

Holy Spirit Catholic Parish Wedding Guidelines



Rev. Doug Krings – Pastor
Holy Spirit Parish 201 44th Street South
Great Falls, Montana 59401
Phone: 406-452-6491
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The Celebration of the Sacrament of Matrimony Holy Spirit Catholic Church

General Information



We at Holy Spirit Parish are delighted to walk with you as you prepare to celebrate the Sacrament of Marriage. We welcome you and want to support you in your journey of faith in the company of this parish community and the Catholic Church. Please do not hesitate to contact the parish office with any needs, questions, or concerns

Scheduling: The celebration of the Sacrament of Matrimony (marriage) is not only about a wedding, but a life-long commitment to God and spouse. Therefore, the preparation process requires contact and registration with the parish at least 6 months prior to the intended celebration of a wedding

- Typically, weddings are scheduled for a Friday evening or Saturday before 2pm or after 7pm; around the other events/liturgies in the parish
- Final confirmation of the date/time is given with cleaning deposit (see *Agreement*)

Preparation: The couple must participate in a formative process to enter fully and responsibly into the life-long, faith-centered, marriage covenant. This process includes:

- Encouraged weekly attendance of the couple at Sunday Eucharist. For Catholics, regular participation in the Sacramental life of the Church, Confirmation is encouraged
- Meet with the Marriage Prep Coordinator for the required Canonical Paperwork, FOCUS inventory and general marriage preparation
- Meet with a sponsor couple 3 times
- Meet with the Pastor
- Meet with the Director of Liturgy and the Wedding Coordinator to plan your ceremony. Finalize all wedding liturgy details no later than 1 full month prior to the scheduled celebration
- If you are celebrating at Holy Spirit Parish but live elsewhere, you will need to arrange the appropriate permissions, paperwork, and preparation with the Marriage Prep Coordinator

Agreement: The couple must sign a Wedding Service Agreement before their wedding date is scheduled, which includes:

- General information with the names of Bride/Groom, intended Wedding Date/Time, Rehearsal Date/Time, naming of Responsible Persons and Current Address/Phone/Email
- Payment of fees which includes a Wedding Coordinator Fee & Cleaning Deposit (both required up front to reserve the Church). Depending on need, fees may be negotiable
- Acknowledgement of responsibilities for use of the Church, which includes designating a responsible person for supervision of children and accountability for all guests, thorough cleanup of all spaces/parking lot, return of all moved items to place found, prohibition of alcohol, timely arrival of all involved persons, and facility access coordinated with the Church Office

Frequently Asked Questions:

- *Do we both have to be Catholic to be married in the Church?* No; only one member of the couple must be Catholic.
- *What if something has come up and we need to adjust the date/time of the rehearsal/wedding, or want to arrange access to the Church to visit, decorate, etc.? When does our access to the church end the day of?*
 - Please communicate directly and promptly with the Parish Administrator in the Parish Office during normal business hours to make any adjustments or reservations. Our parish is under constant use/maintenance which requires planning to accommodate all. Adherence to start/end times for the wedding, rehearsal, decorating, etc. is required. Please note all clean up and photography must be completed 30 minutes after the wedding ends.
- *Can a musician friend or acquaintance help in celebrating our wedding?*
 - It is strongly encouraged that family and friends participate in the celebration. Please visit directly with the Director of Liturgy and/or Wedding Coordinator, as we want to help make it your own celebration.
- *May we move some of the seasonal Church decorations to make room for our own?* In most cases, agreement to replace items immediately following the ceremony will allow for temporary removal. Please visit with the Director of Liturgy in the parish about decoration.

