

Who may be married at St. Hilary?

If at least one of the future spouses is a Catholic, and you are free to marry in the Church, you may celebrate your wedding in this parish.

Am I prepared to celebrate the Sacrament of Marriage?

In Catholic belief and practice, marriage is more than a mere legal contract. It is a sign not only to the couple, but also to the entire Catholic community, that God is truly important in their lives. The desire to live one's Catholic faith must be as important as the desire to live together. Therefore, if you are not currently practicing your faith, by attending Sunday Mass regularly and participating in the life of the Church, it is important to begin now, so that your married life will reflect the beauty of the Sacrament.

Reserving St. Hilary Church

Please contact one of our priests to arrange your wedding date. The fee for the use of the church is \$1,000 with a NON-refundable deposit of \$500, required within five (5) days of booking your wedding to secure your chosen date. If you need to change the date, please ask the priest.

The Preparation Period

The engaged couple must contact the parish at least six months prior to the celebration of their wedding. This is to give you all the resources we have to help you enjoy a happy and successful

The parish where the wedding is to be celebrated has full responsibility for the marriage preparation process.

marriage: we want you to have enough time to make a solid, lifelong commitment. During this time the necessary pre-marriage testimony papers will be filled out with the priest and, if necessary, any dispensations or permissions will be sought from the Office of the Metropolitan Tribunal of the Archdiocese of San Francisco.

Location and Time of the Wedding

In the Archdiocese of San Francisco, all weddings are celebrated in a church. At St. Hilary Parish, weddings are celebrated on Fridays at 7:00 PM, and on Saturdays at 11:00 AM and 2:00 PM.

Documents

The priest will help each couple with the necessary forms. A certificate of baptism with proper notations, issued within the past six months, is required. When you contact your church of baptism, please ask that the back of the baptismal certificate be filled out, which will list your date of Confirmation and any other Sacraments you have received.

The Preparation Program

We use a pre-marital inventory called the FOCCUS to help each couple discuss the strengths and areas for growth in their relationship. The priest assisting the couple will discuss the FOCCUS results with them.

Engaged couples must also attend an Engaged Encounter Weekend, one of the most important elements in the entire process.

To register, please check the website at:

www.EngagedEncounter.org

Engaged Encounter Weekend

This weekend experience is with 25 to 30 other engaged couples, in which a team of two married couples and a priest help you focus on your relationship and make healthy plans for your future life together. Each couple will have the opportunity to discuss privately with one another their strengths, challenges, and goals; their attitudes about money, children and sex, as well as their role in the Church and society.

Planning the Wedding Ceremony

Diana Rittenhouse, our parish wedding coordinator, will meet with you to help you plan the details of your ceremony. When you have your first meeting here with the priest, he will give you a booklet with suggested readings and prayers, allowing you to personalize your ceremony. The priest will also give you this marriage brochure with its checklist.

Music

Pamela Carey, our music director, will meet with you to assist you in choosing music for your wedding. Only music approved for church use may be chosen. Secular music may be played during the wedding reception, but not during the church ceremony.

At St. Hilary Parish, we do not allow outside musicians or singers to be part of the wedding ceremony. If you have relatives or friends who want to perform, they may do so at your reception.

Rehearsal

The priest will schedule your wedding rehearsal when you set your wedding date with him. All rehearsals are led by our wedding coordinator, Diana Rittenhouse. If a *visiting* priest will be presiding at your

wedding, he must also be present for the rehearsal. Your wedding coordinator, Diana, will be present for both the rehearsal and the wedding, to help everyone feel comfortable with what they need to do during the ceremony itself.

Decorations

It is suggested that you use a professional florist for your floral arrangements. Decorations may be placed on the pews only if they are fastened with ribbon or with special hangers that are available from most florists. The use of tape or tacks for this purpose is not allowed, ***no exceptions***. Also, if you do choose to decorate the pews and have flower arrangements in the church, you must arrange for someone to remove all these decorations right after the wedding. Please be sure that those doing your decorations are aware of these restrictions.

During special seasons of the Church, such as Advent, Christmas, and Easter, there are usually seasonal banners and other decorations in the church. If you choose to be married during one of these seasons, please realize that these decorations may not be moved or removed, ***no exceptions***. Wedding decorations should reflect the spirit of the current liturgical season — for example, during Advent the color scheme in the church will be violet.

If your wedding is during the season of Christmas or Easter, you may feel that the floral decorations already in the church are adequate without being enhanced with additional arrangements.

Altar decorations are not to be moved or changed, ***no exceptions***.

