

HOLY FAMILY
CATHOLIC CHURCH
WEDDING GUIDELINES & AGREEMENT
v.2023.7.12



GROOM:	BRIDE:
PHONE #:	PHONE #:
EMAIL:	EMAIL:
ADDRESS:	ADDRESS:
WITNESS:	WITNESS:
PARISH:	CELEBRANT:
WEDDING DATE/TIME:	
REHEARSAL DATE/TIME:	

MARRIAGE PLANNING CHECKLIST

1. ☐ Pre-Nuptial Investigation (required prior to scheduling a wedding date)
2. ☐ Matrimony Fee (Total: \$750)
☐ Reservation Deposit of \$250 (required prior to scheduling a wedding date)
☐ Remaining Balance of \$500 (due no later than 10 calendar days prior to ceremony)
3. ☐ Baptismal Records (signed and sealed originals dated no earlier than 1 year prior to the scheduled wedding date):
☐ For Bride; ☐ Not-applicable;
☐ For Groom; ☐ Not-applicable;
4. ☐ Affidavits of Freedom to Marry: ☐ For Bride; ☐ For Groom
5. ☐ Documents regarding Prior or Attempted Marriages
☐ For Bride; ☐ Not-applicable
☐ For Groom; ☐ Not-applicable
6. ☐ Dispensations/Permissions
☐ Mixed Marriage/Disparity of Cult; ☐ Not-applicable
☐ Canonical Form; ☐ Not-applicable
☐ Prior Natural Obligations; ☐ Not-applicable
☐ Other: _____
7. ☐ Marriage Preparation (*diocesan approved program*)
☐ Engaged Encounter Weekend
☐ Other: _____
8. ☐ Marriage License
9. ☐ Liturgical Planner (e.g. selection form from *Together for Life*)
10. ☐ Signed agreement to *Holy Family Catholic Church: Wedding Guidelines & Agreement*

1. GENERAL INFORMATION: The Church understands marriage to be a natural good designed by God to be an indissoluble and faithful union between one man and one woman for life, open to God's gift of children. Further, the Church acknowledges that Jesus Christ has elevated marriage from a *natural* institution to that of a *sacrament* when entered into between two baptized persons. Therefore, a wedding between two baptized Catholics ordinarily takes place in the context of a *Mass*. A wedding where only *one* party is Catholic ordinarily takes place *outside* of Mass (i.e. Rite of Matrimony *only*). At least one party to a wedding must be baptized Catholic.

1.1 The pastor or his delegate will work directly with a couple in planning their wedding. Please call the parish office at 808.422.1135 or email us at info@holyfamilyhonolulu.org to schedule your initial meeting.

1.2 Weddings are celebrated in the ***church building only***, on Saturdays between **1 p.m. and 2 p.m.**, and on weekdays only if Holy Family Catholic Academy is not in session. Weddings are not scheduled on Sundays, during the Sacred Triduum, holy days of obligation, or civic holidays. Under no circumstances may wedding dates be scheduled or even "penciled-in" on the parish calendar until after the Pre-nuptial Investigation is completed, and any and all impediments to marriage have been resolved.

1.3 As a Catholic celebration, the bride and groom, with their bridal party and guests, *must* be respectful towards the Catholic Church and conduct themselves in a manner worthy of the sacred space. Modesty in dress, appearance, and decorum is required. This includes, but is not limited to, covered shoulders and cleavage when on Church property; dresses and bottoms of knee-length or longer; clothing devoid of polarizing images, symbols, or emblems; and respectful use of language, tone, and volume. The celebrant has the discretion to *immediately cancel* the celebration due to any breach in decorum.

1.4 The wedding couple is responsible for the conduct of their wedding party, guests, and anyone else they may have included in their celebration (e.g. photographers, videographers, etc.).

2. PREPARATION: Your marriage preparation should begin at least 6 months prior to your proposed wedding date. The Diocese of Honolulu requires couples to complete *Catholic Engaged Encounter* weekend retreat. The retreat can be scheduled online at: <https://hawaii.engagedencounter.com>.

