

Church of the Gesu



**Wedding Information and Policies
2019**

THANK YOU FOR CHOOSING GESU PARISH!

Matrimony in the Catholic Church is a sacred celebration of love that reflects God's infinite love for us poured out in Jesus Christ. We are happy to help you prepare for your marriage and celebrate it in a way befitting of that love.

This document contains important information about scheduling your wedding, completing your marriage preparation file and planning your wedding liturgy. Our wedding policies are also included. Please read it in its entirety. If you have any questions along the way, do not hesitate to contact us.

WHO CAN BE MARRIED AT GESU PARISH

At least one person 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 of the Gesu cannot be "rented" for a wedding.

- Parishioners should be registered and active at Gesu six months before a wedding date is set.
- Current full-time students of Marquette University
- Alumni of Marquette University
Alumni, if you are not a parishioner at Gesu, we need permission from your home parish to perform your wedding. This letter must be received before a reservation is made.

AVAILABLE WEDDING TIMES

- Saturdays at 11:00am and 2:00pm, between Easter Sunday and Thanksgiving Day.
- This list is reduced by parish events, staff decisions and prior wedding reservations.
- See our marriage reservation list online for currently available dates and times.

Parish Information

Church	Church of the Gesu 1145 W. Wisconsin Ave. Milwaukee, WI 53233
Parish Office	Gesu Parish 1210 W. Michigan St. Milwaukee, WI 53233
Phone	414-288-7101
Mail	Gesu Parish PO Box 495 Milwaukee, WI 53201-0495
Website	gesuparish.org/worship-marriage.php

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All weddings at Gesu Parish must adhere to the policies outlined in this document.

Please read these in their entirety.

No exceptions are made to these policies.

The Gesu Wedding Team

Scheduling Preparation Documentation	Mike Heimbach Director of Youth and Adult Formation Marriage Preparation Coordinator michael.heimbach@marquette.edu 414-288-7412
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Liturgy	Margi Horner Director of Liturgy margaret.horner@marquette.edu 414-288-6308
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Music	Dan Domrois Director of Music daniel.domrois@marquette.edu 414-288-5289
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DIRECTOR OF YOUTH AND ADULT FORMATION

Gesu's Director of Youth and Adult Formation is your first contact as you prepare for a wedding at the Church of the Gesu. He will reserve a wedding date and time for you, and help you choose a priest or deacon for your wedding. He will also be your Marriage Preparation Coordinator if you are going through the marriage preparation program at Gesu Parish.

MARRIAGE PREPARATION COORDINATOR

The *Marriage Preparation Coordinator* collects documentation as you go through the process. If you are going through the marriage preparation process at another location, e.g., MU Campus Ministry or an out-of-town parish, the Marriage Preparation Coordinator there will collect the d.

DIRECTOR OF LITURGY

The Director of Liturgy is your main contact for planning your wedding at Gesu. She will help you decide whether your wedding will be a full Mass or a Liturgy of the Word, and will explain the procession, flow of the liturgy, and various particulars about the rehearsal and wedding.

DIRECTOR OF MUSIC

The Director of Music helps identify suitable music for the wedding liturgy. Consult the Director of Music before making any musical plans or arrangements.

LITURGY ASSISTANT

The Director of Liturgy or her Assistant will be present 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, not to the priest.

STEP 1. WEDDING APPROVAL, *if required*

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 the bride or groom.

- Marquette alumni, if you are not a parishioner at Gesu, we need permission from your home parish in order to perform your wedding. This letter must be received before proceeding to Step 2.
- If one of you is not Catholic, we need diocesan approval prior to your marriage. Begin this process by contacting Gesu's Director of Adult and Youth Formation 6-8 months before setting a wedding date.
- If neither of the above applies, there is nothing to do for this step.

STEP 2. MAKE A RESERVATION

See our marriage reservation list online for currently available dates and times.

- Contact Gesu's Director of Youth and Adult Formation to make a reservation.
- Be prepared to give the name and contact information of your presiding priest or deacon.
- The Director will help you decide on Gesu Parish, Campus Ministry at Marquette University, or some other site for marriage preparation.
- The Director will send you an email confirming your tentative reservation and describing the next steps in the marriage preparation process will be sent to you.

