

*Jesus said to his disciples: "This is my commandment:  
LOVE one another as I have loved you.*

– John 15: 12

## Order of Celebrating Matrimony



# Preparation Materials for Weddings at the Cathedral

The Cathedral of St. John the Evangelist  
812 N. Jackson Street  
Milwaukee, Wisconsin

November 2016



# The Cathedral of St. John the Evangelist

Office of the Rector & Pastor

Dear Friends,

Congratulations on your decision to marry! This booklet of information is given to aid you in your preparation for the celebration of the Sacrament of Christian Marriage.

As a starting principle, it is important that all aspects of the wedding celebration be guided by an awareness that you are preparing for a **Christian Marriage** ... not simply a civil union. A Christian Marriage is a sacramental sign and symbol of God's love for his people and of Christ's love for his Church. The sacrament of matrimony is above all a celebration of this love as it is reflected in the married love of a man and a woman.

Another important principle is that the sacrament of marriage is a **public community** event ... not just a private or family affair. Therefore, the wedding celebration is meant to speak to and involve all present – the congregation as well as the bride and groom. It highlights and celebrates your love as the reflection of God's love for us in Christ.

In order to help stabilize and strengthen marriages, and in order to promote meaningful, attractive, and prayerful liturgies, it is imperative for the Church to require a program of preparation prior to celebrating the sacrament.

**There are two major phases of this preparation:**

**Phase I: The Assessment & Instructional Phase.**

**Phase II: The Liturgy Planning Phase.**

Both of these phases are explained in this booklet. Please read this information carefully to help avoid misunderstandings.

We at the Cathedral of St. John the Evangelist look forward to assisting you at this most important time. We hope and pray that this period of preparation for your marriage will be blessed in every way. May God bless you in your love for one another.

Sincerely,

+ *Jeffrey R. Haines*

Most Rev. Jeffrey R. Haines  
Rector & Pastor

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# General Information

## 1. Who may marry at the Cathedral?

Any Catholic of the Milwaukee Archdiocese may be married at the Cathedral. Please read the following information closely in order that you understand our requirements.

**Members:** Either the bride or the groom or both may be participating members of the Cathedral parish for a minimum of one year. This means that either the bride or groom or both are registered members of the parish that they attend Mass regularly, and contribute to the upkeep of the parish by using their stewardship envelopes.

**Non-members:** Weddings of non-members may take place in the Cathedral. However, those desiring to celebrate at the Cathedral must be practicing Catholics from a parish in the Archdiocese. (Special consideration will be given to couples whose parents are members of the Cathedral.)

A letter must be obtained from the parish where the bride or groom resides. This letter must state that:

1. The bride/groom is a member in good standing.
2. The pastor agrees to do the preparation and to possibly administer the sacrament of marriage at the Cathedral.

The marriage will not be scheduled without membership or receipt of the above mentioned letter. Any exceptions will be handled on a case-by-case basis.

**Please note: If either of you has been married previously in either a church or civil ceremony, it is important that you inform the priest immediately. In this case you should have the initial meeting with the priest sooner than the standard six to nine months before the wedding.**

## 2. When are weddings celebrated at the Cathedral?

**Days:** Wedding liturgies are normally scheduled on Saturdays. They may be scheduled on other days of the week, except for Sunday, as the Cathedral calendar permits. Note that it is Cathedral policy that weddings are not scheduled during the seasons of Advent and Lent.

**Time:** The times Saturday weddings are: 11:00 AM, 1:00 PM and 3:00 PM. You have a time block of two hours for your wedding: 10:30 AM - 12:30 PM, 12:30 PM - 2:30 PM or 2:30 PM - 4:30 PM. If your wedding will include the Liturgy of the Eucharist, be especially aware of the time limit. **There are no receiving lines; receiving lines takes place at the reception, not the church.**

**Time of rehearsal:** Rehearsals are scheduled with the parish secretary at one hour intervals, usually 3:00 PM, 4:00 PM, 6:00 PM or before/after any scheduled wedding on Friday evenings. Rehearsals may be arranged on other days of the week, depending upon church availability and the schedule.

