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# HOLY FAMILY CATHOLIC CHURCH

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## Wedding Guidelines



MARCH 23, 2026



# Holy Family Catholic Church

## 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.

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.

Catholics are ordinarily expected to celebrate their wedding in the parish in which the bride and/or groom, or their parent(s) is/are a member. To be considered an active member of Holy Family you must be registered and active in the parish for at least one year prior to your wedding. An active Holy Family parishioner is one who has embraced and demonstrates their stewardship of time, talent and treasure as a way of life with regard to their membership at Holy Family. Active membership includes not only financially tithing to the parish, but becoming involved in the liturgical, spiritual, and social life of the parish as well.

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.

To reserve a date for your wedding, please contact the parish priest of your choice. Only a priest or deacon may authorize the reservation of a date and time for your wedding on the parish calendar. All reservations are on a first-come, first-served basis.

Usually, one of the priests or deacons assigned at Holy Family is asked to preside at weddings at the parish. However, if a couple wishes a priest or deacon from outside the parish to officiate, they must first contact him and ask that he, in turn, contact the Pastor at Holy Family to obtain delegation. The visiting priest must confirm in writing that he will officiate and that he is responsible for completion of any necessary pre-marital instructions and paperwork to include letter of good standing from Celebrant's Diocese.

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.

## Checklist

- \_\_\_\_\_ Complete the online questionnaire which captures information about those wishing to marry.  
<https://holyfamilycc.com/wedding/>
- \_\_\_\_\_ Meet with Priest/Deacon for a required pre-marriage interview. The purpose of this interview is to help determine whether both parties are free and ready to marry. Only after this meeting the pre-nuptial questionnaire and a date be confirmed for your wedding.
- \_\_\_\_\_ On completion of above interview, please contact Mimi Buettner at least 6 months prior to wedding to confirm a date and reserve it on the church calendar.
- \_\_\_\_\_ Contact Mimi Buettner 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 6 months of the wedding. 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 Brigitte Hohman, Wedding Coordinator to discuss wedding plans. Pay fee to Brigitte Hohman 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: <a href="mailto:frjoe@holyfamilycc.com">frjoe@holyfamilycc.com</a>	615-373-4696, Ext. 225
Deacon Bill Hill Email: <a href="mailto:whill10000@comcast.com">whill10000@comcast.com</a>	
Deacon Dave Gilles Email: <a href="mailto:dave.gilles@holyfamilycc.com">dave.gilles@holyfamilycc.com</a>	
Deacon Jim Rose Email: <a href="mailto:jim.rose@holyfamilycc.com">jim.rose@holyfamilycc.com</a>	
Jeff Thomas, Director of Music E-mail: <a href="mailto:jeff.thomas@holyfamilycc.com">jeff.thomas@holyfamilycc.com</a>	615-373-4696, Ext. 241
Bill Plantz, Facility Director E-mail: <a href="mailto:bill.plantz@holyfamilycc.com">bill.plantz@holyfamilycc.com</a>	615-373-4696, Ext. 223
Mimi Buettner, Pastoral Care Coordinator E-mail: <a href="mailto:mimi.buettner@holyfamilycc.com">mimi.buettner@holyfamilycc.com</a>	615-373-4696, Ext. 260
Brigitte Hohman, Wedding Coordinator E-mail: <a href="mailto:brigitte.hohman@holyfamilycc.com">brigitte.hohman@holyfamilycc.com</a>	615-373-4696, Ext. 238

## **Reserving the Church**

We cannot guarantee that the wedding date requested will be available if we have other weddings and events in the church that day. Most importantly, the priest/deacon may not set a wedding date until he establishes the freedom of the bride and groom to marry. We have had occasions where a couple sets a reception date and time and then we discover that we are not able to accommodate the date/time for the wedding. Let's all work together, as this will be one of the most joyful days of your life.

Please confirm your reservation with Mimi Buettner, [mimi.buettner@holyfamilycc.com](mailto:mimi.buettner@holyfamilycc.com).

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. By completing this form, you are requesting 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 Mimi Buettner to schedule each of these appointments.

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

Contact Brigitte Hohman, our "Day of" Wedding Coordinator. Her email address is [brigitte.hohman@holyfamilycc.com](mailto:brigitte.hohman@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 Brigitte. Payment must be remitted to Brigitte 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 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. Alcoholic beverages may not be brought into the church or on the grounds before, during or after the rehearsal or wedding. Please make all members of the wedding party aware of these restrictions. The Celebrant of the wedding reserves the right to cancel any wedding where it is found that this policy has been violated.*

## **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.

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

The Worship Space and surrounding rooms and area should be left in the condition in which they are found. Any floral arrangements including pew markers or supplies brought in by a florist should be removed immediately following the ceremony.

## **DECORATIONS**

Our church worship area is decorated appropriately for 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 you use 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.**
- **Use of sparklers 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.

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 that 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 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 Brigitte 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