

# SACRED HEART CATHOLIC CHURCH

A GROWING, TRADITIONAL CATHOLIC CHURCH ... EMBRACING FAITH, FAMILY AND SERVICE.

888 KING STREET  
CHARLESTON, SC 29403-4139

843.722.7018

WWW.SACREDHEARTCHARLESTON.ORG

FACEBOOK: SACRED HEART CATHOLIC CHURCH

CHARLESTON SC

## WEDDING POLICY and SACRAMENTAL GUIDELINES

### POLICY

In light of the many requests we receive for marriages to be performed in Sacred Heart Church (and Diocesan Policies) along with our commitment to protect the sacredness of the Sacrament of Marriage, the following are the policies that have been established for Catholic Weddings in Sacred Heart Church.

- 1) Who can have a Catholic Wedding?** Any Baptized and Confirmed Catholic can request a Catholic Wedding, but they must meet all of the requirements for marriage in the Catholic Church. This includes conforming to the Catholic Church's definition of marriage as a union between one man and one woman.

If you are engaged and would like for Sacred Heart to prepare you for marriage, at least one person in the party should be an active parishioner for six months prior to that preparation beginning.

**The Pastor at Sacred Heart Church's first priority must be given to members of the Parish Family - our parishioners and supporters - to assure he can accommodate their request as best possible:**

**Diocese of Charleston Family** – members and family of parishioners of Catholic Parishes in the Diocese of Charleston are given the next priority. These may be families or individuals who have historic ties to Sacred Heart Church but are not presently active parishioners.

**Catholics from outside the Diocese of Charleston** – Requests by couples to have their marriage performed at Sacred Heart Church who are not members or residents of South Carolina are addressed on an individual basis. We recognize there are "pastoral situations" that bring you to our beautiful church. The Pastor of Sacred Heart Church will consider on a case by case basis whether your request can be honored.

*Catholics from outside the Diocese of Charleston are responsible for bringing their own presider (priest or deacon). Sacred Heart Church is not responsible for providing a presider for these weddings.*

**Visiting Priests or Deacons** – You can always arrange for a Priest or Deacon of your own choosing to officiate at your wedding. The Priest or Deacon will need to provide a letter confirming they are in good standing with the Catholic Church and that they are requesting delegation to witness the wedding from the Pastor of Sacred Heart Church.

***If his request to preside is honored, your presider should be aware that all prenuptial paperwork is required to be at the Office of Matrimonial Concerns at least 90 days before the wedding. In addition, your presider will need to bring his own vestments.***

2) **What are the requirements for a Catholic Wedding in Sacred Heart Church?** There are numerous requirements that must be met for any Catholic Wedding to take place in Sacred Heart Church. The following list is not exhaustive but does include the major requirements. ***It is critically important that all couples read and comply with each of the following:***

- a) At least one of the parties to the marriage must be a Baptized, Confirmed Catholic. We presume that at least one party in the proposed marriage is an **ACTIVE** and **PRACTICING CATHOLIC** and registered in a Catholic parish. A Nuptial Mass, where a priest is the official witness, is encouraged when both parties to the marriage are Catholic. At a marriage between a Catholic and Non-Catholic the Rite of Marriage Outside of Mass will be celebrated and a Deacon can serve as the official witness.
- b) No prior marriages, civil or common law, can exist for either party (Catholic or non-Catholic) unless these prior marriages have been Declared Null by the Catholic Church. This includes previous marriages entered into by non-Catholics or those who have recently joined the Catholic Church. *If this is your situation you need to contact your Pastor or Parish Priest BEFORE making any wedding plans or entering into a contract with any wedding vendors/venues!*
- c) All couples are required to have the following: **(Parishioners of Sacred Heart Church will have the first two letters provided for them and will only need the third letter if they are using a priest or deacon from outside the parish – then item iii is required.)**
  - i) A letter stating their membership in a specific Catholic parish and with the permission of the pastor granted to be married elsewhere in order to schedule their Catholic marriage at Sacred Heart Church. *See Attachment A.*
  - ii) A letter signed by a priest or a deacon stating that he will be responsible for all pre-marital counseling and paperwork for the couple (to include dispensations or permissions if required) and will forward this **paperwork NO LESS than two months prior to your wedding date through proper diocesan channels to the Office of Matrimonial Concerns at The Diocese of Charleston.** **Couples are reminded that pre-marital counseling in the Catholic Church MUST begin a minimum of six months prior to your proposed marriage date!**

(Couples who live in Charleston and are participating members of Sacred Heart Church can receive their pre-marital counseling, paperwork and permissions from the Pastor of Sacred Heart Church or his delegate.) *See Attachment B.*

- iii) A letter signed by the priest or deacon who will be the Official Witness of the Church and who will preside at your wedding stating that he will be present for your wedding and that he is requesting proper delegation. You may request that a priest or deacon of your own choosing preside as your Official Witness. Any priest or deacon in good standing with the Catholic Church may be the Official Witness and presider. This letter should state that an official letter of the Priest's or Deacon's good standing in the Catholic Church has been requested and will be sent to Sacred Heart Church. *See Attachment C.*

**No Catholic Wedding can be confirmed in Sacred Heart Church until all three letters are received by the Wedding Coordinator, Sacred Heart Catholic Church, 888 King Street, Charleston, SC 29403. Until then a Wedding can only be tentatively scheduled.**

**Marriage Preparation is required of all couples!**

- d) The wedding coordinator will contact the Pastor or Deacon of Sacred Heart Church as to your desired date for your wedding if you wish one of them to be the Official Witness of the Church and to preside at your wedding. First priority goes to members of the Parish Family, second goes to Catholics residing in the Diocese of Charleston. All others will be considered on an individual basis. Neither the parish of Sacred Heart Church, the Pastor, Deacon, or the Wedding Coordinator is responsible for finding you a presider if the Pastor or Deacon is unavailable.

**3)What days and times may I schedule a wedding at Sacred Heart Church?** Weddings are most popularly scheduled at Sacred Heart Church on Saturdays before 2:30 p.m. Other days and times are considered on a case by case basis. Sunday Weddings are not scheduled.

