



Church of Gesu
Wedding Information and Policies
2018

We are pleased that you would like to be married at Gesu Parish!

This document contains important information pertaining to the scheduling of your wedding and seeking the appropriate approvals in order to celebrate your wedding at Gesu Parish. Should you have any questions, please do not hesitate to contact us.

Gesu Parish

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<http://www.gesuparish.org/wedding>

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THOSE WHO CAN BE MARRIED AT GESU PARISH

At least one of the parties seeking to marry must be Roman Catholic and a part of the Gesu Parish or Marquette University community. Weddings of other denominations or faiths are not permitted. The church cannot be "rented" for a wedding.

- Parishioners. Persons should be registered and active at Gesu six months before a wedding date is set.
- Currently enrolled full-time students of Marquette University.
- Alumni of Marquette University.

TIMES WHEN THE CHURCH IS AVAILABLE FOR WEDDINGS:

- Saturdays at 11 a.m. and 2:00 p.m.

THE CHURCH IS NOT AVAILABLE FOR WEDDINGS:

- Days other than Saturday such as Sundays, weekdays, Friday evenings.
- During Lent (from Ash Wednesday through Easter Sunday)
- During Advent
- Any other time that the church has been scheduled.
- Any other time that the parish staff deems it necessary for no weddings to be scheduled.

PRESIDING PRIEST OR DEACON

- Our Gesu priests are most willing to preside at your wedding. It is the responsibility of the bride and groom to locate a priest or deacon to preside at their wedding. Please note.

DEPOSIT TO RESERVE THE CHURCH

- A one hundred dollar deposit is required to reserve your wedding date. This deposit must be paid within two weeks of receiving your letter from the wedding scheduler. This deposit is non-refundable.

All weddings at Gesu Parish must adhere to the established policies as outlined in:

Wedding Facility and Wedding Preparation Policies

beginning on page 15 of this document.

It is imperative that these be read in their entirety.

No exceptions are made to these policies.

Step 1: Approval of Your Wedding

- The normative location for a wedding is at a parish church. Typically it is the parish where the bride and groom are registered members or at the home parish of a bride or groom.
- Marquette alumni, if you are not a parishioner at Gesu, we will need permission from your home parish in order to perform your wedding. This letter must be received before a reservation is made.
- Once the letter from your current pastor is received, you may contact the Wedding Scheduler in order to choose a date and time for your wedding.

Step 2: Make a reservation

- Contact the Wedding Scheduler, Michael Heimbach, to make a reservation.
- Please be prepared to give the name and contact information of your presiding priest or deacon.
- In your conversations with the Wedding Scheduler, you should decide on Gesu Parish, Campus Ministry at Marquette University, or some other site for marriage preparation.
- Once you have made a tentative reservation, an email welcoming you to Gesu and describing the next steps in the wedding process will be sent to you.
- In order for your reservation to be definite, a one hundred dollar deposit is required. This deposit must be paid within two weeks of receiving your letter from the wedding scheduler. Your cancelled check serves as your official receipt for the wedding date and time. This deposit is non-refundable.

