

# Planning Your Catholic Wedding At Sacred Heart Church



## **Sacred Heart Catholic Church**

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## Engaged Couple Blessing

*A BLESSING TO BE USED BY THOSE PREPARING THE COUPLE FOR MARRIAGE,  
BY THE FAMILY OR FAMILIES OR IN ANOTHER TYPE OF PRIVATE PRAYER SERVICE.*

Let us pray.

Loving God,

You have blessed us as your people  
and have called us to serve you in love.

Listen to our prayers for *(insert her name)* and *(insert his name)*  
and bless them as they prepare for marriage.

Keep them holy and pure in their lives,  
deepen their spirit of prayer and love,  
and lead them in perfect joy.

Guard them from evil and guide them in your light,  
so that they may enter their marriage in your love  
and serve you faithfully at all times.

Bless their parents, families and friends  
as they help *(insert her name)* and *(insert his name)*  
by their prayer and example as they prepare to marry.

May almighty God bless you, *(insert her name)* and *(insert his name)*.

May God grant you love and happiness,  
peace and joy,  
and strength in trials,  
all the days of your life together.

May you remain always in God's love.

We ask this in Christ's name and in the unity of the Holy Spirit,  
forever and ever. Amen.

*This blessing is an adaptation of a prayer found in A Book of Blessings by the Canadian Conference of Catholic Bishops.*

*Engaged Couple Blessings was written by Jennifer Christ for the Archdiocese of Milwaukee. For further information or permission for use please contact Lydia LoCoco (LoCocoL@Archmil.org), 414.769.3300.*

*Used with permission.*

Dear Couple,

On behalf of the Sacred Heart community, including the Franciscan Friars and staff, congratulations on your upcoming wedding celebration! This document is a guide to help you with your wedding preparation.

Pope Francis, a Jesuit with a Franciscan heart, in 2013 stated:

*“May the church be the place of God’s mercy and love, where everyone can feel themselves welcomed, loved, forgiven and encouraged to live according to the good life of the Gospel. And in order to make others feel welcomed, loved, forgiven and encouraged, the church must have open doors so that all might enter. And we must go out of those doors and proclaim the Gospel.”*

We are a Catholic faith community that seeks to live the Gospel through the celebration of Franciscan Spirituality in the context of our 21st century life. We welcome you to join us as we seek to deepen our experience of God’s love

Here at Sacred Heart we celebrate the wedding ceremony using the Roman Rite and in the native vernacular of the couple (*e.g.: English, Spanish*) with the priest facing the people. The Roman Rite does allow for the customs of the Arras and the Lazo/Veil to be celebrated. A Latin Mass is not permitted in this parish. Due to time constraints we are no longer able to accommodate any other Catholic Rites. This would include the customs from the various Eastern Rites, such as Syro-Malabar Catholic Church, Maronite Church, Melkite Greek Catholic Church, Syriac Catholic Church, Armenian Catholic Church, ect., among others.

In order to ensure that you are aware of and have approved all preparations and changes, all arrangements are to be made by you, the bride and groom, personally. The staff and clergy will only deal with the couple in planning your wedding. It is important that those individuals making an adult commitment also handle the details of their wedding personally.

This document offers some helpful information for your wedding preparation with a priest/deacon here at Sacred Heart Parish.

Please do not hesitate to contact a member of my staff if we can be of further assistance.

Peace and all good,

Father Michael P. Jones, OFM  
Pastor

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# STEP 1

## Confirming Sacred Heart Church for your Wedding

Contact the Sacred Heart Wedding Coordinator, Jennifer Williams at (813) 229-1595 ext. 220  
or e-mail at [jwilliams@sacredheartfla.org](mailto:jwilliams@sacredheartfla.org)  
Office hours are between 9:00 am to 3:00 pm.

Couples need to contact the parish office at least six months in advance of the scheduled wedding date. The deadline for completion of all paperwork is at least one month before the wedding.

### Are you free to marry?

If one of you was previously married – whether in a Catholic or non-Catholic wedding, civil or non-civil – we can't begin planning your wedding until your previous marriage has been annulled and documentation has been provided.

Learn more about annulments at the Diocese of St Petersburg by clicking on the link.

[www.dosp.org/tribunal/annulments/](http://www.dosp.org/tribunal/annulments/)

### Are you a parishioner?

If you would like to be active in the life and ministry of Sacred Heart Parish, you are very welcome to register here. <https://sacredheartfla.org/about-us/register-with-us/>

Prior to any wedding arrangements being made, a bride or groom must be a registered and active member in the parish for a minimum of one year and contributed to its support. The parish will not accept brides or grooms who register at the parish for the sole purpose of being married at Sacred Heart Church or for “using” the Church.

A bride or groom who has moved away and whose parents are registered members in good standing of the parish and who regularly contribute to the support of Sacred Heart will receive due consideration. If however you live within the parish boundaries, the Parish is canonically and pastorally responsible to you.

#### What it means to be an Active Parishioner at Sacred Heart

- An **active parishioner** is a person who attends Mass regularly at Sacred Heart Church. Parents who want a Catholic Faith Formation and Education for their children will see to it that their family attends Mass faithfully and participates in parish activities.
- An **active parishioner** gives of themselves by donating **Time** and **Talent** to the ministries of the parish and/or to the volunteer organizations that support the parish. We are to share in the responsibilities that keep our parish alive in a vibrant way through our ministries.
- An **active parishioner** is a good financial **steward** of the church. As a parishioner, it is important to understand that giving financially to support the parish is a vital and key component to active parishioner status.
- An **active parishioner** is registered in the parish for one year before making a request for marriage.

For Catholics, who are not parishioners of Sacred Heart, they will need to meet with their individual parishes to plan their marriage preparation and to officiate their wedding here at Sacred Heart Church.



