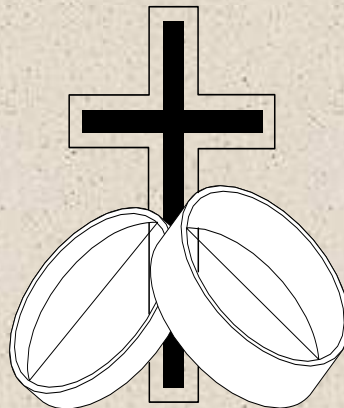


**St. Bartholomew  
the Apostle**

**Celebrating the  
Sacrament of Marriage**

2032 Westfield Avenue

Scotch Plains, New Jersey



## **Congratulations!!**

The Parish Family of St. Bartholomew the Apostle shares in the excitement and joy of your upcoming marriage. We realize that you must have many questions and concerns regarding the planning of your wedding. The clergy and staff at St. Bartholomew's look forward to assisting you in your preparation of this important day and sacrament. St. Bartholomew's program, as described in this booklet, is meant to help you prepare a meaningful and memorable wedding day.

## **Let's Get Started**

Your first step is to contact the Parish Secretary, (908) 322-5192 ext. 100, to check the availability of dates along with providing us with some basic information about yourself and future spouse. A priest will then be in touch with you.

The marriage preparation process will include several meetings with the priest or deacon. At these meetings your relationship with each other will be discussed along with your relationship with God, and the planning of the wedding liturgy.

## Scheduling a Wedding

Since weddings typically are celebrated on weekend, we hope that the following guidelines will be helpful. Please keep in mind, we also need to accommodate funerals on Saturday morning, and confessions, baptisms and masses on Saturday evening and Sunday morning.

*Weddings may be scheduled at the following times.*

FRIDAY - FROM 3:00 PM UNTIL 6:00 PM  
SATURDAY - 11:00 AM, 1:00 PM& 3:00 PM  
SUNDAY - 3:00 PM

## Planning Your Service

During the course of your marriage preparation, you will receive a booklet “Together for Life”, which contains selections of readings and prayers that are used in a Nuptial Mass or Ceremony. (*Appendix A*)

We ask you to carefully read them and choose the ones that speak to you about the spirituality of your marriage.

It is best to meet with Paul Milan, Director of Divine Worship & Music, (908) 322-5192 ext. 126 two to three months prior to your wedding date. Mr. Milan will help you finalize the music and details of your wedding. It is expected that you will use the organist and cantors provided by St. Bartholomew's. Guest cantors, musicians etc. must be approved prior to wedding day by Mr. Milan.

## **Photographer/Videographer**

Your photographer/videographer should introduce him/herself to the priest/deacon officiating the wedding before the ceremony begins. This way the priest/deacon will be able to let him/her know what the “boundaries” are. No one is allowed in the sanctuary or near the altar for the purpose of taking pictures. The area on the right front side of the church contains the Tabernacle in which is housed the Blessed Sacrament. The choir loft may be used for the purpose of taking pictures and for video during the ceremony. Flash photography is permitted during the ceremony.

## **Presentation of Flowers to the Blessed Mother**

If a devotion to Mary is part of your life, you may wish to make a presentation of flowers to the Blessed Mother. If you decide to include this in your ceremony, it takes place before the concluding rite.

## **Unity Candle**

In a Catholic Wedding, the exchange of vows and rings symbolizes the union of the couple. The lighting of a unity candle is not a part of the Catholic wedding rite and is NOT permitted.

## **Birdseed, Rose Petals, Rice**

We ask that you refrain from throwing birdseed, rose petals, rice or anything else due to danger of slipping and need for cleanup. Thank you.

## **Wedding Rehearsal**

Date and time of your Wedding Rehearsal is to be scheduled with the parish secretary at least two months prior to your wedding day. Our Rehearsal Coordinator will then contact you to let you know what to bring to the rehearsal and answer any questions you may have about rehearsal.

## **Printed Programs**

If you plan on a printed program for your wedding day, Appendix A will guide you through the planning. The Director of Divine Worship can provide samples for you as well. We strongly encourage you to have your program reviewed by the priest, deacon or Director of Divine Worship prior to final printing.