**HOLY SPIRIT CATHOLIC PARISH
WEDDING SERVICE AGREEMENT**

General Information

BRIDE: _____ GROOM: _____
First Middle Last First Middle Last

WEDDING DATE: _____ TIME: _____

REHEARSAL DATE: _____ TIME: _____

Dressing Room Required: YES NO DATE: _____ TIME: _____

Person (s) Responsible for Facility Use: _____
First Middle Last

Address: _____ Phone #: _____
Number Street City Zip State Area Code

Email: _____ Cell #: _____
Area Code

Fees

*To reserve the church, the **Rental Fee (only for non-parishioners), Wedding Sacristan Fee & Cleaning Deposit** must be paid up front in full. The Wedding Coordinator fee is cashed upon receipt; the Cleaning Deposit should be made in a separate check and is held until after the ceremony. The remaining fees are due to the parish no later than 1 month prior to the wedding.*

Church Rental = Parishioner: N/A / Non-Parishioner: \$200.00 Amt. Due: _____

Cleaning Deposit = \$150.00 – Refundable upon inspection of church Amt. Due: _____

Stipend for priest (suggested not required) = \$150.00 Amt. Due: _____

Wedding Sacristan Fee = \$150.00 Amt. Due: _____

Musicians = \$250 – *Pianist (estimate; fee is negotiated directly with pianist)*
 \$200 – *Cantor (estimate; fee is negotiated directly with musicians)* Amt. Due: _____

Wedding Prep = \$200.00 – Does not apply for parishioners or non-parishioners who will have their wedding at Holy Spirit Catholic Parish.
Amt. Due: _____

Amt. Due: _____

TOTAL Amt. Due: _____

Facility Use Responsibilities

1. Dates and times for facility use, including set-up/decoration must be coordinated during normal business hours with Aubrey Rearden at (406) 452-6491, aubrey@holyspiritgf.org
2. Children must always be supervised by an adult. Adults must respect sacred space and Church property
3. No food or drink in the Church. No alcoholic beverages on the premises. Intoxicated persons will be asked to leave
4. No rice, bubbles, or bird seed to be thrown on the Church premises
5. *Immediately following the liturgy* please leave the facility as you found it, or the Cleaning Deposit will be forfeit.

Responsible person(s) listed above will be given access to any supplies needed for cleaning. Responsibilities include:

- a) General cleaning and pick up. Replace all items/furniture that were moved, remove all items brought in such as programs, pew bows, decorations, loose dirt/flower petals/rubbish swept, clear the parking lot of any litter, etc.
- b) Trash to be placed in outside dumpster on south side of church
- c) Black scuff marks from shoes cleaned off floors
- d) Broken equipment/furniture must be reported and replaced at your expense

Initial Here: _____

I agree to use the Holy Spirit Catholic Church on the dates/times listed and I agree to the fees and terms outlined above. The listed Responsible party will oversee cleanup.

Signature: _____ Date: _____

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

CHECKLIST FOR WEDDING PLANS

- 1. Make an appointment with the Pastor by calling the 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 the Pastor and Marriage Preparation Coordinator.

- _____ 4. Set up a meeting with your assigned “Mentor Couple”.

- _____ 5. Attend Pre-Cana classes provided at the parish or online.

- _____ 6. Meet with the parish Wedding Coordinator to plan wedding liturgy, review the “Together for Life” Guide, this must be done at least 1 month prior to the wedding date.

- _____ 7. 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.

- _____ 8. Meet with the Wedding Coordinator to complete the “Together for Life” selection form and music selections for your wedding liturgy.

- _____ 9. Please give a copy of our photo\video policy to your photographer and/or videographer.

- _____ 10. Select liturgical ministers: Lectors Ushers Attendants
 Musicians Eucharistic Ministers

- _____ 11. The State of Montana recommends that marriage license be obtained at least one week prior to the wedding.

- _____ 12. Contact the Wedding Coordinator to complete “Use Agreement” and to pay deposits and/or fees at least one month prior to the wedding date.

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

Holy Spirit Catholic Parish and School **MUSIC MINISTERS FOR WEDDINGS**

Music at a wedding is one of serious consideration. Nothing sets a mood and carries the emotions of the day as distinctly, enhancing the celebration greatly. The couple, their families and friends will remember the occasion as one of beauty and grace, when the music is chosen and played well.

Musicians for weddings at Holy Spirit are independently contracted. *The bridal couple is responsible for contacting, booking, and paying the musicians.* Musicians generally are booked 6-9 months ahead. This list includes musicians that are familiar with the Holy Spirit church, and with Catholic traditions. They will meet with the couple to help plan the style and particular choices the couple wishes. The fee is due at the rehearsal, unless otherwise arranged.

