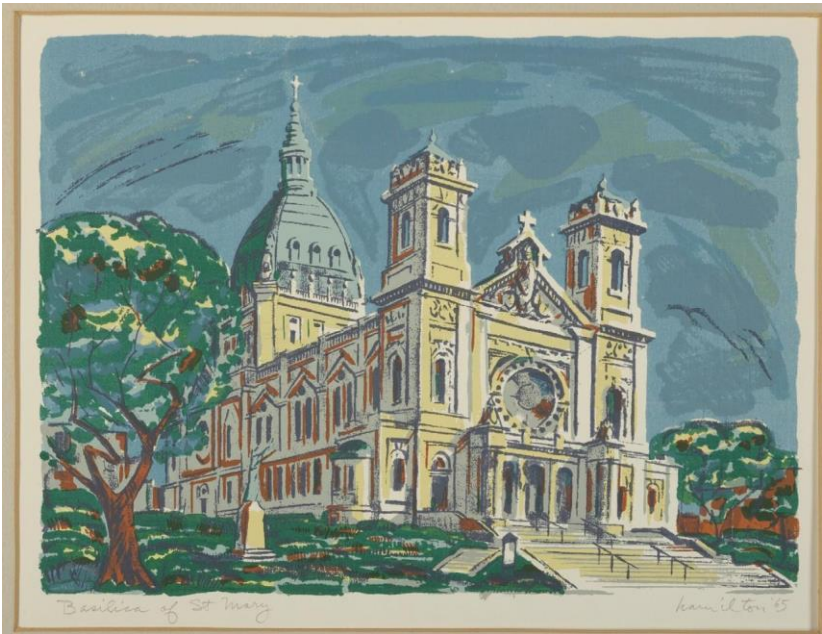


The Celebration
of the
Sacrament of Marriage
Principles, Policies and Procedures



The Basilica of Saint Mary

Wedding Staff

Along your journey toward your wedding day, you will be assisted by several members of our staff who collaborate together to ensure your wedding will reflect the dignity and beauty for the Sacrament of Matrimony. Each staff member has a specific role and will assist you at the appropriate time (see checklist on page 5).

Mark Wyss

Executive Assistant to the Director of Ministries

mwyss@mary.org | 612.317.3410

1. Initial contact via phone or emails generated through the Basilica website.
2. Sending and processing Couples Information Sheet
3. Providing available dates and times for weddings
4. Sending policy and procedure booklet and contract
5. Sending links for payment
6. Process contract

Katie Wethli

Coordinator of Sacramental Preparation

kwethli@mary.org | 612.317.3439

1. Coordinates welcome meetings for engaged couples
2. MyBasilica User Group introduction
3. Create profile for Prepare Inventory
4. Marriage paperwork and documents
5. Marriage preparation classes and retreat
6. Wedding officiant assignments
7. Concerns about your couple relationship

Samuel Holmberg

Wedding Planner; Organist and Associate Director of Music

sholmberg@mary.org | 612.317.3505

1. Music selections
2. Musicians and musician fees
3. Scripture readings
4. Intercessions
5. Leaflet layout, corrections and production
6. Individual liturgy planning meetings
 1. Developing with the couple's input the overall flow of the wedding service.
 2. Reinforcing the policies and procedures agreed upon in your signed contract.

Rámond Mitchell
Coordinator of Liturgical Celebrations
rmitchell@mary.org | 612.317.3433

Working with the documents created by the wedding planner, the coordinator of liturgical celebrations handles:

1. Wedding Rehearsal
2. Use of rooms for day of wedding preparation
3. Procession
4. Decorations and approval/fees
5. Policies regarding photographer, videographer, and florist
6. Recipient of marriage license and certificate at rehearsal

General Contact Information

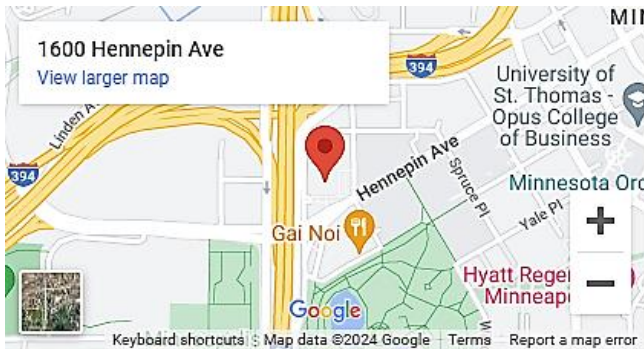
The Basilica of Saint Mary
Seventeenth Street at Hennepin Avenue
88 North 17th Street
Minneapolis, Minnesota 55403

More information about The Basilica of Saint Mary including driving directions can be located on our website:

www.mary.org

Phone directory: 612.333.1381

Fax: 612.333.7230



Dear Engaged Couple,

We are delighted that the two of you are getting married and plan to continue your Christian journey with us as a married couple. The policy and procedures of The Basilica of Saint Mary are based on the requirements of the Roman Catholic Church notated in the Code of Canon Law and the Liturgical Norms found in The General Instruction of the Roman Missal (GIRM). These Codes and Norms are reinforced by the Archdiocese of Saint Paul and Minneapolis. Secondly, these policies and procedures are grounded in the long held traditions and customs of The Basilica. Social wedding trends, including the unity candle, which inevitably fall in and out of favor do not make up any component of these policies and procedures. The policies and procedures are put in place to maintain the solemnity and dignity of the sacred liturgy.

Marriage or Convalidation* in the Catholic Faith is a sacrament. The Sacraments are defined as outward signs of inward grace, instituted by Christ to help individuals in their spiritual life and to grow in holiness. Sacraments are mysteries; they are signs of the sacred presence of our God in our midst today. The union of the couple IS the Sacrament manifested to the community. Therefore, entering the Sacrament of Matrimony is not to be taken lightly. The context in which the Sacrament takes place whether a Mass or a Liturgy of the Word is not a private family function or merely a social affair. Rather, it is an action of the entire Church in whose presence you commit yourselves to one another.