Step 3: Preparing For Your Wedding

MARRIAGE PREPARATION PROGRAM

- 1. WEDDING PLANNING WORKSHOP.** The Marriage Preparation Coordinator will schedule you to attend a Wedding Planning Workshop with other engaged couples. During this time you will receive the *Gesu Wedding Packet*, information about civil requirements, and an overview of the Catholic Rite of Marriage and music. These workshops are usually scheduled for Saturday in the morning and early afternoon, and include time for individual consultation with the Marriage Preparation Coordinator and the Directors of Liturgy and Music.
- 2. ENGAGED ENRICHMENT RETREAT.** All couples who plan to be married in the Archdiocese of Milwaukee need to participate in an enrichment retreat for engaged couples. These programs are designed to deepen your awareness of the challenges of living together in Christian marriage. Through discussions, exercises and presentations, you will have the opportunity to concentrate more intensely on the many facets of married life. The Archdiocese of Milwaukee offers a variety of retreat options, e.g., a day retreat, an overnight experience, a course, and special thematic retreats for couples with special circumstances such as remarriage or interfaith issues. When you meet with the Marriage Preparation Coordinator, he will explain this process in deeper detail and assist you in selecting the option that best suits the two of you. Further information can be found at <http://www.johnpaul2center.org/NazarethProject/EngagedEnrichment.htm>. Documentation of attendance at a Marriage Preparation program must be obtained. This information must be submitted to the Marriage Preparation Coordinator at least TWO MONTHS prior to your wedding.
- 3. SPONSOR COUPLE.** After your initial meeting, the Marriage Preparation Coordinator will assign to you a sponsor couple. These are married couples who are parishioners of Gesu that work in ministry with the engaged. Your sponsor couple will contact you and arrange a date and time for you to travel to their home where you will take the premarital questionnaire that is known as FOCCUS (Facilitating Open Couple Communication, Understanding & Study). This is not a test. Rather, its purpose is to identify topics such as communication, finances, family and faith that you could profitably discuss as part of your marriage preparation. Most engaged couples find this to be extremely helpful. This initial meeting with your sponsor couple will be approximately 1½ hours in length. Near the end of this first session, you will schedule a second meeting. At the second meeting your sponsor couple will share with you the results of your FOCCUS inventory and ask you to engage in conversation about the results. This second session will last approximately one hour. If needed, a third session will be scheduled to complete the discussion.

4. **ADDITIONAL SESSION ON CATHOLICISM.** Inter-Church/Interfaith couples are asked to participate in an additional session on Catholicism.
5. **REQUIRED DOCUMENTATION.** You must complete and submit the documentation required of a couple preparing for marriage in the Catholic Church. A list of the required documentation can be found on page 6.
6. **MEETING WITH PRIEST OR DEACON.** It is important to meet with the priest or deacon who will preside at your wedding prior to the wedding. Ideally, this meeting should take place one to two months before your wedding. At this meeting the priest or deacon will want to discuss your plans for the liturgy as well as to get to know you as a couple, which will help him develop a homily for your service.

REQUIRED DOCUMENTATION

The following documents must be provided to the place preparing your file:

1. **PRENUPTIAL QUESTIONNAIRE.** The prenuptial questionnaire for the bride and groom will be completed by you and either Gesu Parish's Marriage Preparation Coordinator, the Marriage Preparation Coordinator in Campus Ministry at Marquette University, or a priest or deacon.
2. **BAPTISMAL CERTIFICATE(S) WITH NOTATIONS.** Both parties must submit Certificates of Baptism if they are baptized.
 - a. If the party is Catholic, the certificate must be newly-issued by the church of baptism within the last six months. The certificate must bear the seal of the church issuing it, and show the date it was issued. Notations concerning the person's celebration of confirmation and/or previous marriage will be indicated on the certificate.
 - b. If the party is baptized but not Catholic, any copy of a certificate is fine. If no certificate exists, then an affidavit is to be filled out by someone who witnessed the baptism.
3. **AFFIDAVITS CONCERNING THE FREEDOM TO MARRY.** Each individual must secure testimony of at least one person who knows him/her very well (e.g. parents, relatives, friends who have been close since adolescence or before) and can attest under oath that the individual is free to marry and intends to live a Christian marriage. The testimony may be taken by either a Catholic priest or by a public notary. The marriage preparation coordinator provides the couple with affidavit forms; completed affidavits are returned to wherever the file is being prepared.
4. When a marriage takes place between a Catholic and a non-Catholic, a *dispensation* or permission is required.
5. **CERTIFICATE FROM APPROVED MARRIAGE PREPARATION EVENT.** Upon completion of your Engaged Enrichment retreat, submit the original certificate of attendance to the place preparing your file.
6. **VERIFICATION OF PARTICIPATION IN FOCCUS.** Verification that the couple has participated in the FOCCUS inventory or a similar experience must be present.

All of the information listed in numbers 1-6 above should be submitted to the Marriage Preparation Coordinator at least TWO MONTHS prior to your wedding.

7. **PERMISSION FOR PRESIDER DELEGATION.** This is a letter from the pastor of Gesu Parish indicating his willingness to delegate the presiding priest or deacon of the marriage.
8. When the presiding priest is not from the Archdiocese of Milwaukee, he must attach documented proof from his diocese or religious order indicating that he is a priest in good standing.
9. **CIVIL MARRIAGE LICENSE** (see brochure enclosed brochure in wedding packet, or visit <http://www.milwaukeecounty.org/GettingMarried22000.htm>) See also page 8.

