



WEDDING GUIDE



**TOGETHER
FOR LIFE**

A MESSAGE FROM YOUR PASTOR

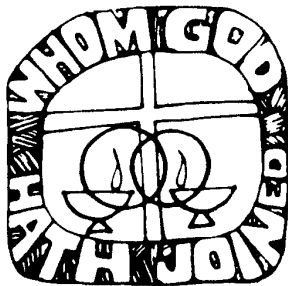
Dear Friends,

Congratulations on your upcoming wedding. We are anxious to help make your wedding one of the happiest days of your life. In order to do this, we have compiled some information to help you plan your wedding. Please read it carefully.

The people of Immaculate Conception Church have provided us with excellent facilities. After you have discussed your plans with the Pastor or Deacon you must contact the Church Secretary at the church office to reserve the church & reception hall if you plan to have your reception here.

We must charge user fees for the use of our facilities due to the high cost of utilities, insurance, maintenance and custodial services, the wedding party is responsible for these expenses.

We hope we have included all of the information you will need to plan your wedding at Immaculate Conception Church, however, if you have any questions, please call the church office at 645-6275.



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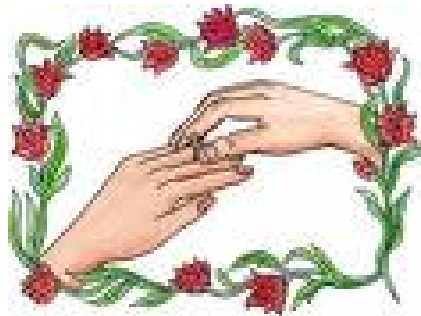
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Wedding Guidelines

We are delighted that you have chosen Immaculate Conception as the church to celebrate your marriage. Your marriage is, first of all, a sacrament. It is one of the most spiritual events of your life. We are giving you guidelines to assist you in planning your wedding here at Immaculate Conception Church.

Weddings can be an exciting celebration of the commitment of married life and conjugal love. However, they are also often a very stressful event for many people. We want to help make your wedding one of the happiest days of your life, so we have compiled some information to help plan your wedding.

A key to understanding the intention of these guidelines is to remember that you will be getting married in a Catholic church. The nature of this sacred place is important. It is a community gathering place for celebrating all the sacraments of our Church, and wedding parties are expected to respect that larger community.





Liturgical Symbols

The symbols in our church and their placement are not arbitrary. These are strong signs given to us by our religious tradition as an aid to worship and prayer. Often the images people associate with weddings are familiar customs, but they are not necessarily in accord with the religious significance of the celebration of Matrimony. With this in mind, the following guidelines are provided. For the sake of harmony, please do not ask for exceptions to the guidelines.

1. **The Liturgical Symbols** of the Church and the liturgical season are to be respected by their inclusion in the ceremony in their normal location. Other symbols to be considered for inclusion in the church, in addition to those normally found in this liturgical setting, will have to be justified on the basis of their contribution to the effectiveness of the wedding liturgy.

The candles that are to be found in the sanctuary are the altar candles, the sanctuary lamp, (and the unity candle, if one is used). Since candles have an important liturgical significance, it is important that their function not be obscured by the needless proliferation of decorative candles nearby.

Available starting times for weddings are:

Chapel: 10 AM, 11 AM, 1 PM, 2 PM, and 7 PM.

Main Church: 10 AM, 11 AM, 1 PM and 2 PM.

One hour is allotted for a rehearsal the Friday preceding the wedding.



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Immaculate Conception is a beautiful church which does not require more than the most modest additional decoration. Bows or ribbons may be placed on pews as markers or decorations; candles may also be used on the window sills for “candle-light” weddings.

2. **Music** should be part of the liturgy planning for the wedding. In general, only sacred music is appropriate. If there is a Nuptial Mass, one should consider the parts of the Mass which are normally sung as a priority.

A list of appropriate music which directs attention to God, who sanctifies marriage, will be given to you when you meet with our Organist.

Only Immaculate Conception Parish Organist’s are authorized to play for church or chapel weddings.

Vocal and/or instrumental accompaniment are a beautiful way to enhance a wedding; in all cases, every effort will be made to provide music which pleases the bride and groom and which is in good taste, as well as conforming to our standards of worship at Immaculate Conception Church.

3. ***The Immaculate Conception Organist***, will help you with music and singing for your wedding. She will also help you with all matters concerning the actual ceremony and placement of flowers in the sanctuary. She must be contacted at least *four months* before your wedding. An appointment may be made by calling her at 645-6275 or in the evening at 552-3015 or 648-2081 (before 8:00 P.M., please do not call on Sundays).



General Decorum/Behavior The celebration is sometimes well begun by the time the rehearsal has started. Unfortunately, too often many people forget that the setting is a church. This is compounded by the frequent presence of persons from other Christian bodies who may have a different attitude toward behavior inside a church building.

We ask that the couple explain to people ahead of time how to act respectfully in the church at all times. Gentlemen, please remove your hats, unless there is a sensitive situation which should be discussed prior to the rehearsal. In the case of a Nuptial Mass, only those who are in full communion with the church may receive the Eucharist. If you have any questions regarding this, please discuss them with the Pastor or Deacon.

If all members of the wedding party are punctual, a rehearsal will take approximately 45 minutes. All members of the wedding party are expected to be present at the time set for the rehearsal. Late comers cause the entire party inconvenience and delay the other events of the evening. (Rehearsal times should be scheduled with our Music Director).

