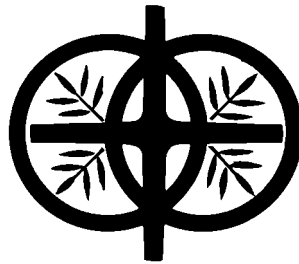


# *Wedding Guidelines*



*All Saints Catholic Church*

*5231 Meadowcreek Dr.*

*Dallas, TX 75248*

*(972) 661-9282*

*[www.allsaintsdallas.org](http://www.allsaintsdallas.org)*

*Greetings in the name of Jesus Christ!*

*This document is a tool to help you make the best use of the resources of All Saints to prepare for your marriage, to plan the celebration of the Marriage Rites, and to nurture your relationship with a variety of support systems available to married couples at every stage of their married lives.*

*Call the Pastoral Office, 972-661-9282, and you will be directed to the appropriate wedding contact.*

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## THE SACRAMENT OF MATRIMONY

### God's Creative Love

The Roman Catholic Church teaches that our God is very close to us. God chose to enter time and space and to be present to men and women as a completely human person, Jesus of Nazareth. The Church further teaches that the Resurrection of Jesus did not end the incarnate presence but extended it so that God can be materially present to the human family through every single person who believes in and follows the teachings of Jesus, and in various other material media that Jesus chose to represent His life and love. This belief is the basis of the entire sacramental system. We believe that in persons, things, and experiences, God is made truly present in order to help us become part of the Body of Christ and able to live forever in joy.

### A Sacrament

A sacrament is an outward sign instituted by Christ to give grace. There are seven sacraments, which symbolize God's love and desire for our friendship and to touch us by grace in the key moments of our life. Through this community, the Catholic Church, Christ gives to the world seven specific ways of experiencing God. Each way is rooted in the human response of faith in God, and each is essentially a human experience.

### Matrimony

Matrimony, or Christian marriage, is recognized as one of these seven forms of Divine Presence in human experience. Matrimony is a sacred covenant between a man and a woman; a union which is a source of holiness, and therefore happiness, not only to the couple, but through the couple for the whole Church and for the world beyond the Church.

Sacramental marriage does not exist in the abstract, but in the concrete relationship of a married man and woman. Just as baptized persons are to live out their commitment to be Christ to the world on a continuing basis, so married couples are to make a **life-long** commitment to witness to the power of God's love in the world. Matrimony has enduring significance for the whole Church. It is not a private matter having only to do with the couple's personal welfare. When a couple undertakes the sacrament of matrimony they receive the guarantee of God's perfect faithfulness, which is a real power within them to remain faithful **to** and forgiving **of** each other and hospitable to the world. In matrimony the husband and wife assume the responsibility of showing that God exists and loves creation. In their daily behaviors, in their sexual union, in their struggle to communicate, in their respect for each other, in all the ways people live out a healthy marriage, the couple shows the love of God to each other and to the world.

### Freedom

Freedom is the basis of authentic love, and freedom is rooted in maturity and knowledge. The Church in the Diocese of Dallas, therefore, in supporting authentic, freely given love, requires both partners in a sacramental union to have completed their eighteenth years and to have known each other for at least six months prior to the wedding.

### Place of Celebration

Since Sacraments belong to the whole Church, the proper place for a celebration of sacramental union is the home of the faith community, the parish church. Likewise, the ordinary official witness of the faith community is a priest or deacon of the Catholic Church. The Wedding Administrator ordinarily interviews and completes the paper work with the couple in preparation for the marriage.

### Support for married life

Taking on a sacramental commitment, which is enduring, joyful, faithful, and life giving (because God is all of these attributes) is a great gift and a great challenge. The faith community of All

Saints seeks to support the marital covenants in its membership as well as draw on the sacramental power of its married members. We desire to help couples understand as fully as possible both the joys and the responsibilities of sacramental marriage and we desire to help each couple celebrate the commitment they make to each other in as beautiful and complete way as possible. We invite you to read this entire booklet carefully to find the practical ways that All Saints is prepared to help you celebrate and live this very special sacramental union.

## **IN SUMMARY**

- ◆ Marriage in the Roman Catholic Church is viewed as a sacrament, that is, one of seven unique channels of God's presence in the world. As such, its celebration belongs to the whole church, not just the couple.
  
- ◆ Love requires freedom; freedom requires maturity and knowledge. Therefore, both parties must have completed their eighteenth year and have known each other for at least six months prior to the wedding.
  
- ◆ Sacraments are ordinarily celebrated in the home of the faith community, the parish church. Only the Bishop can grant exceptions to this. The Wedding Administrator assisting the couple then ordinarily does the paper work.

