

Celebrating the Sacrament of Marriage



*Useful and Important Information for Planning your Wedding
at Christ Our King and Savior Catholic Church*

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I. Who can marry at Christ Our King and Savior?

To marry at Christ Our King and Savior at least one member of the couple must be Catholic, but it is not necessary for both the bride and groom to be Catholic. Many of the weddings at Christ Our King

and Savior are interfaith marriages. You do not have to be a parishioner of Christ Our King and Savior.

Also, both the bride and groom must be “free to marry”. If either party was married previously anywhere (a Catholic church, any other church, or in a civil ceremony) and the former spouse is still living, an annulment will need to be obtained from the Tribunal of the Archdiocese before you can marry in the Catholic Church. If an annulment is needed, your home parish priest can assist you in starting the annulment process. A wedding date may not be scheduled, even tentatively, until the annulment has been granted.

II. Scheduling your Wedding

If you are considering a wedding at Christ Our King and Savior, your first step is to download the WEDDING RESERVATION FORM. (cokas.org) and follow the directions.

Once the documents requested are completed please mail or email the FORM and COMMITMENT LETTER to cokas@office.com. The Office will be able to check the calendar availability for you only after both documents have been received.

All reservations are made on a first come, first served basis. Weddings can be scheduled between 6 months and 18 months before your desired date.

Wedding Times

Weddings at Christ Our King and Savior are celebrated on Saturdays only at 11 am, 2 pm or 7 pm. You may arrive at the church one hour before your scheduled wedding for preparations

and photographs, and stay 30-45 minutes after the wedding for photographs.

Clergy

After you receive confirmation from the Parish office of the date you requested, the Pastor will place your wedding date on his calendar. If for some reason the Pastor is not available to preside at your marriage, he will arrange for a visiting priest. You may invite a priest or deacon from a different parish to come to Christ Our King and Savior for your wedding with the Pastor's approval. Each clergy presiding will be due a stipend. (\$300 minimum to a Visiting Priest)

Please note: Because weddings are usually scheduled so far in advance, it is occasionally necessary to reassign your wedding to another member of our clergy due to clergy moves, parish reassignments, etc. This rarely happens, but we want you to be aware of the possibility.

Visiting Clergy

Visiting priests or deacons from other parishes are welcome to celebrate weddings at Christ Our King and Savior with the delegation of the Pastor at Christ Our King and Savior. If you have a relative or family friend you would like to invite to perform your wedding that would be fine. Please let us know and we can give you the procedures to arrange for delegation.

Also, if you are registered at another parish in the area, it would be appropriate for you to invite the priest from that parish to come to Christ Our King and Savior to concelebrate your wedding.

Interfaith Marriages

If you are marrying someone of a different faith, we are happy to welcome his/her minister or rabbi to participate in the ceremony in some way, usually by giving a special blessing. You can speak to the priest presiding at the wedding for more details.

Wedding Coordinators

The Wedding Coordinator is assigned by the parish, and will assist you with the planning of your ceremony. They will be present at both the rehearsal and wedding to organize the procession and make sure everything flows smoothly.

The Wedding Coordinator will be contacting you to discuss the details of your wedding upon our receipt of the Wedding Reservation Form and Wedding Deposit.

If you choose to have an additional Wedding Consultant, wedding policies and procedures of Christ Our King and Savior must be adhered to. Let your consultant know that the ceremony and rehearsal are under the direction of clergy and the Christ Our King and Savior Wedding Coordinators.

Your Wedding Date is confirmed upon receipt of the Wedding Reservation Form and wedding deposit of \$700. Check should be made payable to: *Christ Our King and Savior Catholic Church*
(See Appendix B)

Facilities

Church: The Church can seat approximately 450 guests, including the wedding party.

Bride's Room: The bride's room is available for the use of the bride and her bridal party. The bride's room will be open for your use one hour before your scheduled wedding time.

Elevator: Christ Our King and Savior is equipped with a centrally located elevator for anyone that may have difficulty with the stairs.

