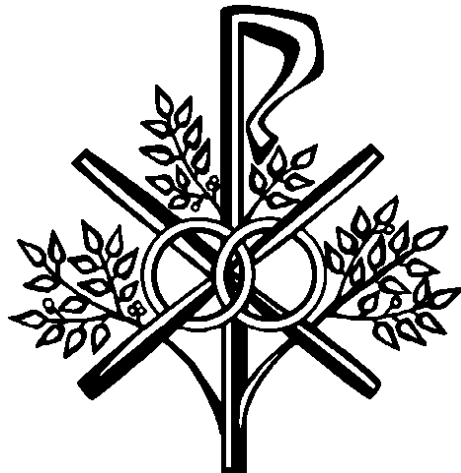


Holy Name of Jesus Catholic Church Parish Wedding Policies



Congratulations on your decision to Marry!

We are happy to be able to celebrate this moment in your lives with you. “Among the many blessings that God has showered upon us in Christ is the blessing of marriage, a gift bestowed by the Creator from the creation of the human race. Marriage is a source of blessing to the couple, to the families, and to society and includes the wondrous gift of co-creating human life.” (*Marriage: Love and Life in the Divine Plan* by the United States Conference of Catholic Bishops)

We at Holy Name are here to help you celebrate your marriage ceremony but even more importantly to help you to continue to build the firm foundation on which your marriage will stand through the years. If you have not already discovered, you will probably find that there are many details that must be taken care of in preparing a marriage ceremony. We do not want to overly burden you but there are also details and information that we need for you to know as you prepare to celebrate your marriage ceremony at Holy Name of Jesus Church.

Step One: Contact the priest you would prefer to officiate at your wedding day. You may contact the priest at the parish office by calling 270-826-2096. The priest will set up an initial meeting with you and your fiancé to discuss a date and time for the marriage celebration and wedding rehearsal and to discuss the marriage preparation process.

The marriage preparation process as designed by the Diocese of Owensboro requires that you contact the priest at least six months prior to the celebration. The process will include an instrument for discussion of the couple’s relationship, gathering of pre-marital information and documents, participation in a formal instructional program for engaged couples and planning the liturgy for the wedding celebration

Step Two: Once you have met with a priest and have decided on a date and time the priest will have the secretary put the wedding on the parish calendar. You will then need to meet with the parish secretary to receive a copy of Holy Name of Jesus Marriage Policies and fees are to be paid at this time.

FEES:

\$100	Sacristan Fee	All marriages will be charged a Sacristan Fee, the Sacristan will be responsible for assisting the priest in preparing the sanctuary before and after the wedding.
\$-0-	Church usage	All Registered Parishioners and children of registered Parishioners have no fee for the use of the Church.
\$500	Church usage	Non-registered members will be charged for the use of the church.
\$100	Dressing Room	To use the Dressing Room will require a refundable \$100 deposit. The Deposit will be refunded if the Dressing Rooms are cleaned up after use and key returned.

Step Three: Please review the Wedding Policy Manual before making any wedding arrangements. If you are have a wedding coordinator, give them a copy of the Wedding Policy Manual. Photography, Videographer, florists and decorations will be need to be in accordance with the policies in the manual.

Step 4: Once you begin meeting with the priests for your preparation process, contact the Holy Name of Jesus Director of Liturgy, Jenny Mills at 270-826-2096, ext. 307. To review the Holy Name of Jesus Parish Wedding Guidelines, to discuss use of the building and to discuss preliminary plans for the marriage ceremony.

Step 5: Two to Three Months before the Marriage Date

Meet with your primary musician to plan music for the wedding.

Step 6: The Week of the Wedding

Bring your marriage license to the Holy Name of Jesus parish office by the Tuesday prior to your wedding. (The license can be obtained at the courthouse up to 30 days before the wedding.

Check out a key from the parish office to the downstairs dressing rooms. If you need a place to change the day of your wedding.

Who May Have Their Wedding Celebrated At Holy Name of Jesus?

