

Planning Your Wedding at

Saint Francis of Assisi



St. Francis of Assisi Catholic Church

701 Mt. Rose Highway, Incline Village, NV 89451 (775) 831-0490 www.sftahoe.org

Welcome to Saint Francis of Assisi Church Marriage Preparation Program

We rejoice with you as you begin the preparations for the celebration of your lives together. From the outset, we assure you of our prayers and support from the Staff at St. Francis of Assisi in Incline Village.

Christian marriage is a Sacrament in which a man and woman join in a community of love with the possibility of becoming a family. In the love that binds two into one the Christian Community finds an expression of the great love God has for us, a love that binds us to God and to each other as well. The couple confers the Sacrament of Matrimony on each other. In doing so, the two become a source of grace, one for the other. The living out of their commitment to one another for the whole of their lives is a source of renewed grace each day for them, and a reminder to all of us of God's presence and love.

The couple has the opportunity to take an active part in planning the celebration of the wedding liturgy. To help you in the preparation of this important event, we have prepared this document for you.

We encourage you to read it together and to note any questions you may have so that when you meet with the Marriage Preparation Team your talk may be fruitful.

Who may be married at St. Francis of Assisi?

One person must provide documentation showing they are a registered member of their local Catholic parish for six months prior to their wedding. We recognize that St. Francis of Assisi, and Lake Tahoe in general, is a destination wedding location for many couples wishing to marry. Therefore we allow Catholics who are not St. Francis of Assisi parishioners to be married in our beautiful church providing they receive their marriage preparation instruction at their local parish.

Who may officiate?

The parish Priest of St. Francis of Assisi or other Catholic clergy may officiate at the marriage of those who wish to marry at St. Francis of Assisi. Arrangements may be made for the visiting clergy to obtain a license to officiate at the wedding in the State of Nevada from Washoe County. Please have the Catholic clergy contact Beth Krewedl (Krewedl@gmail.com or 530-587-1172 or cell 530-414-4653) regarding this matter.

Necessary Documents Prior to Planning Your Ceremony

The following documents are necessary before marriage. The Diocese of Reno accepts the legal documentation in the Diocese in which you receive your marriage preparation. All Dioceses require the following:

1. Baptismal Certificates – A copy of both of your baptismal certificates must be submitted.

Or

a Copy of a Birth Certificate of non-baptized participant.

2. Pre-Nuptial Documentation - The Priest or Marriage Preparation Team will help the couple with this documentation.
3. Affidavits (2 per person) stating freedom to marry - the Personal Testimonial Form (affidavits) from a parent, relative or close friend, that each person to be married is free to do so.
4. Marriage license issued by the State of Nevada. It must be presented to the Wedding Coordinator prior to the wedding.
5. Most Dioceses require an Engagement Encounter Certificate and a Pre-Marital Assessment Inventory.
6. Canonical Form - Sometimes it is necessary to obtain special permissions or dispensation before a marriage may take place. The Priest preparing the couple will explain this and assist in obtaining whatever is necessary. After the celebration of the marriage liturgy, a notification that it has taken place will be sent to the church of baptism of the Catholic parties.
7. Annulment of a Marriage Document: If either party has been married in a Catholic or other Christian religious ceremony please contact your parish priest to begin the annulment process as it takes approximately one year for the decision to be made. Neither Weddings or Convalidation of a Civil Marriage cannot be performed without this document.
8. Wedding Contract for St. Francis of Assisi Catholic Church in Incline Village, NV.

PLEASE NOTE that couples receiving their pre-marital preparation in their home parish need to have all their documents sent to the following location (not to St. Francis of Assisi):

***Tribunal Office, 290 S. Arlington Ave., Suite 200, Reno, Nv. 89501
Att: Fr. Joseph Abraham***

Six Months Preparation

Marriage is an important Sacrament. A sufficient period is given to its preparation. Like most Catholic Dioceses, the Diocese of Reno requires couples to contact St. Francis of Assisi at least six months before the marriage. The following is part of that preparation:

DIOCESAN RULES

Common Policy for pastoral Marriage Preparation, Diocese of Reno

"Couples are encouraged to contact their Priest and begin formal marriage preparation as soon as they make a decision to marry. As a minimum requirement couples must contact the Priest and begin their preparation at least six months before the proposed wedding date. This is not intended as a "Waiting Period" but rather one of preparation. Therefore the process of such preparation should begin at the first meeting with the Priest or the St. Francis of Assisi Marriage Preparation Team. Concern with the immediate preparation for the wedding itself can make it difficult for the couple to benefit fully from the preparation itself. Thus it is highly desirable for the couple to complete all the steps of preparation at least two months before the wedding date".

