



HOLY SPIRIT CATHOLIC CHURCH

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MARRIAGE PREPARATION GUIDELINES

Welcome and congratulations on your up-coming marriage!

On behalf of the Holy Spirit parish community, we congratulate you on your decision to give yourselves to one another in Christian marriage. The gospels relate that the greatest commandment of the law is “to love God above all things and to love our neighbor as ourselves.” In Christian marriage, this Good News of Jesus is made human and real in a special way.

God loves you so much that He has given you to one another to love for your entire life. This gift however, does not come without real effort on your part. In a Christian marriage, you commit yourselves to a love that is selfless, faithful, and giving and a love so giving as to be open to the rearing and nourishing of children. This kind of total and permanent commitment must be entered into with complete freedom.

We look upon this time in your lives with such importance; it is only natural that the preparation for this life long experience is one that we take seriously as a Church. Certainly, the day of your wedding is one that will hold wonderful memories for you as the years unfold; however, it is the life long experience of marriage and preparation for it that is of utmost and critical importance for each of you and us as a Church. **“A wedding is a day. A marriage is a lifetime.”** We hope the information provided here will assist you in initiating the planning of both your wedding and your marriage. Marriage rarely takes place in isolation. It is in the nurturing environment of families that come forth to reach out to continue the cycle of love and life. It is in the midst of a family, faith and this parish community that this moment of commitment will be celebrated. We hope your relationship with us will continue beyond this moment being united in love and you will contribute to the building up of the Body of Christ in our midst. May the Lord bless you in your love for one another!

Peace in Christ,

The Priests, Deacons and staff of Holy Spirit Church

MARRIAGE PREPARATION AND REQUIREMENTS

General Guidelines

1. Catholics who wish to be married should be living their Catholic Faith. Participating regularly at Sunday Mass and receiving the Sacraments especially the Eucharist and Reconciliation.
2. One of the parties shall be a registered member of Holy Spirit Church. Any exceptions to this norm must be discussed with the priest or deacon who will consult with the Pastor.
3. Contact the priest or deacon you wish to marry you, preferably one year before the marriage. This allows sufficient time for the couple to prepare and fulfill the Church's requirement for marriage.
4. The couple must attend Marriage Information Night and participate in a marriage preparation program. At the heart of responsible marriage preparation stands the opportunity for you to seriously reflect in a comprehensive and challenging way on the meaning of this important step in your lives. While reflection and in depth sharing of your future together has undoubtedly already begun, the Catholic Church in the Diocese of Orange expects you to reflect on your life long journey. A number of programs are offered which may be obtained from the priest or deacon who will celebrate your marriage.

** English: Engagement Encounter

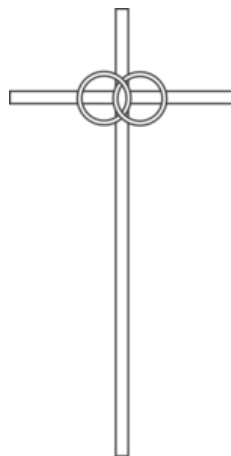
Website: eweekend.org

** Vietnamese: Trung Tâm Công Giáo (classes in Jan., March, May, July, Sept. and Nov.)

1538 Century Blvd., Santa Ana, Ca 92703

714-554-4211, website: VNCatholic.net or email: hiepthong2013@gmail.com

5. The Marriage of two Catholics is normally celebrated in the context of the Mass, in the Church. When one is not Catholic there is the option of having the wedding without Mass.



CHECKLIST TO HELP PLAN YOUR CATHOLIC WEDDING

Priest /Deacon: _____ 1st visit date: _____ Time: _____
 _____ 2nd visit date: _____ Time: _____
 _____ 3rd visit date: _____ Time: _____

To Do List:

1. Schedule Wedding Date: _____ Time: _____

2. Deposit to reserve church (\$500 for parishioner/\$700 non-parishioner) Date: _____ Ch#: _____
Cancellation fee: 2-4 weeks after scheduled - \$100
 After 4 weeks - no refund

3. Wedding Coordinator:
 Coordinator Name: _____ Phone#: _____
 Rehearsal Date: _____ Time: _____
 Choir/Musician Name: _____ Phone#: _____

4. Distribute guideline instructions to Florist
 Photographer/ Videographer

6. Plan Liturgy (TOGETHER FOR LIFE): Contact wedding coordinator for your choices of:
 First reading: _____ Reader: _____
 Responsorial Psalm: _____ Reader: _____
 Second reading: _____ Reader: _____
 2 Witnesses: _____
 Gospel: _____ Reader: _____
 Prayer of Faithful: _____ Reader: _____

7. Submit marriage license to priest/deacon one month before wedding: done

8. Submit all required documents to priest/deacon:

| <i>Required DOCUMENTS:</i> | <i>BRIDE</i> | <i>GROOM</i> |
|------------------------------------|---------------------|---|
| • Baptismal Certificate | _____ | _____ Required an official copy for Catholics |
| • First Communion certificate | _____ | _____ Required of Catholics |
| • Confirmation certificate | _____ | _____ Required of Catholics |
| • Letters/affidavit of freedom | _____ | _____ Required of both parties |
| • Pre-nuptial questionnaire | _____ | _____ |
| • Marriage preparation certificate | _____ | _____ |
| • Civil marriage license *** | _____ | _____ |
| • Dispensation (if needed) | _____ | _____ |
| Other: _____ | _____ | _____ |