## PREPARING FOR THE SACRAMENT OF MARRIAGE

### Immediate Preparation

Although we recognize that all of your life has been preparing you for this new journey in faith, we believe that the seriousness of the marriage commitment requires an equally serious time of immediate preparation set aside before the sacramental celebration. **The preferred time frame to start the preparation is one year, and in no case less than six months prior to the wedding date.**

### WHAT DO YOU NEED TO DO?

- ◆ In order to take full advantage of this preparation time please make **your initial contact with Barbara Hammond, parish Wedding Administrator, at least six months before your intended WEDDING DATE.** Barring any special circumstances, ie: annulments, previous marriages, etc., at the time of meeting, the church calendar will be consulted to check for availability of church on your desired date.
- ◆ Within a week of your initial meeting with the Wedding Administrator, she will contact the Coordinators of the FOCCUS for your interview. Glen and Marie Abel, 972/233-1856.
- ◆ The priest/deacon or Directors of the Parish Engaged Couple Sponsor Program (Mike and Kathy Havel) will assist you in making an informed choice of the programs in which you will participate.
- ◆ We strongly recommend that you complete your marriage preparation before you send invitations or at least two months prior to your wedding date.

All Saints parish community and the Catholic Diocese of Dallas cooperate in providing several different programs and services to help you formulate the most beneficial preparation program for yourselves. To be married at All Saints you will be advised to participate in some combination of the programs described below:

### FOCCUS

The parish offers a pre-marital inventory called the FOCCUS instrument (i.e. Facilitation Open Couple Communications, Understanding and Study), which identifies attitudes, values and behavior, which the couple needs to discuss in order to know each other adequately enough for marriage. These are topics crucial to the success of any marriage. The FOCCUS instrument becomes a basis of improved communication for the couple with the priest/deacon and/or the sponsor couple assisting them. The FOCCUS instrument is administered by a sponsor couple and is the initial step in your marriage preparation.

To register for the FOCCUS, contact Marie and Glen Abel, 972/233-1856.

When the FOCCUS results are completed they are sent to Mike and Kathy Havel, 972/345-1956. Kathy will coordinate with a Sponsor Couple at that time. The Sponsor couple will then contact the engaged couple to set up the meetings.

The engaged couple may choose one of the following programs:

- 1) All Saints Parish Sponsor/Couple Program
- 2) Diocesan sponsored Engaged Encounter Weekend

#### ◆ **The All Saints Parish Sponsor / Couple Program**

Using the FOCCUS instrument as well as their own training and experience, married couples, specially selected from the parish, work with engaged couples to help them better understand the nature of sacramental marriage. The Sponsor Couples are trained by the Diocese of Dallas and volunteer their time to support those desiring marriage in the Church. They help the couples

investigate areas of traditional friction in marriage including family issues, money, sexuality, role expectations, self esteem, communication styles, etc.

The Parish Sponsor / Couple Program generally involves five meetings between the engaged couple and the sponsor couple at mutually convenient times. It is important that there be sufficient time to complete the program, so engaged couples should contact Marie and Glen Abel to schedule the FOCCUS within two weeks of the initial meeting with the Wedding Administrator.

### ◆ **The Engaged Encounter Weekend\***

The Engaged Encounter Weekend is a retreat for couples planning marriage. It is designed to give couples an opportunity to dialogue honestly and intensively about their future life together. Interdenominational and interfaith couples, as well as those who are both Catholic, are most welcome.

A team of clergy and married couples trained in marriage ministry facilitates the weekend. Some of the topics covered are: lifestyle expectations, personality match, family background issues, marital sexuality, communications and conflict resolving skills, children, finances, faith issues and the marriage covenant.

During this weekend, the facilitating team presents concepts and skills proven useful in creating lasting, fulfilling marriages. The engaged couple is then given time to examine these concepts in light of their relationship.

The format includes presentations, exercises, visuals and reflective handouts, with emphasis on private sharing time for each couple. Time is provided for questions, group interaction, recreation and Sunday liturgy.

An ideal time for couples to attend would be **at least six months prior to the wedding** date. It's important to register early (at least three months before preferred date) because of limited space on each weekend.

To make arrangements to participate in an Engaged Encounter Weekend, or to find out more about the experience and the dates of future scheduled weekends, contact the coordinator of the diocesan Office of Family Life, 214/379-2881.

\*Due to the pandemic, the option of The Engaged Encounter Weekend is currently unavailable. Should circumstances change, the Wedding Administrator will be notified.

