

Welcome to the Queen of All Saints Wedding Folder

Queen of All Saints eagerly awaits the special day of your wedding! We want to assist you in every way possible. This folder is intended to help you plan your sacred celebration.

“The intimate community of life and love which constitutes the married state has been established by the creator and endowed by Him with its own proper laws... God Himself is the author of marriage.” (Vatican II, GS 48)

In the Church, Marriage is a Sacrament, a sacred event. In the Sacrament of Matrimony, not only will you be able to publicly express your love for each other but, publicly express your love of God, and your knowledge of God’s presence in your marriage. Faith and the expression of that faith, in word and deed are already instrumental in your life. You will be proclaiming God’s divine participation in your marriage.

Included in this part of the folder you will find the following sections.

- **Wedding Documents**
- **Preparation**
- **Planning Timeline**
- **General Information**
- **Music Planning**
- **Wedding Checklist**

On the left side is information regarding your Rehearsal, your Wedding Day and envelopes for the various fees.

Please take the time to read through all of the information contained in this folder. It is all important and will help to make your wedding a truly sacred celebration, which will run smoothly, with no surprises.

The people and staff of Queen of All Saints Basilica promise their prayers and support as you begin your period of preparation.

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WEDDING DOCUMENTS

The following wedding documents are necessary:

1. A baptismal certificate *less than six months old* must be submitted by each Catholic party. Non-Catholic parties are also asked to bring a record of Baptism. These can be easily obtained by contacting the place of Baptism. If the certificate is in a language other than English, please provide a translation. When a Baptismal Certificate is not available for the bride or groom, a witness affidavit that substantiates the Baptism will need to be completed by the priest or deacon arranging the marriage.
2. A Confirmation certificate, if the intended bride and groom have been confirmed; a notation of Confirmation usually appears on the reverse side of the Baptismal Certificate.
3. Two (2) Witness Affidavits each for the bride and groom which testify to the couple's freedom to marry. The two people you choose should be persons who know you well (parents preferred). They may go to their own parish and the priest can complete the affidavits to be sent to Queen of All Saints or they may come to Queen of All Saints. The priest will help you make these arrangements.
4. The pre-nuptial questionnaire is to be completed privately with the bride, groom, and priest or deacon shortly after obtaining a scheduled date for your wedding.
5. Marriage preparation certification (PreCana) is to be submitted prior to the final meeting with the priest. Attendance at PreCana is a requirement to marry within the Archdiocese of Chicago. For details visit www.familyministries.org.
6. Marriage license from Cook County is to be turned into the priest before the wedding.
To obtain a license, both parties must appear at the Cook County Clerk's office, in the Loop (118 N. Clark St., Chicago 312-443-5663), in Skokie (5600 Old Orchard Road 847-470-7233) or in Rolling Meadows (2121 Euclid Avenue 847-818-2850). Hours are 9 a.m. to 5 p.m. weekdays, and 9 a.m. to 12 noon on Saturdays. You will need identification, proof of age and a cash payment is due when you apply. The license is valid for 60 days and must be valid at the time of your wedding. *Your completed license will be mailed to the county office the Monday after your wedding.*
7. In a situation where there has been a previous marriage, documentation can become more complicated, so no date can be set for the wedding until all documents are in proper order in accordance with Church Law.

PREPARATION

The vocation of Christian marriage demands a serious commitment. Consequently, the Church desires to do all that it can so that couples are adequately prepared to understand and accept the obligations of Christian marriage and to fulfill them faithfully.

Couples are expected to take part in a preparation program which will include meeting with a parish priest, deacon or pastoral associate. The basic process includes:

Session I: Initial meeting with parish priest.

Session II: Participation in PreCana as required by the Archdiocese. For information or to register for PreCana go to www.familyministries.org or call 312-534-8201.

Session III: (OPTIONAL) FOCCUS wedding inventory, One in Christ, or other marriage preparation program. The priest will assist you with this.

Session IV: Wedding Liturgy planning with priest.

(Please note additional sessions may be required by the priest/deacon celebrating your wedding).

Queen of All Saints pastoral staff wants to help you prepare for your journey of married life. This period of preparation is precious. Engaged couples stand before the Church's minister, relatives and friends and face one another to proclaim their faithful love and lifelong commitment. It is our hope to help all couples prepare, not only for their wedding day, but for their Christian marriage.

PLANNING TIMELINE

1. If either the bride or groom wishes to be baptized or confirmed before the wedding, participation in our Rite of Christian Initiation for Adults is recommended. The priest or deacon arranging your wedding can help you with this process.
2. As part of your marriage preparation program, you will meet several times with the priest or deacon celebrating your wedding. You will complete all paperwork during these sessions.
3. Contact the Music Office to begin arrangements for the music for your wedding 3 to 6 months before wedding date. Information on Music Planning is found elsewhere in this folder.