Photography

Photographs and videos provide a beautiful

remembrance of your wedding. However, obtaining them must not distract from the solemn spiritual nature of your wedding ceremony. Therefore, flash pictures and camera lights are not permitted. All photography during the ceremony must use existing light — our church is very bright and well lit, so for professionals this poses no problem.

Video camera operators must not be in locations that provide a distraction to the wedding party or to those friends and relatives attending the ceremony.

Video cameras must be on a tripod and may be placed only near the side doors. They may not be moved around during the ceremony.

Still photographs may be taken after the ceremony, but they must be completed in time for the bridal party to leave the church no later than 90 minutes after the your wedding begins. (For example: pictures for a 2:00 PM wedding must be completed by 3:30 PM, so that the church is empty before our parishioners arrive for Saturday Confessions.)

Before your ceremony, all florists, video operators and photographers must discuss these procedures with our wedding coordinator, Diana Rittenhouse.

Rice and Birdseed

Please make your guests aware that no rice, birdseed, confetti, or flower petals are to be thrown inside or outside of the church, **no exceptions**. These can be dangerous and may cause slips or falls for which you and the parish could be held legally liable.

Alcohol

It is disrespectful and very unwise for the wedding party to drink alcohol before the

ceremony, especially if the day is hot. Please show reverence and good sense by bringing only water or non-alcoholic beverages that you can enjoy before the wedding if needed.

Checklist of Things to Do

- Make an appointment to meet with our priest, who will help you start your marriage file and will set the date of your rehearsal and ceremony. During this first meeting, the priest will interview each of you separately to complete Form A, which will help determine if you are free to marry in the Catholic Church. When reserving the church for your wedding, you must also make a deposit of \$500 that is NON-refundable after five (5) days. The check should be made out to St. Hilary Parish and given to the priest during your first meeting.
- Immediately after your first meeting with the priest, register for your Engaged Encounter Weekend. These retreats tend to fill up quickly, so this should be your top priority.
- Call the church where you were baptized and request a recent copy of your baptismal certificate with all notations regarding Confirmation, etc.
- Ask a relative or friend to make an appointment with any priest to fill out Form B (the “witness form”), which will go into your file. The person you ask should be someone who knows you very well and can testify to your readiness to marry.
- Meet with Diana Rittenhouse, our wedding coordinator, to start planning the details of your ceremony.
- Meet with Pamela Carey, our music director, to begin discussing the music

for your wedding.

- Obtain a marriage license from the county. We cannot perform any wedding without this license.
- Arrange to celebrate the Sacrament of Reconciliation (Confession) before your wedding day, especially if it has been some time since you last did so.
- Please remind your guests not to throw rice, birdseed or flower petals during or after the ceremony, inside or outside of the church.

Fees and Offerings

One month before your wedding date, please bring the following envelopes to the rectory office for the priest:

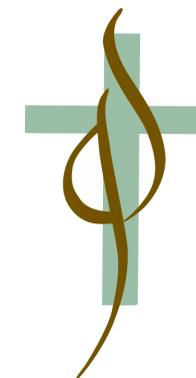
- Your wedding license from the county.
- A check for \$500 made out to St. Hilary Parish, for the use of the church.
- Offering for the priest: most people give the priest \$100 or more for witnessing their vows and preparing them for marriage.
- A check for \$500 made out to Pamela Carey, our music director.
- A check for \$300 made out to Diana Rittenhouse, our wedding coordinator.
- A check for \$200 made out to the cantor: Pamela Carey will give you the name of the singer beforehand.
- \$20 in cash for the first altar server.
- \$20 in cash for the second altar server.
- A check for \$200 made out to any additional musician (e.g., violinist) you have arranged with Pamela Carey: she will give you the correct name.



Marriage Preparation

Saint Hilary Catholic Church

761 Hilary Drive, Tiburon CA 94920
www.sthilary.org



Parish Office Phone: (415) 435-1122
Fax: (415) 435-1862

Rev. William Brown - Pastor
Extension 5520—Billbrown@stanfordalumni.org

Rev. Roger Gustafson - Parochial Vicar
Extension 5521—
FatherRogerGustafson@gmail.com

Mrs. Diana Rittenhouse - Wedding Coordinator
Extension 5524—Diana421@aol.com

Ms. Pamela Carey - Music Director
(415) 435-2224—Pcarey@sainthilaryschool.org

As your parish community, we welcome the opportunity to help you prepare for marriage and will assist you in each step. Here you will find the details of the Marriage Preparation Policy for the Archdiocese of San Francisco. This process will help you prepare not just for your wedding day, but for your entire married life together.

Revised July, 2014
