Contract for Weddings in the Holy Childhood Jesus Church

150 West Main Street, Harbor Springs, Michigan 49740
Phone 231-546-2017
Email: zsterling@holychildhoodchurch.org
website: www.holychildhoodchurch.org

PLEASE PRINT LEGIBLY

Submission of this form does not guarantee a time and date. The Pastor's signature is required to secure all wedding dates and times.

Wedding: Date:_____ Time: _____
Rehearsal: Date:_____ Time: _____
Liturgy: ❒ Mass ❒ Liturgy of the Word (*one of these selections must be checked*)
Location: ❒ Holy Childhood of Jesus ❒ St. Ignatius
Presider: _____

GROOM	BRIDE
Name:	**Name:**
Address:	**Address:**
City/St/Zip:	**City/St/Zip:**
Home Phone:	**Home Phone:**
Cell Phone:	**Cell Phone:**
E-mail Address:	**E-mail Address:**
Previous Marriage/Impediments: ❒ Yes ❒ No	**Previous Marriage/Impediments: ❒ Yes ❒ No**
Baptized Catholic: ❒ Yes ❒ No ❒ Other:	**Baptized Catholic: ❒ Yes ❒ No ❒ Other:**
Current Parish/City:	**Current Parish/City:**

By signing below, we acknowledge that we have read the *Holy Childhood of Jesus Church Wedding Protocols and Policy* and agree to comply with them. **We further agree to pay the fees for the wedding, music, and video services as chosen in full upon setting a date.** We understand and accept the conditions that we and all members of our wedding party, as well as all persons attending our wedding and/or rehearsal, must follow regarding personal conduct in the use of the designated parish facilities. Furthermore, we the undersigned shall insure, defend, and hold free and harmless the Diocese of Gaylord and the Holy Childhood of Jesus Church from and against any and all actions, claims, liabilities, assertions of liabilities, losses, costs and expenses whatsoever, including but not limited to attorney's fees, which in any manner may arise or be alleged to have arisen or resulted or alleged to have resulted during the preparation and/or participation in the above mentioned wedding, including, without limitation, any claim or claims for bodily injury or death of any person(s) whatsoever and for any loss or damage whatsoever and for any loss of means of support and for any loss or damage whatsoever to property and further including without limitation, any claim or claims arising during the preparation and/or participation in the above mentioned wedding by the undersigned and its agents. The bride and groom assume full responsibility for any lost, stolen, or damaged person, communal or parish properties. We further give permission for any photos or video taken during the event, along with name, to be used in future publicity (i.e., print, broadcast, website) of the Parish.

_____ _____ _____ _____
Groom's Signature Date **Bride's Signature** Date

_____ _____
Pastor/Administrator Date

FEE STRUCTURE - PAYABLE IN FULL (*Check or credit card to* ***Holy Childhood of Jesus Church***)

❒ **PARISHIONER:** $300 (*Parishioners and their children - due in full upon setting a date*)
❒ **MUSIC FEE:** ❒ 1. $400 *(no Mass)* ❒ 2. $500 *(with Mass)* ❒ 3. $150 *(bench fee)*
❒ **VIDEO FEE:** ❒ 1. $350 (*no streaming)* ❒ 2. $450 (*with live streaming)*
❒ **MARRIAGE PREP** $50.00 *Marriage Preparation Fee*

FOR OFFICE USE ONLY

❒ Payment in full/receipt provided ❒ Intake completed ❒ *File created* ❒ Employee fees/payroll

Wedding Policies and Protocol at the Holy Childhood of Jesus Church

CONTACT: Administrative Assistant Zeina Sterling, zsterling@holychilhoodchurch.org, phone (231)550-6017

150 West Main Street, Harbor Springs, Michigan 49740

For your convenience, the following is a list of policies for all weddings that are celebrated at the Holy Childhood of Jesus – Harbor Springs and St. Ignatius – Good Hart.

Congratulations on Your Engagement!

On behalf of Holy Childhood of Jesus and Saint Ignatius, the clergy and staff wish to congratulate you on your upcoming marriage. While there are many practical preparations that must be made for your wedding day, the goal of Holy Childhood of Jesus is to help prepare you to be faithful to the sacrament of marriage. Being faithful in your love for each other will help you grow together on your journey to heaven. You will also be a sign for the Parish of the very love that Christ has for each one of us. "…let us love one another, because love is of God; everyone who loves is begotten by God and knows God" (1 Jn. 4:7).