## PLANNING THE WEDDING CEREMONY

### **Liturgy**

In the Roman Catholic tradition, liturgy is a word we use to name the various ways we ritually celebrate our sacramental life. We believe that liturgy is for us both a source of divine life and celebration of the life we have already been given. Liturgy belongs to the whole church, not just to those who are ministers, and an important aspect of all liturgy and ritual is a certain sameness or familiarity of the community with the pattern of action/prayer.

Liturgy is a powerful form of communication. The order in which events occur give particular meaning to the events. The placement of the marriage rite after the proclamation of God's Word, for example, shows that marriage is a response of the couple to a call or invitation from God.

### **Eucharistic Service or Word Service**

If the couple are both practicing Catholics, the Church encourages them to be married within the context of Eucharist (the Mass). In this case a priest is the ordinary witness of the wedding and presider at the Eucharist. For a marriage between a Catholic and a partner of another faith traditionally the Liturgy of the Word followed by the Marriage Rite and concluded by the Lord's Prayer is the best articulation of the faith union (in the Word) that exists. In this case a deacon will often serve as the witness and ordinary minister of the Celebration of the Word.

### **Importance of Planning Details**

Planning the ceremony as to the choices of Scripture, music, prayers and additional rituals should be done as carefully as possible because the wedding ceremony will announce to all who attend how the couple understands their relationship with each other, with God, and with God's people.

### **Staff Assistance**

At All Saints parish, the Music Ministry staff, and a Wedding Coordinator, along with your presider/celebrant will assist you in your discussions, reflections, and choices for the best expressions of your love and faith. We would like to help you to construct a wedding ritual that is both reverent and truly beautiful.

### **A Wedding in the Catholic Church**

The basic ritual structure is given to us by the Universal Church, but a wide range of requirements and pastoral options are suggested for you to personalize your ceremony. Here at All Saints we do have some requirements in the use of the Church and the planning of the ceremony that honor the whole community's need to use the church facilities. Attention to a few of these requirements from the beginning will facilitate your planning and make your ceremony a blessed and enjoyable experience.



## LITURGICAL MINISTERS NEEDED FOR WEDDINGS

1. **PRESIDER:** Priest or Deacon who usually serves as the Church's official witness to the marriage as well as leading the liturgical prayers of the wedding rite.
2. **READERS:** Men or women who read the Scriptures and the General Intercessions (Prayers of the Faithful) should be good readers. The Readers may either be family members or friends of the couple, Catholic or non-Catholic.
3. **EUCCHARISTIC MINISTERS:** Men or women commissioned by the parish or diocese who assist in distributing the Eucharist when the wedding is celebrated at mass. Generally they are necessary only for a large group of guests who are Catholic. If family or friends are invited to serve, they must be active in their home parish.
4. **CANTOR:** Singer who leads the sung Scripture (Psalm, etc.), provides vocal solos, and invites the community to join in sung prayer. It is most appropriate to use a parish cantor who has been especially trained for this ministry. Other guest singers, however, are permitted to take part in the wedding liturgy provided their repertoire and skills are approved by the Director of Music Ministries.
5. **ORGANIST & MUSICIANS:** (guitarist, trumpeter, flutist, violinist), etc.: Musicians who accompany the principal actions, and sung prayers. The parish organist is the ordinary musician for all parish weddings. The parish maintains a roster of other qualified musicians that may be desired. Other guest instrumentalists, however, are permitted to take part in the wedding liturgy provided their repertoire and skills are approved by the Director of Music Ministries.
6. **ALTAR SERVERS\*:** If children of family or friends are trained Altar Servers, they are invited to serve, though most times there are no Altar Servers present at a wedding. The family will be informed of the dress code policy - no tennis shoes, no shorts, and must be nicely groomed.  
\*Due to the pandemic, no Altar Servers are currently assisting on the Altar.
7. **USHERS:** Usually family or friends who greet and seat the guests, distribute programs, and perform other tasks as needed.

## MUSIC

As a Sacrament of the Church, the celebration and blessing of the marriage covenant calls for music, which will reflect the couple's understanding of their life within the context of the church. The selection of the wedding music should reflect the sacred nature and sense of joy that characterizes all Christian worship. The music and words chosen for the marriage ceremony must sustain and support the prayerful nature of the liturgical celebration and be an appropriate complement to the scriptural readings and other formal prayers of the rite. The following questions should be asked in music planning:

- ◆ Does the text (the words) express a Biblical view of love and marriage and a view consonant with Roman Catholic Theology? Are they prayerful?
- ◆ Does the musical score evoke a sense of sacred action and call the community to deeper and more prayerful joy?
- ◆ Does a particular selection emphasize and enhance that part of the liturgical celebration at which it occurs?
- ◆ Does the music promote the movement of the liturgy?
- ◆ Does the overall music selection allow for congregational participation?