STEP 3. RESERVATION DEPOSIT

A one hundred dollar (\$100) **non-refundable** deposit is required to finalize your wedding date. This deposit must be paid **within two weeks** of receiving the reservation email from the Director. Your cancelled check serves as your receipt for the wedding date and time.

STEP 4A: MEETINGS AND EVENTS

There are a few meetings involved in preparing to be married in the Catholic Church. Your Marriage Preparation Coordinator will guide you through these. Check them off when done.

☐ WEDDING PLANNING WORKSHOP

Gesu's Wedding Planning Workshops provide information about the Catholic Rite of Marriage, civil marriage licenses, fees, the marriage preparation process, planning the liturgy and music, policies, and the wedding rehearsal. The workshops include time for individual consultation with the Directors of Youth and Adult Formation, Liturgy, and Music.

The Director of Youth and Adult Formation will invite you to attend a Wedding Planning Workshop with other engaged couples. These workshops are usually held two or three times each year, on Saturday morning and early afternoon.

☐ ARCHDIOCESAN PREPARATION PROGRAM

All couples who plan to be married in the Archdiocese of Milwaukee need to participate in a preparation program 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 program options, e.g., conferences, and day or weekend retreats.

Your Marriage Preparation Coordinator will explain the options in greater detail and help you pick the one that best suits the two of you. Further information can be found at <http://www.johnpaul2center.org/NazarethProject/EngagedEnrichment.htm>.

You will receive a certificate of attendance. This information must be submitted to your Marriage Preparation Coordinator at least **two months** prior to your wedding.

☐ SPONSOR COUPLE

These are married couples associated with the place facilitating your marriage preparation that work in ministry with the engaged. The premarital FOCCUS inventory (Facilitating Open Couple Communication, Understanding & Study) is part of your interaction with them. This is not a test. Rather, its purpose is to identify topics such as communication, finances, family and faith that you could beneficially discuss as part of your marriage preparation.

Your Marriage Preparation Coordinator will assign to you a sponsor couple. Your sponsor couple will contact you and set an appointment to meet at their home. This initial meeting will be approximately 1½ hours in length. At the second meeting they 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.

Your sponsor couple will send your Marriage Preparation Coordinator a letter confirming that you participated in the FOCCUS inventory or similar program.

SESSION ON CATHOLICISM

Couples in which one of the parties is not Catholic are asked to participate in a session on Catholicism. Your Marriage Preparation Coordinator will help you set an appointment for this.

MEETING WITH YOUR PRIEST OR DEACON

It is important to meet with the priest or deacon who will preside at your wedding. Ideally, this meeting should take place **one to two months** before your wedding. 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 prepare a homily for your wedding liturgy.

STEP 4B: MARRIAGE PREPARATION FILE

Your *marriage preparation file* contains all the paperwork needed to document your preparation for the Catholic Rite of Marriage. Check these documents off when your Marriage Preparation Coordinator confirms receipt.

PRENUPTIAL QUESTIONNAIRE

The prenuptial questionnaire for the bride and groom will be completed by you and either a Gesu staff member, the Marriage Preparation Coordinator in Campus Ministry at Marquette University, or a priest or deacon. Some of the questions are the dates of your Baptism and Confirmation, and the parishes where those took place.

BAPTISMAL CERTIFICATE(S) WITH NOTATIONS

Each of you must submit a Certificates of Baptism if you are baptized.

- a. If you are 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 about your celebration of confirmation and/or previous marriage will be indicated on the certificate.
- b. If you are baptized but not Catholic, any copy of a certificate is fine. If no certificate exists, your Marriage Preparation Coordinator will give you an affidavit to be filled out by someone who witnessed the baptism.

AFFIDAVITS CONCERNING THE FREEDOM TO MARRY

Each of you must secure testimony of at least one person who knows you very well (e.g., parents, relatives, friends who have been close since adolescence or before) and can attest under oath that you are free to marry and intend to live a Christian marriage. The testimony may be taken by either a Catholic priest or by a public notary. Your Marriage Preparation Coordinator will provide each of you with an affidavit form; completed affidavits are returned to your Marriage Preparation Coordinator.

