



HOLY FAMILY CATHOLIC CHURCH

Wedding Guidelines



MAY 1, 2016

Holy Family Catholic Church Wedding Guidelines

Checklist

- _____ Arrange date with Lucy Blair 4-6 months prior to wedding.
- _____ Furnish Pastor with copy of your Baptismal certificates. If Catholic, certificate needs to be dated within the past six months. If non-Catholic, letter from place of Baptism or letter of testimony is required.
- _____ Contact Music Director before making any music arrangements. Pay fee to Music ministry night of rehearsal unless other arrangements have been made.
- _____ Arrange set-up time(s) with Facility Director if planning to use facility for rehearsal dinner or reception.
- _____ Apply for insurance with Facility Director if using Church's facilities for rehearsal dinner or reception.
- _____ Pay building use and insurance fees to parish. Make checks payable to "Holy Family Catholic Church."
- _____ Give photographer/videographer Church Wedding Guidelines.
- _____ Give florist Church Wedding Guidelines.
- _____ Give caterer "Building and Kitchen Use" Guidelines.

Important Contact #'s

Fr. Joe McMahon, Pastor E-mail: frjoe@holymfamilycc.com	615-373-4696, Ext. 225
Cathy Mayo, Director Of Music E-mail: cathy.mayo@holymfamilycc.com	615-519-5838 (Cell)
Lucy Blair, Director of Pastoral Care E-mail: lucy.blair@holymfamilycc.com	615-373-4696, Ext. 225
Betty Lou Burnett, Facility Director E-mail: bettylou.burnett@holymfamilycc.com	615-373-4696, Ext. 223

Holy Family Wedding Guidelines

The community of Holy Family Parish congratulates you on your engagement and upcoming marriage! We share in your joy as you begin your new life together.

The next few weeks and months promise to be very busy as you plan your future together. Included here are some thoughts and guidelines to keep in mind when planning your wedding at Holy Family.

Please confirm the availability of the church of your proposed wedding date with the pastor and parish office. After the date has been confirmed, please contact the Director of Music as soon as possible to discuss arrangements for music. This should be done before contracting with any other musicians.

Due to the Saturday Vigil Mass and Sacrament of Reconciliation, ceremonies are not scheduled between 2:30 p.m. and 7:00 p.m. If using the Gather Area for your reception, please be aware the Gather Area must be cleared by 4:30 p.m. The Parish Hall may also be used for wedding receptions. There are separate guidelines that apply when using the Parish Hall.

Sacraments are visible signs of God's presence in our lives and are celebrated publicly in our faith community. The sacrament of marriage is a religious, liturgical celebration that celebrates not just the union of two people but also God's unconditional love for us. Liturgical celebrations are the prayer of the entire church and include active participation of all present.

FEES

Please contact Betty Lou Burnett, bettylou.burnett@holyfamilycc.com or Lucy Blair, lucy.blair@holyfamilycc.com or 615-373-4696 for information on wedding/facility use fees.

Completion of the Event Request Form and payment of the wedding/facility use fee reserves the following spaces for the date and time listed on the parish master calendar:

Church, church narthex, Bride's room, Groom's room, church hallway restrooms. Access to the sacristy is restricted to clergy and staff.

The fee to reserve the church is \$650 for non-parishioners. The fee is waived for parishioners. A parishioner is defined as a member who has been officially registered with the church office for at least one year prior to your inquiry and reserving the space). The fee will be refunded with notice of cancellation.

An offering to the priest in an amount determined by the family is customary. The couple normally meets with the priest for a minimum of three – four sessions. You should contact Lucy Blair to schedule each of these appointments.

Contact the Director of Music (Cathy Mayo Bell, cathy.mayo@holyfamilycc.com) for information about music. Her fee is \$350. This fee includes initial consultation with the

couple to make music and instrument selections, procurement of desired instrumentalists and vocalists, rehearsals with vocalists and instrumentalists, attendance at the rehearsal and piano/organ services on the wedding day. Bench fees are not applicable. Unless other arrangements have been made, payment of these fees should be made the night of rehearsal and are paid directly to the musicians.