# STEP 1

## Confirming Sacred Heart Church for your Wedding

Sacred Heart Church Wedding & Rehearsal Times					
Day of the Week	Pre-Wedding	Wedding	Post Wedding	*Rehearsal Date	Rehearsal Time
Monday-Thursday	1:00 to 2:00 pm	2:00 to 3:00 pm	3:00 to 3:30 pm	The Day Before	5:00 to 6:00 pm
Friday - 2:00 pm	1:00 to 2:00 pm	2:00 to 3:00 pm	3:00 to 3:30 pm	Thursday	5:00 to 6:00 pm
Saturday - 11:00 am	10:00 to 11:00 am	11:00 to 12:00 pm	12:00 to 12:30 pm	Friday	4:00 to 5:00 pm
Saturday - 2:00 pm	1:00 to 2:00 pm	2:00 to 3:00 pm	3:00 to 3:30 pm	Friday	5:00 to 6:00 pm
Saturday - 7:30 pm	6:30 to 7:30 pm	7:30 to 8:00 pm	8:00 to 8:30 pm	Friday	6:00 to 7:00 pm
<i><b>Pre-Wedding</b> - Time for the florist, photographer and/or videographer to set up. Time for the wedding party to arrive.</i>					
<i><b>Wedding</b> - Each wedding is scheduled for one hour. If the wedding starts late, music and other items of the rite might have to be cut.</i>					
<i><b>Post Wedding</b> - Time for inside &amp; outside photographs. Time for the florist, photographer and/or videographer to take down.</i>					
<i><b>Wedding Party</b> - Groom &amp; Groomsmen arrive 1 hr. before the wedding. Bride &amp; Bridesmaids arrive 45 mins. before the wedding.</i>					
<i><b>*Rehearsal dates &amp; times may vary depending on the church's liturgical schedule.</b></i>					

Please read the Punctuality section on page 17

**No weddings are held at the Church on Sundays, the following major civil holidays and holy days.  
Other days may be blocked off for events in the parish and in downtown Tampa.**

**New Year's Day** (Jan 1<sup>st</sup>)

**Martin Luther King Day** (3<sup>rd</sup> Mon of Jan)

**Tampa's Gasparilla Parade** (Last Sat of Jan)

**Presidents Day** (3<sup>rd</sup> Mon of Feb)

**Ash Wednesday**

**Tampa's St. Patrick's Day Parade** (Sat of Mar)

**Holy Monday**

**Holy Tuesday**

**Holy Wednesday**

**Holy Thursday**

**Good Friday**

**Holy Saturday**

**Easter Monday**

**Villa Madonna School Graduation** (Fri in May)

**Memorial Day Weekend** (The Sat before Memorial Day)

**Memorial Day** (Last Mon of May)

**Juneteenth Day** (June 19<sup>th</sup>)

◀ **Independence Day Weekend** (Sat)

**Independence Day** (Jul 4<sup>th</sup>)

**\*Assumption of the BVM** (Aug 15<sup>th</sup>)

**Labor Day Weekend** (The Sat before Labor Day)

**Labor Day** (1<sup>st</sup> Mon of Sep)

**Columbus Day** (2<sup>nd</sup> Mon of Oct)

**\*All Saints Day** (Nov 1<sup>st</sup>)

**\*All Souls Day** (Nov 2<sup>nd</sup>)

**Veteran's Day** (Nov 11<sup>th</sup>)

**Thanksgiving Day** (4<sup>th</sup> Thu of Nov)

**Thanksgiving Weekend** (The Fri & Sat after Thanksgiving Day)

**\*Immaculate Conception** (Dec 8<sup>th</sup>)

**Tampa's Santa Fest** (1<sup>st</sup> Sat in Dec)

**Christmas Eve** (Dec 24<sup>th</sup>)

**Christmas Day** (Dec 25<sup>th</sup>)

**Day after Christmas** (Dec 26<sup>th</sup>)

**New Year's Eve** (Dec 31<sup>st</sup>)

◀ Availability depends of what day of the week Independence Day falls on.

\* On some holy days weddings have limited availability.

# STEP 1

## Confirming Sacred Heart Church for your Wedding

### Wedding Fees

#### Church

Within the Diocese	\$2,000	<i>This is based upon the address of the Groom or the Bride.</i>
Outside the Diocese	\$2,500	<i>This is based upon the address of the Groom or the Bride.</i>

#### Payments

Paid in full at the time of the reservation

#### Cancellation policy

- Up to 9 months before the wedding date 75% of the church fee to be refunded.
- 6 to 9 months before the wedding date 50% of the church fee to be refunded.
- 0 to 6 months before the wedding date the church fee is non-refundable.

#### Security

A security detail will be on the premises for your wedding. The cost of the security is included in your wedding fee.

#### Priest/Deacon Stipend

- It is customary and appropriate for the couple to give a stipend to the priest or deacon who is officiating the wedding. There is no recommended or set amount for this free will gift.
- Sacred Heart does not compensate outside priests or deacons. It is up to the couple and the priest or deacon to work out an agreement.

#### Music Fees

Organist	\$250	Paid directly to the organist at least a week before the wedding.
Cantor (optional)	\$150	Paid directly to the cantor at least a week before the wedding.
Additional Musicians	TBD	Paid directly to the musician at least a week before the wedding

### Special Understanding - Church Restorations & Repairs Statement

Sacred Heart is a historic church that requires (major) maintenance and substantial repairs and renovations from time to time. Required repairs need to be addressed immediately. There may be times when scaffolding is present in parts of the church. It is our policy that as long as the work materials/ scaffolding do not interfere with the main aisle and sanctuary, scheduled weddings will go forward as planned. In the unfortunate event the main aisle or sanctuary is affected, we will work with you to find an alternative church in Tampa to celebrate your wedding.

#### Do Catholics Have to be Confirmed Before Getting Married?

Confirmation prior to your marriage is not strictly required but is strongly recommended. Here is what Church law says:

- Canon 1065 §1. Catholics who have not yet received the sacrament of confirmation are to receive it before they are admitted to marriage if it can be done without grave inconvenience.*
- §2. To receive the sacrament of marriage fruitfully, spouses are urged especially to approach the sacraments of penance and of the most Holy Eucharist.*

Although canon law does not absolutely require that a Catholic be confirmed in order to get married, it is very likely that some pastors and dioceses do. It is up to the couple to check with the parish and diocese where the wedding will be celebrated for their policies.

### Who will officiate at your wedding?

#### For parishioners of Sacred Heart Church

- A priest or deacon at Sacred Heart Church will be assigned to prepare and officiate at your wedding.
- If you're considering Marriage at Sacred Heart, there is an important requirement to keep in mind. You must be registered, active, and involved in the life and ministry of our parish for one year after registering as a parishioner before you can request a wedding date.

