

**01/27/10 ST. HENRY CHURCH  
WEDDING GUIDELINES**

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**Check List**

- Read Wedding Guidelines
- Make arrangements with the priest or deacon four (4) months prior to the wedding date.
- If the priest or deacon who will preside at your wedding is not a member of the St. Henry Church clergy staff, please have that person contact the Pastor to receive permission to officiate at St. Henry Church.
- Check church calendar with Michelle Strebel at 352-2259 or email [mstrebel@sthenry.org](mailto:mstrebel@sthenry.org). Reserve church by paying \$100 maintenance fee.
- Contact the St. Henry Music Director, Mary Corby, at 352-4586 or email at [mcorby@sthenry.org](mailto:mcorby@sthenry.org).
- Sign up for the Engaged Couples Retreat. Forms are available in the parish office. Spaces are limited. Early reservations are advised.
- Review florist guidelines with your florist. Give name and phone number to the parish office.
- Review photography guidelines with your photographer. Give name and phone number to the parish office.
- The Wedding Guild will contact you one month before the wedding.

# WEDDING GUIDELINES

## Introduction

We are happy that you have chosen to have your wedding at St. Henry Church. To help your ceremony run smoothly, procedures have been developed based on our experience. These procedures are subject to change. We request that the bride and the mother of the bride become thoroughly familiar with the guidelines.

## Definition of the term “Parishioner”

For purposes of reserving space at St. Henry Church, the term “parishioner” is defined as a person/family officially registered through the parish office, contributing regularly, and actively participating in the life of the parish for a period of one year prior to an inquiry and request to reserve space. Exceptions will be made for persons/families who have joined the parish within the past year and have a letter of reference from their previous parish stating that they were active, contributing members of that parish.

## Preliminary Preparation

1. Registered members or those whose families are registered members of St. Henry Parish and Catholic non-parishioners are invited to celebrate their weddings at St. Henry Church. Roman Catholic non-parishioners are expected to arrange for their own priest/deacon.
2. Initiate the arrangements for your wedding with the priest/deacon at least four months prior to the desired date. This is a diocesan regulation. The priest/deacon will book the wedding. If a priest/deacon who is not a member of the St. Henry Church clergy staff will officiate at the wedding, the bride and groom should contact this clergy person before any plans may be finalized. The clergy person requests permission from the pastor to officiate at St. Henry Parish.
3. Marriage preparation is a requirement. The priest/deacon who will witness your marriage is responsible for both the preparation and the paperwork required by the Church and Diocese of Nashville. He will explain what is required including individual sessions with him, a marriage preparation session organized by the Diocese of Nashville, and a meeting with the parish wedding coordinator, Michelle Strebel. Upon completion of the marriage preparation class, a certificate may be obtained from the State which entitles you to a substantial discount for the marriage license fee.
4. Each Catholic to be married is required to furnish a baptismal certificate issued within the past six months. The priest/deacon will inform you of other required documents.

## Wedding Guild

A member of the Wedding Guild will call the bride one month before the wedding date.

The Wedding Guild is a voluntary organization of women which assists the priests and deacons in directing the wedding rehearsal and in conducting the wedding. On the night of the rehearsal, members of the Guild will be present to instruct the ushers, organize members of the wedding party and assist the wedding party as needed. St. Henry security staff will open the bride's room and church building 2 hours before the ceremony. On the wedding day, members of the Guild will be present at the church 2 hours prior to the ceremony to assist the bridesmaids in dressing, to help with any unforeseen difficulties and to get the members of the wedding party into the church in proper order and on time.

Since the members of the Wedding Guild are familiar with all aspects of church policy and procedure, it becomes unnecessary for the family to hire a wedding director. Members of the Wedding Guild provide their services without charge as a service to their church. Donations are not expected and are not accepted. The Wedding Guild members will introduce themselves to you at the rehearsal.

### **Wedding and Rehearsal Date and Time**

Weddings are usually scheduled on Saturdays. Ordinary starting times are:

11:00 a.m. (If the Fellowship Hall is used for a reception, it must be vacated by 3 p.m. to allow parking for confessions and 5 p.m. Mass)

2:00 p.m. (The Fellowship Hall is not available for a reception following a 2 p.m. wedding because of parking requirements for 5 p.m. Mass)

7:00 p.m. or 7:30 p.m.

