



## PLANNING A CATHOLIC WEDDING

For Assistance, please contact Mrs. Stephanie Schadrack  
901-767-6949 or [Stephanie.schadrack@holyrosarymemphis.org](mailto:Stephanie.schadrack@holyrosarymemphis.org)



**HOLY ROSARY CATHOLIC CHURCH**  
**PERMISSION TO SCHEDULE A WEDDING**

I have met with this couple and have determined that both parties are free to marry in the Catholic Church. They may now reserve the date for their wedding:

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

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

Place: Holy Rosary Church \_\_\_\_\_  
Liturgy: Mass: \_\_\_\_\_ Liturgy of the Word: \_\_\_\_\_

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

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

Signed by:

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

Date: \_\_\_\_\_

**NOTE:** It is the responsibility of the couple to contact Mrs. Stephanie Schadrack at Holy Rosary Parish Office, 767-6949, to schedule the wedding on the parish calendar. The wedding is not scheduled until it is entered on the parish calendar by Mrs. Schadrack.

**Wedding entered on Parish Calendar on**

**Date:** \_\_\_\_\_ **By:** \_\_\_\_\_



***Holy Rosary Catholic Church  
Wedding Guidelines***

***Holy Rosary Catholic Church  
4851 Park Ave.  
Memphis, TN 38117***



## Record of Wedding Arrangements and Fee Payments

### HOLY ROSARY PARISHIONER \*

Bride's Name \_\_\_\_\_

Email: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Groom's Name \_\_\_\_\_

Email: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Date of Wedding \_\_\_\_\_

Time \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Mass       Liturgy of Word

Date of Rehearsal \_\_\_\_\_

Time \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Name of Officiating Priest or Deacon \_\_\_\_\_

Service Provided	Total Fee	Amount due at Scheduling	Balance due 4 weeks prior
<b>Deposit</b> * applied toward total fees	-	\$250	
<b>Church Fee</b>	-	-	
<b>Organist</b>	\$ 250	-	
<b>Cantor</b>	\$ 125	-	
<b>Wedding Coordinator</b>	\$ 150	-	
<b>Set up/Clean up Fee</b>	\$ 75	-	
<b>Total Due</b>	<b>\$600</b>	<b>\$250</b>	<b>\$350</b>

Celebrant and Altar Server stipends are voluntary and not part of Church fees. We would ask you to keep in mind the time that the priest and deacon has put in to your marriage preparation and wedding as well as the time the servers are volunteering for your wedding.

Amount paid at time of scheduling \$ \_\_\_\_\_

Check     Cash

Balance Due on or before \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

in the amount of \$ \_\_\_\_\_

Balance Due paid on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Check     Cash

\_\_\_\_\_  
Wedding Party Signature/Date

\_\_\_\_\_  
Mrs. Stephanie Schadrack/Date

*\*Parishioner- a registered and contributing member of Holy Rosary Parish one year prior the scheduling of a wedding.*

*Rehearsal & Reception room rentals available upon request.*



## Record of Wedding Arrangements and Fee Payments

### HOLY ROSARY NON-PARISHIONER \*

Bride's Name _____	Email: _____
Address _____	City, State, Zip _____
Work Phone _____	Cell Phone _____
Groom's Name _____	Email: _____
Address _____	City, State, Zip _____
Work Phone _____	Cell Phone _____

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.  
 Mass       Liturgy of Word

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Name of Officiating Priest or Deacon \_\_\_\_\_

Service Provided	Total Fee	Amount due at Scheduling	Balance due 4 weeks prior
<b>Deposit * applied toward total fees</b>	-	\$250	
<b>Church Fee</b>	\$ 600	-	
<b>Organist</b>	\$ 250	-	
<b>Cantor</b>	\$ 125	-	
<b>Wedding Coordinator</b>	\$ 150	-	
<b>Set up/Clean up Fee</b>	\$ 75	-	
<b>Total Due</b>	<b>\$1200</b>	<b>\$250</b>	<b>\$950</b>

Celebrant and Altar Server stipends are voluntary and not part of Church fees. We would ask you to keep in mind the time that the priest and deacon has put in to your marriage preparation and wedding as well as the time the servers are volunteering for your wedding.