NOTE: We cannot marry you without a civil marriage license. It is essential that you have one. Please bring it to your rehearsal. It will be signed then. In Milwaukee County, it takes a minimum of eight days to get a license. Also, you cannot apply more than 30 days in advance. Please be aware of this window of opportunity.

WEDDING CEREMONY WITNESSES

Two witnesses (best man and maid/matron of honor) are required. In an interfaith marriage, one witness may be non-Catholic.

CIVIL REQUIREMENTS: MARRIAGE LICENSE

- A marriage license is required from the County Clerk's office.

Residents of Wisconsin must apply before the County Clerk of the County in which either the bride or the groom is a resident. The license issued in that County may be used anywhere in the State of Wisconsin.

Non-residents (both out-of-state) must apply in the County in which they are to be married – the license issued would not be effective outside of that County.

- The bride and groom must apply together, at least eight (8) days, but no more than thirty (30) days before the wedding date. Pay attention to this window of opportunity. The license is effective for 30 days upon the issuance date. In Milwaukee County, it takes a minimum of eight days to get a license.
- Both the bride and groom must apply together. Each person must bring in a certified copy of his or her birth certificate (no hospital certificates or registration forms).
- Both the bride and groom must bring in Social Security cards. The name on your Social Security card must be your legal name, with any legal suffixes (Jr., II, etc.).
- The bride or groom must show proof of residency in the county for at least 30 days (does not apply to out-of-state residents). Standard proof of this is a driver's license, showing photo for identification and reflecting your current address. If a current address is not shown on the driver's license, two pieces of mail with current address must be presented.
- You must supply the full name, address and phone number of the officiant performing the wedding ceremony.
- No medical exam or blood test is required.
- The marriage license fee ranges from \$80.00 to \$125.00, cash only. It is payable at the time of filing application.

MILWAUKEE COUNTY

County Clerk's Office
Milwaukee County Courthouse
Room 105
901 North 9th St.
Milwaukee, WI 53233
Phone: 414-278-4067
Hours: Mon-Fri, 9:00 a.m. to 3:50 p.m.

KENOSHA COUNTY

County Clerk's Office
Kenosha County Administration Bldg.
1010 56th Street
Kenosha, WI 53140
Phone: 262-653-2552
Hours: Mon-Fri, 8:00 a.m. to 4:30 p.m.
Kenosha County Center
19600 75th St. (Hwys 45 & 50)
Bristol, WI 53104
Phone: 262-857-1845
Hours: Mon-Fri, 8:00 a.m. to 3:30 p.m.

OZAUKEE COUNTY

County Clerk's Office
Ozaukee County Administration Bldg.
121 W. Main St.
Port Washington, WI
Phone: 262-284-8110 or 262-238-8110
Hours: Mon-Fri, 8:30 a.m. to 4:30 p.m.

RACINE COUNTY

County Clerk's Office
Racine County Courthouse
1st floor
730 Wisconsin Avenue
Racine, WI 53403
Phone: 262-636-3121
Hours: Mon-Fri, 8:00 a.m. to 5:00 p.m.
Western Racine County Service Center
209 N. Main Street
Burlington, Wisconsin 53105
Phone: 262-767-2900

WALWORTH COUNTY

County Clerk's Office
Walworth County Government Center
Room 101
100 W. Walworth St.
Elkhorn, WI
Phone: 262-741-4241
Hours: Mon-Fri, 8:00 a.m. to 4:30 p.m.

WASHINGTON COUNTY

County Clerk's Office
Washington County Courthouse
Room 2027
432 E. Washington Street
West Bend, WI 53095
Phone: 262-335-4735 or 262-335-4301
Hours: Mon-Fri, 8:15 a.m. to 3:45 p.m.

WAUKESHA COUNTY

County Clerk's Office
Waukesha County Administration Bldg.
Room 120
1320 Pewaukee Road
Waukesha, WI 53188
Phone: 262-548-7010
Hours: Mon-Fri, 8:00 a.m. to 4:15 p.m.
Wed, 4:30 p.m. to 6:15 p.m.