**4) How do I schedule my Catholic Wedding?** Weddings are usually celebrated on Saturday and rarely at other times by permission. Couples should contact the Catholic Wedding Coordinator, Mrs. Sara Cavallon, as early as possible: preferably no later than one year prior to your desired date to schedule a date and time in Sacred Heart Church. Mrs. Cavallon's contact information is:

**Mrs. Sara Cavallon**

Sacred Heart Church

Job title: Wedding Coordinator

E-mail: [weddingcoordinator@sacredheartcharleston.org](mailto:weddingcoordinator@sacredheartcharleston.org)

Phone: 843.697.7008

Mrs. Cavallon is the person through whom couples will coordinate the particulars of their wedding. Mrs. Cavallon or her delegate will be present at Sacred Heart Church for all Catholic Weddings. Questions regarding the particulars of your wedding should be directed to her first in all instances. If needed, Mrs. Cavallon will contact the Pastor, Deacon or presider. Mrs. Cavallon will be responsible for ensuring all of your paperwork and records are properly kept. She may at times contact you directly concerning your wedding.

- 5) If you are requesting the Pastor or Deacon at Sacred Heart Church to be the official Witness of the Church and the Presider at your wedding you must coordinate his availability for the date and time with Mrs. Cavallon. She will notify you if he is available and confirm his commitment to be the Witness of the Church and Presider for your wedding.
- 6) Sacred Heart Church is the place of record for your wedding file. Should you need any information from your wedding file you can contact the parish office.

## **Sacramental Guidelines For Marriage**

### **INTRODUCTION**

A wedding is an important day filled with many details and customs. It is safe to assume that couples preparing for marriage are working hard at getting all the details correct. Similarly, Sacred Heart Church endeavors to make your wedding ceremony a most joyous and problem free occasion. The guidelines contained in this file are designed to help you prepare for and plan your wedding ceremony according to the Rite of Christian Marriage and the particular customs of Sacred Heart Catholic Church.

### **FIRST THINGS**

**Arrangements for your wedding are to be made by the bride or the groom.**

It is important that those making an adult commitment to marry handle the details of their wedding personally. Too many “misunderstandings” can occur in dealing with parents, relatives and wedding consultants. The couple needs to be aware of, and approve, all arrangements involving their wedding day – to include any changes. For this reason, the staff and clergy of Sacred Heart Church will not deal with any third party (i.e., parents, bridal party members) in making reservations or in planning a wedding.

### **Seasonal Considerations**

Decorations in the Church for certain seasons of the Liturgical Year must remain in the church during your wedding. Such seasons are Advent/Christmas and Lent/Easter. Of these, the Lenten Season has particular restrictions. Due to the penitential nature of Lent, all services must be very subdued, to include weddings, which is contrary to the nature of the wedding celebration. The

liturgical color of the season is violet and only greenery is permitted. (No flowers – with the exception of those carried by the Bridal party.) Also, the music, which may be used during Lent, is typically less celebratory. If you choose to have a wedding during one of these liturgical seasons (particularly during Lent) please be aware of these limitations. Finally, weddings are not celebrated on Christmas Day, Easter Sunday or during the Easter Triduum.

### **Receiving lines**

Receiving lines after the ceremony are not permitted. They should also not be held outside the Church, causing a delay in the departure of the congregation and the taking of the post-wedding photographs. They should properly be held at the wedding reception.

### **Brides' Room**

Sacred Heart Church does not have a Brides' Room, nor facilities for the wedding party to dress prior to the service. The proper procedure is to arrive fully dressed and prepared for the wedding. There have been occasions in the past when brides assumed that since the church was reserved, facilities in the hall were automatically available. Such is not the case, as the hall is primarily used for Charleston Catholic School functions. The hall may be rented through Charleston Catholic School (843-577-4495) should you want to use it.

### **Miscellaneous**

**NOTHING, including, but not limited to** rice, birdseed, confetti, candy, bubbles or flower petals are to be used in or near the church as it creates a safety hazard and a cleaning problem.

## **COUNTDOWN TO YOUR WEDDING**

### **Eighteen months to One year prior to your wedding**

Contact the Sacred Heart Catholic Wedding Coordinator and request a reservation for your wedding. Once your date, time, and a Presider have been confirmed complete the Wedding Contract for Sacred Heart Church and return it to the parish with a check for your offering (**suggested \$1,500**). These are non-refundable. ***Your wedding date will not be reserved until the Wedding Contract (Attachment D) and offering have been received by the Wedding Coordinator.*** See Attachment H.

**Sacred Heart Church Catholic Wedding Coordinator Mrs. Sara Cavallon - email: [wedding-coordinator@sacredheartcharleston.org](mailto:wedding-coordinator@sacredheartcharleston.org)**

If you wish to have a guest priest or deacon preside at the ceremony you may do so. If you wish to have the Pastor or Deacon at Sacred Heart Church preside you must contact him through the Catholic Wedding Coordinator, Mrs. Cavallon before you confirm a date and time with Sacred Heart Church. (The ordinary ministers of a wedding ceremony are bishops, priests and deacons.)

No other individuals may officiate at Catholic weddings. Ministers from other denominations or faiths may be present and may participate in a limited role as agreed to by the Priest or Deacon.)

Schedule subsequent meetings with your parish priest (or the presiding priest) to plan and prepare the wedding ceremony. Such meetings will include a prenuptial questionnaire, pre-marital counseling, and may include completion of the FOCCUS instrument as well as a general discussion about the wedding liturgy. You will complete all of this instruction with the priest or his representative as outlined in the Wedding Policy. **See Attachment E.**

### **Approximately six months prior to your wedding (or sooner)**

Obtain the following documentation and send to your preparer:

- Catholics – A recent copy of your baptismal certificate.
- Other Christian Denominations – A copy of your baptismal record.
- Other documentation as may be requested by the presiding priest.
- Complete a Marriage Preparation Program
- Pre-marital Counseling from a Priest or Deacon

## **MARRIAGE PREPARATION PROGRAMS**

All couples planning to be wed in a Catholic ceremony should complete a Marriage Preparation Program within their diocese. For couples residing in Charleston Sacred Heart uses.

