



Our Lady of the Lakes Catholic Community

Serving the communities of Branchport, Dundee, Gorham, Himrod, Naples, Middlesex, Penn Yan, Prattsburgh, Rushville, Stanley and environs

Main office: 210 Keuka Street ♦ Penn Yan, NY ♦ 14527
Satellite office: 180 North Main Street ♦ Naples, NY ♦ 14512

Wedding Guidelines

“IF WE LOVE ONE ANOTHER, GOD WILL LIVE IN US IN PERFECT LOVE”

1 John 4:12

Revised for 2017

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Congratulations on your engagement!

We are delighted that you have chosen to celebrate your marriage in Our Lady of the Lakes Catholic Community. We are a parish which presently consists of four churches. St. Januarius is located in Naples, St. Michael's is located in Penn Yan, St. Patrick's is located in Prattsburgh and St. Theresa's is located in Stanley. Also within the confines of our parish is Norton Chapel, located on the campus of Keuka College and Garrett Memorial Chapel, where Catholic weddings can also take place if permission has been granted.

We are here to assist you in your Catholic wedding preparation. Such preparation will require some time so **contact us at least six months in advance**; the sooner the better!

In the Roman Catholic tradition, **Marriage is a Sacrament**. The lived, day to day relationship sealed through the exchange of vows becomes a sacred place to experience God's incredible love.

For marriage in the Catholic Church, two persons, at least one being Catholic...

- Freely enter into a vowed commitment of respect, reverence and love.
- Make this promise for a lifetime, which includes the promise of fidelity, and are
- Open to bearing children, providing for their good and bringing them up in the faith.

The exchange of promises between the bride and groom is a commitment to love one another for life. Thus the couple's love and pledge of fidelity becomes a sign of God's love for God's people. This powerful promise speaks to all assembled.

The priest (deacon), the families of the couple, the attendants and the assembled gathering of friends, witness what the bride and groom promise.

There are also some interesting questions addressed if you follow the following link:

<http://www.bustedhalo.com/princessandpriest>

The Church will be reserved for you and the date for your wedding will be set only after you have had your initial interview with one of our priests or deacons.

An \$80 deposit (\$75 for the chapels) will be needed at, or soon after, this interview to secure the date for your wedding and is refundable if plans for your wedding change. By this time, you should have already had your meeting with one of them. If you have not, it's important to get on their schedule immediately.

In conclusion, these months of preparation for your marriage will be busy and exciting. If you find there are ways in which the parish staff can be of help, please contact us.

While your engagement, showers, rehearsal, reception and honeymoon are all significant parts of the celebration of your marriage, the Marriage Ceremony is seen as the center of the Christian celebration.

May these days of preparation hold many blessings!

Over all these virtues put on love, which binds the rest together and makes them perfect.

Colossians 3:14

Contact Information

Our Lady of the Lakes Main Office, 210 Keuka Street, Penn Yan, NY 14527
Phone: 315-536-7459 Fax 315-536-3817
Website: <http://ourladyofthelakescc.org>

Rev. Leo Reinhardt, Pastor: Fr.Leo.Reinhardt@dor.org
Rev. Felijan Sierotowicz, Parochial Vicar: Fr.Felicjan.Sierotowicz@dor.org
Deacon Tim Hebding: Timothy.Hebding@dor.org

Donna Gardiner, Parish Administrative Assistant: Donna.Gardiner@dor.org

(Other Staff contacts can be found on the parish website)

Requirements

Both parties must be free to marry. {Not previously married, have gotten an annulment}
(If not a member of this parish, permission must be obtained from your parish)

PRE-CANA

All couples preparing for the Sacrament of Marriage are required to participate in a Pre-Cana Session. Information about sessions being offered in the Diocese of Rochester can be found at the following web address:

<http://www.dor.org/index.cfm/evangelization-catechesis/sacraments/marriage/>

Fully Engaged Premarital Inventory

Fully Engaged is self-diagnostic and designed to help couples learn more about themselves and their unique relationship. It provides individualized couple feedback on where each partner stands in regard to topic areas important to marriage. Fully Engaged was developed to reflect the values and ideals of marriage as sacred. More information can be obtained from the following web address:

Newly issued Baptismal Certificate

<http://www.dor.org/index.cfm/evangelization-catechesis/sacraments/marriage/fully-engaged/>

All Catholic parties are required to produce a newly issued copy of a baptismal certificate which can be obtained, at no charge, from the church of your baptism. It should be issued within six months of the wedding.

Marriage License

You will need to secure a New York State marriage license, which can be obtained from any city or town hall. There must be 24 hours between issuance of marriage license and ceremony. Please bring it in the envelope to the rehearsal.

