

Holy Family Catholic Church Wedding Guidelines - (2/07)

Checklist

- _____ Arrange date with Fr. Ed at least four months prior to wedding.
- _____ Furnish Fr. Ed 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.
- _____ Arrange set-up time(s) with Facility Coordinator if planning to use facility for rehearsal dinner or reception.
- _____ Apply for insurance with Facility Coordinator if using church's facilities for rehearsal dinner or reception.
- _____ Building use and insurance fees paid to parish. Make checks payable to "Holy Family Catholic Church."
- _____ Give photographer/videographer church guidelines.
- _____ Give florist church guidelines.
- _____ Give caterer "Building and Kitchen Use" guidelines.
- _____ Please remember, this is a non-smoking facility.

Important Telephone #'s

Fr. Edward Alberts, Pastor	373-4696, Ext. 224
Cathy Mayo, Dir. Of Music e-mail: cjmayobell@comcast.net	519-5838 (Cell)
Kitty Lim, Facilities/Admin. e-mail: kitty.lim@holyfamilycc.com	373-4696, Ext. 223
Fax Number	(615) 377-3823

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.

Saturday afternoon ceremonies cannot begin later than 3:00 p.m. If also using parish facilities for your reception, please be aware the Gather Area must be cleared by 5:00 p.m. As the church must be available for parish use between 4:30 p.m. – 7:00 p.m., Saturday evening ceremonies are scheduled at 7:30 p.m.

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.

FEES

If for any reason a couple needs an adjustment in the following listed fees, please feel free to discuss them with the pastor.

To reserve the church, a rental fee of \$200 is required for non-parishioners; the chapel reservation fee is \$100 for non-parishioners. (Parishioners must be officially registered and a contributing member of Holy Family Parish for at least 1 year prior to your inquiry and reserving the space.) Check should be made payable to Holy Family. This fee will be refunded with notice of cancellation.

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 three – four sessions. You are also responsible for contacting the priest to schedule each of these appointments.

The Director of Music's fee is \$175. This includes planning sessions with the engaged couple, rehearsal sessions with cantor and other musicians, as well as attendance at the wedding rehearsal and the ceremony. A trained cantor from Holy Family Parish is required for all wedding liturgies, in addition to any outside musicians. The cantor fee is \$75. Unless other arrangements have been made, payment of these fees is expected the night of rehearsal.

Additional fees (building & equipment maintenance & utilities) if holding rehearsal dinner or reception at Holy Family are:

	Parishioner*	Non-Parishioner
Gather Area & Kitchen	\$ 75	\$200
PAC Gymnasium & Kitchen	\$ 50/Hr. (\$350/Event Avg.)	\$850 (Plus)

*A parishioner is defined as a registered and contributing member of Holy Family Parish for at least 1 year (prior to a request for reserving space).

INSURANCE

Holy Family is required by the Diocese to have \$1,000,000 insurance coverage for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the Holy Family Office to arrange coverage. We will process the necessary paperwork with your check of \$100. Make checks payable to HFCC. A Facility Usage/Indemnity Agreement must also be signed when non-parish sponsored or affiliated groups use parish facilities.

FACILITIES

The church worship space seats 1100 people.
The chapel seats approximately 115 people.

H.F.'s (Gather Area) has (14) 60" round tables, which seat 7 comfortably
H.F.'s (Gather Area) has 15 rectangular tables, 72" x 30" which seat 6 – 8
There are approximately 125 chairs for use in the Gather Area
The Gym has (24) 72" round tables which seat 8 - 10 comfortably
There are approximately 200 chairs for use in the Gym

The church does not provide tablecloths and centerpiece decorations.

Rooms are available for dressing. Please check with the pastor to see which room will meet your needs. Please return the room to its original condition when you leave. Groomsmen and ushers normally arrive already dressed for the ceremony.

Furniture and equipment on church property may not be moved without permission of the pastor.

The parish is not responsible for the loss or theft of any personal property.

FLOWERS

The church/or chapel is available after 8 a.m. on the day of the wedding for floral delivery. If there is more than one wedding scheduled on a particular day, please make sure all flowers are marked for the appropriate wedding party and where - in the church or the chapel. Also, if the wedding is scheduled in church after a Saturday evening Mass, it may not be possible to place all floral decorations in place until after Mass. (This will protect the flowers from becoming "ragged" before your wedding.)

Flowers in the church sanctuary 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, as to not impede movement or be a distraction from the ritual action.

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 not plan to leave the flowers in the church, please let the pastor or Facility Coordinator know beforehand.

