

Wedding Guidelines

Sacred Heart Catholic Church

Columbia, MO

573-443-3470 fax 573-442-1082

www.sacredheart-church.org

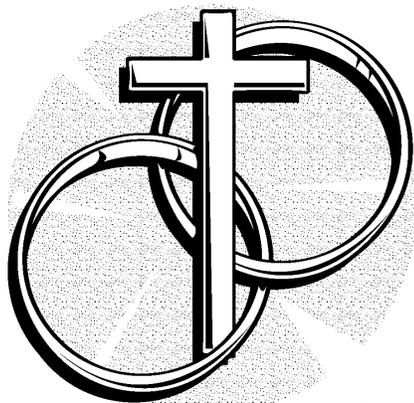
Revised Spring 2016

The Sacred Heart Church Wedding Guidelines have been prepared for engaged couples, considering God's call to married life and to aid in making make arrangements for the 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 to 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 a 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 one another all the days of a couple's life together.



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Scheduling and preparation for parishioners

(Parishioner definition: bride/groom who is an active, contributing member of Sacred Heart Parish. “Active Parishioner” is someone who has been a contributing member at least six months **prior to the first contact** made to establish a wedding date, and has been participating in the sacraments on a regular basis.)

Six to twelve months prior to the desired wedding date, the following steps must be taken:

Step 1

Complete an Initial Contact Form for weddings, available in the Parish Office or online at www.sacredheart-church.org. Submit the completed form to the Parish Office.

Schedule a meeting with the preparing priest or deacon. During this appointment the, the wedding date will be confirmed with the presider, and the Premarriage Registration Form will be completed. The couple will be advised of what sacramental records and permissions are needed (Baptism certificate from the Church of Baptism created no earlier than six months before wedding). It is the responsibility of the bride and groom to arrange for all meetings and for both to be present.

To post the wedding and rehearsal date and time to the Church calendar, visit the Parish Office after completion of the above mentioned paperwork.

Step 2

Schedule the FOCCUS Tool of Communication by calling the Parish Office. 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 online for a fee of \$15. After completion, bride/groom is responsible for setting up a follow-up discussion with the preparing priest/deacon.

Step 3

Schedule a meeting with the preparing priest or deacon for the FOCCUS follow-up discussion. During this appointment bride and groom and priest/deacon will go over the points of discussion from the FOCCUS Inventory. The number of follow-up appointments will be determined by how discussions progress at each meeting.

For the wedding file, bring to this meeting the last page of the wedding guidelines, *Statement of Acceptance*. Read the entire guideline before signing the document.

Step 4

Enroll in a marriage preparation course: Weekends for the Engaged, or Pre Cana in Jefferson City. Information on dates, times and registration available in the Parish Office, or online at sacredheart-church.org (Sacraments — Marriage). Couples attending any approved marriage preparation course will receive a certificate of completion. This document should be delivered to Sacred Heart Parish Office to become part of the couple’s marriage file.

Step 5

Schedule a meeting with the parish liturgist: At this meeting, generally scheduled 2-3 months before the wedding date, couples go over the choices in the *Together for Life* wedding liturgy planning book and discuss music and other elements of the ceremony. At this time all extra fees and stipends should be paid (see page 5).

Scheduling and preparation for non-parishioners

Sacred Heart Church may be used for weddings if 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. In addition, contact information for the parish and presider of the wedding must be provided to 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 \$800 must be paid before a date can be set and scheduled on the church calendar.

Non-parishioners should provide a priest or deacon for the ceremony.

Step 1

Complete Initial Contact form for weddings, available in the Parish Office, or online at www.sacredheart-church.org. After confirming the wedding date with the presider, submit the completed form, along with the Church use fee, to the Parish Office in order to post the date to the Church calendar. Provide all contact information for the person preparing bride/groom for marriage. In addition, if a priest or deacon outside of Sacred Heart Church will preside at the ceremony, provide all contact information.

The last page of this wedding guide is an *Statement of Acceptance* that must be signed by both bride and groom and returned to Sacred Heart Parish Office.

Step 2

In order for the celebration to be a Catholic wedding, marriage preparation must include completion of a Pre-Marriage Registration form, the FOCCUS Inventory and follow-up discussion (or like tool), and a marriage preparation course, such as Weekends for the Engaged, or Pre Cana.

Information on dates, times and courses in Marriage Preparation are available at sacredheart-church.org, or from whoever is preparing the bride and groom outside the parish. Couples attending any approved marriage preparation course will receive a certificate of completion. This document becomes part of the marriage file at Sacred Heart Church.

Step 3

After completing all requirements of marriage preparation outside Sacred Heart Parish, all required paperwork, including current Baptism record (from the Church of Baptism, created no earlier than six months before the wedding date), must be sent with the marriage file to Sacred Heart Parish Office **two months** before wedding date.

Step 4

Schedule a meeting with the parish liturgist: At this meeting, generally scheduled 2-3 months before the wedding date, couples go over the choices in the *Together for Life* wedding liturgy planning book and discuss music and other elements of the ceremony. (Reading choices are also available at sacredheart-church.org.) At this time all extra fees and stipends should be paid (see page 4).

Step 5

If a Sacred Heart pastor or deacon is presiding, schedule a meeting to discuss details of the ceremony at least two months before the wedding.

