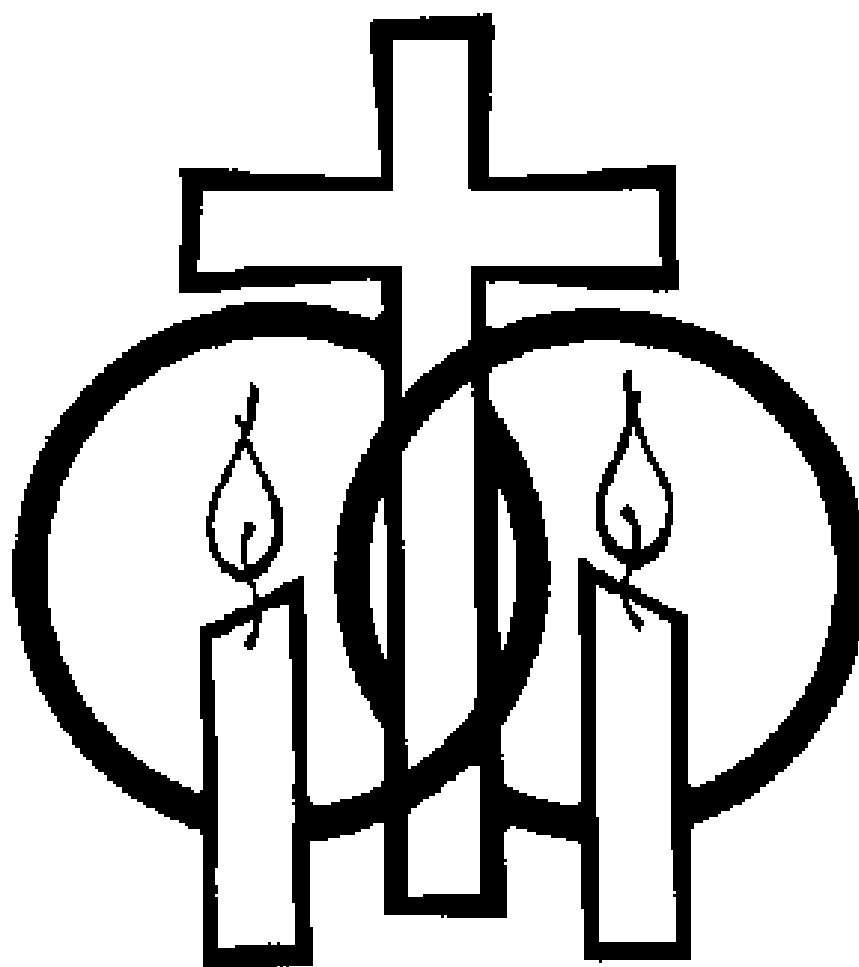


*Planning your Wedding*  
*at St. John Vianney Catholic Church*  
*Kirkland, WA*



## Procedures for Marriage at St. John Vianney Parish

Congratulations! The faith community at St. John Vianney is pleased that you have chosen to celebrate the Sacrament of Matrimony at our Parish. We want to make this time as enjoyable and as easy for you and your families as possible.

St. John Vianney provides the following guidelines for marriage preparation. The guidelines follow the norms of the Catholic Church articulated by the National Conference of Catholic Bishops, our Archdiocese, and the traditions and practices of our parish faith community. We are here to help you in the process of building a wonderful Marriage.





- **Step 1:** If you are not a registered member of our parish, register today, we ask that you be an active and participating member of the parish at least 6 months before your wedding. You may pick up a registration form at the parish office at the welcome table following mass, or down load it from the parish website at [www.sjvkirkland.org](http://www.sjvkirkland.org) You can place your registration form in the collection basket when you come to church or send it in to the parish office.
- **Step 2:** Contact the parish secretary to set the date for both your wedding and wedding rehearsal at our parish. The number is 425-823-0787 or you may send an e-mail to [sec@sjvkirkland.org](mailto:sec@sjvkirkland.org)
- **Step 3:** Set up a time to meet with our Pastor or his delegate. He would like to get to know you, talk with you about your wedding, and he will need to fill out a form 29.1 with both you and your fiancé.
- **Step 4:** Fill out a marriage preparation information sheet and turn it into the parish office. This form will give us the basic information we need for your preparation. This is a prerequisite before marriage. We will let you know what steps you need to follow in order to best prepare you and your fiancé for the Sacrament of Matrimony.

- **Step 5:** The pastor or his delegate will need to meet with two witnesses. People who have known you well and for some time. They will need to complete the form 29.2 to affirm that you both are free to marry. The witnesses will need to sign the papers. This must be done before the wedding can take place.
- **Step 6:** **If you are Catholic:** Please Obtain a Baptismal Certificate issued to you from the church where you were baptized (within the last six months). You can contact the parish by phone or e-mail and request a new copy be sent to you or to this parish the attention of the Pastor. (the original copy you received at your baptism is not sufficient)

**If you are marrying a Catholic and are baptized in another Christian faith tradition** please provide us with a photo copy of your baptismal certificate if available.

**Plan Your  
Marriage**  
*not just your wedding*



## Planning your Wedding Ceremony

You will receive a list of readings from the book titled: *Together for Life* by Joseph M. Champlin with Peter A. Jarret, C.S.C. so that you may help in choosing the readings and send your requests to the Laura Stanger along with the reason you have chosen those readings and she will pass them on to the Pastor.

The Pastoral Administrator will assign you a wedding Host or Hostess. You will be contacted by the wedding hostess/host at least one month before your wedding. There is a fee of \$150.00 for the services of the wedding hostess/host.

- The wedding hostess/host will assist you by answering questions concerning the building, logistics and any other liturgical issues.
- At both the wedding rehearsal and on the day of the wedding, the hostess will open the church; help with lights, photography, assist ushers, line up wedding party and procession.