In order to have your wedding celebrated at Holy Name of Jesus, at least one party must be a registered and active parish member for at least six months at the time of the wedding or must be the son or daughter of a parishioner who is a registered and active member. With your pastor's permission and with the approval of one of the priests of Holy Name of Jesus, active Catholics who are not members may also have their wedding celebrated here.

At What Time May Weddings Be Scheduled

Normally weddings are scheduled for Saturday afternoon at 1:30 or 2:00 p.m., or Saturday evening at 6:00 p.m. or 6:30 p.m. All wedding activities must work around our normal 4:00 o'clock Saturday afternoon mass, for which setup begins at 3:30 p.m. The weekly 4:00 p.m. mass usually lasts about an hour. When selecting a time, consider your time requirements for pictures, clean up, etc., given the time restrictions mentioned below. Please be aware that sometimes we have two weddings on the same Saturday, one in the afternoon and one in the evening. We also, on rare occasions, need to have a funeral on a Saturday in the mid or late morning.

- **SATURDAY AFTERNOON SCHEDULE:** For a Saturday afternoon wedding the wedding party needs to be out of the sanctuary by 3:00 p.m. and all wedding materials should be cleaned up by 3:30 p.m. so that preparations can begin for our regular 4 o'clock Mass. Please be sure your photographer knows that photographing needs to stop by 3:00 p.m. Please ask your wedding party to be quiet and respectful as pictures are taken, as our regular worshipers start arriving about an hour before the 4:00 p.m. Mass to pray and meditate in the church.
- **SATURDAY EVENING SCHEDULE:** For a Saturday evening wedding, decorating and pictures may begin after the regular 4:00 p.m. Mass (which ends around 5:00 pm, with some clean up time required). Pictures should be completed and all wedding materials cleaned up as soon as possible after the wedding is over so that the church can be locked for the night.

Cleanup: You must arrange for someone to clean up items from your wedding both inside and outside the church after your wedding.

Please do not leave any wedding items in the building during your reception. We do not guarantee that anything left in the building after your wedding will be available for pickup later. Please be aware that we sometimes have more than one wedding on the same Saturday, so don't assume that you will have use of space in the church building outside the times listed above. There may be no weddings scheduled during Holy Week, which includes the Saturday of Easter weekend.

Fees and Contract:

All weddings will be charged a \$100.00 sacristan fee. Non registered members will be charged an additional fee of \$500 for the use of the church. Registered parishioners and children of registered parishioners will only be charged the sacristan fee. You are required to sign a contract stating that you will follow our policies as listed in this booklet. The contract should be signed and fees paid when the date is placed on our calendar. The use of Holy Name's organist and cantor will have additional fees. And use of the downstairs rooms for dressing are a separate contract and will require a refundable deposit of \$100.

Does Holy Name Have A Place For A Rehearsal Dinner and a Wedding Reception?

The Holy Name School Cafeteria is available for Holy Name wedding receptions. Please contact the school secretary for scheduling as soon as your wedding date has been confirmed with a priest and the parish secretary. You may contact the church office to rent the Holy Name Parish Hall for a rehearsal dinner (but not for a reception). The facilities at St. Margaret's Chapel on Watson Lane are also available for rent through the church office for a rehearsal dinner or a smaller reception. The renting of space for a dinner or reception requires a contract to be signed. If alcohol is to be served, insurance will need to be purchased at least 3 weeks in advance.

Who Can Preside At Our Wedding?

Weddings at Holy Name of Jesus are normally presided over by one of our parish priests. Exceptions to this are relatives or close friends who are priests or deacons and are properly qualified both legally and liturgically. A visiting priest or deacon is required to obtain the permission of Holy Name's current pastor. The Presider is responsible for all marriage papers and preparations (our parish priests require that your marriage license be brought to the parish office before the day of your rehearsal to be properly filled out and processed). For couples entering an ecumenical marriage, we welcome the minister of the other partner's faith tradition to participate in the wedding as our wedding liturgy allows.