In choosing to come to the Catholic Parish for your wedding, you have made a choice to begin and live your marriage in a Christian manner. For Catholics, a wedding is not simply a ceremony or a social event, but it is a worship service, a sacred liturgy, that has deep meaning in our Catholic faith. In the marriage liturgy we celebrate the love commitment of the couple in the context of our Christian tradition and the beginning of their vocation as husband and wife. Because of this, it should not be surprising to you that the Parish has some definite expectations about how your wedding will be celebrated. A Catholic wedding is a worship service sometimes celebrated with a Nuptial Mass. It is important that readings, music, and actions are consistent with the liturgical practices of both the parish and the universal Parish. May God continue to increase your love and bless you with a meaningful wedding and a joyous married life. The sacrament of marriage is a visible sign of God's love for the Parish. When a man and a woman are married in the Parish, they receive the grace needed for a lifelong bond of unity.

The preparation for the Sacrament of Marriage is a deeply spiritual journey. Catholics are expected to attend Mass each Sunday, receive the Sacrament of Reconciliation on a regular basis, attend marriage preparation classes, and make God an active part of your engagement and married life. Again, congratulations on your upcoming marriage. If there is anything we may do to be of assistance, please let us know. Please know you will be in our prayers as you continue your faith journey and begin this new phase in your life. If there is anything that you need, or any questions that you have, please do not hesitate to contact us.

> *The sacrament of Matrimony signifies the union of Christ and the Church. It gives spouses the grace to love each other with the love with which Christ has loved his Church; the grace of the sacrament thus perfects the human love of the spouses, strengthens their indissoluble unity, and sanctifies them on the way to eternal life. (CCC §1661)*

Who May Celebrate their Wedding at Holy Childhood of Jesus?

Beginning in 2026, weddings may be celebrated at Holy Childhood of Jesus or Saint Ignatius, for those who are actively living their Catholic faith in communion with the Church. This means that at least one party must be a practicing Roman Catholic in good standing who regularly participates in the sacramental and communal life of the Church, accepts her teachings, and strives to live according to the moral demands of the Gospel, as taught in the *Catechism of the Catholic Church*. In addition to this foundation of faith, couples seeking to be married at Holy Childhood of Jesus or at Saint Ignatius either be registered parishioners themselves or the children of registered parishioners. There must also be a demonstrated pattern of active involvement in parish life for at least the past 24 months, including regular financial support. This policy reflects the Church's understanding of marriage as a sacrament celebrated within the context of a faith community that knows and supports the couple. We recognize that each couple's circumstances are unique, and so exceptions to this policy may be considered at the discretion of the pastor. These exceptions will be guided by pastoral judgment and the needs of the individual or family, always rooted in the mission and values of the Catholic Church.

Prior Marriage For any party who has been married before, the following must be provided:

- If your spouse is deceased, a copy of the death certificate.
- If you were married and divorced, a copy of your *Declaration of Nullity of Marriage* must be provided.

A wedding date cannot be set if there are any prior marriages without such documentation, so it is imperative to act on this right away.

Setting the Date and Time

Please contact the parish secretary to schedule your wedding and reception date. It is wise to set a wedding date at least one year in advance. This date should be set prior to arranging for a reception site. Marriages may occur on any day of the week. The time for a marriage to take place at Holy Childhood of Jesus will be **no later than 1:00 pm on Saturdays**. The wedding must begin at the scheduled time; if the wedding does not begin within thirty minutes of the scheduled time, it may be cancelled at the discretion of the Pastor.

A second marriage on the same day at Holy Childhood of Jesus must be approved by the Pastor and may be celebrated no later than 10:00 am, after the 1:00 pm wedding couple is notified. If the marriage is scheduled on a Sunday or a Holy Day of Obligation, the readings and prayers of the day are done instead of the marriage readings.

