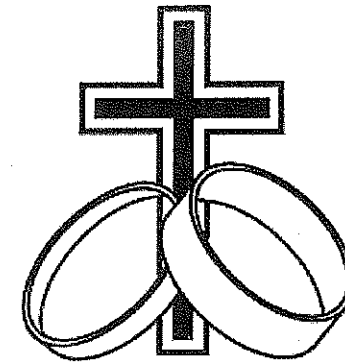




Newman Hall - Holy Spirit Parish

Marriage Preparation and Wedding Guidelines



Congratulations on your engagement!

*Your marriage day will be a very special one
for you and for your family and friends; and we want
to help ensure that day be filled with joy and happiness.*

These guidelines will help you to plan the day.

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The Sacrament of Marriage

Like the other sacraments, marriage is an event that touches the lives of all the members of the Church. Those who enter a sacramental marriage proclaim their participation in and with the values, beliefs and mission of Jesus Christ in the community of faith. For this reason, the Church has an obligation to request a certain quality and maturity of relationship and understanding as prerequisites for a sacramental marriage. Moreover, couples entering marriage have a right to experience the support of their faith community at this significant moment in their lives, and to receive the benefits of the wisdom of the community for the success of their marriage.



The purpose of the preparation process is, therefore, to allow the experience of the wider community to help a couple to look carefully at married life, as well as to anticipate any difficulties that they may experience, so that their marriage may be one of mutual love and respect.

The Process

1. The process begins with filling out our *Wedding Request Form* and meeting with a priest on the parish staff. This should take place at least six months before the desired wedding date.

If either party has been previously married, it is especially important to contact a priest even sooner to discuss what further requirements there might be.

2. After their first meeting with a priest, the couple will be sent through e-mail the FOCCUS Pre-Marriage Inventory. The results of the FOCCUS instrument will be discussed over one or more meetings.
3. Catholic parties will need a copy of their baptismal certificate issued by the church of baptism within the last six months. Other Christians will only need a copy of their baptismal certificate, which can be the original one.

4. The date and time is generally determined at the first meeting. A \$100 deposit is required to hold the date and time.
5. The couple is required to participate in a Catholic marriage preparation workshop. Newman-Holy Spirit provides such a workshop twice a year, but there are others also provided around the diocese. Details are available at the first meeting.
6. One of the meetings with a priest will be to complete the necessary paperwork, and, if the wedding will be celebrated at Newman-Holy Spirit, to begin planning the wedding ceremony. If the wedding is to take place in another Catholic Church, the completed paperwork is sent to the diocese or church where the wedding will take place.
7. Obtaining the Marriage License is the responsibility of the couple to be married. Please bring it to the officiating priest or deacon no later than the time of the wedding rehearsal. Note, for California, the license is only valid for 90 days.

Times

Because of the schedule of other activities at the Church, marriages are typically celebrated on **Saturdays at 10am, 2pm, and 7:30pm**. You will have access to the facilities for a total of three hours—one hour prior to the start time of your ceremony and two hours after the start time. If you would like the building opened earlier and your request can be accommodated, you will be required to pay an extra \$50 for each additional hour or portion of an hour.

Rehearsals are scheduled on Friday evenings at 5, 6 or 7 pm.

If the Wedding is at Another Catholic Church

Check the guidelines for the church in which you want to be married. They may differ from our requirements. Under normal circumstances, the priest who will witness the wedding ceremony should assist you with the marriage preparation. If this cannot be arranged, a member of the Newman-Holy Spirit staff may be able to assist you in your preparation.



If the Wedding will be in a non-Catholic Church (officiated by the non-Catholic Spouse's minister)

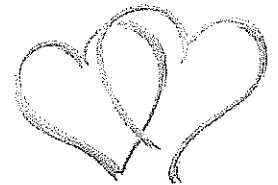
If you are both Catholic, you will need to celebrate your wedding in the normal location for all Catholic sacraments, namely a Catholic church. If one party is not Catholic, then it is possible to celebrate the wedding according the norms of the non-Catholic's faith tradition if officiated by the non-Catholic minister or justice of the peace, which may allow for your desired location.

Regardless, you are required to go through the Catholic marriage preparation in order for the marriage to be considered sacramentally valid by the Catholic Church. Again, six months are usually needed to complete the preparation meetings and complete a marriage preparation workshop.

Documents and Paperwork

The following documents are needed to complete the paperwork for a Catholic wedding.

1. A Catholic must obtain a **Baptismal Certificate**, issued by their Church of Baptism within the last six months. The original certificate that your mother has does not suffice.
2. A non-Catholic Christian needs to obtain a copy of a **Baptismal Certificate** or a statement signed by someone who was there who can attest to your baptism.
3. We will need the certificate which indicates **completion of the marriage preparation workshop** you attended.
4. We will need a **Witness Questionnaire Form** for both the bride and the groom. The priest will give and explain this form to you during your first meeting.
5. The priest assisting you will fill out a **Questionnaire Form** for both the bride and groom. The priest will also fill out any needed permission or dispensation forms if one of the couple is not Catholic or Christian, or if the wedding is not to take place in a Catholic Church.

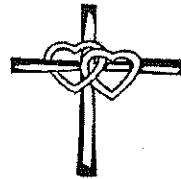


6. A **Marriage License** must be obtained from the county clerk's office of any county in the State of California. Please give your officiating priest the license and its envelope (since the license needs to be mailed back to the county that issued the license) **no later than the time of the rehearsal**. Marriage licenses may be obtained within 90 days prior to the wedding date. Contact the County Clerk's office for specific information.