THE WEDDING LITURGY

In consultation with the priest who will preside at your wedding, you will determine if the marriage is to be celebrated at Mass or in a Liturgy of the Word. The determining criteria will center on the religious background of the bride and groom, and other matters which should be determined between you and your presiding priest or deacon.

In your wedding packet you will receive the book *Together for Life* by Joseph Champlin, which, along with various prayers and blessings, contains those *scripture readings* most appropriate for use at weddings. (If your marriage preparation is done through Campus Ministry at Marquette University, you will receive the book *Celebrating Marriage* by Paul Covino which contains the same material.) In consultation with the priest who will preside at the wedding, the engaged couple will select two or three passages from scripture.

Non-scriptural passages are never used in place of the scriptures.

MUSIC

Information can be found on page 17 of this publication.

NON-CATHOLIC MINISTERS

Weddings at Gesu Parish are celebrated according to the worship books of the Roman Catholic Church: the Roman Missal, the Lectionary and The Rite of Marriage. Ministers of other denominations may assist during the ceremony. This requires consultation with your presiding priest or deacon.

WEDDING VOWS

Wedding vows are provided in the wedding liturgy. You may select one of the options for vows as listed in the book *Together for Life* or *Celebrating Marriage* when you consult with your priest. The usage of vows from other sources or vows written by the bride and groom are not permitted in the Catholic Wedding Liturgy.

ORDER OF WORSHIP

A well-designed printed participation program greatly enhances the assembly's participation in your wedding liturgy. The Director of Liturgy will give you assistance in preparing your wedding program. Outlines of the liturgy are on the following pages. Please send the final draft of your order of worship to both the Director of Liturgy and the Director of Music for proofreading one month before your wedding, and before printing your program.

WEDDING LITURGY OUTLINES

PROGRAM FOR FULL MASS (with communion)

Prelude Music

ENTRANCE RITE

Call to Prayer
ProceSSIONal
Greeting and Welcome
Opening Prayer

LITURGY OF THE WORD

First Reading
Responsorial Psalm
Second Reading
Gospel Acclamation
Gospel Reading
Homily

CELEBRATION of MATRIMONY

Questions Before the Consent
The Consent
Reception of Consent
Blessing and Giving of Rings
Prayer of the Faithful

LITURGY OF THE EUCHARIST

Presentation of the Gifts
Prayer Over the Gifts
Holy
Mystery of Faith
Amen
Our Father
Nuptial Blessing
Sign of Peace
Lamb of God
Communion
Prayer After Communion

CONCLUDING RITE

Final Blessing
Presentation of the Couple
Recessional

PROGRAM FOR LITURGY OF THE WORD (without communion)

Prelude Music

ENTRANCE RITE

Call to Prayer
Processional
Greeting and Welcome
Opening Prayer

LITURGY OF THE WORD

First Reading
Responsorial Psalm
Second Reading
Gospel Acclamation
Gospel Reading
Homily

CELEBRATION of MATRIMONY

Questions Before the Consent
The Consent
Reception of Consent
Blessing and Giving of Rings
Prayer of the Faithful
Our Father
Nuptial Blessing
Sign of Peace

CONCLUDING RITE

Final Blessing
Presentation of the Couple
Recessional

WEDDING FACILITY AND WEDDING PREPARATION POLICIES

It is imperative that you read this entire document. Couples are responsible for the information contained in this document including information pertaining to florists, photographers and videographers.

TIME SCHEDULE

Gesu weddings are held at 11:00 a.m. and 2:00 p.m. Each wedding is allotted a total of 3 hours for the wedding; one hour prior, an hour for the liturgy and one hour for photography. Therefore, it is very important that the wedding begin promptly to allow sufficient time to celebrate the service which you will have carefully planned. It is also important to end on time. It causes a great deal of inconvenience when photography sessions run over time. Wedding parties **MUST** complete photography on time, that is, by 1:00 and 4:00 p.m. You are responsible for making sure your photographer knows about time constraints. In order to be respectful of other weddings and parish events, you may arrive no more than 1 hour before your scheduled wedding time.