### **Living a Joy Filled Marriage**

This Marriage Preparation Program for engaged couples planning to be married at Sacred Heart Church is a full day program that will enable you to discuss honestly with each other your strengths and weaknesses, family living, communication, finances, Christian sexuality, the Sacrament of Matrimony and your role in the Church and society.

The name of the program is "Living a Joy Filled Marriage". Here is the link:

<http://www.sccatholic.org/living-joyfilled-marriage.com/>. We are using the "Living a Joy Filled Marriage" component, with some supplementation from the "God's Plan" component.

### **Where and When:**

The program is now held at the Diocesan Pastoral Center at 901 Orange Grove Blvd., Charleston, SC Registration is at 8:30 a.m. and the program concludes by 4:30 p.m. You must stay for the entire day to receive your certificate. Continental breakfast, snacks and lunch will be provided. Dress should be casual and comfortable.

For additional information on select the link below:

<http://www.pre-canacharlestonsc.org/>

For information on upcoming dates call Gary Ludlam at 843-345-5980 or [gludlam@charlestondiocese.org](mailto:gludlam@charlestondiocese.org) Those with pre-existing conflicts should consult the presiding priest for options. Those who live outside the Diocese of Charleston are expected to attend similar programs where they live.

The Office of Family Life at the Diocese of Charleston can help locate other programs in the state and will do individual programs for special situations (military, police officers, etc.). Their email is [FamilyLife@catholic-doc.org](mailto:FamilyLife@catholic-doc.org) and office number is 803.547.5063.

#### **45 Days prior to your wedding (or sooner)**

Mrs. Cavallon will schedule a time to talk with you about the following: the Wedding Coordinators Questionnaire, Wedding Liturgy Planning Guide, and Final Details (**See Attachments F, K, and L**) and your worship aid (**See Attachment G**) and give them to the Wedding Coordinator no less than 30 days prior to your wedding.

#### **Three weeks prior to your wedding (or sooner)**

**Payments of all professional fees are to arrive NOT less than three weeks prior to your rehearsal.** All payments should be made out to the name of the person contracted and then mailed together to Sacred Heart Church, 888 King Street, Charleston, SC 29403. The Wedding Coordinator will contact you if these payments are not received two weeks before your rehearsal date. **FAILURE TO PAY PROFESSIONAL FEES in advance of your rehearsal can result in the CANCELLATION OF YOUR WEDDING DATE!!!**

#### **SCHEDULE OF FEES (See Attachment H)**

Sacred Heart Church asks for an offering for all Catholic Weddings. This offering is a gift to the church. Additional fees are paid to the professionals you hire to ensure your wedding is a memorable celebration. The Sacred Heart Church Wedding Coordinator, Mrs. Sara Cavallon, will track all weddings at Sacred Heart Church and ensure that all necessary paperwork and requirements are completed to include the payment of fees.

**The Priest or Deacon who officiates at your wedding does not have a fee. However, if you should like to give a gift in appreciation for their presence, it will be gratefully received.**

#### **REFUNDS (See Attachment H)**

Refunds of professional fees will be according to the schedule on **Attachment H**. Certain fees are NOT fully refundable. These are detailed in the attachment.

#### **Prior to your wedding**

All couples married at Sacred Heart Church must obtain a South Carolina State Marriage License. The license **MUST** be in the possession of the Priest or Deacon witnessing your marriage. **NO WEDDING** can take place without a marriage license. You bring the marriage license to Sacred Heart Church at any time prior to your rehearsal, but **NOT LATER** than the rehearsal! **See Attachment I** for details on how to apply for a SC Marriage License.

## THE WEDDING LITURGY

The wedding liturgy is to be prepared in consultation through email and phone calls with Wedding Coordinator, Presiding Priest or Deacon and the Music Director. A meeting is not necessary but can be scheduled if needed.

## WEDDING COORDINATOR

**Wedding Coordinator – Mrs. Sara Cavallon - email:** [weddingcoordinator@sacred-heartcharleston.org](mailto:weddingcoordinator@sacred-heartcharleston.org)

## LITURGICAL SACRED MUSIC

**Mr. Valentino Piran – email:** [vpiran@charlestonepiscopal.org](mailto:vpiran@charlestonepiscopal.org)

**Director of Music/Organist**

**Sacred Heart Roman Catholic Church**

**888 King Street, Charleston, SC 29403**

*\*It is the couple's responsibility to contact Mr. Piran regarding their wedding and scheduling a time to meet with him to discuss musical selections. **This must be done 3 to 6 months prior to the wedding.** \**

**Wedding Music** – All music at Catholic Weddings must be live. NO pre-recorded music is permitted.

**Congregational Singing** – All liturgical ritual is intrinsically musical, including wedding liturgies, and should provide a variety of musical expressions, including music for the congregation. Participation in the singing by the congregation is another way in which the married couple is supported by their families and friends. For these reasons, congregational singing is normative for wedding liturgies.

**Vocal and Instrumental Solos** – The following parts of the wedding liturgy are appropriate for vocal or instrumental solos and may be chosen by the couple:

Prelude Music

Mothers' Entrance, if done (very brief)

Preparation of the Gifts

Communion

After Communion (The Music Director will help you with all these selections.)

**See Attachment H** for details regarding musician's fees.



**Processional and Recessional Music** – Traditionally, these are instrumental pieces, usually organ (and trumpet if desired). The couple may choose one piece for the Procession and one piece for the Recession.

**Musical Styles** – Catholic teaching on liturgical music norms are time-tested and firm. Musical choices are limited to accepted styles and forms, such as hymns, songs based on biblical passages or religious poetry, and instrumental music that respect the sacred character of the sacrament. The Music Director reserves the right of final approval on all wedding music selections.

**Guest Musicians** – Sacred Heart Church uses staff musicians for all weddings. Approval of any guest musicians is at the discretion of the Music Director.

**Bag Pipe Players** – Couples infrequently employ bag pipers to play at weddings. The best place for bag pipers is out of doors. Bag pipe music is permitted within reason inside the church where appropriate. This must be coordinated with, and receive approval from, the Music Director.