2.1 A marriage planning checklist is also included within this policy to help ensure that all pre-requisites are met prior to the wedding date.

2.2 The wedding couple is responsible for completing all marriage requirements, at risk of the cancellation of their marriage celebration.

3. MARRIAGE LICENSE: You will need to obtain a marriage license from the State of Hawaii Department of Health prior to the wedding, which can be requested and completed online. **Please provide the marriage license worksheet with your license number to the parish office no later than 10 calendar days prior to the wedding date.** After your wedding, the marriage performer will finalize your wedding license, and a marriage certificate will be mailed directly to you from the Honolulu Department of Health.

4. WEDDING FEE: The *total* wedding fee is **\$750**.

4.1 A **\$250** deposit to the parish is required *prior* to reserving the Church space and finalizing a wedding date on the parish calendar.

4.2 The remaining balance of **\$500** is due to the parish no later than 10 calendar days prior to the marriage ceremony. At the sole discretion of the pastor, this \$500 may be waived for parishioners with a history of tithing to Holy Family Catholic Church in the amount of \$500 or more within the current calendar year.

4.3 Though not required, it is also customary to provide a monetary gift to the celebrant on the day of the marriage.

4.4 In the event that the wedding is canceled for whatever reason, any and all fees may be refunded to the couple at their request, if the cancellation occurs no later than 10 calendar days prior to the scheduled wedding date.

5. REHEARSAL: We will be happy to schedule a rehearsal for you and your wedding party before your wedding day. The rehearsal will begin promptly at the scheduled time, and usually lasts between 45 minutes to an hour. The wedding couple should insist that all members of the wedding party be present and on time for this event. This is scheduled by contacting the parish office.

6. DRESSING AND PARKING FACILITIES: We suggest the wedding party arrive at the church properly dressed and ready for the ceremony, as we do not have changing rooms at the parish. Restrooms are available. There is ample parking for guests during the weekends, but parking when school is in session is limited. Street parking is also available.

7. WEDDING DAY SCHEDULE: Pending schedule availability, the wedding party is allotted four hours for use of the church building; which include two hours prior to the ceremony, an hour for the marriage celebration, and an hour afterwards. The bridal party should arrive at least *one hour* before the scheduled wedding ceremony. If either the bride or groom fails to arrive at the appointed time of the celebration,

the ceremony is subject to cancellation at the discretion of the celebrant, and all fees are non-refundable.

8. FLOWERS AND CHURCH FURNISHINGS: You are welcome to add flower arrangements (except during Lent), provided that they do not obstruct the view of the altar, ambo, presider's chair. The following guidelines apply:

8.1 No flower petals, rice, birdseed, or confetti may be thrown inside or outside of the church (silk petals are allowed).

8.2 No aisle runners and tulle between the pews are allowed.

8.3 All decorations must be removed following the ceremony, and must not be taped, nailed, pinned, glued, or tacked to the furnishings (clip flower arrangements are allowed).

8.4 The altar, ambo, and presider's chair are symbols of God's abiding presence and may not be moved.

9. MUSIC: Only sacred songs and instrumental music appropriate for Catholic liturgy is permitted in the church. All music must be approved by the pastor or his delegate and *must* be arranged with one of Holy Family's parish musicians, who can be contacted through the parish office. Other musicians are welcome to accompany our parish musician, provided that they conform to the norms for Catholic worship, are approved by the pastor or his delegate, and coordinate their musical contribution with the parish musician. The wedding couple is responsible for the conduct and compensation of musicians they bring into the ceremony.

10. PHOTOGRAPHY/VIDEOGRAPHY: Professional photographers and videographers are welcome to take pictures and record the wedding ceremony, provided that no flash photography is used, and the ceremony is not disrupted in any way. Photographers/videographers must refrain from entering the sanctuary space and must not impede the movement of the participants. Photographers and videographers are encouraged to speak with the officiating priest or deacon or the parish wedding coordinator at the rehearsal or another similar time, to avoid any unpleasant surprises on the day of the wedding. Photography and videography may also occur after the wedding ceremony, but must be completed by 3 p.m.