A "yes" response to the above questions will assure that lyrics will celebrate not only the human love between two persons, but that love as a reflection of the God who is love, and that the wedding music will emphasize the theme of sacred celebration and faith community. Music can do this in a way which is intensely gratifying to the senses and emotions but should avoid the extremes of mere sentimentality or nostalgia.

Careful application of the above considerations leads to the conclusion that some songs - even some sacred songs - even some which have been widely and regularly performed during and before weddings - are unsuitable.

Since music is one of the forms of prayer of the community, it must be live. Pre-recorded music is not appropriate during a liturgical service any more than the couple's pre-recorded vows would be suitable.

### MUSIC DURING THE WEDDING LITURGY

In making the commitment known to all your relatives and friends through this Sacrament, we encourage their response by their presence and their active participation in the Liturgy that day.

**PSALM** - The psalm should be sung. The assembly should be encouraged to sing a responsorial refrain with a cantor singing the solo verses.

**GOSPEL ACCLAMATION** - The Gospel Acclamation, or Alleluia, must be sung. It should be a familiar setting to the assembly. If it is not sung, it is omitted.

**SPECIAL RITES** - Following the Marriage rite itself, there is often a family or cultural ritual that can and should be accompanied by music. Short vocal solos, congregational acclamations, or instrumental music will be generally appropriate.

## **If The Eucharist Is Celebrated . . .**

**EUCCHARISTIC ACCLAMATIONS** – the congregation should sing the three Eucharistic Acclamations; Holy, Holy, Holy, Memorial Acclamation and Great Amen in familiar musical settings. The Cantor/Soloist may lead the assembly

**COMMUNION** - Music during communion is most effectively provided by a congregational hymn. Vocal or instrumental solo music may be planned as an alternative.

**HYMN OF PRAISE AND THANKSGIVING** - After communion, to once again involve the participation of the people, a familiar hymn of praise or thanksgiving might be sung.

**PROCESSIONALS** - Instrumental or sung music appropriate to accompany the beginning and ending processions.

## **SUMMARY: WEDDING MUSIC AT ALL SAINTS**

Well in advance of the wedding, minimally six weeks, the couple should make an appointment with the Director of Music. At that time the couple will discuss musical considerations and develop a program of suitable music for their wedding. During this appointment the couple can determine what musicians they want to assist and the fees for the musical services to be rendered can also be clarified.

All Saints endorses the commonly observed rule that no one but the regular organist of the church shall play at weddings. An engaged couple may have their own guest organist at their wedding only with the full consent of the Director of Music. **In such cases the professional practice is that the parish organist will receive the regular fee of \$300.** It is then the responsibility of the parish organist to provide orientation for the guest regarding the instrument, the ceremony, and any other details necessary to the guest.

All Saints maintains a list of competent and qualified cantors and instrumentalists from whom the couple may choose. Other guest singers and instrumentalists, however, are permitted to take part in the wedding liturgy provided their repertoire and skills conform to the standard set down for music at liturgies at All Saints, and is approved by the Director of Music. All musicians should be competent and knowledgeable in the proper procedure to be followed for the Rite of Marriage in the Catholic Church.

It is the purpose of these guidelines to indicate the dignity and importance of music in the liturgical prayer setting provided by the marriage rite. They will apply whether the ceremony is within Eucharist or not. The Director of Music has the responsibility in making final judgments regarding the suitability of music to be played in the marriage ceremony.

Printed programs are very appropriate for a wedding liturgy and encourage congregational singing and response. All Saints does not provide printing of the programs. It is the responsibility of the bridal couple.

## SCHEDULING YOUR CEREMONY

### Saturday

Weddings are held on Saturdays. In order to insure that wedding parties have use of the facilities for an adequate amount of time, no wedding may be scheduled closer than three hours to another wedding or two hours from a regular parish liturgy.

### Times

Hours for weddings are: 11:00 A.M. and 2:00 P.M., Saturday. According to the universal law of the Church, no weddings may be scheduled on All Saints Day (November 1st), All Soul's Day (November 2nd), Holy Thursday, Good Friday, and Holy Saturday. At All Saints we also do not schedule weddings on the Saturday before Palm Sunday, the Saturday between Christmas and New Year, the Saturday of the Fall Fest (3<sup>rd</sup> Saturday of September), and the Saturday of the parish bazaar (3<sup>rd</sup> Saturday of October). We also do not schedule any weddings on the Saturday before any major holiday, such as Memorial Day, Labor Day, etc., and we do not schedule weddings during the Thanksgiving Day holiday.