Amount paid at time of scheduling \$ \_\_\_\_\_  Check    Cash  
 Balance Due on or before \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ in the amount of \$ \_\_\_\_\_  
 Balance Due paid on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  Check    Cash

\_\_\_\_\_  
 Wedding Party Signature/Date

\_\_\_\_\_  
 Mrs. Stephanie Schadrack/Date

*\*Parishioner- a registered and contributing member of Holy Rosary Parish one year prior to scheduling of a wedding.*

*Rehearsal & Reception room rentals available upon request.*

## *Welcome to Holy Rosary Catholic Church!*

The staff at Holy Rosary Catholic Church is happy to help you with the preparation of your wedding. Our policies and procedures are in place to ensure that the celebration of the Sacrament of Marriage be of the best theological, liturgical and artistic quality and that it be a memorable moment in your life. Sacred Scripture and the teachings of the Church recognize marriage as a union of one man and one woman, the most basic unit of human society. Through the marriage covenant, man and woman are “no longer two, but one flesh.” The meaning of this oneness is experienced in the intimate union of their persons and their actions. This union of marriage calls forth from spouses the mutual and complete giving of self, fidelity, permanence, and openness to children. The sacrament of marriage consecrates you to each other and strengthens the life you will share. The Church exhorts you to see in this union a reflection of the covenant between Christ and his Church. The celebration of the Sacrament of Marriage is an action of the entire church in whose presence you commit yourselves to one another. Because the celebration of marriage is an act of worship, it is above all, communal. And because it is communal, every effort should be made to enable the assembly to participate in a full and active manner.

### *General Policies and Procedures*

1. Before a date can be set it must be established that both spouses are free to marry. If either party has had a prior marriage, religious or civil, please contact a priest.
2. Couples who wish to be married at Holy Rosary Catholic Church should contact the parish office no less than 6 months before the proposed wedding date.
3. **Parishioners:** There is NO fee for the use of the Church for registered members of Holy Rosary Catholic Church. Registered parishioners of Holy Rosary (those having been registered and attending, participating, and supporting the parish for at least one year before the wedding date) need to make an appointment with a priest or deacon to discuss marriage preparation, as well as the date, time and place of the wedding. **Please note that Holy Rosary is not able to schedule the wedding until the presider has agreed to the date and time of the ceremony.** The priest or deacon who will officiate at your wedding is responsible for all paperwork, obtaining the necessary documents, and all required diocesan pre-nuptial counseling.
4. **Non- Parishioners:** There is a \$600.00 fee for the use of the Church. All persons who are members of a parish in the Diocese of Memphis are welcome to celebrate the Sacrament of Marriage at Holy Rosary. Please keep in mind that permission of the Catholic party’s pastor is necessary when marrying outside of one’s home parish. Please call the church office to discuss setting a date on the Holy Rosary Church calendar. **Please note that a non-refundable deposit of \$250 is required before a date can be placed on the calendar.** The priest or deacon who will officiate at your wedding is responsible for all paperwork, obtaining the necessary documents, and all required diocesan pre-nuptial counseling.
5. As a rule, Sunday weddings are not permitted in the Diocese of Memphis.

