



HOLY NAME CATHEDRAL WEDDING GUIDELINES



Holy Name Cathedral

730 N WABASH AVE | CHICAGO, IL 60611

TIMELINE - WEDDING PROCESS

THE FIRST STEP in the process is to review our available Wedding Date(s).
Complete the Date Availability Request Form: <https://tinyurl.com/HNCdates>

When you submit your preferred dates, you will receive a link to the Wedding Request Form.

☀ **SIX MONTHS PRIOR TO THE WEDDING:**

- Schedule your Pre-Cana seminar:
 - ✓ Archdiocese of Chicago – pvm.archchicago.org/lifelong-formation
 - ✓ One In Christ – <https://www.oneinchristmarriage.com>
 - ✓ Old St. Patrick's Pre-Marriage Education Seminar – www.oldstpats.org/marriage
- Register for a Marriage Inventory. (Ask your presider for his preference)
 - ✓ Options are:
 - Catholic Couple Checkup – www.catholiccouplecheckup.com.
 - Better Together - dynamiccatholic.com/marriage
 - Prepare and Enrich – prepare-enrich.com.
 - ✓ Fees are paid directly to the Program provider.
- Start to gather the required documents.
 - ✓ A Baptism Certificate dated within six months of the wedding is to be submitted by each Catholic person. In an interfaith marriage, a baptized non-Catholic is asked to present a record of Baptism, if that is possible.
 - ✓ A recently issued Confirmation Certificate is requested, but not required.
 - ✓ A pre-marital questionnaire for both the bride and the groom will be completed by the consulting priest or deacon.
 - ✓ Two affidavits affirming each person's freedom to marry.
 - ✓ The completion certificates from the PreCana course and the marriage inventory.
 - ✓ A marriage license from Cook County, Illinois, is required and is to be presented to the priest or deacon at the time of the rehearsal. Currently, a Cook County license is valid for sixty days from the date of issue and must be obtained at least one day prior to the wedding. For information on obtaining a marriage license, including locations and hours, go to <https://www.cookcountyil.gov/service/marriage-licenses> or contact Cook County Clerk's Office at 312-603-7790.
 - ✓ Additional documents: in some cases, other documents may be required. The consulting priest or deacon will advise and assist in this regard.

☀ **THREE MONTHS PRIOR TO THE WEDDING:**

- Plan Liturgy with your presider
- Choose Readings and Gospel
- Write Universal Prayers/Prayers of the Faithful
- Discuss ceremony details with presider

☀ **ONE MONTH – or no later than TWO WEEKS PRIOR TO THE CEREMONY:**

- Submit wedding music selection form music@holynamecathedral.org
- Email the Ceremony worksheet and seating plan
- Email completed ceremony worksheet & seating plan to jobrien@holynamecathedral.org
 - ✓ We need a seating plan for the immediate family and bridal party so that we know how to direct them from the procession into the seats and we know how many pews to reserve.
- Email the Universal Prayers/Petitions to jobrien@holynamecathedral.org

☀ **REHEARSAL**

- Generally, the evening before the ceremony – time to be determined with presider or wedding office.
- Please arrive 15 minutes prior to the start of the rehearsal.
- Enter from the doors on Superior St. (at the corner of State and Superior)
- Take seats in the back of the Cathedral.
- Please bring readings, Gospel and Universal Prayers/Prayers of the Faithful/Petitions.
- Bring Cook County Marriage license to the rehearsal if not already given to the presider or wedding office.

*** Stipend to Presider (at the discretion of the couple) ***

☀ **DAY OF WEDDING**

- Bride and Bridesmaids arrive 35-45 minutes prior to the scheduled time of the wedding. Arrive at the entry at the Northeast corner of Superior/State Street
- Proceed via elevator to Bride's Room – Lower Level
- Wait in bride's room until 10 minutes prior to the scheduled start time.
- Appoint someone to remove all personal items from the bride's room before the ceremony starts.
- Groom & Groomsmen enter main doors of Cathedral on State Street.
- Groom & Groomsmen proceed to Sacristy to meet the presider. Groomsmen will wait with presider until procession... then they take positions either at front of cathedral or in the back if processing with bridesmaids.
- Presider will guide you through the Liturgy and the ceremony (when to stand, sit, etc)
- Recession will be in reverse order of procession.
- Exit through the main church doors.
- Proceed to Courtyard for photos.
- A duplicate copy of the executed license will be provided to the couple after the ceremony and an additional copy will be retained in the Marriage file.

CONGRATULATIONS AND TIME TO CELEBRATE!

