

# St. Mary Parish – Navilleton

## Marriage Preparation Process / Policies

### **Introduction**

The Parish community of St. Mary Navilleton is committed to supporting you during your journey of preparation for marriage, and we will provide an enrichment process to aid you in realizing your relationship's potential. Responsible participation in this process is very important and indicates your understanding of the commitment underlying your Catholic marriage.

Preparation for marriage is not just for the wedding day when family and friends gather to witness and celebrate the commitment the bride and groom make to each other. It is preparation for the day-to-day relationship you will live throughout your married life whereby your lives, through the Sacrament you receive, will become a witness to others of Christ's love for His Church.

### **First, Contact Your Parish Priest**

At this first meeting the pastor will discuss general plans for the wedding, including any special circumstances that might affect the marriage. He will also obtain personal information and any necessary documentation to begin the preparation process. No invitations are to be sent out until this meeting with the pastor.

### **Necessary Documentation**

#### Baptism / Confirmation verification

- Catholics must furnish a current baptismal certificate, issued within 6 months of the wedding date. Baptized, non-Catholics, should also furnish documentation of baptism. *Please direct the churches of baptism to forward a baptismal certificate to our parish office located at 7500 Navilleton Rd, Floyds Knobs, IN 47119.*

#### Dispensations

- If one person was baptized in another Christian church, a Dispensation for a Mixed Religion Marriage will need to be completed. If one person has never been baptized, a Dispensation of Disparity of Worship will be required.

#### Annulment

- If there has been a previous marriage, an Annulment must be obtained.

#### Marriage License

- To apply for a marriage license in Indiana, both you and your future spouse must appear in person at the Clerk's Office. For instructions and more information visit <http://www.in.gov/judiciary/2605.htm>

## **Marriage Preparation**

The Archdiocesan Marriage Policy requires that couples getting married in the Catholic Church participate in a Preparation for Marriage Program. These are the two options we offer:

- Option 1: Attend a Marriage Preparation Program at a Retreat Center
- Option 2: Attend a one-day Engaged Retreat Program, along with completing the “Fully Engaged” Inventory with follow-up meetings with a sponsor couple.

### Marriage Preparation Programs (Option 1)

Three Marriage Preparation Programs are offered in the Archdiocese (Pre Cana Conference, Tobit Weekend and One in Christ.) These programs help prepare engaged couples for the sacrament of marriage as well as the challenges of married life. Attending one of these weekend programs is highly recommended. For more information please visit: <http://www.archindy.org/criterion/local/2016/02-05/engaged.html>

### Engaged Retreat Programs (Option 2)

The one-day Engaged Retreat offerings are Foundation for Marriage and Catholic Engaged Encounter. These programs help the engaged couple better understand their vocation of marriage. For more information please visit:

<https://www.archlou.org/services-directory/archdiocesan-agencies-facilities/family/marriage-preparation/marriage-preparation-programs/>

## **Important Information**

### Day and Time

- Weddings are scheduled according to availability. Weddings are typically celebrated on Fridays or Saturdays. The latest time for a Saturday wedding can be no later than 2:00pm.

### Needed Ministers

- Celebrant – The pastor of the church usually celebrates the marriage. If the couple wants to invite a different priest/deacon to celebrate their marriage, there are requirements to abide by.
- Lectors – It is suggested you choose someone who is familiar with parish liturgies.
- Extra-Ordinary Ministers – Family members or friends are invited to be ministers, as long as they have Church approval.
- Altar Servers – Family members or friends are invited to serve, as long as they have been properly trained.

## Music Planning

- Contact the music director as soon as the wedding date is confirmed. All wedding music during the ceremony should be liturgical (religious). Secular selections can be used for the processions if appropriate. The music selections will be approved by the music minister and pastor. Our Director of Music Ministry is Susie Naville, and she can be reached at [snaville99yahoo.com](mailto:snaville99yahoo.com) or 812-923-7173.

## Decorations

- We suggest decorations be kept simple. The couple to be married is responsible for all clean-up of the decorations in the church. We recommend putting a friend or family member in charge of this duty. Flowers may be donated to the church, if you choose to leave them. No rice, bird seed or live flower petals are to be used inside of the church or showered on the newly married couple outside of church. Artificial rose petals are allowed, but must be picked up afterwards. Floor runners are discouraged, as they become a tripping hazard.

## Pictures and Videos

- No photography is allowed in the sanctuary. Always be mindful of the fact that the Marriage Liturgy is a sacred time.

## Conduct

- Because of the sacredness of marriage, alcoholic beverages should not be consumed before the rehearsal or wedding celebration. We respectfully ask members of the wedding party to also refrain from excessive drinking while at the reception.

## **Final Meeting with Parish Priest**

Approximately one month prior to the wedding, you will plan the Liturgy and go over any other questions. You will also schedule the rehearsal, which should be planned about 2 hours before the planned "rehearsal dinner". The rehearsal should ordinarily not take more than one hour.

## **St. Mary's Navilleton Wedding Fees**

- \$300 – Please send payment to the Parish Office at least one month before the wedding day.
- The Parish Residence may be used on the day of the wedding for the wedding party. You are asked to leave the building as clean as you found it. Anything brought into the building is to be removed immediately after the wedding – not after the reception. There will be a \$100 charge if cleaning is necessary.
- The Rental of the Parish Hall or Activity Center is a separate process to be arranged through the Parish Office during normal business hours.

**St Mary's Navilleton Catholic Church Contact Information**

**Fr. Pius Poff – Pastor**  
ppoff@mw.twcbc.com

**Gayle Schrank – Pastoral Associate**  
gschrank@mw.twcbc.com

**Donna Pruzin – Parish Administrative Assistant**  
stmarynavilleton@mw.twcbc.com

**Susie Naville – Music Minister**  
susienaville@mw.twcbc.com

**St Mary Navilleton Church**  
**7500 Navilleton Rd.**  
**Floyd Knobs, In 47119**

**Office Hours**  
**Mon-Thurs 8:00am – 2:30pm**

**Phone: (812) 923-5419 / Fax: (812) 923-3430**