Receiving lines are held at the reception hall, not in the church. Please do not attempt to hold a receiving line, formally or informally, either before or after the wedding. Receiving lines held before the wedding keep people from being seated, and keep the wedding from beginning on time. Receiving lines held after the wedding delay picture-taking and keep the wedding party from finishing on time. Guest books also are signed at the reception, not in the church.

FACILITIES

Gesu Church is a beautiful place of worship. The upper church has a seating capacity of approximately 900. In the summer, it is fully air conditioned. The church has a bride's room with a full-length mirror and its own bathroom. Groomsmen usually dress at the hotel or gather in the west sacristy. The bride's room cannot be locked during the service, so someone should be delegated to take charge of purses and other valuables. We are not responsible for the safety of valuables left in the bride's room. The bride's room must be left clean and in order for the next wedding or the next Gesu service. Please dispose of all trash and stack florist boxes neatly next to the trash containers. Public restrooms are available in the lower church. To reach these restrooms, go through the doorway that is farthest west (the one by the elevator), and go all the way downstairs to the lower church. Gesu Parish is wheelchair accessible via the west tower entrance on Wisconsin Avenue. There is an elevator in the clock tower.

PARKING

Parking is available in the Marquette University Lot J next to the Gesu Parish Center, Lot F on 12th Street between Wisconsin and Wells, and in structure 2 on Wells Street.

LITURGY

Your wedding will take place within the context of the Catholic liturgy. The liturgy may either be a Mass - similar to that of a typical parish Mass, or a wedding ceremony - a liturgy without communion. Either service will be conducted with beauty and devotion. You can discuss these options with Margi Horner, Gesu's Director of Liturgy, or your presiding priest.

DIRECTOR OF LITURGY or LITURGY ASSISTANT

Either the Director of Liturgy or her Assistant is on hand at the rehearsal and on the day of the wedding to provide for the needs of the bride and groom, their attendants and families, and to assure security. The Director of Liturgy/Assistant will assist in making the ceremony run smoothly and with elegance. The Director of Liturgy/Assistant is present one hour before each ceremony. Any questions regarding the use of the church should be directed to the Director of Liturgy and not to the priest.

ATTIRE

We recommend that bridesmaids' dresses be appropriate attire for the sanctity of our worship space and the sacrament we celebrate. Dresses that are well above the knee, low-cut or immodest are not appropriate.

WEDDING CANDLE

The lighting of a unity candle is not part of the Catholic rite and is not allowed.

KNEELING

During Gesu weddings, the bride and groom are usually seated in the sanctuary. Kneeling is not practical in this setting.

Kneeling is one of those customs that has changed with time. When Mom and Dad got married, the entire congregation spent more time kneeling. The understanding of the role of the bride and groom has shifted. Before they are anything else, they are members of the worshipping assembly, so they should assume the postures that go with worship: sitting for readings and homily, standing for the gospel and the rite of marriage, etc.

The new ritual for Mass postures which made kneeling normative for the Eucharistic prayer in the United States also says that standing is an appropriate alternative to kneeling when kneeling is impractical.

PARTICIPANTS IN THE WEDDING LITURGY

BRIDE and GROOM

In the Roman Catholic tradition, you – the bride and groom – administer the sacrament of marriage to one another. For all who are gathered for your wedding, you become a sign of God's fidelity and love.

PRESIDER (Priest or deacon)

The Presider calls the community to prayer, coordinates the various ministries and leads the worship.

USHERS

Ushers are ministers of hospitality. The ushers have the very important task of welcoming your guests as well as maintaining order in the church. Guests often congregate and chat in the vestibule before the service. It is essential to encourage them to be seated, especially as the time of the service nears. Choose ushers who will be comfortable with being pleasantly assertive. Ushers need to know the location of the main restrooms in the lower church. Finally, ushers should find the location of the red emergency phone just inside the door of the bride's room. Security and medical personnel can be obtained immediately. It is helpful if ushers are not also groomsmen. Just when ushers are working to seat last-minute guests is the time when the groomsmen need to gather and prepare to form the procession. There may be reasons to make exceptions to the foregoing suggestions, but in general, it is better not to ask people to try to be in two places at once. It also helps to spread out the participatory roles among family and friends.