## **SCRIPTURE READINGS**

A document containing appropriate scripture readings will be provided to you by Mrs. Cavallon. You may choose from these. You will need to choose 1 Old Testament reading, 1 New Testament reading, 1 reading from the Gospels, 1 set of Eucharistic Prayers, and 1 set of General Intercessions. The Psalm is sung and will be chosen with the Music Director. Readings from other sources, sacred or secular, may not be used for the Liturgy of the Word.

## **UNITY CANDLE**

Unity Candles are not permitted during the Wedding Ceremony.

## **STATIONAL CANDLES AND PEW CANDLES**

These candles are available with additional fees payable to the church and to the sexton. **See Attachment H** for details.

## **PHOTOGRAPHERS and VIDEO**

Photographers and videographers may film the wedding liturgy but are not to intrude upon the service. They are not to be visible to the congregation during the ceremony. Flash photography and light bars may not be used during the service. Photographers and videographers do not come into the Sanctuary area at all during the service. They may set up remote equipment in the Sanctuary as long as it is discreet and does not detract from the ceremony. The Presider has final approval over the placement of remote equipment in the sanctuary. The choir loft may not be used. The wedding coordinator will assist these vendors in the proper places from which to take pictures and video during and after the service. Usually the wedding party will pose for photographs immediately following the ceremony. This time will be limited to **forty-five minutes** following the ceremony. The Wedding Coordinator will not be required to stay for the taking of pictures. The Sexton will stay and will secure the church and parking areas after forty-five minutes.

## **FLOWERS and DECORATIONS**

Our church uses JW Weddings and Events who knows the details for altar arrangements at Sacred Heart. Contact Justin at [justin@jwweddingsandevents.com](mailto:justin@jwweddingsandevents.com) to order your altar arrangements. *The Altar Flowers and/or the Pew Flowers must be ordered through JW Weddings and Events.* No more than two arrangements are allowed on the center altar and one each on the side altars and they are to be placed in the vases provided by the church. (The Seasons of Lent and Advent have restrictions on flowers in the church.) For any other flowers, you may use the florist of your choice. Floral pew markers may be used only if they do not damage the pews (no tacks, nails, pushpins, scotch tape or metal clips are allowed). If flower girls participate in the wedding, they **may not drop petals on the floor**. Artificial flowers and greenery are not appropriate and may not be used, nor may arbors be erected in the church. It is the responsibility of the florist to coordinate delivery of the flowers to the church at a time convenient to the pastor or the staff. If additional flowers, such as corsages and boutonnieres are to be delivered to the parish center, it is the responsibility of the florist to ensure that someone will be available to receive them.

ALTAR FLOWERS ARE TO BE DONATED TO THE CHURCH. Please do NOT REMOVE them at the end of the ceremony. ALL other flowers can be taken by the wedding party or will be removed.

## **ALTAR SERVERS**

All weddings at Sacred Heart are required to have between one to three altar servers. Weddings Outside of Mass need only one but can have as many as three, depending on the needs and preference of the presider. You may provide your own Altar Servers from family members or friends as long as they are trained and actively serving in a Catholic parish. You may also request that the Wedding Coordinator find Altar Servers for your wedding. A gift is appropriately given to each server. **See Attachment H.**

## **PARKING AT SACRED HEART CHURCH**

Limited parking is available at Sacred Heart Church for weddings. **See Attachment J** for specific parking areas, times and limitations.

## **SACRED HEART CHURCH WEDDING POLICY**

All Catholic Weddings at Sacred Heart Church must adhere to the Sacred Heart Church Wedding Policies.

## **CATHOLIC WEDDING COORDINATOR**

**Mrs. Sara Cavallon**

Sacred Heart Church

Job title: Wedding Coordinator (Contract)

E-mail: [weddingcoordinator@sacredheartcharleston.org](mailto:weddingcoordinator@sacredheartcharleston.org)

Phone: 843.697.7008

The Catholic Wedding Coordinator is an independent contractor contracted by Sacred Heart Church whose responsibilities include conducting the wedding rehearsal and being present for the wedding ceremony to organize the various components. (The Presiding Priest or Deacon may or may not be present at the wedding rehearsal.) The Catholic Wedding Coordinator is not authorized to make adjustments to the content of the wedding ceremony already agreed upon by the couple, the Music Director, and the Presiding Priest or Deacon. Please be sure to have all arrangements finalized prior to the wedding rehearsal.

### **WEDDING REHEARSAL**

The rehearsal for the wedding ceremony is usually held the night before the wedding; however, special circumstances may necessitate other arrangements. Please contact the Catholic Wedding Coordinator to review the details of your wedding rehearsal. Your rehearsal may be scheduled back-to-back with another rehearsal or church activities so it is important for all to be on time. Vendors assisting in your wedding may have other obligations. If you and / or your wedding party are not on time then an additional \$25 fee will be charged per vendor for each 30 minute increment. The rehearsal will be conducted by the Wedding Coordinator. A Priest or Deacon may also be present. Please be sure all arrangements are finalized with the Presiding Priest or Deacon before the rehearsal.

### **DIRECTIONS TO THE CHURCH**

**Location** – Sacred Heart Catholic Church is located at 888 King Street, Charleston, SC 29403. Here is a link on Google Maps:

<https://www.google.com/maps/place/888+King+St,+Charleston,+SC+29403/@32.800055,-79.947656,17z/data=!3m1!4b1!4m2!3m1!1s0x88fe7a5b7b908ec9:0x3c58509dfe6861>

## **Attachment A**

Sample letter confirming membership in a specific Catholic parish from the Pastor, stating that he has no objection regarding a marriage outside of the parish in another Catholic Church:

### **(Parish Letter Head)**

**(DATE)**

Rev. Renaurd West  
Pastor  
Sacred Heart Catholic Church  
888 King Street  
Charleston, SC 29403

Dear Fr. West,

I am writing to confirm that **(Name or Names of parishioners wishing to be married at Sacred Heart Church)** is a **(are)** member(s) in good standing of **(Name of Parish on Letter Head)**. I have no objections to **(him/her/them)** having their marriage witnessed at Sacred Heart Church in Charleston on **(date of marriage)** to be witnessed by **(name of Priest or Deacon witnessing the vows)**.