Decorations For The Church

Elaborate decorations are not necessary due to the beautiful architecture and appointments of our church. Our worship space reflects our observances of various liturgical seasons and days, such as special colors, banners, candles and flowers for Advent, Christmas, Lent, Easter, Pentecost, Thanksgiving, etc. These seasonal decorations are not to be removed or altered for weddings. Any additions should be planned with simplicity and good taste and should reflect the religious nature of your wedding celebration. Some specific issues:

- Rice, confetti, birdseed, and real flower petals are prohibited inside or outside due to safety problems and clean-up costs. (If artificial flower petals are used, you are responsible for arranging in advance for someone to clean them up immediately after the wedding.)
- Candles: The large candles that are always at the altar and ambo (lectern), along with a unity candle set if you choose to use one, are sufficient. Due to our new hardwood floors we no longer permit any type of candelabra in the sanctuary. Candles are not permitted in the windows. We ask that only liturgical items be used in the marriage ceremony.
- Flowers. These should be kept to a minimum. Flowers or other decoration or symbols may not be placed on the Altar or the Ambo (podium).
- Pew markers, if used, are to be secured to the pews with non-abrasive brackets (the church usually has some of these available). **DO NOT USE TAPE OR NAILS.**
- Aisle Runners: Are highly discouraged!
- **Cleanup: You need to designate a member of your family, a friend, florist, usher or wedding coordinator to be responsible for overseeing the cleanup after the wedding.** The person(s) you designate is responsible to see that the church is left in the same condition it was before the wedding, both inside and outside. This includes removing any wedding programs (check the pews), paper, flowers, candles, boxes, outdoor decorations, etc., immediately after your wedding.
- Our Eucharistic Chapel (to the left as you face the altar) is a room for special prayer and meditation and is not available for the storage or preparation of flowers or other decorations. Limited space is available for preparation and temporary storage of decorations on the day of the wedding in the sacristy (two rooms to the right as you face the altar) as long as access to the counter top and closet doors is not blocked. Space may also be available in the Parish Hall if needed. Remember that these spaces should be cleaned up completely immediately after your wedding.

What About The Wedding Rehearsal?

This is to be scheduled at a time mutually agreeable to the engaged couple and the priest and when the church is available. This must be placed on the parish calendar of Holy Name of Jesus Church. You should **check with the parish secretary** immediately after determining a wedding and rehearsal time with your priest, to be sure your wedding and rehearsal are both on the parish calendar. It is best to avoid 6:00-6:30pm on the first Friday of each month if possible, as there is a prayer service in the chapel during that time. It is expected that the wedding participants be prompt so that the rehearsal can begin on time. The rehearsal is conducted by the Presider or a pastoral staff person designated by the Presider. Please be sure members of the wedding party know what their role is to be during the procession and the service before they arrive at the rehearsal.

What About Music For Our Wedding

Before planning music for your wedding, please contact our parish's Director of Liturgy and Music Director at 270-826-2096 (ext. 307). She is responsible for approving all music that is used in the church before and during the ceremony. Our Director of Liturgy and Music, or the music teacher at Holy Name School, are usually available to play for weddings here at Holy Name for a fee of \$200. When practice is required because of an outside vocalist the fee will increase to \$250. The fee for one of Holy Name's trained wedding cantor is \$100. If they are unavailable to play due to scheduling conflicts, our Director of Liturgy and Music can help you find another qualified musician to play for your wedding. Other musicians or ensembles, who are experienced at playing for church weddings, may play, as long as you get approval by our Director of Liturgy and Music. You may also hire additional musicians to play on certain pieces, such as trumpeters, violinists, flutists, etc. Normally a cantor (song leader) is used to lead the sung portions of the liturgy, and they may sing solos before or during the service. You are responsible paying the organist, cantors, instrumentalists and other vocalists. Check with them in advance to see if they charge certain amounts.

