. Be available to assist the priest with the movement of any sanctuary furniture.

4. Obtain the programs or orders of worship. Place enough copies at the places where the bride and groom and attendants will be seated. Hand out the rest of the orders of worship to the guests.

5. If there is to be an aisle runner, be sure that it is attached (by white tape) to the first step of the sanctuary entrance ready for you to pull down the aisle after all the guests are seated.

6. Begin to seat the guests no later than 20 minutes before the ceremony is to begin. Be alert for any disabled or handicapped persons who may need assistance from their cars and in getting to their place. We suggest that several couples be seated at a time. Be alert to seat any latecomers, using side aisles.

7. During the ceremony, position yourself so that you can keep an eye on the entire assembly, including the wedding party. If anyone becomes ill, immediately help them out of the church with as little commotion as possible. Offer them reasonable help or call 911.

8. At the end of the ceremony, before the wedding couple comes down the aisle, open the center aisle doors if they are closed.

9. After the ceremony, the ushers should:
   - Help move the sanctuary furniture back to its original position.
   - Remove the aisle runner and neatly place it in the waste container in the ushers’ room of the church.
   - Check the narthex, rest room, sacristy, and bride’s room for any empty flower boxes or wrappings and dispose of them.
   - Pick up any programs or orders of worship left in the pews and check for forgotten photographic equipment and clothing.
   - See to it that any unity candle, pew decorations, outside decorations, flowers (if they are going to the reception) and all personal belongings from the attendants’ room are taken.

If you have any questions about your responsibilities, ask the priest or deacon at the rehearsal.
PHOTOGRAPHY AND VIDEOGRAPHY POLICIES

The celebration of marriage is a sacred moment of rejoicing. We understand the desire to record this moment, and so we have studied carefully the different locations from which pictures might be taken without disrupting the congregation’s prayer.

We ask you to observe the following so that the sacred joy of this day can be enjoyed without distraction.

1. Flash photography generally is not allowed during the liturgy.

2. Photographers and videographers may use the former choir loft if they desire.

3. Photographers and videographers are not permitted to interfere with the processional and recessional.

4. Only the lighting already available in the church may be used. No additional lighting may be brought into the church.

5. After the wedding, the church will be open for the taking of pictures (flash allowed). All photo sessions must be completed by 3:45 p.m. Absolutely no exceptions will be made. If group photographs are to be taken before the wedding, arrangements should be made with the parish staff to ensure that there are no conflicts with other scheduled liturgies.

6. After the procession, photographers and videographers must remain behind the first pew.
Many couples desire to place floral arrangements in the church. Please observe the following when making arrangements with your florist.

1. Floral decoration should never impede the approach to or the encircling of the altar or any of the ritual movement and action. There are places in most liturgical spaces, however, where it is appropriate and where it can be enhancing. A floral arrangement may be placed in front of the ambo (lectern). We do not recommend a large arrangement in front of the altar of celebration as it will be hidden by the couple during the ceremony.

2. The unity candle, side candles and stand are to be provided by the couple if they are to be part of the liturgy.

3. All decorations must normally be removed immediately after the ceremony or photo session since there is often another wedding or other church services following your wedding.

4. No flower petals, rice or birdseed may be scattered anywhere on the church campus.

5. If you wish to discuss the possibility of sharing decorations with other couples that plan to marry on the same day as your wedding, you can contact the parish office, and request the names and phone numbers of those people.

6. There may be no alteration of any of the seasonal church decorations. Arrangements that are already in place in the sanctuary may not be removed or adjusted, no matter what the time of year.

7. We strongly discourage an aisle runner for safety reasons. Our aisle is extremely short, but if a couple insists upon having a runner, you may contact the parish office to find out the length of our aisle, from the end of the baptismal font to the front step of the sanctuary.

8. It is always appreciated if you choose to leave your floral decorations in the church after the wedding celebration for other members of St. Eugene Parish to enjoy.