Only one 11:00 a.m. or 2:00 p.m. wedding will be scheduled on a Saturday. Only two weddings are scheduled on a weekend. Parish events take priority, so certain dates and times may not be available.

In scheduling a 2:00 p.m. wedding in the chapel, please be aware that Reconciliation begins at 3:30 p.m. The chapel must be vacated by 3:15 p.m.

Rehearsal times are 5:00 p.m. and 6:00 p.m. of the Friday preceding the wedding. One hour is allotted for a rehearsal. It is important for members of the wedding party to be on time for the rehearsal. Musicians do not attend the rehearsal.

Dates and times should be confirmed with the priest/deacon who is to preside at the ceremony before being placed on the church calendar. After consulting with the priest/deacon, please call Michelle Strebel, Wedding Coordinator, in the parish office (352-2259; mstrebel@sthenry.org) to reserve the date and time and provide other pertinent information.

Weddings are not scheduled on church Holy Days, major holidays, Good Friday or Holy Saturday. During the liturgical seasons of Advent and Lent, weddings are to be low-key in keeping with the spirit of these times of the liturgical year.

**Fees**

Maintenance and Utilities Fee for a Church Wedding:

<i>Parishioner (see page 1 definition)</i>	<i>\$200.00</i>
<i>Non-parishioner</i>	<i>\$400.00</i>

Maintenance and Utilities Fee for a Chapel Wedding:

<i>Parishioner (see page 1 definition)</i>	<i>\$ 50.00</i>
<i>Non-parishioner</i>	<i>\$100.00</i>

*Completion of the wedding information form and payment of the facility use fee reserves the following spaces for the date and time listed on the parish master calendar:*

*For a church wedding: church, church narthex, Bride's Room, Groom's Room, church hallway restrooms. Access to the sacristies is restricted to clergy and staff.*

*For a chapel wedding: chapel, chapel narthex, Bride's Room, Groom's Room, church hallway restrooms. Access to the sacristies is restricted to clergy and staff.*

***Please note:** For a chapel wedding, if you wish to use the church and narthex for photographs, please inform Michelle Strebel. Unless arrangements are made in advance, the church building will remain locked during chapel events.*

If the wedding is canceled up to 4 months prior to the wedding, one-half of the deposit will be returned.

There are separate fees for the musicians. The Music Director, Mary Corby, will discuss these fees with you.

Any stipend to the priest/deacon is voluntary and discretionary. As a point of information, diocesan guidelines state the first \$25 of a donation is retained by the parish. The customary stipend for an altar server is \$5.00. Please select a family member to be responsible for distributing fees.

**FACILITIES**

**Church and Chapel**

The church seats 950 people. The chapel seats 150 people.

The church/chapel will be opened 2 hours prior to an 11:00 a.m. or 2:00 p.m. wedding. For a 7:00 p.m. wedding, the church/chapel will be available after the 5:00 p.m. Mass (approximately 6:00 p.m.) For a 2:00 p.m. wedding in the chapel, please be aware that Reconciliation begins at 3:30 p.m. The chapel must be vacated by 3:15 p.m.

If you will be using the Fellowship Hall or School Dining Hall for your reception, please be aware that the opening times scheduled for the church *or chapel* and bride's room are separate from and different than those for the Fellowship Hall or School Dining Hall.

### **Bride's Room**

A bride's dressing room is available. This room will be opened 2 hours before the wedding and is to be vacated 1 hour after the ceremony.

Members of the wedding party are advised to have their own container for their personal belongings and to pack up these items before leaving the bride's room for the ceremony. This will help to prevent lost items and will allow all to leave quickly following the ceremony. The room will be locked during the ceremony for security purposes.

Please appoint someone other than a member of the wedding party to be sure that the bride's room is cleared of all items and clean before leaving after the wedding. Cleaning the room is not the responsibility of the Wedding Guild.

