

WEDDING GUIDELINES



CHRIST THE KING CHURCH

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615-292-2884**

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CHECK LIST

- Read Wedding Guidelines
- Make arrangements with the Priest or Deacon six (6) months prior to the wedding date. Contact Deacon Bob True at 292-2884 or email bob.true@ctk.org
- To schedule a date for your wedding call Nancy Rohling at 292-2884 or email nancy.rohling@ctk.org. Parish office hours are from 8:00 am to 4:00 pm weekdays only. The office is not open on weekends.
- Contact Christ the King’s Wedding Coordinator, Denice Quin-Gomes, at 367-9955 or email dquingom@mtsu.edu to discuss arrangements immediately after booking your wedding date.
- Contact Christ the King’s Wedding Music Coordinator, Shelia Pugh at shepugh@yahoo.com or 568-1915 after reserving the Church to make all arrangements for your music.
- Review photography guidelines with your photographer and give his/her name and phone number to the parish Wedding Coordinator, Denice Quin-Gomes.
- Contact our parish florist after meeting with our Wedding Coordinator, Denice Quin-Gomes to make arrangements for decorating the back altar in the sanctuary and, if you wish, for other flowers in the Church.
- If you are having the reception in the Parish Hall, discuss options for caterers with the Wedding Coordinator during your initial meeting. She will provide you with a list of approved caterers.
- You must contact the Priest or Deacon, the Parish Coordinator, the Wedding Coordinator, and the Wedding Music Coordinator before moving ahead with your wedding plans.

I have read and understand the CTK Wedding Guidelines:

Name

Date

Name

Date

Witnessed By

Date

WEDDING GUIDELINES

PLEASE NOTE: Christ the King Church and/or Parish Hall may be reserved for weddings and/or receptions by active parish members and families who support our ministries and facilities and who have been officially registered in the parish for at least twelve (12) months when the wedding is booked OR who live within the geographical boundaries of Christ the King Parish.

INTRODUCTION

We are happy that you have chosen to have your wedding at Christ the King Catholic Church. To help your ceremony run smoothly, procedures have been developed to assist in making your wedding a wonderful and memorable experience for you, your family, and your loved ones. It is our wish to work with each bride and groom to do everything we can to help you prepare for the celebration of marriage. Your marriage is, first of all, a **sacrament**; it is one of the most significant spiritual events of your life.

These guidelines are subject to change. You will be provided with updated guidelines should they be revised. We request that you become thoroughly familiar with each of the guidelines listed in this document. Failure to comply with these guidelines will result in forfeiture of your deposit(s).

PRELIMINARY PREPARATION

- It is a Diocesan regulation that arrangements for your wedding must be initiated with the Priest or Deacon from Christ the King. This should be done at least six (6) months prior to the desired date. The bride or groom must contact Christ the King Church before any plans may be finalized if a Priest or Deacon outside of our parish is presiding.
- Marriage preparation is a requirement. The Priest or Deacon who will witness your marriage is responsible for both marriage preparation and all paperwork required by the Church. He will explain what is required (individual sessions with him, marriage preparation, etc.).
- Each Catholic to be married must furnish a form showing sacraments received, to be obtained from the parish of baptism dated within six (6) months prior to the wedding. The Priest or Deacon will inform you of any other required documentation.

WEDDING AND REHEARSAL DATE AND TIME

Weddings may be scheduled only on Fridays after 5:00 pm or Saturdays beginning from 11:00 am to 1:00 pm or from 6:30 pm to 7:30 pm. The ceremony and use of the Church must be scheduled through the parish office. Receptions are not allowed in the parish center after weddings scheduled on Saturday afternoons.

Please make arrangements with your presider for the rehearsal. Rehearsal times are between 4:30 pm and 6:00 pm on the day preceding the wedding. One (1) hour is allotted for a rehearsal. It is important for members of the wedding party to be on time for the rehearsal. If the time is extended due to the wedding party not being present, the Church deposit will be forfeited. Musicians do not attend the rehearsal, although the accompanist may be there to observe.

Dates and times must be confirmed with the Priest or Deacon who is to preside at the ceremony, and you should contact the Wedding Coordinator to verify that this has been done.

