

St. Augustine Church

2012 Wedding Policy & Agreement

Thank you for selecting St. Augustine Church for your wedding celebration. The following policies and offerings apply to marriage ceremonies taking place at St. Augustine Church:

REQUIREMENTS: **Wedding Coordinators or family members are refrained from arranging on behalf of the engaged couple.** Couples will need to reserve a minimum of 10 months prior to their requested wedding date with the St. Augustine Church Wedding Coordinator and the following will be required:

1. Schedule date & times for Wedding Ceremony & Rehearsal
 - Weddings can be scheduled any day of the week **except Sundays**. Times available for wedding ceremonies are the following - 9:00am, 11:30am and 2:00pm.
2. Given the sacramental nature of marriage in the Catholic Church, the bride and/or groom must be baptized in the Catholic faith. A "NEW" Baptismal Certificate is required of the Catholic party and must be dated NO OLDER THAN 1 YEAR from the scheduled wedding date.
3. **OUT OF STATE COUPLES:** Couples from out of state (U.S. Mainland & Foreign Countries) will need to contact the St. Augustine Wedding Coordinator to reserve your wedding date & time with the following steps.
 - Local Parish or Diocese will administer required Catholic Documents & Marriage Preparation.
 - All necessary paper work and forms will be forwarded to the Honolulu Diocese for approval.
 - The couple will need to contact the St Augustine Wedding Coordinator at least 2 months before scheduled wedding date to verify approval from Honolulu Diocese the marriage can take place in Hawaii.
 - Marriage license must be obtained 1 week prior to your scheduled rehearsal date.

LOVE OFFERING: **\$2,000.00** with the following services provided:

- * Use of St. Augustine Church
- * Administrative Cost
- * Planning of wedding program
- * Coordination of wedding rehearsal & ceremony

A deposit of **\$500.00** will be required to reserve the date & time requested and will be applied to the requested love offering total. Payment is non-refundable and payment of **balance is due 1 month prior to the scheduled wedding date**. Please mail deposit & agreement with signatures to

**St. Augustine Church Attn: Wedding Coordinator
130 Ohua Ave, Honolulu, HI 96815**

In Addition, the following offerings are requested and forwarded no later than the scheduled rehearsal day.
\$100.00 – Stipend for Priest or Deacon to officiate wedding ceremony. Payment is due the day of rehearsal.
\$200.00 – (Optional) Pianist/Soloist – Scheduled by the St. Augustine Wedding Coordinator per the couple's request. Payment will be made directly to the contracted Pianist/Soloist.

CEREMONY: Bridal party will need to arrive 20 minutes prior to the ceremony start time. **If either Groom or Bride does not arrive at scheduled time, the ceremony will be canceled and all fees are non-refundable.**

A celebration of the Eucharist for Catholics who regularly attend Mass may be requested.

Because the church is a sacred building the following is **ABSOLUTELY PROHIBITED:**

- Eating of food or drinks in the church
- Tapes, tacks or pins on the pews for any decorations
- Rice, Bird Seed or any grain item to be thrown inside or outside the church

Flower pedals are NOT ALLOWED, pew decorations are the responsibility of the couple reserving the church to be cleaned up immediately after the ceremony. A cleaning fee of **\$250.00** will be charged to the couple if the church is left in an unacceptable condition. The clean up fee will be paid prior to Marriage Certificate being sent to couples forwarding address.

St. Augustine Church understands the desire to preserve the wedding on film; however, the ceremony is a sacrament and celebrated in church. The St Augustine Wedding Coordinator will determine where the camera and bridal party are allowed. Generally, the photo/video equipment must stay outside of the sanctuary (carpeted area) during the ceremony. The church and grounds are available for (1) hour after the ceremony for pictures.

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Groom Info			
Name:		Date:	
Address		Contact Phone:	
City:		Email Address:	
State:	Zip	Signature	
Bride Info			
Name:		Date:	
Address		Contact Phone:	
City:		Email Address:	
State:	Zip	Signature	
Wedding Ceremony Date & Time			
Day of Week (Mon – Sat)	Month (Jan – Dec)	Day of Month (1-31)	Calendar Year
Time Preference (Check one only):			
<input type="checkbox"/> 9:00 am <input type="checkbox"/> 11:30 am <input type="checkbox"/> 2:00 pm:			

Please return agreement with signatures along with deposit payable to the following:

St. Augustine Church Attn Wedding Coordinator
 130 Ohua Ave Honolulu, Hawaii 96815

