



HOLY FAMILY CATHOLIC CHURCH

Wedding Guidelines



JUNE 18, 2024

Holy Family Catholic Church Wedding Guidelines

In order to make sure Holy Family is available for those active members who support our many ministries and our facilities, we can only accept weddings for members (or their immediate families – children or parents) who have been officially registered in the parish for at least twelve (12) months at the time the wedding is booked.

We require a minimum of six (6) months to complete Pre-Cana counseling with one of our Priests or Deacons.

Call the parish office to confirm the availability of the Church for your proposed wedding date. Reservation is accepted upon receipt of the signature page which is the last page of this document, signed by one or both of the couples AND an authorized representative of Holy Family.

Weddings may be held on Friday or Saturday at 2:00 PM.

We require that the wedding party participates in a rehearsal on the night before the ceremony. The time for the rehearsal is 5:00 PM. Any changes to the time must be pre-approved by the Priest and communicated to the Church office.

Holy Family does not provide facility usage for Wedding Receptions unless approved in writing by the Facility Director and Director of Pastoral Care

Checklist

- _____ Arrange date with Betty Lou Burnett at least 6 months prior to wedding and complete and submit the reservation form
- _____ Contact Betty Lou Burnett to set up Pre-Cana counseling sessions with Priest/Deacon
- _____ 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.
- _____ Contact Mimi Buettner, Wedding Coordinator to discuss wedding plans. Pay fee to Mimi Buettner on the night of the rehearsal unless other arrangements have been made.
- _____ Give photographer/videographer Church Wedding Guidelines.
- _____ Give florist Church Wedding Guidelines.

Important Contact #'s

Fr. Joe McMahon, Pastor E-mail: frjoe@holyfamilycc.com	615-373-4696, Ext. 225
Jeff Thomas, Director Of Music E-mail: jeff.thomas@holyfamilycc.com	615-373-4696, Ext. 241
Bill Plantz, Facility Director E-mail: bill.plantz@holyfamilycc.com	615-373-4696, Ext. 223
Betty Lou Burnett, Director of Pastoral Care E-mail: bettylou.burnett@holyfamilycc.com	615-373-4696, Ext. 225
Mimi Buettner, Wedding Coordinator E-mail: mimi.buettner@holyfamilycc.com	615-373-4696, Ext. 260

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.

If using the Gather Area for your reception, please be aware the Gather Area must be cleared by 4:00 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.

Reserving the Church

Please confirm your reservation with Betty Lou Burnett, bettylou.burnett@holyfamilycc.com. Contact Bill Plantz, bill.plantz@holyfamilycc.com or 615-373-4696 for information on wedding/facility use fees.

Completion of the Wedding Guidelines Acknowledgement Form on the last page of these guidelines requires a signature from one or both of the engaged couples AND Bill Plantz. By completing this form, you are reserving the following spaces for the date and time listed on the reservation form:

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

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 four - five sessions. You should contact Betty Lou Burnett to schedule each of these appointments.

Contact the Director of Music (Jeff Thomas jeff.thomas@holyfamilycc.com) for information about music and fees. Fees are to be remitted by the rehearsal date.

Contact Mimi Buettner, our "Day of" Wedding Coordinator. Her email address is mimi.buettner@holyfamilycc.com. We do require that you utilize her services. She will attend and help the priest direct the rehearsal and will be present on the day of the wedding to guide your wedding party to their respective lounges. She will also direct the wedding party as to how to line up and will coordinate all the logistics of the wedding. Her fee is \$250 and is payable directly to Mimi. Payment must be remitted to Mimi by the rehearsal date.

FACILITIES

The church worship space seats 1100 people.
The chapel seats approximately 60 people.

Rooms are available for dressing up to two hours prior to the wedding. Please return the room to its original condition when you leave. This includes removal of all personal items and removal of all trash. Groomsmen and ushers normally arrive already dressed for the ceremony.

Furniture and equipment on church property may 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 **open 2 hours before** the wedding and are to be **vacated 1 hour after** the end of 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.

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.*

No Alcohol is permitted in the Bride's and Groom's room. Food and non-alcoholic beverages may be brought in. These items must be removed within one hour after the end of the ceremony.

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.

FLOWERS

The church/chapel is available after 8 a.m. on the day of the wedding for floral delivery. Please make sure all flowers are marked for the appropriate wedding party and location – (church or the chapel.)

The Church must be decorated no later than one hour prior to the ceremony. **Flowers are limited to two (2) arrangements in the church sanctuary** and 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, so as to not impede movement or be a distraction from the ritual action. No canopies, awnings, or other such structures may be used.

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 plan to leave the flowers in the church, please utilize our scheduling system that can be found on the church web-site to reserve your wedding date.** Please note that our flower ministry is extremely popular and families reserve special dates months in advance. Flower donations are accepted on a first come, first served basis. **If your wedding date is already booked by another parishioner, we ask that you take your flower arrangements with you after the wedding.**

No asparagus fern is allowed in any floral arrangement. Also, NO FLOWER PETALS, fresh or dried, artificial or silk may be scattered.

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.

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.**
- **Fireworks of any kind are 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.
- **Use of glitter or sequins inside the facility is strictly prohibited.**

PHOTOGRAPHY/VIDEOGRAPHY

Because of Saturday evening Mass and Reconciliation, the Worship Space is not available for any photography after 3:30 p.m.

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 or chapel 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 Director of Music, and a thorough sound-check completed before use during the ceremony to insure compatibility.

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 5:00 PM*** unless approved by Priest and communicated to Church office.

Items to bring to the rehearsal:

- Marriage license,
- printed programs,
- guestbook,
- payments for Mimi and musicians and stipend for Priest/Deacon.

Bring wedding rings on the day of the ceremony.

Acknowledgement of Guidelines by Engaged Couple

I have read and understand the wedding guidelines of Holy Family Catholic Church and agree to abide by them and to pay all fees as outlined in the guidelines.

Print name of Bride

Print Name of Groom

Bride Contact Information

Groom Contact Information

Signature(s)

Date and Time of Wedding

Date Signed

Reservation approved by:

Signature of Holy Family Representative

Date