

*Dear Engaged Couple,*

*Divine Mercy Catholic Church congratulates you on your engagement and welcomes the opportunity to help you carefully prepare for your upcoming wedding liturgy. The information in this packet will assist you in making this important and blessed day go smoothly and are the requirements of Divine Mercy Catholic Church. Please read though the information. If you need any further assistance or have any questions, please contact Anna Blessing, Steward of Discipleship, and she will be happy to answer any question you may have.*

*Yours in Christ,*

**Fr. Cory Rohlfing**  
Pastor, Divine Mercy Catholic Church

*“Married Christians, in virtue of the Sacrament of Matrimony,  
signify and share in the mystery of that unity and fruitful love  
which exists between Christ and His Church;  
they help each other to attain to holiness in their married life  
and in the rearing and education of their children;  
and they have their own special gift among the people of God.”*

(Rite of Christian Marriage)

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# MARRIAGE PREPARATION STEPS

## CHECK

1. **Begin meetings with Divine Mercy Catholic Church Priest** or Deacon to review process and guidelines and begin preparation process. He will also meet with you about the religious and sacramental nature of Christian marriage, and to review the liturgy. **First meeting with Priest within 1 month of requesting wedding** ● ● ● ☐
2. Prior to making any decisions on reception, music, musicians, flowers, etc., you will want to make sure you have **read the guidelines** in this packet. ● ● ● ☐
3. **On-line Pre-Marital Inventory:** The Steward of Liturgical Life will email you the directions to take the pre-marital inventory, which is a personal growth guide for your relationship. You will then be assigned a Mentor couple. They will contact you to review the results. You will meet with them in their home. You will also go through the Fully Engaged Couple's Workbook with them. **Recommend survey taken and begin meeting with Mentor Couple 6 months before wedding** ● ● ● ☐
4. **Retreat:** **Sign up as soon as possible** for one of the retreats offered. They fill up fast. See brochures for information/options. Couples may sign up for this retreat at any time during the preparation process. Please bring the Certificate of Completion to the priest. ● ● ● ☐
5. **Natural Family Planning Classes:** Couples are required to take Natural Family Planning Classes (NFP) to help you understand a method of family planning that strengthens your marriage. Couples may sign up for these classes at any time. See brochure for details. Please bring the Certificate of Completion to the priest. ● ● ● ☐
6. **Choose readings, music and other options for wedding.** See the Wedding Liturgy Planner worksheet and the Together for Life book. Complete the Liturgy Planner worksheet with assistance of priest and musicians, and return to priest. **Turn in to Parish Office no later than 1 ½ months before wedding** ● ● ● ☐
7. Complete payment of all **Wedding Fees** prior to wedding (see Fee Sheet). **\$300 at first meeting with Priest; \$225 no later than 3 months before wedding** ● ● ● ☐
8. **Required Documents:** Please see Guidelines for Marriage preparation, page 3. Please bring these to the parish office.
  - a. **Baptismal certificates** ● ● ● ☐  
Contact the parish at which you were baptized and ask them to send you a copy Of your baptismal certificate. Note: these must be issued within 6 months of your wedding date.  
Bride \_\_\_\_\_ Groom \_\_\_\_\_
  - b. **Freedom to Marry Forms** Bride \_\_\_\_\_ Groom \_\_\_\_\_ ● ● ● ☐
  - c. **Marriage License** \_\_\_\_\_ ● ● ● ☐  
Note: You must apply for this within 6 months of your wedding (usually about 2 months before is good). After the requirements listed above have been completed, the priest will give you a discount form for you to receive a significant discount on your marriage license!

# **PRESIDER OF THE CEREMONY**

The decision about who will preside at your wedding takes into consideration the following guidelines:

- The request by the couple and the availability of the priest/deacon requested
- An attempt to distribute the assignments equally between the presiders
- A priest or deacon who is not assigned to Divine Mercy is most welcome to come and preside! Please notify the Steward of Liturgical Life as soon as this is confirmed and return the Visiting Presider form included in this packet. In order to secure your wedding date we need to know for certain that the visiting priest is willing and available to do your wedding.

