

Wedding Guidelines

Sacred Heart Catholic Church

Columbia, MO

573-443-3470

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The Sacred Heart Church Wedding Guidelines have been prepared for you, the engaged couple, as you consider God's call to married life and to aid in making make arrangements for your wedding ceremony.

The Sacrament of Marriage

The Sacrament of Marriage is an invitation from God for a man and woman to deepen their experience of the love of God by joining in a covenant relationship. As a sacrament, this relationship is be an outward sign to others as a faithful, lifelong union, open to bringing children into the world. The vocation of marriage requires that you enter into this sacrament with freedom and the full knowledge of the challenges, responsibilities and joys of married life.

Celebration of this sacrament is the beginning of your lifelong commitment, rooted in love of God and supported by the community of faith. The exchange of marriage vows within the sacrament is a pledge to love, respect and nurture your spouse all the days of your life.

When Can Weddings be Held?

Weddings may be held any day of the week except during the Lenten season and on special church Holy Days, provided they do not conflict with regularly scheduled parish services. Saturday morning/afternoon weddings with a Mass may be scheduled no earlier than 11 am and no later than 1pm. Saturday weddings without Mass may be scheduled no later than 1:30 pm. In both cases, the wedding party must vacate the church and church grounds by 3:15 pm. Saturday evening weddings with or without Mass may not begin before 6:30 pm, and church grounds vacated by 9:15 pm.

The fee for the use of the church for active parishioners of Sacred Heart or St. Thomas More Newman Center is \$250. This fee also applies to parishioner's children. By definition, an "Active Parishioner" is someone who has been a contributing member of either parish at least six months prior to the first contact made to establish a wedding date.

Scheduling and Preparation for Parishioners

Six to twelve months prior to the desired wedding date, the following steps must be taken. It is the responsibility of the bride and groom to arrange for all meetings and for both to be present.

Step 1: Schedule a meeting with the preparing priest or deacon. During this appointment the required diocesan paperwork will be initiated. You will be advised of what sacramental records are needed and any permissions. The **wedding date and time** will be set along with date and time of the wedding rehearsal. Any appropriate fees will be collected at this meeting. You will receive the *Together for Life* planning booklet.

Step 2: Schedule the FOCCUS Tool of Communication with the parish secretary. The FOCCUS is a self diagnostic tool to help couples learn more about themselves and their unique relationship. It is not a test, and is not considered a predictor of success or failure in marriage. Rather, it is a tool to help couples name and work through issues before marriage. The process may be completed in the Parish Office or online for a fee of \$15. Schedule the next meeting with priest/deacon.

Step 3: Third meeting with the preparing priest/ deacon to discuss the FOCCUS results. Bring a signed copy of the "Statement of Acceptance" found at the end of this document.

Step 4: Participation is required in a pre-marriage preparation program. This can be the Tri-Parish Marriage Preparation Program held at Sacred Heart in the spring and fall, an Engaged Encounter or Pre-Cana. For couples completing marriage preparation outside of Sacred Heart, evidence of attending a similar program must be provided. A list of programs is available from the preparing priest/deacon.

Step 5: Contact the Liturgical Advisor to discuss details of the wedding ceremony two to three months before the wedding. At this meeting you will go over the choices you have made in the *Together for Life* planning book and discuss music and other elements of the ceremony.

Step 6: Final meeting with Liturgical Advisor two weeks before the ceremony. Your wedding ceremony is finalized and other fees and stipends will be left with the Liturgical Advisor at this time.

Step 7: Final meeting with presiding priest/deacon to discuss elements of the ceremony.

Scheduling & Preparation for Non-Parishioners

Sacred Heart Church may be used for weddings where at least one party is a practicing Catholic. If preparing elsewhere, the couple must meet at least once with a priest of Sacred Heart Church. **Before a wedding date can be set, the bride and/or groom must provide a letter from their pastor verifying that they are registered parishioners and practicing Catholics in their respective parishes and that they have permission to be married at Sacred Heart. A nonrefundable fee of \$750 must be paid before a date can be set and put on the church master calendar.**

Step 1: Complete Pre-marriage preparation and send evidence of completion to Sacred Heart Parish Office. Meet with your parish priest and complete marriage preparation according to the guidelines of the Diocese in which you live.

Step 2: All required paperwork, including Baptism and Confirmation records must be sent to Sacred Heart Parish Office at least two months before wedding date. (Catholics marrying in the Diocese of Jefferson City must have received the sacrament of Confirmation.)

Step 3: Meet with Liturgical Advisor to discuss details of the ceremony at least two months before the wedding. If unable to meet physically, much of this can be done by U.S. mail and e-mail, but a physical meeting is preferred.

