

# Parish of the Holy Spirit

Wedding Policies and Guidelines

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# General Information

## PARISH MEMBERSHIP REQUIREMENT

To receive the Sacrament of Marriage, at least one of the parties seeking to marry must be a Roman Catholic, and a registered, active, and participating parishioner of Holy Spirit Church.

## BOOKING THE WEDDING DATE

The first thing you'll want to do before planning your ceremony is to schedule the date and time of your wedding with our Pastor, Fr. Mark Peacock. He can be reached by calling 616.453.6369. You may also speak with our Wedding Coordinator, Deb Russo to answer any questions you may have. Since our wedding calendar fills up quickly, we suggest that you schedule your wedding liturgy at least six months in advance. After you schedule your wedding date, you will have follow-up meetings with our Pastor to discuss premarital preparation classes and wedding planning.

## SCHEDULING THE WEDDING REHEARSAL TIME

Rehearsals are approximately 30 minutes in duration. Arrangements for the wedding rehearsal should be made with the Pastor.

## PARISH CONTACT INFORMATION

Parish of the Holy Spirit  
2230 Lake Michigan Drive NW  
Grand Rapids, MI 49504  
Parish Office: 616.453.6369

PARISH WEBSITE PASSWORD: hsweddings18

### *Wedding Coordinator*

Deb Russo                      Sue Bourque      Diane West      Beth Russell  
616.453.6369  
drusso@hsparish.org

### *Pastor*

Rev. Mark Peacock  
616.453.6369  
mpeacock@hsparish.org

### *Wedding Music*

Joe Houdek, Director of Music Ministries  
616.453.7001  
jhoudek@hsparish.org

# Wedding Fees

## WEDDING FEES

Your wedding fee assists in covering the expenses incurred by the parish in helping you to celebrate your wedding day, such as the maintenance and upkeep of the church, cleaning of the church grounds before and after your wedding, and many hours of priest and staff time needed to prepare and celebrate well the many aspects of your wedding. All of this contributes toward making your wedding day as meaningful and memorable as possible!

## 2019 HOLY SPIRIT WEDDING FEES

Church Fee:	\$200.00
Parish Music Director/Organist	150.00
Parish Cantor for the Wedding Liturgy	75.00
Parish Wedding Coordinator	100.00
Marriage Preparation Program	40.00
Altar Servers (2) Cash	<u>20.00</u>
TOTAL	\$585.00

It is customary to give the celebrant a monetary gift.

## Additional Musicians

Individual Instrumentalist ( <i>trumpet, violin, etc</i> )	\$100
String Quartet ( <i>2 violins, viola, cello</i> )	\$400

A check may be made out to Holy Spirit Church and should be brought to the parish office with the Marriage License at least one week prior to the wedding date.

# Required Documentation

## BAPTISMAL CERTIFICATE

For Catholics, the Baptismal Certificate that is required for Marriage at Holy Spirit should be newly issued. In order to obtain this, you must call or write your church of baptism. Tell them you are getting married (providing your name and birth date should be sufficient). Ask for a new certificate to be sent to you. Please mail or email to the parish office. Email address is [office@hsparish.org](mailto:office@hsparish.org).

For baptized non-Catholics, please provide a photocopy of a baptism certificate you may have (we can make copies in our office). If you do not have a copy, your church of baptism may provide one. If this is not possible, letters of testimony from those who witnessed the baptism are required, e.g. parents, or godparents.

For non-baptized persons, obviously no baptism certificate is required.

## MARRIAGE LICENSE

A marriage license is absolutely necessary, and should be brought to the parish office one week prior to your wedding date. For Michigan residents, licenses are obtained from the county in which you reside. You may apply for the license thirty days before the wedding date. There is a three day waiting period after applying until you may pick up the license.

## COMPLETION OF MARRIAGE PREPARATION WORKSHOP

A Pre-Cana workshop is required for all couples getting married at Holy Spirit that year. See the Diocesan website for more information at [www.grdiocese.org](http://www.grdiocese.org). Contact the Wedding Coordinator if you have any questions.

# The Wedding Liturgy

The celebration of the Sacrament of Marriage, which is rooted in the Church's regular worship life, is not a private family function, nor is it merely a social affair or a personal expression of your love for one another. Rather, it is an action of the entire church in whose presence you commit yourselves to one another. Because the Sacrament of Matrimony is worship, it is principally congregational. And because it is congregational, every effort should be made to enable the assembly to participate in a full and active manner. The liturgy is neither a show nor a performance and it is not enhanced by any design that creates passive observers. Everyone present should be encouraged to participate by being able to hear, see, speak, sing and pray.

## MASS WITH COMMUNION VS. MARRIAGE CEREMONY

After meeting and consulting with the pastor, the couple will determine if the marriage will be celebrated in the context of Matrimony within Mass (with Communion) or Matrimony (without Mass). The determining criteria will center on the religious background of the bride and groom, and which form of liturgy best accommodates the assembled guests to celebrate their unity.