6. The clergy officiating at your wedding in conjunction with the Parish Wedding Liaison will conduct the wedding rehearsal. Visiting clergy are asked to familiarize themselves with the worship space and the policies of Holy Rosary before the rehearsal.
7. Application for the civil license must be made in accordance with Tennessee state law. The marriage license should be brought to the rehearsal and given to the presider for its proper completion.
8. For marriages between a Catholic and a Non-Catholic the Rite for Celebrating Marriage Outside the Mass is recommended so that all may comfortably participate.
9. There are no limits or restrictions on the size of the wedding party, although the staff of Holy Rosary strongly suggest that children participating in your wedding be of sufficient maturity to process down the aisle without fear or distraction.
10. If you have hired a wedding planner to help you, please understand that either Holy Rosary clergy or visiting clergy will coordinate all liturgical preparation, the rehearsal, and the celebration of the liturgy. **PLEASE NOTE:** Holy Rosary requires all couples to utilize the services of our Parish Wedding Liaison for the wedding and rehearsal, at a cost of \$150.
11. It is the policy of Holy Rosary Church to use the services of our Director of Music. The Music Director will help you plan appropriate music and should be contacted before any plans for music are made. It is recommended that you have a cantor to proclaim the psalm and lead the other service music. Some cantors can also function as vocalist. If you wish to use other instrumentalists and/or vocalists you should coordinate them with the Music Director. No prerecorded music is to be used during the ceremony. All music fees are listed in the fee schedule. Music Director: Dr. Trent Zitzelberger
12. The moving of any church furnishings such as the altar, chairs, pews, or ambo is prohibited.
13. For safety reasons, the dropping of rice, birdseed, confetti, glitter, flower petals, etc. are **not** allowed in Holy Rosary or on the Holy Rosary campus, due to the mess and the possibility of staining the floor. Flower girls may carry flowers, but may not drop the petals. Due to the danger of slipping, the use of an aisle runner is not permitted.
14. The “Unity Candle” is not part of the Roman Catholic wedding rite and its use is strongly discouraged. There are many symbols of unity already in the marriage rite, i.e., the exchange of vows and rings. We suggest the use of the “Unity Candle” at the beginning of the wedding reception. The use of so called “Unity Sand” is prohibited.
15. If you choose to have refreshments available for the wedding party, please keep them to a minimum and provide for your cleanup. Beverages and food are not allowed in the church, sanctuary, sacristy, or vestibules. **No alcoholic beverages are permitted in the church**

**building and no illegal drugs are permitted on the Holy Rosary campus. All Holy Rosary buildings are smoke free. Smoking is only permitted outside.**

16. Holy Rosary has rooms available for the wedding party. We recommend that all hair and makeup be done before arriving at Holy Rosary. Valuables are not to be left unattended in the rooms. After the wedding, it is the responsibility of the wedding party to assure that all debris and belongings are collected from those rooms.

*If all of this seems overwhelming, it may be helpful to remember that these guidelines are the result of many years of experience celebrating the Sacrament of Marriage. Be assured that these guidelines arise out of our desire to help you prepare a wedding liturgy which will be prayerful, dignified and memorable.*



### *Marriage Preparation*

Presuming you are a parishioner of Holy Rosary Catholic Church and either the parish priest or deacon will officiate at your wedding, you should call the priest or deacon as soon as possible to arrange the initial meeting. Following this initial meeting, the Catholic party/parties will need to send for a **newly issued Baptismal Certificate** from the church where they were baptized. The church requires a new certificate as part of the pre-nuptial investigation and must be received before a marriage can be celebrated. Those who have been baptized in another faith tradition may provide a copy of an original certificate. Any needed dispensations can be arranged by your presider.

The Diocese of Memphis requires a priest or deacon to meet with the engaged couple for pre-nuptial counseling. The Diocese of Memphis also requires that all engaged couples participate in an approved marriage preparation program as well as a Natural Family Planning workshop.

If you live outside the Diocese of Memphis, check with the staff at your home parish about programs provided in your area. A certificate acknowledging the successful completion of one of the programs must be supplied to the priest or deacon presiding at your wedding.

### *Appropriate Music*

Holy Rosary Catholic Church upholds the Roman Catholic Church's guidelines regarding appropriate music for all liturgical celebrations, including weddings. All texts must be suitable for use in the liturgy, are to be directed toward God (sacred) and be free of associations which render them inappropriate. While popular songs, film scores, and secular music have no place in the wedding liturgy, they may very appropriately be played or sung at your wedding reception. No recorded music or accompaniment tapes may be used at the wedding liturgy. The Music Director will work with the couple regarding appropriate music for the wedding ceremony.