During the wedding mass or service only music appropriate for Catholic worship may be used. Music that is sung during the service should be from our Catholic hymnals or vocal songbooks. Our Director of Liturgy and Music can play samples for you of the beautiful songs appropriate for Catholic weddings. Popular music or romantic songs are more appropriate for use at your reception or other settings outside the church.

- We do not allow the use of recorded music (CDs, cassette tapes, etc.) in the church before or during the wedding liturgy. This applies to instrumental and vocal music, including accompaniments. Music should be selected that can be accompanied on the organ or piano, or by other live instrumentalists.
- Copyright laws must be observed for all music. This means properly purchased copies of music must be used by all instrumentalists and singers. If you request (and have approved) music that the musician(s) does not have, you will need to be responsible for finding and purchasing printed copies of that music in a music store or online.
- Musicians should be paid before the day of the wedding, as agreed upon in advance. If the musician's normal fees are a problem, let us know and we will try to work something out with you.
- Our wedding music suggestions can be found on our parish website at: www.holynameparish.net.

What About Picture Taking At Our Wedding?

- Pictures may be taken before the ceremony inside or outside the Church as long as this does not interfere with other scheduled parish activities. If you're planning to take pictures in the sanctuary before the wedding, it's a good idea to double check with the parish secretary a few days before the wedding to be sure nothing else is going on in there at the time you plan to take pictures. The wedding party and families may also come back into the Church for picture taking after the ceremony. The picture taking must be concluded at least one hour before the next liturgy begins (pictures should be concluded by 3:00 pm before normal Saturday 4 p.m. Mass).
- Pictures may be taken during the procession and the recession discretely and from an inconspicuous location.
- The use of flash bulbs or other artificial lighting during the ceremony is not acceptable.
- The choir loft balcony can be used during the ceremony by photographers, but use of balcony space needs to be coordinated with the musicians.
- Photographers and videographers are not allowed in the altar area during the ceremony.
- Equipment may not be in place during our normal 4:00 p.m. Saturday Mass (except that cameras may be placed in the choir loft in advance).

Please be certain your photographer and videographer understand these restrictions clearly when you discuss your arrangements with him/her.

Is There A Dressing Area?

If needed, two rooms in the parish basement are available for dressing: the rooms to the right and left at the bottom of the steps. Specific arrangements need to be made with the parish office, in advance, for access to these rooms. **A key will need to be checked out from the parish office, during the week leading up to your wedding, to unlock the door to the basement. If you check out a key, you will need to return it to get your refundable deposit back.** All boxes, paper, clothes, water or soft drink bottles, etc., should be removed immediately after the wedding because these rooms are used for other purposes during the weekend. Please remember to assign someone to be responsible for cleanup downstairs, including the bathroom. The parish and staff of Holy Name of Jesus, will not be responsible for any lost or stolen items so valuables should not be left in the dressing rooms unattended. The parish hall and sacristy rooms off of the sanctuary are not to be used for changing or storing clothes or the serving of food, drinks or snacks.

No Alcoholic beverages allowed.

No alcoholic beverages are allowed anywhere in the church building or on church grounds on the day of your wedding. This includes dressing areas, before, during and after the wedding. Persons under the influence of alcohol or other mind-altering substances are not allowed to participate in the wedding and may be asked to leave. Please be sure all members of your wedding party understand this.

If either the bride or the groom is under the influence of alcohol or other mind-altering substances, the wedding cannot take place, and the service will be cancelled.

**HOLY NAME OF JESUS CATHOLIC CHURCH
HENDERSON, KY
FOR YOUR FLORIST OR DECORATION PLANNER**

Due to the large number of weddings at Holy Name (sometimes more than one per day) and their close timing in relation to our regular weekend services, we have had to develop these policies for all weddings to be held in our church.