## SCRIPTURE READINGS

You will find scripture readings most appropriate to be used at weddings in this preparation packet. In consultation with the pastor, you will select usually three passages from scripture. Non-scriptural readings or poems are never permitted in place of the scriptures. Please give the readings you have chosen to your readers for preparation at the ceremony.

## INTERCESSIONS

A copy of appropriate intercessions (petitions) for use at your wedding ceremony is provided in this folder.

## OPTIONS

### UNITY CANDLE

The unity candle has emerged in contemporary times as an additional symbolic expression of the couple's vows and as a "symbol of unity." This is one among several wedding customs that are not officially part of the Church's liturgical ritual. In preparing your wedding with the pastor, you will discuss whether or not you would like to include the unity candle in your wedding ceremony.

### PRESENTATION OF FLOWERS TO THE BLESSED VIRGIN MARY

This has been a custom retained by various Catholic cultures. You may choose to include this ritual in your ceremony if you have a devotion to the Blessed Mother. Please consult with the pastor if this is an option you wish to include in your ceremony.

# Music for the Wedding Liturgy

## MUSIC GUIDELINES

Music for the wedding should be planned jointly by the couple and the Director of Music. Remember that the Sacrament of Marriage is a liturgical celebration. Therefore, one of the basic principles that should underlie your selection of music is whether the music is indeed liturgical music. Popular songs and secular music, no matter how meaningful they may be to you, have no place in the sacred liturgy. They may be appropriately performed at your wedding reception. For the wedding liturgy you will want to ensure that the emphasis on sacred music, which derives its context from scriptural and liturgical texts, and by its very nature enhances your union within the liturgical rites being celebrated.

## MUSIC DIRECTOR/ORGANIST

The parish Director of Music serves as organist and/or principal musician at all Holy Spirit weddings. As principal musician for the wedding, the Director of Music is entrusted with the responsibility of determining the suitability of musical selections within the context of the Roman Catholic wedding liturgy, and must approve all music and musicians chosen for the liturgy. For more information on music appropriate for your wedding liturgy, please visit the music page on our website [www.hsparish.org](http://www.hsparish.org).

## CANTOR

A cantor is required for all wedding liturgies at Holy Spirit, and only experienced Holy Spirit cantors are permitted to serve in this capacity at weddings. This helps guarantee that the liturgy will go smoothly because presider, cantor, organist and instrumentalists are accustomed to working with each other as well as with the specific acoustical demands of the liturgical space.

## INSTRUMENTALISTS

The use of instrumentalists is encouraged in order to enhance the music at your wedding celebration. Instrumentalists that are available for your wedding ceremony are Violin, Trumpet, Guitar, and String Quartet (2 Violins, Viola, and Cello). More information can be found on the parish website on the Wedding Music Selection Form.

# Parish Wedding Policies

## GENERAL PRINCIPLES

Because the sacredness of the wedding ritual, and out of respect for God and the house of worship which is the church building, a few things need to be explicitly understood and accepted without exception. You are agreeing to all parish wedding policies as presented in this booklet and on our website by choosing to be married at Holy Spirit:

- Holy Spirit Church is not a 'venue' as are reception halls or restaurants, it is not rented: it is a house of worship and a community of faith to which you belong, and which you are specifically asking to witness your promises. As a result, there are specific policies and requirements that ensure the appropriate conduct of weddings within our parish.
- Respect, decorum and dignified behavior will be maintained and observed at all times by you, your wedding party and all your guests in regards to the church property and building, the sanctuary and the entire staff.
- Punctuality for your rehearsal and ceremony is of the utmost importance.

## THE WEDDING REHEARSAL

The wedding rehearsal is usually the evening before the wedding date; however, this is not required. Arrangements for the wedding rehearsal should be made with the Pastor.

## ALCOHOL

Alcohol consumption prior to the rehearsal or the ceremony on your wedding day potentially jeopardizes the validity of the marriage, and will not be tolerated under any circumstances. Because this is a religious ceremony and house of worship, failure to comply with this policy by you, your guests, or visitors will result in the forfeiture of your privilege to celebrate the Sacrament of Marriage at Holy Spirit Church at the discretion of the Pastor at any point of the rehearsal or wedding ceremony.

## PHOTOGRAPHERS AND VIDEOGRAPHERS

Photographers and videographers and their assistants will respect the sacredness of the religious event, and the church as a house of worship. They should take care not to damage any church furniture and environment by standing on any church pews with their equipment. They will be held responsible for any damage caused.

## FLOWERS AND DECORATIONS

Flowers and decorations for the church should be discreet and complimentary to the architecture of the church building. Because of the beautiful space the church provides, decorations can be kept to a minimum.



# The Wedding Program

It is often asked what belongs on a wedding program. There are two parts to the program. One part outlines the Liturgical Ceremony. The other part puts names to the wedding party. You can choose however you would like to describe the wedding party. In terms of the liturgy, it is important to give the references for your Scripture Readings and any references for songs. (e.g. song book and page number) The words to the Psalm Response can be helpful.

Below is an outline for a Wedding Ceremony. On the opposite side of this page is an outline for a wedding within Eucharist. Areas in Italics are optional.