The wedding staff at The Basilica of Saint Mary is here to help you with the preparation of your wedding. We are here to ensure that the Sacrament of Matrimony which you have asked to celebrate be of the best theological, liturgical, and artistic quality and be an unforgettable moment in your life. While we are here to help, the responsibility to fulfill the pre-marital preparations rests with the couple. We ask you to be mindful of the timeline provided and reach out to the wedding staff for any questions or clarifications as soon as they arise.

*from the Latin word meaning "to firm up" or "to strengthen." A convalidation ceremony is a religious ceremony for a Catholic couple to be legally wed under Canon law. This ceremony makes the civil wedding official because, in the Catholic tradition, marriages performed outside of the Catholic Church aren't recognized. The convalidation ceremony legitimizes marriage in the eyes of the church and God.

The wedding staff at The Basilica of Saint Mary is thrilled to be helping you with the preparation of your wedding. In addition to the 60-70 weddings we celebrate every year, The Basilica of Saint Mary hosts important liturgical functions every day. Our many years of collective experience has given us great insight into the best practices leading up to and during the celebration of your marriage.

Checklist

9-12 months in advance

- € Begin Requirements.
- € Complete Prepare | Enrich Online Survey.
- € Request meeting with Marriage Mentors (2 sessions of 2 to 3 hours) OR register for Prepare | Enrich Workshop (Saturday Session ~ 4 hours).
- € Attend the Marriage Temperament Retreat.

6 months in advance

- € Permission given from the pastor of your home parish (if applicable).
- € Permission given for a visiting priest, especially if the priest resides outside of the Archdiocese of Saint Paul and Minneapolis (if applicable).
- € Letter sent to the visiting priest for credentials to marry in the state of Minnesota (if applicable).
- € Request for the visiting priest to send a Letter of Suitability to the Archdiocesan Chancery (if applicable).
- € Request sent to home parishes for issuance of baptismal certificate copies.
- € Freedom to Marry forms completed and returned to The Basilica Marriage Office.
- € Request completed for a Mixed Religion Marriage to celebrate Mass (if applicable).
- € Request completed for a Catholic couple to have a wedding without Mass (if applicable).
- € Register for the Blessing of Engaged Couples.
- € Register for the Wedding Workshop.

4 months in advance

- € Attend the Wedding Workshop.

3 months in advance

- € All paperwork completed and sent to the Archdiocesan Chancery (if applicable).

- € Meet with the Wedding Planner to plan the wedding liturgy and contract musicians.

2 months in advance

- € Meet with the priest presiding at the wedding.
- € Have form notarized by Mark Wyss and brought to the county for a discount.

1 month in advance

- € The Information Guide is due.
- € Payment is due for musicians, special decorations (Golden Candelabra), damage deposit, and any extra leaflets.

3 weeks in advance

- € Proof of the wedding leaflet is sent to the couple for review.

2 weeks in advance

- € Leaflet Form is due with any leaflet corrections.

1 weeks in advance

- € Leaflet is sent to the printer and no further changes may be made.
- € The liturgical coordinator will email details about the wedding rehearsal.

Wedding Rehearsal

- € Bring the wedding license to the rehearsal.
- € Bring any liturgical customs, such as lasso and coins.

Wedding Day

- € Give the rings to someone you trust, such as the Best Man, Maid of Honor, or Personal Attendant.
- € Bring the flowers to Mary and flowers to Mothers.

General Policies and Procedures

1. **It is preferable that the couple celebrate their wedding in the bride or groom's own parish community.** However, if not a member of The Basilica, we are willing to accommodate a couple's wedding with the permission of the bride or groom's parish priest and if from another diocese, their Archbishop or Bishop. Marriage between a Catholic and Non-Catholic is permissible. For a Catholic and Non-Catholic union, The Sacrament of Matrimony is celebrated within the context of The Liturgy of the Word. For the union between two Catholics, it is expected that the Sacrament of Matrimony be celebrated in the context of Mass. For exceptions to either of these two situations, a written request to the Archbishop of the Archdiocese of Saint Paul and Minneapolis is needed.

2. The couple should contact the Office of Marriage Ministry at least one year before the desired wedding date. **The wedding date will be secured upon receipt of the signed contract and the Marriage Preparation fee.** The Basilica of Saint Mary recognizes the financial struggles in this day and age, especially for young couples. The couple is given the option to pay a deposit of \$800 to secure the space, date, and time, or to pay in full (\$2,000). Upon cancellation of a wedding date, a \$400 fee will be deducted from the deposit. After 6 months, the full fee (\$2,000) is non-refundable.

3. The Basilica of Saint Mary is available for the celebration of the Sacrament of Marriage on Fridays at 5:00 PM and on Saturdays at Noon and 3:00 PM. Most weddings are celebrated in the main church; however, for smaller weddings (up to 75 guests), the Saint Joseph Chapel may be available. The Wedding Planner and Coordinator of Liturgical Celebrations will be able to discuss the wedding arrangements in the chapel. The Sacrament of Marriage is not celebrated during Advent and Lent. **These days and times are not negotiable.**

4. The Basilica of Saint Mary fee covers the following services:
 - ✠ Consultations with the Wedding Planner
 - ✠ Marriage preparation materials and processing fees
 - ✠ Pre-marriage inventory, individual feedback, and skills development meetings
 - ✠ Workshop focused on Marriage as a Sacrament
 - ✠ Wedding Workshop
 - ✠ Planning meeting with the Wedding Planner

- ‡ Access to wedding planning materials
- ‡ Preparation of a worship leaflet by Basilica staff
- ‡ 200 copies of worship leaflet on standard stock
- ‡ Rehearsal directed by the Coordinator of Liturgical Celebrations
- ‡ Coordinator of Liturgical Celebrations and Sound Technician present on wedding day

FEES NOT COVERED:

- ‡ Engaged Couples Temperament Retreat (\$200)
- ‡ Musicians hired for wedding (see fee schedule on pg. 29)
- ‡ Damage Deposit (\$500), refundable after wedding
- ‡ Additional leaflets over 200 copies

5. Here are the steps in planning your wedding:

A. Contact the Executive Assistant to the Director of Ministries at least one year prior to the desired wedding date. In addition to establishing your wedding date and rehearsal time, the Executive Assistant will prepare your file in preparation of working with the Coordinator of Sacramental Preparation. The coordinator will inform you of the requirements and timeline for completion. We require a pre-marriage inventory (called PREPARE), Foundations of Marriage Class, attendance at a retreat, meetings with a mentor couple, and attendance at a wedding workshop. We invite and encourage couples to attend the Blessing of Engaged Couples as part of their marriage preparation.