DISPENSATION, *if applicable*

When a marriage takes place between a Catholic and a non-Catholic, a *dispensation* or permission is required. Your Marriage Preparation Coordinator will help you contact the appropriate office for this.

CERTIFICATE FROM APPROVED MARRIAGE PREPARATION EVENT

Upon completion of your marriage preparation event, submit the original certificate of attendance to your Marriage Preparation Coordinator.

VERIFICATION OF PARTICIPATION IN FOCCUS

Verification that you have participated in the FOCCUS inventory or a similar experience must be part of the file. Your sponsor couple will send this to your Marriage Preparation Coordinator.

All of the documents listed above should be submitted to your Marriage Preparation Coordinator at least TWO MONTHS prior to your wedding.

❑ **PERMISSION FOR PRESIDER DELEGATION, if applicable**

This is not needed if your presider is a Gesu Parish priest.

This is a letter from the pastor of Gesu Parish indicating his delegation to the presiding priest or deacon of the marriage. The Director of Youth and Adult Formation will facilitate this.

❑ **LETTER OF GOOD STANDING, if applicable**

This is not needed if your presider is a Gesu Parish priest.

When the presiding priest is not from the Archdiocese of Milwaukee, he must send documentation from his diocese or religious order indicating that he is a priest in good standing.

STEP 5: CIVIL MARRIAGE LICENSE

- You must get a marriage license from the appropriate County Clerk's office:
Residents of Wisconsin (at least one is a Wisconsin resident) must apply before the County Clerk of the County in which either of you 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 you are to be married. The license issued is not effective outside of that County.
See list of County Clerks on the next page.
- You 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 of you must apply together. Each of you must bring in a certified copy of your birth certificate (no hospital certificates or registration forms).
- Each of you must bring in your Social Security card. The name on your Social Security card must be your legal name, with any legal suffixes (Jr., II, etc.).
- One of you 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 your current address will suffice.
- You must supply the full name, address and phone number of your presiding priest or deacon.
- 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 the application.
- **We cannot marry you without a civil marriage license present at the church. Bring your license to the rehearsal.**

SOUTHEAST WISCONSIN COUNTY CLERKS

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.

A complete list of Wisconsin County Clerks is located at <http://...>

STEP 6. REVIEW OUR POLICIES

SAFETY AND SECURITY

- Nothing may block access to exit doors or life safety items such as fire extinguishers.
- Nothing may be thrown in or around the church:
 - neither rice
 - nor birdseed
 - nor flower petals
 - nor confetti
 - nor bubbles
 - nor anything else
- Balloons are prohibited—both inside and outside the church.
- Aisle runners pose a tripping hazard and are not permitted.
- Animals, birds and butterflies of any kind are not permitted in the church or to be released following the wedding. On-duty service animals are allowed.
- The Church of the Gesu is posted as a weapons-free building.
- Once the wedding begins, the Bride's Room is neither locked nor monitored. Please give purses, cell phones, etc., to someone to hold during the wedding. We are not responsible for anything left in the bride's room.

SACRED SPACE

- The Church of the Gesu is the House of God. This status does not diminish for the rehearsal or after the wedding. Jesus, in the form of the Blessed Sacrament, is present in the tabernacle.
- A bubbler (water fountain) is located in the corridor on the Lower Church level. Food and beverage are not permitted inside the church.
- **No alcohol, tobacco or illicit drugs are allowed on the church premises.**
 - **The use of alcohol and/or illicit drugs by the *bride or groom* will invalidate the Sacrament and the wedding will be cancelled.**
 - If a member of the wedding party has been drinking alcohol and/or using illicit drugs before the service, that person may be prevented from participating in the wedding and/or be removed from the building.
 - **Do not bring alcohol into the building.**
- Shouting is not appropriate in the church.

FACILITIES

The Church of the Gesu is a beautiful place of worship. The Upper Church has a seating capacity of approximately 900. It is fully air conditioned.

The **bride's room** has a full-length mirror and its own bathroom. The bride's room cannot be locked during the service: Someone should be designated 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 orderly. Please dispose of all trash, and stack florist boxes neatly next to the trash container.

