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## **Sacrament of Matrimony & Marriage Guidelines**

Your wedding day is a joyful occasion for you, your family, and friends. Your marriage joyfully reminds Christians that the Church is married to, or in a covenant with God. The sacrament of matrimony unites a man and a woman, who promise to love each other as God loves His people. We very much believe that a wedding in Church is prayer. The Bible readings, music, procession, vows, photography, and participation by everyone present help make the ceremony a prayer. We, at Sacred Heart, hope to make your wedding a happy and holy occasion.

Please read each section carefully to make sure you understand our policies before scheduling your wedding at Sacred Heart. Feel free to call the parish office if you have any questions regarding the policies.

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## A PLACE OF WORSHIP

- Adults and children need to be well mannered before, during, and after the rehearsal and ceremony. Children must be supervised at all times. There is no “cry” room.
- Eating, drinking, and smoking are not permitted in the church, parish office, or restroom. **Alcoholic beverages are not permitted on Church property.** **The Celebrant has the prerogative to act with discretion in the event of intoxicated behavior.**
- Still photography and videotaping must respect the dignity of the ceremony.
- The time for taking photos is limited because the primary purpose of the church is prayer.
- A small room is available in the parish office for the bridal party to wait for the ceremony to begin. The groom and groomsmen are welcome to wait in the chapel before the ceremony. All members of the wedding party, including the bride, need to arrive at Sacred Heart already in their wedding attire.
- If you wish to greet your guests after you are married, please do so at the reception. Dismissing each aisle is not allowed due to time constraints.

## WHO CAN GET MARRIED AT SACRED HEART OF JESUS CHURCH?

We welcome both parishioners and non-parishioners; as long as at least one member of the couple is a baptized and practicing Catholic, both are free to marry in the Church, and have the permission of their parish pastor.

Parishioners should call the parish office to request an appointment with the pastor to begin the required marriage preparation and discuss their fee.

Engaged couples who are not Sacred Heart parishioners are expected to undergo marriage preparation with their pastor/parish. That priest may also serve as the Celebrant for the wedding itself, or the couple may arrange for another priest to be the Celebrant. The clergy here at Sacred Heart is available to couples who are registered, active parishioners here, and on a limited basis for non-parishioners with their pastor’s permission and an additional fee. It is a requirement that your officiating clergy confirms their availability before scheduling a wedding at Sacred Heart.

If either party has been married before, annulment may be necessary. Contact the priest preparing you for marriage immediately. We are unable to schedule a wedding until you have received confirmation that your annulment has been granted.

## HOW TO SCHEDULE A WEDDING

Please refer to Attachment 1 for instructions.

## TIMES AVAILABLE FOR A WEDDING & REHEARSAL

Times are established to avoid interference with regular liturgical activities. Additionally, there are special weekend events and celebrations held throughout the year, which might prevent weddings being scheduled.

No weddings are booked less than 6 months before the anticipated wedding date. No weddings are scheduled during Lent. Wedding times are flexible Monday through Thursday.

Weekend times: (Firm no changes allowed)

<b>Friday 5:00 pm:</b> Access to church 3:15 - 6:30 pm. Rehearsal: Thursday at 7:00 pm	<b>Saturday 10 am:</b> Access to church 8:15 – 11:30 am Rehearsal: Wednesday at 7:00 pm
<b>Saturday 2:00 pm:</b> Access to church 12:15 pm - 3:30 pm Rehearsal: Friday at 7:00 pm	<b>Saturday 7:00 pm:</b> Access to church 6:15 pm - 8:30 pm Rehearsal: Thursday at 5:30 pm

Weddings and Rehearsals start promptly at the assigned time. Couples are responsible for assuring that the entire wedding party, parents, and readers arrive at the church at least 15 minutes before the start of a rehearsal. Rehearsals usually take no more than one hour. No music is permitted at the rehearsal.

Bring your Indiana Marriage License to the rehearsal. The Marriage License, wedding programs, and unity candle, if used, are the only things that may be left at the church.

## COST AND WHAT IS INCLUDED

All fees are non-refundable. In the event of the church not being available due to a national or state emergency, or if access to the church is not possible because of an emergency repair, every effort will be made to reschedule. A 100% refund will be made only if the rescheduled date is not available at Sacred Heart.

Parishioners: Parishioners, and sons and daughters of parishioners may reserve a wedding date, as parishioners, if they have been active parishioners for at least one year. An active parishioner is defined as someone who has been registered and active at Sacred Heart for at least 1 year.

Non-parishioners: The non-refundable fee for the use of space at Sacred Heart is \$2100. A \$200 refundable Damage deposit is required. The damage deposit check needs to be dated with the wedding date. Music is not included in this fee, please see attachment 2.

1. The church wedding fee includes:

- a. Use of our church, an area in the office for the bride/bridesmaids, and the chapel for groom/groomsmen before the wedding.
  - b. Service of our Wedding Liturgy Director. A Wedding Liturgy Director from Sacred Heart will be given your personal information to contact you approximately 1 month before the wedding date to review plans for the wedding rehearsal and liturgy. He or she will be present for both the wedding rehearsal and the Wedding Liturgy Director to help ensure that everything proceeds as planned. He or she will also be able to answer any questions you may have about your ceremony
  - c. Altar server, if requested. You may have friends or relatives who are altar servers. They may participate in your wedding as altar servers. If you want Sacred Heart to provide servers, please notify your Wedding Liturgy Director when you consult with him/her.
2. The church fees do **not** include:
- a. Music fees. Liturgical Music is scheduled and paid for **separately** by the couple.
  - b. Your marriage license,
  - c. Stipend to your officiant, if desired
  - d. Marriage retreat cost,
  - e. Wedding programs,
  - f. Live streaming or additional audio-visual support, or
  - g. damage deposit.
- The parish reserves the right to use the deposit to cover incidents such as:
- If incense is used and a false alarm is activated.
  - Fire Department shows up at the church.
  - Cleanup/damages if the church is abnormally disorganized.
  - If anything is thrown on the floor, makes the floor slippery or has a flame. Such as rice, flower petals, bubbles, and sparklers.
  - Damage to the pews and other surfaces if tape, tacks, nails, wires, and other adhesives are used in the church on the furnishings, doors, and floors.
  - If anything is broken like microphone, piano/organ because of careless actions.
  - Couples are responsible for any damage caused by their vendors.
  - If any of our guidelines are not followed.

## **MARRIAGE PREPARATION**

The Catholic Church requires formal preparations to assist engaged couples in preparing to live their sacrament. These include conferences with a priest and a pre-marriage seminar. Please obtain information from the priest or deacon presiding at your marriage as soon as possible, classes fill up fast. Also, request a copy of your baptismal record including marginal notes from the church of your baptism. The priest or deacon presiding at your marriage will need an official copy of your baptismal record that has been issued within the last 6 months.

## **MUSIC & VOCALS**

Liturgical Music is scheduled and paid for **separately** by the couple. An organ and a piano are available in the church. The church sound system is to be used exactly as it is provided. **No plug-ins allowed.**

A Church wedding is a sacred rite invoking the blessing of God on the union of the bride and groom. Any music used in the church must mirror the dignity of Sacred Heart Church and the sanctity of the sacrament that is being celebrated. Music selected should express the praise of God, Christ, and His Church as the model and foundation for marriage, and the asking of our Lord's presence and blessing. Music from the operatic stage, secular theater, or popular culture is not permitted. Only appropriate liturgical music is to be played in the church on your wedding day. You will receive a recommendation list of approved Organist/Pianist from our office. If you wish to invite a musician or cantor not on the Approved Recommended Organist/Pianist list, the musician and music selection will have to be approved by Sacred Heart. Organist/Pianist usually have vocalist they work with and can recommend.

## **PHOTOGRAPHY, VIDEOTAPING, AND LIVE STREAMING**

Photographing and Videotaping may be done from the choir loft on the northern side. No equipment may be placed on the railing or instruments. Photographers and their equipment are not allowed in the sanctuary (beyond the communion rail). The photographer and equipment must not block the visibility of your guests or the flow of the ceremony. No drones are to be used inside or close to the outside of the Church. You are welcome to have an "unplugged ceremony" sign to remind guests to turn off or put away their cell phones. See Attachment 3 for live streaming details.

## **DRESS CODE**

Attire for all persons in the wedding party should be appropriately modest and suitable for a sacramental liturgy. Low-cut fronts showing cleavage, open midsections, or illusion/sheer-style bodices that give the appearance of a bare midsection are not appropriate for church and must be covered while in church. Your bridal salon or boutique can assist you with a "modesty panel" for low-cut gowns or an appropriate covering to match the style and material of your gown. If you do not have a covering, one will be provided for you. Your wedding is a sacrament, an official liturgy of the Church.

## **ARTS AND ENVIRONMENT**

You may make arrangements with any florist to provide flowers. Because they damage the pews and other surfaces, tape, tacks, nails, wires, and other adhesives are not to be used in the church, on the furnishings, or the church doors. Please consult with the Wedding Liturgy Director about the placement of arrangements. Protection from leakage and dripping must be provided when live plants are used. All floral arrangements not being left behind must be removed immediately after the wedding. Flower girls may not throw petals (real or silk). Instead, they may carry a small bouquet,

floral pomander, or a basket of flowers. No members of the wedding party are to carry banners with writing or phrases on them.

Chairs and kneelers may be placed in the sanctuary for the bride and the groom. Moving church furniture, flower arrangements, candles, seasonal items and any other devotional items is not allowed. Since the altar is a sacred place, nothing may be placed on it except what is used for Mass. For safety reasons, aisle runners are not allowed.

## **CUSTOMS**

Your wedding is a holy sacrament of the Church and will be conducted as such. The only wax candles allowed are:

- the candles set next to the altar
- the unity candle and two side candles

The unity candle is not a part of the Catholic Rite of Marriage. If used, the church wedding coordinator will direct the proper placement of the unity candle. *If used, couples are responsible for providing the unity candle and side tapers, along with their respective candle holders,* for the mothers to light.

Sand ceremonies or other non-sacramental actions are not permitted at Sacred Heart. For safety reasons, rice, confetti, birdseed, and bubbles, sparklers are not permitted on church property (nothing that remains on the floor or ground, makes the floor slippery or contains a flame). **No exceptions.** You may have things such as ribbon streamers, led lights, and small bells for your guests to wave at your exit from the church.

## **STIPEND FOR THE PRESIDING PRIEST OR DEACON**

Please remember the Celebrant of this most joyous celebration has devoted much time and energy in preparing to make this a memorable and beautiful service. As a sign of gratitude to him, a stipend is very much appropriate and most welcomed by the priest or deacon. Check with your presider regarding customary stipends.

## ATTACHMENT 1: HOW TO SCHEDULE A WEDDING

After reading our policies if you find that you wish to celebrate your marriage at Sacred Heart of Jesus, then proceed with the following steps.

When the Bride and Groom are ready to schedule their Wedding, they should call Sacred Heart Parish Office at 317-638-5551 or email us [weddings@sacredheartindy.org](mailto:weddings@sacredheartindy.org). **For simplicity and good communication, the Wedding Liturgy Director will only communicate with the bride or groom.**

1. The Office Staff will verify the availability of the requested date/time.
2. The date/time will be held for a 3-week courtesy hold but will not be officially placed on the parish calendar.
3. The couple will receive an email containing the necessary forms and wedding guidelines.
4. The Parish Office must receive:
  - a. Completed Wedding Request Form
  - b. Completed Marriage Preparation Agreement
  - c. Completed Officiating Clergy Form
  - d. Non-refundable wedding offering.
  - e. Refundable Damage Deposit check (needs to be dated to wedding date)
5. The couple will receive a confirmation letter when the date/time of the wedding and rehearsal is officially noted on the parish calendar. If all requirements are not received before the hold time elapses, the couple must make another request for that date, or request another date.
6. It is the responsibility of the couple to:
  - a. Secure a Roman Catholic priest or deacon in good standing to preside at their wedding. If you are unable to secure your Catholic priest or deacon to preside and or wedding preparation, you may consult the Pastor at Sacred Heart, if he is available, there is a \$500 stipend for presiding and a \$250 stipend for marriage preparation to secure his availability.
  - b. Arrange for their Marriage Preparation
  - c. Make arrangements for liturgical musicians. You will receive a recommendation list of approved Organist/Pianist from our office

## ATTACHMENT 2: LIVE STREAMING & SOCIAL MEDIA

If you would like to live stream your special day with family and friends, we have 2 options of live streaming.

1. One steady frame that would show the whole ceremony without zooming in and zooming out. This is a \$50 fee.
2. A non-professional camera person. That operator will zoom in and out, switch views from camera 1 (sanctuary) to camera 2 (ambo) or camera 3 (lectern).

We do not guarantee the technology. The fee will be refundable if we have any technical difficulties.

- Option 1 \$50 fee
- Option 2 \$100 fee

### Social Media Consent Form

I, \_\_\_\_\_, do permit and authorize Sacred Heart Church and its employees, agents, and personnel who are acting on behalf of the Sacred Heart to use my photograph or other likeness and appropriate identifying and accompanying information for purposes related to the educational and ministerial mission of the Parish, including publicity, marketing, and promotion of the Parish and its various programs and ministries. I understand my photograph or likeness may be copied and distributed by means of various media, including video presentations, television, news bulletins, billboards or signs, brochures, placement on websites, or in newspapers.

I understand that, although the Parish will endeavor to use my photograph or likeness and identifying and accompanying information in accordance with the standards of good judgment, the Parish cannot warrant or guarantee that any further dissemination of my photograph or likeness and information will be subject to Parish supervision or control. Accordingly, I release the Parish from any and all liability related to dissemination of my photograph or likeness.

Signature of subjects and date: \_\_\_\_\_

\_\_\_\_\_

Reference: Archdiocese of Indianapolis' "Policy on Photographs and Personal Information"  
(OCE Policy 2010)