

Holy Spirit Catholic Church

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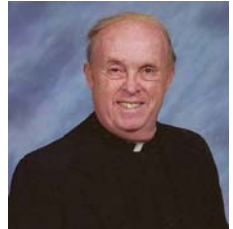
Guidelines

*for the
celebration
of the*

Sacrament of Marriage

I. INTRODUCTION

Marriage in the Catholic Church is considered a very sacred event. It is a sacrament by virtue of a couple's genuine intention and personal ability to fulfill the privileges and obligation embodied in a life-long commitment. Marriage in the church is less a contract and more a covenant between two persons who feel called to build a community of life and love together, and sharing this love with all who come to know them.



It is important that the preparation for and the celebration of your wedding reflect this unique and beautiful vocation. For marriage to be a sacrament, your intention must be to live your marriage as a sacred and permanent commitment. The following guidelines seek to help you in planning your ceremony so that the outward sign remains faithful to the real meaning of your wedding here at Holy Spirit Parish. We want to work with you in planning a genuine sacramental event, and we invite you to work with us in the context of these norms to make your ceremony special for you, your family, your friends, and for the church. The design of your wedding and the festivities that surround it must reflect your seriousness about your relationship with God. It must be kept in mind that the Church's guidelines and requirements for the celebration of the sacred liturgy must be observed at your wedding as they are at all of the liturgies celebrated in our parish.

May God abundantly bless you and be with you always.

Michael E. Timony

II. GETTING STARTED

Generally, registered parishioners, or the son/daughter of a registered parishioner, are welcome to prepare for and celebrate their wedding at Holy Spirit. Being a registered parishioner presumes: a) regular Mass attendance at Holy Spirit; b) a completed Parish Registration form on file with the Office; c.) regular support of the Parish. The member must contact the parish priest at least 9 months in advance of the anticipated wedding date to make an appointment for an interview. At this time the specific process for the individual couple will be discussed along with any special circumstances that need to be considered.

III. SETTING THE DATE

A target date can be penciled in the book at your first meeting with our priest, but NO WEDDING CAN BE CONFIRMED until all preparation is completed and the responsible minister consents to witness the marriage on behalf of the Church. Weddings during the season of Lent and Advent are discouraged, and if held, must be celebrated with the simplicity of the liturgical season.

IV. SETTING THE TIME FOR YOUR WEDDING

Our parish liturgical celebrations—weekend Masses and the Sacrament of Reconciliation—take priority over other scheduling events. Therefore, weddings are scheduled with respect to the couple's wishes, the availability of the church and of the parish priest. We also take into consideration your photography sessions, allowing sufficient time for you and the photographer.



V. WITNESSING THE SACRAMENT OF MARRIAGE

You, the bride and groom, will be the ministers of the Sacrament of Marriage as you are making your commitment to each other. You actively do the marrying! Everyone else in attendance is a witness to your Sacrament.

To be valid, your sacramental marriage must be presided over by a Priest or Deacon and two witnesses, usually male and female, at least 16 years of age. (Witnesses who are baptized, confirmed, and actively involved/practicing Catholics are to be given serious consideration by the engaged couple.)

Normally, the Pastor or Deacon will witness your mutual consent during the Rite of Marriage. If you want another priest to witness the Sacrament, please discuss this at your first appointment.

VI. INTER-FAITH MARRIAGES

It is important for the couple to discuss the possibilities and options for the celebrations of an inter-faith marriage. Marriage is a sacred event, especially when it takes place in an atmosphere which promotes this sacredness, namely the church.

When this marriage takes place in a Catholic church it is possible to have the wedding as part of Mass. However, in some circumstances, the ceremony of marriage without Mass can be considered, if well planned according to the available options. This can be beautiful and have a strong religious significance.

