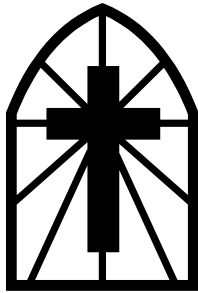


**The Sacrament**  
of  
**Marriage**  
at  
**Holy Cross Church**



126 High Street, Santa Cruz, California 95060  
Phone: (831) 423-4182 • Fax: (831) 423-1043

Scheduling and documents: Gladys Cox

Liturgy and music:  
Sr. Barbara Long: (831) 423-4973

If you are not from this parish and wish to be married here, please read the following:

Couples not from Holy Cross Parish will be expected to provide the following:

- 1) written permission from their pastor stating that one or both are members of that parish
- 2) their own priest; if your priest is unable to come here to witness your marriage, please discuss this with our office staff at the beginning of preparations
- 3) marriage preparation materials completed in your own parish

If you have any questions regarding this policy, please contact Holy Cross Parish office at 423-4182.

## Table of Contents

A Message from Parish Staff	4
Marriage in the Church	5
Celebrating in Holy Cross Church	7
Celebrating in the Holy Cross Mission Chapel	8
Marriage Preparation Guidelines	9
Setting the Date	9
Scheduling the Time	9
Preparation Program	10
Required Documents	11
Ministers of the Celebration	12
Priest	12
Cantor/Musicians	13
Lectors	13
Eucharistic Ministers	13
Altar Servers	14
Ring Bearer/Flower Girl	14
Preparing the Liturgy	15
Rehearsals	15
Environment	16
Flower Guidelines and Florist Policy Agreement	17
Photography/Videotaping Guidelines and Policy Agreement	19
Offerings	21
Offering for Musicians/Cantors	21
Offering for the Church	21
Other fees	21
Checklist	23
Important Phone Numbers	24



Dear Engaged Couple,

Congratulations on your decision to be married!

We, along with the entire Church, rejoice with you and wish you God's fullest blessings.

We are sure there are many questions floating around in your minds regarding this decision. We know that some of those questions have to do with the excitement of planning your wedding and what is required of you.

Hopefully, this packet of materials will answer most of your questions. Please read through it before deciding to choose Holy Cross as the church for your ceremony.

Your wedding day is a significant and memorable occasion in your life. The priests and staff at Holy Cross Parish wish to give you all possible assistance in preparing your wedding celebration.

Sincerely,

The Pastoral Team at Holy Cross

## Marriage in the Church



Two people approaching the Church with the request to be married often come with many conflicting ideas.

For example, some people are afraid of the Church and its regulations regarding the Sacrament of Matrimony. Others are resentful that the Church would dare to say anything about “my” wedding. Some see their wedding as a sign of the covenant between Christ and the Church, a sign of his love and a sharing of the ministry of that love. Still others feel that all they want is a “nice old church”.

The special event marking the beginning of your married life is your wedding. You have found each other, and now you are ready to marry each other. Therefore, this wedding ceremony should be marked with words, gestures and music that are meaningful for you.

However, your marriage also belongs to Christ and the Church. When you come to the Church to be married, you are asking the Church (the community of the faithful) to support you and allow you to share in its vocation and the Sacrament of Marriage. The Church

welcomes you and rejoices that you want to mature in faith by living the Sacrament of Marriage. The Christian Community will support you with their prayers for the rest of your life! It is this combination — you and the community — that makes marriage in the Church so different and so holy.

With this understanding, please read on about the steps in preparation for your marriage and for the formal celebration of your wedding day.



## **Celebrating in Holy Cross Church**

The Church accommodates 472 people.

It contains a pipe organ and a piano.

Recording equipment may not be run through the sound system of the Church.

There are electrical outlets in the choir loft, in the prayer chapel, at the back of the Church and in the side aisles at the sanctuary steps.

The seating of members of the Assembly in the choir loft is not permitted.

Wedding kneelers, aisle runners and the unity candle are not used.

There are no "waiting rooms". It is expected that members of the wedding party will be at the entrance of the Church to greet the guests as they arrive.

Dressing rooms are not available.

Rice, birdseed, flower petals, confetti, etc. may not be thrown.

Reception lines outside of the Church, after the wedding, are not permitted.

Pictures may be taken in the Church for 30 minutes after the wedding.