### 3. What documents will you need?

During the process you will need to secure and give to us the following documents:

- A. Baptismal Certificate - FOR CATHOLICS: a copy of your “annotated” baptismal certificate which was newly issued within the last 6 months. This can be obtained by contacting the parish of your baptism and asking them to forward a copy to you. FOR NON-CATHOLICS: any copy of your baptismal certificate.
- B. Date and place of Confirmation - FOR CATHOLICS ONLY (this will appear on your annotated baptismal certificate).
- C. Letter of Permission - FOR NON-PARISHIONERS
- D. Affidavits of your freedom to marry. Each of you will need to have one person who can testify to your freedom to marry (a parent, close relative, longtime friend). Call the parish office and make an appointment to fill out an affidavit. If it is more convenient, your witness can stop by another parish and ask to sign Form 1-A in front of another priest and then send the document to St. John Cathedral.
- E. Marriage license - **Your marriage license must be obtained through the Clerk of Courts** in the county where one of you is in residence in the state of Wisconsin. Out of state residents must obtain a Wisconsin license in Milwaukee County.

**County Clerk’s Office  
Milwaukee County Courthouse  
901 N. 9<sup>th</sup> St.  
Milwaukee, WI 53233**

*The application for a marriage license should be made no less than 8 working days nor more than 30 days prior to the date of the ceremony. The license is valid for 30 days. Both applicants must appear in person, bringing with them a certified copy of their birth certificate. For additional information, call the County Clerk’s office directly at (414) 278-4071.*

### 4. May we have our Wedding Rehearsal Dinner in the Atrium?

Yes, the Atrium is available for wedding rehearsal dinners. The fee for this service is \$250, plus a mandatory Property and Liability insurance policy of \$95. This insurance policy is required by the Archdiocese of Milwaukee and purchased through the Cathedral.

The fee of \$250 covers the event with an hour (1) to set-up, two (2) hours for the dinner and thirty (30) minutes to clean-up following the dinner. Also, tables and chairs for your dinner guests and serving tables; access to the kitchen for water; and a staff member on-site to open and close the Atrium and be available during the event in case of an emergency.

Should you wish more information, contact Helen Gadbois, at 414/276-9814 or [HelenGadgois@stjohncathedral.org](mailto:HelenGadgois@stjohncathedral.org).

# Phase I: The Assessment & Instruction Phase



## The Initial Meeting

The couple sets up an initial meeting with the priest (or deacon) at least six months in advance of the wedding. The purpose of this meeting is to explain the two major phases of the preparation process, to fill out the initial set of papers required by the church and to answer any questions which the bride or groom may have.

### *Items to bring to the initial meeting:*

1. annotated baptismal certificate (Catholics only)
2. letter of permission (non-members)

## The Enrichment Day

The couple participates in an Enrichment Day for the engaged sponsored by the Archdiocese and offered at parishes throughout the Archdiocese. Participation can take place at any time, even before the initial meeting with the priest (or deacon). The day is presented by married couples and staff people from the Archdiocesan Office of Adult & Family Ministry. Since registration is limited, couples need to register early. Information and registration is done through the Nazareth Project of the John Paul II Center. They may be contacted at 414/758-2216 or their website: <http://www.johnpaul2center.org/NazarethProject/EngagedEnrichment.htm>.

## The FOCCUS Inventory

The couple also meets with a married couple from the Cathedral to take the FOCCUS (Facilitating Open Couple Communication, Understanding and Study) inventory. The survey is not a test but rather an opportunity to see how well couples are communicating about important marriage issues. This couple does not decide whether or not you should be getting married but rather facilitates the process. This will involve a series of meetings: one to take the survey and one or more meetings to discuss the results. A FOCCUS couple will be assigned to you and you will contact them to set up the initial meeting. We ask for your patience and flexibility.

## Phase II: The Liturgy Planning Phase



### Ritual Preparation:

Once the Assessment and Instruction Phase has been completed, the couple meets with the priest (or deacon) for preparation of the wedding liturgy. An explanation of the various liturgical options (procession, prayers, Scripture readings, placement, ministers, etc.) is included in “The Wedding Liturgy” section of this booklet and are discussed in detail. All decisions regarding the liturgy are subject to approval by the Director of Liturgy. If the Presider of your wedding liturgy is not from the Cathedral, then you will meet with the Director of Liturgy for this session.