Special considerations - Persons under the age of 19 who wish to marry will be asked to receive individual evaluative counseling before the marriage can be arranged.

The following is part of the marriage preparation at St. Francis of Assisi

PMI - During the preparation period, the Marriage Preparation Team helping the couple will provide what is called the Pre-Marital Inventory and/or PMI. This program aids the couple examining mutual feelings and expectations of marriage. Through this program, the couple develops a mature and solid relationship necessary for marriage.

- It is to be noted that the Priest or Marriage Preparation Team helping the couple may determine there is a question regarding the couple's readiness for marriage. He/they may refer the couple to a professional for evaluation and assessment.

Engaged Encounter - *Besides the PMI Program, the couple attends the following preparation. A weekend (Friday evening to Sunday afternoon) to be shared by the couple with others preparing for marriage. This weekend experience assists in developing communication skills by giving each person the opportunity for honest, intensive sharing about their future lives together. The schedule for the Engaged Encounter, held in the Student Center at Bishop Manogue High School in Reno, NV, may be obtained by calling (775) 324-5683 or registering online at www.renoee.org. Your Priest or Marriage Preparation Team may also have a sign-up brochure. There is a fee of \$185 for attending the ECE weekend in Reno. If you live in the San Francisco Bay area the contact information may be found at <http://www.sfcee.org/> or <http://www.engagedencounter.org/>*
Attendance at Engaged Encounter is mandatory for all couples receiving their instruction in the Diocese of Reno.

If your marriage preparation takes place with the St. Francis of Assisi Marriage Team you are encouraged to read the following books which may be discussed during your meeting:

The 5 Love Languages by Gary Chapman

His Brain, Her Brain: How Divinely Designed Differences Can Strengthen Your Marriage

by Walt and Barb Larimore

Planning the Ceremony

Reserving Saint Francis Church

Please contact Beth Krewedl to arrange your wedding date at (530) 587-1172 or email: krewedl@gmail.com. A deposit of \$500.00 and St. Francis Wedding Contract is required within fourteen (14) days of booking your wedding to secure your chosen date. Mail all checks with your wedding contract to St. Francis of Assisi Catholic Church, 701 Mt. Rose Highway, Incline Village, NV 89451. Attn: Katie Christensen

Dates & Times

Wedding ceremonies may be scheduled Tuesday-Fridays at anytime or Saturdays up to and including 2PM. Please contact Beth Krewedl via email at krewedl@gmail.com to schedule a wedding.

Church Wedding Coordinator

Our Parish Wedding Coordinator, Katie Christensen, should be contacted after completing all of your Pre-Nuptial requirements in order to plan your ceremony. The church Wedding Coordinator will attend your rehearsal and will be present at the wedding. If you have hired your own Wedding Coordinator, our Parish Wedding Coordinator will cooperate with your personal coordinator; however, our Parish Wedding Coordinator is fully responsible for the rehearsal and marriage ceremony, to assure that the Sacrament of Marriage is in compliance with the Diocese/Parish customs and traditions. You may contact Katie Christensen at katie.tahoe@gmail.com or telephone her at (775) 831-0490 or her cell 775-762-3935.

Rehearsals

Rehearsals may be held on weekdays and are usually at 4:00 or 5:00 PM. The date and time are scheduled when you book your wedding. Saint Francis Church is reserved for a period of one hour for your rehearsal and punctuality is imperative. Please arrive in a respectful manner as this is preparation for a sacred event.

Special Notice Regarding Promptness

In order for the Wedding liturgy to begin promptly, the couple should arrive in plenty of time before the ceremony (a minimum of thirty minutes for the bridal party). The weddings at St. Francis of Assisi must remain within certain time limits to other church activities. **The Saturday 2:00 P.M. Wedding Party and photographers must vacate the church by 3:30 P.M., at the latest, because we have the Sacrament of Reconciliation at 4PM on Saturdays.**

Planning Your Wedding Liturgy

The liturgy of marriage is a moment of joy and celebration. In our Catholic tradition, we hold that the couples themselves minister this sacrament or the vows to one another. While it is necessary that an official witness of the Church preside over the celebration (a Priest or Deacon), the active involvement of the couple, in every aspect of planning the celebration, is essential.