B. Couples with weddings at The Basilica and couples who will be completing marriage preparation at The Basilica will be given access to a number of helpful resources through our website, www.mary.org. Couples will sign up for access following their welcome meeting. Prior to their welcome meeting, couples are invited to register as MyBasilica users, if they have not already done so.

C. Catholics planning to marry must have received the Sacraments of Initiation including The Sacrament of Confirmation. Catholics that have not received the sacrament must do so before the wedding. Arrangements will be made for catechesis through the Coordinator of Sacramental Preparation.

D. We require that you attend a wedding workshop conducted by the Wedding Planner and the Coordinator of Liturgical Celebrations three to four months prior to the date of your wedding. Many of your questions will be answered by attending this informative workshop. Wedding workshops are held in-person and are scheduled for Saturday mornings three times per year at 9:00 AM. You will register to attend the wedding workshop on the MyBasilica User Group.

E. Contact The Basilica's Wedding Planner at least three to four months prior to the wedding. He will assist you in the preparation of the liturgy (e.g. selection of readings, music, musicians, etc.). You are to direct all questions pertaining to the liturgy to the wedding planner. **Please note that relatives and friends are not permitted to be a part of the planning process at The Basilica.** You are welcome to consult them on your own; however, all decisions must be made by the bride and groom with the Wedding Planner.

F. Please contact your wedding presider at least two months prior to your wedding to make an appointment. (Presiders are scheduled by the Executive Assistant to the Director of Ministries.)

6. Guest priests or deacons are welcome to preside. If the priest who is officiating at your wedding is not a priest or deacon of the Archdiocese of Saint Paul and Minneapolis, they must submit a Letter of Suitability from their local bishop to the Archdiocesan Chancery. They also must have credentials registered in Minnesota according to Minnesota law. Guest presiders will receive a letter from the Office of Marriage Ministry. They, too, will be asked to abide by the *Principles, Policies, and Procedures for the Celebration of the Sacrament of Marriage at The Basilica of Saint Mary*. **You will need to submit their name and address to the Executive Assistant to the Director of Ministries well in advance so we can contact the presider in a timely fashion.**

Also, guest presiders are required to attend the wedding rehearsal, which will be conducted by The Basilica's Coordinator of Liturgical Celebrations. Although the priest or deacon has undoubtedly presided at many weddings, The Basilica of Saint Mary has its own specific demands. To ensure that your ceremony goes smoothly, your guest priest or deacon should be at the rehearsal, and he is expected to preside according to The Basilica's norms and customs.

7. When either the bride or the groom is not Roman Catholic, normally we celebrate the Rite of Marriage outside of a Mass, out of respect for both the Eucharist and attendees who are not Catholic. If the couple desires to celebrate a Mass, a formal request needs to be made to the Archbishop.

8. If both the bride and groom are Catholic and desire to have a Liturgy of the Word with the Rite of Marriage, a formal request must be made to the Archbishop.

9. The wedding party, the florist, the photographer, and the videographer are to abide by the *Principles, Policies, and Procedures for the Celebration of the Sacrament of Marriage at The Basilica of Saint Mary*. It is extremely important that everyone follow the timetable strictly, so that both your wedding and the liturgical function following it can flow in a smooth and timely fashion. Failure to abide by the policies by any of your wedding party or vendors may result in the loss (partial or full) of your \$500 damage deposit.

10. The Basilica of Saint Mary has its own well-trained and experienced wedding staff. They will assist you in your preparations, conduct your wedding rehearsal, and be present for the liturgy. They also will see that all the marriage paperwork involving your wedding is in proper order. If you have contracted someone else to help with your wedding (i.e. a professional wedding planner), please understand that **this person's responsibilities do NOT pertain to the liturgy and they are NOT to interfere in any way with the preparation, rehearsal, and celebration of the liturgy.**

11. If you have food available for the wedding party prior to the wedding, please keep it to a minimum (simple snacks and beverages). Vending machines are not available. Beverages and food are allowed only in the Catherine of Siena Room, located on the ground level of The Basilica. **No alcoholic beverages or illegal drugs are permitted on the campus of The Basilica of Saint Mary.** (This includes the streets around The Basilica.) Any person involved with the wedding party, especially the Bride and Groom and the two witnesses, who are under the influence of drugs or alcohol is an impediment to the Sacrament. **All Basilica buildings are smoke free.** You are responsible for cleanup. A special attendant from within your party should be appointed whose responsibility it is to remove any remaining food and trash so that the room is left clean for the next wedding party. **All articles must be**

removed from the lower levels prior to the beginning of the wedding liturgy. NO EXCEPTIONS. Any items left in those rooms will be removed by custodial staff during the ceremony. Please communicate this to your bridal party and family. In case of damage or extra clean-up, an additional fee may be assessed.

12. Due to time constraints, we do not allow a receiving line or guest book signing in The Basilica of Saint Mary or anywhere else on The Basilica campus. You may want to advise your guests of this beforehand. Also, it is the responsibility of the ministers of hospitality (ushers), and **not** of the newly-wed couple to usher guests out.

