



Saint Ann Church & Model Schools

Congregation of the Sacred Hearts

**ST. ANN CHURCH
KANEEOHE**

MARRIAGE PREPARATION

WEDDING POLICIES & GUIDELINES

On behalf of the St. Ann community, we extend our sincere congratulations on your engagement and upcoming marriage. This guide has been compiled to assist you in your preparations. Should you have any questions, please ask the priest assisting you or the parish pastoral associate.

PLEASE DO NOT MAKE ANY OTHER PLANS FOR THE WEDDING UNTIL YOU HAVE CONTACTED A MEMBER OF THE PARISH STAFF AND ARE ASSURED THAT THE DATE YOU WANT IS AVAILABLE. It is your responsibility to assure the availability of the date.

Diocesan Requirements

1. Personal interview appointment with your parish priest or deacon
2. Marriage preparation program (will be explained during the personal interview appointment)
3. Participation in Engaged Encounter Weekend (information can be found at www.hawaiicee.org)
4. The Diocese of Honolulu requires a minimum of six (6) months pre-marital preparation. However, circumstances may exist that would require additional preparation time.

Required Documentation

(This will be explained during personal interview appointment)

1. Current Baptismal Certificate for Catholics (must be dated within last 6 months)
2. "Affidavit of Freedom to Marry" form
3. Permission from proper pastor, if needed
4. Engaged Encounter Weekend certificate of participation
5. FOCCUS Assessment (a self-diagnostic instrument designed to help couples learn more about themselves and their unique relationship). An assigned sponsor couple meets with you and facilitates the review of your assessment.
6. Pre-Nuptial Investigation
7. Additional documentation will be required when either party has had a previous marriage; or if the couple is interreligious (will be explained during the personal interview appointment).

Couples prepared outside of Hawaii must have their documentation forwarded by their priest or deacon to **their** proper **chancery office**. Their chancery office must then send the documents to:

Diocese of Honolulu
Office of the Chancellor
1184 Bishop Street
Honolulu, HI 96813-2858
(800) 530-1790

<https://catholichawaii.org/diocesan-offices/diocesan-tribunal-canonical-affairs/>

Marriage License

A license is required by the State of Hawaii. This license must be obtained directly from the State of Hawaii Department of Health, and the license is valid for 30 days only. Both the prospective bride and groom must appear together for the license to be issued. You can begin the process on line. Cost is \$60.00 plus \$5.00 portal administrative cost (subject to change). The fee may be paid online or in-person, **cash only**, at the time the application is submitted to a marriage license agent. **However**, It is highly recommended that couples complete the online application with payment by credit card **before** meeting with an agent. Both the prospective spouses must appear together in person before a license agent to obtain a marriage license.

For information contact:

Hawaii State Department of Health
Office of Health Status Monitoring
1250 Punchbowl Street, Room 101
Honolulu, Oahu, HI 96813
Mailing address: P. O. Box 3378, Honolulu, Oahu, HI 96801
Web Site: www.hawaii.gov
Search for: *Marriage License*

Donation / Fee Schedule

The donation for the Chapel / Church includes use of the facility and building maintenance for the rehearsal and wedding ceremony. A deposit of \$100.00 is required to confirm the wedding reservation and will be applied toward the total payment. The balance should be given to the priest or parish wedding coordinator not later than one week before the wedding. Please make checks payable to **St. Ann Church**. There are separate fees for musicians, cantors, and a sound system engineer (if any of these are needed).

Donation	*Parishioner	Non-Parishioner
Chapel (will seat 75)	\$300.00	\$ 600.00
Church (will seat 700)	\$600.00	\$1,500.00
Marriage preparation only (Wedding to take place at another parish)	\$200.00	Contact your parish
Fee	*Parishioner	Non-Parishioner
Musician (piano/keyboard)	\$150.00	\$150.00
Cantor	\$125.00	\$125.00
Youth Mass Group	\$300.00	\$300.00
Sound System Technician (if needed)	\$100.00	\$100.00

* Parishioner is defined as a person registered for at least one year, attends Sunday worship on a regular basis, contributes regularly to the support of the Church by way of collection envelope or check, and/or is active in a parish ministry.

Reserving Facilities

1. Facilities cannot be reserved until you have talked to the priest or parish wedding coordinator
2. Once your deposit has been received the dates and times you requested will be reserved

- If you cancel the wedding or change to another location, you must call the parish office as soon as possible to cancel your date.