The bridal couple negotiates the fees for musician(s). Be assured that each of the musicians listed here is extremely competent, highly skilled, and willing to work with the couple on choice of music. When considering a musician, take into consideration their training, their responsibilities, and the overall experience. The impact of the music should be compared to the cost of the flowers, clothing, hall, etc.; the parish is sure that the couple will be pleased.

Many couples have friends or relatives who are musicians; musicians from outside the parish are welcome to offer their services for weddings at Holy Spirit. Contact the Worship Coordinator to assure that all the necessary arrangements are made.

The site for the American Guild of Organists is a resource for the approximate cost of the musicians. <http://www.agohq.org/profession/indexsalary.html> Keyboardists and vocalists may charge different fees.

CANTORS (VOCALISTS)

C- contemporary / T-traditional / CW-country flavor

Steve & Jen Jonasen	406-799-0961	jenhusker@gmail.com
Amber Henning	406-590-0727	amberlhenning@gmail.com
Tim Paul (T)	406-452-8174	timpaulweb@gmail.com
Aubrey Rearden (C, T)	406-868-6713	reardenaubrey@gmail.com
Kody Diekhans (C, T)	406-799-2626	pianokody@gmail.com
Joel Corda (C, T)	406-868-2081	joel@holyspiritgf.org

ACCOMPANISTS

Sharon Quay	406-788-4231	
Lindsey Nussbaum	406-799-5730	
Kody Diekhans	406-799-2626	pianokody@gmail.com

Music Notes

- When a wedding includes Eucharist, music for the Mass parts must be provided, with piano accompaniment and a song leader/cantor. The musicians may be the same for the Mass as for the other wedding music, provided they know the Catholic Mass. Musicians from outside the parish are welcome to provide services; if they need help with the Catholic liturgy, Aubrey Rearden at the parish office.
- All music must be appropriate for the Catholic Church setting. Any text/lyric in the music must speak to *permanence and fidelity*.
- For help in choosing music, consult the musicians hired for the wedding, they have a repertoire of pieces and will be happy to meet with you to choose music.
- If you need help acquiring music for the Mass parts (including an appropriate psalm setting), you may contact Aubrey Rearden at the Parish office.

With any other questions, concerns, or comments regarding music for your wedding, contact Aubrey Rearden at the Holy Spirit Parish office, 406-452-6491.