## **Celebrating in the Holy Cross Mission Chapel**

The Mission accommodates 65 people.

It contains an electronic organ.

There are only two electrical outlets available in the Mission. They are located in the baptistry and choir loft.

No one other than the photographer and/or videographer may be in the mission chapel choir loft.

Wedding kneelers, aisle runners and the unity candle are not used.

There are no "waiting rooms". It is expected that members of the wedding party will be at the entrance of the Mission to greet the guests as they arrive.

Dressing rooms are not available.

Rice, birdseed, flower petals, confetti, etc. may not be thrown.

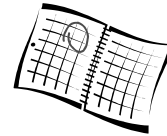
Reception lines outside of the Mission, after the wedding, are not permitted.

Pictures may be taken in the Mission for 30 minutes after the wedding.

## **Marriage Preparation Guidelines**

### **Setting the Date of the Wedding**

Couples are first asked to pick up a copy of the Marriage Guidelines. Both parties are asked to read the entire packet. Then, couples are expected to make an appointment for an interview at the parish office at least six months in advance of the date on which they hope to celebrate their wedding. This is a policy of our diocese as well as Holy Cross parish, because thorough preparation for the Sacrament of Marriage often takes a minimum of six months. It is preferable that the couple schedule this first appointment as far in advance of the six-month requirement as possible. The date for the celebration of the wedding will only be booked after the secretary has had an opportunity to meet with the engaged couple to take care of necessary preparation forms and arrange for their participation in a marriage preparation program. It is the responsibility of the engaged couple to make an appointment to see the parish secretary and to consult with her before making any commitments with caterers, reception halls, etc.



### **Scheduling the Time of the Celebration**

Weddings are scheduled on Saturdays in the church or mission chapel at 12 p.m. and 2 p.m. Weddings are not scheduled on Sundays.



Weddings are not scheduled at Holy Cross between Ash Wednesday and Easter Sunday.

## Preparation Program

Preparation is the most important investment you can make in your marriage and life together. Marriage preparation at Holy Cross consists of:

“Prepare” Premarital Inventory: A program to assist each couple to focus on crucial relationship issues. This inventory identifies relationship strengths and growth areas. The program involves taking the inventory and meeting a priest or counselor to discuss the details. If you are active members of Holy Cross parish, preparation will be done with our parish priest. (If you are not, you will need to meet with a marriage preparation counselor. Inquire in our office for details and cost.)

Engaged Encounter: An approved marriage preparation program available to couples who are being married in the Monterey Diocese. This weekend retreat for engaged couples is designed to deepen, develop and enrich your lives together. For reservations and weekend availability, call 831-427-8162. Reservations can be made using a form available from our parish office.



## Required Documents

Please let us know in the first conversation if either of you has ever been married previously.

These documents are required for church records:

- \* **Baptismal Certificates**  
These must be current copies issued from the church of Baptism, no less than six months prior to the Marriage. Please contact the parish where you were baptized and they will send you a new copy.
- \* **First Holy Communion Certificates**  
We will need to make a copy of the original certificates.
- \* **Confirmation Certificates**  
We will need to make copies of the original certificates.
- \* **Freedom to Marry Forms**  
When the couple is not personally known to the priest, these forms state that neither the bride nor the groom has been married before, or, if previously married, that they are now free to marry in the Church. The forms are available at the parish office and must be signed by a relative in the presence of a priest.
- \* **Dispensations**  
If one of the partners is not Catholic, a dispensation is needed. The request is sent to the Bishop of Monterey by the priest who is preparing you.
- \* **Marriage License**  
Please obtain this one month prior to the wedding. In Santa Cruz County, licenses are available in room 230 of the courthouse. A blood test is not required for a traditional license. Please bring the license, including mailing envelope, to the parish office no later than one week prior to your wedding.

## Ministers of the Celebration

### Priest

The role of the priest is to serve as the principal witness at your wedding celebration on behalf of the Christian community. Ordinarily, our parish priest will witness your wedding. When it is not possible for our priest to be present, the parish secretary will assist you in finding someone else. If you are not a member of Holy Cross and are therefore bringing in your own priest or for any reason are enlisting the help of a visiting priest, please mention this to the parish secretary at the beginning of the process. If you are having a visiting priest preside at your wedding, it is expected that he will do the marriage preparation with you. If he cannot be present for your wedding, please notify our parish office immediately and we will try to locate a priest to witness your wedding. Before we can reserve the church for you, you will need to present a letter from the priest who is presiding at your wedding in which he communicates to the pastor of Holy Cross that he will be present for the ceremony and that he will complete marriage preparation with you. Visiting priests will be asked to observe parish policy concerning marriages and the liturgical customs of the parish.