### Seasons

Weddings held during the seasons of Advent and Lent should reflect the restraint of such liturgical seasons. (To know the dates for these seasons consult the Wedding Administrator.) If a wedding is scheduled during Advent or Lent, it is to be understood that somber decor and symbols reflecting these seasons will remain in place during all weddings. Please note: Décor denoting the season of Christmas such as poinsettias may not be used until after December 24<sup>th</sup>. Likewise, during the Christmas and Easter Seasons, the more elaborate environmental arrangements are to be left in place. Even during the Ordinary Time of the Church year, the general Sanctuary decor for the parish's liturgical life will remain in place for weddings.

### Required Coordination

**All weddings scheduled in our church must be supervised and coordinated by the Parish Wedding Coordinator. The service of the Wedding Coordinator is not optional,** as she represents the Parish to every couple planning to marry in All Saints Church. **You may bring your own coordinator, however, the parish coordinator will still be present and will receive the normal fee of \$300.** She will conduct the rehearsal, NOT your coordinator. The Parish Wedding Coordinator services include appointment time with her to discuss details of florists, photographers and Sanctuary arrangements. One appointment with the coordinator is sufficient to plan these details. Should you wish other family members to participate in the planning, please arrange for them to attend the initial meeting. The Wedding Coordinator will also be present to conduct the rehearsal and will be available before, during and after the ceremony to oversee all the many details of your wedding. A parish support staff member will also be present to assist the Wedding Coordinator during the rehearsal and the wedding. **All fees and the marriage license must be received by the Wedding Administrator no later than one (1) week prior to the wedding.** *(Please refer to Page 19 for fee schedule.)*

## USE OF THE CHURCH

**GENERAL** - All Saints is our parish home. We ask that you treat the facilities with the respect that you would treat your own treasured home and possessions. We ask the wedding couple and their friends to clean up any areas used for preparation for the wedding (bride's room, groom's gathering room, restrooms, etc.). There is to be **NO smoking, eating, recreational drugs or alcoholic beverages in the Sanctuary, bride's room, groom's gathering room, restrooms or anywhere in the church and on the church grounds**, at or before the rehearsal or ceremony.

**DRESSING ROOMS** - The All Saints bride's room is generally available for the bride's use for **ninety minutes before and for thirty minutes after the ceremony**. The Wedding Coordinator will automatically reserve additional space in a classroom, if needed. We ask the bridal party to be cautious when taking pins out of dresses and suits. These are very hard to remove from the carpet and are dangerous to small children who gather in these spaces on Sundays.

**FLOWERS** - Customarily fresh floral arrangements are left in the sanctuary as an offering of thanksgiving for the sacrament. The liturgy calls for authentic decor, therefore the use of artificial flowers is not allowed at the Altar. Silk flowers may be used for bouquets, corsages and boutonnieres. Flowers or greenery may be placed in front of the Altar or the ambo (pulpit) if it is kept simple and proper care is given to protect the floor. Sharing the cost of flowers and décor with other couples marrying on the same day is encouraged. The Wedding Coordinator will help you contact the couple that shares your same wedding date.

**DECORATIONS** - Pew decorations may not be attached with tape, pins, thumb tacks or any metal device that may harm the wood finish. **The use of aisle runners or any materials (including natural or silk flower petals) is forbidden.**

**PLEASE DO NOT** throw rice, birdseed, natural or silk flower petals, confetti or any other material anywhere on the Church premises before, during or after the ceremony. This is dangerous underfoot and creates serious liability for the Church and those using it.

**PHOTOGRAPHERS** - Flash photographs may be taken only during the processional and recessional. **NO flash photographs may be taken during the ceremony**. There are never exceptions to this policy. Your official photographer will be able to get appropriate pictures without flash. Please inform family and close friends that flashing cameras are not appropriate any time during the liturgy. The photographer must avoid distracting movement during the ceremony and is **strictly prohibited from entering the Altar area during the ceremony**. We ask that photographs in our Sanctuary, except for the wedding ceremony itself, take no longer than a total of thirty minutes. Such photos must be completed either thirty minutes before the ceremony starts or **within thirty minutes after the ceremony is finished**. Photographs taken in the church, the atrium, or on the church lawns and gardens must reflect reverence and be suitable in composition to a sacred space. **"Fun" or "joke" photographs should never be taken on the Church grounds.**

**VIDEOTAPING** - is permitted from discrete positions at the entrance to the sanctuary or in a stationary position on the Blessed Mother side of the Sanctuary. They must not use the musician's area and must avoid being a distraction from the holy occasion. They are also strictly forbidden from going beyond the first pews during the ceremony. No extra lighting is ever allowed with video cameras.

