

Holy Spirit Catholic Parish Wedding Guidelines



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HOLY SPIRIT CATHOLIC CHURCH and PARISH OFFICES
201 44th Street South, GREAT FALLS, MT 59405 406-452-6491

Please give us the name and phone number of your photographer as soon as he or she is selected. We will contact that person with a copy of our photo\video policy to assure that he or she understands our policy and will comply with it.

CHECKLIST FOR WEDDING PLANS

- 1. Make appointment with Parish Office at least 6 months prior to your desired wedding date. Please refer to the fee schedule for reservation and cleaning deposit.
If Preparation is at another parish, please ask them to send a letter or email to us stating preparation has begun.

- _____ 2. Take the FOCCUS premarital inventory.

- _____ 3. Discuss FOCCUS with Pastor and Marriage Preparation Coordinator.

- _____ 4. Attend an Engaged Encounter Weekend.

- _____ 5. Meet with the Pastor to plan wedding liturgy.

- _____ 6. Complete church paperwork with the Marriage Preparation Coordinator or make arrangements to get this done if preparation is in another parish.
Note: Baptismal Certificate must be dated within the past 6 months.

- _____ 7. Meet with Liturgy Coordinator about music selections, sound system and video possibilities.

- 8. Please give us the name and phone number of your photographer as soon as he or she is selected. We will contact that person with a copy of our photo\video policy to assure that he or she understands our policy and will comply with it.**

- _____ 9. Select liturgical ministers: Lectors Ushers Attendants
 Musicians Eucharistic Ministers

- _____ 10. The State of Montana recommends that marriage license be obtained at least one week prior to the wedding.

- _____ 11. Contact the Parish Administrator to complete "Use Agreement" and to pay deposits and/or fees at least one month prior to wedding date.

Please set a reasonable time schedule in which to accomplish the above tasks.