#### For Non-Parishioners

- It is up to the couple to make arrangements with another priest or deacon to complete the requirements for marriage preparation. The couple will also need to secure the services of a priest or deacon to officiate at the wedding.
- The priest or deacon who will be responsible for marriage preparation must be willing to coordinate the diocesan requirements for marriage preparation, obtain dispensations and permissions that are needed, and prepare the documents that are needed.
- Priests or deacons from outside the Diocese of St Petersburg who will be officiating at the wedding must include a Letter of Good Standing in the completed wedding file. This letter must come from their Chancery or from the Superior of a Religious Order.
- The Diocese of St Petersburg does not assist couples looking for a priest/deacon to officiate at a wedding at Sacred Heart Parish. It is best to first go to your parish.
- The priest/deacon who is doing the paperwork and/or officiating the wedding will need to complete the [Marriage Preparation Agreement / Officiant Agreement \(Form M102\)](#).

#### Requirements for clergy at Sacred Heart Parish

- In the spirit of Vatican II, the Mass will be celebrated in the native vernacular of the couple (e.g.: English, Spanish) with the priest facing the people. A Latin Mass is not permitted in this parish.
- The liturgy must be that of the Roman Catholic Church's Rite of Marriage (2016) and in accordance with the Guidelines for Weddings of Sacred Heart Church and the Diocese of St Petersburg.
- The Roman Rite does allow for the customs of the Arras and the Lazo/Veil to be celebrated.
- Due to time constraints we are no longer able to accommodate any other Catholic Rites. This would include the customs from the various Eastern Rites, such as Syro-Malabar Catholic Church, Maronite Church, Melkite Greek Catholic Church, Syriac Catholic Church, Armenian Catholic Church, ect., among others. There are no exceptions possible.

#### Inviting a non-Catholic Clergyman

If you desire to invite a non-Catholic clergyman to participate in the wedding liturgy, you must submit a written request to the Pastor of Sacred Heart, providing the name, title, and address of the clergy member you want to invite. Non-Catholic clergy are permitted to participate in a Catholic wedding by their presence, but they cannot preside at the liturgy. They may read one of the Scripture readings (other than the Gospel), offer a short reflection (at an appropriate time other than after the Gospel), and perhaps offer a prayer. The Catholic priest or deacon must read the Gospel, preach the homily, receive the wedding vows, and impart the Nuptial Blessing. The ritual of the Roman Catholic Church is always used, and the form of the celebration will always be the wedding outside of Mass when non-Catholic clergy are present.



# STEP 1

## Confirming Sacred Heart Church for your Wedding

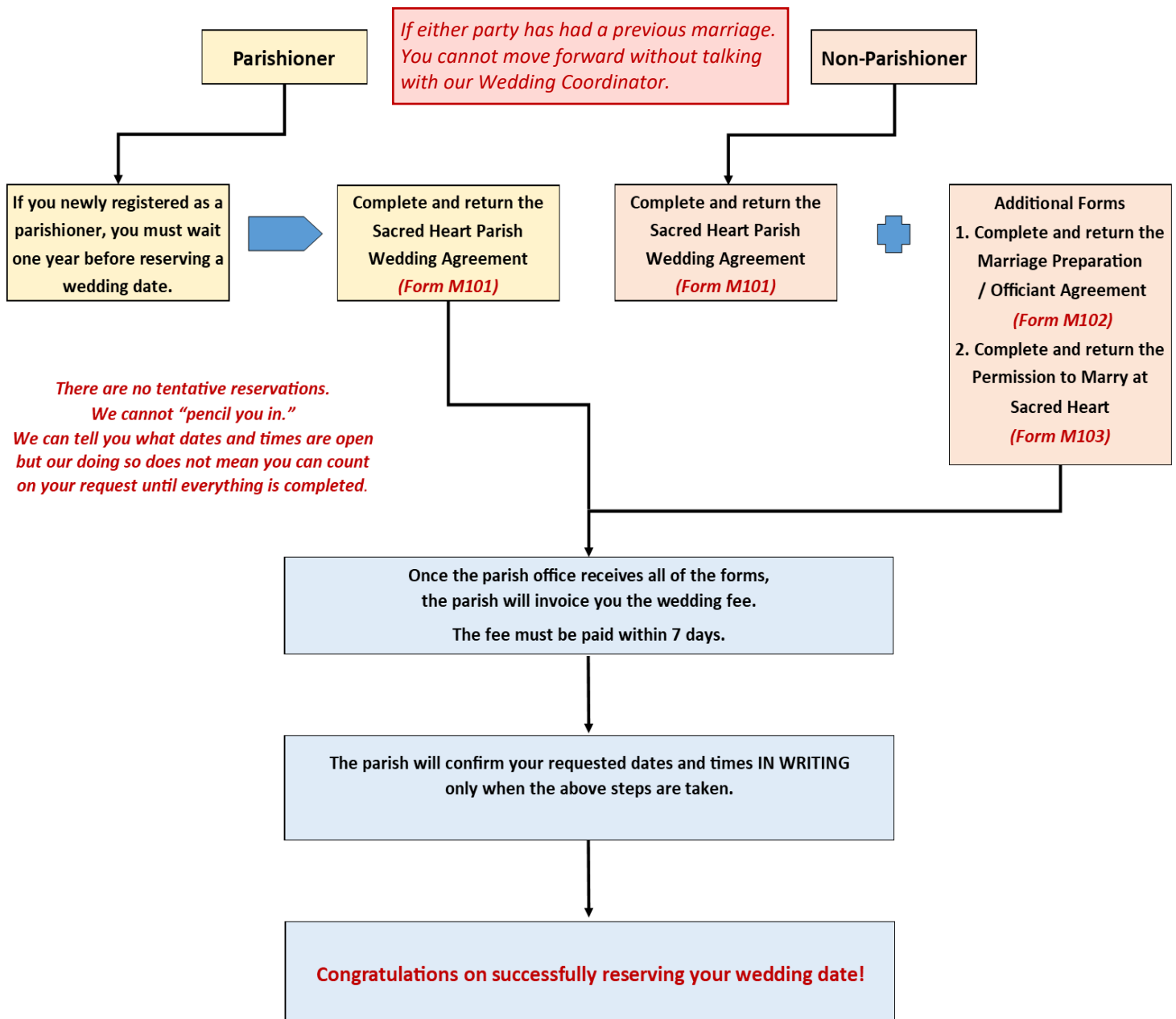
### Reserving the Church for your Wedding Day

Destination weddings are very popular in Florida. However, our church is not a destination wedding venue. Rather, this is our spiritual home, a sacred place where many generations have celebrated the sacraments, beginning with baptism, and ending with a funeral. For that reason, the life and needs of our parish come first.

