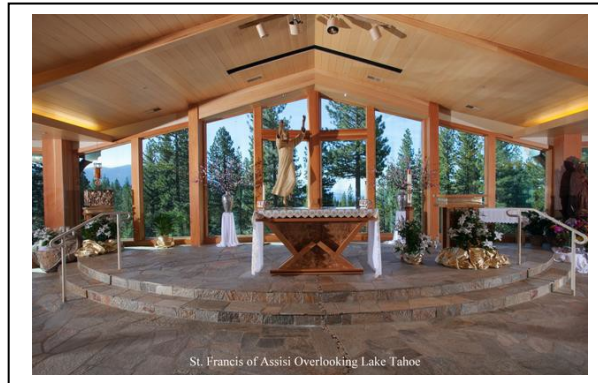


Planning Your Sacrament of Marriage Wedding Liturgy at Saint Francis of Assisi

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.



The couple has the opportunity to take an active part in planning the celebration of their wedding liturgy. To help you in the preparation of this important event, we have prepared several documents, with links, for you on our website. We encourage you to read them together and to note any questions you may have so that when you meet with the Marriage Preparation Team your talk may be fruitful.

Topics Regarding Celebrating the Sacrament of Marriage at St. Francis of Assisi

1. General Information
2. Required Documents for Catholic Weddings
3. St. Francis of Assisi Parishioner Marriage Preparation Requirements
4. Reserving St. Francis of Assisi for Your Wedding Liturgy
5. Planning Your Wedding Liturgy
6. Planning the Details of Your Wedding Liturgy
7. Schedule of Fees
8. Contact Information

Forms Used in Planning Your Sacrament of Marriage at St. Francis of Assisi

1. Wedding Contract - please complete and submit along with your deposit
2. Wedding Guidelines - please complete and submit to Katie Christensen
3. Marriage Preparation check list
4. Prayers of the Faithful
5. Licensing of Priests residing outside the State of Nevada

General Information

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.

Who may be married at St. Francis of Assisi?

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 and Deacons may officiate at the marriage of those who wish to marry at St. Francis of Assisi. **Arrangements may be made for visiting clergy to obtain a license to officiate at the wedding in the State of Nevada. The priest will need to complete the application at www.washoecounty.us/clerks/mo/index.php. Make sure that you follow the directions on payment as it could delay the process. You will also need to provide a Letter of Good Standing from his Diocese or Order. Finally, The Diocese of Reno needs a Letter of Delegation, on Parish letterhead, from Chris Kanowitz, saying that he has given the visiting priest permission to witness the marriage in our parish. Karen Smeath at 775.326.9410 **This process requires at least 3 weeks lead time.****

Common Policy for Pastoral Marriage Preparation

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 three (3) 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.

Required Documents for Catholic Weddings

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. After the celebration of the marriage liturgy, a notification that the Sacrament has taken place will be sent to the church of baptism of the Catholic parties.
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 permission or dispensation before a marriage may take place. The Priest preparing the couple will explain this and assist in obtaining that which is necessary.
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 nor Co-validation of a Civil Marriage can be performed without this document.
8. **Wedding Contract** for St. Francis of Assisi Catholic Church in Incline Village, Nevada.

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

***Tribunal Office
290 S. Arlington Ave.
Suite 200
Reno, NV. 89501
Attn: Fr. Robert Chorey***

St. Francis of Assisi Parishioner Marriage Preparation Requirements

In addition to the "Required Documents for Catholic Weddings" couples preparing for marriage at St. Francis of Assisi will be required to fulfill the following:

Pre-Marital Inventory (PMI)

During the preparation period, the Marriage Preparation Team helping the couple will provide what is called a Pre-Marital Inventory for them to complete. This Inventory helps the couple in examining their feelings and expectations of marriage so the couple can develop a mature and solid relationship necessary for marriage. It should 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 Craig and Amy Nielson (775) 853-6318 nielson4@sbcglobal.net/ or registering online at www.renoee.org/. There is a fee of \$185 for attending the EEC 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.***

Required Reading

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

The 5 Love Languages by Gary Chapman

The Seven Principles for Making Marriage Work

by John M. Gottman, Ph.D. and Nan Silver

Reserving Saint Francis of Assisi for Your Wedding Liturgy

Scheduling Your Wedding

Please contact Patti Franz to discuss available dates
(480) 703-5627 (cell) OR email: pjfranz@me.com.