I wish the couple every blessing in their married life together.

Sincerely in Christ,

**(Signature block of Pastor with signature)**

## Attachment B

Sample letter confirming that a Priest or Deacon will accept full responsibility for ensuring that a couple is adequately prepared to celebrate a marriage in the Catholic Church:

### (Parish Letter Head)

(DATE)

Rev. Renaurd West  
Pastor  
Sacred Heart Catholic Church  
888 King Street  
Charleston, SC 29403

Dear Fr. West,

I am writing to confirm that I will complete all necessary marriage preparation for the marriage of **(Names of couple wishing to be married)** in Sacred Heart Church, Charleston, SC on **(date of marriage)** to be witnessed by **(name of Priest or Deacon witnessing the vows)**. I understand that this is to include all pre-marital counseling and paperwork (to include dispensations or permissions if required) and that I am responsible for forwarding a completed wedding file NO LESS than one month prior to the wedding date through my proper diocesan channels to then be forwarded by my diocese to the Office of Matrimonial Concerns at the Diocese of Charleston.

I understand that no paperwork will be sent directly from myself to Sacred Heart Church or be given to the couple. All paperwork will be sent from diocese to diocese. The Office of Matrimonial Concerns at The Diocese of Charleston will forward the completed marriage file to Sacred Heart Church.

I wish the couple every blessing in their married life together.

Sincerely in Christ,

**(Signature block Priest or Deacon preparing couple with signature)**

## Attachment C

Sample letter confirming that a Priest or Deacon will be the Official Witness of the Church at the wedding of the couple and that a letter from their diocese or religious superior is being sent confirming that they are in good standing in the Catholic Church:

**(Parish or Personal Letter Head)**

**(DATE)**

Rev. Renaurd Wesdt  
Pastor  
Sacred Heart Catholic Church  
888 King Street  
Charleston, SC 29403

Dear Fr. West,

I am writing to confirm that I have agreed to be the Official Witness of the Church for the marriage of **(Names of couple wishing to be married)** in Sacred Heart Church, Charleston, SC on **(date of marriage)** and will preside at their **(Nuptial Mass or Wedding Ceremony)**. If for any reason I should not be able to meet this commitment in the future I will assist the couple in finding a replacement for myself. I fully understand that by making this commitment that you and the parish of Sacred Heart are not responsible for this proposed marriage ceremony and that you will not be able to assist in finding a replacement should I no longer be able to preside.

I have also requested a Letter of Good Standing from my **(bishop or religious superior)** and have asked that the letter be sent directly to Sacred Heart Church.

Finally, I request that I be granted delegation to witness this marriage in accordance with Canon Law.

I wish the couple every blessing in their married life together. Thank you for your assistance in helping to make their wedding day a memorable celebration.

Sincerely in Christ,

**(Signature block of Priest or Deacon with signature)**

**Attachment D – Page 1**

**Sacred Heart Catholic Church  
888 King Street  
Charleston, SC 29403  
Wedding Contract**

Rehearsal: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Nuptial Mass

Wedding Rite Outside the mass

Officiant: \_\_\_\_\_

(If visiting clergy) Name of his parish: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Groom Name

Bride Name:

Preferred name to go by:

Preferred name to go by:

Email:

Email:

Address:

Address:

Best Phone Number to reach you:

Best Phone Number to reach you:

## Attachment D – Page 2

Home Parish Name:

Home Parish Name:

City:

City:

State:

State:

Phone:

Phone:

Best Man:

Maid/Matron:

We have read all the regulations concerning marriage preparation and the celebration of weddings under the auspices of Sacred Heart Catholic Church. We agree to comply with these and any subsequent additions to the approved policy of the Parish and the Diocese of Charleston. We understand and accept the conditions that we and all members of our wedding party, as well as all persons attending our wedding and/or rehearsal, must follow regarding personal conduct and the use of the designated parish facilities. WE release Sacred Heart Catholic Church and the Diocese of Charleston, as well as their agents, from any and all claims and demands from injuries and/or damages which may or shall result while in said facilities or anywhere on the premises.

**Note: Please return this form to above address with the church offering, if applicable (\$1,500.00 is suggested – checks should be made out to Sacred Heart Church), as well as a check for \$100.00 for the Wedding Coordinator – Sara Cavallon. (See Attachment H.)**

Grooms' Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

Bride's Signature: \_\_\_\_\_

Date:

\_\_\_\_\_



## **Attachment E**

This attachment outlines all of the wedding file documents that should be included in a marriage file. It also details the level of pre-marital counseling that is expected.

### **Documents Required for Catholic Marriages:**

To be provided to your preparer

- **Prenuptial Questionnaire**
- **Affidavits Regarding the Freedom of the Individual to Marry (2 each)**
- **Request for Dispensation or Permission (IF needed – the priest or deacon preparing you will explain)**
- **Baptismal Certificate – Catholics must present a NEW Baptismal Certificate signed and dated within the last six months WITH notations. Notations should give the date and place of any subsequent Sacraments – usually First Eucharist and Confirmation. Non-Catholics baptized in other Christian faiths need to provide some record of their baptism.**

### **Documents Required by Sacred Heart Church for Catholic Marriages:**

- **Wedding Contract reserving the church for a specific date and time**
- **Certificate of Completion from an approved Pre-Marital Counseling Program**
- **Letter or statement from the Priest or Deacon preparing you that you have been adequately prepared to receive the Sacrament of Holy Matrimony in the Catholic Church. This statement may be included as part of the completed Marriage File.**
- **Wedding Coordinator's Questionnaire completed and returned no later than one month prior to your wedding date.**

### **Documents Required by the State of South Carolina for Marriages:**

- **Marriage License**

# Attachment F – Page 1

## Wedding Coordinator's Guide

*Please submit this form to the Wedding Coordinator 30 days prior to the wedding.*

This worksheet is provided as an aid to the bride and groom in planning the wedding. In determining the size of the wedding party, please keep the limited space in the sanctuary in mind. A very large wedding party at Sacred Heart tends to detract from the focus on the bride and groom and can give a much "cluttered" appearance to the sanctuary. Ideally, no more than four bridesmaids and four groomsmen should be used.