13. Please make sure the lectors have their readings well in advance of the rehearsal so they can practice at home and encourage your lectors to attend the wedding rehearsal. Advise lectors that they are to speak slowly and to project clearly. They will be asked to rehearse at the microphone during the wedding rehearsal. The readings you select will be provided in large print at the rehearsal. Share with your chosen lectors the personal significance of the readings you choose. This will encourage them to read them with care and meaning.

14. The Sanctuary is not a stage; it is a place where sacred actions and rituals are conducted. Therefore, no liturgical furniture is to be moved. This holds especially true for the altar as it is one of the great symbols of Christ and a permanent reminder of his sacrifice for our salvation. Please do not set cameras or anything else on the altar or any other liturgical furniture.

15. The Basilica hires all musicians for liturgies occurring in The Basilica main church and Saint Joseph Chapel, including all weddings. The Basilica's staff organist and/or staff pianist, cantor, instrumentalists, and soloists have the first right of refusal to all wedding liturgies and will be contracted for you by the Wedding Planner. This serves to uphold The Basilica's mandate of consistently modeling the highest standard of quality in the execution of its liturgies and music. Ultimately, this helps to avoid any disappointment to the couple and their families, since it ensures a desirable continuity with the church's regular mission and worship. There is an added degree of certainty that your wedding liturgy will go as smoothly as possible because all Basilica staff musicians and regularly contracted musicians understand the liturgy and the complex acoustics of the main church and are comfortable working with one another.

When The Basilica's organist is available for a wedding and a couple prefers to request an outside (non-staff) organist, The Basilica organist is entitled to a "bench fee" for that particular wedding. This fee is \$350.00 paid to The Basilica organist. (*Professional standard set forth by the American Guild of Organists*)

It is the responsibility of the Wedding Planner to contract all musicians for Basilica weddings. The Wedding Planner will contract the minimum complement of musicians for each Basilica wedding:

- ƒ Basilica Staff Organist/Pianist
- ƒ Basilica Cantor/Psalmist
- ƒ All other musicians are considered additional to the above minimum requirement. See current fee schedule on page 29. for optional extra musicians and ensembles.

Please note that all musician fees should be made payable in the name of each individual musician (where applicable) and NOT to The Basilica of Saint Mary. Payment is due one month prior to the wedding. See current fee schedule on page 29.

16. The cantor plays an important ministerial role in your wedding. He/she leads the hymns and the acclamations and sings the psalm. In many cases the cantor also functions as soloist. People who may be fine soloists are not necessarily trained as cantors. **You will need a Basilica Cantor for your wedding.**

17. Performing in The Basilica of Saint Mary is very different from most other churches. Our sound technicians are familiar with building acoustics and the sound system. They understand how to ensure the best sound through microphone and musician placement.

18. Any special needs in terms of the sound system, lighting system, or use of various facilities on the campus must be discussed with the Wedding Planner at least one month before the wedding so that arrangements can be made in due time. No one, except for The Basilica staff, is to operate the sound system or lighting system.

19. Only the wedding couple and the liturgical ministers (priest/acolyte) will sit in the Sanctuary. The wedding party will be seated in the first row of pews. Everyone will go to their assigned seats during the procession. The wedding party will join

the couple in the Sanctuary at the exchange of the wedding vows.

20. Rice, bird seed, confetti, flower petals, and balloons are **NOT** allowed in The Basilica or on The Basilica campus. Use of a unity candle is not permitted. Flower girls are welcome to carry flowers, but not to throw them about. Always remember that there is a liturgical function scheduled after your wedding.

21. Be careful not to leave any of your belongings unattended, even in your car. **The Basilica of Saint Mary is not responsible for loss or theft.**

22. If you would like a photo on The Basilica steps following the ceremony, please let the Coordinator of Liturgical Celebrations and your photographer know. The coordinator will organize your guests on the front steps.

Ministers of Hospitality (Ushers)

Before you invite anyone to be an usher at your wedding, please advise them of the following duties which they will be asked to perform. Remember that any ministry is much more a position of service than of honor.

The ushers are the ministers of hospitality. As soon as the guests arrive at the church, they are welcomed by the ushers. The ushers hand out the worship leaflets and seat the guests. You are required to have one usher for every 50 people. It is highly recommended to have a minimum of four ushers, regardless of the number of guests. They should attend the wedding rehearsal to familiarize themselves with the space and be instructed by the wedding coordinator.

Weddings are to begin on time. This can only happen if the ushers take their ministry seriously and seat people as they enter. Ushers are encouraged to have the majority of the wedding guests seated ten minutes prior to the start of the wedding. Late arrivals may be seated once the procession has reached the Sanctuary. They also assist the guests as they leave the church.

It is the responsibility of the Ushers to remove pew bows and ribbons as well as any programs and any other articles left in the seats or the front entrance to The Basilica.

The Wedding Leaflet

The Basilica wedding staff will prepare a customized leaflet for your wedding. The same standards that hold for the liturgy also hold for the leaflet. This leaflet is neither a biographical scrapbook nor a compilation of favorite poems. It simply details the liturgy so the assembly may participate in the celebration of your wedding. We have developed the following process:

1. The couple provides all necessary information on The Basilica Wedding Information Form (given to you by your wedding planner) **a minimum of four weeks prior to the wedding date.**
2. You will receive a proof of the leaflet by email or you may pick it up at The Basilica Rectory.
3. You will return the corrected copy to the Wedding Planner and corrections will be made in a timely manner. **Corrections are the responsibility of the wedding couple, not of the Wedding Planner.** Typographical errors found after approval of proof are not the responsibility of The Basilica of Saint Mary.
4. Along with the corrected copy, you will return a sheet detailing the number of leaflets desired. All leaflets are printed on ivory or white paper. Any special needs are to be discussed with the Wedding Planner in advance of printing.
5. The leaflet will be taken to our printing vendor by The Basilica staff. The vendor will deliver the completed leaflets to The Basilica.
6. Your wedding fee includes the printing of 200 leaflets. For quantities over 200 leaflets, a charge of \$50 per every 50 leaflets will be added. This fee is to be paid no later than your wedding rehearsal.
7. We encourage you to take the remaining leaflets after your wedding to your reception or mail some to relatives who are unable to attend. You must have someone in your wedding party take those immediately after your ceremony. Remaining leaflets are recycled after your wedding.

