



WEDDING FACILITY AND LITURGY GUIDELINES

"It is not good that the man should be alone. I will make a suitable partner for him. . . . The two of them become one body" (Gn 2:18; 24).

Sacred Heart Parish is excited that you are getting married and all want to ensure you have the best experience possible. These guidelines are in place to make sure that occurs as Sacred Heart is a large parish where many liturgies are celebrated each weekend and many times the celebrations occur back to back. Therefore, it is imperative that you read this entire document to ensure your wedding runs as smoothly as possible and also respects that there is likely another wedding or other liturgy following your wedding. Contact information for those on the wedding ministry team is on the last page.

Couples are responsible for the information contained in this document including information pertaining to florists, photographers and videographers.

TIME SCHEDULE

Sacred Heart weddings are held at **1:00 p.m.** and **3:00 p.m.** Each wedding is allotted **90 minutes** from the start time for the wedding. Therefore, it is very important that the wedding begin promptly to allow sufficient time to celebrate the service which you will have carefully planned. It is also important to end on time. It causes a great deal of inconvenience when photography sessions run over time. Wedding parties **MUST** complete photography on time, that is, by **2:15 p.m.** and **4:15 p.m.** You are responsible for making sure your **photographer** knows about time constraints. In order to be respectful of other weddings and parish events, you may arrive no more than one hour before your scheduled wedding time. **Receiving lines** are held at the reception hall, not in the church. Please do not attempt to hold a receiving line, formally or informally, either before or after the wedding. Receiving lines held before the wedding keep people from being seated, and keep the wedding from beginning on time. Receiving lines held after the wedding delay picture-taking and keep the wedding party from finishing on time. **Guest books** are permitted only in the narthex of the church.

FACILITIES

Sacred Heart Church is a beautiful place of worship. The church has a seating capacity of approximately 750 with appropriate climate control throughout the year. The church has a **bride's room** with a full-length mirror and its own bathroom. (**Groomsmen** usually dress at the hotel or gather in the narthex.) The bride's room cannot be locked during the service, so someone should be delegated to take charge of purses and other valuables. **We are not responsible for the safety of valuables left in the bride's room.** The bride's room must be left clean and in order for the next wedding or the next service. Please dispose of all trash and stack florist boxes neatly next to the trash containers. Public restrooms are available in the back of the church. The church is wheelchair accessible via all entrances.

PARKING

Parking is available in the main church parking lot off of Frazier Street and Old Montgomery Road. As formality, we suggest notifying guests that they should enter through the front of the church on Frazier Street.

LITURGY

Your wedding will take place within the context of the Catholic liturgy. The liturgy may either be a Mass - similar to that of a typical parish Mass, or a wedding ceremony - a liturgy without communion. Either service will be conducted with beauty and devotion. You can discuss these options with Alicia Perez, Sacred Heart's Family Life Coordinator, or your presiding priest.

WEDDING COORDINATOR

The Wedding Coordinator is on hand at the rehearsal and on the day of the wedding to provide for the needs of the bride and groom, their attendants and families, and to assure security. The Wedding Coordinator will assist in making the ceremony run smoothly and with elegance. **The Wedding Coordinator is present one hour before each ceremony.** Any questions regarding the use of the church should be directed to the Wedding Coordinator and not to the priest.

ATTIRE

We recommend that bridesmaids' dresses be long (to the floor) or tea length. Short dresses, at or above the knee, are not appropriate attire for the sanctity of our worship space and the sacrament we celebrate, nor are dresses that are low-cut or immodest.

WEDDING CUSTOMS

The following customs are acceptable during the liturgy:

- Unity Candle or Lasso (only 1 permitted)
- Arras
- Lasso
- Bible and Rosary
- Large crucifix
- Medals
- Flowers to Mary

PARTICIPANTS IN THE WEDDING LITURGY

BRIDE and GROOM

In the Roman Catholic tradition, you – the bride and groom – administer the sacrament of marriage to one another. For all who are gathered for your wedding, you become a sign of God's fidelity and love. **PRESIDER (Priest or deacon)** The Presider calls the community to prayer, coordinates the various ministries and leads the worship.

READERS (lectors)

The readers proclaim the Word of God from the Sacred Scripture. The readers need not be Catholic but should be people who are comfortable in a public speaking role. They should also have some familiarity with the Scriptures. The readers should be present for the rehearsal.

EXTRORDINARY MINISTERS OF HOLY COMMUNION

EMoHC must be active, practicing Catholics.

NON-CATHOLIC PARTICIPANTS

The wedding party, readers and the gift-bearers do not need to be Catholic.

CHILDREN IN THE LITURGY

In our experience, children age 5 or older handle the experience best. If you wish to include children in the liturgy, ask the Director of Liturgy at Sacred Heart for suggestions.