**LIVESTREAMING** - is a new option available for weddings at All Saints Catholic Church. The church is equipped with state of the art cameras and appropriate technology to stream your ceremony to our website and various social media venues. All Saints staff will provide this service

at an additional fee and with proper advance notice of the desire to have the ceremony livestreamed (*Please refer to Page 19 for fee schedule*).

**REHEARSAL** - One rehearsal is planned for your ceremony and is ordinarily scheduled the day before your wedding. **Rehearsals are allotted no more than 60 minutes and therefore must begin promptly at the time scheduled**. Normally, your rehearsal will be Friday evening, so participants who do not know the area should be informed of this and directed how to be at the church in plenty of time to begin the rehearsal at the correct time, especially for the 5:00 p.m. time. **No alcohol, food, or recreational drug use is tolerated in or around the church during, before, or after the rehearsal and/or ceremony.** Cigarette smoking is permitted outdoors only. **Rehearsals are scheduled by Barbara Hammond, the Wedding Administrator, at 5:00 p.m., or 6:00 p.m. on Friday before the wedding EXCEPT on First Fridays of the month or Fridays during Lent, when 4:00 p.m. and 5:00 p.m. rehearsals are available. Barbara Hammond will confirm your rehearsal and wedding times during the initial meeting.**

The Wedding Coordinator will conduct the rehearsal.

**PLEASE NOTE:** Traffic in the North Dallas area is especially heavy and difficult on Fridays. Remind the wedding participants to keep this in mind so that there will not be rehearsal delays.

**YOUR MARRIAGE LICENSE:** The locations to obtain a marriage license are with the Dallas County Country Clerk, John F. Warren, Renaissance Tower, 1201 Elm St., Ste. 2100A, Dallas, TX 75270; the North Dallas Government Center at 10056 Marsh Lane, Suite 137, just north of Walnut Hill, hours 7:30 a.m. - 4:30 p.m. Tuesday through Friday; or in Collin County at the Collin County Government Center, Independence and Spring Creek, in Plano. A license issued from any county in Texas is valid; all counties must follow the same guidelines, although costs (payable in cash) will vary from county to county. There is a 72-hour waiting period after issuance of a license. Licensing agencies often change locations, fees, or hours, and may possibly require you to bring a witness with you to sign. Therefore, we strongly recommend a phone call to the office before your visit.

## AFTER THE WEDDING BELLS HAVE RUNG!

The pastoral staff at All Saints wants you to know that we care about you, not just as you prepare to get married, but also after you are married. If you should decide to make our parish your spiritual home, we extend a warm welcome to you in whatever way we can.

**Please Note:** Having your wedding at All Saints does not automatically make you a member of our parish. To become a member, you must fill out a registration form, which is available in the pastoral office, the Welcome Center, and online at our church website: [www.allsaintsdallas.org/registration](http://www.allsaintsdallas.org/registration).

## APPENDIX A: CHECKLIST FOR WEDDING PLANNING

*(Current contact information for those referenced below can be found on page 18).*

### **Twelve to six months before:**

\_\_\_ Contact the parish to arrange an appointment with the Wedding Administrator, Barbara Hammond, and set a wedding date. No date can be set firmly on the calendar until you have met with Barbara Hammond, returned your signed contract and paid the Sanctuary fee (Appendix F).

\_\_\_ Pre-nuptial questionnaire to be completed with Barbara Hammond, the Wedding Administrator. Any other papers needed for your marriage should also be completed at this time.

\_\_\_ Begin marriage preparation program: Take the FOCCUS Instrument and then, in cooperation with Barbara Hammond assisting, you decide on a combination of these programs that suits your needs and time schedule:

- a. Sponsor/Couple Program
- b. Engaged Encounter Weekend *(during the pandemic, this currently is not an option)*

\_\_\_ Secure new Baptismal certificate with notations dated within six months of the wedding. (Required for Catholics and recommended for Non-Catholics)

\_\_\_ Schedule necessary conferences with the priest/deacon handling the wedding.

\_\_\_ Contact the coordinator of the Kamel Life Center regarding arrangements if reception is to be held at All Saints.

\_\_\_ Prayer and reflection on Scripture options for the wedding. (Refer to booklet Together for Life received from Barbara Hammond)

### **Five months before:**

\_\_\_ Bring completed affidavits of freedom to marry for each partner from parents, family members or knowledgeable friends, signed in the presence of a priest or deacon and give to Barbara Hammond.

\_\_\_ Bring recent copy of Baptismal certificates to Barbara Hammond.

\_\_\_ Contact All Saints Wedding Coordinator for an appointment to discuss order of service, flowers, decorations, arrangements of seating, etc.