4. Photography Professional photographers are often reliable in their concern to be unobtrusive during the ceremony. In general, no special lighting should be used and photographers should be sensitive to the fact that a wedding is a Sacrament and not a “theatrical production”.

**(Photography time must be scheduled with the Church Secretary).*



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1. *The church secretary schedules* the use of all facilities. Please contact her after you have scheduled your wedding with the priest or Deacon.



Florist must vacate the church 30 minutes before ceremonies begin. (*Deliveries must be scheduled with the Church Secretary*).





The Church has provided fine facilities for weddings. Each person or group using them is asked to help keep them clean and orderly for others to use. With this in mind, the following rules have been made.

Use of the Chapel or Main Church

1. No rice, confetti, bird seed, etc., is to be thrown in or around the buildings. If you plan to have a flower girl throw flower petals you are responsible for cleaning them up after the wedding. Please assign someone to make sure the flower petals, decorations and personal belongings are picked up before you leave for the reception.
2. We have dressing rooms in the St. Joseph Center. Please do not prop the outside doors open. We remind you that you are responsible for cleaning up the area where the wedding party dresses. Do not leave hangers, dress bags, flower boxes, etc., in the dressing room. We are not responsible for anything left in the dressing rooms.
3. The dressing rooms when used, may be opened 2 hours before the wedding and must be vacated 1 hour after the ceremony.
4. **Use of alcohol, including champagne, on church property is strictly prohibited.**



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Four Months Prior to Wedding

1. Read this booklet carefully and make an appointment with our priests or deacons.
2. Make arrangements for your pre-marriage counseling.
3. Schedule all facilities being used with the Church Secretary.
4. If you are having the reception on the church property, purchase liability insurance and send policy to the church or you may use our insurance.
5. Contact the Music Director concerning music and liturgical planning.
6. Call your church of baptism for a new baptismal certificate dated within six months of the wedding date. This should be done as soon as you meet with the priest for the first time.
7. Natural Family Planning sessions are available. Check with the church secretary for contact information. (Classes are scheduled 1st Saturday of each month.)
8. Discuss fee payment with our church secretary.

Two Months Prior to Wedding

1. Contact the church secretary for last minute information.
2. Schedule your second appointment with the Priest or Deacon, to make sure all documentation needed is correct.
3. Schedule your rehearsal time with Priest or deacon, Secretary and Organist.



One Month Prior to Wedding

1. Pay balance of all wedding fees.
2. Meet with the Organist to confirm Liturgical plans.
3. Check with the florist on delivery time and schedule this
4. Check with the photographer on dates and time and schedule this with the church secretary

Week of the Wedding

1. Remind the wedding party before the rehearsal ceremony that there is to be *no food or drinks in the chapel or church* at anytime.
2. Make arrangements for someone to pick up the key.
It must be picked up on Friday, before 12:00 Noon.
3. Make arrangements to have someone remove all belongings from the dressing rooms and Chapel or Main Church immediately following the wedding (before they go to the reception).
4. Make arrangements for someone to pick up rose petals and any decorations or personal belongings immediately following the wedding.



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Explanation of Fee Categories

- ◆ **PLEDGING PARISHIONERS:** is a registered parishioner for over six (6) months who has initiated a pledge and is fulfilling that pledge.

- ◆ **REGISTERED PARISHIONER:** is a parishioner who has been registered for no less than six (6) months or can demonstrate participation by CCD or R.C.I.A. registration and attendance.

- ◆ **NON-REGISTERED PARISHIONER:** is anyone else.



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FEE CHECK LIST

	Pledging Parishioners	Registered Parishioners	Non-Registered Parishioners
1. Preparation & Processing Fee	\$125	\$175	\$350
<i>(Includes Documents, Books & Materials, Notifications, marriage preparation.)</i>			
Use of Chapel	\$325	\$375	\$750
3. Use of Main Church	\$400	\$500	\$900
4. Family Life Center	\$450	\$500	\$800
<i>(Includes Cleaning & Insurance)</i>			
<i>Note: Chapel w/FLC</i>	<i>\$700</i>	<i>\$800</i>	<i>\$1500</i>
<i>Church w/FLC</i>	<i>\$800</i>	<i>\$900</i>	<i>\$1400</i>

Additional Costs *(Payable By Separate Check to Individual)*

- A. Organist :negotiated based on musical selections
- B. Musician (s) :negotiated based on musical selections
- C. Singer (s) :negotiated based on musical selections
- D. Sacristan: \$10.00 per hour while using Chapel, Church



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and/or St. Joseph Center.

E. Clergy Stipend

- ◆ *It is customary to give a stipend to the Priest or deacon performing the ceremony.*

Note:

1. Marriage prep Fees (Item #1) MUST be paid before the wedding is scheduled and/or documents are submitted.
2. **A \$250.00 damage deposit** MUST be paid before facilities are scheduled. (Additional fees will be applied for recovery, repair or replacement of missing or damaged property.)
3. Balance of fees due no less than 30 days prior to event.
4. **Key Fob Deposit \$50.00** must be paid before key fob is issued. This deposit is refundable after the event and key fob is returned as long as any damage does not exceed damage deposit.

We hope this information helpful. If there is anything we can do to make your wedding day any easier, please don't hesitate to call us.

God Bless You Always!

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**Congratulations, Good Luck
And God Bless**

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