The couple should always keep in mind that the ceremony is first and foremost a moment of prayer for all who are present. All aspects of the celebration should reflect the noble simplicity befitting Christian worship while being meaningful to the couple exchanging their vows.

Planning

To aid in this planning our Wedding Coordinator will email you a document that you can use to plan your ceremony. It will be very helpful to use when discussing your ceremony with our Wedding Coordinator. She will help clarify any further questions you may have regarding the ceremony when you meet with her via telephone, email, special meetings or at the rehearsal.

Wedding Ceremony with or without the Eucharist?

Should you celebrate your marriage in the context of a Mass or non-Eucharistic ceremony?

When a wedding is celebrated at St. Francis, the Rite of Marriage takes place after the Liturgy of the Word and the homily. The Liturgy of the Eucharist follows when a Nuptial Mass is held. The Rite of Marriage concludes with prayers and blessings.

In choosing which format to use you will want to consider the following points but keep in mind that you are planning YOUR wedding so it should be what you desire, not your guests:

- If both couples are Catholic we encourage a Nuptial Mass that includes the Eucharist.
- If one of you is from another faith tradition we encourage you to discuss your ceremony with our Wedding Coordinator. She will help you pick out the readings for your ceremony and guide you in personalizing your ceremony. Your local Parish should provide you with a copy of “Together for Life” or you may view it on-line at <http://catholicweddinghelp.com>

Music: When planning the music for the celebration of your marriage, please keep in mind that all music chosen needs to be appropriate for a sacred liturgy. Some love songs, while beautiful to listen to, may be more appropriate at the reception than at the wedding itself. A general guideline is that any sung music (by cantor, soloist, or choir) should be spiritual in nature. A list of musicians available at St. Francis of Assisi is provided. Our musicians and cantors charge a separate fee.

We look forward to working with you to create a meaningful and lovely wedding for you.

Flowers: Flowers are never placed on the altar itself but may be placed on the steps or floor directly in front of the altar. Nothing may be placed on the pews themselves. The use of flower petals (real or artificial) may not be tossed by a flower girl. Couples may have the flower girls pass out flowers to guests along the aisle as they come down the aisle. Keep in mind that we have a beautiful church with a spectacular view and the couple is the focus of attention so it is a good place to save money.

The Church environment is decorated according to our liturgical calendar. There are certain colors used during the different seasons which will be prominent and which may influence your decisions as to arrangements or time of year that you are married.

None of the Church decorations or furniture may be moved for a wedding. Please be respectful while working in the Church.

It is the responsibility of the wedding party to see that any items placed around the altar are removed after the ceremony and that the Church is left tidy and orderly.

Unity Candle: We encourage you to incorporate this tradition into your ceremony however we do not provide the actual candles. Choose candles that are meaningful to you.

Love Story: Please discuss this with the Wedding Coordinator.

Bridal Runners: Due to insurance liability risk, bridal runners are not allowed.

Rice, etc: Birdseed, confetti, rose-petals, bubbles, etc. create a safety hazard. There is a clause in our insurance policy prohibiting such items. We ask you to inform your guests that none of these be thrown in, around or in front of the church.

Parking: There is parking provided for the wedding adjacent to the Church with an overflow parking lot located on Kelly Dr. Please note that the driveway on the south side of the Church is one way.

Bride's Room: Space is available in the Church Hall downstairs. The Wedding Coordinator will assist you in this matter.

Photos/Videos: Great care must be taken to insure that nothing interferes with this sacred event. Please review with the photographer(s)/videographer(s) the enclosed information that offers guidelines for your wedding memories.

Seating Capacity of Saint Francis = 375

Schedule of Fees
and Other Information

Use of Church*

Site Fee: Contact Beth Krewedl (530) 587-1172 (H) 530-414-4653 (Cell) or email: krewedl@gmail.com

*A \$500.00 deposit and contract is required at the time of booking to reserve your date. The balance is due 60 days after signing your contract. Once your wedding is booked and payment is made in full we do not make refunds because of the popularity of holding weddings at our beautiful church in Lake Tahoe which are often booked one year in advance.