## **Florist**

We ask that you inform your florist of a few stipulations regarding flowers in Church. No flowers are to be placed on the altar. If you are going to be attaching flowers and/or bows to the pews, please do not use any type of tape or wire - they can cause damage to the pews. We ask that you use pew clips, ribbons or rubber bands. The use of an aisle runner is NOT permitted at St. Bartholomew Church. When the florist is coming to church to set up prior to your wedding, we ask that you contact the parish secretary, (908) 322-5192 ext. 100 and check the availability of the church, not to interfere with other ceremonies or parish functions that may be taking place prior to your wedding.

# Documentation

## CHURCH DOCUMENTS

The Church requires the completion of some paperwork in order for a couple to marry. These papers speak of your intentions regarding your marriage, as well as your freedom to marry in the Church. The following documents are required for every marriage:

### SACRAMENTAL CERTIFICATION

Both you and your fiancée must obtain a **Certificate of Baptism** from the church of your Baptism. (be sure to tell the church that you need the certificate for an upcoming wedding).  
The certificates must be given to the priest/deacon.

### FOR BETTER AND FOREVER

As part of the instructional portion of your marriage preparation process, you will be assigned a mentor couple. You will meet with them, using a workbook, in order to prepare for the sacrament of marriage.  
The fee is \$75.00, due before process begins.

### CIVIL DOCUMENT

Of course, marriage creates a legal bond.  
The following is required for marriage in the State of New Jersey.

## **MARRIAGE LICENSE**

A Marriage License is issued by the Municipal Clerk's office in the State of New Jersey. This is usually obtained in the town where the bride resides. It is valid for 30 days. There is a 72 hour waiting period from the time you apply to the time the license is actually issued. It is a good idea to apply no later than one week prior to your wedding date. You will need to have one witness who can testify for you at the time of application. This can be a parent or a friend. It does not have to be one of the witnesses for the wedding. If neither party resides in New Jersey, the license must be obtained from Scotch Plains. Please be sure to bring the license to your rehearsal and give it to the priest/deacon. The Scotch Plains Clerk's office is located at 430 Park Avenue, Scotch Plains, New Jersey, 07076; (908) 322-6700.

(Please note: if either party is divorced they must bring their divorce decree, to the Municipal Clerk's office.)

## **FEES\***

Church \$300.00 - Organist \$225.00 - Cantor \$150.00

Wedding Coordinator \$75.00

Priest/Deacon - Couple's Discretion

\*Please be prepared to pay these stipends at your rehearsal.

## **PLEASE NOTE:**

Your wedding day is both special and sacred. Accordingly, we ask you, your wedding party, and your guests to please refrain from consuming alcoholic beverages on church property before, during and after the Wedding.

## APPENDIX A

### Nuptial Mass

Procession  
Introductory Rites  
Opening Prayer

### Liturgy of the Word

First Reading  
Responsorial Psalm  
Second Reading  
Gospel Acclamation  
Gospel  
Homily

### Rite of Marriage

Exchange of Vows  
Blessing & Exchange of Rings  
Prayer of the Faithful

### Liturgy of the Eucharist

Presentation of Gifts  
Eucharistic Prayer

### Communion Rite

Lord's Prayer  
Nuptial Blessing  
Sign of Peace  
Communion

### Concluding Rite

Blessing  
Recession

### Ceremony

Procession  
Introductory Rites  
Opening Prayer

### Liturgy of the Word

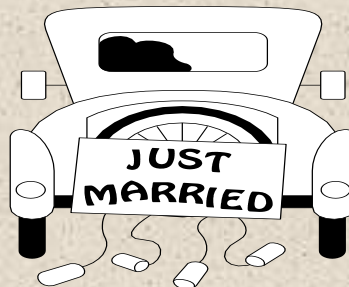
First Reading  
Responsorial Psalm  
Second Reading  
Gospel Acclamation  
Gospel  
Homily

### Rite of Marriage

Exchange of Vows  
Blessing & Exchange of Rings  
Prayer of the Faithful  
Lord's Prayer

### Concluding Rite

Blessing  
Recession



## **A Final Message**

The entire staff at St. Bartholomew the Apostle Church wish you the very best with the preparation for your wedding day. Remember, we are here to assist with any questions or concerns you may have. May *God Bless* you with a long and loving life together.