Fees

The fee for the use of the facility \$1,200

Other Fees (not included above)

Wedding Coordinator: \$300

The Church Wedding Coordinator will contact you once deposit has been received to discuss the process.

Music Fees

Pianist: Fee is subject to pianist availability Approx. \$300

Other Fees TBD

Other fees for music may apply depending on your particular needs.

Stipend for Clergy: Recommended minimum \$250

(\$300 visiting Priest)

It is customary for the groom to provide an honorarium to the Priest officiating 30 days prior to the wedding date. The amount is a matter of personal discretion and should reflect your sincere appreciation.

Altar Servers: Suggested amount for each server \$20

It is customary for the groom to give a stipend to the altar servers. The suggested amount is at least \$20 for each server. If Altar servers are necessary, they will be provided.

Refund Policy: If a wedding is cancelled at least six months before the date of the ceremony, the fee is fully refundable to the party who paid the fee, but non-refundable if the wedding is cancelled within six months of the ceremony.

III. Marriage Preparation

Right now you are probably focused on the details of your ceremony and reception, but your marriage preparation as a couple is far more important to the success and happiness of your future life together. A marriage preparation program gives you the chance to examine your relationship with each other, and with God. It helps to ensure your readiness to be united in the holy bond of marriage. The Archdiocese of Atlanta offers several options for Pre-Cana Instruction for couples who are in our Archdiocese:

- Engaged Encounter – a weekend retreat
- Archdiocesan Pre-Cana – a one-day workshop
- And many others

If you are a registered parishioner at another parish, you should complete your marriage preparation program at your home parish. Proof of attendance at the marriage prep program is required. Marriage and Your Faith: Your engagement is also a good time to reflect on the practice of your faith, your prayer life, your Sunday Mass attendance, and the frequency of your reception of the Sacrament of Reconciliation. All these will give you a solid foundation on which to build your married life and your family life.

IV. Required Documentation

The following documents will be required for your permanent wedding file at Christ Our King and Savior:

Baptism Certificates:

If you are Catholic, a recent copy of your baptismal certificate will be required. This may be obtained by requesting a “newly issued” copy of the certificate from the parish in which you were baptized. Please request a baptismal certificate “with all notations.” If you are not Catholic, you will be asked to provide some form of proof of baptism if you were baptized in another religion.

Affidavits of Freedom to Marry:

Both the bride and groom, whether Catholic or not, will be asked to provide two affidavits (each) testifying to their Freedom to Marry. The affidavit forms will be provided to you. They are usually completed by parents, but may be completed by anyone with knowledge of you since early teenage years.

Marriage License:

You must obtain a Marriage License. The license for a wedding in Georgia can be obtained at any county Probate Court in the State of Georgia, and is valid anywhere in the state. The Marriage License, and a stamped envelope should be given to Wedding Coordinator **no later than 30 days** prior to your wedding. The original license will be kept in your file for safekeeping until the day of your wedding. Please note it is illegal in Georgia for a clergy member to officiate at a wedding unless the license is in hand. Assurances that the license has been issued are not sufficient, and the rehearsal will not take place if the license is not in hand.

V. Planning the Ceremony

A Nuptial Mass or Simple Ceremony? When planning your ceremony, your first step is to decide whether you would like a Nuptial Mass or Simple Ceremony.

A **Nuptial Mass** is a wedding that includes both the Sacrament of Marriage and the Sacrament of the Eucharist. Communion is distributed to Catholic members of the congregation. A marriage between two Catholics is often celebrated during a Nuptial Mass. The sacramental graces received thru the reception of the Eucharist, in addition to the sacrament of Marriage, will continue to bless and strengthen their marriage throughout their life.

A **Simple Ceremony** includes only the Liturgy of the Word and the Exchange of Vows. This is often the choice for a mixed marriage (the marriage of a Catholic and a non-Catholic) when many in the congregation would not be receiving Communion. It is possible to have a Nuptial Mass at a mixed marriage if that is desired.

A Deacon or Priest may celebrate at a Simple Ceremony, but a Priest is required for a Nuptial Mass.