When one party is not Catholic, they may invite their Minister or Rabbi to participate in the wedding ceremony.

### Cantor/Musicians

Ordinarily, the music ministers of the parish will provide the music for weddings celebrated at Holy Cross. As soon as the date for the wedding has been set with



the priest who will preside, please make an appointment with the parish liturgist/musician. At the first meeting the guidelines for music will be discussed, and couples will have an opportunity to begin the selection of appropriate music for the wedding. You can arrange this through the Liturgy Office, 423-4973.

The wedding preparation workbook you will receive explains the need for a cantor to lead the singing at every celebration.

It is our policy that the celebration of your wedding include the musicians of Holy Cross Church. We have an outstanding music department and bring to every celebration professional excellence and liturgical competence. Please do not make any arrangements for outside musicians to play or sing at your wedding until after you have met with our parish liturgist/musician.

### Lectors

Lectors proclaim the readings from the Bible during the celebration. Those who serve in this parish as lectors are available to serve at wedding celebrations. If the couple wishes to ask friends or family members to serve in this ministry, these persons are required to be at the rehearsal so that they can practice effectively proclaiming the Word of God in the worship space.



### Eucharistic Ministers

If a wedding is celebrated within the Mass, the priest may ask the couple to serve as the Eucharistic Ministers. If not, there will be need for the service of Ministers of the Eucharist. Those who already serve in this ministry in



the parish are available to serve at weddings. If friends or family members are Eucharistic Ministers in their home parish, they may be invited to serve at your wedding provided they attend the rehearsal so that they are familiar with the worship space and communion distribution practices.

#### Ministers of Hospitality

The groom's attendants usually function as ushers and thus fulfill part of the Ministry of Hospitality. The bride's attendants and their families may also fulfill this role.



A warm greeting is a wonderful way to show your appreciation of your guests' presence at your wedding.

#### Altar Servers

This ministry, when required, may be filled from the servers of the parish. If you wish, you may ask a friend or family member to serve. They must be experienced in this ministry and also be present at the rehearsal.

#### Ring Bearers and Flower Girls

These children are not ministers, nor are their services required for the celebration of marriage. However, if you choose to use them in your ceremony, they *must* be at least five years of age. We ask that you please consider the children involved in these roles and whether their presence will add to or detract from the joyful solemnity and flow of the celebration. (Some children are not comfortable in front of groups.)

### **Preparing for the Liturgy**

In consultation with the priest who will preside at the ceremony, it will be determined if the marriage is to be celebrated at Mass or in a Liturgy of the Word. The determining criteria will center around what form of liturgy will best enable a particular wedding assembly to celebrate with the bride and groom. The parish liturgist/musician will assist engaged couples in the preparation of the liturgy. In preparing the wedding liturgy, couples will be asked to incorporate elements which will encourage the active participation of those who gather for the celebration. This will include participation through sung and spoken prayer. As a part of preparation, engaged couples will be given a worksheet on which to record their choices for the prayers and readings of the ceremony. This must be returned to the liturgist no later than two weeks prior to the ceremony.

### **Rehearsals**

A rehearsal is helpful. It allows the members of the immediate wedding party to become familiar with the environment of our church and with the public roles they will assume as part of the liturgy. The person directing the rehearsal will give a brief overview of the liturgy to help all concerned understand the prayerful nature of the celebration. We ask that you make sure that all members of the wedding party are present and that they arrive on time. Please allow at least one hour for the rehearsal.

### **The Environment of the Worship Space**

During your meeting with the liturgist, you will review seating arrangements for the bride and groom, two witnesses, attendants and photographer.

Options for the placement of flowers also will be discussed. All flowers used at Holy Cross must be placed in solid containers and provisions made to protect the rug from moisture. No standing candelabra are permitted because of the problems of safety and the removal of wax from the rugs. Standing baskets and/or pedestals are not permitted. All floral arrangements must remain in the church for the weekend Masses.

There are 40 pews in the Church and 16 in the Mission Chapel.

