

# Sacred Heart Catholic Church

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## Wedding Guidelines

*Revised by the Parish Staff January 2008*

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*The Sacred Heart Church Wedding Guidelines book  
has been prepared for you, the engaged couple,  
as you consider God's call to married life  
and to 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 must be an outward sign to others as a faithful, lifelong union, open to bringing life into the world. The vocation of marriage requires that you enter into this sacrament with freedom full knowledge of the challenges, responsibilities and joys of married life.

This sacrament is the beginning of your lifelong commitment, and it is rooted in love of God and supported by the community of faith. The exchange of marriage vows in the sacrament is a pledge to love, respect and nurture each other 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 (Feb. 6-March 23, 2008; Feb. 25-April 12, 2009) 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 later than 1:30 p.m. Saturday weddings without Mass may be scheduled no later than 2 p.m. In both cases, the wedding party must vacate the church and church grounds by 3:30 p.m. Saturday evening weddings may not begin before 7 p.m., and church grounds vacated by 9:15 p.m.

**There is no fee for the use of the church for active parishioners and their children. By definition, an “Active Parishioner” is someone who has been a contributing member of Sacred Heart Parish at least six months prior to the first contact made to establish a wedding date.**

## Scheduling and Preparation

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 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 nor meant as a predictor of success or failure in marriage. It is a tool to help couples name and work through issues before marriage. The process takes about an hour, and the appointment will be set during office hours, 8:30 a.m. to 4:30 p.m. Monday through Friday.

**Step 2:** Meet with the parish priest who may be performing your wedding ceremony. During this appointment, couples will begin to go over the FOCCUS results with the priest. The **wedding date** will be set at this time. Depending on the individual couples, further meetings may be necessary. Be sure to bring to this meeting the “Statement of Acceptance” found on the last page of this book.

**Step 3:** Participation is required in the Tri-Parish Pre-Marriage Program held at Sacred Heart in the spring and fall, or the Diocesan Engaged Encounter. Information on both opportunities is available in the Parish Office. For couples doing their marriage preparation out of Columbia, evidence of completion of a similar program must be provided.

**Step 4:** Meet with the Liturgical Advisor to discuss details of the wedding ceremony four months before the wedding. At this meeting you will go over the *Together for Life* planning book and secure musicians.

**Step 5:** Final meeting with the priest two months before the wedding, during which all paperwork will be finalized, including the required Diocesan marriage registration.

**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.

## Scheduling and Preparation for Non-Parishioners

Sacred Heart Church may be used for any weddings where at least one party is a practicing Catholic. 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. A nonrefundable fee of \$750 must be paid before a date can be set.**

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

**Step 2:** Have all required paperwork sent to Sacred Heart Parish Office at least two months before wedding date.

**Step 3:** Meet with wedding coordinator 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 wedding coordinator two weeks before the ceremony. Your wedding ceremony is finalized and other fees and stipends will be left with the wedding coordinator at this time.

## Priest

It is the priest/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 conjunction with the parish staff.

## Musicians

The parish musicians supply the music for all weddings. The wedding coordinator will arrange for all musicians/vocalists for your wedding. Sacred Heart Parish musicians consist of two organists, two pianists, two flutists, two violinists, one cellist, one guitarist and four vocalists/cantors. Other musicians can be arranged for 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 a 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.

## Custodian

The custodian receives a stipend for being of service while the wedding party is on the premises. His services include, but are not limited to:

- Arrive in time to open and set up the Activity Building for arrival of the wedding party.
- Open the church, turn on lights, PA system, etc.
- Set up items listed on logistics sheet, e.g. unity candle stand, candelabras, guest book stand, etc.
- Assist wedding party, florist, and photographer as needed.
- Escort the members of the wedding party to the church at the appropriate time.
- During the ceremony, secure and lock the Activity Building to protect wedding party's personal belongings. After the ceremony, clean and secure the church and the Activity Building.

## Stipends

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

Priest/deacon	\$150
Liturgical Advisor	\$100
Wedding Coordinator	\$100
Custodian	\$100
*Organist	\$150
*Cantor	\$125
*Altar Servers	\$20 each
*Instrumentalists (violin, flute, etc.)	\$150 each

\*Optional stipends

## Church Accessories

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

Brass Candelabras with candles	\$100/pair
White Sanctuary Swags	\$250

## Church Information

The church holds approximately 250, 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 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 is scheduled with the wedding coordinator to last no longer than 40 minutes. The rehearsal will promptly begin 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 you are having a Unity Candle, please bring it with you to the rehearsal. Both the Unity Candle and the License will be kept in the church overnight.