Groomsmen usually dress at the hotel and gather in the **west sacristy**.

Public restrooms are available in the Lower Church. Signs are posted indicating the way to the restrooms. Ushers should familiarize themselves with this location and be able to guide guests as needed.

The Church of the Gesu has an **accessible entrance** in the west tower on Wisconsin Avenue. The **outside door** is automatic, and the **elevator** in the west tower accesses all levels of the church. Please tell your guests about this.

FLOWERS

Gesu is a large ornate Gothic church. It is difficult to make a floral impact here. Before you order flowers, consider whether they are worth the trouble and expense.

You are responsible for making your florist/decorator aware of the timeline and other decorating policies. (See pages 23-24.)

PARKING

Parking is available in the Marquette University **Lot J** next to the Gesu Parish Center, **Lot G** on 12th Street between Wisconsin and Wells, and **Structure 2** on Wells. Please tell your guests.

ATTIRE

Bridesmaids' dresses should be appropriate for the sanctity of our worship space and the sacrament we celebrate. Dresses that are low-cut, well above the knee, or otherwise immodest are inappropriate.

WEDDING CANDLE

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

AISLE RUNNER

Aisle runners are not permitted at the Church of the Gesu.

STEP 7. PLAN YOUR WEDDING LITURGY

Your marriage will take place within a Catholic liturgy. The liturgy will either be a Mass (like Sunday Mass) or a wedding ceremony (Mass without the Eucharistic Prayer and Communion). This is decided primarily by your religious backgrounds and should be discussed with Gesu's Director of Liturgy or your presiding priest or deacon.

MASS

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

WEDDING CEREMONY

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 (*optional*)

CONCLUDING RITE

Final Blessing
Presentation of the Couple
Recessional

WEDDING PLANNING FORM

Download a copy of the Wedding Planning Form from our website. It is set up as a fillable PDF if you save it to your computer, or you may print it and fill it out by hand.

Send this completed form to both the Director of Liturgy and Director of Music at least **one month** before your wedding.

THE ROLE OF MUSIC

Liturgical music is based in scripture and draws you as a couple deeper into the celebration of your sacramental union in Christ.

Engaging the assembly in sung prayer is the first goal of liturgical music. It is therefore appropriate and desirable for the assembly to sing the same parts of the Mass as on Sundays. Hymns and responses sung by the assembly offer praise and thanksgiving and ask God's blessing on your marriage.

SELECTING MUSIC

The Director of Music will give you information about wedding music and typical selections, to enable you to choose music at your own pace. Most planning can be handled via email, however a phone call or in-person meeting can be scheduled if you prefer.

Music during the wedding ceremony should be respectful, dignified and prayerful, and within the guidelines of the Catholic Church. All music is live; we do not use recorded music. Musical selections must be classical or from the hymnal. Secular music needs to be saved for your reception.

INSTRUMENTALISTS AND VOCALISTS

Music for weddings at Gesu is similar to that of our Sunday Liturgies. In keeping with the Gothic design of our Church, music originates in the choir gallery with the pipe organ as the central instrument. The organ is used at every wedding, either alone, or in ensemble with other instruments in the choir gallery.

Gesu Parish provides an organist and cantor. There is no additional fee for these, nor is there a credit for not using them.

The Director of Music is able to make arrangements with excellent and experienced instrumentalists, if you wish. There is an additional fee for these.

Outside musicians require prior approval from the Director of Music. Care is taken to integrate any vocalist or instrumentalist into the ceremony as a support to the dignity of the sacrament.

A word about brass, string, or other ensembles: While there are many fine ensembles, hiring one for the church may not have quite the desired effect. A more effective alternative for instance, might be to hire an ensemble to play during the dinner hour at the reception.

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. Our Gesu priests are most willing to preside at your wedding. It is your responsibility as bride and groom to locate a priest or deacon for your wedding.

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 Gesu's Director of Liturgy or your presiding priest or deacon.

MARRIAGE WITNESSES

These are the legal witnesses of your marriage, who sign the marriage license.

- Two witnesses (best man and maid/matron of honor) are required.
- In a marriage between two Catholics, both witnesses must be Catholic.
- If one of you is not Catholic, one witness may be non-Catholic.