## ***Do we invite the presider to the Rehearsal Dinner and / or Wedding Reception?***

This is completely optional. If you wish to invite the presider to the Rehearsal Dinner or the Wedding Reception, it is recommended that you do so well in advance so that he can get it on his calendar. Don't assume that he will automatically attend. It is appropriate to include him on your guest list when you send out your formal invitations with an additional notation about the place and time of the Rehearsal Dinner.

## ***Is it Customary to pay our presider?***

It is not necessary to pay the presider at your wedding; however, many couples choose to give a stipend or gift to the presider. A customary offering would be \$50-100.

# **REQUIRED DOCUMENTS**

There are several documents which the couple must supply or fill out with the priest:

1. **Baptism Certificates for both Bride and Groom** – please bring to your second meeting with the priest.
  - If you were baptized at Divine Mercy Church, contact the office and request a copy. We cannot use the copy that you received when you were baptized so you must obtain a new one. It must be issued within the last 6 months.
  - If you were baptized at a different Catholic church, please contact them to obtain a recent copy of baptismal certificate. We cannot use the copy that you received when you were baptized so you must obtain a new one. It must be issued within the last 6 months.
  - If you were baptized in a non-Catholic church, a copy of the original baptismal certificate will be adequate.
2. **A marriage license valid in the State of Minnesota.** It takes about 10 days to receive the license and it must be used within 6 months. Please give the license to the priest at least 2 weeks before the rehearsal so the appropriate information can be typed in and put in your file. Remember: Once you have completed 12 hours of your preparation process you are eligible for a discount on your marriage license! The priest will give you a notarized “Premarital Education Certificate” which you then take to the court House to receive this significant discount.
3. **Prenuptial Questionnaire:** The priest/deacon will fill out with you at the meeting with him.
4. **Supporting testimony about Freedom to Marry:** the priest/deacon needs testimony from another party (preferably parents) saying that you are free to marry in the Catholic Church.
5. **Permission from the bishop is needed for interfaith or second marriages.**

# **CHURCH FACILITY GUIDELINES**

**Facility Usage:** Please keep in mind that our parish facilities are used by multiple groups on a given weekend.

- **Wedding rehearsals.** Wedding rehearsals are usually scheduled from **5:00 p.m. to 6:00 p.m.** on the evening prior to the wedding.
- **Friday evening weddings.** Typically Friday evening weddings are scheduled at **5:00 p.m.** The church facility is reserved for you from 3:00 p.m. to 6:30 p.m. The Bishop Dudley Activity Room is reserved for you from 2:00 p.m. to 6:30 p.m.
- **Saturday afternoon weddings:** Saturday afternoon weddings start at **1:30 p.m.** The church facility is reserved for you from 11:30 a.m. to 3:00 p.m. The Bishop Dudley Activity Room is reserved for you from 10:30 a.m. to 3:00 p.m. Please note that there is a 4:00 p.m. Mass on Saturdays so you must be completely out of the church by 3:00 p.m. (this includes picture taking and decoration removal).
- **Saturday morning weddings:** Saturday morning weddings start at **11am.** The church facility is reserved for you from 9:30 a.m. to 12:30 p.m. The Bishop Dudley Activity Room is reserved for you from 8 a.m. to 12:30 p.m. Please note that there is an 8:30 a.m. Mass on Saturdays followed by confessions until 9:30 a.m.