Weddings are not scheduled on Church Holy Days, major holidays, Good Friday or Holy Saturday. During the seasons of Advent and Lent, weddings are discouraged; but if scheduled, they should be low-key in keeping with the spirit of these times of the liturgical year. Be aware that the Church environment is decorated according to the season.

FEES

Stipends

The stipend for each altar server is \$20. Should you require altar servers, you must advise our Wedding Coordinator at least one (1) month prior to the wedding. Anyone serving in that capacity must have gone through altar server training and have experience serving during a Mass at Christ the King. It is customary to offer the presider a stipend as well.

Security Deposit

Contact the Parish Office (292-2884) for current security deposit amounts for use of the Church and/or Parish Hall.

Your deposit must accompany the signed contract in order to finalize the reservation and will be refunded if there is no damage to the property and ALL conditions of the wedding guidelines are met. Again, if guidelines are not followed, the deposit(s) will be forfeited. The Church reserves the right to pursue additional costs for damages that exceed the amount of the deposits.

Facility Usage

Contact the Parish Office (292-2884) for current facility usage fees for the Church and/or Parish Hall.

The fee for use of the Church by a parishioner must accompany the signed contract in order to finalize the reservation. If for any reason a parishioner is experiencing financial hardship, please feel free to contact the parish office to discuss alternatives.

Ten percent (10%) of the fee for use of the Parish Hall by a parishioner must accompany the signed contract in order to finalize the reservation. This fee is non-refundable. The remaining ninety percent (90%) of this fee is due thirty (30) days prior to the event.

WEDDING COORDINATION

The Wedding Coordinator for Christ the King will initially speak with you regarding your wedding plans and meet with you once in person to tour the facilities, at a time when she is available. She will direct your wedding rehearsal, which will be between 4:30 pm and 6:00 pm the day before the wedding. On the day of the wedding, she will direct all individuals in the wedding party. You will need to have a volunteer to assist the bride and bridesmaids while they dress as well as assist the groom and groomsmen with boutonnieres or to help with any unforeseen difficulties.

The Wedding Coordinator's responsibility is to have an initial telephone consultation in order to schedule a meeting with you in the Church, to direct the rehearsal, to meet you at the Church **two (2) hours prior** to the wedding, to give instructions to your photographer, to alert the wedding party when the ceremony is to begin, and to direct the wedding party down the aisle. She will also serve as Sacristan to handle liturgical needs for the ceremony. **If you request any other assistance of our Wedding Coordinator outside of these areas**, whether by telephone, via email, or during your meeting (i.e., regarding wedding clothing, catering issues, photographer selection, or anything to do with the reception--outside vendors, wedding cakes, bands, D.J.s, etc.), you will need to make financial arrangements with her for these outside services. If you have any questions regarding music, please contact the Wedding Music Coordinator.

Should you wish to have the additional services of a planner, you are welcome to hire our Wedding Coordinator at Christ the King Church as your personal wedding planner to assist in all aspects of your planning in order to ensure smooth organization of your wedding and reception. Denice Quin-Gomes' fee is \$75 per hour and would be paid directly to her. No outside wedding planners are to be involved in the rehearsal or in the Church service itself.

MUSIC

Christ the King's Wedding Music Coordinator, Shelia Pugh, will be coordinating your wedding music. Please contact her at shepugh@yahoo.com for information and to begin the music process. All music and musicians for your wedding ceremony must be approved by the Christ the King music department.

The Wedding Music Coordinator will provide information regarding musicians, ensembles, their fees, payment structure, approval process for use of your own musicians, music selections, and any other matters related to your wedding music. She will make all arrangements to secure your musicians; coordinate appropriate music; and, if you wish, review your printed program for the ceremony. Only pre-approved musicians and music selections will be permitted in the church.

Please be sure to make payments in a timely manner to ensure that you have music for your wedding. You will be required to secure your musicians with a 50% deposit paid to the Music Coordinator and to pay the balance in full in advance of the wedding. **The entire balance must be paid in full in order to guarantee musicians for your ceremony.** Our Music Coordinator can also arrange and coordinate music and musicians for your reception and other related music events, if you wish.

