



St. Francis D'Assisi – St. Hedwig Parish



Wedding Packet



Planning your Wedding

Congratulations! All of us here at St. Francis D'Assisi – St. Hedwig Parish would like to wish you the very best with your coming marriage. We look forward to helping you to prepare for your wedding day so that it is everything you have hoped and dreamed.

As you look forward to your coming marriage, it is important to realize that this is a time for you to carefully examine and assess your mutual ideals, goals, hopes and dreams. Most important of all is your spiritual preparation for the sacrament of Matrimony.

We hope that the following guidelines, as well as our personal meetings will help you to answer some of the practical concerns regarding your wedding in our parish. The marriage planning booklet entitled “Together for Life” will help you consider all of the components of the nuptial mass.

Marriage

To be married in St. Francis D'Assisi – St. Hedwig Parish, one of the parties requesting a wedding must be a baptized practicing Catholic. The bride or groom should be registered parishioners in good standing for at least 6 months. If neither one is currently a parishioner, you will need to obtain a letter from the parish where you are registered, stating that you're registered and have permission to have your wedding here at our parish. Please also Fill out the Priest Form on our Website. It is also important that the couple be attending Sunday Mass on a regular basis. Any previous marriages by either the Catholic or Non-Catholic party must already be annulled or the proper paperwork finalized. This includes weddings that took place outside of a Catholic church.

Wedding Offering

We do ask for a non-refundable fee of at least \$300.00 for registered parishioners and \$700.00 for non-registered individuals. This should be turned in at least 4 weeks after the wedding date has been confirmed.

Documents that we need if our Pastor is performing the ceremony

- A copy of your Baptismal Certificate with Notations
- If the Witnesses are married, we need a copy of the marriage certificate.
- If the Witnesses are single, we need a copy of their confirmation certificate.
- For Baptized non-Catholics: Copy of your baptismal certificate

There is a six-month requirement for marriage preparation. ***No weddings can be scheduled with less than six months' notice***

Pre-Marital Classes

While many engaged couples focus on preparing for the wedding day, the Church encourages them to spend their engagement preparing for a strong, lifelong marriage —and the responsibilities and challenges that come with it. We require that you attend pre-marital classes, which vary in time and dates. Please contact the parish secretary for more information. We will need a copy of the certificate of completion from the program.

Natural Family Planning

We require that the couple attend the Natural Family Planning sessions. Through these courses in Natural Family Planning (NFP), you will learn to understand the natural cycles of fertility and infertility, and grow in your realization of how important and vital these gifts really are. You will appreciate your own fertility as a normal and healthy part of your life and marriage. Please contact the parish secretary for dates and locations for the sessions. We will need a copy of the certificate of completion from the program.

Civil License

Marriage in a Catholic church also has civil effect in the United States. Therefore, you need to apply and get a license to marry (Marriage License) about a couple weeks before the marriage. They need to go to the offices of the City County Building:

Wayne County Clerks
2 Woodward Ave
2nd Floor Room 201
Detroit, MI 48226

Flowers

You can have special floral decoration for the wedding, as long as it is not excessive, and always worthy of a sacred place. The flowers at the altar should be natural. Nothing should block the altar, any pillars must be in the middle of the church and not in front of the Altar. No floral arches are permitted inside the church

Pew Bows

are permitted and should only be secured with heavy rubber bands. Please do not use tape or staples.

Aisle Runner

Because St. Francis and St. Hedwig have a beautifully tiled center aisle and due to insurance concerns, we request that you *do not* order a white runner.

Music

The Catholic Church requests that music chosen for the wedding liturgy proper be *sacred* or *church approved* music. Arrangements for music are left up to the couple. We do have a church organist that is available and sings in both English and Polish. If requested, arrangements may be made to contact the parish organist, he plays during the 4:00pm mass at St. Hedwig on Saturdays and 10:00am on Sunday at St. Francis.