Marriage or Convalidation* in the Catholic Faith is a sacrament. The Sacraments are defined as outward signs of inward grace,

instituted by Christ to help individuals in their spiritual life and to grow in holiness. Sacraments are mysteries; they are signs of the sacred presence of our God in our midst today. The union of the couple IS the Sacrament manifested to the community. Therefore, entering the Sacrament of Matrimony is not to be taken lightly. The context in which the Sacrament takes place whether a Mass or a Liturgy of the Word is not a private family function or merely a social affair. Rather, it is an action of the entire Church in whose presence you commit yourselves to one another.

It is important to reemphasize, The wedding staff at The Basilica of Saint Mary is here to help you with the preparation of your wedding. We are here to ensure that the Sacrament of Matrimony which you have asked to celebrate be of the best theological, liturgical, and artistic quality and be an unforgettable moment in your life. ***In signing the wedding contract, you are affirming that you have read the policy and procedure booklet, you understand the material you have read, and you will abide by the terms and conditions.***

Use of The Basilica's Ground & Lower Level Rooms

The wedding party is welcome to arrive at the Lower Level of the Church (enter through the south side Ground Level entrances off Hennepin Avenue) two and a half hours before the wedding starts. Because we have a tight wedding schedule, we cannot make any exceptions to this rule. If you arrive before your time, you will not be allowed in. The following rooms are reserved for your wedding and are intended for the following:

Catherine of Siena Room:

*Gathering Space
& Flower Pinning*

Anne & Joachim Room:

Bride's Room

Romanos Room:

Groom's Room

Upon your arrival, the Coordinator of Liturgical Celebrations will greet you and unlock rooms. The coordinator will tell you which room you are to secure all of your belongings in during the pictures and the ceremony.

The Anne and Joachim Room (Bride's Room) is neither equipped nor meant to be a beauty parlor. Please take care of makeup and hair styling before coming to The Basilica.

Also, only the bride and her attendants will be able to dress in the Anne and Joachim room. Everyone else should dress before coming to The Basilica.

Be careful not to leave any of your belongings unattended. The Basilica of Saint Mary is not responsible for loss or theft.

Accessibility

People with disabilities can be dropped off in the circle on 17th Street; reserved handicapped parking spaces are located nearby. Additional parking for people with disabilities is located directly behind The Basilica, entering via 16th Street.

Handicapped-accessible ramps and doors are located on the lower east side of the building or by using the elevator on the west side ground entrance. A limited number of wheelchairs are available upon request. Hearing assisted devices are available at the rear of the church. Please see the coordinator for assistance. Please visit mary.org for additional information.

Parking

Free parking is available on 17th Street, in the parking lot north of the rectory, and at the School building at 16th and Laurel. Parking spaces marked “Basilica Permit Parking” are reserved for you and your wedding guests while on campus; you will not be towed or ticketed and do not need a permit. Free parking underneath I-94 on the corner of 17th Street and Hennepin begins at 5:00 PM on Fridays and on weekends. Never park in 24 hour reserved spaces; you will be towed. Limousines are encouraged to park in the circle located on 17th Street; however, they may not be left unattended. Charter buses must park in the lot north of the School and cannot sit on 17th Street. Buses are never allowed to block traffic by parking on Hennepin Avenue. In case of emergency, unattended cars are not allowed to be parked in the circle and will be towed.

Wedding Rehearsal

The Coordinator of Liturgical Celebrations will conduct your wedding rehearsal, which is scheduled to last about 60 minutes. Please advise your wedding party that the rehearsal is to begin on time (see Timetable on page 16). Please encourage all of your attendants, ushers, parents, readers, and personal attendants to attend the wedding rehearsal. Having everyone present at the rehearsal ensures a smooth flow of events the day of your wedding and helps prevent any undue stress.

During the rehearsal, the coordinator will briefly cover important information from the *Principles, Policies, and Procedures for the Celebration of the Sacrament of Marriage at The Basilica of Saint Mary*. The primary purpose of the rehearsal is to walk through all aspects of the wedding liturgy. It will also be a time for everyone to become familiar with the layout of The Basilica and the Ground and Lower Levels.

You MUST bring your marriage license, obtained in the state of Minnesota, with you to your wedding rehearsal. Without this legal document, the wedding cannot occur. If the Minnesota marriage license is not presented at the wedding rehearsal, and does not arrive by the time the rehearsal has ended, we will not be able to proceed with your wedding the next day.

Liturgical Environment

Liturgical furnishings are sacred; they are not props and are not to be moved, removed, or replaced.

Depending on the liturgical season, The Basilica of Saint Mary will show a different liturgical environment. This seasonal environment is intended for all liturgical celebrations during that particular time of the year, including your wedding. The existing environment will not be changed or removed for your wedding. You may consult the coordinator for details.

Although not required, it is very appropriate to decorate the church with flowers on the occasion of your wedding. We suggest that one large arrangement (4' x 4' in size or larger) be placed on the high altar above the tabernacle. An alternative would be to place two flower arrangements on the High Altar, one on each side of the tabernacle. In both cases, care should be taken that the size of the bouquets fit the size of the church. We require, per

official directives, that the flowers and plants be real, not artificial. Flower arrangements left at The Basilica as a donation are greatly appreciated. As part of our environment they are offered for the further honor and glory of God.

A small memorial bouquet in memory of deceased loved ones may be placed at the foot of the Crucifixion tableau in the sanctuary. Please have your florist contact the coordinator for more information.

Candles surrounding the altar will be provided for your wedding liturgy. Also available are two candelabras positioned by the center aisles and a memorial candle positioned at the Crucifix. You may request candelabras at the altar at an additional fee; please discuss this with the wedding planner one month prior to your wedding date.