We strongly discourage utilizing outside musicians for your ceremony. It is our goal to ensure that your music is beautifully prepared, executed at a high quality level, appropriate for a mass or religious ceremony, and also abides by the policies and standards set by Christ the King. If you would like to request the use of your own musicians, we will require a hearing of those musicians well in advance of the ceremony, at a time arranged by the Music Coordinator. No outside musicians will be permitted for the ceremony without approval of Christ the King's music department. Only Christ the King musicians may be utilized to accompany a Nuptial Mass.

- The piano is not to be moved under any circumstances.
- No recorded music is allowed in the Church.
- Access to the sound system by musicians and singers will not be allowed. Our Wedding Coordinator, Denice Quin-Gomes, will set up a microphone and stand for singers. Other electronic instruments will not have access to the sound system. **ONLY** the Psalm is proclaimed from the ambo/podium. **ALL** other sung music is to be sung from the microphone or balcony and **NOT** from the ambo.

FLOWERS / DECORATIONS

If you choose to have two special arrangements of fresh flowers for the back altar, they must be left on the altar after the ceremony. These also must be purchased from our parish florist at your own expense. An opportunity is given to dedicate your flowers by means of an announcement in the Sunday parish bulletin by contacting the Parish Coordinator three (3) weeks prior to the date. Contact our parish florist after meeting with our Wedding Coordinator, Denice Quin-Gomes.

During certain liturgical times, the Church will be decorated specifically according to the season. Should your wedding fall on one of these days, the floral arrangements must comply with the liturgical colors, and nothing in the Church can be altered or changed. The florist will be aware of these requirements. Be sure to verify these special days before finalizing your dates. There are specific days during the liturgical season when you will not be allowed to have your own arrangements. No flowers are allowed in the Church during Lent. If there are two weddings scheduled on the same day, you may wish to communicate with the florist about sharing decorating expenses.

- You will be responsible for paying the florist directly, in compliance with their requirement for weddings. Prices will vary according to your request. Please make an appointment to meet with our florist regarding your design needs several months in advance of your wedding date.
- You are free to utilize an outside florist for bouquets, boutonnieres, reception, and other flowers. All flowers on the back altar in the sanctuary must be purchased from our parish florist, who will also assist with other flowers, if you wish.
- No spingri or asparagus fern is allowed in the Church due to shedding.
- Plants or other furnishings must not be moved anywhere in the Church or entrance area.
- No silk or artificial flowers of any type are permitted in the Church.
- Nothing can be placed on the altar of sacrifice.
- Only candles presently in the sanctuary can be lighted for the ceremony. No additional candelabra or candles of any type can be used in the sanctuary or in the aisles. Unity candles are not allowed.
- An aisle cloth may not be used in the Church.
- Only ribbons and fabric (no greenery or flowers) may be used as pew markers, provided they do not mar the pews and are attached by string or pipe cleaner.
- The wedding party **must remove** all decorations and wedding programs immediately after the service, with the exception of the two back altar flower arrangements which, as mentioned earlier, will remain in the Church. Failure to do this will result in forfeiture of the deposit.

PHOTOGRAPHY / VIDEOGRAPHY

Christ the King Church expects the responsible activity of photographers and videographers, both professional and amateur. Please review the following procedures with your photographer when making initial arrangements for your wedding pictures. You must discuss photography and video plans with our Wedding Coordinator. The photographer must meet with the Wedding Coordinator prior to the wedding to determine areas where pictures and videos can be taken.

- The Church building will be available one (1) hour prior to the wedding. Wedding pictures may be taken inside the Church and on Church property. To create a worshipful atmosphere, pre-wedding photo sessions should be completed thirty (30) minutes prior to the ceremony. The Church area must be cleared of all equipment and groups one (1) hour prior to a weekend Mass.
- The prelude music begins thirty (30) minutes prior to the scheduled time of the wedding, and when the organ is used the gallery (choir loft) is locked until the wedding is concluded. No entry by photographers is allowed during this time, so be sure to have your photographer in place early. Their equipment must be placed in a way that allows the organist clear access to the organ and not interfere with placement of singers.
- Flash photography during the ceremony is not allowed.
- Photographers and videographers may take pictures from designated sections of the Church. They are not allowed to roam the Church once the liturgy has begun. It is acceptable to set up two or three video cameras from various designated vantage points in the worship space. Care must be taken not to disturb the ceremony. Video cameras may not use additional lighting.
- Following the ceremony, thirty (30) minutes is allotted for photographing the wedding party. Photographers should plan ahead in order to abide by this time limit.