Light refreshments, water, soda are acceptable in the bride's room. Food and beverages are strictly prohibited in the church and narthex.

**No smoking is permitted in any part of the facility.**

**Alcoholic beverages including champagne are prohibited on church property including the Bride's Room prior to the ceremony.**

**The bride and groom are responsible for conveying this information to members of the wedding party, family and friends prior to the day of the wedding**

### **Environment**

Respect for the prayerful nature of the wedding celebration guides the way in which music, flowers and photography are involved. The norm for Sunday Mass is the model for appropriate practices. Nothing will be permitted that detracts from the atmosphere of worship and prayer.

### **Music**

The St. Henry Music Director is Mrs. Mary Corby. The Accompanist for piano and organ is Mr. John Adrian.

Mary Corby will guide you in selecting music that is reverent, beautiful and appropriate for your wedding. The wedding ceremony is a service of worship and a sacrament of the Church. It is a time for the use of meaningful sacred music that speaks of your love as a sign and reflection of God's love. Therefore, only music and text suitable for Mass is permitted.

St. Henry Music Ministry Staff are authorized to play for church or chapel weddings. Couples preparing for marriage are expected to use parish musicians and vocalists. If you wish to invite a friend or relative to sing or play for your ceremony, please discuss this with Mary prior to making any arrangements. Mary will make all arrangements for musicians and vocalists. She can arrange for musicians from the parish as well as musicians from the Nashville area and Nashville Symphony, including String or Brass quartets and trios. If you invite a friend, relative or guest to be part of your music ministry, a rehearsal may be required. If at the discretion of the Music Director a rehearsal is required, a compensatory fee of \$50.00 will be added to your fees.

Prelude music begins 30 minutes before the ceremony.

The fee for an Organist/Pianist is \$200.

The fee for Vocalist/Cantor is \$150.

If Symphony musicians are used, the fees range from \$200 to \$250 per musician.

Please call or email Mary Corby as soon as you have set your date with the parish office to make sure that the date is on the Music Office calendar.

Phone: 615/352-4586

Email: [mcorby@sthenry.org](mailto:mcorby@sthenry.org)

<mailto:mlcorby@sthenry.org>. The family is responsible for monetary arrangements with outside vocalists and instrumentalists.

Musicians fees are paid directly to the musicians, including St. Henry Parish staff. Payment is made separately to each individual prior to the event.

### **Wedding Liturgy Program**

The wedding program is the responsibility of the bride.

### **Decorations**

### **Flowers**

Please review the following guidelines with your florist when making arrangements for your wedding.

Floral arrangements are to be prepared before being delivered to the church. There is not a space for arranging at the church.

Arrange a delivery time of floral arrangements with Michelle Strebel. In the case of a 7:00 p.m. wedding in the church, flower arrangements should be in place by 3:00 p.m. prior to 3:30 p.m. confessions and 5:00 p.m. Mass. Other decorations may not be placed until after the 5:00 p.m. Mass (approximately 6:00 p.m.)

Flowers may be delivered to the bride's room beginning 2 hours before the wedding.

Arrangements may be placed on the two permanent flower stands with urns located on the right and left side behind the sanctuary platform. Floral arrangements are constructed to sit on top of the urns. No artificial flowers are permitted in the church. Asparagus fern is not permitted because of shedding. The beauty of our new church reduces the need for additional decorations. Normal decorations present in the church may not be removed, for example, during the liturgical seasons of Advent, Christmas and Easter. Floral arrangements are not used during the season of Lent.

In the Chapel, floral arrangements are placed on either side of the altar on stands provided by the church. The florist provides containers.

It is customary for the wedding couple to leave the floral arrangements in the church after the celebration. An opportunity is given to dedicate your flowers by means of an announcement in the parish Sunday bulletin. Michelle Strebel will make arrangements for an announcement.

In order to create a worshipful atmosphere, florists must vacate the church 30 minutes before the ceremony begins.

If there are two weddings scheduled on the same day, you may wish to communicate with the other wedding party.

### **Aisle runners**

An aisle runner is not permitted for safety reasons.

### **Candles**

Candelabra are not permitted.

