

**Church of the Assumption**  
**61 North Cliff Street**  
**Ansonia, Connecticut 06401-1621**  
**(203) 735-7857**

**Marriage Planning Procedures**

Congratulations and best wishes on your upcoming wedding. We at the Church of the Assumption hope to help you make your day most memorable and joyous. To assist you in your planning, we offer the following information.

1. **Date and Time.** Once you have chosen a date for your wedding, it is important that the Church be notified. It is essential that you **speak with one of the priests** before completing your date and time with your reception facility, band, florist, etc. Perhaps the day and time you would like are not available with the Church. This should be done as far in advance as possible, but not later than six months before your wedding. If you are having a visiting priest or deacon officiate at your wedding, please inform the priest with whom you talk at this time. It is necessary that he or one of the priests or deacons at the Church of the Assumption lead you through the steps required to enter into marriage in the Catholic Church. In general, weddings may be scheduled on Friday evenings or Saturday mornings or early afternoons. **The latest a wedding may be scheduled on Saturday is 1:30 pm.** No weddings are permitted on Saturday evenings after the Vigil Mass or on Sundays without special permission from the Archbishop. If a wedding is requested for either of these times, it is up to the couple to talk this over with the priest or deacon who will be performing the ceremony who in turn must obtain permission from the Archbishop. This permission will be granted for only the gravest of reasons.
2. **Documents.** At the appointment with the priest or deacon who will prepare you for your marriage, you should make the following documents available: **(Please do not drop these documents off at the Rectory; bring them to the appointment.)**
  - (a) **A copy of your baptismal certificate.** For Catholics, this must be issued by the church in which the baptism took place and **dated within the last six months.** Simply call the church where the baptism took place and ask for a copy of your baptismal certificate. For other Christians, any copy of a baptismal certificate is sufficient.
  - (b) **If you are a Catholic, certificates of First Communion and Confirmation.** If you do not have a copy, again, simply call the church where you received each of these sacraments and request a copy of the certificate to be sent to you. If you received any of these sacraments (Baptism, First Communion or Confirmation) at the Church the Assumption, your records are here and you do not have to request copies.
  - (c) If the bride is not a registered member of the Church of the Assumption and does not live in Ansonia, a letter from the pastor of the parish to which she belongs giving permission for her to be married here. Please note there is an additional fee of \$200.00 when neither the bride nor the groom is a member of the Church of the Assumption.
  - (d) If either or both parties have been married before, the certificate of marriage, the decree of divorce, and the decree of annulment (if applicable).
3. **Witnesses.** The witnesses of your marriage (best man and maid/matron of honor) may be Catholic or non-Catholic.
4. **Engaged Couples Conference.** Each couple to be married will be asked to attend an Engaged Couples Conference or an Engaged Encounter Weekend. The dates and times of such conference and weekends are contained in the center section of the booklet **As I Have Loved You**. When you have decided a date, please make certain to send in the registration card in the back cover of this booklet. Walk-ins are not permitted.
5. **FOCUS Inventory.** Each engaged couple will be asked to take the FOCUS Inventory. This is not a test; there is no passing or failing score; it alone will not determine if you will or will not be married in the church. The sole purpose of this inventory is to have you "focus" on some areas you might disagree on or may not have discussed. There is a \$50.00 fee for this inventory since it is scored by a computer. This fee is included in the fee paid to the church for your wedding.
6. **Music.** All arrangements for music, singers, or instrumentalists are to be made through the Director of Music, Anthony Burke. You may contact him at the church office (203-735-7857 x 29) or simply by seeing him in the choir loft after any 4:00 pm Saturday Mass (no appointment necessary). Mr. Burke does not ordinarily attend the wedding rehearsal. If you decide not to use Mr. Burke, his fee must still be paid. This is the policy of the American Guild of Organists to which the church subscribes. The fee for any additional musicians, singers, etc. is to be paid by you directly to them.

**(O V E R)**

Please remember that you are being married in a Catholic Christian setting. When you select music, it must express the beliefs of a Christian. Therefore, only religious music is allowed at the wedding ceremony; that is, before, during, and after. Mr. Burke is happy to discuss and suggest several musical possibilities with you at the time of your consultation with him. His fee (\$200.00) should be paid at the time of the rehearsal.

7. **Ceremony.** You have an opportunity as a couple to design the religious celebration of your marriage by choosing the prayers, the readings, the readers, etc. To help you with this, you will be given a copy of **Together for Life**. The priest or deacon who will officiate at your wedding will guide you in the process. The Responsorial Psalm as well as the Gospel Acclamation will be sung and the musical setting should be discussed with Mr. Burke. The priest or deacon should be given the list of your selections at the time of the rehearsal.
8. **License.** Within a month's time before the wedding, a blood test is required to obtain a Marriage License from the City of Ansonia. Allow at least ten days to obtain the license. It must be presented at the time of the rehearsal so that the wedding may take place. Do not come to the rehearsal without the license!
9. **Wedding Day.** It is asked that the bride and groom **be on time** the day of the wedding. Please, no alcoholic beverages at this time by any member of the wedding party. **Please inform your wedding party that there is to be no drinking in front of the church either before or after the ceremony. The policy of the church is that rice, confetti, bird seed, rose petals, etc. cannot be thrown. Please inform your guests.**
10. **Rehearsal.** A rehearsal should be scheduled with the priest or deacon who will perform the ceremony. The day and time should be discussed with him. Proper decorum (no drinking) at the rehearsal will make everyone happier and assure the beauty of the ceremony. Please ask all the members of your wedding party to be on time for the rehearsal.
11. **Flowers and Aisle Runner.** **It is the policy of the church that flowers placed in the church for a wedding should remain after the ceremony.** It is also suggested that couples being married on the same day or weekend might speak with one another regarding flowers. It may be possible to coordinate the flowers for all the weddings and thereby help save yourselves some money. The florist also provides the aisle runner, if you are going to use one. The aisle is 75 feet long. Your wedding takes place, not only within the Church of the Assumption, but also within the Church year. Use of flowers and bows must fit in with decorations appropriate to the liturgical season. For example, the decorations for a particular season (e.g., poinsettias at Christmas, lilies at Easter, reddish purple banners during Lent, deep purple banners during Advent, white banners during Easter, etc.) cannot be removed for your ceremony nor can bows and flowers be added during Lent. Please keep this in mind when ordering flowers.
12. **Photographs and Videotaping.** Photographs and videotaping of the wedding are permitted as long as they do not interfere with the integrity of the ceremony. This means photographers or videotape persons are not to be in the sanctuary or moving about the front of the church during the service. **Extra lighting is not permitted. Also guests should be asked to refrain from taking pictures during the ceremony. Photographers and videotape persons should be instructed to speak to the priest or deacon performing the ceremony before it begins.**
13. **Fees.** Two payments should be made: one to the **Church of the Assumption** for \$400.00 (\$600.00 for non-parishioners) and one to **Anthony J. Burke** for \$200.00. Both payments are due at the time of the rehearsal.

We hope these instructions will help you plan a beautiful wedding ceremony.

Revised: September 14, 2008