Our church is a favorite place for celebrating Holy Matrimony. We are pleased to share it. Unfortunately, limitations of time, resources, and personnel prevent us from honoring every request.

Because of the volume of requests, we employ an application system and appreciate your participation. Here is how an engaged couple may apply for a reservation:

### Reserving Sacred Heart Church for your Wedding Day



## STEP 2

## Meet with Your Priest/Deacon to Begin Marriage Preparation

### Marriage Preparations

- 1) The Sacred Heart Wedding Coordinator will send the couple a link to complete the online Preliminary Assessment of Readiness for Marriage (FOCCUS Survey) - *(Should be done within the first month)*
- 2) Sign up for Journey to Matrimony (Diocese of St Petersburg)
  - Journey to Matrimony is a twelve-hour, one-day program intended for couples when the bride and groom are both marrying for the first time. The program is usually offered the third Saturday of most months. This comprehensive experience uses various presentation methods with the goal of enriching and enhancing the remainder of the couple's engagement. It is our hope that Journey to Matrimony will provide a firm foundation on which couples like you can build a future as you prepare to enter the Sacrament of Marriage and spend a lifetime together. For more information click on the link. <https://www.dosp.org/marriage-and-family/journey-to-matrimony/>
  - Must be completed three months before the wedding
- 3) Meet with the clergy member who will be doing the paperwork and/or wedding.
  - The priest/deacon will fill out the Prenuptial Questionnaire with the Bride & Groom.
  - The priest/deacon will do paperwork for any Dispensation/Permission that is required for the marriage.
- 4) Paperwork needed from the couple.
  - **Baptismal Certificates** - For a Catholic we need a recent copy of your baptismal record within six months of the wedding. You will need to contact the parish where you were baptized to request it. For a baptized Christian (non-Catholic) any copy of your baptismal record will do.
  - **Form B or Witness Affidavit of Free Status**: Two-forms are completed for both the Bride and the Groom by family members who have known you since at least the age of 16. It confirms that you are not currently married to another and that you plan to follow the teachings of Christ regarding the Sacrament of Marriage. If the witness resides outside the Diocese of Petersburg, the witness can complete the form in pen and mail to the priest or deacon facilitating your marriage preparation.
  - **Certificate of Completed Marriage Preparation (Journey to Matrimony)**
  - **Decree of Nullity** if applicable: If the bride or groom has a Decree of Nullity from a Catholic Church Diocesan Tribunal, a copy of the Decree plus a copy of the previous marriage license must be included in the marriage file.
  - **Additional Paperwork**: This paperwork is required for the priest/deacon outside of Sacred Heart Parish who will be celebrating the wedding.
    - Letter granting delegation by the Pastor of Sacred Heart to the priest or deacon officiating the wedding. Sacred Heart Parish will automatically do this upon receipt of the [Marriage Preparation Agreement / Officiant Agreement \(Form M102\)](#)
    - A letter of good standing for a priest or deacon outside of the Diocese of St Petersburg.
- 5) The priest/deacon will discuss the Preliminary Assessment of Readiness for Marriage (FOCCUS Survey) with the couple.

## STEP 2

## Meet with Your Priest/Deacon to Begin Marriage Preparation

- 6) The priest/deacon will discuss the Wedding Rite with the couple.
- In the spirit of Vatican II, the Mass will be celebrated in the native vernacular of the couple (e.g.: English, Spanish) with the priest facing the people. A Latin Mass is not permitted in this parish.
  - The liturgy must be that of the Roman Catholic Church's Rite of Marriage (2016) and in accordance with the Guidelines for Weddings at Sacred Heart Church and the Diocese of St Petersburg.

### **The Order of Celebrating Matrimony within Mass**

This is the rite that would ordinarily be used when two Catholics marry. With the permission of the local Bishop, it may also be used when a Catholic marries a baptized Christian. ( *For an outline of the Rite go to the [Sacred Heart Wedding Planner](#) page 29.* )

### **The Order of Celebrating Matrimony without Mass**

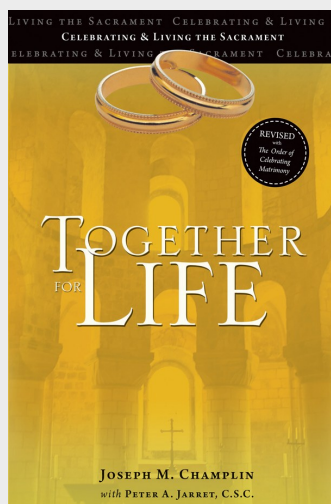
The marriage between a Catholic and a member of another faith tradition is beautifully and meaningfully celebrated in the context of a celebration sharing the Word of God. The Church wishes to promote unity within interfaith marriages and respect for the conscience of the non-Catholic party. ( *For an outline of the Rite go to the [Sacred Heart Wedding Planner](#) page 29.* )

For the sake of the wedding party and their families, weddings between a Catholic and a non-Catholic are celebrated outside of Mass. This helps to prevent hard feelings for the non-Catholic bride/groom and his or her family, who may not be Catholic, since Holy Communion cannot be extended to non-Catholics.

### **The Order of Celebrating Matrimony between a Catholic and a Catechumen or a Non-Christian**

As the title implies, this form of celebration is used when a Catholic marries someone who is not yet baptized. This might be a Catechumen, a member of a Christian denomination not yet baptized, or a non-Christian.

- In the event your wedding falls on a Solemnity observed by the Church, some of your readings must come from the Mass of the Day as prescribed by the Catholic Church.



**Together for Life** has been the most trusted source for wedding planning in the Catholic Church for more than forty-five years. The 2016 edition contains all the necessary texts from The Order of Celebrating Matrimony. Each reading choice is accompanied by a reflection written by lay married theologians or pastoral leaders who are committed to the sacramental life of the Church.

Together for Life includes all of the information, prayers, blessings, and readings needed to plan a wedding that will be held within Mass, without Mass, or between a Catholic and a catechumen or non-Christian. FAQs address questions couples may have about traditions such as readings, music, and witnesses.