Step 4: Final meeting with Liturgical Advisor two weeks before the ceremony. Your wedding ceremony is finalized and other fees and stipends will be left with the liturgical advisor at this time.

Step 5: Final meeting with presiding priest/deacon to discuss elements of the ceremony.

Priest/Deacon

It is the priest or deacon's responsibility to make sure you understand the nature of the sacrament of marriage. He will discuss the results of your FOCCUS and help work through any areas of difficulty. He will help gather all of the necessary forms and information and will set the date for your wedding. He will preside at your ceremony on the wedding day.

Liturgical Advisor/Wedding Coordinator

The Director of Liturgy and Music serves as the Liturgical Advisor (LA) for all weddings scheduled at Sacred Heart. The LA meets with the couple and assists with planning the wedding ceremony. The Wedding Coordinator (WC) conducts the rehearsal, and supervises activities on the wedding day. An outside wedding planner must work in full cooperation with the Sacred Heart LA and WC.

Musicians

Sacred Heart Parish musicians consist of two organists, two pianists, one flutist, one violinist, one cellist, and four vocalists/cantors. Other musicians can be arranged as needed. The use of outside musicians can occur only with the express permission of the Director of Liturgy/Music at the initial meeting and will be considered only if they are qualified musicians with knowledge of Catholic wedding liturgy. We have one electronic (Allen) organ and two pianos. No photocopied music is allowed and no recorded music may be played before, during or after the ceremony.

Stipends

All stipends must be deposited with the Liturgical Advisor two weeks before the wedding.

Priest/deacon		\$150
Liturgical Advisor (no charge to parishioners)		\$100
Wedding Coordinator (fee based on 5 hours for rehearsal and wedding)		\$100
Addl. Time \$20 per hour		
Custodian (need determined by LA)		\$100
Organist/Pianist by agreement	\$	\$150 minimum
* Cantor		\$125
* Altar Servers		\$20 each
* Instrumentalists (violin, flute, etc.) by agreement		\$150 minimum

(* Indicates optional stipends)

Church Accessories

A guestbook stand and several wooden pillars in varying heights are available for use at no charge. The following may be rented from the church:

Unity Candle Stand (no candles) \$50 (no charge to parishioners)
Brass Candelabras with candles \$100/pair (\$25 to parishioners)
White Sanctuary Swags \$150

Church Information

The church seats approximately 250 people, not including the choir loft. There are 12 pews on either side of the center aisle which seat 8 adults comfortably. There are 12 pews on the outer north side which seat 3 each and 10 pews on the south side seating 3 each. The choir loft seats approximately 30, but use of it is discouraged as it is usually in use by musicians and photographers. The vestibule serves as a cry room and is separated from the main body of the church by glass doors.

There are 13 pew ends on either side of the main aisle, measuring 39 inches high and 22 around the top at the indent. The center aisle measures 52 feet from the sanctuary steps to the Baptismal font. Outside, in front of the church, there are 4 railings which may be decorated in a way that does not impede the purpose of the railing. The handles of the railings may not be wrapped. Two rails are approximately 5-1/2 feet long and the other 2 are 3 feet long. The church is wheelchair accessible.

Wedding Rehearsal

The wedding rehearsal should last no longer than 1 hour and may not start until 6 pm on all weekdays. The rehearsal will begin promptly at the time scheduled. Please advise all involved parties to be on time so that your rehearsal is not compromised. Only those involved in the ceremony are asked to be at the rehearsal. If your ceremony includes a Unity Candle, please bring it with you to the rehearsal. Both the Unity Candle and the Marriage License (see below) will be kept in a secure place in the church overnight. The pillar candle must have a 1/4 in. X 1 in. deep hole predrilled in the bottom if using the church stand.

The Marriage License must be presented to the Wedding Coordinator at the rehearsal. The rehearsal will not begin without the License.

General Policies

If a visiting priest or deacon is presiding at the ceremony, it must be arranged with the pastor of Sacred Heart when the wedding is first scheduled.

During the ceremony:

Flower girls and ring bearers must be **at least four years of age** to participate in the ceremony. Flower girls are allowed to throw artificial petals only. After the ceremony, bubbles and bells are the only items allowed to greet the couple as they leave the church; no other items may be used that will be left on the ground.

Church furniture may not be rearranged. In accordance with Sacred Heart church policy, "When weddings are scheduled during seasons when the church is decorated in a special way, the wedding party must adapt to the decorations already in place." This is most likely to occur during the Christmas and Easter seasons when the Art & Environment Committee has spent a great deal of time and effort to add to the beauty of our parish celebrations. *(Policies revised or created by Liturgy Commission June 12, 2007)*

Artificial flowers are not permitted in the sanctuary. Greenery, pew decorations and all floral décor must be removed by 3:30 p.m. after Saturday afternoon ceremonies and before leaving the church grounds for all other wedding times. No flowers, candles pictures, etc. are allowed on the Altar table and all candles in the sanctuary must be dripless.