### Music:

It is the policy of the Cathedral that a Cathedral organist and cantor provide music for all weddings. All choices of wedding music are subject to approval by the Cathedral’s Director of Music. Once you have met with the priest (or deacon) to discuss the liturgy, be sure to arrange a personal appointment with the Director of Music at least two months in advance of your wedding date. The Director of Music is most willing to help you select music for your wedding. Please read the “Frequently Asked Questions about Wedding Music” on our website.

### General Information on the wedding liturgy and use of the Cathedral:

- A. **Use of Alcohol and Tobacco:** **No smoking is allowed in the church; no consumption of alcohol or other behavior-influencing chemicals is allowed anywhere on the parish grounds. Anyone under the influence of such substances will be asked to leave. If the bride, groom or other attendants are involved, the priest has the right to postpone the marriage. The marriage, if witnessed while the bride or groom has been drinking could be considered invalid because of the lessening of one’s freedom through the use of alcohol/drugs.**
- B. **Throwing of rice, flowers or other material:** No rice, confetti, or other matter is to be thrown. The Bride’s Room, church entry area, and the chairs are to be in good order after your wedding. All furniture should be replaced in its original position.
- C. **Aisle Runners:** The parish does not allow runners. The floors are kept clean on a daily basis and aisle runners have proven to be hazardous to wedding guests.
- D. **Church Decorations:** Floral arrangements for the church are an unnecessary expense; however, you may choose to bring flowers into the Cathedral. Your church decorations may not conflict with those of the parish and the parish decorations **may not be disturbed**. Decorations and their placement must be approved in advance of your wedding date with the Director of Liturgy. No flowers or decorations may be placed on top of the altar or in such a way as to obscure it. If you choose to have flowers, you may wish to contact any other couples being married on the same weekend to share the expense of decorations.

- E. **Videography and Photography:** Be sure to read the insert entitled, "Guidelines Regarding Videotaping and Still Photography at Weddings." Anyone involved in this process should receive these guidelines and confer with the Director of Liturgy, the Sacristan or the Priest beforehand to resolve any related questions.
  
- F. **Order of Worship:** Finally, a well-designed printed participation booklet greatly enhances the assembly's participation in your wedding ceremony. The Cathedral provides for the preparation of your booklet. The costs of preparing and printing the booklet are indicated on the parish wedding fee schedule. Please note that the office should have all of the information for your order of worship no later than **four** weeks before the wedding to guarantee the completion of the orders of worship on time.

# The Wedding Liturgy

## INTRODUCTION

The Wedding Liturgy is first and foremost **the public worship of God**. In other words, even though it focuses on the bride and groom, the wedding liturgy is the total community's act of worship within which the bride and groom's exchange of vows takes place. It is an opportunity for all guests to join the bride and groom in praising God for the gift of love.

What happens at Sunday Mass is really the model and guide to be used in planning your wedding. Therefore, the easiest way for a couple to plan and prepare this liturgy is to think about what happens at Sunday Mass.

## CHOICE OF MINISTERS

Just as there are a number of people involved at Sunday Mass, so too, with your wedding liturgy. Rather than honoring friends and relatives by asking them to be part of the wedding party, the bride and groom should consider honoring them by asking them to minister at the wedding liturgy. Those who minister should be active in the practice of the faith. The liturgical ministries are:

- A. **ASSEMBLY**: participates in song, prayer, and gesture.
- B. **PRESIDER (PRIEST or DEACON)**: calls the community to prayer, coordinates the various ministries and leads the worship.
- C. **USHERS/GREETERS (Ministers of Hospitality)**: welcomes the people, help them to find a place and distribute the orders of worship. Because Ministers of Hospitality have duties during the opening procession and the Wedding itself, no other ministers (including bridesmaids and groomsmen) may serve in this role.
- D. **CROSS BEARER/ACOLYTE**: carries the cross and assists the priest and ministers at the altar. The procession that begins each worship service is intended to focus the attention of the community on the Lord and the fact that we have gathered to worship. The processional cross is that focal point. You might choose a family member or friend to carry the processional cross. This person should be present at the rehearsal. The processional cross weighs approximately 15 lbs. Anyone may serve as a cross bearer/acolyte.
- E. **LECTORS (readers)**: proclaim the Word of God from the Sacred Scriptures and the general intercessions (petitions). You may choose to have one lector read all three or you may divide the responsibility among two or even three lectors. Ideally, the lector would be someone who reads in his or her church. However, anyone who reads well may proclaim the Scriptures. The lector also carries the Book of the Gospels in the procession. Lectors should be present at the rehearsal.
- F. **GIFT BEARERS**: present the bread and wine. If the wedding is celebrated within Mass, you will need two gift bearers to bring up the bread and wine. You may also want to share the joy of this day with the poor and needy. If so, you can have a basket of non-perishable food brought up at the same time. Anyone may serve as a gift bearer.

- G. **MINISTERS OF COMMUNION:** assist in the distribution of Holy Communion. If the wedding is celebrated within the context of Mass, two ministers of the communion cup will be needed. If you have friends or relatives who perform this service at their parish, you might ask them to distribute at your wedding. They should be present at the rehearsal. **Ministers of Communion are required to be Catholic and have received all of their Sacraments of Initiation** (Baptism, Eucharist and Confirmation).
- H. **MUSIC MINISTERS:** lead the assembly in song. It is Cathedral policy that a Cathedral organist and cantor serve as musicians for all weddings. You will consult with our Director of Music after liturgy preparation has been completed with the priest. It is preferable that this take place at least two months before the wedding. After that consultation, you may invite a soloist or instrumentalist(s) to join the organist and cantor. **Do not make any arrangements before speaking with the Director of Music.**
- I. In addition, the **BRIDE & GROOM** are the ministers of the Sacrament of Marriage, while the best man and maid of honor are the legal witnesses. Other than the two legal witnesses (who must be 18 years of age or older), there is no function for other attendants at the wedding. Therefore, try to keep the number of attendants at a minimum. **The use of small children under the age of 6 years in the wedding party is inappropriate.**

# Outline of the Wedding Liturgy

## INTRODUCTORY RITES

**Gathering of the Assembly:** Your ushers/greeters should warmly greet the people as they arrive at the church. It would be particularly appropriate if you and your parents would also greet the people as they arrive.

During this time of gathering before the procession, the prelude music is played.

**Procession:** The wedding liturgy is a celebration of God's love manifest in two people. As such the symbols used throughout the liturgy need to speak of the mutuality of marriage. The wedding procession is one such symbol: **it is a liturgical procession signifying the gathering of God's people for worship**. Both the bride and the groom will participate in the procession. One instrumental piece is chosen to accompany the procession. Music options are listed in this packet and may be heard on our website.

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

- A. 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:
  - 1. The cross bearer
  - 2. The wedding party (attendants), as couples
  - 3. The lector(s), carrying the book of the Gospels
  - 4. The priest (or deacon)
  - 5. The best man and maid of honor (official witnesses), as a couple
  - 6. The groom with his parents/family
  - 7. The bride with her parents/family
  
- B. The same as above, except with parents/family of bride and groom already seated in the pews rather than in the procession.

Once in the Cathedral, the attendants are seated in the front row of chairs. As the primary ministers of the sacrament of marriage, the bride and groom assume a prominent place so that they are visible to all in the assembly.

**Hymn or Gloria:** Following the procession and greeting of the priest (or deacon), everyone joins in singing the Gloria (Weddings within Mass) or a hymn (Weddings outside of Mass) which helps to unify the assembly as well as focus on the act of worship which has begun. The hymn may be used as the processional music too (as at Sunday Mass). Possible hymns are listed in this packet and may be heard on our website.

**Opening Prayer:** After the procession, sign of the cross, greeting and Gloria or opening hymn, the priest (or deacon) will conclude the Introductory Rites the Opening Prayer (Collect). You choose the prayer text from those on page 18 and 19.

