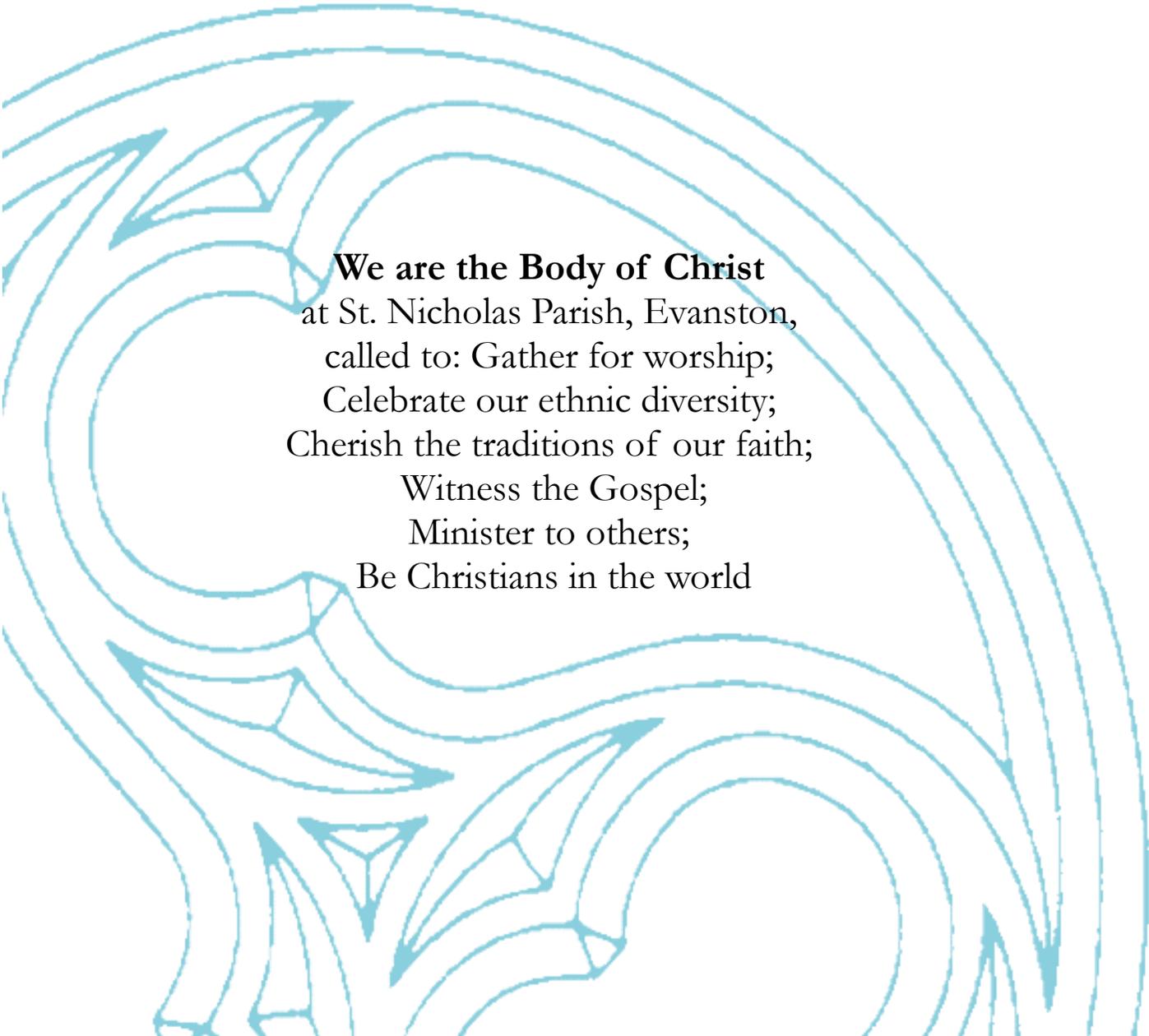
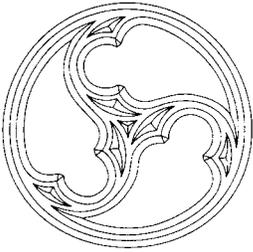


# Getting Married at St. Nicholas



**We are the Body of Christ**  
at St. Nicholas Parish, Evanston,  
called to: Gather for worship;  
Celebrate our ethnic diversity;  
Cherish the traditions of our faith;  
Witness the Gospel;  
Minister to others;  
Be Christians in the world





Dear Bride and Groom,

Congratulations on your decision to marry! We are delighted that you have decided to celebrate your wedding through the sacrament of Marriage at St Nicholas Parish. Your decision is a sign of hope and strength for our faith community and for the universal Church. You are taking a major step in your life and we want assure you that we – along with your family and friends – will assist you and pray for you.