Bows, ribbons, and foliage are not to be taped, glued, or nailed to the pews. They may be fastened with ribbon, rubber bands, or felt-covered florist wire. It is the responsibility of the ushers to remove bows, ribbons, and foliage as soon as the guests have departed.

Aisle runners are not permitted in The Basilica.

If all of this seems overwhelming, it may be helpful to remember that these guidelines are the result of celebrating the Sacrament of Marriage nearly 70 times each year at The Basilica of Saint Mary. We quote this number with pride, as we see this as a great privilege. The Basilica of Saint Mary, as the Cathedral Church for Minneapolis, is held by high standards and is expected to celebrate liturgies of the highest quality. So, although the guidelines may seem restricting, they ensure that your wedding will be breathtaking and unforgettable.

Timetable

Friday wedding at 5:00 PM

Rehearsal: Thursday beginning at 5:00 PM

Wedding:

- 2:30 PM:** access to Ground & Lower Level Rooms
- 3:00 PM:** access to the church for photographer and florist
- 3:30 PM:** start of photo shoot
- 4:30 PM:** end of photo shoot/musician sound check
- 4:50 PM:** lineup
- 5:00 PM:** beginning of Wedding Liturgy
- 6:00 PM:** end of liturgy
- 6:30 PM:** departure from the church

Saturday wedding at Noon

Rehearsal: Friday beginning at 6:30 PM

Wedding:

- 9:30 AM:** access to Ground & Lower Level Rooms
- 10:00 AM:** access to the church for photographer and florist
- 10:30 AM:** start of photo shoot
- 11:30 AM:** end of photo shoot/musician sound check
- 11:50 AM:** lineup
- 12:00 PM:** beginning of Wedding Liturgy
- 1:00 PM:** end of liturgy
- 1:30 PM:** departure from the church

Saturday wedding at 3:00 PM

Rehearsal: Friday beginning at 1:00 PM

Wedding:

- 12:30 PM:** access to Ground & Lower Level Rooms
- 1:15 PM:** access to the church for photographer and florist
- 1:30 PM:** start of photo shoot
- 2:30 PM:** end of photo shoot/musician sound check
- 2:50 PM:** lineup
- 3:00 PM:** beginning of Wedding Liturgy
- 4:00 PM:** end of liturgy
- 4:30 PM:** departure from the church

Appropriate Music

This carefully-prepared overview will take you through the different ritual segments and will provide basic guidelines to ensure that your wedding will be of the highest liturgical, theological, and artistic quality.

Remember that the Sacrament of Marriage is a liturgical celebration. Therefore, one of the basic principles that should underlie your selection of music is whether the music is indeed liturgical music. **Popular songs and secular music, no matter how meaningful they may be to you, are not appropriate in the liturgy.** They may very appropriately be sung at your wedding reception.

Music selections are available online through the MyBasilica marriage preparation user group page on The Basilica of Saint Mary website. This is a wonderful resource in assisting you in selecting appropriate music for your wedding.

Songs that are inappropriate to the spirit of the liturgy are solos which usurp the congregation's role, such as the familiar setting of *The Lord's Prayer* by Albert Hay Malotte, songs whose texts have little relevance to worship (including even quasi-religious songs that mention God or love in passing), and songs whose texts have little relevance to the context of the wedding. Also undesirable are songs and instrumental music which are more at home on Broadway or television, in nightclubs, or at the opera, such as the wedding marches for organ by Wagner ("Here Comes the Bride") and Mendelssohn.

"Certain important parts of the liturgy are always to be sung, especially the Gospel Acclamation, the Holy, Holy, the Memorial Acclamation, and the Amen. The Responsorial Psalm is also best sung. It is also recommended that the congregation sing a gathering song, and a psalm or hymn during communion." (excerpt from *When Christians Marry, the Archdiocesan Guidelines on the Celebration of the Sacrament of Marriage*)

The Sacrament of Marriage

We strongly encourage you to plan from the following list of recommended music selections. Music outside of this list will need the approval of the Wedding Planner. Please note that the items identified with • are not used in The Celebration of the Sacrament of Marriage outside of the Eucharist. The only appropriate times for solos or choir-only selections are as a Prelude, at the Preparation of the Gifts, or at Communion.

Prelude

<i>Concerto in F, Op. 4 No. 5</i>	<i>George Frideric Handel</i>
<i>Sonata in D</i>	<i>Henry Purcell</i>
<i>Trumpet Tune in D</i>	<i>Henry Purcell</i>
<i>Trumpet Prelude</i>	<i>Johann Helmich Roman</i>
<i>Jesu, Joy of Man's Desiring</i>	<i>Johann Sebastian Bach</i>
<i>Jupiter from The Planets</i>	<i>Gustav Holst</i>
<i>Prelude to the 'Te Deum'</i>	<i>Marc-Antoine Charpentier</i>
<i>Aria</i>	<i>Flor Peeters</i>
<i>Arioso</i>	<i>Johann Sebastian Bach</i>
<i>Air from Water Music</i>	<i>George Frideric Handel</i>
<i>Prelude on 'Rhosymedre'</i>	<i>Ralph Vaughan Williams</i>
<i>Moments Unrehearsed (piano only)</i>	<i>Lorie Line</i>

Opening Rites

Processional

<i>Trumpet Tune in D or Trumpet Tune in A</i>	<i>David N. Johnson</i>
<i>Processional</i>	<i>William Mathias</i>
<i>Trumpet Voluntary</i>	<i>Jeremiah Clarke</i>
<i>Trumpet Voluntary</i>	<i>John Stanley</i>
<i>Tuba Tune in D</i>	<i>C. S. Lang</i>
<i>Bridal March</i>	<i>C. Hubert H. Parry</i>
<i>Canon in D</i>	<i>Johann Pachelbel</i>
<i>Hymn to Joy after Beethoven (piano only)</i>	<i>Jeanne Cotter</i>

Gathering Hymn (if desired)

The gathering hymn is always sung by the entire assembly, never as a solo by the cantor.