NON-CATHOLIC PARTICIPANTS

The wedding party, ushers, readers, cross bearer and gift bearers do not need to be Catholic.

WEDDING PARTY

These are your close friends, those you have invited to be bridesmaids and groomsmen. They will precede you in the procession at the beginning, and follow you at the end of the ceremony. They will also be called to line up on the front steps as you minister the Sacrament of Matrimony to each other.

USHERS

Ushers are ministers of hospitality. The ushers have the 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 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 in the wedding party: Bridesmaids and groomsmen need to gather for the procession while ushers are seating last-minute guests. There may be reasons to make exceptions to the foregoing suggestions, but in general, it is better not to ask people to be in two places at once. It also helps to spread out roles among family and friends.

READERS (LECTORS)

The readers proclaim the Call to Prayer, the Word of God from the Sacred Scripture, and the Prayer of the Faithful. The readers do not need to be Catholic, but should be comfortable with public speaking. They should also have some familiarity with the Scriptures. The readers should be present for the rehearsal.

CROSS BEARER

The wedding procession begins with a processional cross, like a Sunday liturgy. You need to designate someone to carry the cross. This should not be anyone in the wedding party. We have a processional cross that may be used; it can be carried by a teenager or adult. This person should be present at the rehearsal, and does not need to be Catholic.

GIFT BEARERS

A wedding celebrated within a Mass will need gift bearers. They present the bread and wine. Some couples 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.

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 best able to handle a liturgical role. The use of wagons to carry children is not allowed.

CALL TO PRAYER

When everyone is ready to begin, and before the procession, someone you choose will read a short Call to Prayer to quiet the assembly and center their minds around the sacrament about to take place. Three samples are included in the Wedding Planning Form, or you may write your own. Anyone other than the bride, groom or presider may read this.

THE WEDDING PROCESSION

The priest, lectors and other ministers gather with you and the wedding party in the entry area of the church. They process down the center aisle as shown below while the processional is played.

There are two variations of the procession at Gesu: You—the bride and groom—can enter individually with your parents, or together as a couple. The two processions are otherwise identical.

One piece of music is played for the entire procession: There is not a separate “Bride’s Processional.” Such would be contrary to your equality as partners in marriage.

Bride and Groom Separately

Cross Bearer
Lectors/readers
Presider (priest or deacon)
Attendants as couples
Flower girl and ring bearer [optional]
Best Man and Maid of Honor

Groom with parents/family
Bride with parents/family

Bride and Groom Together

[Parents seated before Call to Prayer]

Cross Bearer
Lectors/readers
Presider (priest or deacon)
Attendants as couples
Flower girl and ring bearer [optional]
Best Man and Maid of Honor

Bride and Groom together

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

No printed banners, signs or flags may be carried in the procession. Children must either walk or be carried; no wagons.

READINGS AND PRAYERS

You will receive the book *Together for Life* (Gesu) or *Celebrating Marriage* (MU Campus Ministry) which contains prayers, blessings and scripture readings most appropriate for use at weddings. In consultation with the priest who will preside at your wedding, you will select two or three passages from scripture.

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

WEDDING VOWS

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 Catholic Wedding Liturgy does not permit vows from other sources or vows written by the bride and groom.

KNEELING

You will be seated in the sanctuary for your wedding. Kneeling is not practical in this setting. The ritual for Mass prefers kneeling for the Eucharistic prayer, but permits standing as an appropriate alternative when kneeling is impractical.

The wedding party will be seated in the front pews, adjacent to the center section.

STEP 8. PREPARE AN ORDER OF WORSHIP

A well-designed printed program enhances the assembly's participation in your wedding liturgy. The Director of Liturgy can guide you as you prepare your wedding program. Outlines of the liturgy are on page 13, and sample programs are on our website. We do not allow music lyrics and/or notation to be printed in the order of worship.

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.