Readings and Prayers: Your priest or deacon will discuss the various options for readings and prayers at the ceremony. He will explain how to prepare the list of your selections. **You will give your selections to the Wedding Coordinator and clergy one month before the rehearsal.**

Music

Guidelines for music at the ceremony include:

1. Only live music is allowed; recorded or mp3 music is not allowed.
2. All music, including vocal solos, must be sacred in nature and suitable for a Sunday liturgy.

Flowers, Candles and Decorations

Flowers: If seasonal Flowers are in place (Christmas and Easter) they MAY NOT be removed for a wedding.

Donating Flowers: Please arrange with the Wedding Coordinators if you would like to donate your wedding flowers. The flowers will remain on the altar for the parishioners to enjoy at the Sunday Masses.

If you do not wish to donate your custom floral arrangements please remove immediately following the ceremony.

A florist may be engaged for other floral arrangements in the Church. Please follow the guidelines below regarding the placement of other floral arrangements in the church. The Wedding Coordinators will also be able to assist you.

Unity Candle: Please inform the Wedding Coordinators that you will be using the Unity Candle candelabrum. Each wedding couple should provide all three candles (one unity and two tapers) for the candelabrum and the church will provide the candelabrum. Your florist may decorate the unity candelabrum.

Pew Decorations: If pew decorations are used, they must be affixed with plastic clips or ribbon. Tacks, staples, tape or putty are not permitted on the church walls or furnishings. Pew decorations may not contain any type of shedding greenery or candles. Candles may not be included in the pew decoration.

Aisle runners are not allowed because of insurance/ liability. Thank you for your understanding.

Outside wedding decorations are only allowed on the outside stair handrails. The entry doors may be decorated using a wreath holder and any other outside wedding decorations must be approved by the Wedding Coordinators. As with other decorations, outside decorations must be removed immediately following the ceremony by either the Florist or representative. The Wedding Coordinators are not responsible for removal or cleanup.

Seasonal Decorations: All existing seasonal (Easter/Christmas) decorations and flowers, sanctuary furnishings, coverings, flags, etc. must remain in place and may not be moved for your ceremony.

Clean up: Floral arrangements, pew decorations, and any other decorations should be taken down and cleaned up by the florist or their representative immediately after the ceremony. We ask that you leave the church as you found it so the space will be ready for the next parish event.

Flower Girls and Ring Bearers: Flower petals, real or artificial, may not be strewn, tossed or sprinkled on the floors of the church or anywhere in or outside the church building or parking lot. For ring bearers, the “real” rings to be used in the ceremony should not be attached to the ring bearer’s pillow. After much experience with weddings, we suggest a minimum age of 4 years for both flower girls and ring bearers.

Photography and Video

Photos are important part of the remembrance of your wedding day. We know that your photographer will want to get the “perfect shot”,

but all of your photographers, including the official photographer, family and friends should keep in mind the sacred nature of the occasion and conduct themselves accordingly.

The photographer is allowed 30 minutes after the ceremony for posed photographs. Any posed photographs involving clergy and/or altar servers should be taken first.

The photographer should be dressed appropriately for a formal church service.

Please see the documents “Wedding Photography and “Videographing” for a complete list of photo and video guidelines.

(Appendix A) It is the responsibility of the bride and groom to make sure these guidelines are communicated.

Christ Our King and Savior Church reserves the right to ask anyone (member of the wedding party, outside wedding consultant, photographer, videographer or other vendor) in violation of these rules to either correct the violation immediately or to leave the premises. It is the responsibility of the bride and groom to advise the photographer and videographer of the regulations.

VI. The Rehearsal

The rehearsal is scheduled on Friday the day before the ceremony. The rehearsal can be scheduled anytime between 5:00 pm and 7:00 pm. Please discuss and confirm the rehearsal time with the Wedding Coordinator.

The wedding rehearsal and ceremony are under the direction of the priest or deacon in attendance, with the assistance of the Wedding Coordinators. If you choose to have an additional Wedding/Bridal

consultant please ask them not to interfere with the direction of clergy and the Christ Our King and Savior Wedding Coordinators.