No asparagus fern is allowed in any floral arrangement. Also, **NO FLOWER PETALS**, fresh or dried, may be scattered. These stain the carpet. Silk petals may be used, if arrangements are made for **ALL PETALS** to be picked up immediately following the ceremony.

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 pastor. 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 must be left in the condition in which found. Any supplies brought in by a florist must be removed immediately following the ceremony. Any boxes used to carry flowers are to be taken to the dumpster unless the florist plans to reuse them.

CANDLES/HOLDERS

HF does 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 priest know in advance if you wish to use this for your ceremony.

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 not 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.

No decorations of any kind may be taped, tacked, or nailed to the doors or walls.

Please discuss any other areas of the building you wish to decorate with the pastor before making any arrangements.

MUSIC

Music for ceremony is always to be sacred music composed for church. Discuss with Director of Music.

THROWING OF RICE, CONFETTI, etc.

Throwing of rice, confetti, birdseed, or other material is not allowed. Balloons cannot be released, as HF is situated in a major airline flight path, as well as their being an environmental hazard. Bubbles may be used outside, providing that the little bottles are not left on church property.

PHOTOGRAPHY/VIDEOGRAPHY

Every effort should be made to let wedding guests know that picture taking and filming is limited to the professionals hired by the bride and groom. If no professionals have been hired, these guidelines still apply to all photography and videography.

Because of Saturday evening Mass and Reconciliation, the Worship Space is not available for any photography or set-up from 4:30 p.m. – 7:00 p.m. Please keep this in mind when planning the time for your wedding ceremony.

Again, no church furnishings or accessories may be moved without express consent of the pastor.

If you plan an afternoon wedding, we encourage you to plan most of the picture taking before the ceremony.

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 are not allowed to roam the church once the liturgy has begun. Flash photography is not prohibited, as long as it is not distracting to the liturgical activity taking place. Video cameras MAY NOT use additional lighting. A good quality video camera will be able to get adequate exposure under existing lighting conditions.

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.

Also, Holy Family has 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 pastor, and a thorough sound-check completed before use during the ceremony to insure compatibility.

CATERER/RECEPTION GUIDELINES AND KITCHEN USE

Limited kitchen facilities, banquet tables and folding chairs are available for your use. You are responsible for setting up and taking down the tables and chairs. Caterers must provide dishes, glassware, silverware, tablecloths, serving dishes, pots, pans, all cooking utensils, and other amenities.

The Gather Area will be accessible for set-up up to one day prior to the wedding, as long as parish organizations are not already using the area. Otherwise, set-up times must be coordinated with the parish office. Also, set-up or take down must be completed before the Saturday 5:30 p.m. Mass. For an afternoon reception, the Gather Area must be cleared by 5:00 p.m. Evening receptions must be cleared by 11:00 p.m.

Please be sure your caterer is aware that he or she is responsible for leaving the facilities in the condition in which they were found, including sweeping up, mopping up spills, and removing all supplies.

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 NO SMOKING 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 time scheduled. No outside consultant is necessary.

NOTES/QUESTIONS

KITCHEN USE GUIDELINES

- ALL ITEMS IN REFRIGERATORS AND PANTRIES ARE PROPERTY OF HFCC AND ARE NOT FOR GENERAL USE
- PROVIDE ALL PAPER PRODUCTS -- ITEMS IN CUPBOARDS, PANTRIES, AND REFRIGERATORS ARE NOT FOR GENERAL USE
- DISPOSE OF ALL LEFTOVERS. DO NOT LEAVE ANY ITEMS YOU'VE BROUGHT IN THE REFRIGERATOR
- ANY EQUIPMENT OR APPLIANCES USED MUST BE RETURNED TO PROPER PLACE
- WASH ALL DISHES, UTENSILS, AND CONTAINERS AND RETURN TO STORAGE AREA(S)
- TURN OFF STOVE AND ALL OTHER APPLIANCES
- CLEAN TRAYS IN WARMING OVENS IF SOILED
- WIPE OFF COUNTERS, RANGE TOPS, MICROWAVES
- CLEAN SINKS OF ALL DEBRIS
- SWEEP AND MOP FLOOR IF NECESSARY
- RECYCLING IS ENCOURAGED -- PLEASE REMOVE ALL RECYCLABLES TO RECYCLE CENTER (CLOSEST IS WILSON PIKE)
- REMOVE ALL TRASH TO DUMPSTER IN PARKING LOT
- TURN OFF LIGHTS WHEN YOU LEAVE

*PLEASE DIRECT ALL QUESTIONS TO FACILITIES COORDINATOR,
(373-4696, Ext. 223).*