Choosing a Presider

The Pastor will preside at all weddings. Some couples may choose a priest/deacon friend or family member to preside, which is possible with the Pastor's delegation. The guest priest/deacon must be able to produce written documentation that he is a priest/deacon in good standing within his own diocese or religious community. The documentation must be sent to the Diocese of Gaylord.

Marriage Preparation Requirements

All couples are obligated to participate in a marriage preparation program. **Those who live in another town will be expected to take their marriage prep in their own parish, which includes all paperwork and any needed dispensations.**

- You must notify the cluster office where your marriage preparation will be taking place with the name of the Parish, address, phone number, and the name of the priest.
- When your marriage preparation is completed in another diocese, the paperwork must be sent from the parish of completion to the couple's diocese. That diocese will send the information to the Diocese of Gaylord, who will then send it to Holy Childhood. For this reason, do not delay in starting your marriage preparation.
- If couples are completing marriage preparation at a cluster parish: Baptized Catholics must have a certified current copy of their original baptism certificate, with notations, issued within six months of the start date of your marriage preparation. This can be done by phoning or emailing the parish of your baptism and asking for a current copy to be sent to the parish office. You will need to provide your full name at the time of your baptism and the month and year. The certificate may be mailed to the parish administrative assistant at the address above. If your fiancé is not Catholic, but baptized, we will need a copy of his/her certificate also. If there was no certificate, a letter from the Parish office will suffice. If no baptismal documentation is available from the parish or church, other proof such as a witness statement and/or photos will be needed. See more information from the Diocese of Gaylord here.

Liturgy Planning

All marriages in the Catholic Parish are conducted according to the Order of Christian Marriage. This is because a Catholic wedding is an event that involves the whole Parish community. Because engaged couples are the ministers of the sacrament, they can and should be involved in making certain decisions about the wedding liturgy. Early in your marriage preparation, you will receive some material that will help you plan the details of your wedding liturgy. If both parties are Catholic, a wedding is normally celebrated within the Mass. If one party is not Catholic, a wedding is celebrated outside of Mass. All details of your wedding liturgy are subject to approval of the Pastor. Please note the following:

1. You should choose a lector (or two). Your lector must be a practicing Catholic if you have a Mass. If you are celebrating your wedding outside of Mass, your lector must be at least a practicing Christian. Choose someone who can do public reading well. See nuptial reading options here.
2. If you are celebrating your Wedding within the Mass, the ministers of Holy Communion must be commissioned.
3. Your Lector would normally read the General Intercessions or Prayers of the Faithful.
4. Depending on the size of your wedding, you should have at least three Ushers. The Groomsmen can fulfill this role or at least help the Ushers.
5. If you have flower girls, or ring bearers, they should be at least 4 years of age or mature enough to fulfill their role.
6. No aisle runners may be used.
7. The Unity Candle or other popular symbols are not part of the Catholic Ritual of Marriage and is not an option.

8. For maintenance and liability reasons, do not throw rice, birdseed, flower petals, or anything else in or outside the Parish.
9. You are encouraged to set a time when your florist may come to decorate the Parish. The Parish may be decorated on Friday evening or on Saturday morning. However, all decorating of the Parish must be removed by 3:00 p.m. on Saturday so as not to interfere with the Vigil Mass. Flowers on the pews must be tied on; NO tape or clips may be used on the pews.
10. All items already in the Parish, such as liturgical furniture, candles, banners, etc. are to remain in the Parish during the wedding and must not be moved. The placement of attendants, accessory decorations or photography take second place to the liturgical symbols used in the Parish.
11. Flowers beautify the sanctuary of our Parish, and we ask that you leave your flowers as a gift to the Parish after the wedding. The flower arrangements remind the parishioners that the Sacrament of Marriage has been celebrated. If you choose to order flowers, please let the parish secretary know which florist you will be using.
12. Be sure to appoint someone to do a walk-through of the Parish to check for any personal articles let behind following the wedding rehearsal and ceremony.
13. See Planning a Catholic Wedding for more information.

Modest Dress

Modesty protects the mystery of persons and their love. It encourages patience and moderation in loving relationships; it requires that the conditions for the definitive giving and commitment of man and woman to one another be fulfilled. Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet. [Catechism of the Catholic Parish, §2522]

Modesty is one of the Twelve Fruits of the Holy Spirit, which are perfections that the Holy Spirit forms in us as "the first fruits of eternal glory": charity, joy, peace, patience, kindness, goodness, generosity, gentleness, faithfulness, modesty, self-control, chastity (Galatians 5:22-23).

