

**Holy Trinity Polish Mission**  
**1118 N. Noble St.**  
**Chicago, IL 60642**  
**(773) 489-4140**

## **PREPARATION FOR THE SACRAMENT OF MARRIAGE AT HOLY TRINITY POLISH MISSION**

First off, words of congratulations as you bring your mutual friendship and love to the life-long commitment of marriage.

If you are both Christian, this commitment is a covenant of love, a symbol of Christ's relationship to his Church. If one of you is un-baptized, this commitment is equally blessed by God. God whose name is Love is present wherever and whenever husband and wife commit themselves to each other in love.

Thank you for bringing this love into our midst.

We are grateful that you desire to have your wedding at Holy Trinity Church. It is our desire as a mission community to help you make the day of your wedding a happy and holy one.

If you are a regular member of the Holy Trinity Polish Mission, it is our delight to share this special day in your life here as your community. If you are not a regular member of the mission, it is our delight to welcome you into our midst as you take this step toward marriage.

### **Preparation / Date of Marriage**

To receive the Sacrament of Marriage, at least one of the parties seeking to marry must be Roman Catholic, and a registered, active, and participating parishioner of the Holy Trinity Polish Mission.

For non-parishioners, a letter from the bride's or the groom's pastor, giving permission for the marriage to take place in the Holy Trinity Church is required. The engaged pair not belonging to any parish has to first formally sign up to a parish where they go for the Holy Mass.

The couple should contact the parish office **at least 6 months before the marriage's planned date** to fill out the forms and reserve a date and the hour of the ceremony.

### **FOR THOSE PREVIOUSLY MARRIED**

A Declaration of Nullity must be provided at the time of your booking in order to demonstrate that you are now free to re-marry in the Catholic Church. This applies to all forms of previous marriage, whether by a judge, by a religious leader in another faith tradition, or common law. If you have any questions, please speak with the pastor.

**MARRIAGE CEREMONIES ARE CONDUCTED AT 1:00PM, 3:00PM, AND 5:00PM (IN ADDITION, AT 11:00AM DURING THE MONTHS OF JUNE THROUGH AUGUST).**

During the reservation of the date of the celebration, which has to be done in person (no telephone reservations), a non-refundable deposit of \$150 is required.

## DOCUMENTS

The following original documents are required:

- ✓ LETTER OF PERMISSION - For non-parishioners, a letter from the bride's or the groom's pastor, giving permission for the marriage to take place in the Holy Trinity Church.
- ✓ CERTIFICATE OF BAPTISM with annotation pertaining to the sacrament of Confirmation (**the document can not be older than 6 month from the date of issuing**).
- ✓ CERTIFICATE OF COMPLETION OF MARRIAGE PREPARATION PROGRAM — commonly known as PRE-CANA For more information visit:  
<https://www.familyministries.org/>
- ✓ DOCUMENTATION OF A CANONICAL CONVERSATION WITH A PRIEST
- ✓ WITNESS AFFIDAVITS - Acknowledgment of two witnesses of the future bride and two witnesses of the future groom (in total 4 witnesses) in regards of their identity and free will to become a union through the Holy Matrimony (this document should be prepared during the Canonical conversation with the priest)
- ✓ A CIVIL MARRIAGE LICENSE given by County Clerk (**it is valid only 60 days form the date of issuing!**) or in the case of a civil union, a CERTIFICATE OF MARRIAGE is required. (In a case of multiple former civil unions, a proof of current union and all the court's decisions of nullification of the former unions are necessary). For complete marriage license information call 312.603.7790 or visit: [http://www.cookctyclerk.com/sub/marriage\\_licenses.asp](http://www.cookctyclerk.com/sub/marriage_licenses.asp)
- ✓ A CATHOLIC MARRYING A NON-CATHOLIC needs to complete an additional form which we will supply:
  - Permission for Marriage of Mixed-Religion, which will either be approved by the pastor or associate pastor if one of the couple is a baptized Christian, or by the bishop if one of the couple is a non-Christian;
  - Dispensation from Canonical Form granted by the bishop if the Catholic will celebrate the wedding in the tradition of the non-Catholic spouse.
- ✓ For persons who have not yet reached the age of 21, a written consent of authorization of Marriage is required from the parents (law prescribed by the Archdiocese). In the case of a widow, a document verifying former marriage and the certificate of death of the spouse is required.

