_____/_____/_____

Dear Father:

It is with great pleasure that we welcome you to the Immaculate Conception St Joseph Parish. We are two catholic communities united in faith and committed to spreading the Gospel message of Jesus Christ through worship, prayer, and service to others.

We understand that you will be witnessing the marriage of
_____ **(bride) and** _____ **(groom).**

The Rehearsal is scheduled for _____, _____/_____/_____ at _____:_____PM.
Wedding Rehearsals will last approximately one hour

The Ceremony is scheduled for_____, _____/_____/_____ at _____:_____ PM.

The enclosed information may be helpful in preparing for your visit to St. Joseph Church, located at 1107 N. Orleans Street, Chicago, Illinois 606010. We ask that you complete the attached form(s) for our files and return them to our Parish Event Coordinator, Jutta Keenan.

For your convenience there is parking available in our school lot located at 363 Hill Street. The parking lot is one block west of the church, behind the firehouse. Our school is a big yellow building with "Immaculate Conception St. Joseph School" marked on the outside.

On a given weekend, there can be more than one wedding at St. Joseph and we try to make sure each and every ceremony is special. We are certain you understand the importance of starting and ending on time in order to be considerate of all bridal parties. Couples are given a two-hour wedding window on their wedding weekend allowing for an early arrival of 30 minutes before the scheduled ceremony and for 30 minutes following a 60 minutes long ceremony for pictures.

Thank you for sharing your time and for celebrating this joyous occasion at Immaculate Conception St. Joseph Parish. Please let us know how we may assist you in making your visit to our parish a pleasant experience. We are looking forward to working with you.

Sincerely,

Fr. Larry Lisowski
Pastor
Immaculate Conception St. Joseph Parish

Wedding Guidelines for Visiting Clergy

The Immaculate Conception and St. Joseph Parish welcomes ordained priests and deacons to celebrate the sacrament of marriage. We respect the important relationship that has been fostered with the bride and groom as well as their families and we look forward to a wonderful celebration of God's love and grace.

Visiting clergy should be in "good standing" with the Catholic Church and granted the necessary faculties to perform a wedding in the Archdiocese of Chicago. If they are currently serving outside of the Archdiocese of Chicago, they need to contact the Office for Externs and International priests, 312-534-5237 for faculties to be granted to them.

Policies and Procedures:

Visiting clergy are asked to observe our parish customs regarding the celebration of weddings. They are expected to follow the archdiocesan liturgical norms for weddings, so that we are not surprised later by reports of "guess what 'Fr. Visitor' did."

Please note that we provide the engaged couple with information welcoming them to St. Joseph Church and guiding them through the wedding planning process. We ask that you encourage them to read and follow those procedures and guidelines. *Please review our ICSJ Wedding Guidelines regarding the facility & conduct, Photography & Videography, as well as floral decorations.* You may also want to look over our wedding webpage for more information and pictures of the church before your visit: www.icsjparish.org/marriage.

During the time of wedding preparation the visiting clergy are responsible for the following:

- Contacting the pastor of Immaculate Conception and St. Joseph Parish to confirm that they will perform the wedding, and provide his contact information. Our Parish Events Coordinator is Jutta Keenan. If you need assistance regarding policies, guidelines, or the ceremony, please **call her at 312-787-7174, ext 2 or email at jkeenan@icsjparish.org** and she can assist you.

- Complete with the wedding couple all paperwork required by the Archdiocese of Chicago or local Diocesan norms unless other arrangements have been specifically made.

- Assure that all paperwork is on file with St. Joseph Church no less than one month prior to the wedding unless other arrangements have been specifically made. *Note. If marriage preparation takes place out of the Chicago Diocese, the local Church should send the completed marriage file to their Diocese for the Nihil Obstat. The local Diocese will then forward the complete file to the Archdiocese of Chicago then on to the parish.*

- Have the bride and groom submit the completed **ICSJ Wedding Planner** to our Parish Event Coordinator *two weeks* before the rehearsal. This is a link couples will receive from Allie via email 3 months prior to their wedding date.

(continued)

- Conduct the wedding rehearsal (note that only one hour is allocated for a wedding rehearsal). Be sure to have the Cook County Marriage License at the rehearsal.

Our parish provides Altar Servers and Wedding Sacristans who will assist with the wedding rehearsal and the wedding ceremony as needed. Allie will be in touch with you the week of the wedding to coordinate details on the rehearsal and wedding date to ensure we know how you like to run them.

Thank you for your assistance! We look forward to having you at St Joseph Church.

Father Larry Lisowski

Please complete the following page and return to ICSJ Parish.

VISITING CLERGY FOR WEDDING CEREMONY

(Please PRINT or TYPE your responses.)

Date: _____ /_____/_____

Regarding the marriage of:

Name of Groom: _____

Name of Bride: _____

Date of Wedding: _____ /_____/_____

Time of Wedding: _____:_____ PM

I will ____ I will not ____ be the priest/deacon responsible for the Marriage preparation.

Name _____

Address _____

City _____ State _____ Zip _____

Diocese & Parish _____

or Religious Order of Affiliation _____

Priest/deacon responsible for preparing this couple for marriage (if different from above)

Name _____

Address _____

City _____ State _____ Zip _____

Diocese & Parish _____

or Religious Order of Affiliation _____

PLEASE SIGN AND RETURN THIS FORM TO THE IMMACULATE CONCEPTION AND ST. JOSEPH PARISH AT THE TIME OF CONFIRMATION OF SERVICES VIA MAIL, EMAIL OR PHONE CALL.

Signature _____

Return to:
Jutta Keenan
Parish Event Coordinator
Immaculate Conception and St. Joseph Parish
1107 N. Orleans Street
Chicago, Illinois 60610

asalamone@icsjparish.org | 312-787-7174, ext 2