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## Wedding Ceremony (outside of Mass)

Prelude Music

List Music Selection

### INTRODUCTORY RITE

Entrance Processional

List Music Selection

Sign of the Cross

Greeting

Address to the Couple and those Present

Opening Prayer

### LITURGY OF THE WORD

First Reading

e.g. Genesis 1:26-28

Responsorial Psalm

e.g. *May the Lord Bless us  
all the days of our lives.*

Second Reading

e.g. 1 Corinthians 3:1-8

Gospel Acclamation

e.g. Celtic Alleluia

Gospel

e.g. Mark 10:6-9

Homily

### THE CELEBRATION OF MATRIMONY

Address to the Couple

The Questions before the Consent

The Consent

The Reception of the Consent

Blessing and Giving of Rings

Unity Candle (*optional*)

Prayers of Intercession

Response: Lord Hear our Prayer

The Lord's Prayer

Nuptial Blessing

Presentation of Flowers to Mary (*optional*)

### THE CONCLUSION OF THE CELEBRATION

Final Blessing/Dismissal

Recessional

e.g. Hornpipe from Watermusic

# The Wedding Program (continued)

## Wedding Ceremony (within Mass)

Prelude Music

List Music Selection

### INTRODUCTORY RITE

Entrance Processional

List Music Selection

Sign of the Cross

Greeting

Address to the Couple and those Present

Opening Prayer

### LITURGY OF THE WORD

First Reading

e.g. Genesis 1:26-28

Responsorial Psalm

e.g. *May the Lord Bless us  
all the days of our lives.*

Second Reading

e.g. 1 Corinthians 3:1-8

Gospel Acclamation

e.g. Celtic Alleluia

Gospel

e.g. Mark 10:6-9

Homily

### THE CELEBRATION OF MATRIMONY

Address to the Couple

The Questions before the Consent

The Consent

The Reception of the Consent

Blessing and Giving of Rings

Unity Candle (*optional*)

Prayers of Intercession

Response: Lord Hear our Prayer

### THE LITURGY OF THE EUCHARIST

Preparation of the Gifts

Eucharistic Prayer

Communion Rite

The Lord's Prayer

Nuptial Blessing

Sign of Peace

Invitation to Holy Communion

Reception of Holy Communion

*Those who receive Communion in the Catholic Church are invited to come forward after the bride and groom have received.*

Prayer after Communion

### THE CONCLUSION OF THE CELEBRATION

Presentation of Flowers to Mary (*optional*)

Final Blessing/Dismissal

Recessional

e.g. Hornpipe from Watermusic

# Florists and Decorators Guidelines

Please give a copy of these guidelines to your Florist and/or Wedding Decorator

NOTHING is to be placed on the altar.

With the exception of the Unity Candle pillar, all candles must be oil (not wax) When the air conditioning is on, wax candles burn (and therefore melt) very quickly.

No tape or any sticky substance may be used to attach decorations to the pews.

No glass is to be used on or near pews or on or near aisles.

Our sanctuary (the area around the altar) is relatively small. Be aware that there may not be room for many flowers. DO NOT leave flowers for the Church. Please take all of them with you to decorate the reception hall.

Please remember that the bride and groom need to be visible to the congregation. Do not place flowers in front of the reading area, otherwise the reader may not be seen.

Church candle holders are NEVER to be used for floral arrangements.

NO fresh flower petals can be used down the aisles. Silk petals are okay but must be picked up before leaving the church. Please note: silk petals can be slippery so it is preferable that nothing be placed on the aisle.

No church furnishings and plants are to be moved or used without permission. If an item is to be moved, let the pastor or wedding coordinator do the moving. This also means greens that are placed on the brick wall.

Aisle runners are not allowed.

If a funeral is to be held on the wedding day, the parish office will notify the bride as early as possible.

Parish of the Holy Spirit  
2230 Lake Michigan Dr.  
Grand Rapids, MI 49504

453-6369

# Photographers and Videographers

Photographers and videographers should be aware that they may use our church with our permission. Therefore, when photographing a wedding, they are responsible to the Church more than to the couple getting married.

All photographs and videos can be taken from places in the back of the church. The ceremony will face out to the congregation.

Photographers and videographers should restrict their movement and should not be visible to the congregation during the wedding.

Photographers and videographers should not be at the front of the aisle during the procession. They may take photos at the halfway point but will not halt the procession for the sake of a picture.

Photographers and videographers are not allowed to be closer to the altar than the halfway point (break in the pews) during the ceremony.

Photographers and videographers are never to move church furnishings. If there is a question, speak with the priest or wedding coordinator.

The Multipurpose Room is not to be used because of other events occurring.

A sense of decorum and reverence should always be observed.

If a funeral is to be held on the wedding day, the parish office will notify the bride as early as possible.

The Church must be vacated by 3:30pm because of Reconciliation services being held at that time.

I have read these guidelines and agree to follow them.

Signature:

Phone Number & Email address:

Please sign and return to:     Parish of the Holy Spirit  
2230 Lake Michigan Dr NW  
Grand Rapids, MI 49504