Modesty in dress and general behavior is governed by the principle of not offending others and not being an occasion of sin for others. St. Augustine said, "In all your movements, let nothing be evident that would offend the eyes of another."

For Grooms

- As you are called to be the spiritual head of your family, made in the image of Christ who was crucified for his bride the Parish, you should make certain the holy nature of marriage is protected during the Liturgy. Thus, you should openly discuss with your fiancé the importance of modesty.
- If there will be a Mass, please explain to those in attendance the holy nature of communion, wherein one receives the very Body and Blood of our Lord Jesus Christ. Catholics believe communion brings the recipient to an intimate union with our Lord – this is likened to the marriage of one's soul with Christ. The Parish—not wanting to defile this union—therefore limits this sacrament to persons who have made the unique commitment of being baptized Catholic and are in a state of grace. The Sacrament of Penance is highly recommended for the bride and groom. Confession will be offered to anyone who asks for it prior to the wedding; a special time can be allotted for this if requested. Please communicate this message to all persons attending the wedding.

For Brides

- Take time to pray about and choose, with discernment, the different parts of the liturgy for your wedding with your fiancé.
    - Be attentive and choose modest, beautiful dresses for yourself and the bridesmaids. This means that the following should be avoided: low-cut fronts showing cleavage, strapless or dresses with straps, mini-skirt-like bottoms, low cut backsides, open midsections, and/or tight-fitting designs. Visible tattoos should be covered. A shrug or shawl must be worn by the bride and the bridal party during the Rite of Marriage if strapless or dresses with straps are chosen.

Stipends

ALL FEES ARE TO BE PAID WHEN THE WEDDING DATE IS SET*. You may make payments by check, cash, or credit card on our website.*

Marriage

- **Parishioners and their children**: $300 (see page 2 *Who May Celebrate their Wedding at a Holy Childhood of Jesus?)*

Music

Please contact our Parish Music Director as soon as possible to place the wedding on their schedule and to discuss music for your wedding in detail. Our Parish Music Director is contracted to play for all weddings at CCLC. Music for the wedding is restricted to sacred songs. S/he will give final approval to all musical selections to be performed. An outside organist may be invited to play with the permission of the Parish Music Director. If such permission is given, it will still be necessary to pay our Parish Music Director bench fee. Fees are to be paid to CCLC when the wedding date is set, as stipulated in the Wedding Contract, and are as follows:

1. Wedding without Mass $400
2. Wedding with Mass $500
3. Bench fee for outside musician(s): $150

Please contact the Music Director at evarnam@holychildhoodchurch.org or (231) 622-3669 for more information.

Video Services

Holy Childhood of Jesus is equipped with a 5-camera livestreaming system. Weddings can be broadcast on the Internet to YouTube, Facebook, and our parish website. If you would rather, a private link can be generated for you to share with friends and family. All wedding livestreams will be made publicly available on the parish Facebook page, YouTube channel, and website, unless otherwise requested. Fees are due at time payable to HCJ.

- Audio/Visual Technician on site for custom video, with digital copy of service, live streaming of event $450
- Audio/Visual Technician on site for custom video, with digital copy of service, without live streaming of event $350
- Basic streaming on parish media, no technician on site, no digital copy of service $100