## **Flowers & Decorations:**

- The couple supplies floral decorations. Decorations should be simply designed. *Seasonal environments* (banners, flowers, candles, church furnishings), *will remain in place in the church.* ***Permission is needed to move anything from the Altar.*** Please consider donating your flowers for the weekend's environment. Please designate a person(s) to clean up the decorations so the church is clean and ready for the next Mass to begin.
- Only silk flowers can be dropped by the flower girl, no exceptions! No
- helium-filled balloons may be brought into the church.
- If using bows or other decorations on the pews, only 3M Command strips or ribbon can be used. No tape of any kind may be used.
- No rice, confetti, birdseed or other things may be thrown on church property.

**Aisle Runner:** Aisle runners are not allowed as there is no way to secure them to the floor.

**Pews:** There are 16 pews on either side of the main aisle.

**Unity Candle:** Lighting a unity candle is not a necessity. If candle lighting is desired, you may use our DMCC Unity Candle holder; however, you will need to provide the tapers (1" diameter) and the Cana or pillar candle (3" diameter). Candles should be brought to the Wedding Rehearsal.

**Photography:** Please give your photographer a copy of the Photographer/Video Guidelines. Photography in the church must not detract from the ceremony. Flash pictures may be taken only during the processional and recessional. Non-flash pictures may be taken during the Mass. Photographers are not allowed in the sanctuary (area at top of the steps). Pictures can begin at 11:30 am and must be completed by 1:00 pm (all equipment taken down/removed). Friday night and Saturday morning weddings need to have the pictures completed 30 minutes prior to the wedding. There is minimal time for pictures after the ceremony. **Wedding party, guest, and photographers need to be out of the Church by 3pm on Saturday.**

## **Remember:**

- We are a Smoke Free Campus, no smoking in the church or on the church grounds.
- No gum, food or beverages are allowed in the church proper!! Light food and beverages may be provided by the wedding couple in the table areas. Due to state regulations, absolutely no one is allowed in the kitchen.
- No alcohol is permitted anywhere on church property, including the parking lot. Alcohol consumption by the bride or groom or witnesses before the wedding can invalidate the marriage.

# PLANNING YOUR WEDDING CELEBRATION

## Full Mass or Wedding Ceremony

A wedding between two Catholics is celebrated as part of a Mass. A wedding between one Catholic and one other Christian is not celebrated as part of a Mass, and is called a Wedding Ceremony. Speak with the priest arranging your marriage if you desire something different.

## Wedding Packet

During your initial meeting with the Priest, you will receive a Wedding Packet of information including the Liturgy Planner, a book with possible readings, vows, and other prayers, and a CD of music selections. Make sure to review it carefully.

## Music

Music is an integral part of the wedding liturgy.

### **1. Music Ministers:**

Two people are needed for your wedding: a Cantor and an Accompanist. You will need a Cantor (leader of singing) for your wedding liturgy, regardless of whether or not it is celebrated as a full Mass. The Steward of Liturgical Life will assist you with arranging for a Cantor. Beyond the Cantor and Accompanist, you may add extra instrumentalists as you wish. *\*Please note: recorded music is not acceptable during the wedding liturgy.*

### **2. Selection of Music:**

There is a CD in your Wedding Packet that contains a sampling of popular wedding music choices. You are not limited to the music on this CD – it is provided to make selection easier for you, as a starting point. However, any music that is not on this CD would need to be approved.

### **3. Lyrics:**

Any vocal music (sung) needs to be a love song between a woman, man and God, ~ referring to the sacred character of the sacrament you are celebrating. If there is any doubt about a piece of music, the final decision will be made by the Presider of your ceremony. You may find that a piece of music is more appropriately done at the reception. If you have selected a piece of music that the musicians don't have, you will be responsible for purchasing or providing any music needed by your musicians (Photocopied music is illegal). The musicians can assist you with this if necessary.

So when choosing music for your wedding, keep in mind the following: The music, especially the words, must be appropriate to a worship service. The music that is sung needs to express the Christian view of love and marriage as a sacred event uniting two persons in Christ: the love between man – woman – and God. When considering a certain piece of music, ask yourself, "Do the words speak to our Christian understanding of marriage?"