May the Grace of Christ Our Savior

STUTT GART

*May the grace of Christ our Savior And the Father's boundless love
With the Holy Spirit's favor, Rest upon us from above.*

*Thus may we abide in union With each other and the Lord,
And possess, in sweet communion, Joys which earth cannot afford.*

Love Divine, All Love's Excelling

HYFRYDOL

*Love divine, all loves excelling, Joy of heav'n, to earth come down!
Fix in us your humble dwelling, All your faithful mercies crown.
Jesus, source of all compassion, Love unbounded, love all pure;
Visit us with your salvation, Let your love in us endure.*

*Come, Almighty, to deliver, Let us all your life receive;
Suddenly return and never, nevermore your temples leave.
You we would be always blessing, Serve you as your hosts above,
Pray, and praise you without ceasing, Glory in your precious love.*

*Finish then your new creation, Pure and spotless, gracious Lord.
Let us see your great salvation Perfectly in you restored.
Changed from glory into glory, Till in heav'n we take our place,
Till we sing before the Almighty, Lost in wonder, love, and praise.*

God, in the Planning

SLANE

*God, in the planning and purpose of life,
Hallowed the union of husband and wife:
This we embody where love is displayed,
Rings are presented and promises made.*

*Jesus was found, at a similar feast,
Taking the roles of both waiter and priest,
Turning created things into divine,
Tears into laughter and water to wine.*

*Therefore we pray that his spirit preside
Over the wedding of bridegroom and bride,
Helping them share what is tender and true,
Lighting with love all they dream of and do.*

*Praise then the Maker, the Spirit, the Son,
Source of the love through which two are made one.
God's is the glory, the goodness, and grace
Seen in this marriage and known in this place.*

God of Love and Joy and Laughter

HYMN TO JOY

*God of love and joy and laughter, Calling us to fruitful days.
May we be the echoes after Church and people sing your praise.
Your love calls our love to being, Grows, surrounds, up-builds and holds,
Clears our eyes for keenly seeing All the world your love enfolds.*

*When we join in celebration, Grateful for abundant gifts,
Send again that revelation Of your grace that heals all rifts.
Grant us love that's deeper, stronger, As the days turn into years,
Wisdom fuller, patience longer Faith and hope through joy and tears.*

*Now we ask your benediction—Blessing, challenge, all in one.
Calm our stress, but use its friction That, through us, your will be done.
Keep our hope as fresh as morning. Keep our zeal warm as the sun.
Keep our joy, as spring aborning Cheers the hearts of everyone.*

God Who Created Hearts to Love

LAAST UNS ERFREUEN

*God, who created hearts to love,
Show'ring all blessings from above, Alleluia! Alleluia!
Give these who come to you with praise, Peace, love and laughter
all their days. Alleluia! Alleluia! Alleluia! Alleluia! Alleluia!*

*Jesus at Cana gave a sign,
Turning the water into wine: Alleluia! Alleluia!
Sign that continues as he said Love, living, risen from the dead.
Alleluia! Alleluia! Alleluia! Alleluia! Alleluia!*

Spirit of God, be at their side:

Wisdom and comfort, guardian, guide. Alleluia! Alleluia!

Make of their hearts a resting place; In ev'ry trial, gentle grace.

Alleluia! Alleluia! Alleluia! Alleluia! Alleluia!

Sing, friends and fam'ly gathered here,

Voices in witness ringing clear; Alleluia! Alleluia!

Here is the mystery begun: Woman and man becoming one.

Alleluia! Alleluia! Alleluia! Alleluia! Alleluia!

Let's Praise the Creator

KREMSER

Let's praise the Creator, who gave us each other

In friendship and kinship to celebrate life.

Let's sing our delight in this man and this woman,

The promise of joy as a husband and wife.

The love that we wish them, the love that we pray for

Is stronger than storms and more gentle than breath,

Endures ev'ry trouble, is selfless and faithful,

More precious than life and more lasting than death.

In vows that are honored, in kissing and blessing

May happiness shine like the gold of a ring.

In passionate joy and compassionate caring

May theirs be the gifts that true loving can bring.

***Gloria**

Mass in Honor of Mary

Krubsack

The Gloria will be sung after the procession during Wedding Masses. It is always sung by the entire assembly, never as a solo by the cantor.

Opening Prayer (Collect)

Liturgy of the Word

At The Basilica of Saint Mary we use the *New American Bible: Revised Edition*, as prescribed by the United States Conference of Catholic Bishops.

First Reading

The first reading is taken from the Hebrew Scriptures. This reading is obligatory and should be proclaimed by a lector of your choice. You will receive *Scripture Readings for the Rite of Marriage* to assist you in your selection of readings for your wedding. Please remember that the readings should be selected as a reflection of your faith, relationship, and your new life together. Please be reflective in your choices. **It is not acceptable to replace this or any of the readings with secular prose or poetry.**

Responsorial Psalm

The Responsorial Psalm is a psalm of your choice, sung, alternating, between cantor and assembly. The psalm is selected based on textual preference. We encourage you to choose the psalm which best speaks to your hopes and dreams for your Christian marriage. **It is not appropriate to replace the Psalm with a solo or a hymn.**

<i>#33 The earth is full of the goodness of the Lord</i>	<i>Carroll</i>
<i>#34 Taste and see the goodness of the Lord</i>	<i>Luckner</i>
<i>#103 The Lord is kind and merciful</i>	<i>Willcock</i>
<i>#112 Happy are those who do what the Lord commands</i>	<i>Krisman</i>
<i>#128 O Blessed are those who fear the Lord</i>	<i>Gelineau</i>
<i>#145 The Lord is compassionate toward all his works</i>	<i>Carroll</i>
<i>#148 Let all praise the name of the Lord</i>	<i>Batastini</i>

Second Reading

This reading is taken from the Acts of the Apostles or the Apostolic Letters. This reading is highly recommended, yet optional. It should be proclaimed by a second lector of your choice. Again, *Scripture Readings for the Rite of Marriage* will help you in selecting your readings.