If couple is being prepared outside the Diocese of Rochester

When preparation and paperwork is complete your paperwork must be sent by the preparer to that diocese Chancery, who will send it to the Diocese of Rochester; 1150 Buffalo Rd.; Rochester, NY 14624. Chancery and who will then send it on to the church where the wedding is to be registered. Paperwork must be received before the date for rehearsal. The latest time weddings are scheduled are 2:00PM on Saturdays. There are no Sunday weddings and weekdays are at the discretion of the pastor.

OFFERING / STIPENDS

For the use of one of the four churches **\$345.00**
(\$80.00 deposit - \$200.00 paid 3 mos. before wedding - \$65.00 paid month before wedding)
(You may also pay the entire fee at the time of the deposit if you so wish.)
The Fee for Fully Engaged Inventory, includes book \$25.00
Parish Organist \$170.00
is all included in one fee paid to Our Lady of the Lakes Catholic Community

Norton or Garrett Chapel **\$150.00**
(\$75.00 deposit - \$75.00 paid month before wedding)
(Fee for Fully Engaged Inventory \$25.00 included)
This fee does not include any fee for musicians or cantor
(This is an offering to the church for the clerical work needed to prepare and follow up)
The time of the wedding must take into consideration the Saturday 5pm Mass in Penn Yan & Naples.

Presider Fee:

There is no fee required to the Priest or Deacon for the assistance, guidance and services offered for your wedding. However, a couple may offer in gratitude whatever seems appropriate if they wish.

If the couple has asked their parish priest to preside, the priest should be compensated.



Meetings with Presider (normally at least three are required)

- **Initial Interview:** To get acquainted, answer any questions you may have, fill out necessary preliminary paperwork, which includes determining your freedom to marry, and confirming the date and time for your wedding.
- **Fully Engaged Inventory Meeting:** (Usually conducted once Pre-Cana is completed and Baptismal Certificates have been obtained) This is an opportunity to review the Fully Engaged Inventory profile (additional meetings may be required to discuss these results), complete paperwork with the documents you bring, and provide you with materials to plan your wedding ceremony.
- **Final Meeting:** This is a final opportunity to meet before the rehearsal to discuss your selections for your wedding and answer any final questions before the rehearsal.

Depending on where you live and other circumstances there is a possibility to meet more or less often. If necessary, it is suggested that you discuss this with the clergy presiding.

Music

There are some restrictions on the music that may be used at a Church wedding. Be sure to talk this over with a competent Church musician. Ideally, you will plan some music the congregation can sing so that all can praise God and pray together for you in music. This is a powerful way to help your friends and family be participants, not simply observers. Please check with the parish regarding our practice for musicians.

The organist can make recommendations for possible cantors. Our parish musicians are generally available to play at your wedding if not already booked. They can recommend music and possible vocalists. The fee for the organist (including consultation, one rehearsal and ceremony) and cantor is included in the church fee if your wedding is at one of our parish churches. You may have a musician play who is not affiliated with the parish. However, they would need to contact our business office for information and permission to participate. This is true only for one of our parish churches. They also need to contact the priest presiding at the ceremony.

So faith, hope, love remain, these three; but the greatest of these is love.

I Corinthians





Marriage Preparation Check-List

This checklist has been created to assist you as you prepare for your wedding day. Please refer to it and use it to keep track of what you may still need to address as you move forward

- ◇ Call office to assure date and time is available.
- ◇ Call Church representative to make appointment for initial meeting.

After Initial Meeting

- ◇ If your date is not confirmed after the meeting. Do what you need to do to get the date confirmed (Annulment needed? Or other).
- ◇ If date is confirmed:
 - ◇ Give the office \$80.00 (\$75.00 Norton & Garrett Chapel) deposit to secure date.
 - ◇ Schedule your pre-marriage preparation.
 - ◇ Schedule appointment to begin Fully Engaged Inventory.
 - ◇ Complete the “Pre-Cana” sessions. (you should receive a certificate oat completion).
- ◇ Fill out the Fully Engaged Inventory.
- ◇ Attend scheduled follow-up meeting regarding Fully Engaged Inventory results.

Six Months prior to Wedding

- ◇ Catholic parties are to contact Church of Baptism to secure a **NEW** Baptismal Certificate.
- ◇ Arrange for music at your wedding (organist? cantor? other?).

Three Months prior to Wedding

- ◇ Send \$200.00 to parish office (Our Lady of the Lakes; 210 Keuka St.; Penn Yan, NY 14527).

