

# *Holy Family Catholic Church*

## *Wedding Guidelines*

### **Scheduling**

- Telephone our Office Manager, Vicki Meyers at 778-0600, Extension 200 to schedule an appointment with a priest or deacon to discuss your wedding plans.
- Following your appointment with the priest, please see Vicki to schedule the actual dates of your wedding and rehearsal.
- Contact the Holy Family Wedding Director, Mary Ellen Majors at telephone 287-5002 for assistance with the planning and organization of the wedding and rehearsal.
- Contact the Music Director, Ms. Jola Lewtak at (336) 778-0600, Extension 206 to ensure that she is available on your scheduled wedding date.

Additional musicians, special requests, or extra rehearsal time will incur additional costs. All music must be approved by the Music Director. If outside musicians are requested, permission must be given by the parish Music Director.

### **Wedding Date and Time**

Weddings may be scheduled *only* on Saturdays at 2:00 p.m.

### **Wedding Rehearsals**

Rehearsals may be scheduled on Friday evenings at either 5:00 p.m. or 6:00 p.m. All wedding rehearsals will be directed by the Holy Family wedding director and/or the priest or deacon witnessing the vows, *not by a wedding consultant*. Marriage license, the fees, and the wedding rings must be received on the evening of the rehearsal. The wedding rings will be kept in a safe overnight here at the church.

### **Candles**

The only candles permitted are the ones presently in the sanctuary, which will be lighted for the ceremony. No additional candelabras or candles of any other type may be used in the aisles. Unity Candles, while a lovely symbolic value, are more appropriate for display at the reception.

### **Family Room**

The Family Room is available to the bride & bridesmaids one and one half hours prior to the scheduled time of the wedding. It is customary for the men in the wedding party to dress before coming to the church. No food or drink other than bottled water is permitted in this room.

## **Photography**

In order to preserve the solemnity of the Mass and prevent misunderstandings, please request your photographer to consult with the priest or deacon regarding the taking of pictures during the ceremony. Church furniture or appointments are *not* to be moved by the photographer, florist or any member of the wedding party. Photographer's pictures taken before the start of the wedding must be completed one half hour prior to the start of the wedding to allow sufficient time for all attendees to be seated. An additional 20 minutes will be permitted for post-wedding pictures inside of the church. The church will be closed after the allotted 20 minutes has expired.

## **Decorations**

No decorations may be attached to any pews or furnishings of the church without prior approval, and under no circumstances is any tape or other adhesives to be used. Decorations if approved may only be attached to pew ends with ribbon.

## **Floral Arrangements**

Wedding Flower arrangements on either side of the altar are normally quite sufficient. Arrangements placed in front of the altar may not rise above the altar table itself. *No flowers or other greenery may be placed on the altar.* Our general guideline here is that we strive for simple elegance.

## **Insurance & Safety Considerations**

Insurance regulations prohibit us from allowing aisle runners. No rice, seed, confetti or similar materials are to be thrown anywhere on the church premises, before, during or after the wedding. Although we do not require a damage deposit, one will be assessed in the event of any damage to the premises.

## **Non-Parishioners planning to register at Holy Family**

We require that you abide by our guidelines in order to schedule a wedding at Holy Family:

- You must register with the church at least eight months prior to the planned date of the wedding; please see one of the priests following daily or Sunday Mass to obtain a registration form.
- During the first six months following registration, you should be visible at Sunday Mass each week; if you are out of town for the weekend you will need to bring a weekly bulletin from the church which you attended, signed by the priest presiding at the Mass.

- It will be necessary to make a contribution to the Capital Campaign/Building Fund in support of our new church.
- You will be required to use our envelope system, or the Electronic Funds Transfer system to make regular weekly contributions to offertory.
- You will need to become a member of a Holy Family Commission or other Church Organization to demonstrate your commitment to Holy Family Catholic Church.

**Non-Parishioners not planning to register at Holy Family.**

You may have your wedding at Holy Family but you must follow our guidelines and bring your own priest or deacon to celebrate your Wedding.

**Fees**

There are required stipends and fees for having your wedding at Holy Family.

- Financial Limitations will not preclude a wedding at Holy Family.
- All fees must be paid on the evening of the wedding rehearsal.
- For registered members at Holy Family the fees and stipends are \$500.00 which includes the Church, Priest and the Wedding Coordinator. Musician fees are to be negotiated separately with the Music Director.
- Non-parishioners planning to register at Holy Family the fees and stipends are \$700.00 which includes the Church, Priest and the Wedding Coordinator.
- Non-parishioners not planning to register at Holy Family the fees and stipends are \$1,000.00 which includes the Church and Wedding Coordinator.
- Check should be made payable to Holy Family Catholic Church.
- Altar servers are not normally available for weddings, if they are requested and available a donation of \$25.00 for each server is requested.

**DOCUMENTS NEEDED:**

1. Baptismal Certificates dated within six months prior to the wedding
2. Affidavits Declaring Free Status Testimony
3. Marriage License needed by the time of the rehearsal
4. Any other documentation that may be needed