Wedding Times / Restrictions

Weddings can take place any day of the week **except Sunday**. Since Saturday seems to be the preferred day, we allow weddings to begin **no later than 2:00 p.m.** due to our 4:00 p.m. Reconciliation. The entire bridal party must be out of the church by 3:45 p.m.

No weddings will be scheduled on Solemnities, during the Easter Triduum, All Souls Day and on days and times when other scheduled liturgies occur.

Should the approved date of your wedding fall during Lent (the six weeks before Easter), the plans that you make should respect the special nature of this liturgical season. The tone of the Church's worship during this time is more subdued and you should refrain from too much pomp or display. (e.g. limited amount of flowers or floral arrangements.)

Rehearsal

- Rehearsal should be scheduled close to the wedding date (usually a few days before) and normally is scheduled between the hours of 4:00pm and 7:00pm.
- We ask that you respect our worship space and refrain from wearing tank tops, shorts or slippers. You are also reminded that there will be **NO EATING, DRINKING OR SMOKING IN CHURCH.**
- All members** of the wedding party are asked to be **present and on time.**
- In addition to the wedding party and parents, you are encouraged to invite others participating in the ceremony – readers, alter servers, etc. and your photographer if possible.

Allowing everyone who is participating in your celebration to become familiar with the Church and practice his or her part will give people a level of comfort and allow them to focus on your Wedding Liturgy.

Flowers / Decorations / Etc.

- The most common areas for placement of floral arrangements are:

AREA	HEIGHT	WIDTH
Altar	38"	60"
Ambo (Podium)	40"	31 1/2"
Baptismal Font	34"	37"

Height requirements for both the altar and ambo are very strict. **Nothing** can be higher than the top of the altar.

- The center aisle of the church consists of 7 rows of chairs followed by 5 rows of pews. Flowers and/or bows may be attached using ribbon, string or soft covered hooks such as pew clips. **Pins, staples, nails, tape, glue, etc. are not allowed on any church furnishings.**
- Aisle runners may not be used due to safety concerns.
- If there is a flower girl who will be dropping petals, **only silk petals** may be used, and the wedding party is responsible for clean up.
- Bubbles may be used **outside only.**

6. Rice, birdseed, confetti and balloons may not be thrown or used on the church grounds for safety reasons.
7. The parish wedding coordinator will assist your florist in arranging a time to decorate the church.
8. St. Ann's altar flowers and seasonal decorations may not be removed or relocated.

Photography / Video Taping

Your wedding is first and foremost a time of prayer. Everything done at your wedding must be conducive and respectful of that prayer. We understand the importance of remembering your special day digitally and will work with the professionals you have hired to insure that the integrity of the Sacrament of Marriage is not compromised.

Video/photographers will only be allowed in certain parts of the church. The priest or wedding coordinator will meet with these individuals so they understand what is and isn't allowed.

Generally:

1. Photographers will be allowed some flexibility of movement within certain areas and during certain times of the ceremony. However,
2. **No flash photography is allowed during the Mass or ceremony.**
3. The photographer should be as unobtrusive as possible, **never** entering the sanctuary and altar areas.
4. The church is available for posed pictures prior to and for one additional hour after the ceremony.
5. Videotaping is allowed if the cameras are stationary and used without artificial light.
6. Audio recordings cannot be tied into the church sound system.
7. No electric cables are allowed for safety reasons, so a battery pack is required.
8. Family and friends with cameras must remain in their place during the entire ceremony – they may not leave their row to take pictures.

Final Notes

1. St. Ann's wedding coordinator is available to show the church to florists, photographers, musicians, etc. as needed. Contact the rectory to schedule an appointment.
2. **No alcohol will be allowed on parish grounds at anytime.**
3. **The pastor must approve all exceptions to the St. Ann's Wedding Policies and Guidelines.**

Convalidation

If you were married outside the Catholic Church and want your marriage blessed (convalidation), please contact a St. Ann's priest. In addition to the requirements listed above, there may be others unique to your situation. The priest will be able to explain everything and assist you with the process.

**St. Ann Church
Wedding Policies and Guidelines**

By my signature, I testify to having read, understood, and agreed to adhere to the wedding policies and guidelines established and set forth by the Diocese of Honolulu and St. Ann Church.

Date

Bride

Groom

Priest / Witness