Liturgical Details

Procession Order

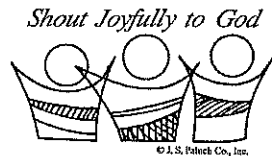
A Catholic Wedding is a public ceremony of the Church and, as such, follows the general guidelines for all our Liturgical Celebrations. This includes optionally having all members of the wedding party in the procession at the beginning. The normal order is:



1. Parents of Bride and Groom
2. Lectors
3. Priest or Deacon (and Groom)
4. Bridesmaids and Groomsmen, together in pairs
5. Maid of Honor and Best Man
6. Ring Bearer, if any
7. Flower Girl, if any
8. Bride and Escort (e.g. the Bride's parents, the Groom)

Music

As a public liturgical celebration of the Catholic Church, weddings should have music that prayerfully reflects our tradition. The music should be sacred music of the Mass or sacred music of weddings. Secular selection with special meaning to you as a couple may be more appropriate for the reception. In planning music for your wedding, please contact Colleen Lenord, our director of music, who will assist you in your preparation (colleenlenord@gmail.com or 510-848-7812 x1003)



Decorations

Our Head Sacristan and Wedding Coordinator, Christine Dalton, will assist you with this and other aspects of your wedding. She can be contacted at sacristan@calnewman.org

Some of our decoration guidelines include:

- The liturgical environment of the worship space reflects the liturgical season of the year and may be changed by the time your wedding is celebrated. Banners and backdrops are the result of significant work by our artisans and may not be changed or moved for weddings.
- Candles other than the ones already placed in the altar area must have followers (glass or metal sleeves) so that they do not drip.
- Flowers may not be placed directly on the Altar. Pew bows or flowers must be attached with plastic pew clips. **No adhesives or tapes** may be used on the pews or anywhere else inside or outside the church.
- The furnishings in the church (the altar, plants, candles, banners, candles, etc.) **may not be moved**.
- Flower petals may not be dropped in the aisle. Aisle runners are not allowed, because of the possibility of injury.
- Rice and birdseed create a pedestrian hazard and a mess. Please do not throw anything inside or outside the building.
- All decorations must be removed or cleaned up before other weddings or services. Flowers may be donated to the church.
- Dressing rooms are available. Please clean them up after use. No alcohol is allowed on the premises.

Valuable Items

No valuable items should be stored unsupervised during the ceremony because outsiders have access to the building. While we will make efforts to safeguard your personal property, Newman-Holy Spirit cannot accept responsibility for lost or stolen articles.

Photographers

Photographers can help you preserve cherished memories; they can also be a distraction during the ceremony. Please make sure to instruct your photographer to speak to the priest before the wedding ceremony.

- Keep in mind that only a limited amount of time may be available for wedding pictures before and after the ceremony, since other weddings and events may have been scheduled.
- Pictures during the ceremony are permitted as long as a flash is not used and the camera is not visible to the guests. Flash photography is allowed during the procession and recession.
- Photographers taking pictures from the center aisle must be behind the last seated guest. They may use the side aisles and the balcony, but may not enter the sanctuary (the altar area).
- There will be no moving of the sanctuary furnishings or chairs for the taking of pictures.
- The taking of pictures should be completed 20 minutes before the wedding begins.
- We attempt to provide a prayerful atmosphere in which the wedding can take place. Please keep in mind that nothing should distract from this prayerful atmosphere.
- If you have any questions, please contact the priest assisting you or our wedding coordinator.

Video Taping

The policies above hold true, but we ask that for videotaping, your camera remain in one spot where the atmosphere of prayer will not be disrupted.

Parking

We have limited parking in our parking lot across Dwight Way, north of the church. There is street parking and parking may be available at UC Berkeley's Underhill Lot (west of College between Channing and Haste).

Financial Arrangements

- **Chapel Offering: \$500** (payable to Newman Hall) – This offering covers the use of the facilities and the marriage preparation and paperwork. There is a \$100 discount if you are a registered and supporting parishioner. If you wish to give a gift to the priest, \$100 is the usual amount.
 - **Only needing assistance with Marriage Preparation and Paperwork: \$150** – This offering helps cover the cost of materials and staff. It is for those couples who are completing their marriage preparation at Newman-Holy Spirit, but who will be married at another church.
- **Newman Wedding Coordinator/Sacristan: \$150** – This person works with you and your florists and photographer, and helps coordinate the set up and clean up the church for your wedding. She will advise you on flowers, banners, candles and the like.
- **Newman Instrumentalist and Cantor: \$150 per person** – These people provide the music for the wedding liturgy. At a minimum, you'll want a pianist and cantor.
- **Non-Newman Musicians** - Any non-Newman musicians need to contact our Music Director, Colleen Lenord, about our policies (510-848-7812 x1003).
 - **Equipment Fee: \$50** – If outside musicians use Newman's sound equipment, this plus \$150 refundable security deposit is required.
- In order to reserve a date and time for the wedding, a **\$100** deposit is required. The balance is due **two weeks before the wedding**. The deposit is fully refundable up to 30 days before the wedding.
- If a Newman-Holy Spirit priest is asked to officiate at a wedding **at another location within the area**, an offering of **\$150** for his time and services is requested.

If you are faced with **financial difficulties**, please discuss them with the priest who is helping with your preparation. No one will be denied a dignified celebration of the sacrament.