VII. LEGAL PAPERS

The Church requires that the parish maintain accurate and thorough sacramental records. You must supply a **RECENTLY ISSUED BAPTISMAL CERTIFICATE**, with all sacramental notations, from the parish in which you were baptized. If this is a second marriage, the decrees of divorce and annulment, or the death certificate, must also be supplied. In Missouri, a State Marriage License is required before the marriage ceremony is performed. There is a 3 day waiting period for the issuance of a license once you have applied for it. The license is valid for 30 days from the date of issuance. Both of you must be present when you apply and proper identification must be provided. **Bring your state license to the wedding rehearsal.**

VIII. LITURGY PLANNING/LITURGICAL MINISTERS

Serious preparation by the wedding couple is essential for planning your liturgy in the best context for prayer and celebration for all who gather. In planning your liturgy and ceremony, you may need or want to involve family, friends, or others in certain liturgical roles including: **Readers, Musicians** (soloists & instrumentalists), **Ushers, Communion Ministers, Altar Servers, and Gift Bearers** for the bread and wine. The role of these persons requires that they be informed and skilled enough to perform the role capably. It is recommended that you contact parish musicians at least (3) months prior to your ceremony. About **8 weeks** prior to your wedding date you will need to make an appointment with the Pastor or Deacon to plan the Liturgy for your celebration.

IX. MUSIC/MUSICIANS

Liturgical music is meaningful and prayerful for those assembled. In striving for a spirit of prayer during your ceremony, we offer two simple norms:

- (1) The participation of the assembly is encouraged in prayer and song, just as we do at Sunday Mass.
- (2) Secular music should not be used during the ceremony since your wedding liturgy is a prayer.

Although you are responsible for contacting your own musicians, we can provide suggestions for musicians and for music. Guidelines for payment of musicians can be found on page 8.

For assistance and or suggestions you can contact the music director of the parish. You should make contact with the director at least 3 months prior to your wedding date.

X. FLOWERS AND DECOR

Decor in church should be simple and in good taste, as not to detract from the sacredness of the Rite of Marriage and prayerful celebration. Parish liturgical/seasonal decorations are to remain in place.

Some miscellaneous concerns:

- For safety reasons an aisle runner **cannot** be used.
- Silk flower petals may be thrown by flower girls, **IF** you accept the responsibility for picking them **ALL** up after the wedding.
- **NO** fresh flower petals, as they tend to stain.
- **NO** moving or rearranging of the candlesticks, altar, or pews is permitted.
- **NO tape** of any kind may be used on pews or candle holders. Plastic or pipe-cleaners can be used to attach bows to the pews and candle holders.
- **NO candles** in the pews or along the aisles.
- **NO rice, bird seed, confetti, or paper streamers** are to be used, even outside the church.

PLEASE KEEP CHILDREN away from the sanctuary and all other sacred areas of the church.



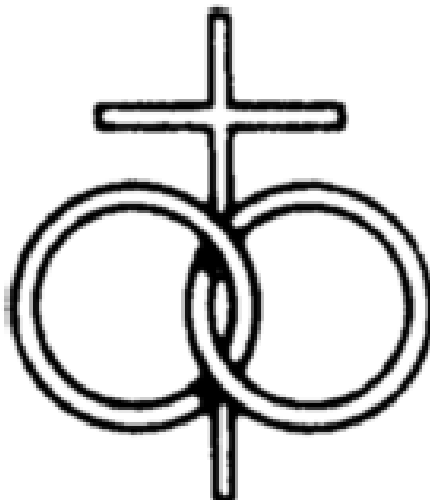
XI. PHOTOGRAPHY

A prayerful atmosphere and respectful attitude must be maintained. Photographs may be taken unobtrusively from a stationary position during the ceremony, as not to detract from the sacred ceremony. Video taping is allowed, if done discreetly from a stationary location.

Posed group pictures taken in the church may be done **prior to** or **immediately following** the ceremony. However, photography sessions must not interfere with the Saturday evening Mass.