HOLY SPIRIT CATHOLIC PARISH

201 44th STREET SOUTH, GREAT FALLS, MONTANA 59405 406-452-6491

To: Photographers and Videographers

From: Holy Spirit Parish Staff

Re: Wedding Photographs and Videos

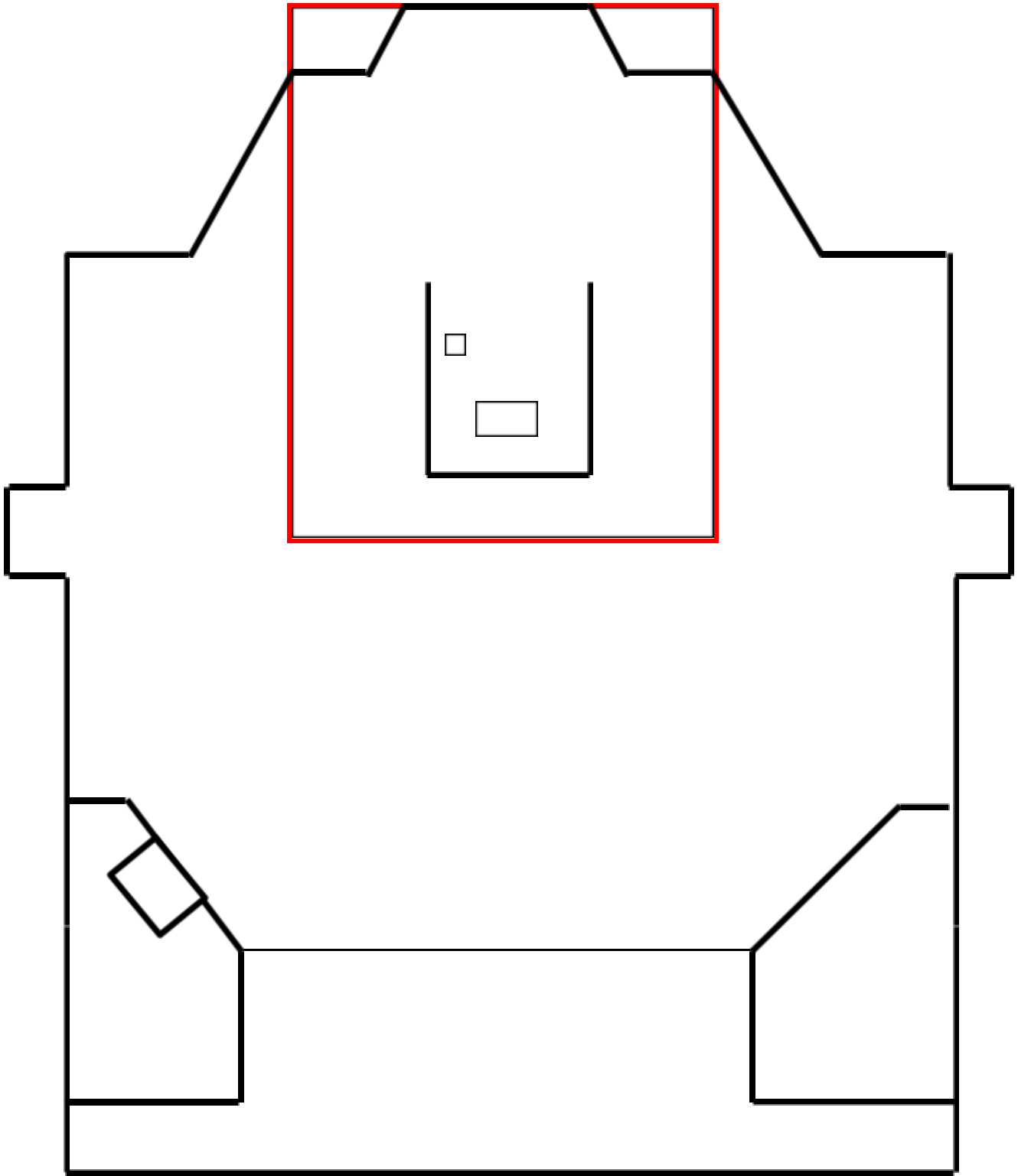
Welcome to our parish facilities at Holy Spirit Parish. We look forward to working with you in a professional way at the wedding which you have been contracted to record. Since this wedding will be in one of our parish churches, there are a few expectations that we would like to clarify with you to make the service as dignified and prayerful as this couple deserves it to be.

First, let us assure you of our respect for your profession and for the service this couple has asked you to record. Whatever we can do to facilitate your work at our church, we will attempt to do. Please do not hesitate to ask our advice or permission to enable you to do your best work.

Secondly, let us remind you that this wedding service, first and foremost, is an occasion of prayer and reverence, from beginning to end. You are encouraged to pose any and as many pictures as this couple desires before and after the service itself. However, from the moment the service begins until it concludes with the guests leaving the church, the following expectations are to be honored:

1. **Procession:** No photos or video can be taken from the area outlined in red of the church, unless it is by a pre-set camera that is unmanned and approved by the pastor prior to the wedding. Please restrict yourself to those areas indicated on the attached church floor plan.
2. **During the Service:** No photos or video can be taken from the sanctuary (area outlined in red) of the church. A video camera may be placed on a stationary tripod in the rear of the sanctuary to record unattended throughout the service.
3. **Recessional:** No photos or video can be taken from the area outlined in red of the church, unless it is by a pre-set camera that is unmanned and approved by the pastor prior to the wedding. Photos of the married couple and wedding party may be taken from the church entry as the couple and party leave the church. After the wedding you are welcome to take any photos you may have missed.

We thank you for respecting these policies. The attached drawing of the church floor plan in which you will be photographing illustrates the areas mentioned above. If for any reason you are not able to provide your services satisfactorily under these conditions, please let this couple know that you will not be able to serve them at this church. If you have any questions, please call the parish office or ask the couple to have your concern clarified. We look forward to working with you in our facilities.



No photos or videos from area outlined in red once procession begins