Clothes

To all those involved in the mass celebration of your wedding, especially those participating in the ceremony and their companions are encouraged to consider the sacred place where they will be. They need to be dressed decent. Women must dress modestly and if needed, wear a shawl.

Photography and Video

We ask to be respectful of the celebration that is taking place in the church. You are not allowed to use reflectors and no flash during mass. Please note that the photographer / videographer should be given the letter that is attached in this packet to sign and turn in.

The Day of the Wedding

No alcohol of any kind is permitted on the premises of the Parish, including the consumption in limousines/buses/etc. If suspected, the Staff will intervene. If a person is deemed to be under the influence of alcohol or any other substance, he or she will not be permitted to participate in the wedding ceremony. No smoking is permitted in any Parish building or on the property.

All members of the Bridal Party shall arrive at the Church fully dressed for the wedding. There is no dressing room space provided.

Following the wedding

We ask that you do not allow the throwing of rice, bird seed, confetti, flower petals or other items which may cause a mess and require additional clean-up. The blowing of bubbles, tinkling of bells or simple applause works well.

Photography

Gabriela Rose Photography
(313) 655-7600
Gabrielarosephotography.com

Jim Klein Photography
(313) 737-5481
jimkleinphoto.com

Joshua Hanford Photography
Joshuahanfordphotography.com

Got Images Photography
(313) 471-4326
venecosproductions.com

Video

Got Images Videos
(313) 471-4326
venecosproductions.com

My touch Wedding
<https://mytouchweddings.com>

Florist/Decorators

Blumz by Jr. Designs
Blumz.com

Mancuso's Wedding and Events
(586) 359-6220
<https://www.mancusosweddings.com>

Petit Fleur Events
(313) 467-9453
<http://www.petitfleurvents.com>

Personal Statement

Bride

Please write a personal statement, not together as a couple but separately. Please include the following: How did you and your fiancé meet? What do you like about your fiancé? What do you expect in your marriage? What will Gods role be in your marriage?

Personal Statement

Groom

Please write personal statement, not together as a couple but separately. Please include the following: How did you and your fiancé meet? What do you like about your fiancé? What do you expect in your marriage? What will Gods role be in your marriage?

LITURGY PLANNING SESSION CEREMONY TIMELINE

****Based on a 2pm ceremony time – please adjust according to your ceremony time.**

- 1:00pm Wedding Party may arrive at the Church. Bride and Bridesmaids will be shown to the Bridal area. Groom and Groomsmen will be shown to the Sacristy. Vendors may arrive.
- 1:30pm Church will be opened for guests.
- 1:50pm begin lining up and seating grandparents and parents.
- 1:52pm Bridal Party and Bride over from the Bridal area to the Entrance.
- 1:55pm Bridal Party procession begins.
- 2:00pm Bride is escorted down the aisle – Mass (ceremony) begins.
- 3:00pm Recessional – exit of Bridal Party at end of Mass (ceremony). This time is approximate and varies with each wedding. Upon exit from the church, the Wedding Coordinator will escort the Bridal Party and parents into the Eucharistic Chapel for the signing of the marriage license. Following the signing, the photographer may begin pictures on the altar. One or two bridesmaids should gather all Bridal Party possessions from the Bridal Room at this time.
- 3:20pm All photography is complete and any decorations have been removed. Bridal Party is now leaving the Church.

****Please remember to bring your Marriage License (and all associated documentation from the County Clerk) to your wedding rehearsal****

St. Francis D'Assisi – St. Hedwig Parish
3245 Junction St.
Detroit, Michigan 48210
(313) 894-5409 (313) 894-4730 (fax)

Dear Photographer:

It is our understanding that you have been selected as the Photographer for an upcoming wedding at our Parish of St. Francis D'Assisi – St. Hedwig Parish in Detroit, Michigan. As the Parish secretary, I'd like to welcome you as a part of their upcoming celebration in our church. Listed below are the guidelines and information for Photographers at the Church. Please take a moment to read through this information, sign and date it, and **mail or email this letter back to the Parish** (to my attention) at your earliest convenience. Also, please don't forget to keep a copy for your reference. Should you have any questions about the information contained herein, please do not hesitate to contact me at the number listed above, or via email at: Stfrancis.sthedwigparish@gmail.com. We look forward to working with you.