READERS (lectors)

The readers proclaim the Word of God from the Sacred Scripture and the Prayer of the Faithful. The readers need not be Catholic but should be people who are comfortable in a public speaking role. They should also have some familiarity with the Scriptures. The readers should be present for the rehearsal.

GOSPEL BOOK BEARER

One of the readers will process in with the Book of Gospels.

CROSS BEARER

Our wedding procession begins just like a Sunday liturgy with a processional cross. You will need to designate someone to carry the cross. This should not be a groomsman. We have a cross banner or a processional cross that may be used. Either can be carried by a teenager or adult. This person should be present at the rehearsal.

GIFT BEARERS

They present the bread and wine, if the wedding is celebrated with Mass. You may also want to share the joy of this day with the poor and hungry. A basket of non-perishable food may also be brought up at the same time. Anyone may serve as a gift bearer. It is helpful to have the gift bearers present at the rehearsal.

EUCCHARISTIC MINISTERS

Eucharistic ministers must be active, practicing Catholics.

NON-CATHOLIC PARTICIPANTS

The wedding party, ushers, greeters, readers and the gift-bearers do not need to be Catholic.

CHILDREN IN THE LITURGY

If you wish to include children in the liturgy ask the Director of Liturgy for suggestions. In our experience, children age 4 or older are able to handle a liturgical role best. The use of wagons to carry children is not allowed.

THE WEDDING PROCESSION

There are two forms of procession acceptable at Gesu. You can choose one of the following:

1. The priest, lector and other ministers gather with you, your parents and the wedding party in the entry area of the church. The procession proceeds down the center aisle in the following order:

Cross Bearer

Book of the Gospels – carried by a lector

Lectors/readers

The presider (priest or deacon)

The wedding party (attendants) as couples

Flower girl and ring bearer [optional]

The best man and maid of honor

Groom with parents/family

Bride with parents/family

2. The other option is the same as above except the bride and groom walk in together, with their parents and family already seated.

Exceptions to this procession outline will only be made for cultural adaptations. Please discuss this with the Director of Liturgy.

No signs are allowed to be carried in the procession.

MUSIC

DIRECTOR OF MUSIC

The Director of Music will aid you in choosing suitable music for the wedding liturgy. Couples are required to consult with the Director of Music before making any musical plans or arrangements.

THE MUSIC PLANNING PROCESS

Wedding music planning is done jointly by the couple and the Director of Music. The focus of the planning meeting is liturgical music, which at its essence is based in scripture and draws the couple deeper into the celebration of their sacramental union in Christ. Singing hymns and responses by the assembled congregation invites all to offer praise and thanksgiving on this joyous occasion and together ask God's blessing on the couple. It is appropriate for all present to sing certain parts of the Mass such as the opening song, responsorial psalm, *Alleluia*, during the presentation of the gifts, the *Holy*, the *Mystery of Faith*, the *Amen*, and during communion. Great care is taken that any vocalist or instrumentalist is integrated into the ceremony as a support to the dignity of the sacrament being celebrated.

Weddings in the Catholic Church are sacred celebrations of a love that reflects God's infinite love for us poured out in Jesus Christ. All music used during the wedding ceremony should reflect the sacredness, sanctity and fidelity of the Sacrament of Matrimony in a manner that is respectful, dignified, and prayerful and within the guidelines of the Catholic Church. All music must be live; we do not use recorded music. Musical selections must be classical or hymns. We do not play any secular music at our weddings. Secular selections may be played or sung at the reception.

INSTRUMENTALISTS AND VOCALISTS

The Director of Music is able to make arrangements with excellent and experienced instrumentalists and/or vocalists who will need no extra rehearsal time if these are desired. Outside musicians are not permitted without prior approval from him.

USE OF THE ORGAN

Music for all weddings at Gesu is similar in nature and function to that of our Sunday Liturgies. In keeping with the Gothic design of our Church, music at the parish originates in the choir gallery with the organ as central to the worship. The organ plays at every wedding, either alone, or in ensemble with other instruments and singers in the choir gallery.