The rehearsal is limited to forty-five (45) minutes to allow for other wedding rehearsals and special events that take place on Friday evenings at Christ Our King and Savior. The bride and groom are asked to ensure prompt attendance of the wedding party and ask all involved in the rehearsal to arrive at least 20 minutes before the scheduled rehearsal time.

All members of the wedding party should be mindful that they are within a sacred place; respectful behavior is expected from everyone as well as dressed appropriately.

VII. General Guidelines to Keep in Mind

These guidelines apply to both the Ceremony and Rehearsal

No smoking is allowed anywhere in the parish buildings.

No food or alcohol is allowed on parish grounds or in the church or bride's room. Please make sure your wedding party is aware of this policy so that they eat before they arrive.

No rice, bird seed, confetti, bubbles or flower petals may be thrown or used on the parish grounds. The stairs especially can be dangerous if slippery. Please advise your guests of this policy.

The receiving line should not form at the back of the church. The receiving line should take place at the reception.

The Bride's Room is for the exclusive use of the bride and her bridesmaids. Please remember no food or drink is allowed in the Bride's Room.

All personal items must be removed from the Bride's Room. The parish is not responsible for the security of personal items.

It is the responsibility of the bride and groom to make sure the florist, photographer, videographer, wedding party, family and guests are aware of and follow these policies. For the sanctity of the church, protection of parish property, and security of your guests these policies will be strictly enforced.

Christ Our King and Savior reserves the right to cancel the wedding if the legal requirements for marriage under the State of Georgia or Church law are not met.

If you have any questions after reviewing this information, please contact the Parish Office at: cokas.office@gmail.com.

We are happy to answer any questions or concerns you may have.

Christ Our King and Savior Catholic Church

6341 Lake Oconee Parkway

Greensboro, Georgia 30642

Tel. (706) 453-7292; Fax (706) 453-7095

Email: cokas.office@gmail.com; Web Page: www.cokas.org

CHRIST OUR KING AND SAVIOR CATHOLIC CHURCH

Wedding Photography and Videotaping Guidelines

At Christ Our King and Savior we understand that photographs and videos are an important part of a wedding and we look forward to working with the photographers and videographers.

It is important that the dignity and solemnity of the wedding as a worship service be maintained.

Photographs and videos may be taken during the wedding. No pictures may be taken from the altar or that might interfere with the solemnity of the ceremony. Once the priest has begun the greeting, guests are asked to follow these rules.

- Photographers and videographers are NOT allowed on the altar or in front of the altar steps. A video camera may be set up in the choir area to the right of the altar. If manned, the person operating the camera must stay at the camera throughout the ceremony. An acceptable alternative placement of equipment that has worked in the past was 2 unmanned cameras set up in the far side aisles against the side walls.
- Photographers and videographers are NOT allowed by the bride and groom during the vows.
- Photographers and Videographers are not allowed in the center aisle once the seating of the mothers and the procession begins. If you desire to take photos or video of the procession coming up the aisle we can arrange to reserve an aisle seat for one photographer and one videographer and you may leave your seat once the bride has reached the altar.
- A maximum of 3 photographers will be permitted in the church sanctuary during the ceremony.
- Equipment may not be left in the aisles which might be damaged or cause injury to a guest.
- Please do not interfere or obstruct the wedding coordinators as they are organizing and directing the wedding procession.

- All equipment must be set up no later than 30 minutes before the wedding. Once in place, it may not be moved during the ceremony.
- No floodlights or special lighting may be used during the ceremony. Flash photography is allowed.

- No wires may be laid across aisles or anything affixed to walls or furnishings.
- No tampering with or connection to the church's sound system is allowed.

OUR PASTOR REQUESTS NO VIDEO OR AUDIO TAPING DURING HIS HOMILY.

If photos or video are to be taken off site prior to the wedding, please allow time for the bride and her party to arrive at the church 45 minutes before the ceremony and the groom and his party 30 minutes prior to the ceremony.

Photos and video may be taken in the “Bride's Room” prior to the wedding if the bride chooses but must be completed 15 minutes prior to the time of the ceremony as we begin to assemble the party for the procession at that time.