\_\_\_ Contact Music Director to set up appointment to help you plan the wedding ceremony.

### **Two weeks and counting:**

\_\_\_ Secure a Marriage License *(see page 14 for information)*.

\_\_\_ Deliver all applicable fees and stipends to Barbara Hammond at least one week prior to wedding day.

### **Spiritual Preparation**

\_\_\_ Take some time to reflect upon and pray together about the vows you will make to each other.

\_\_\_ If Catholic, celebrate the Sacrament of Reconciliation at All Saints. The current schedule is Thursdays from 9:30 – 10:30 a.m., and 5:30 – 6:30 p.m.

\_\_\_ If the wedding does not include the Liturgy of the Eucharist, it is a common practice among Catholics to attend Mass and receive the Eucharist at another time on the wedding day.



**Rehearsal (usually the day before)**

\_\_\_\_\_ Arrive on time with everyone in the wedding party. (Rehearsals are allotted sixty minutes each).

**Wedding Day**

\_\_\_\_\_ You may arrive 90 minutes prior to the wedding, but **no later than one hour prior to the wedding.**

\_\_\_\_\_ Photographs in church outside of ceremony time are limited to thirty minutes. Photos prior to the wedding **MUST CEASE** thirty minutes before ceremony time. Photos must be finished within thirty minutes after the ceremony ends.

**RELAX AND REJOICE IN ONE OF THE GREAT EVENTS OF YOUR LIFE!**

## APPENDIX B: PEOPLE TO CONTACT

### MINISTERS OF MARRIAGE

Rev. Jovita Okoli, Pastoral Administrator	972/661-9282
Rev. Paul Nguyen, Parochial Vicar	972/661-9282
Rev. Garrett Bockman, Parochial Vicar	972/661-9282
Deacon Michael Bolesta	972/661-9282
Deacon Robert Rayner	972/661-9282
Deacon Denis Simon	972/661-9282
Deacon Mark Venincasa	972/661-9282

### DIOCESE:

Office of Family Life coordinator	214/379-2881
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### LITURGY DEPARTMENT:

Wedding Administrator, Barbara Hammond	972/778-0325
Wedding Coordinator, Maria Carrero	972/778-0356
Director of Music, Jordan Peek	972/778-0351

### LIVE-STREAMING OF THE WEDDING

Director of Communications & Webmaster, Chris Diaz	972-778-0333
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### MSGR. KAMEL CATHOLIC LIFE CENTER:

(Planning a Reception) KLC Director, Sheila Dolmas	972/778-0344
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## APPENDIX C: IN SUMMARY

1. Preparation program and pre-marriage conferences are offered by the parish.
2. Correct Sanctuary arrangement for ceremony is arranged by the Wedding Coordinator.
3. The Wedding Coordinator will be present at the rehearsal.

*NOTE: Musicians - including the organist do not attend wedding rehearsals.*

4. A 30 - 60 minute conference to plan your ceremony is offered by our Wedding Coordinator.
5. Rehearsal is required. It is scheduled for sixty minutes the day before your wedding for the entire wedding party.
6. Wedding coordinator will be present 60 - 90 minutes before your wedding to assist in any way possible, up to and including getting the ceremony started. She will also be available immediately after the ceremony to help in any way deemed necessary.



## APPENDIX D: SCHEDULE OF FEES\* (*Church Copy*)

- |                          |                        |                 |               |
|--------------------------|------------------------|-----------------|---------------|
| <b>Use of the Church</b> | Reservation & Cleaning | Parishioner**   | \$450.00 ____ |
|                          |                        | Non-Parishioner | \$700.00 ____ |

Includes the fee for the FOCCUS. This fee payable upon reservation of wedding date and time.
- |                 |  |               |
|-----------------|--|---------------|
| <b>Organist</b> |  | \$300.00 ____ |
|-----------------|--|---------------|

Includes 30-60 minute planning consultation, one music rehearsal of thirty minutes with singer/instrumentalist. Additional rehearsal available at \$50/hr.
- |               |  |               |
|---------------|--|---------------|
| <b>Cantor</b> |  | \$200.00 ____ |
|---------------|--|---------------|
- |                        |  |                          |
|------------------------|--|--------------------------|
| <b>Instrumentalist</b> |  | \$150.00 – \$250.00 ____ |
|------------------------|--|--------------------------|

Fee depends upon instrument – Please inquire
- |   |  |               |
|---|--|---------------|
| <b>Vocal &amp; Instrumental Ensembles</b> |  | Variable ____ |
|---|--|---------------|