RE: Wedding of

Date

Time

Approximate # of guests

Presider

Photographer/Videographer Name and Phone Number

Please list the following: Best Man

Maid/ Matron of Honor

\*\*\*\*\* All processions at Sacred Heart are led by the Crucifer (an altar server), acolytes (if having a Nuptial Mass) followed by the Presider, the Groom & Best Man (side by side), Groomsmen, Bridesmaids (paired for bridal parties larger than 5 on each side), any small children, Maid of Honor, Bride & Father. \*\*\*\*\*

Groomsmen in order of how you wish them to enter the church:

## Attachment F – Page 2

Ringbearer

Bridesmaids in order of how you wish them to enter the church:

Flower Girl (s)

Who will escort the Bride's Mother?

Who Will escort the Bride's Grandmother(s)?

Who will escort the Groom's Mother?

Who will escort the Groom's Grandmother(s)?

(Note – seating of Grandmothers always takes place before the procession. Mothers of the Bride and Groom can process in with their son/daughter accompanied by their husbands.)

Will there be two rings? YES NO      Who will hold them?

List those for whom corsages are intended:

Will there be pew markers:      YES NO      If so, how many?

Please note any special requests concerning flowers and/or candles?

## Attachment F – Page 3

If you are having a Nuptial Mass do you have an Altar Server? (One is needed, more can serve.)    **YES**            **NO**

If so, what are their names?

(Please inform the Wedding Coordinator if you need her to acquire some altar servers for your ceremony.)

(If you are not having a Nuptial Mass skip the next three questions and go to selecting your readings)

For Nuptial Masses:

Please list the names of the gift bearers – Two are needed.

Please list the name of at least one Extraordinary Minister of Holy Communion to assist with distribution of the Eucharist:

About how many Catholics do you think may receive the Eucharist?

List the readings you plan to use and the readers: (1 from the Old Testament, 1 from the New Testament, a Gospel reading, a set of Prayers, and a set of General Intercessions)

1<sup>st</sup> Reading

Read by:

2<sup>nd</sup> Reading

Read by:

Gospel

Read by presider!

General Intercessions (attach typed copy) Read by:

Prayers:    Set A            Set B            Set C            Read by presider!

**PLEASE BE SURE TO BRING YOUR WORSHIP PROGRAMS TO THE REHEARSAL**

# Attachment G – Page 1 – Importance of Wedding Programs

This attachment explains the need for a Worship Aid or Wedding Program at all Catholic Weddings and details options (including costs) for their design.

Catholic Weddings are by nature communal celebrations that encourage the full participation of those gathered to celebrate the marriage of the couple. Wedding guests are encouraged to participate fully in the celebration of the Nuptial Mass or the Marriage Rite Outside of the Mass. In order for guests to fully participate a Worship Aid or Wedding Program is needed.

The couple is responsible for the printing of the Worship Aid or Wedding Program for their guests. The design can be simple or complex but **MUST** be approved before printing by the Wedding Coordinator. There are two options for receiving approval:

1. First Option: At a cost of \$50.00 (payable to Sara Cavallon), the Wedding Coordinator will design a basic proof for your Worship Aid or Wedding Program ensuring that everything is in proper order and suitable for printing.
2. Second Option: You may design a proof for your Worship Aid or Wedding Program using the following outlines and submit it for approval to the Wedding Coordinator prior to printing. There is **NO CHARGE** for review and approval in this option; however, the design work must be done by the couple or a third party.

The following two pages have the outlines needed to design your Worship Aid or Wedding Program.

# Attachment G – Page 2 – Wedding Outside of the Mass

This attachment is an outline for a Worship Aid or Wedding Program

## Cover:

Names of Bride and groom

Wedding date and time

Location

## Marriage Rite Celebration:

Seating of Mothers                      Music choice

Procession                                Music choice

Greeting

Opening Prayer

## Liturgy of the Word:

First Reading                              Book and verses (ex: Genesis 2: 18-24)

Responsorial Psalm                        List Book and verse (to be sung by Cantor)

Response for guests to sing along and participate. (ex: The Lord is kind and merciful)

Second Reading                            Book and verses

Gospel Acclamation                        “Alleluia, Alleluia, Alleluia, Alleluia”

Gospel                                        Book and verses

Homily

## Rite of Marriage:

Introductory Address

Exchange of Consent

Blessing & Exchange of Rings

General Intercessions                      Response: Lord, Hear our prayer.

The Lord’s Prayer

Nuptial Blessing

## Closing:

Final Blessing

Recessional                                Music choice

(note: either the beginning or end of program the bridal party is listed)

# Attachment G – Page 3 – Nuptial Mass

This attachment is an outline for a Worship Aid or Wedding Program

Cover:

Names of Bride and groom

Wedding date and time

Location

Seating of Mothers

Music choice

Procession

Music choice

Greeting

Gloria

Opening Prayer

Liturgy of the Word:

First Reading

Book and verses (ex: Genesis 2: 18-24)

Responsorial Psalm

List Book and verse (to be sung by cantor)

Response for guests to sing along and participate. (ex: The Lord is kind and merciful)

Second Reading

Book and verses

Gospel Acclamation

“Alleluia, Alleluia, Alleluia, Alleluia”

Gospel

Book and verses

Homily

Rite of Marriage:

Introductory Address

Exchange of Consent

Blessing & Exchange of Rings

General Intercessions

Response: Lord, Hear our prayer.

Liturgy of the Eucharist:

Preparation of the Altar and Gifts

Holy (Sanctus)

Memorial Acclamation

Amen

The Lord’s Prayer

Nuptial Blessing

Lamb of God

Communion Procession

Music choice

Prayer after Communion

Final Blessing

Recessional

Music choice

# Attachment H – Page 1

This attachment outlines all of the wedding offering and fees.