The material in Together for Life is supported by [TogetherforLifeOnline.com](http://TogetherforLifeOnline.com). The site includes an online selection form, Catholic wedding planning resources, and articles providing enrichment to both married and engaged couples.

## STEP 2

### Meet with Your Priest/Deacon to Begin Marriage Preparation

#### Marriage Convalidation

*“It is the presence of the Lord, who reveals Himself and the gift of His grace, that will render your marriage full and profoundly true.” – Pope Francis*

A Marriage Convalidation is colloquially referred to as “having your marriage blessed” in the Church. A convalidation is needed when either the man or the woman, or both, are baptized Catholics but did not get married through the Catholic Church (eg. Justice of the Peace, other Christian denomination, other religion, etc.) and did not seek permission or dispensation through the Church.

A valid Catholic marriage is one in which the man and woman received appropriate marriage preparation and were married according to the matter and form of the sacrament (full and free consent, before an authorized witness of the Church (priest/deacon) and at least two other witnesses).

If neither the man nor the woman were Catholic at the time of the wedding but were married according to their non-Catholic Christian faith tradition, and either one or both are now entering full communion with the Catholic Church, the Church recognizes their marriage as valid and will not need a convalidation.

#### What is involved in preparing for a convalidation?

Marriage preparation for convalidating couples is typically an adapted version of the preparation that engaged couples undergo. The content of the preparation will vary from couple to couple, as different couples will have different levels of experience and knowledge of the Church, the Sacrament of Marriage, and of each other.

For many couples, one or more annulments will be required before a convalidation is possible. A date for convalidation may not be set until the annulment is approved.

Learn more about annulments at the Diocese of St Petersburg by clicking on the link.

[www.dosp.org/tribunal/annulments/](http://www.dosp.org/tribunal/annulments/)

#### What will the ceremony be like?

As with the marriage preparation, some of the ceremonial details will depend upon the individual couple. But a convalidation is a true celebration of the Sacrament of Marriage, and so it follows the Catholic Church’s Rite of Marriage Outside of Mass. This includes a Liturgy of the Word (Scripture readings and homily), Prayers of the Faithful, the Rite of Marriage, Our Father, Nuptial Blessing, and Final Blessing and dismissal.

Convalidations are typically much simpler than other weddings in terms of the other ceremonial details (number of people in attendance, clothes, music, etc.), but there must be at least two witnesses in addition to the priest or deacon.

From the beginning of the procession through the final recession, all in between is the liturgical ceremony of the Catholic church. So as you think about your celebration, remember the guideline: If you don't see or hear it on Sundays, it cannot be part of the wedding celebration here. Instead, individual or family rituals can be incorporated in the wedding reception to distinguish it as uniquely yours.

### Cultural Adaptations

#### **Arras / Lazo and / or the Veil**

The Order of Celebrating Matrimony includes optional rites that may be celebrated within the wedding liturgy when these customs and rituals are a part of the culture of one or both of the families of the couple.

#### **Flowers to the Blessed Mother**

Presenting flowers to the Blessed Mother is a practice meant to express a personal devotion to her and is not a part of the rite of marriage. This is an act which should be a sign of something real. Therefore, if you have a strong devotion to Mary, you may wish to incorporate this devotion as a part of your rehearsal ceremony or after the wedding ceremony.

#### **Unity Candle**

Though sometimes used in other places (even some Catholic parishes), the "Unity Candle" is not a part of the wedding liturgy or tradition of the Catholic Church, and its use is not permitted at Sacred Heart Church. There are no exceptions to this policy.

#### **Wedding Vows**

Rite of Marriage does not provide an option for couples to write their own vows nor does the diocese allow any additional wording to the wedding vows.

#### **Other Customs**

Due to time constraints we are no longer able to accommodate any other customs in the Roman Catholic Church's Rite of Marriage (2016) . This would include the customs from the various Eastern Rites, such as Syro-Malabar Catholic Church, Maronite Church, Melkite Greek Catholic Church, Syriac Catholic Church, Armenian Catholic Church, ect., among others.

**Diagram of the Church** - See [\*Sacred Heart Wedding Planner\*](#), page 30

#### **Contact the Music Director**

**Contact Philip Jakob, Director of Music, at (813) 229-1595 ext. 205  
or e-mail at [pjakob@sacredheartfla.org](mailto:pjakob@sacredheartfla.org).**

To begin the process of selecting music for your wedding you need to contact the Music Director, Philip Jakob, at least five months prior to the wedding date. When you first contact Philip Jakob, let him know if it is a Mass or Ceremony and whether they are Catholic, Baptized Non-Catholic or a Non-Christian.

Philip will then send you two documents which will assist you with the selection of music. The suggestions for music are not prescriptive so feel free to discuss with Philip Jakob any alternatives.

Payment of music fees, which are separate from church fees, need to be paid a week before the wedding. Philip Jakob will inform you of the name of the Cantor, if requested, prior to payment.



### Decorations

Sacred Heart Church welcomes all florists to participate in creating a memorable wedding day for our brides and grooms. In general, we would advise minimal expenses for floral arrangements as the church is already visually a stunning environment.

#### Guidelines:

- Liturgical seasons are key points in the church's liturgical year. The church decor and environment serve the broader parish and its needs. The bridal parties are welcome to take advantage of the decor already established in the church. The decor is not changed for weddings at certain times of the year, including but not limited to:
  - Advent Season - Liturgical color is purple. *(four weeks preceding Christmas)*
  - Christmas Season - Liturgical color is white. *(Christmas Eve through the Solemnity of the Baptism of the Lord)*
  - Lent Season - Liturgical color is purple. *(Ash Wednesday to Easter during which time wedding/altar flowers are required to be at a minimum to maintain the solemnity of the season)*
  - Easter Season - Liturgical color is white. *(Easter Sunday to Pentecost Sunday)*
  - Feast of Saint Francis of Assisi - Liturgical color is white/green. *(weekend near October 4)*
- Flower arrangements are allowed on the back altar on either side of the tabernacle.
- Candles of any kind are not permitted.
- Aisle runners are not permitted.
- Pew bows must be attached to the pews with elastic. No plastic clips, wire, tape, staples, tacks, etc. can be used. Garland draped from pew to pew preventing entering and exiting the pews is not permitted. Any pew bows must be removed immediately after the ceremony.
- Flower arrangements outside the church are not permitted.
- Adornments/decorations of the railings or doors outside the church are not permitted.