We encourage couples to reserve the church for their wedding at least six months in advance. Once you have decided on the date, please make sure that this date is available for a wedding at St Nicholas. Contact Sally Arden, our office manager, at 847-864-1185 to reserve your date. Then call me to arrange a time for us to meet. We will discuss all that is involved in the wedding preparation process, and I can answer any questions you have.

You already may have many questions regarding your church ceremony. This booklet provides answers to most of your concerns. It includes general information, civil and Church requirements, and parish policies regarding various aspects of the ceremony. Our hope is that it will help you prepare your wedding ceremony with less stress. Please review these guidelines carefully, and do not hesitate to call us with any questions.

Since you have decided to get married in the church, we feel confident that you are serious about your faith. As your love is a gift from the God of love, we encourage you to be part of this faith community in prayer and worship. Please join us regularly for Sunday Eucharist. Pray daily as a couple for wisdom and strength during this time of engagement and in your married life. If we can help you in any way, please call on us.

May the Lord who brought you two together lead you by the hand! Our sincerest prayers and heartfelt wishes go with you in the days ahead. I look forward to meeting with you.

Yours in love and encouragement,

A handwritten signature in cursive script that reads "Rev. William J. Tkachuk".

Fr. Bill Tkachuk, Pastor  
Pastor & People of St Nicholas Parish

# General Information

## Scheduling

Weddings at St. Nicholas are celebrated on **Saturdays at 12:30 pm and 2:30 pm**. Wedding ceremonies outside of Mass may also be scheduled on some Saturdays at 6:30 p.m. and Sundays at 3:30 or 4:00 pm. (The Archdiocese does not permit a wedding Mass on Sunday.) In order to allow ample time for each wedding, we schedule weddings two hours apart. **It is extremely important that your wedding begin promptly.**

## Mass or Ceremony

The sacrament of Marriage can be celebrated apart from or within the context of Mass. The option for a Mass is usually chosen only when both parties are Catholic. Otherwise, the wedding liturgy ordinarily is celebrated outside of Mass. This comes from a sense of hospitality by providing a ceremony in which all can participate as fully as possible.

## Visiting Clergy

You are welcome to invite priests or deacons with whom you have a relationship to officiate at your wedding. In ecumenical or interfaith weddings you are welcome to invite ministers from other denominations to participate in the ceremony.

## Parish Wedding Ministers

The parish usually provides at least one person who assists at the rehearsal and on the day of the wedding. The parish wedding minister can answer questions, resolve issues that arise, and coordinate last minute details with family, guests, wedding coordinators, florists, photographers, and videographers.

## Flowers

When making arrangements with a florist, please inform them that *no tape, staples, pins* or other types of material may be used on the pews or padded chairs, and that *candles may not be included* in floral arrangements. After the wedding, your flowers may be left for the parish or taken with you, according to your desire.

## Aisle Runner

The florist ordinarily provides aisle runners. The length of the aisle from the Ridge Avenue entrance to the altar is 75 feet.

## Photographs and Recordings

Photographs may be taken before, during, and after the ceremony; however, the use of a flash during the ceremony is restricted to the processions at beginning and end. Photographers must use available light during the ceremony. Please ask your photographer to be sensitive to the liturgy and your guests as he or she moves about the church during the ceremony. After the service, formal photographs inside the church usually must end 90 minutes after the scheduled start of the ceremony; time may be very limited or unavailable if the wedding does not begin promptly. We ask **Videographers** to stay in one place, off to the side, during the wedding ceremony.

## General Information — continued

### Dressing/ Waiting Area

The Ridge Avenue foyer of the Church, which contains a washroom, is offered as a waiting and preparation area for the bridal party and guests. If space allows *and arrangements have been made beforehand*, other spaces are available.

### Throwing Rice

*No rice, birdseed, confetti, etc.* are permitted **inside or outside church.**

### Parking Lot

Your guests are welcome to use our parking lot, which is located to the west of the Church (access is from Madison Street or from Ridge Avenue via the alley that is just south of the church and rectory). Since it is somewhat hidden and may be difficult for your guests to find, you may wish to mention the location in your invitations.