If the wedding Mass is celebrated, certain parts of the liturgy are to be sung by all present: the Gloria, Responsorial Psalm, Gospel Acclamation, Sanctus, Memorial Acclamation, Amen and a hymn during communion. Solos and choral selections are typically best used as part of the Prelude or at the Preparation of the Gifts.

### *Liturgical Environment*

Holy Rosary Catholic Church is a place of dignity and prayer; it is a privilege to enter her doors to pray. We ask that you, the wedding party, and your guests respect Holy Rosary and all other properties.

Since the Roman Catholic Church follows a liturgical calendar, there will be certain liturgical symbols and decorations present during the course of the church year (e.g., Advent, Christmas, Lent, and Easter). This seasonal environment is intended for all liturgical celebrations during that time of the year, including your wedding. The existing environment cannot be changed or removed for a wedding. Due to the penitential nature of Lent, weddings, while not forbidden, are highly discouraged. If you do choose to have your wedding during Lent, please note that during this season flowers can only be in the sanctuary (the raised platform where the Altar and Ambo reside) during the ceremony and the color purple that decorates the sanctuary and altar area cannot be changed.

Flowers used for the wedding celebration are not merely decorative but are offered for the further honor and glory of God. We suggest that the main flower arrangement from your wedding be left in the church. You may choose to dedicate your flowers in memory, in thanksgiving, or in honor of a relative or friend. That information can be given to the church secretary for publication in the parish bulletin.

### *Policies for the Florist*

- ❖ It is expected that the main arrangement of flowers remain in the church after the wedding.
- ❖ No aisle runner is permitted due to the danger of slippage on the floors.
- ❖ Bows may be attached to the pews with ribbons or plastic hooks. No pins, wire, or tape may be used.
- ❖ Entrances to individual rows may not be cordoned off.
- ❖ Flowers are not to be placed on the main altar. Smaller bouquets may be placed on the back altar in a respectful manner.
- ❖ The Baptismal Font is reserved for the Sacrament of Baptism. Flowers may be placed on the floor in front or back of the font, but never on the font.
- ❖ **The florist or the family is responsible for the removal of all boxes, paper and other debris related to the flowers.**
- ❖ **Decorations on the pews and all flower arrangements other than the main flower arrangement must be removed immediately after the wedding, either by the florist or the family. They may not be left overnight.** The church will be locked after the photographer has finished taking pictures.
- ❖ Artificial flowers are not permitted.

### *Policies for the Photographer /Videographer*

- ❖ Depending on availability, the church may be used for the photo shoot before the wedding. Pictures taken in the sanctuary must be finished 30 minutes prior to the start of the liturgy.
- ❖ Tape is not to be used on the walls or floors.
- ❖ The liturgical environment is not to be altered in order to accommodate the photo shoot. No liturgical furnishings, e.g. candles, chairs, etc., are to be moved.
- ❖ Holy Rosary Catholic Church is a house of worship at all times, and is to be respected as such during the photo shoot. Dress and behavior should be respectful.
- ❖ During a Nuptial Mass the photographer is to remain outside of the sanctuary (the raised platform where the Altar and Ambo reside) during the Liturgy of the Eucharist.
- ❖ The use of flash photography during any liturgical celebration, including weddings, is prohibited.

- ❖ Video cameras may be set up in the loft or in the back of church: No video cameras may be put in the Sanctuary for any reason.

**Persons using the church, family room or parlour are financially responsible for any damage to furnishings or equipment by anyone in the wedding party, the guests, or persons hired to provide services for the wedding. Any debris left by florists, either on the floors, in the pews or in the Sanctuary or family room or parlour, may result in the cancellation of any future services at Holy Rosary.**

**Holy Rosary Catholic Church assumes no responsibility for any items left in or missing from the office building, the sacristy, the church, family room, parlour or any part of church property.**