## LITURGY OF THE WORD

One way of personalizing the wedding liturgy is choosing the Scriptures. There are three readings: one of from the Old Testament, one from the New Testament, and a gospel text. Read through and discuss the options with each other. You will finalize your choices with the priest (or deacon).

**Please note:** At least one reading that explicitly speaks of Marriage must always be chosen. These readings are designated by an asterisk (see pages 20-58). Additionally, **if your wedding takes place during the Easter Season, the first reading is always taken from the Book of Revelation** (page 46 of this booklet) and no first reading is selected from the Old Testament.

**First Reading** (Old Testament): The nine (9) options are found beginning on page 20.

**Responsorial Psalm:** The psalm is sung after the first reading. It is chanted by the cantor and includes an assembly refrain. You'll choose this with the Director of Music. Options may be found on our website.

**Second Reading** (New Testament): The thirteen (13) options are found beginning on page 31.

**Gospel Acclamation:** A sung acclamation always precedes the Gospel reading. This is usually a series of intoned "Alleluias" repeated by the assembly, coupled with a short psalm sentence and followed by the same series of "Alleluias." Options are on our website.

**Gospel:** The nine (9) options are found beginning on page 47.

**Homily:** The priest (or deacon) will then preach a homily based upon the readings.

## THE CELEBRATION OF MATRIMONY

**Instruction:** After the homily the priest (or deacon) gives a short instruction on marriage

**Consent:** The priest (or deacon) will ask you to publicly state your intentions concerning the freedom of your decision, the permanence of your commitment, and your commitment to family life.

**Exchange of Vows:** Ideally, you would want to memorize the words for your vows and for the exchange of rings. However, you may repeat them after the priest (or deacon). The marriage vows are the essence of the sacrament. Therefore, you must choose one of the forms from page 59.

**Blessing and Exchange of Rings:** The wedding rings will then be blessed and exchanged. Each of you will say the following, while placing the ring on your spouse's finger:

*N., receive this ring as a sign of my love and fidelity.  
In the name of the Father, and of the Son, and of the Holy Spirit.*

**The Universal Prayer:** The priest will then introduce The Universal Prayer (prayers of petition). This prayer is prepared by the couple by selecting one of the two options (page 60-61). Download the electronic edition found on our website and make any necessary changes. Once all the necessary changes have been made, an electronic copy needs to be submitted to the Director of Liturgy no later than one week prior to the rehearsal.

*If your celebration will not include the Eucharist (the Mass),  
skip over to "The Concluding Rite" on the next page.*



## LITURGY OF THE EUCHARIST

**Preparation of the Gifts:** At this time your gift bearers will bring up the gifts of bread and wine, as at a Sunday Mass. Gifts for the poor, such as a food basket, are most appropriate as well. This portion of the liturgy is short. Either an instrumental or short vocal piece is performed.

**Prayer over the Gifts:** choose the prayer text on page 63.

**Eucharistic Prayer:** The acclamations of this prayer (Holy, Holy, Christ has died, and Amen) are sung. The priest will select the Eucharistic Prayer.

**Lord's Prayer:** The Lord's Prayer is prayed by all the people.

**Nuptial Blessing:** At the conclusion of the Lord's Prayer is the Nuptial Blessing. Choose the text from the three (3) option beginning on page 64.

**Rite of Peace:** At the Sign of Peace, the wedding couple normally will go together to share this greeting with their parents and then return to their place.

**Communion:** In order to celebrate this communal act, a song that includes the assembly is sung.

**Prayer after Communion:** choose the prayer text on page 67 or on our website.

## CONCLUDING RITE

**Final Blessing & Dismissal:** There is a final blessing over the couple followed by the dismissal. There are three (3) options and may be selected from page 68 and 69.

**Introduction of the Couple:** After the words of dismissal, the wedding couple may be formally presented.

**Recessional:** A festive instrumental is played as you and your wedding party exits the Cathedral. Options are included in the listing of Music and on our website.