For general questions, contact Holy Name Cathedral Wedding Coordinator, JoAnn O'Brien, jobrien@holynamecathedral.org - all other questions should be discussed with your presider.

MARRIAGE PREPARATION AND FORMATION

PRE CANA OPTIONS:

Choose one with the advice of your presider

Fees are paid directly to the program provider

- **Archdiocesan Pre-Cana Seminar - pvm.archchicago.org/lifelong-formation**

The Office of Lifelong Formation offers Pre-Cana virtually using Zoom in English, Spanish and Polish. Pre-Cana sessions are held live and led by trained married couples. Engaged couples enjoy the benefit of live interaction with other couples as well as the comfort of having private conversations. Pre-Cana programs are offered as one six-hour session or two three-hour sessions. Couples can choose between weekend and weekday evening options. Couples do not need to be living in or getting married in the Archdiocese of Chicago to participate.

- **One In Christ Seminar - www.oneinchristmarriage.com**

The two-part seminar is designed as a highly interactive and comprehensive marriage preparation program, so that couples will grow in their love for each other and in their knowledge of the Sacrament of Matrimony through catechesis, discussion and prayer.

- **Old St. Patrick's Pre-Marriage Education Seminar - www.oldstpats.org/marriage**

You are invited to participate in Old St. Patrick's PreCana program, designed to support and enrich your journey toward marriage. This seminar fulfills the requirement of the Archdiocese of Chicago for engaged couples to participate in a pre-marriage education seminar. The program is offered four times a year and takes place over three consecutive Sunday afternoons, from 2:00–4:45 PM, followed by an invitation to attend the 5:00 PM Mass with our community. The fee per couple is \$275. More details, dates, and registration is on their website.

MARRIAGE INVENTORY & ASSESSMENT OPTIONS

Choose one with the advice of your presider

- **Catholic Couple Checkup – www.catholiccouplecheckup.com**

An online customized assessment tool, Catholic Couple Checkup is meant to be a fun, easy way to take a closer look at your relationship, increase relationship strengths, and above all - spark meaningful conversation between you and your partner.

- **Prepare & Enrich – www.prepare-enrich.com**

Committed couples gain a deeper understanding of dynamics, personality, stress and strength and growth areas.

- **Better Together – www.dynamiccatholic.com/marriage/better-together-inventory**

Great communication is essential to having a great marriage. Our marriage prep inventory is designed to celebrate strengths and highlight opportunities for growth between engaged couples.

VISITING CLERGY

Couples are welcome to invite a Catholic priest or deacon to celebrate their wedding at the Cathedral.

If the visiting priest or deacon is a member of the Archdiocese of Chicago, he is responsible for completing the marriage preparation and all required marriage paperwork in accordance with Archdiocesan policies.

If the visiting priest or deacon is from outside the Archdiocese of Chicago and will be officiating or concelebrating the wedding, Archdiocesan policy requires that he provide a **Letter of Good Standing from his bishop or religious superior**. This letter must be received by the Archdiocese of Chicago no later than **two weeks prior to the wedding date**.

- ✓ The Letter of Good Standing should be mailed to: **Archbishop's Delegate for Extern and International Priests**, Quigley Center, 835 N. Rush Street, Chicago, IL 60611

The couple will need to notify the Cathedral with your plans to invite a visiting clergy when we confirm your date.

LITURGY

MARRIAGE LITURGY

Liturgy is the public form of worship in the Catholic faith; we come together as a community to give glory and praise to God for our salvation in Jesus Christ and for the many blessings God bestows on our lives. In this context, marriage is a liturgical act that praises God for the gift of love and asks God's blessing on the married couple.

When you celebrate your marriage at Holy Name Cathedral, you ask God's blessing as you make a commitment to each other in the presence of the church's ordained minister, the presence of at least two witnesses, and the presence of family and friends.

When two persons baptized in Jesus Christ join themselves in marriage, our faith affirms that this is a sacramental union, that is, an effective sign of the love of Jesus Christ. This sacrament enables you to bring the love of Jesus Christ into the world.

THERE ARE TWO FORMS OF WEDDING LITURGIES

- **MARRIAGE CELEBRATED WITHIN MASS:** The Mass that is the context for the celebration of the Sacrament of Marriage is called a Nuptial Mass. It follows the ordinary pattern of the Mass with readings and with the Eucharistic liturgy. Special prayers and blessings are included for the married couple. They exchange their vows after the homily. If both parties are practicing Catholics, it is the appropriate way to celebrate this important moment of their lives.
- **MARRIAGE CELEBRATED OUTSIDE OF MASS:** When one party is Catholic and the other is a baptized Christian of another faith, someone who is not baptized, or a person of another religion, the Church ordinarily recommends that the marriage be celebrated outside of Mass, in the context of the Liturgy of the Word.