Dr. Ken Sotak, Director of Music; ken.sotak@qasparish.org

Paul Scavone, Asst. Director of Music: paul.scavone@qasparish.org

4. All offerings and fees should be received no less than six (6) weeks prior to the date of the wedding. For your convenience, envelopes are enclosed. The offerings/fees are as follows:

Parish Offering - \$500.00 (checks made payable to Queen of All Saints)

The offering to the church helps to defray the expenses of the operation of the church building, set-up and clean-up of the wedding and the handling of legal documents. There is no fee for the priest, but those wishing to give a separate gift to the priest may do so.

Music Fees – \$400.00 (checks made payable to Ken Sotak)

This includes Organist and Cantor/Vocalist. All Music Arrangements are made by the Music Director. Please see the Music Planning page elsewhere in this folder.

Servers – \$40.00 (cash only, please)

We recommend \$20.00 for each of two servers.

5. Prior to the evening of the wedding rehearsal, the Together For Life book form is to be completed. Please return the completed form to the rectory six (6) weeks prior to the date of the wedding.

NOTE: The individual priest or deacon arranging your wedding may require further procedures.

GENERAL INFORMATION

1. **Wedding Times:** We schedule weddings in such a way that no one will be rushed. On any weekend, the Basilica is used for many functions (funerals, confessions, other weddings, evening Mass, weekend liturgies, etc.). Because of our busy schedule time must be used efficiently and effectively. This is important information for you, your photographer and florist. *For your wedding, you have the Basilica from one half hour before the scheduled start time until one and one-half hours after the scheduled start time.* For example, for a 3:00 wedding, set-up can begin at 2:30 and all wedding-related materials must be cleared from the Basilica by 4:30. Therefore you, your photographers and florists must plan accordingly. All weddings must begin on time and leave the Basilica as they found it at the one and one-half hours later.

Our wedding schedule is as follows:

| | | | |
|----------|------------|-----------|-----------|
| Friday | 4:00 p.m. | | |
| Saturday | 11:00 a.m. | 1:00 p.m. | 3:00 p.m. |

2. **Arrival Time:** On the day of the wedding, the entire wedding party should be at the church thirty minutes before the wedding is to begin. The Processional Music will begin at the time scheduled. The groom and groomsmen can gather in the Mother's Chapel, located to the west of the Sanctuary. The bride and bridesmaids can gather in the Baptistry, located just off of the vestibule of the Basilica.
3. **Rehearsal:** Trained volunteers run our rehearsals. Please respect their directions and be on time for your rehearsal. Call the parish office to schedule your rehearsal at least three (3) months prior to the wedding date.
4. **Stipends:** Envelopes are provided for the parish offering, the music fees and the servers' stipend. The church offering and music fees should be received at the rectory no less than six (6) weeks prior to the wedding. For more information, see the Timeline page of this folder. The stipend for the altar servers should be received at the rectory no later than the day of your rehearsal. **Please note further details on fees are given on the wedding checklist.*
5. **Florist:** Please tell your florist that bows and decorations may not be taped to the pews. Rubber bands are acceptable. There are 39 rows of pews in the church. The aisle is 150 feet long. The florist will have thirty minutes before the wedding to set-up. Also, it is against the fire code to close off the pews in any fashion, therefore fabric or ribbon may not be draped across the pews.
6. **Decorations:** Helium balloons are not permitted inside the Basilica. Also, rice, birdseed or any other materials may not be thrown inside or outside the Basilica.
7. **Photographers:** Photographers and videographers may use artificial lights during the processional and recessional only. They are not permitted in the sanctuary or choir loft at any time. During all other parts of the wedding ceremony, there is to be no flash or artificial lights. The parish wedding coordinator will be on hand to instruct photographers and videographers as to where they can position themselves during the wedding. A place has been reserved for photographers behind the rail of the mother's chapel. They may not be in front of the pews during the wedding.

MUSIC PLANNING

Contact Information:

Queen of All Saints Music Office: (773) 736-6060

Music Director - Ken Sotak: ken.sotak@qasparish.org

Assistant Music Director - Paul Scavone: paul.scavone@qasparish.org

Queen of All Saints Music Website: qasmusic.org

Many questions arise when beginning to plan music for your Wedding Liturgy. To help you get started in this process we have compiled the following:

- * General Information
- * Answers to frequently asked questions (on the back of this page)
- * Music Website (qasmusic.org) with sample recordings (see General Information below)

After reviewing this information, contact the Music Office to make arrangements for your Wedding music.