**ALL THE REQUIRED DOCUMENTS HAVE TO BE COMPLETED AND RECEIVED BY  
THE PARISH OFFICE AT THE LATEST ONE MONTH PRIOR TO THE DATE OF  
MARRIAGE!**

## **Sacrament of Reconciliation**

The soon to be married couple **MUST** go to the sacrament of reconciliation, indicating to the confessor that this is a pre-marriage confession.

At the Holy Trinity Church the sacrament of Reconciliation is available:

From Monday through Saturday at 7:30am, on Wednesday and Friday at 7:00pm, and also on Saturday from 4:00pm to 5:00pm.

## **Offering**

Your wedding offering assists in covering the expenses incurred by the parish in helping you to celebrate your wedding day, such as the maintenance and upkeep of the historic church building (including heating and air conditioning), cleaning of the church after your wedding, and many hours of priest and staff time needed to prepare and celebrate well the many aspects of your wedding.

### ***To be paid at the latest during the rehearsal of the marriage ceremony***

- The engaged couple, out of which at least one person is an “active parishioner” and belongs to the parish: \$250 plus \$150 deposit  
An “**active parishioner**” is defined as registered with our Parish for at least 18 months prior to date of inquiry, attends mass regularly, actively participates in a ministry and stewardship, which is the contribution of time, talent or treasure.
- The engaged couple not belonging to the parish and not support the Parish through the regular use of envelopes, the stipend is \$450 plus \$150 deposit

## **Preparation for Marriage through Conferences/Workshops**

In addition to assisting you with the wedding day, the Church wishes to assist you in building a successful marriage. In order to do this, the Archdiocese requires that all couples complete a premarital program. These programs are designed to deepen your awareness of the challenges of living together in Christian marriage. Through discussions, exercises and presentations, you will have the opportunity to concentrate more intensely on the many facets of married life. The marriage preparation program should be completed well in advance of the date of the wedding. Options for fulfilling the Pre-Cana program are as follows:

- ✓ **PRE-CANA THROUGH THE ARCHDIOCESE OF CHICAGO** — the formats include a standard one-day program and an online course. This information is available online by visiting [www.familyministries.org](http://www.familyministries.org), where you can determine which classes and locations are open, and register immediately.
- ✓ **CONFERENCES ARE HELD AT OUR PARISH** during Spring and Fall of each year. For exact dates please contact the parish office.

### **The Rehearsal**

The rehearsal at church is usually held on Wednesday prior to the date of the marriage ceremony at 8:15pm, unless a different date is arranged with a priest. It is important for family and friends to take an active part in the Holy Mass by reading both the Word of God and the prayer of the faithful, and by carrying the gifts to the altar. Witnesses, bridesmaids, groomsmen, and those involved in the liturgy should attend the rehearsal.

### **Music**

Selection of songs must reflect the liturgical norms and must be arranged with the parish organist at least **one month before the date of wedding**. Payment for the organist is **not included** in the offering for the marriage. **THE FEES AND CONTRACTS BETWEEN THE COUPLE, THE ORGANIST AND THE SOLOIST(S) SHOULD BE ARRANGED AND PAID DIRECTLY TO THEM AND NOT THE CHURCH.** Please contact directly Mr. Mariusz Pluta, Parish Organist at (773) 640-1379.

### **Pictures/Video**

During the ceremony persons making photographs or video recordings can not enter the presbytery (the area surrounding altar). Before the ceremony the photographer and/or camera operator must meet with the priest in the sacristy. After the ceremony there will be an opportunity for group pictures (outside the presbytery) assuming that the Holy Mass begins on time.

All party members must leave the church at least 15 minutes before the next marriage ceremony or other liturgical service.

### **The Order of the Marriage Ceremony**

The ceremony **must begin on time!** Any lateness shortens the photo session or makes it impossible! NO marriage ceremony can be longer **then one and a half (1.5) hours** – this is including the photo session! Every Saturday there are other marriage ceremonies or liturgical services. The prescribed time must be unconditionally respected!

Preparation of traditional flower bouquet for the altar of Our Lady of Czestochowa, extra flowers, decorations, white carpeting, unity candles – if it's a wish of the engaged couple – have to be arranged on own accord.

The party setting up extra decorations is responsible for their removal, including all the packaging.

It is forbidden to throw rice kernels, confetti, flower petals, etc.!

During the selection of dresses for the bridesmaids and groomsmen it is important to remember about the sacramental nature of the church so the dresses must be appropriate for this location.

**THANK YOU!**