- Church decorations: The wedding hostess/host will advise you on what is appropriate and allowed.

## Music for Your Wedding



The parish music director and/or the pastor will need to preview all wedding music. Contact the pastor and or the music director as soon as possible to avoid any problems.

### The approved list of music for weddings is:

- “Come Unto Me” by Bob Hurd
- “How Beautiful” by Twila Paris
- “Here I Am, Lord” by Dan Schutte
- “Endless is Your Love” by Tom Kendzia
- “Wherever You Go” by Gregory Norbet
- “Here I Am” by Tom Booth
- “I Have Loved You” by Michael Joncas (Recommended Responsorial Psalm)
- Other songs may be available with the approval of the music director.

We will make arrangements for our cantor and accompanist. Be sure to discuss any additional musicians with the music director as well.

Fees:           **Cantor:** \$175.00  
                       **Accompanist:** \$225.00  
                       **PA of Music Christina Bernal (both cantor and pianist):** \$400

*(these fees are not included in the fee for the church)*

*\*if your wedding requires additional rehearsals: additional fees will be negotiated between you and those involved.*

Checks will need to be written directly to the musicians/cantor. You may mail your checks to the parish office before the ceremony:

Parish address:     St. John Vianney Parish  
                           12600 84<sup>th</sup> Ave. NE  
                           Kirkland, WA 98034

Attn:

Or you may give them to the wedding hostess/host and they will deliver them accordingly, before the wedding.

## Other important information

### **Application for Marriage license:**

The application should be given to the Pastoral Administrator at least one week before the wedding. Applications are made to the County Auditor. It is necessary for the couple to have a license for the ceremony to proceed. You may go to the link below to find out the steps involved in the process.

<http://www.kingcounty.gov/depts/records-licensing/recorders-office/marriage-licensing.aspx>

### **Social Hall Rental for the Reception:**

If you wish to hold your reception in our Parish Social Hall you will need to meet with the parish administrator. They will discuss the procedures, requirements and fees involved with rental of this space.

**Clean up:** All personal items need to be taken with you and your family members when you leave the parish.

The address for the parish is:

St. John Mary Vianney Catholic Church  
12600 84<sup>th</sup> Ave. NE  
Kirkland, WA 98034  
Phone #: 425-823-0787

Website: [www.sjvkirkland.org](http://www.sjvkirkland.org)



# Check list for your Wedding Ceremony

## At least 6 months prior to wedding date

- Register in the parish
- Fill out Marriage Information sheet
- Schedule a meeting with the pastor to complete 29.1 forms, Fr. Brad, through Gina at [ginah@hfkparish.org](mailto:ginah@hfkparish.org) email address.
- Schedule and complete Marriage Preparation classes/Retreat
- Schedule completion of FOCCUS assessment with contact given to you by Laura Stanger.
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- Request a new copy of your Baptismal Certificate with notifications on the back. It may be sent to St. John Vianney Parish at 12600 84<sup>th</sup> Ave. NE, Kirkland, WA 98034 to the attn of Laura Stanger. Or you may have it mailed to you and you can bring the original to the church.
- Reserve date for wedding rehearsal and wedding with the parish secretary.
- If you are wanting to celebrate your reception here at the Parish, that will also need to be scheduled and additional paperwork will need to be completed through the Parish Administrator. Contact [Avaderwark@sjvkirkland.org](mailto:Avaderwark@sjvkirkland.org) if this is your desire.
- Schedule a time to have at least one person for each the bride and the groom to vouch for your freedom to marry. It must be someone who has known you for some time. It does not need to be your Best man or your maid/matron of Honor. The 29.2 forms must be filled out by someone from the church. Schedule that through Laura Stanger.



## 2 months prior to wedding date

- Review state marriage license information through king county and obtain marriage license within 60 day validity time period.

## 1 month prior to wedding date

- Schedule meeting through Laura Stanger to meet with Wedding coordinator and Music Director with list of specific questions and requests for your wedding.

## 2 weeks prior to wedding date

- Schedule meeting with Pastor through Gina at [ginah@hfkparish.org](mailto:ginah@hfkparish.org)
- Complete and return questionnaire sent through Gina from the Pastor.

## Day of wedding rehearsal

- Provide wedding coordinator with a valid Washington State Marriage license. The wedding will not happen without this document.
- Ensure that the wedding coordinator inform all that are in the wedding party along with the you both, that neither can take any liquor or intoxicating drugs the day of the wedding BEFORE the wedding, and if Fr. smells it on the breath, the wedding will be called off (intoxicants means they the consent is dubitable.)
- Ensure that the wedding coordinator tell the entire party, that no booze or drugs are to be brought on site the day of the wedding during preparations for the wedding ceremony.

## Day of Wedding

If checks have not already been issued for fees associated with your wedding please present those to the wedding coordinator before the wedding ceremony.

- Fee for the use of the Church: \$300.00 (registered parishioner)
- \$400.00 (non-registered parishioner)
- Fee for wedding hostess: \$150.00

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○ Fee for music at your wedding:

○ Cantor: \$175.00 -----

○ Accompanist:\$225.00

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○ A gift for the priest or deacon presiding at the wedding is normally given. The donation is for their involvement in your wedding and usually parallels the stipend given to the musicians.

○ You may also give a small gift to any altar servers who help with the wedding. *(contact the pastor if you have problems affording the above fees, financial assistance is available for those in need)*

- Remind wedding party of the **NO ALCOHOL OR INTOXOCANTS BEFORE** the wedding ceremony Policy.
- Assign someone to insure that all the items in the church and preparation rooms have been cleaned up and taken home.