GENERAL INFORMATION

Contacting the Music Office: After you make initial arrangements with one of the parish priests, please contact the Music Office. At this time, we can tell you about the resources available to you, offer a time-line for deciding on music and musicians, and answer any questions you may have.

Musicians for the Wedding Liturgy: An organist and cantor/vocalist from the parish staff are automatically assigned to your wedding. Should you wish to use additional musicians, for example flute, violin, trumpet or vocal ensemble, the Music Director will make the necessary arrangements for you. *In an effort to maintain the highest musical and liturgical standards, all musicians are arranged for and hired through the parish music office. Professional instrumentalists and vocalists not associated with Queen of All Saints are not permitted.* When using additional musicians, it is important to make arrangements early in the planning process, as we draw on some of the finest professional musicians in the city who maintain very active professional schedules. If necessary, the Music Director can help you determine which musicians can be most effective in terms of the specific pieces of music you choose to create the musical “environment” you desire.

Wedding Music Recording: The Music Office has compiled a recording offering samples of music that are appropriate for use in the wedding liturgy. This collection is by no means an all inclusive list. It is intended to serve as an effective starting point by either helping you identify titles to pieces with which you may already be familiar, or by introducing you to new pieces you may wish to use. The recording is available at qasmusic.org. A voice over on the recording will talk you through the pieces to which you are listening, the number of pieces you need to select, and so on.

Fees: The fee for wedding music is \$400.00 (four hundred dollars, payable to Ken Sotak). This fee includes the services of the organist and cantor/vocalist, as well as all consultation and planning time. The usual and customary fee for additional instrumentalists and vocalists is \$200.00 (two hundred dollars) per musician. In the event of special and unusual circumstances, these fees will be adjusted accordingly.

Final Step: Once music and musicians have been selected, the parish Music Director will review each of the details and, when completed, give final approval. Arrangements for payment for additional musicians should be made at this time. We recommend that final details be confirmed no later than two weeks before the Wedding date. *Please note that all music and musicians are arranged with and approved by the Music Director in advance of this time.*

ANSWERS TO SOME OF THE MOST OFTEN ASKED QUESTIONS IN THE MUSIC PLANNING PROCESS

1) Am I limited to a single vocalist or instrumentalist?

Not at all. As a matter of fact, there are several combinations of musicians that can be called upon to enhance the celebration. These include more traditional vocal options like a duet, quartet or chamber choir, or instrumental combinations like a pair of trumpets and timpani, a string quartet or brass ensemble. You might also desire a contemporary ensemble featuring vocalists, guitars, piano and synthesizer, drums and wind instruments like flute and oboe.

2) I have a friend or relative who sings or plays an instrument. Can they be a part of the liturgy?

Certainly! Your friend or relative is welcome to be a part of your wedding liturgy if you so wish. We will be happy to work with them. The cantoring of the Mass parts and organ playing are always done by the parish staff. Your friend or relative may sing a vocal solo or play an instrumental piece at select times during the liturgy such as Communion, the Sign of Peace or the dedication to the Blessed Mother. Please ask us about this option if it applies, but do keep in mind that this allowance is made available for friends or relatives only. Professional musicians not associated with Queen of All Saints are not permitted to be hired for the wedding. All professional musicians are hired by the music director.

3. What should I think about when selecting vocal pieces?

The texts of vocal pieces for your wedding should reflect the thoughts and feelings of the bride and groom in their spirituality and faith. Texts must be sacred in nature; ideally they will be based on scripture or make direct mention of the couple's relationship with God. Secular songs which may speak of love but not in a religious sense, such as popular love songs, are not permitted and are best reserved for use at the reception.

4. We have a CD recording of a song. Can it be played at the liturgy?

Music plays an important role in enhancing the active, "in-the-present" nature of the worship service. In as much as we use readers to proclaim the scriptures, and not taped recordings of "great" orators, and real materials to enhance the environment, such as real candles and cut flowers instead of electric bulbs and artificial floral arrangements, we believe the music used in the liturgy must also be presented live, and therefore the playing of taped music is not allowed. However, every effort will be made to incorporate this piece into the liturgy.

WEDDING CHECKLIST

- Initial meeting held with priest and date set
- Pre-Nuptial questionnaire completed with priest
- Review of Queen of All Saints Wedding Folder
- Two Witness Affidavits each completed for bride and groom
- PreCana attended and certificate of completion submitted to priest or Wedding Coordinator
- Baptismal certificate (which must be less than six months old) and confirmation certificate turned in to priest or Wedding Coordinator
- Music office contacted for wedding music
- Rehearsal time set with Wedding Coordinator
- Fees paid (church - \$500 to Queen of All Saints, Music - \$400 to Ken Sotak, and Altar Server fees – \$40 cash for two servers)
- Readings, prayers and preferences selected. Together for Life form filled out and turned in to priest or Wedding Coordinator
- Rehearsal Questionnaire filled in and turned in to Wedding Coordinator
- Review of policies regarding timing, florists and photographers (on General Information page of Wedding Folder)
- Marriage License obtained and turned in to the priest (the license is valid for 60 days and must be valid at the time of your wedding.) *Your completed license will be mailed to the county the Monday after your wedding.*
- Attend Rehearsal and we'll soon see you at your wedding!

Queen of All Saints

Rehearsal & your wedding day

We kindly ask that you please take the time to familiarize yourselves with the information contained in this folder. It will answer many of your questions and will help make your wedding a truly sacred celebration, a day which will run smoothly, with no surprises.

Of special importance is the schedule for the day.

The Basilica schedule is very full, as on any given day there needs to be time for parish liturgies, funerals, weddings, rehearsals, cleaning and maintenance. You have use of the church for exactly 2 hours, beginning a half hour before your scheduled start time, no more, no less. This schedule applies to all weddings. For example, for a 3:00 wedding, you have the church from 2:30 to 4:30.

It is imperative that your florist, photographer and videographer are aware of this schedule. They are not permitted into the Basilica to begin set-up or to start taking pictures until that half hour before the start time of the wedding (2:30 for a 3:00 wedding) and everyone must be completely clear of the Basilica at the two hour mark (4:30 for a 3:00 wedding). We are compelled to hold to this schedule even if the wedding gets started late or runs long, so it is in your best interest to be on time. In our example of a 3:00 wedding, if you didn't start until 3:30 and the wedding goes until 4:30, then you would lose any picture time in the Basilica.

You are permitted to take pictures outside on the grounds, weather permitting, for as long as you would like. If you have any questions or concerns regarding policies and schedule, please contact Paul Scavone at the rectory (paul.scavone@qasparsh.org).

In addition to the information sheets on the right side of this folder, there is a questionnaire and an information sheet pertaining to the rehearsal on the left side of this folder. Again, this information is very important – please go through it thoroughly. The rehearsal questionnaire must be returned to the rectory at least two weeks before your rehearsal.

Rehearsal Notes for the Bride and Groom

Please remember that your rehearsal is led by parish volunteers, and you can show your appreciation to them by being on time for your rehearsal. Being punctual is especially important because many times there are multiple rehearsals in one evening.

Rehearsal Schedule: Thursday 6:30 p.m. or 7:15 p.m.

Friday 6:30 p.m. or 7:15 p.m.

The Rehearsal

1. Please make sure that you return your Wedding Rehearsal Questionnaire to the rectory at least two weeks before your wedding. This will allow those involved with the rehearsal and the wedding to become familiar with the information and to insure that your rehearsal goes smoothly.
2. We will run through the rehearsal only once and it should take approximately 45 minutes. The rehearsal team will not be at church on the day of your wedding. The parish wedding coordinator will be there on that day to help you get organized and start on time.
3. The wedding rehearsal team will meet you in the vestibule of the church. Please gather your wedding party inside so that we may start on time. Anyone who will be in the procession should stay in the vestibule; all others should be seated at the front of the church. Any valuables, purses etc. should not be left in the vestibule as the church doors are open to the public.
4. Please do not come to the rehearsal or wedding with alcohol or under the influence. Please save the celebration for afterwards. Please do not bring any food or drinks into the church.
5. The church is a place of worship. Please make sure that those attending your rehearsal dress and act appropriately and respectfully. Gentlemen must remove hats. Children should be supervised.
6. Please help the rehearsal team get your wedding party organized and ready to go down the aisle.

Traditional Order of Procession

Groom's Grandparents followed by Brides Grandparents (& escort if necessary)

Parents of the Groom (& escort if necessary)

Mother of the Bride (& escort)

(In the case of Cultural traditions) Primary Sponsors followed by Secondary Sponsors (as couples)

Bridesmaids

Children

Maid / Matron of Honor

Bride / Father (or escort)

7. Those reading the First and Second readings as well as anyone reading the Prayers of the Faithful (petitions) should have a copy with them at the rehearsal.
8. If you will be lighting a Unity Candle, giving your parents a flower at the Sign of Peace or taking a bouquet to the Blessed Mother, you will need to make sure that the items are given to the wedding coordinator before the ceremony begins. Choose someone reliable to take care of this task for you.
9. If you plan to go to the Blessed Mother, decide who will accompany the bride: the Groom, Maid of Honor, or mother of the bride.
10. Please do not bring the Unity Candle, wedding booklet, etc. to the rehearsal. We cannot be responsible for anything left in the church the night of the rehearsal.
11. Please let us know if you want your bridal party to come forward into the sanctuary to witness your vows. If so, Father will call them forward at the appropriate time.

The Wedding

1. You will have the use of the church for a total of 2 hours, from one half hour before the scheduled time of the wedding until one and a half hours after that time. For example, for a wedding scheduled at 3:00 p.m., you have the church from 2:30 p.m. until 4:30 p. m.. It is very important that each couple has equal access to the church for florist preparation, privacy and pictures. Therefore, we ask that your entire wedding party and guests leave promptly so that everyone has the same privileges and accommodations.
2. Please make sure that your wedding party arrives one half hour before the wedding is to begin. Anyone who is to be in the procession should wait in the Baptistry. This will give you privacy as your guests begin to arrive. If you start talking to guests it can be difficult to break away and start on time.
3. At 5 minutes before the start of the wedding, the wedding party should line up in the vestibule. Any guests that are still arriving at this point will be directed down the side aisles.
4. Please remember that only practicing Catholics should receive Communion. Anyone in the wedding party who will not be receiving Communion should bow their head and the priest will move on to the next person. Please remember to receive the sacrament of Penance within a few weeks of the wedding. You may contact our rectory for help with confession.
5. Remember to eat something before coming to church. We want everyone to get through the ceremony without fainting.

Rehearsal Information Questionnaire

Bride and Groom, please complete and return to the Rectory at least two weeks before the rehearsal.

Name and phone of Bride _____

Name of groom _____ Wedding Date and Time _____

1) Will the wedding be: within the mass, or outside the mass? Name of Priest _____

2) Will there be any special traditions during the ceremony? (i.e. cord, veil, coin)

3) Who will escort the bride? _____

4) Will grandparents be part of the procession? Who will escort the Grandmothers?

Bride's _____ Groom's _____

5) Who will escort the Mothers?

Bride's _____ Groom's _____

6) Please list your bridesmaids and groomsmen as they will be paired at the wedding.

Maid / Matron of Honor

Best Man

7) Please list any children in the wedding party.

8) If Sponsors (primary & secondary) will be included in the procession, please list them on a separate sheet and attach.

9) Please circle one of the choices: Will the groomsmen; 1) Process in with the bridesmaids

2) Meet the bridesmaids at the halfway break in the pews 3) Wait at the first pew with the groom?

The Best man normally waits at the front with the groom.

10) Will there be a runner? Name 2 ushers or groomsmen to pull the runner up the aisle.

1) _____ 2) _____

The runner will be laid when the Mother of the Bride has been seated. If the Bride will be escorted by her mother then the runner should be laid when the Mother of the Groom is seated

11) Please list your readers and readings and make sure that they have a copy of the readings.

1st Reader _____ Reading _____

2nd Reader _____ Reading _____

Petition Reader(s) _____

12) If you will be lighting a Unity Candle, you may use our candelabra, or you may use your own as long as it has a place for the 2 tapers (family candles) on the sides. **(Circle One)**

We have a Unity candle. Please provide the candelabra OR We have our own holder.

13) The side tapers can be lit by the altar servers before mass starts OR a member from each family (usually the mothers) can go up and light the “family” candles while everyone is processing in. Please decide which way you would like to handle this. **(Circle One)**

Please have altar servers light the candles. OR We have designated the following to light the candles

Bride’s Family Member

Groom’s Family Member

14) Will you be presenting your parents with a flower at the Sign of Peace? Yes No

15) Who will be responsible for putting the Unity candle, Bouquet for the Blessed Mother and flowers for parents, given at the Sign of Peace in place before mass starts? Decide this now.

16) Who will be bringing up the gifts at the Offertory? You will need at least two people but can have as many as four. This is necessary only if you are having a Full Mass with Communion.

17) Would you like your bridal party to join you in the sanctuary for your vows? Yes No

18) If the bride will go to the Blessed Mother, who will go with her? Maid of Honor Groom Mother

19) If you would like to make us aware of any sensitive issues (recent death, difficult divorce) that would make the rehearsal or wedding easier for you, please let us know. We don’t want to ask a question, in the course of the rehearsal, that may be difficult to answer in the presence of others.

If you have any questions when filling out this form please call the rectory at (773) 736-6060.