LITURGY & MUSIC DIRECTOR and LITURGY & MUSIC ASSISTANT

The Liturgy & Music Director or the Liturgy & Music Assistant will aid you in choosing suitable music for the wedding liturgy. Couples are required to consult with the Liturgy & Music Director or the Liturgy & Music Assistant before making any musical plans or arrangements.

THE MUSIC PLANNING PROCESS

Wedding music planning is done jointly by the couple and the Liturgy & Music Director or the Liturgy & Music Assistant. The focus of the planning meeting is liturgical music, which at its essence is based in scripture and draws the couple deeper into the celebration of their sacramental union in Christ. Singing hymns and responses by the assembled congregation invites all to offer praise and thanksgiving on this joyous occasion and together ask God's blessing on the couple. It is appropriate for all present to sing certain parts of the Mass such as the opening song, responsorial psalm, *Alleluia*, during the presentation of the gifts, the *Holy*, the *Mystery of Faith* the *Amen*, and during communion. Great care is taken that any vocalist or instrumentalist is integrated into the ceremony as a support to the dignity of the sacrament being celebrated. Weddings in the Catholic Church are sacred celebrations of a love that reflects God's infinite love for us poured out in Jesus Christ. All music used during the wedding ceremony should reflect the sacredness, sanctity and fidelity of the Sacrament of Matrimony in a manner that is respectful, dignified, and prayerful and within the guidelines of the Catholic Church. All music must be live; we do not use recorded music. Musical selections must be classical or hymns. We do not play any secular music at our weddings. Secular selections may be played or sung at the reception.

INSTRUMENTALISTS AND CANTORS (VOCALISTS)

If desired, Sacred Heart's Liturgy & Music office is able to make arrangements with experienced instrumentalists and/or cantors (vocalists) who will need no extra rehearsal time. Mariachis with experience in Catholic Liturgy are permitted, however the use of any outside musicians are not permitted without prior approval from the Liturgy & Music Director.

REHEARSAL

The rehearsal will be held the evening before your wedding, and is an important part of the preparation for the ceremony. It allows members of the immediate wedding party to become familiar with the

environment of our church and with the public roles they will assume as part of the liturgy. The Wedding Coordinator directing the rehearsal will give a brief overview of the liturgy to help all concerned understand the prayerful nature of the celebration. We ask that you require that all members of the wedding party be present for the rehearsal and that they **ARRIVE ON TIME.**

The rehearsal itself is not the time for discussion and decision making. The following items need to be worked out and fully agreed upon before that evening: the order of the procession and how people will line up, who will do readings and perform other duties such as the EMOHC and gift bearers, etc.

A rehearsal takes about **45-60 minutes** from the time it actually begins. If people are ready to start on time, then the rehearsal will also end on time. Please encourage your party to take the rehearsal seriously and pay attention. Weddings are times of great joy and celebration, with people coming together who may not have seen each other in some time. It will expedite your rehearsal dinner and whatever plans you may have for the evening if the wedding party can move through the rehearsal within a reasonable time frame.

Readers must rehearse on Sacred Heart's ambo (pulpit), no matter how experienced they are. Those who bring up the gifts and experienced EMOHC are not required to rehearse, but they will probably find it helpful.

If a member of the wedding party is not able to be at the rehearsal, it is helpful to everyone else to delegate someone to take that person's place for the evening.

All rehearsals are scheduled the **Friday** before your wedding at **5:30 p.m.**

SAFETY CONCERNS

It is not permissible to throw anything in or around the church due to safety hazards: no rice, birdseed, flower petals, confetti, bubbles, or anything else. Balloons are strictly prohibited inside or outside the church. Due to insurance and liability concerns, aisle runners are not permitted in the church. Animals of any kind are not permitted in the church or to be released following the wedding. (doves, butterflies, dogs, etc.) Food and beverage are not permitted inside the church. ***Absolutely no alcohol or tobacco (or any other drug) is allowed on the church premises.*** If a member of the wedding party has been drinking alcohol before the service, that person may be asked not to participate in the wedding. **The abuse of alcohol by the bride or groom WILL invalidate the Sacrament.**

PHOTOGRAPHY AND VIDEOTAPING GUIDELINES

1. Weddings are held on Saturdays at 1 p.m. and 3 p.m.
 - 1 p.m. wedding: The church is available to the wedding party at 12:00 p.m.
 - 3 p.m. wedding: The church is available to the wedding party at 2:00 p.m.These are firm times, due to the schedule of other events in the church. You will be expected to leave on time.
2. Lighting
 - Video lighting and flash are not permitted during the liturgy (Call to Prayer through the end of the Recessional music).
 - Photo and video lighting racks are not permitted.
3. Proper attire is required of all personnel. This helps to make you less conspicuous and less of a distraction during the ceremony. It is also a sign of respect for the people, the sacred space and

the sacredness and formality of the wedding liturgy you are serving.