Complete a Wedding Contract

The Wedding Contract with St. Francis of Assisi commits payment of \$2,500.00 for the site fee. A deposit of \$500.00 must be submitted along with the Wedding Contract within fourteen (14) days of reserving a wedding date to secure the date. The balance of \$2,000.00 is due six (6) weeks after submitting your contract.

Mail your check with your wedding contract to:

St. Francis of Assisi Catholic Church
701 Mt. Rose Highway
Incline Village, NV 89451
Attn: Katie Christensen

Wedding Dates and Times

Wedding ceremonies may be scheduled Tuesday-Fridays at anytime or Saturdays up to and including 2PM.

Rehearsals Dates and Time

Rehearsals may be held on weekdays and are scheduled at 4:00 PM. The date and time are scheduled when you book your wedding. Saint Francis of Assisi 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 Saturday 2:00PM Wedding Party and photographers are asked to vacate the church by 3:30PM because of 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.

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.

Seating Capacity of Saint Francis = 375

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 of Assisi, 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 and 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>

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 KatieC@SFTahoe.org or telephone her at (775) 831-0490 or her cell 775-762-3935

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

Planning the Details of Your Wedding Liturgy

Complete the “Wedding Guide” found under Table of Contents on this website prior to calling our Wedding Coordinator; 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.

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.

Music

When planning the music for the celebration of your marriage, please keep in mind that all music 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 under “Contacts.” Our musicians and cantors charge a separate fee.

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 during this Sacred Liturgy.

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.

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.

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. The entering procession may be photographed as it approaches the center aisle. The photographer may NOT be on the sanctuary floor at anytime during the service and ceremony.
3. Pictures during the service and ceremony may be taken from the midpoint of the center or side aisles but, again, not on the raised Sanctuary floor area.
4. 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.
5. The Church Wedding Coordinator will show the photographer other suitable areas around the Church grounds that may be used for photographs.
6. 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.

Schedule of Fees and Other Information

Site Fee: \$2,500.00

A \$500.00 deposit and Wedding Contract is required at the time of booking to reserve your date. The balance of \$2,000.00 is due six (6) weeks 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 as well as the couples' names).

Mail to:

St. Francis of Assisi Catholic Church
701 Mt. Rose Highway
Incline Village, NV 89451
Attn: Katie Christensen

Marriage Preparation only for marriage in another church is \$300.00

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:

Patti Franz
(480) 703-5627
pjfranz@me.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.

St. Francis of Assisi Officials:

Fr. Chris Kanowitz, Pastor
(775) 831-0490
FatherChris@SFTahoe.org

Wedding Ceremony Coordinator:

Katie Christensen
(775) 831-0490
(775) 762-3935 CL
KatieC@SFTahoe.org

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. Robert Chorey
Tribunal Office
Diocese of Reno
290 S. Arlington Ave., Suite 200
Reno, NV 89501

Marriage Preparation Ministers:

Prepare St. Francis of Assisi Parishioners for the Sacrament of Marriage

Patti Franz
(480) 703-5627
pjfranz@me.com

Reno Engagement Encounter Contact:

www.renoee.org or,
Craig and Amy Nielson
(775) 853-6318
nielson4@sbcglobal.net

Musicians:

Tim Callicrate
SFA Associate Music Director
(775) 831-2009

tim2tahoe@msn.com

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

Cantor/Vocalists:

Lynne Cibulsky
SFA Music Liturgy Director
(775) 831-0490

lynne@sftahoe.org

Saundra Whitt
(775) 831-0490

saundraw@sftahoe.org

Photographers familiar with St. Francis:

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

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