Sincerely,

Rosa Maria Zamarron, Parish Secretary

GUIDELINES FOR THE PHOTOGRAPHER

This form must be returned at least sixty days prior to the wedding, signed by the Photographer. Keep a copy for your records. **Without this on file at the church, no photography equipment, or personnel will be allowed during the ceremony.** Photographers and their equipment should not interfere with the religious ceremony, nor should it obscure the view of guests or distract from the ceremony.

1. Photographers and their assistants will be allowed to enter the Church sanctuary no earlier than one half-hour (30 minutes) prior to the scheduled ceremony time.
2. Weddings must begin on time – Bridal party delays in arrival to the Church due to photography at another site will result in significant time reductions in post-ceremony. Please plan accordingly.
3. It is expected that the camera operator will be as unobtrusive as possible. During the ceremony (excluding entrance and exit), you should remain as stationary as possible. Appropriate and modest attire should be worn. No denim, please. No gum chewing is allowed during the ceremony.
4. No additional lighting equipment is permitted at any time in the Church. Flash photography is permitted during the entrance processional and recessional ONLY. You will not be permitted to walk on, or place a camera on, the altar.
5. No extension cords or connections to the Church power system will be permitted.
6. Post-ceremony, photographs may be taken. The photography session following the wedding will be ended 75 minutes AFTER the scheduled beginning of the wedding (for instance, a 2pm wedding will have until 3:15pm). This normally allows for 10-15minutes of photography time; however, that amount of time is not guaranteed. The photographer should be as quiet and respectfully reverent as possible.
7. The bridal couple is liable for any damage to the building or furniture done caused by a vendor.

Bride: _____ Groom: _____

Wedding Date: _____ Ceremony Time: _____

Photography Company: _____ Contact Person: _____ Phone: _____

I have read these guidelines and agree to abide by them:

Signed: _____

Representative of Photography Company

Date: _____

St. Francis D'Assisi – St. Hedwig Parish
3245 Junction St.
Detroit, Michigan 48210
(313) 894-5409 (313) 894-4730 (fax)

Dear Florist and/or Decorator:

It is our understanding that you have been selected as the Florist/ Decorator for an upcoming wedding at our Parish of St. Francis D'Assisi – St. Hedwig Parish in Detroit, Michigan. As the Parish secretary, I'd like to welcome you as a part of their upcoming celebration in our church. Listed below are the guidelines and information for Florist and/or Decorators at the Church. Please take a moment to read through this information, sign and date it, and **mail or email this letter back to the Parish** (to my attention) at your earliest convenience. Also, please don't forget to keep a copy for your reference. Should you have any questions about the information contained herein, please do not hesitate to contact me at the number listed above, or via email at: Stfrancis.sthedwigparish@gmail.com. We look forward to working with you.

Sincerely,

Rosa Maria Zamarron, Parish Secretary

GUIDELINES FOR THE FLORIST (OR ANYONE ELSE DECORATING)

This form must be returned at least sixty days prior to the wedding, signed by the Florist/Decorator. Keep a copy for your records. **Without this on file at the church, no decorations will be allowed to be placed.** Decorations should not obscure the simple beauty and dignity of the wedding service or the Church.