And remember, the Parish Staff and musicians are happy to assist you!

## Liturgical Roles

There is an opportunity for family or friends to serve the liturgy in the following ways:

- **Readers** are needed for the First Reading, Second Reading, and Prayers of the Faithful. Choose carefully people who can proclaim the Word confidently and prayerfully.
- For **distributing Communion** as part of a Mass, in addition to the priest, you will need one Extraordinary Minister of Holy Communion, or if you wish to distribute the Precious Blood as well, then three additional people will be needed. All EMHCs must be practicing their faith and given permission by the priest.
- **Ushers:** Minimum of two ushers (more needed if more than 100 guests) is necessary to handle a

wedding. These people do not need to be formal ushers, but can be family members. Welcoming, seating, and handing out booklets are their primary responsibility. After the wedding, they should help put the church back in order (e.g. removing any decorations, picking up wedding programs, seeing that Bride and Groom get Unity Candle if there is one). Please tell the ushers to check with the Wedding Rehearsal Facilitator regarding clean up before leaving for the reception. Whoever is serving in this role should be given a copy of the Usher Checklist (included in packet).

- **Gift Bearers:** At least two people are needed to bring the wine and bread forward to the Altar, but a slightly larger group may be in the gift procession.

### ***Please be aware of these expectations:***

1. Rehearsal must begin on time
2. Wedding must begin on time
3. Church / Narthex / Bishop Dudley Activity Room are clean:  
All garbage picked up, all decorations picked up, all furniture, etc. returned to its proper place

## **WEDDING REHEARSAL**

The wedding rehearsal is scheduled at 5pm the evening before the wedding. If you are requesting a different time, please discuss with the Steward of Liturgical Life. At the rehearsal, the wedding party will “walk through” the Liturgy. The complete wedding party, including ushers, parents of the bride & groom, readers and others with special roles, should be present at the rehearsal. The rehearsal is not a time for musicians to practice. If you are using a Unity Candle, please bring this to the rehearsal. An assigned **Wedding Rehearsal Facilitator** will coordinate your wedding rehearsal and be present the day of the wedding to ensure that the wedding starts on time and everything goes smoothly.

## **STEWARDSHIP AS A WAY OF LIFE**

The commitment of Divine Mercy parishioners to **Stewardship** make it possible to provide the extra services in preparation and celebration of your wedding at a nominal fee. No contributions outside the listed Wedding Fee are expected from those families or couples who have given financially to support the parish.

If you or your family have not been financially supporting the parish with your stewardship commitment you have some obligation in the spirit of good stewardship to contribute to the wellbeing of the parish. Depending on your means, a donation (in addition to the Wedding Fee) of \$300.00 to \$500.00 would be appropriate. It is also important that your faith commitment is renewed at this time and you are willing to do your part. You are being married *in* the community, we strongly urge you to be *part* of the Divine Mercy community with your tithe, gifts, & prayer.

## **PARISH REGISTRATION**

In order to be married at DMCC you or your parents must be registered members of Divine Mercy. If you are still registered under your parent’s name and wish to become active, registered members of Divine Mercy, we will need to update our parish records. If this is the case, please contact the Parish Office, or visit our parish website where it is easy to register: [www.divinemeracy.cc](http://www.divinemeracy.cc)



**DIVINE MERCY**  
CATHOLIC CHURCH

## Please give these guidelines to your photographer/videographer

### Memorandum

**TO:** Photographer / Videographer  
**FROM:** Divine Mercy Catholic Church  
**SUBJECT:** Wedding Pictures / Video Guidelines

We are grateful for your role in helping this couple remember the beauty of their wedding day. We have a few simple guidelines to help their important day remain a day of dignity and beauty. Thank you for your cooperation.