4. Photographers and video personnel and their equipment are to be as unobtrusive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. Video equipment must remain stationary.
5. Wiring/cabbling may be not taped across aisles.
6. Photographers/video personnel are not permitted in the sanctuary (the area elevated in the front of the church), or any other place deemed inappropriate by the parish staff. There are several good areas from which to videotape or photograph a wedding liturgy at Sacred Heart. The Wedding Coordinator will be glad to show you the best locations.
7. Excessive moving around during the liturgy is to be avoided. Feel free to move up and down the side aisles, but not in the center aisle once the entrance procession has finished. The altar is sacred; nothing should be placed upon it, nor should it be used as a prop.
8. Standing on pews or chairs for any purpose is forbidden. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. Nothing should be placed in or on the chairs.
9. Posing during the liturgy, waving to the couple or distracting from the liturgy is not allowed.
10. All voices must be kept down during photographic sessions. Shouting is inappropriate.
11. Balcony
 - You may videotape and photograph before and during the liturgy from the balcony if you wish.
 - The balcony is typically open 30 minutes before the wedding, and closes shortly after the Recessional.
 - Please check with the Wedding Coordinator for good locations.
 - The white outlets in the balcony are available for power.
12. Audio
 - Sanctuary microphones are not to be disconnected or tampered with in any way.
13. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted in or around the church.
14. It is the responsibility of the wedding couple to ensure that the photographer and video personnel receive these policies and abide by them.
15. Many photographers and videographers scope out the church during the rehearsal the evening before the wedding. If one wants to see the church in advance, contact Sacred Heart's Director of Liturgy Assistant to make an appointment.

16. Any questions about these policies must be directed to the Director of Liturgy & Music, not to the deacon or priest.
17. Adaptations to the policies may be made at any time by Sacred Heart Parish.
18. Any violation of these policies will be addressed immediately. Continued violations will result in the photographer/videographer being asked to leave the church.

ART & ENVIRONMENT GUIDELINES

Due to the beautiful design of Sacred Heart's sanctuary, floral arrangements can make a significant impact to the overall environment. It is recommended to place an arrangement in front of the two ambos (pulpits), under the tabernacle and in front of the altar. Flowers can be left in the church after the wedding as a donation for use during our weekend liturgies.

1. The regularly scheduled times for weddings on Saturdays are 1:00 p.m. and 3:00 p.m. If the wedding is at 1:00 p.m., the church is available to the wedding party at 12:00 p.m. If the wedding is at 3:00 p.m., the church is available to the wedding party at 2:00 p.m.
2. Altar flowers are not required, but if they are used, they must be delivered and in place at least 30 minutes prior to each liturgy and not before the time the church is available to the wedding party. Any arrangements near the altar may not be taller than the altar.
3. Sanctuary appointments such as the ambo (pulpit), presider's chair, candle sticks, banners, altar cloths, the paschal candle and any art or environment may not be altered or removed under any circumstances. Seasonal decorations already in place in the church must remain in place. You may add to what is there, but not change it. Keep in mind that different colors are used in the church during the varying liturgical seasons throughout the year. This is a general calendar: Christmas Season- white; winter Ordinary Time- green; Easter season- white; Pentecost weekend- red; summer Ordinary Time- green. Expect to find some of these colors present in the church. These items may not be removed or altered.
4. The only candles permitted are those already in place by the church staff. Sacred Heart does not provide elevated plant stands. Candles in the aisles or on pews are not allowed.
5. Decorations of any type may NOT be affixed in any way from the handrails in the sanctuary. Handrails are for safety, not for decorations.
6. Pew bows (or anything else) may not be attached by tape or any sticky substance. Use elastic, ribbon, cloth covered wire, plastic clips, etc.
7. Aisle runners are not permitted.
8. Papier-mâché containers are not permitted. You must use flower containers that present no danger of leaking.

9. Flower petals, rice, confetti, birdseed, balloons and bubbles may not be used, thrown or released in the church or outside the church. The church is in constant use and there is no way to clean up from such items.
10. All containers used for corsages, floral arrangements etc. must be disposed of before leaving the church. If the trash containers are full, please stack florist boxes neatly beside them. This is the responsibility of the attending florist, not the church staff.
11. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted in the church.
12. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.
13. If you have any questions about these policies, they must be directed to the Director of Liturgy & Music, not to the deacon or priest.
14. Adaptations to these policies may be made at any time by Sacred Heart Parish.
15. Any violation of these policies will be addressed immediately. Continued violations will result in the removal of inappropriate decorations and the dismissal of the florist or other third party event coordinator from the church.

SACRED HEART WEDDING MINISTRY STAFF

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