8. All Church décor and delivery of flowers must take place beginning **no earlier than one half-hour (30 minutes)** prior to the scheduled ceremony time.
9. Do not move church furnishings. The altar candles, or any liturgical décor on the altar, may not be moved.
10. No tacks, pins, nails, staples, tape, or glue may be used to fasten decorations to pews, doors, walls, etc. Any pew decorations should be attached with pew clips or ribbon. NO TAPE of any kind is allowed.
11. No flowers are to be placed on the altar table.
12. Floral arrangements may be left in the church, as we are happy to have them enhance our Sunday liturgies. All pew bows and other decorations must be removed at the end of the ceremony.
13. No candles of any kind may be used (includes no unity candle arrangements).
14. Aisle clothes or runners or floral petals are not allowed in the Church. No rice, birdseed, rose petals, etc. may be thrown anywhere inside or outside the Church.
15. All decorations must be taken down from St. Hedwig before 3:30pm at the latest. **Please Plan Accordingly.** Do not interrupt the Mass at 4:00pm if decorations are in St. Hedwig. Anything left in the Church will become property of the Church.
16. The bridal couple is liable for any damage to the building or furniture done where decoration is used.

Bride: _____ Groom: _____

Wedding Date: _____ Ceremony Time: _____

Florist Company: _____ Contact Person: _____ Phone: _____

I have read these guidelines and agree to abide by them:

Signed: _____ Date: _____
Representative of Florist Company

St. Francis D'Assisi – St. Hedwig Parish
Wedding Liturgy Planning Worksheet

for the Marriage of:

Celebrant:

Wedding Date Time:

Rehearsal Date Time:

Sacrament of Matrimony

Approximate # of Guests:

Musician Choice:

Phone:

SEATING OF GRANDPARENTS/PARENTS

List grandparents and parents who will be seated, their escort, and relation to couple. List them in the order which they will enter the church (normally groom's side, then bride's side). Couples do not need an escort.

Grandparents' Names:

Escorts:

Related to:

☐ Bride ☐ Groom

☐ Bride ☐ Groom

☐ Bride ☐ Groom

☐ Bride ☐ Groom

Parents' Names:

Escorts:

Related to:

☐ Bride ☐ Groom

☐ Bride ☐ Groom

☐ Bride ☐ Groom

☐ Bride ☐ Groom

BRIDAL PARTY PROCESSIONAL

How will the bridesmaids and groomsmen enter the church?

- ☐ Walk in together from main doors as a couple
- ☐ Bridesmaids enter from main doors and meet groomsmen at the Font
- ☐ Bridesmaids enter from main doors and meet groomsmen at break in pews.

List bridesmaids and groomsmen the order which they will enter the church. (The last person to enter will be closest to the Bridal Couple.)

Bridesmaids:

Groomsmen:

Flower Girl(s):

Ring Bearer(s):

Maid(s)/Matron(s) of Honor**:

Best Man(Men)**:

**If you have more than one maid/matron of honor and/or more than one best man, please indicate your witnesses signing the marriage license with an "L" next to their names.

Person(s) escorting the bride: Relationship:

OPENING RITE:

Optional Unity Candle Side candles will be lit by:

LITURGY OF THE WORD:

Old Testament Scripture Reading

Name of Book:

Chapter and Verse:

Proclaimed by:

New Testament Scripture Reading

Name of Book:

Chapter and Verse:

Proclaimed by:

Gospel Acclamation Verse:

Gospel Scripture Reading :

(Proclaimed by Priest/Deacon)

NUPTIAL RITE:

Introduction & Questions of Intent

Exchange & Consent of Wedding Vows

Blessing & Exchange of Rings

Unity Candle:

CONCLUDING RITE:

Prayer of the Faithful

J- _____ or ☐ Composing your own

Recited by

Nuptial Blessing: M-_____

Presider to invite parents forward for the Nuptial Blessing: ☐ Yes ☐ No

Parents Name (only if yes)

Will you present flowers to Mary? ☐ Yes ☐ No

Final Blessing : O-_____

Optional:

Prayer of the Faithful created by Couple (write below):

***We the undersigned agree that in asking to be married at
St. Francis D'Assisi – St. Hedwig Parish, we agree to do the following:
(This form must be signed and returned with your payment)***