Please review the policy agreement regarding flower arrangements, on the next two pages, with your florist. Have the florist sign it and then return it to us.

None of the altar furniture (Altar, Lectern, Priest's Chair) is to be moved. The same holds true for seasonal decorations such as the Advent Wreath and Manger Scene. There are also many special decorations and flowers during the 50 days of Easter that may not be moved.

We request that you please remove all flower boxes, bows, etc. immediately after the ceremony. Also, please return any of the church's flowers to their original positions.

### **Flower Guidelines and Policy Agreement**


*To be read and signed by couple and florist;  
Return to parish liturgist at least one month prior to wedding.*

In addition to corsages, boutonnieres and bouquets, many desire to place floral arrangements in the church. Please observe the following when making arrangements with your florist.

1. The church will be reserved for your use a half hour prior to your wedding. Flowers may be delivered and set up during that time.
2. In the church and chapel a floral arrangement may be placed on the floor in front of, but never upon the altar. The height of this arrangement should not exceed the height of the altar. A floral arrangement may be placed on the floor in front of the ambo (lectern). In the church building in lieu of floral arrangements, several live plants may be placed on the steps on the side of the altar and ambo. The setting up of stands, standing baskets and vases elsewhere near the altar and ambo is not permitted. Two small floral arrangements may be placed near the tabernacle.
3. A standing floral arrangement may be placed in the gathering area near the large glass doors of the church or near the door of the mission chapel. These flowers, especially if fragrant, would be a gracious sign of welcome.
4. If flowers are used to decorate the ends of pews, they should be used at regular intervals along the entire length of the aisle enhancing the whole worship space. Such arrangements should not be limited to the first several pews, serving as floral "reserved" signs. Decorations may be attached to the pews with clips, pipe cleaners or ribbon. No tape or tacks are to be used anywhere in the church. We request that you arrange for all pew decorations to be re-

- moved after the wedding.
5. Because flowers that are placed in the sanctuary (near the altar, lectern, tabernacle, etc.) are used for a sacred purpose, it is not appropriate for these flowers to be taken to the reception. All floral arrangements use in the wedding must remain in the church. We ask that you please consider the flowers and floral arrangements as a gift to be used in the worship of God. Your gift will enhance the celebration of the Eucharist during all of the Masses that weekend. They will also serve as a reminder for the parish community to pray for you and your intentions. — *Realizing that flowers are costly, we would encourage you to contact the other couples whose ceremony is the same day as yours so that you can share the expense and flowers.*
  6. During certain seasons of the church year (especially Advent, Christmas, and the 50 days of Easter), decorations and flowers are a part of the church environment and may not be moved or changed.
  7. For safety reasons, the setting up of stands for candles in the aisles and near the altar (other than those provided by the church) is not permitted.
  8. No additional cloths or banners of any kind may be draped on the altar and ambo in the church.

*I have read the Flower Guidelines and agree to abide by them. (Return this page to parish liturgist at least two months prior to wedding.)*

Bride's Signature _____	
Groom's Signature _____	
Florist's Signature _____	
Business Name _____	
Date _____	

## **Photography and Videotaping Guidelines and Policy Agreement**

*To be read and signed by couple and photographer / videographer;  
Return to parish liturgist at least one month prior to wedding.*

The liturgy during which you celebrate your marriage is a sacred moment of rejoicing in prayer, song and gesture. While we understand your desire to record this moment, we ask you to observe the following so that the sacred joy of this day will not be marred by photo and taping equipment and those who operate it.

The church will be reserved for your use a half hour prior to your wedding. You may begin setting up during that time. Videotape equipment may be set up in the choir loft. If used, these cameras must remain in one place throughout the service. There may not be any additional lighting.

1. We have studied carefully the different locations from which pictures might be taken and the resulting impact on the assembly's prayer. Photographers and videographers may set up in the choir loft of either the church or mission chapel. Photographers and videographers may not set up on the altar platform or on the elevated side extensions. The top level of the sanctuary in either building may not be entered at any time during the liturgy. Equipment is not to obscure the view of any of the assembly. Only non-flash pictures may be taken.
2. Photographers / videographers are not permitted to roam about the church or chapel once the liturgy has begun. The liturgy begins with the entrance procession.
3. Only the lighting already available in the church and chapel may be used. No additional lighting may be brought in for use during the liturgy. Additional lights may be used for posed pictures after the ceremony.
4. Standing on church furniture is not allowed.
5. Photographer's / videographer's dress must be appropri-

- ate for the church and wedding.
6. The church and mission chapel may only be used for 30 minutes after the ceremony. Flash and lighting may be used at this time.
  7. Refuse is to be properly disposed of in the containers provided outside of the church.
  8. All electrical cords must be securely taped down.
  9. Every effort should be made to let the wedding guests know that picture-taking is limited to professionals hired by the bride and groom.
  10. Photographers / videographers are asked to respect the sacred space of the church. Please do not move any of the church furnishings—this includes large and smaller items, such as candles and chairs.