11. UNITY CANDLES, SAND CEREMONIES, ETC.: Only *Catholic* rituals may be celebrated at Holy Family Catholic Church. The primary symbols of a couple's unity are the vows themselves, the rings, and the reception of the Eucharist. Non-Catholic traditions are not permitted in the church. For example, neither a lighting of a "unity candle" nor a "sand ceremony" are part of the Roman Catholic marriage ritual, and therefore may not take place in the church. If such traditions are important to you, we suggest they be part of the wedding reception or other event.

12. OUTSIDE FOOD AND/OR BEVERAGES: Neither is allowed in the church.

13. OTHER PROHIBITIONS: As a reminder, the wedding couple is responsible for the conduct of their party, guests, and other invited participants (e.g. photographers, videographers, etc.). In addition to prohibitions listed elsewhere in this policy, we insist on strict compliance with the following: No alcoholic beverages or containers are permitted on church property. Discovery of such items is grounds for immediate termination of all wedding activities. No member of the wedding party under the influence of alcohol and/or drugs is permitted to participate in the rehearsal or wedding. No smoking is permitted in or near any of our facilities.

14. BRINGING YOUR OWN PRIEST OR DEACON: If you wish to have another priest or deacon preside at your marriage who is an active priest or deacon of the Diocese of Honolulu in good standing, he simply needs to receive delegation from the pastor of Holy Family in order to do so. However, if you wish to have another priest or deacon, who resides *outside* the State of Hawaii, preside at your wedding, it is necessary that he obtain a marriage performer license from the State of Hawaii, which he can be apply for online through the State of Hawaii Department of Health website. The guest priest or deacon must provide a copy of that license, as well as a *Letter of Suitability* from his Ordinary or Religious Superior, and other relevant documents to the parish office and the *Diocesan Tribunal and Office of Canonical Affairs* several weeks before the wedding.

15. VISITOR WEDDINGS FROM OUT-OF-STATE: Contact your parish priest to begin the formal preparation required by your home diocese. Once your preparation program is completed, your priest will send the marriage documents to your local diocese to review. After their review is completed, they will forward the documents to:

**The Tribunal, Diocese of Honolulu
St. Stephen Diocesan Center
6301 Pali Highway
Kaneohe HI 96744**

Following the approval of our Chancellor, your documents will be forwarded to Holy Family Catholic Church. Your marriage will be recorded in our parish register and your files will remain as permanent records of Holy Family Catholic Church. After you have met with your priest, contact our parish office to reserve the date of your wedding. We can advise on the availability of the church at that time and will hold your requested date. We also request you send a Letter of Intent to Holy Family Church to include the following:

15.1 The couple's names, religion, home addresses, telephone numbers, and email addresses

- 15.2 The date/time of the wedding
- 15.3 The complete names of your witnesses (best man, maid/matron of honor); *two witnesses are required*
- 15.4 The name, address, and phone number of your parish church
- 15.5 The name of the priest preparing you for marriage
- 15.6 The date of arrival in Honolulu and local contact information

You will also need to obtain your ***State of Hawaii Marriage License*** as soon as you arrive in Honolulu. You will need to show a form of picture identification at the time you apply for your license. You can apply for the marriage license online through the State of Hawaii Department of Health website. Please bring the marriage license worksheet and any financial offering with you for the church, minister, and musician to the rehearsal.

16. LIABILITY: Holy Family Church reserves the right to cancel any and all activities, events, and functions before or during the program that are not, in our judgment, in agreement with Catholic principles and practices.

- 16.1 The Church is not responsible for any personal property of the guests, vendors, or any contractors.
- 16.2 The Church is not responsible for physical or personal injuries happening in or on the property of Holy Family Catholic Church.

I have read, understood, and agree to the policies and provisions contained within this document. I acknowledge that I am responsible for informing my guests, vendors, and contractors of these policies and provisions [v.2023.7.12]

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____