



Holy Spirit Catholic Community

9821 Frankford Ave. • Lubbock, Texas 79424

(806) 698-6400 Office

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Holy Spirit Catholic Church Wedding Guidelines

***Before setting your wedding date for any reception, please consult with the priest of the Parish.*

Wedding Preparation

1. Interviews with Pastor at least 6 months prior to wedding.
2. Instructions Required: Engaged Encounter Weekend and Pre-Cana (Diocesan Requirements)
3. Certificates of Baptism and Confirmation. Baptismal certificate must be issued from church of baptism within 6 months of wedding. (You must contact the church for a new baptismal certificate with notations on the back.)
4. Affidavit of Free Status – when Bride or Groom is not Catholic.
5. Civil License. In Texas, you are required to obtain your license 72 hours before the wedding. The license is valid for 30 days.
6. A gift of \$100.00 or more is generally given to the priest for celebrating the Mass.

Church Rental

A \$500.00 rental fee is required for non-members of the parish. A fee of \$400.00 is required for registered members. A deposit of \$100 is required when you schedule your wedding date. The remaining fee must be paid two weeks prior to the wedding. See Wedding Contract which is included in these guidelines. This signed contract and deposit will be given to the church secretary. These fees help pay for utilities used. *(Approved by the Parish Council).*

Decorations

1. **Flowers:** Flowers may be placed in front of the Altar or on the steps. No flowers are permitted on the Altar. Arrangements may not obscure the altar or be of a size to detract from the main focus of the ceremony which is the altar and the wedding couple. If the florist or you wish to use vases/urns which belong to the church you will need to contact one of the people on the environment committee approximately 2 weeks prior to the wedding to schedule an appointment to see what is available, **but they must remain at the Church.** We use silk arrangements at the altar and tabernacle most of the time. If you wish to use silk and we have complimentary color available we will be happy to put it out for your use.

If you use fresh flowers in front of the altar we suggest you have someone responsible for moving the silk arrangement that is at the Altar. Remove them to the back wall behind the priest chair. If you are using your fresh floral arrangement at the reception, please move the silk arrangement back to its original position. If you do leave fresh arrangement at the

church, we will be happy to have it and we will be responsible for watering and keeping it fresh. Please let us know if this is your intention so that we do not order fresh flowers the same weekend.

2. **Candles:** The church has six tall candle stands for your use. We also can provide you with the Unity candle stand. You will need to purchase the candles. Drip-less taper candles are used with the Unity stand and a wedding pillar candle.
3. **Bows for Pews:** Are permitted, but, may not be taped to pews or secured by putty. Your florist can make your pew bows and will supply the clamps/or ribbons. We have limited pew markers that you can use for a small fee.
4. **Flower Girls** may drop flower petals down the aisle, but care has to be taken. We would hate for the bride to slip. Silk petals are preferred. **NO** bird seed, rice, or confetti is allowed on church property. Be sure someone will be responsible to pick up the petals.

No decorations may be glued, pinned, stapled or nailed to the woodwork, plaster or pews. Arrangements should be made by the bride with the florist and the rental company to remove all of their equipment immediately following the wedding.

Please contact one member of the environment committee for further instructions:

Mona Bryan	798-3154 home	789-3959 cell
Shirley Bednarz	828-6024 home	777-6024 cell
Norma Jean Kitten	798-3361 home	777-7048 cell

Music

Only sacred and some classical music is appropriate. If you have a question about a particular selection, please talk to the priest before the rehearsal. You are responsible for securing your musicians. Their fee is not included in the rental fee of the church.

Listed below are musicians who are willing to help with the planning of your event.

Jacob Miller (organist)	806-683-7660
Mary Lou Rodriguez (vocalist)	543-7969
Texas Tech School of Music	742-2279
Eduardo Alcayaga (organist)	441-4499

Musicians who will perform at your wedding should contact the parish office for possible time schedules for rehearsals.

Photography

Normally, all group pictures are done before or after the wedding ceremony. The photographer should not be on the altar and needs to remain non-intrusive.

Slide presentations or power point presentations are not permitted.

Readers, Communion Ministers, and Altar Servers

If a Mass is being planned, it is the bride and groom's responsibility to get these participants. These ministers must be trained and in good standing as commissioned as Eucharistic Ministers from Holy Spirit.

Selections and Readings

The priest will supply you with a selection of reading and prayers. They will be in a book that you will receive when you register, entitled, "Together for Life."

Dressing Area

We have available a bride's room and a groom's room that can be used. Each of the rooms is located across from the restrooms. Items for the wedding should be put in these rooms; however, the Church cannot assume responsibility for personal items. Please arrange for someone to remove all clothing and to dispose of any flower boxes, etc., after the wedding is over. The wedding party should be considerate of those who will be using the rooms after they leave.

Heating, Air Conditioning, and Sound Systems

Included in this packet is a form that needs to be filled out and returned to the Church secretary one month prior to your wedding date. This form is requesting times for these systems to be turned on for rehearsal and ceremony. The church will then appoint someone to be in charge of turning on these systems.