Payments of all professional fees are to be mailed NOT less than three weeks prior to your rehearsal. (A schedule of fees will be sent to you by the Wedding Coordinator six weeks prior to your wedding date.) All payments should be made out to the name of the person contracted and then mailed together to Sacred Heart Church, 888 King Street, Charleston, SC 29403. The Wedding Coordinator will contact you if these payments are not received two weeks before your rehearsal date. **FAILURE TO PAY PROFESSIONAL FEES prior to your rehearsal can result in the CANCELLATION OF YOUR WEDDING DATE!!!**

Sacred Heart Church asks for an offering for all Catholic Weddings. This offering helps to defray the costs to our ministry to coordinate and supply liturgical support for Catholic Weddings in Sacred Heart Church. Additional fees are paid to the professionals you hire to ensure your wedding is a memorable celebration. The Sacred Heart Church Wedding Coordinator, Mrs. Sara Cavallon, will track all weddings at Sacred Heart Church and ensure that all necessary paperwork and requirements are completed to include the payment of fees:

## OFFERING:

**Active Parishioners: No Offering asked**

**Family and friends who actively support Sacred Heart Church: No Offering asked**

**All others: A \$1,500.00 offering is gratefully received.**

*The offering is made payable to Sacred Heart Catholic Church*

**Altar Servers: A gift of at least \$20.00 is suggested for each Altar Server. *Cash is best.***

## FEES:

**The Priest or Deacon who officiates at your wedding does not have a fee. However, if you should like to give a gift in appreciation for their presence, it will be gratefully received. The suggested amount is \$250.00.**

**Stational Candles and Pew Candles: \$10.00 for the cost of liquid wax. (If used) Payable to Sacred Heart Catholic Church.**

**Wedding Coordinator: \$350.00 (\$250.00 three weeks prior to rehearsal.)**

**\$100 is due with the contract and \$250 is due at the rehearsal. \$100.00 of the Wedding Coordinator's fee is nonrefundable as the Wedding Coordinator does a great deal of work on your behalf prior to the rehearsal and wedding. They deserve to be compensated for this work. *This fee is made payable to Sara Cavallon.***

**Sexton: \$50.00 (IF Stational and Pew Candles are used add \$10.00 for a total of \$60.00)**

*This fee is made payable to Sara Cavallon*

**(The Sexton is responsible for opening and closing the church, the parking areas, turning on lights, AC or heat, and setting up the church for your wedding.)**



## Attachment H – Page 2

### Musicians fees:

Organist - \$350.00

Cantor - \$150.00

Additional Musicians (i.e. Trumpet, Flute, Violin) – prices vary; consult *Valentino Piran*

*The fees for musicians are paid directly to the individual musicians. The Music Director will give you the names of these individuals for you to write your checks in advance of the three-week requirement for payment.*

Ninety minutes is considered a reasonable period of time for the services of musicians at the rate given in the schedule of fees above. Beyond ninety minutes, musicians may need to leave due to preexisting commitments. The fee for the church is due at the time the contract is submitted. Fees for the Wedding Coordinator and musicians are to be sent to the parish three weeks prior to the rehearsal. Couples are responsible for fulfilling the basic fees outlined above. (Those with financial difficulty are asked to speak with the priest who will preside at the wedding or the pastor.)

### REFUNDS

We understand that there are times when wedding plans unfortunately must be changed. We want to make this as easy as possible for you should this happen with your wedding. Below is the schedule for refunds and our reasons for withholding portions of the fees:

**OFFERING:** The offering is generally not refunded as this is a gift to the parish and is not meant to be a payment for the use of our facility.

### FEES:

**Stational Candles and Pew Candles:** \$10.00 for the cost of liquid wax is fully refundable.

### Wedding Coordinator:

Prior to the rehearsal \$250.00 of the Wedding Coordinator's fee is refundable.

After the rehearsal \$100.00 of the Wedding Coordinator's fee is refundable.

**Sexton:** \$50.00 (plus \$10.00 if Stational and Pew Candles are used.)

Prior to the rehearsal this fee is fully refundable. After the rehearsal the fee is not refundable. The \$10.00 for the candles is fully refundable.

### Musicians fees:

A \$100 nonrefundable deposit is required to contract musicians for music.

The remaining balance is due two weeks before the wedding date as outlined on page 1 of this attachment and in the wedding policy page 7 and is fully refundable.

# Attachment I

## South Carolina – How to Apply for a Marriage License

### ► [SC Wedding Guide](#)

To get married in the state of South Carolina, you need to obtain a marriage license. The following requirements apply to both residents and non-residents:

- The bride and groom must appear together at the office of a [South Carolina county probate judge](#) and file a written application. This application asks for the full name, social security number, age, and place of residence of the bride and the groom. It is a sworn statement that must be signed by the bride and the groom and then notarized in the office of the probate judge.
- Some probate judges require both the bride and groom to show their social security cards.
- There is a waiting period after the application is filed before the license can be picked up and the marriage can take place. This waiting period varies from county to county, so please contact the appropriate [county probate judge](#) at least a week before you plan to get married.
- If you are 18 years old or older, you do not need parental consent. But you must provide proof of your age (or simply identification if you're over age 25) by presenting one of the following:
  - Valid driver's license
  - Original birth certificate or a certified copy of your birth certificate
  - Current military identification card
  - Current passport
- If you are under the age of 18, parental consent can be granted for boys and girls who are at least 16 years old. All minor applicants must file an original birth certificate or a certified copy of their birth certificate, which becomes a part of their permanent application record. The parent or legal guardian of a minor applicant must appear at the same time as the minor to present identification and sign a form consenting to the marriage.
- No blood test or physical exam is required.
- South Carolina residency is not required.
- No proof of divorce is required. (*The Catholic Church DOES require proof as well as an annulment for ALL prior marriages.*)
- The fee for a marriage license varies from county to county.