Fee depends upon vocalist & ensemble – Please inquire
- |                            |  |               |
|----------------------------|--|---------------|
| <b>Wedding Coordinator</b> |  | \$300.00 ____ |
|----------------------------|--|---------------|
- |   |  |               |
|---|--|---------------|
| <b>Support Staff (<i>if applicable</i>)</b> |  | \$125.00 ____ |
|---|--|---------------|
- |  |  |               |
|--|--|---------------|
| <b>Livestreaming fee (<i>upon request</i>)</b> |  | \$150.00 ____ |
|--|--|---------------|
- |  |  |  |
|--|--|--|
| <b>Fellowship Hall Rental for Reception (<i>fees as listed:</i>)</b> |  |  |
|--|--|--|

  - Deposit - \$100.00
  - Parishioner - \$100.00/hour
  - Non-Parishioner - \$150.00/hour
  - Cleaning Fee - \$125.00
  - Staff on Duty beyond regular hours - \$35.00 (*2 hour minimum*)
  - Reception Coordinator (*required*) - \$250.00
  - Special Event Insurance – typically \$100.00 [www.eventus.ajgrms.com](http://www.eventus.ajgrms.com)
    - Must be paid 6 weeks prior to wedding

For more information about use of the hall call 972/ 778-0344.
- |   |  |               |
|---|--|---------------|
| <b>Administrative Fee***</b> (Marriage Preparation) |  | \$250.00 ____ |
|---|--|---------------|

**\*NOTE: All fees must be paid in full, one (1) week prior to the date of the wedding. The marriage license must also be submitted at this time.**

**Since prices are subject to change, please confirm the current pricing with the Wedding Administrator, Barbara Hammond, when your wedding date is secured.**

**\*\*Parishioner – Must be an active member of Parish for twelve (12) months prior to the date you schedule your wedding, i.e. involved in organizations or ministries, contribute to Parish Stewardship.**

**\*\*\*This fee will be assessed if the wedding is to take place at a location other than All Saints Catholic Church.**

### SUGGESTED DONATIONS

- |               |   |                 |
|---------------|---|-----------------|
| <b>Priest</b> | Amount commensurate with the size and expense of the wedding. | \$200.00 + ____ |
|---------------|---|-----------------|
- |                                      |  |               |
|--------------------------------------|--|---------------|
| <b>Deacon (<i>if applicable</i>)</b> |  | \$150.00 ____ |
|--------------------------------------|--|---------------|

*I have reviewed, and agree to stated fees:* Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX E:**

**CONTRACT OF AGREEMENT**

**Between**

**All Saints Catholic Church and the Undersigned Party(s) to this Agreement**

At the request of the undersigned Bride and/or Groom [hereinafter referred to as “Party(s)”], All Saints Catholic Church [hereinafter “All Saints”], at 5231 Meadowcreek Drive, Dallas, Texas 75248, has made non-binding calendar notations for the Wedding and Rehearsal dates and times, set forth below, for use of the Church sanctuary and other rooms made available for the purpose of the wedding preparation and ceremony.

The Wedding Administrator will send you a letter confirming the dates and times of your wedding and rehearsal.

The undersigned Party(s) acknowledges and accepts, by way of signature affixed below, that the \$450.00 (parishioner) or \$700.00 (non-parishioner) Sanctuary fee is refundable only within the first seven (7) days (“grace period”), following receipt of the fee by All Saints. After the seven (7) day grace period has elapsed, **THE FEE AMOUNT OF \$450.00 (parishioner) or \$700.00 (non-parishioner) WILL NOT BE REFUNDED, UNDER ANY CIRCUMSTANCES** prior to the wedding ceremony. **The Party(s) confirm that they have received and read “All Saints Wedding Guidelines” booklet, and agree to adhere to the terms and conditions set forth therein.** The Party(s) agree to hold All Saints harmless, in the event that the wedding is interrupted, delayed or cancelled due to a natural disaster, systems or equipment failure, or any other circumstances beyond its control, and further agrees to indemnify and hold harmless All Saints, its agents and its employees from any and all liability including, but not limited to damages, attorneys fees, court costs and costs of discovery for all injury and damage claims by the Party(s) and their guests and vendors. The Party(s) agree to make full restitution for any damages to All Saints property occasioned by the Party(s) and/or their guests’ and vendors’ negligent use thereof within ten (10) days of any such occurrence.

**Please note:** Your wedding and rehearsal times will be confirmed when we have received your signed agreement, sanctuary rental fee and your letter of confirmation from the church. Please deliver all documents and applicable fees to the parish office.

Received Wedding Guidelines

Signatures of Acceptance of the Terms and Conditions stated herein:

Bride \_\_\_\_\_ Date \_\_\_\_\_

Groom \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX E (Church Copy)

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