- **Simplicity recommended:** Simple decorations work best due to the beautiful and elaborate architecture and appointments of our church. Too much in the way of decorations can interfere with the movement required in our Catholic wedding liturgy.
- **Existing liturgical decorations:** Our worship space reflects our observances of various liturgical seasons and days (Advent, Christmas, Lent, Easter, Pentecost, Thanksgiving, etc.), and for these seasons we sometimes use special colors, banners, candles and flowers. These seasonal objects are not to be removed or altered for weddings. Any additions should be planned with simplicity and good taste and should reflect the religious nature of the wedding celebration. You might want to discuss the seasonal colors and decorations with the Director of Liturgy and Music before you plan your wedding colors, etc.
- **Rice, confetti, birdseed, and real flower petals** are prohibited inside or outside due to safety problems and clean-up costs. If artificial flower petals are used, you are responsible for arranging in advance for someone to clean them up immediately after the wedding.
- **Candles:** The large candles that are always at the altar and ambo (lectern), along with a unity candle set if you choose to use one, are sufficient for candles. Due to our new hardwood floors we no longer permit any type of candelabra in the sanctuary or on the wooden floors. Candles are not permitted in the windows.
- **Flowers:** These should be kept to a minimum. Flowers or other decoration or symbols may not be placed on top of the Altar or the Ambo (lectern). Tables and other furnishings in the altar area may not be moved.
- **Pew marker,** if used, are to be secured to the pews with non-abrasive brackets (the church or florist usually has some of these available). **DO NOT USE TAPE OR NAILS.**
- **Cleanup:** Those getting married need to designate a member of their family, a friend, florist, usher or wedding coordinator to be responsible for overseeing the cleanup after the wedding. The person(s) designated is responsible to see that the church is left in the same condition it was before the wedding, both inside and outside. This includes removing any wedding programs (check the pews), paper, flowers, candles, boxes, outdoor decorations, etc., immediately after your wedding. The dressing areas should be cleaned up as well.
- **Storage & Preparation:** Limited space is available for preparation and temporary storage of decorations on the day of the wedding. The sacristy (two rooms to the right as you face the altar) may be used as long as access to the counter top and doors is not blocked. Space may also be available in the Parish Hall if needed. These spaces should be cleaned up completely immediately after the wedding. Keep in mind that it is not unusual for us to have more than one wedding on a given Saturday. Our Eucharistic Chapel (to the left as you face the altar) is a special room for prayer and it is not available for the storage or preparation of flowers or other decorations.

If you have questions, you may contact Jenny Mills, our Director of Liturgy and Music, at 270-826-2096, ext. 307.

**HOLY NAME OF JESUS CATHOLIC CHURCH
HENDERSON, KY**

FOR YOUR WEDDING PHOTOGRAPHER OR VIDEOGRAPHER:

Wedding Photography Policies at Holy Name of Jesus Catholic Church

- **Pictures may be taken before the ceremony inside or outside the Church as long as this does not interfere with other scheduled parish activities. The wedding party and families may also come back into the Church for picture taking after the ceremony. The picture taking must be concluded at least one hour before the next liturgy begins (pictures should be concluded by 3:00 pm before our normal Saturday 4 p.m. Mass).**
- **Pictures may be taken during the procession and the recession discretely and from an inconspicuous location.**
- **The use of flash bulbs or other artificial lighting during the ceremony is not acceptable.**
- **The choir loft balcony can be used during the ceremony by photographers, but use of balcony space needs to be coordinated with the musicians. (Note: it can be very warm in the choir loft, especially during late spring, summer and early fall.)**
- **Cameras in the altar area are not allowed during the ceremony (the only exception would be for a small remote-controlled camera, discreetly placed).**
- **Equipment may not be in place during our normal 4:00 p.m. Saturday Mass, except that equipment may be already in place in the choir loft if cleared with the musicians for the 4pm Mass (children's choir and other musicians may use the choir loft at 4pm Mass).**

If you have questions, you may contact Jenny Mills, Director of Liturgy and Music at 270-826-2096, ext. 307.

Bride: _____

Groom: _____

Wedding Date: _____

Priest: _____

Fees paid:

\$100.00 – sacristan fee

\$500.00 – church rental or N/A

\$ _____, check # _____

In signing I agree to adhere to the policies listed in this manual.

Printed name

Date

Signature