## Wedding Fees and Parish Donation:

***We ask you take care of all fees and donations with the Parish Office at least two weeks before the wedding. A receipt can be provided upon request.***

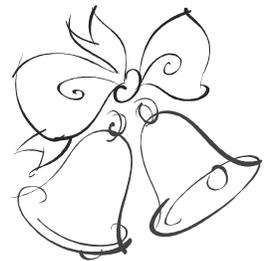
*Note: There is no fee associated with the Marriage ceremony itself. The parish donation supports the ongoing ministries and mission of St. Nicholas Parish, and covers the cost of processing and materials for the FOCCUS Inventory. This donation is tax deductible to the extent allowed by law.*

Requested Parish Donation \$500.00  
*Make check payable to St. Nicholas Church*

Altar Server (two servers assist when Mass occurs) \$10 each  
*Payable in cash*

### Music Director and Musician Fees

*All arrangements must be made through parish Director of Music. See "Your Wedding Music Fact Sheet" for details. The Director will help you to plan the music and can connect you with a variety of musicians, each of whom sets his or her own fee.*



# Church Requirements

## Setting a Date

St Nicholas Parish strongly recommends that there be at least six months between the setting of the date and the wedding. Archdiocesan policy requires a period of *at least four months*.

## Documentation

The following documentation is needed for the permanent marriage file of the Church:

- ◆ The **Prenuptial Investigation** for the bride and groom will be completed by the priest or deacon during one of your visits.
- ◆ A **Baptismal Certificate** *less than six months old* is required for each Catholic. You can be obtain a new certificate by calling or writing the parish of baptism; it then becomes a permanent part of the Church file. The original baptismal certificate is not acceptable for this purpose. Non-Catholics who have been baptized must provide some official proof of baptism. A copy of the original certificate is acceptable.
- ◆ The date and place of **Confirmation** is required of Catholics. This usually appears on the back of the baptismal certificate, even if you were confirmed in a different parish from that of baptism. Please request both documents when you call the parish of baptism for the baptismal certificate. We can provide information to Catholics who have not yet been confirmed but who want to receive this sacrament.
- ◆ Two **Affidavits** each are required for both the bride and groom. These affidavits ask your parents or other close relatives or friends to testify to the fact that you are free to marry.
- ◆ When a marriage takes place between a Catholic and a non-Catholic, a **dispensation, or permission**, is required. The necessary forms will be explained to you.
- ◆ If the wedding is to take place in the tradition (church) of the non-Catholic spouse, a **dispensation from Canonical Form** is required. The necessary form will be completed by your priest or deacon.

## Witnesses

The wedding ceremony requires **two witnesses** (Usually the best man and maid/matron of honor). At least one of these witnesses must be a Catholic.



## Church Requirements — continued

### Previous Marriage

**When either party has been married previously** and the former spouse is still living, a **Declaration of Nullity** is necessary and may require considerable time to obtain. The parish cannot set a wedding date until the Declaration of Nullity has been granted. If this applies to either of you, please speak to a priest as soon as possible to learn what the Declaration of Nullity signifies and what is required to obtain it.

### Pre-Cana

- ◆ All couples preparing for marriage are asked to participate in some formal preparation prior to the wedding ceremony. This preparation process is probably the most important requirement of the Church, as the wedding day is only the beginning of a lifetime commitment to one another.
- ◆ The Archdiocesan Cana Office offers two marriage preparation programs:
  - The Archdiocesan **Pre-Cana** Program is usually an all day Saturday program.
  - The **Discovery Weekend** is a full weekend experience held at a retreat center in the Chicago area.
- ◆ Through discussions, exercises and presentations, you will have an opportunity to concentrate more intensely on many facets of married life. Some of the topics addressed are: the changing nature of marriage, personal growth and couple adjustment, mutual decision-making, conflict management, effective communication, financial planning, extended family, interfaith marriage, and marriage as a sacrament.
- ◆ Dates and information about the Archdiocesan Pre-Cana and Discovery Weekend are listed on the website for the Family Ministries Office [www.familyministries.org](http://www.familyministries.org).
- ◆ Reservations for both programs can be made through the same website.