STEP 9A. GIVE OUR POLICIES TO YOUR FLORIST OR DECORATOR

- See pages 23-24.
- 11:00am Wedding – 10:00am-1:00pm
- 2:00pm Wedding – 1:00pm-4:00pm

STEP 9B. GIVE OUR POLICIES TO YOUR PHOTOGRAPHER OR VIDEOGRAPHER

- See pages 21-22.
- 11:00am Wedding – 10:00am-1:00pm
- 2:00pm Wedding – 1:00pm-4:00pm

STEP 10A. REVIEW THE POLICIES IN STEP 6. (See pages 11-12.)

STEP 10B. REMIND YOUR GUESTS AND WEDDING PARTY...

- 11:00am Wedding – **4:00pm** Friday Rehearsal
- 2:00pm Wedding – **5:00pm** Friday Rehearsal
- Use the northwest (west tower) door on Wisconsin Avenue for rehearsal
- No alcohol or illicit drugs
- Park in Lot G on 12th Street or Lot J next to the Parish Center
- Accessible entrance and elevator are at the northwest corner of the building

STEP 11. REHEARSAL

The rehearsal is held the evening before the wedding, and is an important part of preparing for the ceremony. It allows you and members of the wedding party to become familiar with the environment of our church and with the public roles they will assume as part of the liturgy.

Weddings are times of great joy and celebration, with people coming together who may not have seen each other in some time. They will naturally want to greet each other and catch up. However, this delays and lengthens the rehearsal. Wedding parties that are ready to start rehearsal on time and pay attention make the rehearsal efficient.

All members of the wedding party should be present—and on time—for the rehearsal. If a member of the wedding party is not able to attend, it helps everyone else to designate a stand-in for the rehearsal.

- 11:00am Wedding – **4:00pm** Friday Rehearsal
- 2:00pm Wedding – **5:00pm** Friday Rehearsal
- The rehearsal takes about 60 minutes from the time it actually begins.
- For security reasons, **the only door that will be unlocked for the rehearsal is the west tower entrance on Wisconsin Avenue.** Help us maintain security by using this same door to exit.

What happens at rehearsal:

- The person directing the rehearsal will give a brief overview of the liturgy to help everyone understand the prayerful nature of the celebration.
- The processions in and out will be rehearsed, as will the vows.
- Readers must rehearse, no matter how experienced they are. The acoustics at Gesu have 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 often find it helpful.
- Music is not played at the rehearsal.

STEP 12. WEDDING DAY SCHEDULE

Weddings are held at 11:00am and 2:00pm. Each wedding has a total of 3 hours: one hour prior, and two hours for the liturgy and subsequent photography. Please arrive **no more than one hour** before your wedding, out of respect for the other wedding and parish events. It is likewise important that the wedding party be ready to start at the scheduled time.

Photography must be completed on time, that is, by 1:00pm and 4:00pm. You are responsible for making your photographer aware of these time constraints and other policies regarding photography/videography. (See pages 21-22.)

Receiving lines and **guest books** are for the reception, not the church. Receiving lines held before the wedding keep the wedding from starting on time. Receiving lines held after the wedding shorten your photography time.

RELAX AND ENJOY!

Have a good meal the night before, and plenty of water. Take a deep breath, and savor the sacramental beginning of your lives together in matrimony.

The entire Gesu staff prays that every blessing will be yours in the years ahead!

PHOTOGRAPHY AND VIDEOGRAPHY POLICIES

It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.

1. Weddings are held on Saturdays at 11:00am and 2:00pm.
 - 11am wedding: The church is available to the wedding party **10:00am–1:00pm**.
 - 2pm wedding: The church is available to the wedding party **1:00pm–4:00pm**.
 - **These are firm times.**

2. Sacred Space
 - The **altar** is sacred; nothing may be placed upon it nor leaned against it.
 - The **sanctuary** (blue carpet area) is off-limits to photographers/video personnel, as is any other place deemed inappropriate by the parish staff.
 - Voices must be kept down during photographic sessions. Shouting is inappropriate.
 - Food or beverage may not be brought into the church.
 - Alcoholic beverages are not permitted in or around the church.

3. Choir Loft
 - You may videotape and photograph before and during the liturgy from the choir loft.
 - Check with the Organist for good locations.
 - The white outlets in the gallery are available for power.
 - The choir loft is typically open 15-30 minutes before the wedding, and closes shortly after the Recessional.