I have read the Photographer/Videographer Guidelines and agree to abide by them.

*(Return this page to parish liturgist at least two months prior to wedding.)*

Bride's Signature \_\_\_\_\_

Groom's Signature \_\_\_\_\_

Photographer's Signature \_\_\_\_\_

Business Name \_\_\_\_\_

Videographer's Signature \_\_\_\_\_

Business Name \_\_\_\_\_

Date \_\_\_\_\_



## Offerings

### Cantor/Musicians

Organist/Pianist	\$100
Cantor	\$75
Extra Rehearsal with outside Cantors/Musicians	\$50

### Church

It is customary to make an offering to the church. This offering is for the ongoing ministry of the parish. Please send your offering to the parish office at least two weeks before the wedding.

For wedding \$750  
\$100 of this is due at the beginning of your marriage preparation (at least six months prior to your wedding date). This portion is non-refundable. (If you attend Mass regularly and are active in Holy Cross Parish, please speak with our parish priest regarding special financial arrangements.)

For preparation only \$175

Having read this booklet, we acknowledge that we understand and will adhere to all of the Guidelines for Weddings at Holy Cross Church contained therein. (Please sign and return this box to parish secretary to begin marriage and wedding preparations.)

Bride \_\_\_\_\_

Groom \_\_\_\_\_

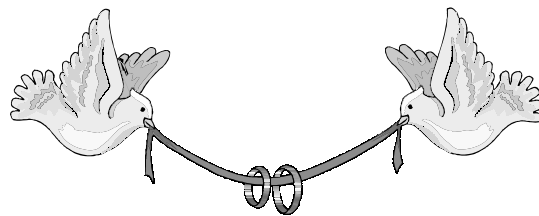
Date \_\_\_\_\_



Lord, behold our family here assembled.

We thank you for this place in which we dwell, for the love that unites us, for the peace accorded us this day, for the hope with which we expect the morrow; for the health, the work, the food and the bright skies that make our lives delightful; for our friends in all parts of the earth. Give us courage and gaiety and the quiet mind. Spare us to our enemies. Bless us, if it may be, in all our innocent endeavors; if it may not, give us the strength to endure that which is to come that we may be brave in peril, constant in tribulation, temperate in wrath and in all changes of fortune and down to the gates of death, loyal and loving to one another. We beseech of you this help and mercy for Christ's sake

Robert Louis Stevenson



## Checklist

### 6 Months Prior

- Make appointment with parish secretary
- Set wedding date with parish secretary
- Arrange for Marriage Preparation Program and Engaged Encounter weekend
- Obtain new copies of your Baptism records
- Bring to parish office copies of First Communion and Confirmation certificates
- Complete Freedom to Marry/Dispensation paperwork (if needed)
- Letter from priest doing marriage preparation who will preside at your wedding, if you are not a member of Holy Cross Church
- Non-refundable deposit of \$100 is due
- Return booklet acknowledgement

### 3 Months Prior

- Apply for marriage license
- Make appointment with parish liturgist/musician
- Schedule rehearsal date and time

### 2 Months Prior

- If preparing outside of Holy Cross, send marriage preparation paperwork to church office
- Return policy agreements signed by florist, photographer and videographer to the parish liturgist/musician
- Send confirmation of priest celebrating wedding to parish office, if priest celebrating is not from Holy Cross

### 1 Month Prior

- Send offering to church office
- Make second appointment with parish liturgist/musician and return liturgy worksheet to her

### 1 Week Prior

- Bring license with envelope to parish office

•

<b>Important Phone Numbers</b>		
Parish Secretary Gladys Cox		423-4182
Parish Liturgist/Musician Sr. Barbara Long, OP		423-4973
Engaged Encounter		427-8162