**We encourage you to make a reservation for one of these programs as soon as possible, as they fill up quickly.**

### FOCCUS

You will be asked to complete an online inventory for **FOCCUS**, our parish marriage preparation instrument. You will receive a unique User ID and Password so that you can complete the inventory individually and at your convenience. The inventory will assist in our further discussions.

*The FOCCUS instrument seeks to identify areas of agreement and disagreement for you as a couple as well as areas for discussion. It is important not to discuss your responses until you have both completed the inventory. Once completed, we encourage you to discuss any issues that surfaced for you as a result of completing the FOCCUS instrument.*



## Civil Requirements

**To be married in the County of Cook, a marriage license from the Cook County Clerk is required.**

### To obtain a marriage license:

- ◆ Both the bride and groom must appear together at the Office of the County Clerk with **proof of legal age (18) and \$30 cash.**
- ◆ You must present one of the following forms of identification: a valid driver's license or State Identification Card; a valid United States Passport; a U.S. Military Identification Card,; or a valid Department of Public Aid Card (both the I.D. and the Medical Card).

### If you do not have any of the above named Identification

You must present TWO (2) of the following pieces of identification: a certified copy of a Birth Certificate, a Baptismal Record (the date of birth of the applicant must appear on this record), a Foreign Passport, U.S. Naturalization Papers, U.S. Alien Card, a Life Insurance Policy (in effect for one (1) year, with the applicant's birth date), a Consulate Identification Card (affidavits are NOT acceptable.)

### Nearby offices of the County Clerk

- ◆ Skokie Circuit Court Building  
5600 W. Old Orchard Road, main floor, Room 149  
Skokie, IL 60077  
(847) 470-7233
- ◆ County Building (downtown Chicago)  
Richard J. Daley Center  
118 N. Clark St.  
Lower Level Randolph Street  
Chicago, IL 60602  
(312) 443-4256



The hours for both the downtown and the Skokie offices are:

Mon - Fri    9 am - 5 pm  
Saturday    9 am - 12 noon

**Note A:** Neither the bride nor the groom signs the Marriage License. Carefully check that your name is spelled correctly on the license before you leave the courthouse. A misspelled name invalidates the license.

**Note B:** It is not necessary to get married in front of a judge before the Church ceremony.

The state of Illinois permits priests, ministers and rabbis to act as judges for marriages. The church ceremony fulfills both civil and sacramental requirements.

## Civil Requirements — continued

### How long is the license valid?

- ◆ A Cook County marriage license is valid for 60 days; however, it must mature *at least one day* before it can be used. A license obtained on the day of the wedding is not valid for that day; please get your license no later than the previous day.

### Additional information

- ◆ A marriage license costs \$35 - cash.
- ◆ Bring the license to parish office during regular hours and ask that it be placed in your Marriage File. You can also give it to the priest or deacon no later than the time of your wedding rehearsal.
- ◆ After the wedding ceremony, the priest or deacon will complete and sign the license, and mail it to the Cook County Clerk. You can obtain a copy of your official Marriage Certificate approximately six weeks after the date of the wedding.

### To obtain a copy of your marriage certificate:

- ◆ Send \$7 dollars to:  
David D. Orr  
Cook County Clerk  
Bureau of Vital Statistics  
118 N. Clark St.  
Lower Level Randolph St.  
Chicago, IL 60602
- ◆ Additional copies may be ordered at the same time for \$2 each. Include the pertinent information: your names, ages, and the license number (which appears in the upper right hand corner of the marriage license). Make your check or money order payable to David. D. Orr, Cook County Clerk.



# Your Wedding Music Fact Sheet

Every effort should be made to enable the assembly to participate in a full and active manner. The liturgy is not enhanced by any design that creates passive observers. Everyone present should be encouraged to participate by being able to hear, see, speak, sing and pray. Our parish Director of Music looks forward to meeting with you and helping you through this important aspect of the planning. Don't fret...this is an enjoyable task!

## Meeting with The Director of Music

- ◆ The parish Director of Music will meet with both of you at a mutually convenient time (usually evenings during the week). Please schedule the first meeting with the Director of Music at least **two months** prior to your wedding date. After a brief discussion about the order of the Mass, you will gather around the grand piano in church to hear samples of music that might speak to you as you prepare to celebrate this sacrament. After hearing the choices, it is easy to find music that you both like—pieces that are prayerful, accessible, beautiful, and work well in the liturgy. There is no need to look for musical pieces or to sample music prior to this meeting.