THE CEREMONY

- **Alcoholic beverages are PROHIBITED in the Church, Parish Hall, dressing rooms, and on the parish grounds before and during the wedding ceremony itself. Tennessee Law and Canon Law prohibit consumption of alcohol before the wedding service. Non-compliance with this policy will result in immediate cancellation of the wedding service AND your deposit(s) and fee(s) will not be refunded.** Refreshments are NOT allowed in the Church or narthex (lobby).
- The civil marriage license must be given to the officiant before the ceremony.
- No rice, seed, confetti, flower petals, or similar items are to be thrown inside the Church or outside on the premises before during or after the wedding.
- The Wedding Coordinator will meet with the bridal party no earlier than two (2) hours prior to the wedding to provide access to dressing rooms. The wedding party is responsible for cleaning up and disposing of all trash from the Church and dressing rooms immediately following the wedding. Failure to do so will result in forfeiture of the deposit. The Church and dressing rooms will be locked one (1) hour after the ceremony. If there is a reception in the Parish Hall, dressing rooms must be cleared out and cleaned up well before 12 am.

THE RECEPTION

If your reception is held in the Parish Hall, outside area, lobby, and/or grotto, chairs and tables will be set up ahead of time according to your initial request and any prior arrangement made with our Wedding Coordinator. Set-up, clean-up of the hall (with the exception of the kitchen area), insurance, and any necessary security costs are included in the Parish Hall rental fee. No outside furniture is to be brought into the building without prior permission from the parish Wedding Coordinator. Music must conclude by 11 pm. The Parish Center will be closed and locked at 12 am. The Parish Hall deposit will be forfeited if this guideline is not followed. You will be provided with a list of our approved caterers, and only those caterers can be used for your reception.

Insurance Requirements

The following policy is a requirement of the Diocese of Nashville. A completed insurance form must be received by the Parish Office at least two weeks prior to the event for all receptions/parties with or without alcohol. Insurance forms are available in the Parish Office. **Please return this form to the Parish Office; do not mail it in yourself.**

Parish Hall Cleaning Requirements

- You or your caterer will be required to thoroughly clean the kitchen area and floor as well as clear all tables, decorations, and linens before leaving the premises after the event. **You will be responsible for having someone ensure that this is being done well before 12 am**, when the Parish Hall will be closed. Failure to do so will result in forfeiture of the Parish all deposit.
- All rented equipment, furnishings, etc., must be removed immediately following the reception and cleared out before 12 am.
- Again, to avoid losing your Parish Hall deposit, the areas where the groomsmen and bridal party have dressed for the ceremony must be cleaned before leaving, and all trash should be removed and placed in the receptacle outside of the kitchen. It is located in the back of the Parish Center.
- Clean-up of the Parish Hall floor itself (excluding the kitchen) will be taken care of by our custodial service.
- The grounds outside must not be littered.
- Any damages to the property or failure to clean the areas mentioned above will result in loss of your deposit.

Entertainment

Music is to conclude by 11 pm, and the premises must be completely vacated by guests and vendors no later than 12 am. You will need someone to be sure to inform your D.J. or band leader of this timeframe, so they can provide you with the last song of the evening before the lights are turned on, shortly before 11 pm. Should the Wedding Coordinator be required to stay after 12 am due to failure to vacate the premises, the Parish Hall deposit will be forfeited.

SECURITY

Christ the King Church is not responsible for security of vehicles or personal articles. Please lock cars. Do not leave gifts or personal articles unattended and make certain to appoint a person to be responsible for gifts at the Church or reception.

ADDITIONAL NOTES

Again, we ask that you read through all guidelines and understand that failure to follow any of the points mentioned in this document **will result in the loss of your deposit(s)**. Unpaid fees will be deducted from your deposit(s). If these guidelines are followed, the deposit will be returned within thirty (30) days after the ceremony. If you have any questions, please feel free to discuss any of these points with our Wedding Coordinator, Denice Quin-Gomes. She will go over these guidelines when you meet.