Below is for office use only			
Rehearsal Day (Mon – Sat)	Month (Jan – Dec)	Day of Month (1-31)	Calendar Year
Rehearsal Time:			
<input type="checkbox"/> 5:30 pm <input type="checkbox"/> 6:30 pm <input type="checkbox"/> Other:			
Witnesses:			
Reservation Deposit \$500	Payment Balance \$1,500	Pianist/Soloist \$200	Priest Stipend \$100
Date Received:	Date Received:	Date Received:	Date Received:
Required Document Check List			
<input type="checkbox"/> Groom Baptismal	<input type="checkbox"/> Bride Baptismal	Dispensation Form <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Groom Communion	<input type="checkbox"/> Bride Communion	Freedom to Marry Form <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Groom Confirmation	<input type="checkbox"/> Bride Confirmation	Pre-Nuptial Form <input type="checkbox"/> Yes <input type="checkbox"/> No	
Marriage Prep <input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	Chancery Approval Date
Ceremony Type (Check	<input type="checkbox"/> Simple	<input type="checkbox"/> Nuptial	<input type="checkbox"/> Convalidation

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Steps needed to be married at St. Augustine Church

1. **Meet or discuss with parish wedding coordinator.** No firm date may be set until the decision to proceed has been made by the wedding coordinator a minimum of 10 months prior to requested wedding date
2. **Documentation required for marriage in the Catholic Church** must be provided to the wedding coordinator.
 - **Baptism Certificates** - Catholics must furnish a new "Original" copy of their Baptismal Certificate, and must be issued within 12 months of the wedding date. Baptized non-Catholics should also furnish a copy of their Baptism Certificate.
 - **Confirmation Certificate** - Furnished by Catholics
 - **Premarital Investigation Form** - Required form as used in your diocese and will be handled by your priest or deacon in responding to several questions.
 - **Freedom to Marry** - Sworn, notarized statements, usually by parents if living, that you have never been married before and have no impediments to marriage in the Catholic Church.
 - **Parental Permission** - If either party is under nineteen.
 - **Dispensation** - For Interfaith couples, a signed declaration or promise by the Catholic party concerning intent to remain a Catholic and to share that faith with children born of the marriage (this normally means baptizing and raising children Catholic).
 - **Decree of nullity of a former marriage** - (If either party was previously married, a declaration of nullity for a lack of form or formal annulment must be obtained.)
3. **Schedule and complete the FOCCUS is a requirement for couples living in Hawaii. Out of state couples if applicable in local parish.** These personality-type and assessment inventories that identify differences, raise questions, and identify relationship strengths and areas needing growth.
 - **FOCCUS Review Sessions** are scheduled at the time FOCCUS is administered (an average of two sessions). During the FOCCUS review period, premarital documentation (shown below) must be provided to the wedding coordinator for your file, and commitment to the marriage preparation programs you will attend must be made
4. **Marriage Preparation Couple Program** - Promotes dialogue on personality differences, communication, sexuality, finances, religion, and values while working with a parish-trained married couple and workbooks. Registration is with the St. Augustine Wedding Coordinator according to the availability of parish couples and at least 4 months before your wedding. Other alternative is Certificate of participation at an Engaged Encounter Weekend or similar program
5. **Parish community service project** - Couples residing in the state of Hawaii must complete (1) community service project mutually agreed upon with the St. Augustine Wedding Coordinator and Parish Priest as a requirement to be married @ St. Augustine Church.

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6. **Meet with Parish Wedding Coordinator or Priest** to plan the rehearsal and wedding ceremony. The celebration of the Sacrament of Marriage is under the direction of the wedding coordinator and the Priest Celebrant; therefore, no wedding or bridal consultant is necessary at the church
7. **Meet with the Music Coordinator (if being married at St. Augustine Church)** to plan the music for the ceremony. Music guidelines for wedding liturgies are consistent with those of all liturgical services in the parish. Secular music is not appropriate for this sacramental occasion. Contact Fay Pabo at 330-8977
8. **A reminder: No aisle runners are to be used, or rice, bird seed or paper thrown** due to the danger of slipping and because of untidiness

Marriage license, good for 30 days and may be obtained at the Hawaii Department of Health on Punchbowl Street. Cost - \$50.00 (subject to change) cash **only**. For more information call (808) 586-4544 or www.hawaii.gov/health

At Least 9 Months Before	Meet or discuss with Parish Wedding Coordinator to Schedule date and time for ceremony obtain required church Documentation
6 Months Before	Take FOCCUS & Review results Attend Marriage Preparation session Complete St. Augustine Church parish service project
3 Months Before	Plan wedding ceremony Determine music Out of State couples – Priest will forward to local Diocese Original documents for approval who in will submit to Honolulu Diocese for final approval to be married in Hawaii
One Month	Obtain Wedding License
2 days Before	Wedding Rehearsal – 1 hour
Big Day!	WEDDING CEREMONY!