1. At least one person must be registered at a Roman Catholic Parish and actively participate in its Sacramental Life.
2. As a couple, we agree to follow the guidelines for our liturgy set by the Worship Office of the Archdiocese of Detroit.
3. As a couple, we agree to fully participate and adhere to all policies and procedures outlined by the parish where we will complete our marriage preparation. And, we agree, that if preparing outside of the Parish it is our responsibility to follow up and to assure that all completed preparation paperwork is received by the wedding coordinator at least 2 months in advance of the wedding date.
4. As a couple, we agree to pre-marriage counseling in the event potential problems arise during the marriage preparation process.
5. As a couple, we agree to do all we can to prevent anyone in the bridal party from possessing or consuming any alcoholic beverage or any illegal drug at the rehearsal or wedding ceremony. We understand that any bridal party member not adhering to the above will forfeit his/her right to participate in the wedding ceremony. There will be NO EXCEPTIONS.
6. As a couple, we agree that it is our responsibility to inform the photographer and florist of the guidelines and contracts available on our website and that they are signed and turned in at least 30 days in advance of the wedding.
7. As a couple, we attest that all information provided to the priest/deacon during the course of marriage preparation is true.
8. As a couple, we agree that should the Parish need to assign a presider for our ceremony it will be done as follows:
 - Weddings between two Catholics will normally celebrate a Mass with a Catholic Priest
 - Weddings between a Catholic and non-Catholic or one who is not baptized will celebrate the Sacrament of Matrimony outside of Mass, may be conducted by a Catholic Deacon.
9. **As a couple, we agree that the nonrefundable amount of \$700.00 for the Parish will be paid within 30 days from the date the wedding has been confirmed. Please note, our priests and altar servers do not receive any payment for weddings, a stipend of \$250 for the priest and \$20 for each altar servers is an acceptable practice.**

*We understand all these policies and procedures and will fulfill the requirements as outlined in order for our marriage to take place at
St. Francis D'Assisi – St. Hedwig Parish.*

Print name of Bride

Print Name of Groom

Signature of the Bride

Signature of the Groom

Wedding Date

Today's Date

St. Francis D'Assisi – St. Hedwig Parish
3245 Junction St.
Detroit, mi 48210
phone: 313-894-5409 fax: 313-894-4730
Rev. Bernardo Cruz

Dear Father:

Please verify the following so that we can reserve a wedding date at ***St. Francis D'Assisi – St. Hedwig Parish*** for this couple. "No date should be given until the Priest is sure that both parties are free to marry in the church." (Provincial Guidelines For Marriage Preparation, Bishops of Michigan 1999). **Please return this form to us.**

REQUESTED WEDDING DATE: _____, 20____, Time: ____ PM

BRIDE'S NAME: _____

GROOM'S NAME: _____

CURRENT DATE: _____

	<u>YES</u>	<u>NO</u>
1. Is one or both registered, practicing members of a parish?	_____	_____
2. Do you give your permission for them to be married at St. Francis D'Assisi – St. Hedwig Parish?	_____	_____
3. Is this couple free to marry in the Catholic Church?	_____	_____
4. Will you preside at the wedding ceremony?	_____	_____
5. Will you do the marriage preparation and counseling?	_____	_____

PRIEST'S SIGNATURE: _____ **DATE:** _____

PRINT PRIEST'S NAME: _____

Parish Name and Address _____

Parish Seal _____

St. Francis D'Assisi – St. Hedwig Parish

WEDDING VENDORS CONTACT LIST

Bride _____

Groom _____

Ceremony Date & Time _____

Florist:

Company _____

Address _____

Phone _____

Email _____

Contact Name _____

Photographer:

Company _____

Address _____

Phone _____

Email _____

Contact Name _____

Videographer:

Company _____

Address _____

Phone _____

Email _____

Contact Name _____

Wedding Planner

Company _____

Address _____

Phone _____

Email _____

Contact Name _____