This form of the marriage rite allows all present to participate more fully in the celebration. Because Holy Communion is reserved for Catholics who are properly disposed to receive the Eucharist, celebrating the marriage outside of Mass helps avoid a situation in which one spouse, members of their family, and many guests would be unable to receive Communion.

The Liturgy of the Word remains a beautiful and sacred celebration of the rite of marriage. It includes the proclamation of Sacred Scripture, a homily, the exchange of vows, the Nuptial Blessing, prayers for the couple, and the witness and support of family and friends as God's blessing is invoked upon the newly married couple.

WEDDING TIMES

Fridays: 2:30pm, 4:00pm

Saturdays: 11:00am, 1:30pm, 3:30pm

No weddings are celebrated on Sunday or during the week.

REHEARSALS

Thursdays - 5:30pm, 6:15pm

Fridays - 5:30pm, 6:15pm, 7:00pm.

The Cathedral has a full schedule. It is essential that the weddings and rehearsals start and end on time.

WEDDING FEES

The fee for a Cathedral wedding is \$3,200. This covers the use of the church, basic music (organist and cantor), preparation and execution of all necessary documents and coordination for the rehearsal and the ceremony. The fee is due when the reservation has been confirmed.

WEDDING MUSIC

The music for your wedding is an important part of making the sacramental celebration of your marriage a beautiful, prayerful, and joyful event. The Music Department will provide all your music and musicians after you have selected your wedding ceremony music with their guidance.

- A Cathedral Organist and Cantor are required at all Cathedral weddings. Additional musicians can be hired for an extra fee and are contracted through the Cathedral Music Office.
- Couples are allowed to request a guest vocalist (usually a family member or friend) to perform one music selection. Non-Cathedral musicians do not perform at the Cathedral without prior approval from the Cathedral Music Office. When requesting a guest vocalist, you must provide a current, quality audio recording of the guest vocalist, preferably performing the piece requested for your ceremony. Due to the high level of skill required, the vocalist must have familiarity with wedding liturgies and experience in performing in the Cathedral space.
- The Cathedral Music Office must approve all requests before the guest vocalist is allowed to perform during your ceremony.
- Do not plan with guest vocalists until after consulting and receiving approval from the Cathedral Music Office.
- Please address all questions about the music portion of your wedding to the Cathedral Music Office at music@holynamcathedral.org.
- The Cathedral Music Office will send via email to couples approximately 10 weeks before their ceremony date the wedding music selection information, or couples can contact the Office at music@holynamcathedral.org for the information packet via email. In the information packet contains two pdf files, one containing the Music Department policies and guidelines, the other an interactive list of music examples which coordinates with the Recommended Music Selection list. These pieces are for informational purposes only and are not reflective of the performance you will receive from our highly trained and experienced musicians. While the music on the recording does not exhaust all possibilities, it contains a large sampling of pieces which are most effective and most requested for the wedding liturgy.
- All music selections must be appropriate to the solemn sacramental nature of the liturgical celebration of marriage.
- Once you have considered your music options and received any requested guidance from the Music Office, there is a Google Form link in the informational email or in the information packet which will allow you to complete your Wedding Music Selection form.
- The form is due one month prior to the ceremony date.
- After completing the form, the Music Department will acknowledge receipt of the form and finalize any additional musician contracts necessary.

CULTURAL EXPRESSIONS

There are cultural expressions that can be added to the wedding liturgy, either within or without Mass.

LAZO/LASSO

The lazo (or lasso) is a large rosary or rope placed around the couple after their wedding vows, typically by the godparents, as an external symbol of the unending united bond they now enter in the sight of the Lord. If the lazo is to be used, it must be provided by the couple and the couple should take it, as a memento, after the liturgy.

ARRAS

The arras are 13 coins given to the bride from the groom, as a symbol of his desire to provide for her and their home. It is also a symbol of prosperity and the promise to protect each other's wealth. If the Arras is to be used, it must be provided by the couple and the couple should take it, as a memento, after the liturgy.

UNITY CANDLE

While not part of the Sacrament of Matrimony, couples may choose to light a Unity Candle during the liturgy. The candle will be given to the couple as a memento. Please designate a family member to retrieve the Unity Candle after the liturgy has ended.