Video Services: Terms and Conditions

1. All services performed by Holy Childhood of Jesus will be rendered using sound, professional practices in a competent manner by knowledgeable, trained, and qualified professionals; and will be copyrighted by Holy Childhood of Jesus Church.
2. All services and deliverables provided under the agreement will materially conform to the specifications set forth in the applicable scope of work and shall not violate the copyright, patent, trademark, trade secret or other right of any third party.
3. It is understood that all assets that are that are received from or directed to obtain from you or your affiliated agencies, are solely your property and are free from any copyright restrictions and or laws. They include photographs, video, artwork, audio, digital animation and copy unless permission is granted in written form authorizing their use for this video project. It is further understood and agreed that you shall hold Holy Childhood of Jesus. harmless, indemnified and defend Holy Childhood of Jesus for any and all liability resulting from litigation regarding copyright material and similar litigation.
4. After your written request for live streaming services,Holy Childhood of Jesus will publicly stream the ceremony live on 3 platforms: our website homepage, our YouTube channel, and our Facebook page. The video will also remain on You Tube and Facebook for later viewing for up to 6 months. After that time the video file will be permanently deleted. If you wish to have your ceremony streamed privately, a written request must be made no later than 1 week prior to the wedding. If you choose this option, a private link will be provided to you. It will be your responsibility to distribute the private link. Upon request, a thumb drive containing an MP4 video file of the wedding can be provided for up to 3 months after the wedding ceremony. The thumb drive can be picked up at the parish office 1 week after the wedding.
5. FORCE MAJEURE - Holy Childhood of Jesus shall not be held liable for losses resulting from non-fulfillment of any terms of this agreement if Holy Childhood of Jesus shall be prevented or delayed from performing in whole or in part because of riot, war, strike, storm, power outage, loss of internet connection, technical failures, and flood or by any other act or occurrence not within the control of Holy Childhood of Jesus.
6. REFUNDS - No refunds for video streaming and recording services can be made after the wedding date.

Please contact the Communications Coordinator at dshimmel@holychildhoodchurch.org or (231) 526-2017 ext. 113 for more information.

Marriage License

No wedding can take place without a marriage license. You must bring the marriage license to the parish office no later than seven days prior to your wedding day**.** Civil law states that both people must have the mental capacity to enter the marriage contract. If either person does not understand what it means to be married because of drugs or alcohol, or other issues that affect judgment, then that person lacks the mental capacity to consent to the marriage.

Rehearsal and Pre-Wedding

Many couples use the services of a wedding planner. **It is important to note that the celebrant is the director of the marriage event, and that wedding planners are expected to be respectful of the celebrant's role.** Prior to both the rehearsal and wedding, members of the wedding party will refrain from using alcoholic beverages. No alcoholic beverages may be brought onto or consumed on the

Parish premises at any time, including parking lots. The wedding rehearsal time and date is usually established with the priest/deacon officiating and is normally held the evening prior to the wedding. Please ask your bridal party to be on time or early. Late arrivals inconvenience everyone involved, as well as others waiting for the use of the Parish. At the discretion of the priest/deacon, the rehearsal may begin without the late arriving parties. Keep in mind the ability of your wedding party to be present. Parents, lectors, ushers, wedding party, bride, and groom should all be present for the wedding rehearsal.

Catholics are reminded that it is appropriate to fast one hour prior to a Nuptial Mass. It is expected that members of the wedding party will understand that the Parish is a house of God and will conduct themselves in a manner befitting a place of worship. The wedding party is prohibited from consuming alcoholic beverages prior to the wedding. If either spouse is under the influence of drugs or alcohol at the time of the marriage, or if it can be shown that there was such intoxication at the marriage ceremony that either spouse was incapable of knowing the nature of the marriage contract and its consequences, the marriage may be cancelled or nullified.

A dressing room will be provided for the bride. The room will be available to the wedding party two hours before the ceremony begins. The Parish will not be responsible or liable for personal items such as clothing, purses, etc., brought to the Parish if such items are lost, stolen or damaged.

Photographer

Photographers, professionals and otherwise, should speak with the Communications Coordinator to receive instructions before the ceremony. At no time is the photographer to distract from the ceremony by his/her presence, noise, or the flashing of lights. The photographer is not allowed in the sanctuary during the ceremony. Casual or indiscreet poses are not allowed in the Parish. Couples may consider having some photographs taken prior to the ceremony in the interest of saving time. While photographing in the Parish, the sacredness of the Parish building must always be preserved through appropriate conduct. The photographer should be a professional. Only one person can take pictures at a wedding, your photographer, and that person uses no flash during the ceremony. There are only 30 minutes after the wedding to take pictures, so the receiving line is reserved for the reception. All guests are requested not to use their cameras.

Timing

A Wedding Mass lasts for approximately 60 minutes. The Rite of Marriage outside of Mass lasts approximately 45 minutes. *See Rite of Marriage for more information.*