Additional fees (building, equipment maintenance, and utilities) if holding rehearsal dinner or reception at Holy Family are:

	Parishioner*	Non-Parishioner
Gather Area & Kitchen	\$ 100	\$ 200
Parish Hall & Kitchen	\$ 700	\$1,400

Other fees such as Audio-Visual, insurance policy, and custodial fees are separate and should be obtained from the Parish Office.

*A parishioner is defined as a registered and contributing member of Holy Family Parish for at least 1 year (prior to a request for reserving space).

INSURANCE

Holy Family is required by the Diocese to have \$1,000,000 Certificate of Liability Insurance for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the Holy Family Office to arrange coverage. You may provide your own Certificate of Coverage, or we will process the necessary paperwork with your check made payable to HFCC of \$100. Make checks payable to HFCC. A Facility Usage/Indemnity Agreement must also be signed.

FACILITIES

The church worship space seats 1100 people.
The chapel seats approximately 80 people.

The Gather Area has (14) 60” round tables, which seat 7 comfortably
The Gather Area has 9 rectangular tables, 72” x 30” which seat 6 – 8
There are approximately 125 chairs for use in the Gather Area

The church does not provide tablecloths or centerpiece decorations.

Rooms are available for dressing up to two hours prior to the wedding. Please check with the Facilities Director to see which room will meet your needs. Please return the room to its original condition when you leave. Groomsmen and ushers normally arrive already dressed for the ceremony.

Furniture and equipment on church property should not be moved without permission of the Facilities Director.

The parish is not responsible for the loss or theft of any personal property.

BRIDE'S ROOM & GROOM'S ROOM

Both rooms will be opened 2 hours before the wedding and are to be vacated 1 hour after the ceremony and left in the same condition as it was found.

Members of the wedding party are advised to have their own container for their personal belongings and to pack up these items before leaving the rooms for the ceremony. This will help to prevent lost items and will allow all to leave quickly following the ceremony. The room will be locked during the ceremony for security purposes. Please appoint someone other than a member of the wedding party to be sure that the rooms are cleared of all items and clean before leaving after the wedding. *Cleaning the rooms is not the responsibility of Holy Family.*

FLOWERS

The church/or chapel is available after 8 a.m. on the day of the wedding for floral delivery. If there is more than one wedding scheduled on a particular day, please make sure all flowers are marked for the appropriate wedding party and location – (church or the chapel.) Also, if a 7:00 p.m. wedding is scheduled in Church it may not be possible to place all floral decorations in place until after the 5:00 p.m. Mass.

Flowers in the church sanctuary may be placed on the altar's back ledge, providing the processional cross, candles, and Book of Gospels are visible; these items may not be moved. Flowers may also be placed on the altar steps at the two front corners or in the Entrance Area as a sign of welcome.

No flowers may be placed on the ambo (podium), the altar, the baptismal font, or the kneeler used by the couple. Also, no flowers may be placed in front of these items, as to not impede movement or be a distraction from the ritual action.

HF would welcome any floral arrangements you may wish to leave after your wedding. These will enhance our community's worship, but we also respect any plans to take these arrangements with you. If you do not plan to leave the flowers in the church, please let the Facility Director know beforehand.

No asparagus fern is allowed in any floral arrangement. Also, NO FLOWER PETALS, fresh or dried, may be scattered. These stain the carpet. Silk petals may be used, if arrangements are made for ALL PETALS to be picked up immediately following the ceremony.

It is encouraged that all floral arrangements be prepared by the florist before being brought to the church. If this is not possible, specific arrangements must be made in advance with the Facilities Director. Any last-minute floral work must be done in the floral workroom. This space is very limited. If this room is used, please make sure it is put back in good order.

The Worship Space and surrounding rooms and area should be left in the condition in which found. Any supplies brought in by a florist should be removed immediately following the ceremony. Any boxes used to carry flowers are to be taken to the dumpster unless the florist plans to take them.