XII. DRESSING FACILITIES

The bridal room, located down the hall from the Sanctuary, may be used for the bride and her attendants. If used, **YOU are accepting responsibility for cleaning up the room and leaving it in the same order as found.**



XIII. BUILDING FEE SCHEDULE

Church	Length of Rental	Tithing	Non-Tithing
•Seats 980	As Required	\$150 + \$150 Dep.	\$300 + \$150 Dep.

Meeting Rooms	Length of Rental	Tithing	Non-Tithing
•Holds up to 85 •900 (A) or 700 (B) Sq. Feet	Up to 4 hours	\$75 + \$250 Dep.	\$125 + \$250 Dep.
	All Day Use	\$150 + \$250 Dep.	\$250 + \$250 Dep.

Chapel	Length of Rental	Tithing	Non-Tithing
•Seats 75 people	As Required	\$100 + \$150 Dep.	\$200 + \$150 Dep.

Conference Room	Length of Rental	Tithing	Non-Tithing
•Holds 10-15 people •300 Sq. feet	Up to 4 Hours	\$50 + \$150 Dep.	\$125 + \$150 Dep.
	All Day Use	\$75 + \$150 Dep.	\$100 + \$150 Dep.

Multi-Purpose Room	Length of Rental	Tithing	Non-Tithing
•Holds 300 people •6600 Sq. ft	Up to 4 Hours	\$150 + \$250 Dep.	\$250 + \$250 Dep.
	All Day Use	\$400 + \$250 Dep.	\$600 + \$250 Dep.

Setup and takedown of tables/chairs is available for an additional \$100 for each service. Clean-up may be contracted with maintenance personnel if desired. Call Parish Office for more information.

XIV. ALCOHOL POLICY

Anyone serving alcohol at a Wedding Reception, dinner, party, etc., is required to purchase the Diocesan Liquor Insurance Policy at a cost of **\$125**. Please contact the parish secretary for details and to purchase the policy.

Access to alcoholic beverages is limited to responsible adults twenty-one (21) years of age or older. Minors must not be served alcohol or be permitted to use alcohol on any part of parish property.

Alcohol may only be served in the multi-purpose room and meeting rooms A & B. Alcohol is not permitted in the church, chapel, narthex, office area, basement, classrooms or parking lot.

Serving and consumption of alcohol must cease at least on half-hour before the event ends or by 12:30 PM at the latest.

The licensee assumes all responsibility for the use of alcohol during the event and is responsible for the legal and proper consumption of alcohol by all event guests and participants and assumes all responsibility for any and all accidents or impropriety stemming from the use of alcohol on parish property.

XIV. FEE SCHEDULES FOR THOSE ASSISTING AT YOUR CEREMONY

Pianist /Organist	\$150 for Mass, \$100 for Service Only
Musicians/Soloists	\$100 for Mass, \$75 for Service Only
Altar Servers	\$10 each
Celebrant	Free will offering

XV. CHURCH CONTACTS

Pastor	Father Michael Tierney	537-6990 x304
Parish Office	David Bremer, Ofc. Mgr.	537-6990 x302

XVI. CHECKLIST

1. Make an appointment with the parish priest for an interview after receiving these guidelines.
2. Participate in entire Preparation Program.
3. Contact the music director three months prior to your wedding, if you need assistance or referrals.
4. Obtain a current copy of your baptismal certificate.
5. Contact the Pastor or Deacon to plan your liturgy and to complete a pre-nuptial interview about eight weeks prior to your wedding. Make copies of the three scripture readings that you select at this meeting and make them available to your reader(s) for practicing prior to the wedding. Also, make copies to have on the lectern/podium before the liturgy begins. If you need altar servers let the pastor or deacon know at this time.
6. Contact the Parish Office regarding rental agreement and payment. Arrangements should be made at least 2 months before the planned wedding date.
7. Purchase Diocesan Liquor Insurance Policy at least 30 days before the ceremony if serving alcohol at Reception or Rehearsal Dinner.
8. Bring your MARRIAGE LICENSE TO THE REHEARSAL.