Wedding times

Weddings may be held any day of the week except during the Lenten season and on special Church Holy Days, provided the date does not conflict with regularly scheduled parish services, and a presiding priest is available. Saturday weddings may be scheduled no earlier than 10 am and no later than 1 pm. The afternoon wedding party must vacate the Church buildings and grounds by 3 pm.

Due to space concerns, when a wedding party has more than eight attendants (four groomsmen and four bridesmaids), some attendants may be seated on the outside of the first pew. The wedding party is expected to arrive at the Church dressed and ready for the ceremony. Space is provided only for waiting until the ceremony. No food or drink (other than bottled water) is permitted in any of the buildings at Sacred Heart.

On the Wedding Date, access to the church is 11 am for a 1 pm wedding.

Fees

Use of the Church — For a bride/groom who is an active, contributing member of Sacred Heart Parish, there is no fee for the use of the Church. By definition, an “Active Parishioner” is someone who has been a contributing member at least six months **prior to the first contact** made to establish a wedding date.

\$800 non-parishioners fee for the use of the Church must be paid before the chosen and agreed upon wedding date can be scheduled on the Church calendar

\$175 Wedding Coordinator — Sacred Heart Church provides a required liturgical wedding coordinator who will manage all the activities at the rehearsal and on the day of the wedding. The coordinator manages door locks, lighting, sound system, general organization, etc. Professional wedding coordinators from outside the parish must work with the Church coordinator.

Organist/pianist	\$150
Instrumentalists	\$150 each
Cantor	\$150
Altar servers	\$20 each

Cash only payment of fees for wedding coordinator, organist/pianist, instrumentalist, cantor, and altar servers must be submitted to the Parish Office 2-4 weeks before the wedding date.

Accessories

Kneelers for bride and groom during ceremony
Guestbook stand

Church capacity and seating

The church seats approximately 250 people, not including the choir loft. The building is wheelchair accessible by use of a ramp on the north side of the building.

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 8 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 inches around the top at the indent. 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 decoratively. Two rails are approximately 5-1/2 feet long and the other 2 are 3 feet long.

General policies

Flower girls/ring bearers — Children participating in the wedding ceremony must be at least 4 years of age at the time of the ceremony. It is not permissible to throw petals down the aisle. The entrance procession must never include children being pulled in a wagon, etc. If children are not old enough to walk unassisted, in an orderly fashion avoiding distraction, they are not old enough for the procession.

Cloth runners may not be used in the aisle, for the safety of the wedding party and guests.

Bubbles and bells are allowed to greet the newly married couple outside after the ceremony. No other items are permissible: no rice, confetti, fireworks, birds, etc.

Church furniture and décor may not be rearranged. In accordance with Sacred Heart Church policy, “Church furniture may not be rearranged. When weddings are scheduled during seasons when the Church is decorated in a special way, the wedding party must adapt to the seasonal decorations already in place.” This is most likely to occur during the Christmas and Easter seasons and Pentecost when the Art and Environment Committee has spent a great deal of time and effort to add to the beauty of parish liturgical celebrations

Artificial flowers are not permitted in the sanctuary. Greenery, pew decorations and all floral décor must be removed by 3 pm after Saturday 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.

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

Gum chewing is not allowed during the ceremony.

Cars may not be parked in the area behind the Parish Office. Only quick loading and unloading is permitted. Parking is available in the parish lot on the corner of Waugh and Locust streets. Street parking is metered six days a week, with no parking fees on Sunday.

Alcohol is strictly not permitted anywhere on Sacred Heart property or buildings.

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 pm and the church grounds vacated by 3 pm. For Friday evening weddings, all photography must be completed by 8:45 p.m. and the grounds vacated by 9 pm. 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. **At no time are either allowed on the Altar.**

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.

Wedding Rehearsal

The wedding rehearsal generally lasts 30 minutes to 1 hour and may be scheduled for 4 pm. Please advise all involved parties to be on time so the rehearsal is not compromised. Only those involved in the ceremony are asked to be present. Please refrain from inviting extra guests beyond those directly involved in the ceremony.

The use of alcohol/drugs before or during the rehearsal/wedding is strictly forbidden. Failure to honor this expectation could result in postponement of the wedding.

The Marriage License must be presented to the priest/deacon at the rehearsal. **The rehearsal will not begin without the License.** The Marriage License will be kept in a secure place in the church overnight.

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. Parking lot is on the right on the corner of Waugh and Locust.

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. Parking lot is on the right on the corner of Waugh and Locust.

Marriage License Filing Requirements in Boone County

The Bride and Groom must

- Visit the Boone county Recorders office together to apply for a marriage license
- Be 18 years of age or over
- Present a valid government issued picture ID and provide Social Security numbers
- Pay a \$51 cash, debit, or credit card fee at the time of application (no checks accepted).
- Provide name and phone number of the person performing the ceremony.
- Pick up and give the license to the person performing the ceremony before the wedding.
- Have a ceremony performed within 30 days from the date of issuance in the State of Missouri
- If the wedding date is more than 30 days from the date of application, they must wait to pick up the license.
- Not be related to each other through and including first cousins.

Recording of Marriage

The person performing the ceremony is required by law to return the signed and completed license to the Boone County Recorder of Deeds office within 15 days of the ceremony.

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 the bride

Date

Print name

Signature of groom

Date

Print name

Date of wedding

Please sign, date and deliver this form to: Sacred Heart Church, 105 Waugh St., Columbia, MO 65201