After the wedding, you may remain up to 30 minutes in the church for photographs. The Priest will be happy to pose with the wedding party immediately after the ceremony. The wedding coordinators will remove the kneeler for you and they will remain until you are finished and will be happy to assist you.

If you are unfamiliar with our church, we invite you to visit prior to the wedding.

The Church office hours are Monday to Friday – 9:00 a.m. - 2:00 p.m.

We will be at the church at least 1 hour prior to the wedding and look forward to meeting you and helping to make things run smoothly for you. If we can be of any help prior to the wedding or on the day of the

wedding, please do not hesitate to ask. We know how important the photos and videos are to our brides and grooms.

Wedding Fee Schedule

Facility Fee	\$ <u>1200</u>
<u>Due Dates:</u>	
Wedding Date is set (deposit is due)	\$700
60 days prior to the date of the Wedding Balance is Due	\$500
<u>Additional Fees:</u>	
Pianist	Approximately \$300
Other Music	TBD
Wedding Coordinator	\$300
Stipend – Presider	\$250+
Visiting Clergy	\$300+

(See Handbook for other fees)



WEDDINGS AT CHRIST OUR KING AND SAVIOR

6341 Lake Oconee Parkway Greensboro, Georgia 30642

Congratulations!

Your wedding day is one of the most memorable of your life. At Christ Our King and Savior, we assist you in planning your wedding, and in preparing you for your life-long marriage as well. Here are some commonly asked questions about weddings at Christ Our King and Savior.

We look forward to working with you!

Must both the bride and groom be Catholic to marry at Christ Our King and Savior?

No, The Catholic Church welcomes interfaith marriages between Catholics and nonCatholics. During marriage preparation, the Catholic party will be asked to promise to maintain his or her own faith, and also do all in his or her power to ensure that the children born of the union are raised in the Catholic faith. The non-Catholic party does not make any promises, but is made aware of his promise by the Catholic party. A member of our clergy can offer more details about this.

Do I need to be registered at Christ Our King and Savior to have my wedding here?

No, you do not need to be registered at Christ Our King and Savior. However, we do urge you to seek out a parish home, at Christ Our King and Savior or another parish close to your home, so that you may practice your faith as an engaged/married couple. Meeting with your Pastor will answer several questions you may have about your ceremony.

When are weddings scheduled?

Weddings are scheduled on Saturdays only at 11am, 2pm and, 7pm.

What is the fee for use of the facilities?

The standard fee covers the use of the sanctuary. \$1200

What is the seating capacity of the sanctuary?

The church seats approximately 475 people.

Who is able to officiate at our wedding at Christ Our King and Savior?

Only Catholic weddings are celebrated at Christ Our King and Savior, so any Roman Catholic priest or deacon, ordained and in good standing, may officiate with permission from our Pastor.

Can ministers from other denominations participate in weddings at Christ Our King and Savior?

Yes. Ministers from other denominations are welcome to participate in certain aspects of your wedding ceremony. Please consult with our Pastor for more information.

How far in advance may I schedule my wedding?

Weddings may be scheduled up to 18 months in advance of your proposed date. Generally, a minimum of six months is necessary to complete marriage preparation requirements. All weddings are scheduled on a first come first serve basis.

What if one of us has been married before?

Church law requires that each party be free to marry. If either party has been married before, and the previous spouse is still living, an annulment of the previous marriage will be required.

It is common misperception that a divorced person who “was not married in the Church” (ex. Was married in a civil ceremony or a non-Catholic church), would not need an annulment decree. Even in these cases, however, a form of annulment is still required.

A wedding date cannot be scheduled until the annulment has been granted and both parties are free to marry. For more information about annulments please contact the Christ Our King and Savior parish office.

Is there a marriage preparation requirement?

Yes. The marriage preparation typically includes participation in a Pre-Cana weekend sponsored by the Archdiocese of Atlanta or the Archdiocese of your home parish.

For more information: If you have questions, or would like to start planning your wedding, contact the Parish office at cokas.office@gmail.com