CANDLES/HOLDERS

HF can provide a unity candleholder that may be decorated by your florist on the premises. The unity candle (3" diameter) is to be provided by the couple, including the tapered candles on either side of the unity candle. The unity candle has a 3" base; tapers are standard size.

HF has two candelabras in which oil-filled candles are used. The parish provides these free of charge. Wax candles may not be used in the candelabras.

AISLE RUNNERS

Aisle runners are not allowed. The church is carpeted, making the use of an aisle runner unnecessary, as well as being a hazard for the wedding party to trip or slide on.

GUEST REGISTER

HF has a wooden stand where a guest register may be placed at the church Entrance. Please let the Facilities Director know in advance if you wish to use this for your ceremony.

DECORATIONS

Our church worship area is decorated appropriate to the liturgical season. These items may not be changed for sacramental celebrations, including weddings. These items include, but are not limited to the wall hangings, altar cloths, etc. Decorations should never impede the approach to or the encircling of the altar, or any of the ritual movement and action.

Pew markers or flowers are allowed, but should not be affixed with nails, screws, masking tape, or any other material that may mar the wood finish or fabric. If using holders for markers, flowers, or pew candles, please make sure they are well padded. Otherwise, ribbon or pipe cleaners work well for this.

Decorations should not be taped, tacked, or nailed to the doors or walls.

Please discuss any other areas of the building you wish to decorate with the Facilities Director before making any arrangements.

MUSIC

Music for ceremony is always to be sacred music composed for church. Music selections should be discussed with Director of Music.

THROWING OF RICE, CONFETTI, etc.

Throwing of rice, confetti, birdseed, or other material is not allowed. Balloons cannot be released, as HF is situated in a major airline flight path. Bubbles may only be used outside, providing that the bottles are not left on church property.

PHOTOGRAPHY/VIDEOGRAPHY

Because of Saturday evening Mass and Reconciliation, the Worship Space is not available for any photography or set-up from 3:30 p.m. – 7:00 p.m. Please keep this in mind when planning the time for your wedding ceremony.

Again, no church furnishings or accessories may be moved without express consent of the Facilities Director.

Please be respectful of the wedding ceremony and liturgy taking place. Picture taking and video recording are permitted provided they don't interfere with the ceremony. Photographers and videographers should not roam the church once the liturgy has begun. Flash photography is not prohibited, as long as it is not distracting to the liturgical activity taking place.

It is acceptable to set up two or three video cameras from various vantage points in the Worship space. Care must be taken not to disturb the ceremony, and additional lighting should not be used.

Holy Family will make available a high quality sound system, including wireless microphones used by the priest and musicians. It is essential any sound equipment brought in by a videographer be cleared with the Facilities Director, and a thorough sound-check completed before use during the ceremony to insure compatibility.

CATERER GUIDELINES AND KITCHEN USE – (See Kitchen Use Guidelines)

Kitchen facilities, banquet tables and folding chairs are available for your use. You are responsible for setting up and taking down the tables and chairs. Caterers must provide dishes, glassware, silverware, tablecloths, serving dishes, pots, pans, all cooking utensils, and other amenities.

The Gather Area will be accessible for set-up up to one day prior to the wedding, as long as parish organizations have not previously reserved the space. Set-up time must be coordinated through the parish office. Also, set-up or take down must be completed before the Saturday 5:00 p.m. Mass. For an afternoon reception, the Gather Area must be cleared by 4:30 p.m. Evening receptions must be cleared by 10:00 p.m.

Please be sure your caterer is aware that he or she is responsible for leaving the facilities in the condition in which they were found, including sweeping up, mopping up spills, and removing all supplies.

MISCELLANEOUS

No cars or trucks are allowed on the church entrance patio(s) or any portion of our sidewalks.

NO SMOKING

Holy Family is a smoke free facility.

REHEARSALS

One hour is allotted for each rehearsal; therefore, we would like for brides and grooms to emphasize to the other participants that everyone needs to be on time for the rehearsal. Rehearsals will begin promptly at the time scheduled.