MARIAN DEVOTION

The beautiful Catholic tradition of the newly married couple offering prayers and flowers to the Blessed Virgin Mary after the wedding vows or after Holy Communion is welcome. Your florist can furnish a single flower or a small bouquet for the liturgy. Couple may offer prayers but may choose to omit flowers.

The presider who is celebrating your wedding liturgy will help you plan your wedding liturgy, including the reading and musical options, and accommodate the cultural expressions as you see fit to your personal customs.

POLICIES, INFORMATION AND FACILITIES

GUIDELINES FOR PHOTOGRAPHERS AND VIDEOGRAPHERS

- The couple will make arrangement for photographs with a photographer and videographer of their choice.
- Photographers/videographers are NOT allowed in the sanctuary.
- The photographers and their assistants will respect the sacredness of the religious event, and the church as a house of worship.
- Flash photography may not be taken, or any extra lighting equipment used while the ceremony is in progress.
- No one may be situated in the main aisle during the wedding ceremony.
- After the procession, during the ceremony, the photographers/videographers may shoot from the side aisles – 3 rows back, or at the center aisle "break." **No further forward than the break in the center aisle.**
- Photographers may "cross the church" via the aisle at the center break only.
- No photographs of large groups (extended family/friends) will be allowed around the altar before or after the ceremony.
- Photographs are allowed after the ceremony in the Courtyard if weather permits.

It is the responsibility of the couple that the photo/video personnel understand and abide by the guidelines

GUIDELINES FOR FLOWERS

The couple will make arrangements for flowers with a florist of their choice.

- Flowers may not be placed in the aisles or on the pews.
- Flowers can never be placed on the altar.
- Liturgical decorations around the altar may never be removed or rearranged.
- Aisle runners are not allowed.
- Flower petals (real or artificial) must not be dropped inside of the cathedral during the processional or outside after the wedding.
- Flowers are not permitted inside or around the cathedral and courtyard due to safety, maintenance, and time concerns.

ALCOHOL

Consumption during the rehearsal or prior to the ceremony on your wedding day is prohibited. Alcohol, food and drink are strictly not permitted in the cathedral/chapel.

CELL PHONES

All electronic devices must be turned off. Personal calls should be made outside of the Cathedral.

ELEVATOR

The Cathedral has a full-service elevator located inside the entrance at State and Superior Streets.

THE BRIDE'S ROOM

The Bride's Room is located on the lower level of the Cathedral accessible via the elevator to the base of the bell tower at the corner of State and Superior Streets. It is a large room with mirrors and a private restroom. The room will be available thirty (30) minutes prior to the start of the ceremony for assembly, touch-ups and photographs. Please appoint a Bridal Room attendant to collect all personal belongings before the ceremony begins.

Please do not plan to use the room for a dressing room.

No personal possessions may be left in the Bride's Room after the bride leaves the room to begin the wedding. All coats, purses, make-up and garment bags must be removed. The room should be left tidy for the next bride and her attendants. Please appoint a friend or relative (someone not in the immediate family or bridal party) to gather all personal belongings at the time the bride and bridal party assemble for the procession. Holy Name Cathedral is not responsible for any items left in the Bride's Room when the bride and her party have gone upstairs to the ceremony.

REST ROOMS FOR GUESTS

Restrooms for guests are located on the lower level of the Cathedral and are accessible via either stairway at the back of the church or via the elevator located inside of the church vestibule on the Superior and State Street Side.

EXPRESSIONS OF CONGRATULATIONS

Receiving lines are not allowed at the Cathedral following your wedding. Confetti, rice, birdseed, rose petals (real or artificial), and other objects may not be thrown inside or outside of the Cathedral. Balloons, doves, butterflies **CANNOT** be released. Bubbles or bells are allowed outside the Cathedral.

WEDDING COORDINATOR

Holy Name Cathedral retains its own Wedding Coordinator/Greeter. More information from your priest/ deacon will be provided at the first meeting. HNC coordinator will gather ceremony details 3-6 weeks prior to the wedding and be present to facilitate the rehearsal and ceremony.

You will be sent a wedding day timeline, a ceremony worksheet, a schematic of the church seating and a template for seating your bridal party and immediate family. Your presider will give you

a "Together for Life" booklet to help plan your Liturgy and choose your Readings, Gospel and Universal Prayers (petitions) .

If a private Wedding Consultant is retained, please duplicate these guidelines or forward a digital copy for that person's information. Keep in mind that the Priest or Deacon or the Holy Name Wedding Coordinator will conduct the rehearsal. The Presider will plan the Liturgy with the Bride and Groom only.