Gospel Acclamation

The Gospel Acclamation is sung by the cantor and the entire assembly. This is one of the parts of the liturgy that is always sung by the congregation. The Gospel Acclamation will be repeated after the Gospel.

Mass in Honor of Mary

Krubsack

Gospel

Either a priest or deacon will proclaim the Gospel. Consult *Scripture Readings for the Rite of Marriage* to select a Gospel.

Homily

Sacrament of Marriage

Examination of the Intentions of the Candidates

Exchange of the Vows and Rings

At this time, the entire wedding party comes forward into the Sanctuary. The couple will recite their wedding vows with the priest or deacon. It is not necessary to memorize the wedding vows. Writing one's own vows is not permitted.

Intercessions (Prayer of the Faithful)

We pray for our own needs and the needs of the whole world. Please remember that intercessions are petitions, not prayers of thanksgiving. A third reader is chosen to read the intercessions. Sample intercessions are found in *Scripture Readings for the Rite of Marriage*. Please submit a final copy of the intercessions to the Wedding Planner **one month prior to your wedding date**.

Liturgy of the Eucharist

• Preparation of the Altar and the Gifts

During the Preparation of the Altar and the Gifts, gift bearers of your choice (two to four individuals suggested) will bring the bread and wine to the altar. This is a good time for the singing either of a solo or of a song by the assembly (Communion Song #1) and an instrumental selection (Communion Song #2):

<i>O God of Love</i>	<i>Gerre Hancock, arr. Paul Bouman</i>
<i>A Nuptial Blessing</i>	<i>Richard Proulx</i>
<i>Thy Perfect Love</i>	<i>John Rutter</i>
<i>The Call</i>	<i>Ralph Vaughan Williams</i>
<i>Panis Angelicus</i>	<i>César Franck or Camille Saint-Saëns</i>
<i>Wedding Hymn</i>	<i>George Frideric Handel</i>
<i>Ave Maria</i>	<i>Bach/Gounod, Schubert, or Saint-Saëns</i>
<i>The Gift of Love (piano only)</i>	<i>arr. Hal Hopson</i>

- **Eucharistic Prayer**

The Acclamations to the Eucharistic Prayer (Holy, Holy, Holy, Memorial Acclamation, and Great Amen) are led by the cantor who leads the entire assembly in song.

Mass in Honor of Mary

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- **The Lord's Prayer**

The Lord's Prayer may either be said or sung (plainsong). It is very important that provision be made for the entire assembly to be able to pray the Lord's Prayer. It is not appropriate to have a soloist sing this prayer.

- **The Sign of Peace**

The couple is invited to greet one another and their parents with a sign of Christ's peace. Care should be taken that the Sign of Peace does not become a semi-reception line. Due to its brevity, no music is to be chosen for the exchange of peace.

- **The Breaking of the Bread**

During this time the cantor and the assembly sing the Lamb of God. You will need to select at least three individuals to act as Extraordinary Ministers of Holy Communion who assist with the distribution of communion.

Mass in Honor of Mary

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- **Communion Procession**

During this time an appropriate psalm or song ought to be sung.

God Is Love

Richard Proulx or A. Gregory Murray

Ubi Caritas

Chant or Taizé

My Peace (Psalm 89)

Christopher Willcock

The Hand of the Lord Feeds Us (Psalm 145)

Donald Krubsack

As the Bread of Life Is Broken (THAXTED)

Gustav Holst

Bread of Life, Cup of Blessing

Michel Guimont

Any solo found under the Preparation of the Altar and the Gifts

- **Prayer after Communion**

Closing Rites

Closing Hymn (if desired)

The closing hymn is always sung by the entire assembly, never as a solo by the cantor. Please see the suggestions on pgs. 22-24.

Blessing and Dismissal

The couple is announced to the guests for the first time as husband and wife.

Recessional

The wedding party processes out, followed by the guests. It is suggested that two pieces of music be selected for the recessional.

<i>The Rejoicing (from The Royal Fireworks)</i>	<i>George Frideric Handel</i>
<i>Allegro Maestoso (from Water Music)</i>	<i>George Frideric Handel</i>
<i>Voluntary in C</i>	<i>Henry Purcell</i>
<i>Rondeau</i>	<i>Jean-Joseph Mouret</i>
<i>Recessional</i>	<i>William Mathias</i>
<i>Festive Trumpet Tune</i>	<i>David German</i>
<i>Fanfare</i>	<i>Jacques Lemmens</i>
<i>Trumpet March</i>	<i>Geoffrey Bush</i>
<i>The Heavens Declare the Glory of God</i>	<i>Benedetto Marcello</i>
<i>Toccata (from Symphony No. 5)</i>	<i>Charles-Marie Widor</i>

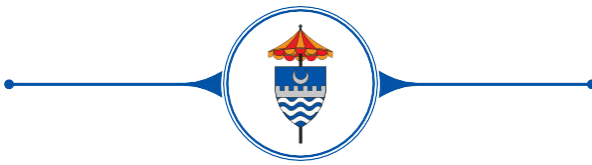
Basilica Wedding Musician Fees

(Prices are subject to change)

Organist/Pianist	\$350
Cantor/Soloist	\$250
Brass or String Quartet	\$1000
Harp	\$350
Trumpet or Violin	\$250
Bagpipes (outdoors only)	\$250
Basilica Choir (includes \$200 fee for director)	\$1200
Contemporary Mass Musicians	\$175 per member
Contracting Fee for additional musicians	\$50

Policies for Wedding Florists, Photographers, and Videographers at The Basilica of Saint Mary are on the website. Please print, copy, and give directly to the vendors you have hired for your wedding.

The Basilica of Saint Mary



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