No tape, nails, staples, glue, clay etc. may be used to attach greenery or other decorations to the pews, doors, lights, or any painted surfaces. For the safety of the bridal party and guests, aisle runners are not permitted.

Storage is not available for wedding items before or after the ceremony.

Photographers and/or Videographers:

- Please allow a maximum of 90 minutes for pictures taken in church before the ceremony. All photography inside the church should end 30 minutes prior to the scheduled start of the wedding.
- For afternoon weddings, all photography must be completed by 3:15 p.m. and the church grounds vacated by 3:30 p.m. For evening weddings, all photography must be completed by 8:45 p.m. and the grounds vacated by 9 p.m. It is the responsibility of the wedding party to notify the photographer of this rule.
- During the wedding procession, the photographer/videographer may only stand at the head of the aisle in order to capture the wedding procession on film. The photographer/videographer may not walk up and down the aisle or obstruct the path of the procession.
- Following the procession, the photographer/videographer may take pictures/video from the choir loft and from the side aisles, but not from the steps to the altar.
- During the recessional, the photographer/videographer may stand at the glass doors in the back of church.

Activity Building Usage

The Activity Building is available to rent for rehearsal dinners and receptions. Contact the parish office manager for a copy of the contract. The rental fee is \$150 for 3 hours (3 hour minimum) and \$50 per hour for additional use. Custodian's fee for setup and tear down is \$75. It is the responsibility of the wedding party to leave the building as they find it. If extra cleaning is required, all or part of the deposit may be forfeited. **The use of candles is not permitted. The use of alcohol must be confined within the building. The Activity Building is a NON-SMOKING building.** State laws regarding the use of alcohol must be observed. Disregard of this policy will result in forfeiture of the deposit. The Activity Building is rented for a specified period of time. Should your use exceed that time, you may be billed a prorated amount based on the fees below. For specific details regarding rental of the Activity Building, ask the office manager for a copy of the contract.

Other Regulations

- Members of the wedding party may not chew gum during the ceremony.
- Cars may not be parked in the area between the Gathering Space and the Activity Building. Only loading and unloading is permitted. Parking is available in the parish lot on the corner of Waugh and Locust streets. Street parking is metered.
- No alcohol may be consumed on the premises, except during receptions when the Activity Building has been rented.

Directions to Sacred Heart Church

From Interstate 70

I-70 to Providence Road; go south. Turn left (east) on Broadway. Turn right (south) on Hitt Street; go one block to Locust. Turn left on Locust; church is on the left one block east.

From Highway 63

Highway 63 to the Broadway exit, turn west. Turn left (south) on Hitt Street and go one block to Locust. Turn left on Locust; church is on the left one block east.

Obtaining a Marriage License in Missouri

Your marriage at Sacred Heart Church is considered by the state to be a legal civil union. To be legally married, you must obtain a marriage license. You may obtain a license in the Recorder's Office at the Boone County Government Center, 801 E. Walnut, Room 132, Columbia, MO 65201-7727 or elsewhere, if convenience dictates.

Standard requirements are that both parties must be 18 years of age. Proof of identification and age must be presented at time of application. A valid driver's license is sufficient.

Those wishing to apply who are under 18 must have custodial parental consent. Applicants may not be related through and including first cousins. Proof of social security number is required at the time of application. A social security card or other valid document will be accepted. Both parties must be present at the time the application is made.

The name and phone number of the person performing the ceremony will also be requested. The license may be issued at the time of application if the ceremony is being performed within 30 days. The license is valid for 30 days from the issue date in the State of Missouri.

In Boone County, a cash-only wedding fee of \$51 must be paid at the time of application.

For further information on obtaining a marriage license in Boone County, call 573-886-4350, or visit the recorders page on showmeboone.com.

Sacred Heart Church

Statement of Acceptance

I have read the Sacred Heart Wedding Guidelines and agree to abide by the requirements and rules mentioned therein. I also understand that the wedding date is not secure until all applicable fees and deposits have been paid (not including optional fees and stipends). Failure to follow these guidelines may result in the cancellation of the reserved wedding date.

In addition, I agree to convey the rules and guidelines outlined here to all others involved in the wedding, including but not limited to: family members, photographers/videographers, florists/decorators, readers and gift bearers, and bridal party members, etc.

Signature of Bride

Date

Print name

Signature of Groom

Date

Print name

Date of Wedding

Please sign, date and deliver this Acceptance to: Fr. Simon Michalski, Sacred Heart Church, 1115 Locust St., Columbia, MO 65202