

# The Parish of Saint Matthew the Evangelist

With Churches of Saint Theresa and Saint Andrew

Office: 1 Grace Avenue

Billerica, MA

[www.billericacatholic.org](http://www.billericacatholic.org)

978-663-8816

## Wedding Guidelines



St. Andrew Church  
45 Talbot Avenue  
North Billerica, MA 01862

St. Theresa Church  
466 Boston Road  
Billerica, MA 01821

# Congratulations On Your Engagement!

## Pastoral Team

**Rev. Christopher Casey**, *Pastor*

**Rev. Jean Sassou**, *Parochial Vicar*

**Deacon Allan Shanahan**

**Mrs. Heather Murphy**, *Pastoral Ministry*

**Mrs. Laura Rosa**, *Director of Music*

It is with great joy that we, your pastoral staff, welcome you as you begin your preparation for the Sacrament of Marriage. We are ready to assist you in making your marriage a lasting encounter with God. We present the following Archdiocesan and Parish Guidelines to assist you in preparing for marriage. We want your wedding day to be beautiful and pleasing in all of its arrangements. Please be assured of our prayers and interest during this special time of your life. We pray that the Lord will bless you with much happiness and joy in your love for each other.

## Initial Contact

Normally a couple contacts the parish six (6) months before they plan to be married. After your initial meeting with the parish priest/deacon, a date will be determined at that time for your wedding. Then you can begin to make wedding plans.

## Marriage Preparation

All couples are required to participate in a Marriage Preparation Program sponsored by the Archdiocese or arranged by the parish priest. It is your responsibility to arrange your schedule to accommodate the meeting times of the program. Use this link <https://www.bostoncatholic.org/familylife/transformedinlove> to find all scheduling opportunities.

The Commonwealth of Massachusetts requires you to apply for a marriage license from your local town or city offices.

## Liturgical Information

### *Times for Weddings-*

Fridays: Times are varied, usually 4:00 p.m., 4:30 p.m. or 5:00 p.m.

Saturdays: 11:00 a.m. or 5:30 p.m. and/or 4:00 p.m. at St. Andrew

Sundays: 2:00 p.m., or 3:00 p.m. depending on the church's schedule



## Your Wedding Rehearsal

Once a date for your wedding has been determined by the parish priest or deacon, email Karen Dubbs at [karen.dubbs.ccb@gmail.com](mailto:karen.dubbs.ccb@gmail.com) to set up your Wedding rehearsal.

A parish wedding coordinator will be assigned. She is in charge of all aspects of the rehearsal and the wedding day at the parish. The wedding coordinator will call you to confirm the details.

## Rehearsal Guidelines

1. Arrive at the rehearsal on time.
2. Children under 7 (seven) years of age must be accompanied by a parent. They cannot process down the aisle alone, or with another child under the age of 7.
3. Readers are to be present at the rehearsal.
  - Stand tall and do not lean into the microphone
  - Speak slowly
  - The Lectionary (book of Scripture) will be opened to the correct Reading, and a parish minister will point to the reading. Do not carry Sacred Scripture in your hands or pull it out of your pocket.
  - Dress appropriately for church

## Wedding Day Guidelines

1. The groom, best man, and groomsmen are to arrive 30 minutes prior to the wedding and be ready to seat guests.
2. The rings cannot be tied to the ring bearer's pillow.
3. The bride and attendants arrive fifteen minutes before the liturgy, dressed and ready to process.
5. Children are to be supervised at all times during the wedding.
6. No members of the bridal party should be chewing gum.
7. No one should be drinking alcohol prior to the wedding.
8. If either the groom or bride appears under the influence, the priest/deacon cannot perform the wedding. It will be cancelled.
9. Florist should deliver flowers for the wedding party to the front entrance of the church, visible to be found by all.

## Sacrament of Reconciliation

Catholics are encouraged to receive the Sacrament of Reconciliation before the celebration of their marriage.