Candles are not permitted on pew ends.

### **Pew Ends**

Decorations attached to pews must use string or a padded clip so wood is not scratched.

### **Unity Candle**

If a unity candle is to be used, it may be purchased from St. Henry Church for \$25.00. The Unity Candle stand will be provided by the church.

### **Stair Railings**

Outside stair railings on the church steps are to be free of decoration. These railings are needed for assistance in using the stairs.

### **Removal following the ceremony**

Decorations, equipment, supplies, boxes brought by a florist are to be removed immediately following the ceremony.

### **Throwing Of Material**

No material of any kind may be thrown in the aisle or anywhere on the church property at any time. Bubbles may not be used anywhere at any time. Releasing balloons is against the law.

### **Photography/Videography**

St. Henry Church expects the responsible activity of photographers and videographers both professional and amateur.

*A list of approved photographers/videographers is maintained by the parish. If your photographer/videographer is not included on the list, he/she is required to meet with Michelle Strebel at St. Henry Church at least two weeks prior to the wedding.*

Please review the following procedures with your photographer when making initial arrangements for your wedding. You are advised to discuss photography and video plans with Michelle Strebel, Wedding Coordinator, before signing a contract.

### **Church**

The church building will be available 2 hours before an 11:00 a.m. or 2:00 p.m. wedding. Within this time period, wedding pictures may be taken inside the church, *church narthex* and on the church property. *Access to the chapel or chapel narthex is not available.* For a 7:00 p.m. wedding, the church will be available after the 5:00 p.m. Mass (approximately 6:00 p.m.). To create a worshipful atmosphere, pre-wedding photo sessions must be completed 30 minutes prior to the scheduled start of the ceremony.

## Chapel

The chapel will be available 2 hours before an 11:00 a.m. or 2:00 p.m. wedding. Within this time period, wedding pictures may be taken inside the chapel, *chapel narthex* and on the church property. *Access to the church and church narthex is not available without prior arrangement.* In scheduling a 2:00 p.m. wedding in the chapel, please be aware that Reconciliation begins at 3:30 p.m. The chapel must be vacated by 3:15 p.m. For a 7:00 p.m. wedding, the chapel will be available after the 5:00 p.m. Mass (approximately 6:00 p.m.). To create a worshipful atmosphere, pre-wedding photo sessions must be completed 30 minutes prior to the scheduled start of the ceremony.

**Please note:** For a chapel wedding, if you wish to use the church and narthex for photographs, *please inform Michelle Strebel. Unless arrangements are made in advance, the church building will remain locked during chapel events.*

Flash photography during the ceremony is not allowed. Photographers and videographers may take pictures from designated sections of the church and chapel. They are not allowed to roam the church or chapel once the liturgy has begun. It is acceptable to set up two or three video cameras from various designated vantage points in the worship space. Care must be taken not to disturb the ceremony. Video cameras may not use additional lighting. A Map of the church and chapel space showing setup locations allowed will be provided.

If sound equipment is brought in by a videographer, it must be cleared with the St. Henry Plant Supervisor, Mr. Mike Millican. This is necessary so a sound check can be completed before use of the equipment during the ceremony to insure compatibility with the church sound system.

Following the ceremony, 30 minutes is allotted for photographing the wedding party. Photographers should plan ahead so this time limit is adhered to.

During photographic sessions, no church furniture may be moved, *operation of lighting controls is restricted to St. Henry Church employees* and under no circumstances are refreshments allowed in the church, narthex or chapel.

## **Parking**

When choosing a wedding time, coordination is needed with Mass times and scheduled parish activities in order to avoid traffic congestion and shortage of parking spaces. You may wish to consider a valet parking service. The parish office has a list of approved valet services.

## **Maintenance Staff**

A maintenance staff member is required to be on duty during the rehearsal and wedding. The maintenance fee of \$100 (paid to reserve the date) covers the cost of this staff person.

## **Security**

St. Henry Church is not responsible for security of vehicles or personal articles. Please lock

cars. Do not leave gifts or personal articles unattended. Please appoint a person to be responsible for gifts brought to the church or reception.

January 27, 2010