**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:

- Flowergirls and ringbearers 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 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.
- Artificial flowers are not permitted in the sanctuary. Greenery, pew decorations and all floral decor must be removed by 3:30 p.m. after Saturday afternoon ceremonies.
- Tape may not 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.
- No flowers, candles, pictures, etc. are allowed on the Altar table, and all candles in the sanctuary must be driplless.

### Photographers and/or Videographers:

- If pictures are taken before the ceremony, they must be completed 30 minutes before the ceremony is scheduled to begin.
- 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 9 p.m. and the church grounds vacated by 9:15 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 free to the wedding party for dressing before the ceremony. It is also available for rent for rehearsal dinners and receptions. The deposit is \$200 and the custodians 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 Wedding Coordinator for a copy of the contract.

### Parishioners

3 hours: \$150 (each additional hour: \$40)

### Non-Parishioners

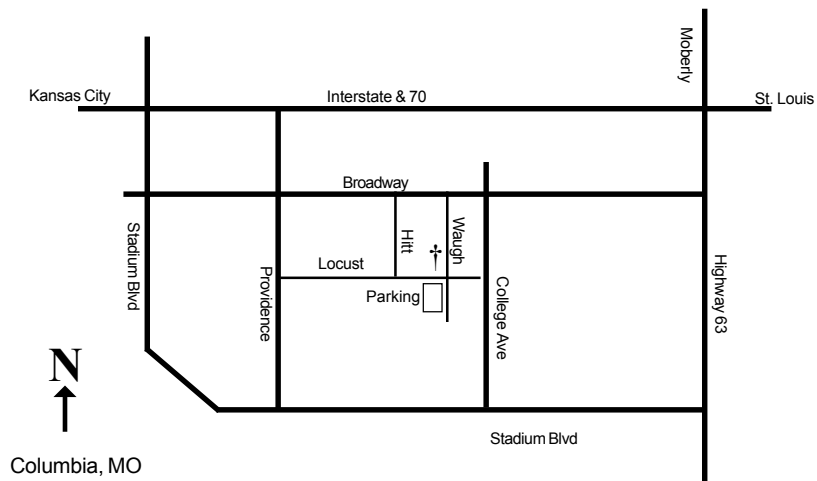
3 hours: \$300 (each additional hour: \$75)

**The deposit will be returned within 10 days following the wedding, provided regulations and policies are observed.**

## Other Regulations

- The wedding party may dress in the Activity Building. Rooms will be available to the party three hours prior to the wedding.
- The wedding party should not chew gum during the ceremony.
- Cars may not be parked in the area between the rectory and the Activity Building. Only loading and unloading is permitted.
- No alcohol may be consumed on the premises, except during receptions when the Activity Building has been rented.

## Sacred Heart Church Map



### From Interstate 70

Take I-70 to Providence Road and head south. Turn left (east) on Broadway. Turn right (south) on Hitt Street and go one block to Locust. Turn left on Locust and the church will be on the left one block up.

### From Highway 63

Take Highway 63 to the Broadway exit and turn west. Turn left (south) on Hitt Street and go one block to Locust. Turn left on Locust and the church will be on the left one block up.

## Obtaining a Marriage License in Missouri

Your marriage at Sacred Heart Church is also a legal civil union. To be legally married, you must obtain a marriage license in the Recorder's Office at the Boone County Government Center, 801 E. Walnut, Room 132, Columbia, MO 65201-7727.

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.

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](http://showmeboone.com)



# Sacred Heart Church

## Statement of Acceptance

I/we have read the Sacred Heart Wedding Guidelines booklet and agree to abide by the requirements and rules mentioned herein. We also understand that our 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 could result in the cancellation of our reserved wedding date on the Sacred Heart Church calendar.

In addition, I/we agree to convey the rules and guidelines outlined in this book to all those involved in our wedding, including: family members, photographers/videographers, florists/decorators, readers and gift bearers, bridal party members, etc.

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
Date of Wedding

Please sign, date and remove this page and give to the priest for our records.



*Spread love everywhere you go:  
first of all in your own house.  
Give love to your children,  
to your wife or husband,  
to a next door neighbor...  
Let no one ever come to you  
without leaving better and happier.  
Be the living expression of God's kindness;  
kindness in your face,  
kindness in your eyes,  
kindness in your smile,  
kindness in your warm greeting.*

~ Mother Theresa