## Visiting Clergy

A visiting priest or deacon is welcomed to witness your marriage, however, one of the parish priests should assist the couple with instructions before the marriage. Visiting Clergy from out of state are reminded that they must secure permission from the Secretary of State for the Commonwealth of Massachusetts to marry. Also, a letter of "good standing" is required from the visiting priest or deacon's Bishop.

## *Forms & Marriage License*

The following documents must be submitted prior to the celebration of a Marriage:

1. Baptismal Certificate: Issued by the Church of Baptism and dated within six months of the marriage,
2. Other Forms: As may be designated by the priest/deacon,
3. Marriage License: Obtainable from any City or Town Hall. More information on the Marriage License is available from the Town Clerk.

## *Donations & Stipend*

By the time of the rehearsal, all liturgical plans should be finalized. Please bring the following to the rehearsal in separately marked envelopes:

Marriage License

Offering for the Church is \$900.00

- This includes the Donation to the Church, Parish Wedding Coordinator and Music Ministry.
- This check should be made to: St. Matthew the Evangelist Parish. However, if you are experiencing financial hardship, please talk with the priest or deacon.

## *Photography & Videography*

We ask that your photographer and videographer refrain from entering the sanctuary during the actual Wedding Liturgy.

## *Due to Insurance/Liability Issue & Safety of Everyone:*

Refrain from the following:

- Aisle Runners
- Flower petals, Confetti, Rice, and Bubbles
- Wagons, carts or carriages for moving babies and children
- Use of alcohol on the premises of any of the churches are prohibited on the day of the rehearsal and the day of your Wedding liturgy.

## *Floral Decorations & Miscellaneous Accessories*

In keeping with the nature and the dignity of the Church, we ask you to use only live flowers and that they remain in the church after the Wedding.

## *Unity Candle*

The use of a unity candle is not included in the Roman Catholic rite of marriage, though it is a wonderful option to be used at your reception.

## *Reception*

If you wish the presider to attend, please inform him in writing and he will respond according to his other duties and commitments.

## Registration

After you have settled into your new home, please make yourselves known to your parish staff and register as a member of the parish in which you reside.

## Wedding Mass or Ceremony

### Mass Planning

You will receive Together for Life, a booklet that will guide you in the planning of your Wedding Mass or Ceremony. We encourage you to read the booklet prior to your Planning Meeting. The priest or deacon presiding at the wedding will meet with the couple to finalize the Wedding Liturgy.

### Music

It is the policy of the parish that the resident parish organist and a cantor are engaged to provide music at your Wedding. To plan your music, please contact our Music Director, Laura Rosa at [Laura.Rosa@billericacatholic.org](mailto:Laura.Rosa@billericacatholic.org). On occasion, an outside organist and/or cantor can be engaged. The customary "bench" fee is paid to the resident organist and cantor.

## Music For the (Grand)Mothers- Mass and Ceremony

**Ave Maria**

## Processional Music Suggestions- Mass and Ceremony

**Jesu Joy of Man's Desiring**

**Prince of Denmark March**

**Trumpet Tune**

**Canon in D Major**

## Responsorial Psalms- Mass and Ceremony

**Psalm 33- The Earth Is Full of the Goodness of the Lord**

**Psalm 34- I Will Bless the Lord At All Times**

**Psalm 34- Taste and See**

**Psalm 23- Every Morning In Your Eyes**

**Psalm 116- The Name of God**

**Psalm 128- Blest Are Those Who Love You**

**Psalm 128- O Blessed Are Those**

**Psalm 145- I Will Bless Your Name**

## Preparation of the Gifts & Altar-Mass Only

**All I Ask of You**

**Bridegroom and Bride**

**I Have Loved You**

**Love Goes On**

**Panis Angelicus**

**Take My Hand**

**When Love Is Found**

## Communion Songs-Mass Only

*Eat This Bread*

*Gift of Finest Wheat*

*I Am the Bread of Life*

*One Bread One Body*

*Panis Angelicus*

*Taste and See*

*Take and Eat*

## Recessional Instrumental-Mass and Ceremony

*The Wedding March*

*Joyful, Joyful (Ode to Joy)*

*Prince of Denmark's March*

*Trumpet Tune*

UPDATE: 07/2024