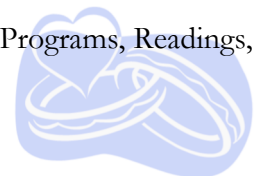
One Month Prior When ALL required documentation is in hand

(Pre-Cana & Baptismal Certificates)

- ◇ Contact presider to schedule next meeting
- ◇ Complete Pre-Marital Investigation Form with presider
- ◇ “Together for Life” book received and explained.
- ◇ Meet with church musician to discuss and plan music
- ◇ Fill out “Together for Life” liturgy form
- ◇ Secure New York State Marriage License (*no more than 60 days prior to wedding but 24 hours prior to ceremony*)
- ◇ One month before wedding provide \$65.00 balance to OLOL Parish or \$75.00 (Norton & Garrett Chapel). We will schedule the rehearsal and time when all paperwork and fees are received.
- ◇ Contact presider for final meeting to review forms for ceremony.

For Rehearsal

- ◇ The rehearsal will be scheduled when all paperwork and fees are received. This includes those weddings that an outside priest is presiding at your ceremony.
- ◇ Bring any articles needed for wedding the day of your rehearsal (Unity Candle, Programs, Readings, etc.)
- ◇ **BRING YOUR NEW YORK STATE MARRIAGE LICENSE.**



Liturgy Worksheets

Bride _____ Phone _____

Groom _____ Phone _____

Nuptial Mass Nuptial Ceremony

Date of Rehearsal _____ Time _____

Date of Wedding _____ Time _____

Number of people invited/expected _____

Photos before during after

Flowers taken left at church

Printed worship aid/program Yes No

(The couple composes and prints their own worship aid. However, the Presider would be happy to offer advice and review the program.)

Mother of the Bride _____

Father of the Bride _____

Mother of the Groom _____

Father of the Groom _____

Any special information about parents? _____

Priest _____

Deacon _____

Florist _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

Gathering before the Procession

Who will be brought into church immediately preceding the liturgy?
(5 minutes before your wedding - Mothers, Grandmothers, etc.)

Name _____ Escorted by _____
(and relation to the couple)

Name _____ Escorted by _____
(and relation to the couple)

Name _____ Escorted by _____

Name _____ Escorted by _____
Example: Sharon Smith, mother of the groom, escorted by Richard Smith.

Special seating arrangements? (Bridal Party seating, immediate family seating, step-parents, handicapped seating)

Rituals Before the Liturgy (lighting side candles of unity or remembrance candle)

Prelude Music _____

Order of Procession:

Processional Music: _____

Wedding Party:

(In order as they will be walking INTO church at beginning -usually walk out at the end of the mass as 'couples')

Walking into church : as couples separately

Those processing from the Main Entrance: (from last to first)

Bride: _____ M of H: _____

Flower Girl: _____ Ring Bearer: _____

Females

1st _____

2nd _____

3rd _____

4th _____

5th _____

Males

1st _____

2nd _____

3rd _____

4th _____

5th _____

Will the Groom and Best Man be entering the church with the procession from the Main Entrance?

Groom: _____ Best Man: _____



Wedding Guidelines for Photographers

Couples being married in Our Lady of the Lakes should ask their photographer to respect the sacredness of the Church and the holiness of the commitment they are celebrating. Therefore, the photographer is expected to abide by the following guidelines and do nothing that will distract from the ceremony itself.

Please ask the photographer to introduce themselves to the Presider before the liturgy and receive any last minute instructions. Photos may be taken in the aisle before Mass begins and from the choir, side aisles or back, during Mass.

A video camera may be set up in and may run throughout the ceremony, provided it is not moved and the photographer does not move about in a distracting way. Be sure that the placement of your equipment does not obstruct the flow of traffic in the aisle at communion time.

To keep the focus on the Mass, the wedding ceremony and the Bride and Groom, no photos may be taken from anywhere in the sanctuary during the ceremony. No flash photos may be taken during the homily or during the Eucharistic Prayer, the consecration or communion of Mass.

You may remain in Church for photos after your celebration. If your wedding is scheduled for 2:00PM Saturday afternoon, photography must conclude at no later than 4:00PM.



Do's

Please make sure you and your wedding party are on time for your rehearsal.

Have the ushers in church at least 30 minutes prior to the wedding ceremony

Eat something prior to the ceremony

Take care of your personal needs just prior to arriving at church (including the wedding party).

Be at the church on your wedding day at least 30 minutes prior to the start time

DO enjoy yourself—it is the most important day of your new life together!

As soon as the music starts, leave everything in the hands of the Lord, with the Presider's assistance!

Don'ts

No throwing of rice, birdseed, or flower petals

No runner or crash in the church

No alcohol at rehearsal or before wedding

Don't get too upset if something does not go as planned — usually only you know it!

Notes:

Questions: