



Sacred Heart of Jesus Catholic Church 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 to 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, as we do not have accommodations for dressing available.
- 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. Therefore, it is strongly advisable to communicate with your officiating clergy to confirm 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 preempt 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:

Friday 5:00 pm: Access to church 3:15 - 6:30 pm. Rehearsal: Thursday at 7:00 pm	Saturday 10 am: Access to church 8:15 – 11:30 am Rehearsal: Wednesday at 7:00 pm
Saturday 2:00 pm: Access to church 12:15 pm - 3:30 pm Rehearsal: Friday at 7:00 pm	Saturday 7:00 pm: 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 repairs, every effort will be made to reschedule. A 50% refund will be made only if the rescheduled date is not available at Sacred Heart.

Parishioners: Registered active parishioners, and the sons and daughters of registered active members, who have participated in the parish for at least one year and wish to reserve a wedding date.

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 minister (host/hostess). A wedding liturgy minister 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 minister 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 minister when you consult with him/her.

2. The church fees do **not** include:

- a. Music fees*
- 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. This also applies to all your vendors.
- If anything is broken like microphone, piano/organ because of careless actions.
- If any of our guidelines are not followed.

- * The Director of Liturgical Music is scheduled and paid **separately** by the couple. See Attachment 2 for details.

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

Director of Liturgical Music is scheduled and paid 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. Couples must meet with the Director of Liturgical Music to discuss music selections for the ceremony/Mass. All music associated with the wedding must be approved by the Director of Liturgical Music.

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 minister 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 to 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. **For simplicity and good communication, the wedding liturgy minister 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/wedding preparation, you may consult the Pastor at Sacred Heart, if he is available, there is a \$500 stipend paid in full to secure his availability.
 - b. Arrange for their Marriage Preparation
 - c. Initiate contact with the Director Liturgy Music

ATTACHMENT 2: MUSIC POLICY & FEES

1. The couple is responsible for initiating contact with the Director of Liturgical Music once the wedding date has been confirmed by the church.
2. All couples are required to meet with the Director of Liturgical Music to discuss music selections for the ceremony/Mass. This may be done via email or phone if logistically difficult to meet in person. 50% of the total anticipated wedding music fee must be paid at the time of the consultation. This is not refundable.
3. All music must be approved by the Director of Liturgical Music at least 30 days prior to the wedding. No secular music will be allowed during the ceremony (non-sacred classical music without text may be permitted). Weddings not using the Director of Liturgical Music must have their music and musician(s) approved no later than 90 days before the wedding.
4. To preserve the sanctity of the church, recorded music is not permitted in the church at any point before, during, or after the wedding.
5. Hymns and ceremonial music must be selected from the list provided by the Director of Liturgical Music. Any music requests not included in the list will be at the sole discretion of the Director of Liturgical Music.
6. The Director of Liturgical Music will provide all music at the piano by default. Select pieces may be played either at the piano or organ (please refer to wedding music list).
7. For those wishing to hire outside musicians in lieu of the Director of Liturgical Music, the bench fee will apply. All music must be approved by the Director of Liturgical Music, and only qualified musicians will be permitted to play the church's instruments. The bench fee must be paid at the time of the consultation. The alternate musician's fee is negotiated with and paid by the wedding couple.
8. Should the Director of Liturgical Music be unavailable on the wedding date, he will assist the couple as he is able in finding a keyboardist; however, the wedding couple is ultimately responsible for securing an organist or pianist (and cantor where required). The outside musicians will be required to meet with and be approved by the Director of Liturgical Music, and the consultation fee must be paid at the time of the consultation. The alternate musician's fee is negotiated with and paid by the wedding couple.
9. Music at the wedding rehearsal is not permitted.
10. Payment must be in the form of cash or Venmo. The fee balance must be received prior to the start of the rehearsal/ceremony. No music will be provided until full payment has been received.
11. If the couple wishes to have additional musicians (vocal or instrumental soloists or ensembles) who require accompaniment, an additional rehearsal fee will apply. Should the Director of Liturgical Music need to contract additional musicians (at the request of the couple), an additional fee for contracting will also apply. Payment to the extra musicians should be made directly to them. Please note: the couple will still be responsible for contracting fees if the Director of Music has made contact with additional musicians, but the couple elects not to hire them.
12. Depending on the status of the COVID-19 pandemic, the use of substitute musicians and/or additional musicians will be at discretion of the Director of Liturgical Music in consultation with the Pastor. All weddings are required to follow all government, Archdiocesan, and parish health and safety policies in place at the time of the wedding. Failure to do so may result in cancellation of all musicians without refund.

ATTACHMENT 2: MUSIC POLICY & FEES

Fee Schedule

All wedding couples must contact Sacred Heart’s Director of Liturgical Music (DLM) and schedule a meeting to discuss your music selections and plans.

The below basic fees apply to most weddings.

If	Then
The Director of Liturgical Music is available on the date of wedding	The couple meet with DLM to for consultation and music selection. ✓ Fee: \$125
	The DLM provides: ✓ Approximately 15 minutes of pre-ceremony music selected by the DLM ✓ Playing of keyboard ✓ Signing as cantor at wedding ✓ Fee: \$300

The below fees apply only if other musicians are requested.

If	And	Then
The Director of Liturgical Music is available on the date of wedding	The couple wishes to have additional musicians and the DLM needs to contract additional musicians	<ul style="list-style-type: none"> ✓ Musician contracting fee is \$75 per additional musician. This does not include the musician's fee. ✓ An additional rehearsal fee will apply. \$150/one hour and \$50 per additional ½ hour.
	The couple choose to engage outside musician in lieu of the DLM	<ul style="list-style-type: none"> ✓ The couple meet with DLM to for consultation and music selection. ✓ A bench fee of \$250 applies and must be paid at time of the consultation. ✓ All music must be approved by the DLM ✓ Only qualified musicians will be permitted to play the church's instruments ✓ The outside musician's fee is negotiated with and paid by the wedding couple

The below fees apply only if the Director of Liturgical Music is not available.

If	Then
DLM is <u>not</u> available on the date of wedding	<ul style="list-style-type: none"> ✓ The couple meet with DLM for consultation and music selection. \$125 ✓ DLM assists is finding qualified keyboardist/canto ✓ The alternate musician's fee is negotiated with and paid by the wedding couple

Agreement

I/we, the undersigned, understand and agree to the policies and fee schedule of Sacred Heart of Jesus Catholic Church and the Director of Liturgical Music. I/we understand that any changes to music selections after agreement with the Director of Liturgical Music may result in additional fees. Furthermore, I/we understand and agree to provide payment in full as prescribed above prior to the performance of any music, and that under no circumstance will any refund be issued. I/we agree to provide the Director of Liturgical Music with all ceremony music requests by the date agreed upon below. Finally, I/we agree to comply fully with any and all federal, state, local, archdiocesan, and/or church health and safety guidelines.

Date of wedding ceremony/Mass: _____

Deadline for music selection: _____

Signature / Date

Signature / Date

Printed Name

Printed Name

Signature /Date

Dr. R. Ryan Endris, Director of Liturgical Music

Printed Name

Contact information:
music@sacredheartindy.org – Venmo: @ryanendris

ATTACHMENT 3: 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 zoom in, zoom out. This is a \$50 fee.
2. This option offers a camera person (nonprofessional). 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 2010-04).