***You can apply marriage license (one or two months before your wedding date) at County Community Service Center
 15460 Magnolia St, Westminster, Ca 92683, Phone: 714-889-4105
 After wedding about 3 weeks, please call 714-834-2500 and pay \$15.00 to request “certified marriage license” or mail to Orange County Clerk Recorder:
 12 Civic Center Plaza #101, Santa Ana, Ca 92701

MUSIC GUIDELINES

The use of musicians who are not on the staff of Holy Spirit Catholic Church is not encouraged. If you wish to use outside musicians you must contact the Parish Music Director for pre-approval, there will be an additional fees for equipment usage/setup. Do not enter into any arrangements with outside musicians without the prior approval of the Parish Music Director. The person who is best able to help you with your selections and guide you in matters of appropriateness is the Parish Music Director, who should be contacted well in advance of your wedding day so that adequate time will be available for planning.

We have several staff Musicians available to provide music for your wedding: cantors, choirs, pianists, organists, violinists, and more. Please contact the Parish Music Director to arrange for your musicians, who will help you select musicians and appropriate music for your special day.

DIOCESE OF ORANGE WEDDING MUSIC GUIDELINES

While marriage is an intensely personal event in the lives of two people, Christian marriage is more than a private celebration of love. It is an act of worship and a Sacrament as well as a wedding ceremony. Because it takes place in the church, the marriage liturgy expresses the faith, not just of a particular couple and their family and friends, but of the whole church. Therefore, it is most important that all the elements of your wedding, including the music, reflect this faith.

Appropriate music is so vital to good liturgy that in 1972 the American Bishops published "Music in Catholic Worship." This document clarifies the role of music in the liturgy. One of the primary principles is that any piece of music used must be evaluated according to its musical, liturgical and pastoral effectiveness. This means that the music in question must be "technically, aesthetically, and expressively good," that it must function appropriately in the liturgy itself, and that it must assist those present to express their faith. These criteria apply to wedding liturgies just as they do to any public liturgical event. The following music guidelines will assist you in planning the most beautiful and appropriate music possible.

Musical Priorities

When thinking about music for a wedding, the first things that come to mind are organ processionals and recessionals, and solos. You will probably want a joyous organ piece to accompany the procession into the church, and another to accompany the procession out of the church, and two or three solo pieces (either sung or instrumental).

An area that is often overlooked for wedding liturgies is assembly participation. This is unfortunate, because when the people in attendance join in the sung prayer at a

wedding, it is a powerful sign of their love and support. In fact, there are certain texts that the Church recommends be sung rather than recited whenever possible and furthermore, that they may be sung by the assembly, not by a soloist. These are the Responsorial Psalm, Gospel Acclamation, and when Mass is part of the wedding liturgy, the Holy, Holy, Memorial Acclamation and the Great Amen.

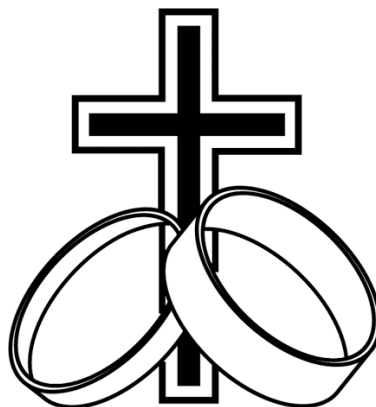
The music you choose for assembly participation should be as familiar as possible. Acclamations and hymns that are sung regularly in the parish often work best. Likewise, participation can best be accomplished with the help of an *experienced cantor*. Even though you might have a friend or acquaintance who sings beautifully, unless he/she is a *trained cantor who ministers regularly* in a Catholic Church, he/she will not be effective and may not assume this role.

Appropriate Music

Your wedding ceremony is a public act of worship, and therefore the music that you choose must express not only your own faith but also that of the parish community – it must be appropriate for a Catholic liturgical celebration. For this reason, popular love songs that exclude God are liturgically unacceptable either before, during or after the wedding liturgy.

THE LORD’S PRAYER is normally recited at a wedding. It can be sung by cantor and assembly if most of those in attendance know the simple chant setting that is used throughout the United States. Because it is the one prayer that everyone know and can join in on, regardless of their religious affiliation the Lord’s Prayer is never sung as a solo.

TAPED MUSIC: Because the liturgy is an encounter between the God of life and the human beings created in God’s image, it must be an authentic expression of living persons. Taped music is not allowed without special permission and a vital reason.



Holy Spirit Catholic Church

FLORAL GUIDELINES

Please give a copy of this guideline to your florist, or to the person who will be decorating the church for your wedding.