The florist may set up one hour before the wedding. All equipment and decorations must be removed from the church immediately following the wedding.

*The signed [Sacred Heart Florist Agreement \(Form M104\)](#) needs to be return to the parish office a month before the wedding date.*



*Sacred Heart Church's silk flower arrangements are available for the couple to use.*



### Wedding Guidelines for Photographers & Videographers

Sacred Heart Church welcomes all photographers and videographers to participate in creating a memorable wedding day for our brides and grooms.

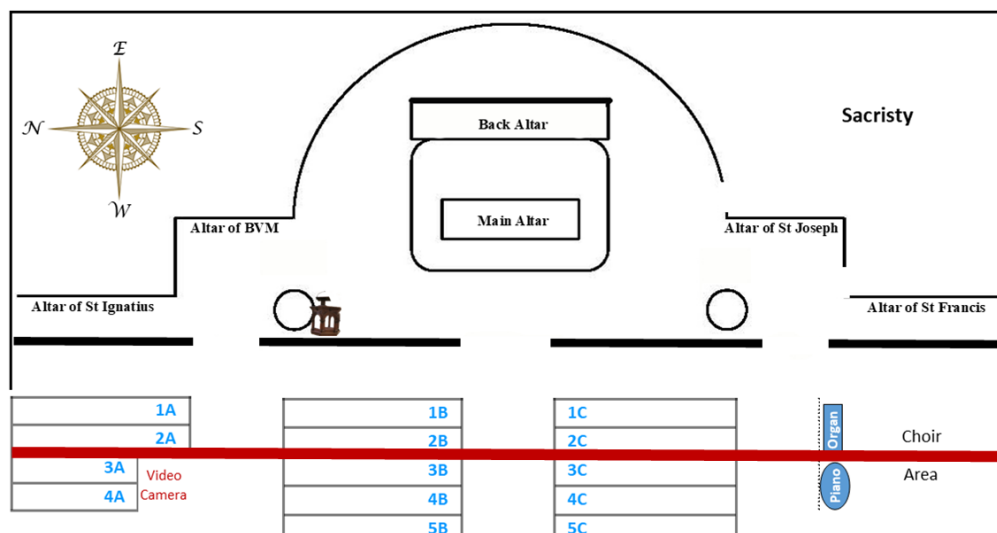
#### Guidelines:

- Once the wedding procession begins, there are limitations on where photographers and videographer can be. No photographers or videographers are allowed within the sanctuary (*the altar area*) during the ceremony.
- Photographers and videographers may not move forward beyond a “line” that extends from the piano to the transept seating on the Twiggs Street door (*north side of the church*). *See Diagram A*
- Photographers and videographers may shoot in the center aisle no farther forward than the last guest and are free to move in the side aisles up to the Twiggs Street door on the north side or up to the piano on the south side.
- Once the procession of the wedding party begins, no flash photography or direct video light is permitted.
- The choir loft is unavailable at any time.
- Pictures and videos can be taken before the wedding. There will also be approximately 30 minutes after the wedding for photos provided that the wedding ceremony starts on time.
- It is expected that photographers and videographers will respect the sanctity of the church by not taking inappropriate photos or video.
- We have an XLR and other audio connections in our sound system that are available for your use.
- No one is allowed to tamper with the sound system.
- No tape is allowed on the floors, doors or pews.
- No Drones inside or outside the church.

*The signed [Sacred Heart Photographer Agreement \(Form M105\)](#) needs to be returned to the parish office a month before the wedding date.*

*The Signed [Sacred Heart Videographer Agreement \(Form M106\)](#) needs to be returned to the parish office a month before the wedding date.*

**Diagram A: The Line for Photographers & Videographers**



### Sacred Heart Wedding Managers - *This is not optional*

The Sacred Heart Wedding Managers of the parish provide many important, vital functions before, during, and after the wedding. They serve to help the bride and groom and are totally responsible for implementing the policies and customs of Sacred Heart Parish. They will consult with the priest/deacon, conduct the rehearsal, give directions for the procession and placement of the wedding party, and ensure that the altar furnishings, candles, and lights are properly set.

Due to the unique nature of Catholic liturgy, a professional wedding director or wedding planner will not function in the role of Sacred Heart Wedding Manager at either the rehearsal or the wedding ceremony.

### Rehearsal

- Everyone involved in the wedding ceremony will need to be present for the rehearsal.
- This includes bridal party (bridesmaids, groomsmen, ring bearer, etc.), parents, sponsors, and readers. All involved need to arrive at the church promptly at your assigned rehearsal time/date.

### The Wedding Party and Entrance Procession

The Sacred Heart Sanctuary can accommodate wedding parties of any size. The bride, groom, maid/matron of honor, and best man will be seated in the sanctuary for the entire ceremony.

Attendants, including bridesmaids and groomsmen, will be seated in the pews for the ceremony.

Our goal is to ensure that the wedding party processes down the aisle precisely on the hour or half-hour, depending on the official start time of the wedding. The duration of the procession should be taken into account, as it is part of the one-hour allotted time for the liturgy. Exceeding this time may result in less opportunity for pictures afterwards.

No regulations exist regarding the procession at the start of the celebration, so you have a variety of options to consider when planning the entrance procession. See the [Sacred Heart Wedding Planner](#) on page 29.

### Decorum

- No food or drink is permitted in the church or anywhere on the grounds of our parish before, during, or after the wedding and rehearsal. Tables are not permitted to be set up in front of the church for any reason.
- The use of chewing gum, tobacco and vaping are prohibited in the church environment.
- The wedding party is expected to refrain from using any alcoholic beverages before the rehearsal and the wedding. Please remind everyone in the wedding party to preserve the sacred character of this event. Further, if either or both bride and/or groom are under the influence before the wedding, the Sacred Heart Wedding Manager together with the priest or deacon have the authority to cancel the wedding since, by Canon Law, valid marital consent may be placed only by persons who are not impaired. Should this occur, there will be no refund of the wedding fees.
- All cell phones, including all members of the wedding party and congregation, must be turned off so that they may not disturb the sacred liturgy.
- ABSOLUTELY NO rice, birdseed, confetti, streamers, bubbles, or flower petals are to be used in the church, on the steps of the church, on the sidewalk outside the church, or anywhere on the church grounds.