# Music Options for your Wedding

## Processional

Trumpet Tune  
Ode to Joy  
Prelude to a Te Deum  
Trumpet Voluntary  
Canon in D  
St. Anthony Chorale  
Rigaudon  
Trumpet Tune in D

Purcell  
Beethoven  
Charpentier  
Clarke  
Pachelbel  
Haydn  
Campra  
Johnson

## Hymn

God, Who Created Hearts to Love  
Joyful, Joyful We Adore You  
Love Divine All Loves Excelling  
Praise to the Lord  
For the Beauty of the Earth

## Tune

LASST UNS ERFREUEN  
HYMN TO JOY  
HYFRYDOL  
LOBE DEN HERREN  
DIX

## Responsorial Psalm

Psalm 33: The earth is full of the goodness of the Lord  
Psalm 34: I will bless the Lord at all times  
Psalm 103: The Lord is kind and merciful  
Psalm 112: Blessed is the man  
Psalm 128: Blessed are those who fear the Lord  
Psalm 145: The Lord is compassionate toward all his works  
Psalm 148: Let all praise the name of the Lord

Haugen  
Schiavone  
Guimont  
Ostrowski  
Schiavone  
Carroll  
Ostrowski

## Gospel Acclamation

Celtic Alleluia  
Chant - Mode VI  
St. Louis Jesuit Mass  
Mass of Light

Walker  
  
Schutte  
Haas

## Communion

Gift of Finest Wheat  
Eat this Bread  
Taste and See  
God is love  
Make of our hands a throne

Westendorf  
Berthier  
Moore  
Proulx  
Warner

## Recessional

Hornpipe (Water Music)	Handel
La Rejouissance (Royal Fireworks)	Handel
Rondeau	Mouret
Fanfare	Lemmens
Trumpet Voluntary	Stanley
Psalm XIX	Marcello
Toccatà from Symphony V	Widor
In dir ist freude	Bach

## SPECIAL NOTES FOR INTERDENOMINATIONAL OR INTERFAITH COUPLES

It is generally presumed that interfaith couples will celebrate marriage without the Eucharist. This is done so that all those present can fully participate in the entire liturgy. It is not necessary to celebrate Mass as part of the wedding liturgy and The Rite of Marriage outside of Mass is a beautiful ritual. Ministers of other Christian denominations (e.g. the pastor of the non-Catholic spouse) are most welcome to participate at the wedding ceremony at the Cathedral.

If the marriage is to take place in another Christian church, the permission of the Archbishop is required. Please discuss this with the priest.

## Wedding Fees

*All fees are due when the wedding is scheduled.*

### Marriage Preparation Fee and Use of the Church (these fees are non-refundable)

<b>Parishioner:</b>	<b>\$600.00</b>
<b>Non-Parishioner:</b>	<b>\$1,000.00</b>

This fee includes preparation materials, books, training for FOCCUS couples, typing fees, processing and miscellaneous parish expenses. This fee is to be paid when you reserve the date for your wedding. Please note that this fee is not discounted should you do your preparation (except Liturgy & Music) outside of the Cathedral.

### Music

<b>Organist/Director:</b>	<b>\$250.00</b>
<b>Cantor:</b>	<b>\$150.00</b>

These include consultation to select music, the playing and singing of music at your wedding, and other services (such as contracting extra musicians).

Fees for supplementary instrumentalists (brass, strings, etc.) are the personal responsibility of the couple. Such fees vary widely and are to be negotiated personally with the Director of Music ahead of time.

### Orders of Worship

Each wedding celebration at the Cathedral is to have an order of worship to assist your guests in participating in the wedding liturgy. Due to copyright law/policy and procedure, this is prepared by a member of our staff.

<b>Desktop Publishing:</b>	<b>\$100.00</b>
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### TOTAL FEES:

<b>Parishioner</b>	<b>\$1,100.00</b>
<b>Non-parishioner</b>	<b>\$1,500.00</b>

### Special Notes:

There is no fee for the priest. In cases of need, some of the above fees can be waived. Most couples discover early on in their preparation just how expensive a wedding can be! We encourage couples to plan carefully and avoid unnecessary expenditures. We also encourage couples to share the joy of their wedding with the poor - those who are commended to our care by the Lord in a special way.