REHEARSAL

The rehearsal will be held the evening before your wedding, and is an important part of the preparation for the ceremony. It allows members of the immediate wedding party to become familiar with the environment of our church and with the public roles they will assume as part of the liturgy. The person directing the rehearsal will give a brief overview of the liturgy to help all concerned understand the prayerful nature of the celebration. We ask that you require that all members of the wedding party be present for the rehearsal and that they arrive on time.

A rehearsal takes about 60 minutes from the time it actually begins. If people are ready to start on time, then the rehearsal will also end on time. Please encourage your party to take the rehearsal seriously and pay attention. Weddings are times of great joy and celebration, with people coming together who may not have seen each other in some time. It will expedite your rehearsal dinner and whatever plans you may have for the evening if the wedding party can move through the rehearsal within a reasonable time frame.

Readers must rehearse on the Gesu microphone, no matter how experienced they are. The Gesu acoustics are especially challenging, with a great deal of reverberation (echo). Eucharistic ministers must rehearse if they do not have previous experience. Those who bring up the gifts and experienced Eucharistic ministers are not required to rehearse, but they will probably find it helpful.

If a member of the wedding party is not able to be at the rehearsal, it is helpful to everyone else to delegate someone to take that person's place for the evening.

The rehearsal times are scheduled according to your wedding time

- 11:00 a.m. Saturday Wedding 5:00 p.m. Friday Rehearsal
- 2:00 p.m. Saturday Wedding 6:00 p.m. Friday Rehearsal

The west tower entrance on Wisconsin Avenue will be unlocked on the night of the rehearsal. For security reasons, **this is the only door that will be opened for the rehearsal.**

SAFETY CONCERNS

It is not permissible to throw anything in or around the church due to safety hazards: no rice, birdseed, flower petals, confetti, bubbles, or anything else. Balloons are strictly prohibited inside or outside the church. Due to insurance and liability concerns, aisle runners are not permitted in the church. Animals of any kind are not permitted in the church or to be released following the wedding. (including doves, butterflies, dogs, etc.) Food and beverage are not permitted inside the church. ***Absolutely no alcohol or tobacco (or any other drug) is allowed on the church premises.*** If a member of the wedding party has been drinking alcohol before the service, that person may be asked not to participate in the wedding. The use of alcohol by the bride or groom WILL invalidate the Sacrament and we will CANCEL the wedding.

PHOTOGRAPHY AND VIDEOTAPING GUIDELINES

1. **It is the responsibility of the wedding couple to ensure that the photographer and video personnel receive these policies and abide by them.**
2. Weddings are held on Saturdays at 11 a.m. and 2 p.m.
 - 11 a.m. wedding: The church is available to the wedding party 10:00 a.m. – 1:00 p.m.
 - 2 p.m. wedding: The church is available to the wedding party 1:00 p.m. – 4:00 p.m.These are firm times, due to the schedule of other events in the church.
3. Any questions about these policies must be directed to the Director of Liturgy, not to the deacon or priest.
4. Lighting
 - Video lighting and flash are not permitted during the liturgy (Call to Prayer through the end of the Recessional music).
 - Photo and video lighting racks are not permitted.
5. Proper attire is required of all personnel. This helps to make you less conspicuous and less of a distraction during the ceremony. It is also a sign of respect for the people, the sacred space and the sacredness and formality of the wedding liturgy you are serving.
6. Photographers and video personnel and their equipment are to be as unobtrusive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. Video equipment must remain stationary.
7. Wiring/cabling may be not taped across aisles.
8. Photographers/video personnel are not permitted in the sanctuary (the area covered by the blue carpet), or any other place deemed inappropriate by the parish staff. There are several good areas from which to videotape or photograph a wedding liturgy at Gesu. The Director of Liturgy or her assistant will be glad to show you where these are.
9. Excessive moving around during the liturgy is to be avoided. Feel free to move up and down the side aisles, but not in the center aisle once the entrance procession has finished. The altar is sacred; nothing may be placed upon it, nor may it be used as a prop.
10. Standing on pews or chairs for any purpose is not allowed. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns.
11. Posing during the liturgy, waving to the couple or distracting them from the liturgy is not allowed.
12. Choir Loft/Gallery
 - You may videotape and photograph before and during the liturgy from the choir loft if you wish.
 - The choir loft is typically open 30 minutes before the wedding, and closes shortly after the Recessional.