## STEP 4

## Wedding Rehearsal and Wedding Ceremony

### Parking

There is no on-site parking available. Parking for members of the wedding party and guests may park at metered street parking spaces, in a parking garages or lots in the area.

On weekends and when there is a special event downtown the parking garage next to the church and the lots in the area may charge a flat rate for parking which is higher than their usual hourly rate.

To reserve the two meters in front of the church (Zone #9927- NSOOE-1, NSOOE-3) and the four meters on Twiggs Street (Zone #9927- E400S-1, E400S-3, 3400S-5, E400S-7), contact the City of Tampa Traffic Division at 813-274-8179.

**Sacred Heart Church is not responsible for any charges related to parking while attending events at the Sacred Heart Parish.**

### Punctuality

It is essential to begin the liturgy on time. In order for Sacred Heart Church to minister to as many people as possible, all Masses, rehearsals and weddings are closely timed. The wedding rehearsal is allotted one hour and the wedding is allotted two and half hours. Please see page 6 for the start and end times.

Out of respect for the parish staff and for other scheduled events, wedding parties are expected to be prompt for both the rehearsal and wedding ceremony. All members of the party arrive 15 minutes prior to the assigned rehearsal time. On the wedding day, the groom and groomsmen need to arrive at least 60 minutes prior to the ceremony. The bride and her bridesmaids need to arrive no later than 45 minutes prior to the ceremony.

Our goal is to ensure that the wedding party processes down the aisle precisely on the hour or half-hour, depending on the official start time of the wedding. The duration of the procession should be taken into account, as it is part of the one-hour allotted time for the liturgy. Exceeding this time may result in less opportunity for pictures afterwards.

**Question:** *What happens if we are late for the rehearsal or wedding? What if the wedding Mass or ceremony lasts longer than one hour?*

**Answer:** Each couple is allotted one hour for the rehearsal and two and a half hours for the wedding. Both the rehearsal and wedding will begin at the scheduled times.

- If you're late for the rehearsal: The remaining time will be adjusted accordingly. For example, if you're 15 minutes late, you'll have 45 minutes left.
- If the wedding starts late: For instance, if it starts 10 minutes late, you'll have 50 minutes remaining for the Mass or ceremony. In some cases, parts of the wedding may need to be shortened.
  1. Change the Rite e.g. to Outside Mass (with or without Communion).
  2. No extraneous rites e.g. Arras, Lazo or Veil, Flowers to Mary.
  3. Shorten the music e.g. psalm verses when the music does not cover the action.
  4. Reduce the number of scripture readings, e.g. 1<sup>st</sup> Reading – Gospel Greeting - Gospel
  5. Ask the priest to reduce the homily or omit altogether.
  6. Revise the time limit for the photographer to complete his operations

If the wedding Mass or ceremony exceeds one hour, less time will be available for photographs.

**Once your allotted time is up, everyone will be required to leave.**

## STEP 4

## Wedding Rehearsal and Wedding Ceremony

### Wedding Rooms for the Wedding Party

The church provides a bride's room for the convenience of the bride and her attendants. It is available 60 minutes prior to your wedding time. The bride and all attendants should arrive dressed and ready. Your hair-dresser, professional make-up artist, are not to be invited to the bride's room.

The groom and his attendants should arrive dressed for the ceremony and will gather in the sacristy.

The bridal parties remain in these areas until the ceremony begins.

**Reminder:** Please no food, drink, tobacco or gum in the church. Please designate a responsible person to remove all trash and flower boxes from these areas, as all areas must be left clean.

### Apply for a Marriage License

You may obtain the Florida marriage license up to 60 days before the wedding and in any county in the state. Please bring the marriage license to the wedding rehearsal. Legally, the wedding ceremony cannot take place unless the civil license is on hand with the Sacred Heart Wedding Manager. The officiating clergy will sign it after the wedding liturgy. There is no ceremony around the signing of the civil license.

Any couple, if one or both parties are a Florida resident, must take a four-hour premarital preparation course, or wait three days before the marriage license goes into effect. To receive a waiver of the new three-day waiting period, a premarital preparation course must be completed within one year prior to obtaining a marriage license and a valid certificate of completion must be presented to the Clerk's office. Taking the premarital preparation course also lowers the application fee. The Journey to Matrimony qualifies for a waiver.

<https://www.stateofflorida.com/getting-married-in-florida/>

### How can I personalize my wedding?

In coming to the Catholic Church for your wedding you have recognized that the liturgical celebration of marriage is not something that belongs simply to any one person, couple or family. It is primarily the action of the whole Church. It is a solemn and holy occasion. The Church has its own Rituals that allow the faith of both bride and groom to be expressed while ensuring that those gathered will be drawn towards the Lord. A Catholic wedding is not about you as much as it is about what God is doing through you and for you in the midst of a community of faith.

Consequently, while you are free to make decisions regarding various options in the Rite (*e.g., Scripture passages, blessings, etc.*), we will also very carefully adhere to all the Church's liturgical norms, customs, and teachings in every respect. In addition, since there are practical limitations to what our resources of space, time, and personnel can accommodate, we ask that you respect the specific policies that apply at Sacred Heart Church.

# Checklist

## Sacred Heart Parish Wedding Checklist and Timeline

### To Reserve the Date:

- \_\_\_\_\_ \*Return the [Sacred Heart Parish Wedding Agreement to the parish \(Form M101\)](#).
- \_\_\_\_\_ \*Pay the Church Wedding Fee.
- \_\_\_\_\_ **Additional Forms for Non-parishioner**
- \_\_\_\_\_ \*Return the [Marriage Preparation Agreement / Officiant Agreement \(Form M102\)](#).
- \_\_\_\_\_ \*Return the [Permission for Bride and/or Groom to Marry at Sacred Heart \(Form M103\)](#).