- Friday night weddings need to have the pictures completed by 30 minutes prior to the wedding. This includes taking down the equipment, etc.
- Saturday weddings start at 1:30 pm. Pictures can begin at 11:30 am and must be completed at 1pm. This includes taking down the equipment, etc.
- Flash pictures during processional & recessional only.
- If any pictures get taken after the wedding, everyone (and the equipment) MUST be totally out of the church by 3 p.m.
- Seasonal church decorations cannot be moved.
- Photographer/Videographer not allowed in Sanctuary during the ceremony.
- Videographer other than DMCC staff cannot tie their equipment into the DMCC sound/video system.
- If you have questions, please call the parish.

## ***Divine Mercy Church Wedding Fee Checklist***

Wedding Fee	Cost covers the cost of marriage prep materials, pre-marriage inventory and facility usage. <i>This portion paid in order to confirm your date and time</i>	\$300 <b>Due when scheduling wedding.</b>
Pianist/Organist/Cantor	It is required that you use Divine Mercy's lead musician. If for some reason they are unavailable they will coordinate one of our other musicians to play.	\$500 <b>Due 3 months before wedding</b>
Outside Musician	If an outside musician is brought in for a particular song, it must be coordinated with the Liturgy Director ahead of time.	
Wedding Coordinator	Included in musician fee.	
Recording & Livestreaming	We have the capabilities through our camera system at church to record and livestream. This is option and depends on if we have a trained volunteer to run the system.	\$200

### **Marriage Preparation Requirements – paid separately**

1	Weekend Retreat	Sign up for one of the retreats offered.	Estimated cost =	\$175 - \$240
2	Natural Family Classes	Sign up for the NFP Classes separately.	Estimated cost =	\$135

*\*\* No one is denied a Sacrament in the church because of an inability to pay. If you need financial assistance or the fees are creating undue hardship, please let us know! \*\**



# Natural Family Planning Course Registration

Couple to Couple League



Dear Engaged Couple,

Congratulations on your engagement! We pray that this time of preparation for the sacrament of Holy Matrimony is blessed, peaceful, and holy. May you both grow closer to Our Lord and one another during this time.

We are excited to offer you Couple to Couple League's Natural Family Planning (NFP) course as part of your marriage preparation requirement. Through this course, you will learn God's beautiful plan for marriage and family size. Some of the benefits of this course include better communication, a more intimate and fulfilling sex life, and tremendous joy and freedom blessing your marriage! Included in this packet are some items that we believe will be of great interest to you.

This course can be taken live onsite, live online, or self-paced online. More information can be found on our website at [ccli.org](http://ccli.org). Registration can be completed online.

Please feel free to contact us with any questions or concerns.

God's Blessing on your engagement,

Ron and Kay Keller (CCL Teaching Couple) (507) 334-6215

Gerry and Julie Hoisington (CCL Teaching Couple) (507) 334-3190

Jeremiah and Krista Foxhoven (CCL Teaching Couple) (507) 412-0205

## To register online:

[www.ccli.org](http://www.ccli.org) → Search/register → Register for a class → Zip Code

# VISITING PRESIDERS

## AT DIVINE MERCY WEDDING CELEBRATIONS

If you have made arrangements to have an outside Catholic Priest or Deacon preside over your wedding at Divine Mercy Catholic Church, please submit this form to the

Assistant Steward of Liturgical Life as soon as arrangements are made.

It is up to your visiting Priest/Deacon to contact our Chancery for the appropriate approvals to be granted. This should be done at least 2 months prior to your wedding date.

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Visiting Presider: \_\_\_\_\_ Catholic Priest \_\_\_\_\_ Catholic Deacon

Name: \_\_\_\_\_

Parish: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Diocese (City / State): \_\_\_\_\_

Return this form to:

Divine Mercy Catholic Church  
Attn: Steward of Liturgical Life  
15 SW 3<sup>rd</sup> Ave  
Faribault, MN 55021  
Or via email [vpiran@divinemery.cc](mailto:vpiran@divinemery.cc)