Please make checks payable to:

St. Francis of Assisi Catholic Church (**Be sure to write the scheduled wedding date in the Memo Section of the check). **Mail to 701 Mt. Rose Highway, Incline Village, NV 89451 ATTN: Katie Christensen**

Musician/Cantor Prices vary – contact individuals

If a St. Francis of Assisi parish couple wishes to receive their Marriage Preparation at St. Francis of Assisi and have their wedding in another location the preparation fee is \$300 which is due at the first meeting.

Contact Information

Scheduling Your Wedding

Beth Krewedl (530) 587-1172 or (530) 414-4653 krewedl@gmail.com

Wedding ceremonies may be scheduled Tuesday-Fridays at anytime or Saturdays up to and including 2PM. You are encouraged to bring your own Catholic Clergy.

Mail Contract and Payments to:

St. Francis of Assisi Catholic Church

701 Mt. Rose Highway

Incline Village, NV 89451

Attn: Katie Christensen

Mail Pre-Nuptial Documentation to:

Fr. Joseph Abrahams

Tribunal Office

Diocese of Reno

290 S. Arlington Ave., Suite 200

Reno, NV 89501

Marriage Preparation Ministers (Prepare SFA parishioners for the Sacrament of Marriage)

Beth and Dieter Krewedl (530) 587-1172 or cell (530) 414-4653 krewedl@gmail.com

Wedding Ceremony Coordinator (Your guide to planning your ceremony)

Katie Christensen (775) 831-0490 or cell (775) 762-3935 katie.tahoe@gmail.com

Officiants

Fr. William Nadeau, Pastor (775) 831-0490 williamomi@msn.com

Deacon Jose Castro (775) 831-0490 deaconjosec@live.com

Reno Engagement Encounter Contact (775) 853-6318 or (775) 324-5683 nielson4@sbcglobal.net

Craig and Amy Nielson

www.renoee.org

Musicians

Tim Callicrate tim2tahoe@msn.com 775-831-2009

Ellen Daleke dick@daleke.net 775-831-0516

Syl Purdy sylpurdy@gmail.com 775-831-1898

Wedding Singers

Lynn Cibowsky lynne@sftahoe.org 775-831-0490

Robyn Hugar rkhsweetgoodness@yahoo.com 775-831-1969

Photographers familiar with St. Francis

Dalia Photo Studios <http://daliaphoto.com> 775.833.foto (3686)

Ciprian Photography Ciprian@Ciprianphotography.com 775-233-6174

Instructions for Photographers

Following is information for your photographer/videographer that you may give to her/him prior to your wedding ceremony.

Photography is permitted within specified guidelines. Because a wedding is a Sacrament and Sacred ceremony, the following rules will apply. They allow for appropriate coverage of the wedding, while eliminating distractions. The service begins with the processional music.

1. The photographer must report to the wedding church coordinator at least~30 minutes before the ceremony to review procedures and locations.
2. No flash pictures may be taken during the service or ceremony. No additional equipment to enhance the lighting of the sanctuary is permitted.
3. The entering procession may be photographed with flash only as it approaches the center aisle. The photographer may NOT be on the sanctuary floor at anytime during the service and ceremony.
4. The entering procession may not be stopped for individual photos.
5. Pictures with no flash during the service and ceremony may be taken from the midpoint of the center aisle.
6. As the couple return down the center aisle, flash photographs from the center aisle to the church exit are permitted.
7. After the ceremony, photographs may be taken under the direction of the Church Wedding Coordinator. The number of pictures that may be taken depends of the available amount of time remaining. The photography session following the wedding must finish 90 minutes after the scheduled beginning of the wedding. No exceptions can or will be made.
8. The Church Wedding Coordinator will show the photographer other suitable areas around the Church grounds that may be used for photographs.
9. The photographer and wedding couple understand that, if the rules are not respected, the Church Wedding Coordinator has the authority to ask the photographer to leave and photos will not be permitted.

Congratulations on your engagement! We look forward to celebrating the Sacrament of Marriage with you at St. Francis of Assisi.