## Cantors/Soloists

- ◆ The Saint Nicholas Music Ministry is an excellent resource for cantors/soloists (male and/or female) and instrumentalists if you so desire them. The Director of Music can also connect you with young professionals that regularly do solo work in and around the Chicago area and who sing in professional ensembles.
- ◆ Most instruments are available through our Music Ministry and come *highly recommended*: trumpet, flute, oboe, strings, solo violin, cello, French horn, timpani, harp, and various combinations in trios and quartets. You may want to engage our Parish Choir or another group of singers. *You do not need to look for these on your own.* The musicians that regularly sing and play here are highly qualified and offer a fair price. Please note that there is a separate fee for each musician.

*The cost of instrumentalists and/or singers will be discussed and worked out at your music planning meeting. Fees range from \$100 to \$175 per musician. The Director of Music/ Accompanist fee is \$200. These fees are paid separately and directly through the Director of Music. All music fees are due two weeks prior to the wedding date.*

## Booking and Arrangements

Should be made through the Director of Music and the Music Ministry.

Pianists, harpists, trios, etc., for your cocktail hour or reception can also be booked through the Director of Music if you so desire.

# Your Wedding Music Fact Sheet — continued

## Music Guidelines

Saint Nicholas has some guidelines for what may be played during the church service. This can be discussed with The Director of Music at your first meeting. All music chosen for the church ceremony should reflect the dignity and reverence of the occasion and be consistent with the intent of the liturgy to express the Christian nature of love, faith, and marriage.

## Family Musicians

If you have a family member that wants to participate musically in the wedding, please call and make arrangements with the Director of Music as soon as possible. It is sometimes necessary to schedule extra rehearsals to prepare the music. The Director of Music will be able to decide how to proceed. **The Director of Music charges an additional fee for all rehearsals.**

**Note:** Due to the delicate nature of our musical instruments and sound amplification system, The Director of Music **will be present** for all weddings that utilize other musicians.

## A checklist to help you plan for music at your wedding

- ✓ Call/e-mail the Director of Music at least two months before the date of your wedding to set up a meeting to discuss your music. This is *absolutely essential* in order to schedule the appropriate musicians. Many musicians book weddings and other commitments as much as a year in advance. A wedding CD is available with several appropriate selections and can help you in choosing music. The Director of Music will provide this CD to you upon request.
- ✓ After meeting/speaking with the Director of Music and listening to the wedding CD, finalize your selections *at least one month prior* to your wedding. You can fax (847-864-7810) or mail the Wedding Music Planner Sheet to the Director of Music's attention. The Director of Music will contact you if any adjustments are needed.
- ✓ Write separate checks to each individual musician. Mail or deliver them to the Director of Music at Saint Nicholas:

Director of Music  
St. Nicholas Church  
806 Ridge Avenue  
Evanston, IL 60202



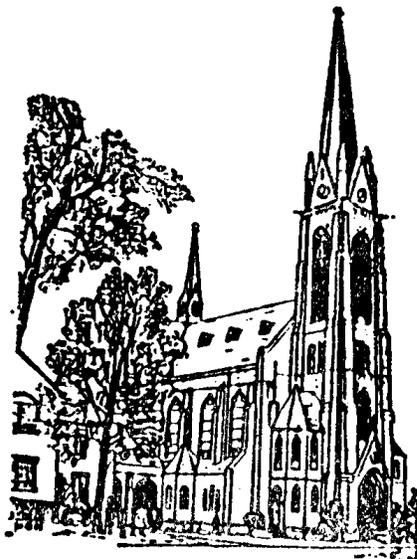
Again, congratulations to you on your upcoming wedding! At St. Nicholas, we are committed to providing you with any assistance you may need to make your wedding a meaningful and prayerful experience. If you have any further questions, do not hesitate to call or e-mail the Director of Music.

Looking forward to helping you celebrate your wedding through music.

847-846-1185 x34  
music@nickchurch.org

## 1 CORINTHIANS 13:4-8

Love is patient and kind;  
love is not jealous or boastful;  
it is not arrogant or rude.  
Love does not insist on its own way;  
it is not irritable or resentful;  
it does not rejoice at wrong, but rejoices at right.  
Love bears all things; believes all things;  
hopes all things; endures all things.  
Love never fails.



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