4. Locations
 - 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.
 - 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 (414-288-6308).

5. During the Liturgy (**Call to Prayer** through the end of the **Recessional music**)
 - 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.
 - Posing during the liturgy, waving to the couple or distracting them from the liturgy is not allowed.

6. Personnel
 - Proper attire is required of all personnel.
 - Photographers and video personnel are to be as unobtrusive as possible.
 - They may not interfere with any aspect of the procession, liturgy, or recessional.
 - Standing on pews or chairs for any purpose is not allowed.

7. Equipment

- Nothing may block access to exit doors or life safety items such as fire extinguishers.
- Equipment must be as unobtrusive as possible.
- Video equipment must remain stationary.
- Wiring/cabling may be not taped across aisles.
- All equipment and containers are to be kept on the tiled floor and well out of the way of traffic patterns.

8. 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.

9. Audio

- Sanctuary microphones are not to be disconnected or tampered with in any way.
- Nothing may be taped or otherwise attached to our microphones.
- 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).

10. Joan of Arc Chapel

If you desire to take pictures outside the Joan of Arc Chapel, the bride and groom need to prearrange this with Marquette University Campus Ministry (414-288-6873). They do not open the chapel for photography.

11. Any questions about these policies must be directed to the Director of Liturgy, not to the deacon or priest.

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

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

DECORATION AND FLORIST POLICIES

It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.

1. Weddings are held on Saturdays at 11:00am and 2:00pm.
 - 11am wedding: The church is available to the wedding party **10:00am–1:00pm**.
 - 2pm wedding: The church is available to the wedding party **1:00pm–4:00pm**.
 - **These are firm times.**
2. Safety hazards
 - Nothing may block access to exit doors or life safety items such as fire extinguishers.
 - Aisle runners are not permitted.
 - Decorations may not be affixed to any handrail in the building.
 - Flower petals, rice, confetti, birdseed, balloons and bubbles may not be used, thrown or released inside or outside the church.
3. Sacred Space
 - The **altar** is sacred; nothing may be placed upon it nor leaned against it.
 - Voices must be kept down during setup. Shouting is inappropriate.
 - Food or beverage may not be brought into the church.
 - Alcoholic beverages are not permitted in or around the church.
4. Church fixtures

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.*
5. Church décor
 - Seasonal decorations already in place in the church must remain in place. You may add to what is there, but not change it. *These items may not be removed or altered.*
 - Different colors are used in the church during the varying liturgical seasons throughout the year. Expect to find some of these colors present in the church:
 - Easter season—white
 - Pentecost weekend—red
 - Ordinary Time—green
6. Personnel
 - Proper attire is required of all personnel.
 - Standing on pews or chairs for any purpose is not allowed.
7. Flowers
 - Altar flowers are allowed but not required; however during the Easter season when there are abundant flowers at the altar, additional flowers are not allowed. If flowers are brought in, 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 (39").
 - Papier-mâché containers are not permitted.
 - Flower containers must present no danger of leaking.

8. Candles
 - The only candles permitted are those already in place by the church staff.
 - Candles are not allowed in the aisles or on pews.
 - Unity or Wedding candles are not allowed, in keeping with the guidelines published by the United States Conference of Catholic Bishops.
9. Handrails
 - Handrails are for safety.
 - Decorations may NOT be affixed to any handrail in the building.
10. Pew decorations
 - Pew bows (or anything else) may *not be attached by tape or any sticky substance*. Use elastic, ribbon, wire, plastic clips, etc.
 - Candles are not allowed on pews.
11. Clean up
 - All containers used for corsages, floral arrangements etc. must be disposed of before leaving the church. Please stack florist boxes neatly beside trash receptacles. This is the responsibility of the attending florist, not the church staff.
 - The wedding party, florist or decorator is responsible for removing any arrangements, pew decorations, etc., following the wedding.
 - Vases and such left behind for more than one week (7 days) will be disposed of.
12. Any questions about these policies must be directed to the Director of Liturgy, not to the deacon or priest.
13. Violation of these policies will be addressed immediately. Continued violations will result in the florist/decorator being asked to leave the church.
14. Adaptations to these policies may be made at any time by Gesu Parish.