- Please check with the Organist for good locations.
- The white outlets in the gallery are available for power.

13. Audio

- Sanctuary microphones are not to be disconnected or tampered with in any way.
- A male XLR output is available from our sound system, in the choir loft. Please contact the Director of Music with questions (414-288-5289).

14. All voices must be kept down during photographic sessions. Shouting is inappropriate.

15. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted in or around the church.

16. If you desire to take pictures outside the Joan of Arc Chapel, the bride and groom need to prearrange this with Marquette Campus Ministry during weekday hours: 414-288-6873. The chapel is not opened for photography - the inside is dark and difficult to photograph, anyway.

17. Many photographers and videographers scope out the church during the rehearsal the evening before the wedding. If one wants to see the church in advance, contact Gesu's Director of Liturgy to make an appointment.

18. Adaptations to the policies may be made at any time by Gesu Parish.

19. Any violation of these policies will be addressed immediately. Continued violations will result in the photographer/videographer being asked to leave the church.

DECORATION AND FLORIST GUIDELINES

Gesu is a very large ornate Gothic church. It is difficult to make a floral impact here. So before you order flowers, consider whether they are worth the trouble and expense. Whatever you decide, please take them with you when you leave.

- 1. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.**
2. Weddings are held on Saturdays at 11 a.m. and 2 p.m.
 - 11 a.m. wedding: The church is available to the wedding party 10:00 a.m. – 1:00 p.m.
 - 2 p.m. wedding: The church is available to the wedding party 1:00 p.m.- 4:00 p.m.
3. If you have any questions about these policies, they must be directed to the Director of Liturgy, not to the deacon or priest.
4. Altar flowers are not required, but if they are used, they must be delivered and in place at least 30 minutes prior to each liturgy. Any arrangements near the altar may not be taller than the altar.
5. Sanctuary appointments such as the ambo (pulpit), presider's chair, candle sticks, banners, altar cloths, the paschal candle and any art or environment *may not be altered or removed under any circumstances*. Seasonal decorations already in place in the church must remain in place. You may add to what is there, but not change it. Keep in mind that different colors are used in the church during the varying liturgical seasons throughout the year. This is a general calendar: Christmas Season- white; winter Ordinary Time- green; Easter season- white; Pentecost weekend- red; summer Ordinary Time- green. Expect to find some of these colors present in the church. *These items may not be removed or altered.*
6. The only candles permitted are those already in place by the church staff. Candles in the aisles or on pews are not allowed. Unity or Wedding candles are no longer allowed. This is in keeping with the guidelines published by the United States Conference of Catholic Bishops.
7. Decorations of any type may NOT be affixed in any way from the handrails in the sanctuary nor the handrails in the vestibule. Handrails are for safety, not for decorations.
8. Pew bows (or anything else) may *not be attached by tape or any sticky substance*. Use elastic, ribbon, wire, plastic clips, etc.
9. Aisle runners are not permitted.
10. Papier-mâché containers are not permitted. You must use flower containers that present no danger of leaking.
11. Flower petals, rice, confetti, birdseed, balloons and bubbles may not be used, thrown or released in the church or outside the church. Many of these items pose a safety hazard. Also, the church is in constant use and there is no way to clean up from such items.

12. All containers used for corsages, floral arrangements etc. must be disposed of before leaving the church. If the trash containers are full, please stack florist boxes neatly beside them. This is the responsibility of the attending florist, not the church staff.
13. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted in the church.
14. Adaptations to these policies may be made at any time by Gesu Parish.
15. Any violation of these policies will be addressed immediately. Continued violations will result in the removal of inappropriate decorations and the dismissal of the florist from the church.

GESU PARISH WEDDING MINISTRY STAFF

Michael Heimbach

Marriage Preparation Coordinator

Schedules weddings and facilitates the participation of outside presiders, provides the *Gesu Wedding Packet*, and maintains all wedding documentation files.

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414-288-7101

Margaret Horner

Director of Liturgy

Assists and approves all matters concerning the wedding liturgy and rehearsal.

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Dan Domrois

Director of Music

Approves all matters concerning music at the wedding liturgy.

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