Marriage is a sacramental ceremony. You, as the florist for this couple's wedding, will contribute greatly to the spirit of the worshipping assembly by your artistic contribution. To facilitate your role in the wedding, Holy Spirit Church offers you the following list of guidelines, which are to be followed at the church.

- Arrangements must be made with a florist. The flowers must be removed after the ceremony and taken to the reception or other designated place. At certain times of the year, the Church is decorated to coincide with specific themes. These decorations cannot be removed, and the Wedding Party will have to work around them. This often occurs around **Advent, Christmas, Lent, Easter and Pentecost.**
- **CANDLES:** No candles may be used. This also includes within the floral arrangements. The exception is a complete floral arrangement with the unity candles.
- **PEW DECORATIONS:** **You may not use tape or clips of any kind to secure bows or floral arrangements to the pews, as this will damage the wood.** Pew decorations should be discussed with the Wedding Coordinator. We do have flower stands and unity candles available for your use. *(Please see the Wedding Coordinator regarding these items.)*
- **AISLE RUNNERS:** Aisle runners are discouraged. There is no way of securing the runner to the carpet. By the time the wedding party goes down the aisle, the runner has become wrinkled. Not only would this not look good for pictures, more importantly, someone can trip over the wrinkled runner.
- **TRASH:** Please do not leave your empty boxes or trash outside or around the church. You may use our trash bin in the parking lot.
- **RICE, CONFETTI, ROSE PETALS, ANIMALS ETC.:** The use of rice, confetti, rose petals, birdseed, animals ,etc. is Prohibited on church property. These items are very hazardous, and they are difficult to clean up afterwards.

Holy Spirit Catholic Church
PHOTOGRAPHER/VIDEOGRAPHER GUIDELINES

Please give a copy of this guideline to your photographer / videographer.

Photographers / Videographers must remember that this is a *religious ceremony*. The basic underlying principle is that his/her actions should never be a distraction to break the concentration of anyone in attendance at the ceremony. The Photographer / Videographer are asked to do the following:

- Refrain from using any movement around the sanctuary during the ceremony.
- Refrain from using flashes or strobes during the ceremony. You can use high-speed film, which will allow you to use available light.
- Pictures in the Church after the ceremony are allowed for only the bride and groom, parents and grandparents and wedding party. **It must be remembered that the Church is not a studio – it is a sacred place.** No extra lighting will be allowed, and only *two or three* pictures are to be taken in a period of ten minutes. It must be remembered that there are other weddings and services scheduled immediately after the ceremony. There are ample areas outside the Church suitable for the taking of pictures of the wedding party.
- A video camera may be used during the wedding ceremony. **NO** extra lighting is permitted, and the camera must be fixed in one location only and may not be moved during the ceremony. Video cameras are not permitted in the sanctuary of the church.
- Guests are asked **NOT** to leave their seat to take pictures during the wedding ceremony.



PROTOCOL FOR YOUR WEDDING DAY

- **NOTE OF IMPORTANCE**

You are advised **not** to make any reservations for reception halls or other activities concerning your wedding and you should **not** pay any deposits for reception halls, catering, etc. until the date of your wedding has been confirmed by the priest or deacon and your deposit for the church reservation has been received. Holy Spirit Parish will not be responsible for any contractual or financial arrangements that you make with outside entities.

- **TIMES OF WEDDINGS**

Saturday weddings are normally scheduled at 10:00 AM, 12:00 PM & 2:00PM. All weddings must start on time so the services that follow will not be delayed. You and your guests should arrive 30 minutes before the wedding in order to start on time.

- **ATTIRE**

The bride's dress and those of the attendants should be modest and reflect the sacredness of the sacrament to be celebrated in the Church.

- **BRIDE'S ROOM**

The Church has a Bride's Room for last minute preparation. It contains its own restroom and side entrance.

**** Any damages to the church or brides room will result in extra charges. The Church is a House of God. Please be respectful.*

A FINAL NOTE CONCERNING YOUR WEDDING DAY

A wedding is a sacred event. It is the decision of two people to begin a partnership for the rest of their lives. In this partnership they are no longer two but are making a decision to become "one flesh", a new creation in the sight of God cooperating with God in His plan of Creation and Salvation. The Church only requires the couple be truly prepared and mature to make this decision and, there be two witnesses and the priest/deacon to witness their commitment. Please keep this in mind when planning your wedding. Extravagance is distracting; real elegance is always simple.

SCHEDULE OF FEES AND OTHER COSTS:

| | |
|---|---|
| Church | \$500 for parishioner and \$700 for non-parishioner (M-F: \$250/parishioner and \$350/non-parishioner) |
| Wedding Coordinator | \$150.00 |
| Altar Server(s) | \$25.00 each person |
| Musicians/Cantor | \$150.00 each person |
| Choir | \$350.00 |
| Priest/Deacon (Suggested amount) | \$150.00 |
| Music set-up (if used outside musician) | \$150.00 |

**The fee for the church is due immediately when date is scheduled.
All other fees must be given to the Wedding Coordinator
Prior to the start of the wedding rehearsal.**