### Additional Information

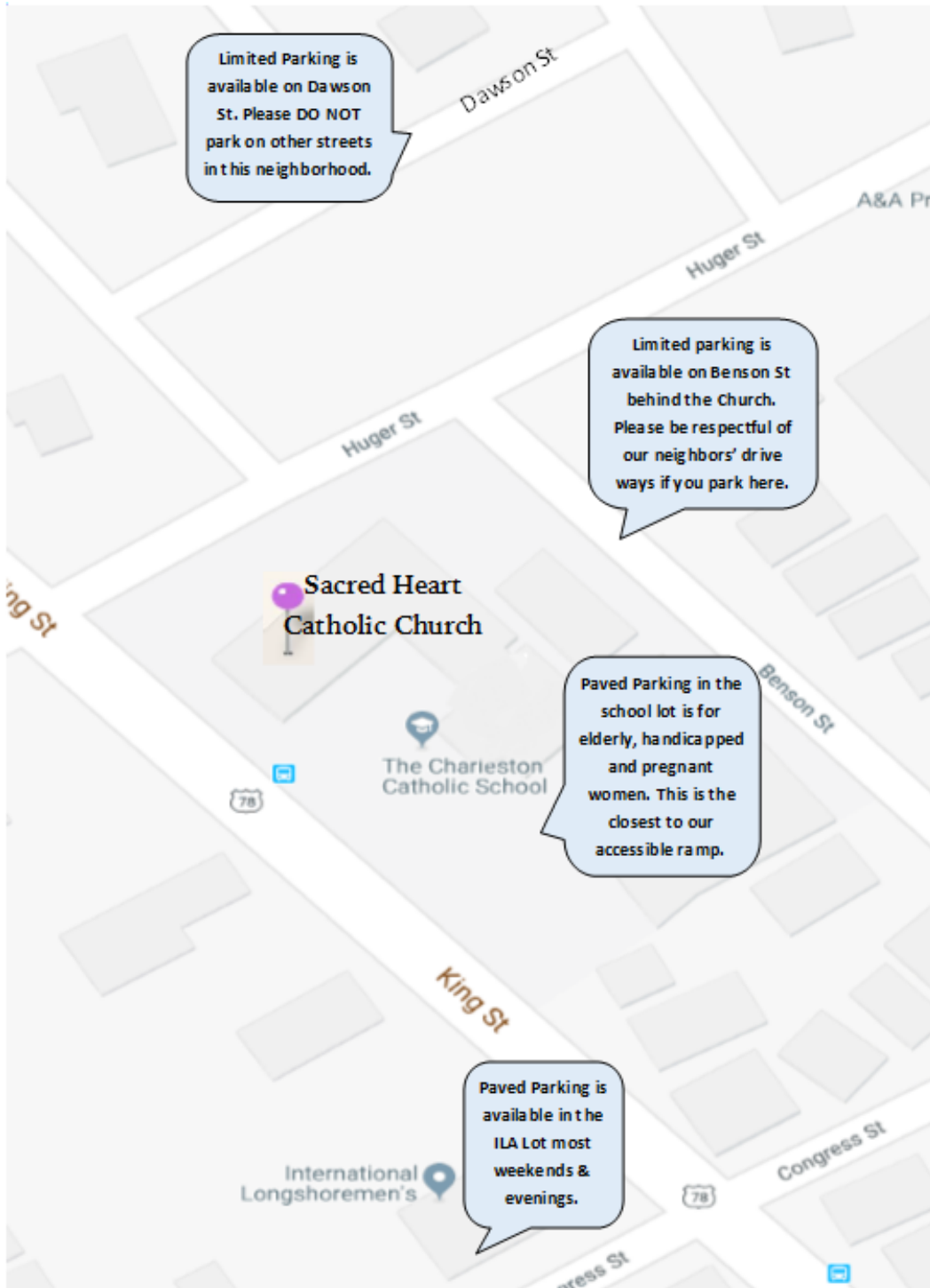
- A South Carolina marriage license is valid only for marriages performed in South Carolina.
- There is no expiration date for a South Carolina marriage license.
- [South Carolina laws concerning marriage and marriage licenses](#)

### Related SC Wedding Resources

- [Wedding consultants, planners](#)
- [Wedding photographers](#)
- [Wedding videographers](#)

# Attachment J

This Attachment shows available parking areas in and around the Sacred Heart Church campus.



# ATTACHMENT K

**PRELUDE:** \_\_\_\_\_  
\_\_\_\_\_

**SEATING OF MOTHERS:** \_\_\_\_\_ (the last song of the prelude)

**PROCESSIONAL:** \_\_\_\_\_

**BRIDE'S PROCESSIONAL:** \_\_\_\_\_

**FIRST READING:** \_\_\_\_\_ (from readings document)

**RESPONSORIAL PSALM:** \_\_\_\_\_ (to be sung)

**SECOND READING:** \_\_\_\_\_ (from readings document)

**GOSPEL ACCLAMATION:** \_\_\_\_\_ (to be sung)

**GOSPEL READING:** \_\_\_\_\_ (from readings document)

**RECESSIONAL:** \_\_\_\_\_

**POSTLUDE:** \_\_\_\_\_

*This form, along with the listing of your bridal party will be used by the Wedding Coordinator to create your wedding worship aid. Please return this form to her at least 30 days prior to the wedding.*

# Attachment L

## Final Details for Catholic Weddings at Sacred Heart Church

*Please submit this form to the Wedding Coordinator 30 days prior to the wedding.*

RE: Wedding of:

\_\_\_\_\_

\_\_\_\_\_ Wedding date: \_\_\_\_\_ Time: \_\_\_\_\_

To assist in the final arrangements of our wedding, we submit the following information:

1. We confirm that our rehearsal time is \_\_\_\_\_ p.m. on \_\_\_\_\_ . We understand one hour is allotted for the rehearsal and it **MUST** begin on time.
2. We have re-read the parish wedding manual and have fulfilled all requirements for our marriage preparation. We have finalized details with our presider.
3. We will / will not (**CIRCLE ONE**) be renting space from Charleston Catholic School. We understand this room is to be cleaned of our trash and personal belongings prior to the start of the ceremony.
4. We have met with the music director and have finalized our selections.
5. We have submitted the information needed for our wedding worship aid.
6. We have completed and returned the Wedding Coordinator's sheet (Attachment
7. We have reviewed Attachment H regarding fees. We will have these fees at the Sacred Heart parish office at 888 King Street two weeks prior to our wedding.
8. We ensure our Marriage License will be at the rehearsal. It should be in the possession of the Wedding Coordinator before the rehearsal begins.
9. We have arranged for the delivery of flowers with our florist and notified the

Wedding Coordinator.

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Delivery Time: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Bride's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_