### Six Months to One Year Before the Wedding:

- \_\_\_\_\_ Fill out the online Preliminary Assessment of Readiness for Marriage (FOCCUS Survey).
- \_\_\_\_\_ Sign up for [Journey to Matrimony](#) with the Diocese of St Petersburg.
- \_\_\_\_\_ Meet with the clergy member who is doing the paperwork and/or wedding.
- \_\_\_\_\_ Hire the Florist and share our guidelines with them. - *Optional*
- \_\_\_\_\_ Hire the Photographer and share our guidelines with them. - *Optional*
- \_\_\_\_\_ Hire the Videographer and share our guidelines with them. - *Optional*

### Six Months Before the Wedding:

- \_\_\_\_\_ \*Contact the parish of your baptism to get a **recent** copy of your baptismal record.  
(For a non-Catholic we just need a copy of your baptismal record.)  
Groom \_\_\_\_\_ Bride \_\_\_\_\_
- \_\_\_\_\_ \*Complete the [Form B - Witness Affidavit of Free Status](#) (Two Copies for Each)  
Groom - 1 \_\_\_\_\_ Groom - 2 \_\_\_\_\_ Bride - 1 \_\_\_\_\_ Bride - 2 \_\_\_\_\_

### Five Months Before the Wedding:

- \_\_\_\_\_ Contact the Director of Music to Select Music

### Two Months Before the Wedding:

- \_\_\_\_\_ Obtain Marriage License (license can be obtained no sooner than 60 days before wedding date)
- \_\_\_\_\_ Reserve on street parking spots by the church - *Optional*

### One Month Before the Wedding: All paperwork should be completed.

- \_\_\_\_\_ \*Return the [Sacred Heart Florist Agreement to the parish Form 104](#).
- \_\_\_\_\_ \*Return the [Sacred Heart Photographer Agreement to the parish \(Form M105\)](#).
- \_\_\_\_\_ \*Return the [Sacred Heart Videographer Agreement to the parish \(Form M106\)](#).
- \_\_\_\_\_ \*Return the [Sacred Heart Wedding Ceremonial Planner to the parish \(Form M107\)](#).

### Week Before the Wedding:

- \_\_\_\_\_ Payment for the Organist is due. (Check made out to Philip Jakob.)
- \_\_\_\_\_ Payment for the Cantor and other musicians is due. (Check made out to the musician(s).)

### Day of the Wedding Rehearsal: (Church Physical Address: Sacred Heart Church, 509 N Florida Ave, Tampa, FL 33602)

- \_\_\_\_\_ Bring the Marriage License and mailing envelope provided by county.
- \_\_\_\_\_ Arrive at the designated time, 15 minutes before the rehearsal.

### Day of the Wedding: (Church Physical Address: Sacred Heart Church, 509 N Florida Ave, Tampa, FL 33602)

- \_\_\_\_\_ Arrive at the designated time.  
Wedding Party - Groom & Groomsmen arrive 1 hr. before the wedding.  
Bride & Bridesmaids arrive 45 mins. before the wedding.

**\*Forms & Documents should be returned to Sacred Heart Church, Attention: Jennifer Williams, 518 N Marion St, Tampa, FL 33602.**

### Sacred Heart Wedding Forms and Handouts

#### Forms needed to secure the date

M101 [Sacred Heart Parish Wedding Agreement](#) - Couple signs

#### Additional Forms for Non-Parishioners

M102 [Marriage Preparation Agreement / Officiant Agreement](#) - Clergy Signs

M103 [Permission for bride and or groom to marry at Sacred Heart](#) - The pastor(s) from the bride and grooms home parish(es) signs.

#### Forms Needed to be Completed by the Couple within the First Month after Securing a Date

Preliminary Assessment of Readiness for Marriage (FOCCUS Survey) - Online  
[Journey to Matrimony](#) - Sign up with the Diocese of St Petersburg

#### Forms to be Submitted One Month before the Wedding

M104 [Sacred Heart Florist Agreement](#) - The Florist signs

M105 [Sacred Heart Photographer Agreement](#) - The Photographer signs.

M106 [Sacred Heart Videographer Agreement](#) - The Videographer signs

M107 [Sacred Heart Wedding Ceremonial Planner](#) - Wedding Party / Readings

#### Handouts to Couples - For couples use only

Planning Your Catholic Wedding at Sacred Heart Church  
[Sacred Heart Parish Wedding Checklist and Timeline](#)  
[Together for Life](#) Book

#### Sacred Heart Parish Policies

Sacred Heart Parish Drone Policy

### Diocese of St Petersburg Forms

#### Forms to be filled out by the Clergy with the Couple

Form A Prenuptial Investigation

Dispensations and/or Permissions Petition - *If Needed*

Lack/Defect of Canonical Form Petition - *If Needed*

#### Forms Filled out by Couples

[Form B Witness Affidavit of Free Status](#)

### United States Catholic Conference of Bishops

[For Your Marriage](#)

[Nuptial Mass Readings](#)

### Civil

[Marriage License](#) - The couple has 60 days.



### Sacred Heart Catholic Church

518 N Marion St / Tampa, FL 33602

(813) 229-1595 ext. 220 / [jwilliams@sacredheartfla.org](mailto:jwilliams@sacredheartfla.org)

Wedding Date: \_\_\_\_\_ Pre-wedding: \_\_\_\_\_ Wedding: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Groom		Bride
	Full Name	
	Religion	
	Home Address	
	City / State / Zip	
	Cell Number	
	E-mail	
	Parish Name	
	Parish City	
	Have you been married before?	

**Liturgy** (Roman Catholic Rite Only): \_\_\_\_ Mass (two Catholics) \_\_\_\_ Ceremony (mixed marriage) \_\_\_\_ Convalidation

**Rehearsal & Wedding Times** - See "Planning Your Catholic Wedding at Sacred Heart Church", pages 6 & 16.

- The rehearsal is allotted one hour starting at the scheduled time. **The rehearsal will end at the scheduled time.**
- Each wedding is allotted two and a half hours from beginning to end. One hour before the scheduled wedding time, one hour for the wedding ceremony and thirty minutes afterwards. **The wedding will end at the scheduled time.**

### Sacred Heart Wedding Fees

**Church Wedding Fees** \_\_\_\_\_ In Diocese \$2,000 \_\_\_\_\_ Outside of Diocese \$2,500

- Once the parish office receives all of the forms the parish will invoice you the wedding fee.
- The fee must be paid within 7 days.

#### Priest/Deacon Stipend

- It is customary and appropriate for the couple to give a stipend to the priest or deacon who is officiating the wedding. There is no recommended or set amount for this free will gift.
- Sacred Heart does not compensate outside priests or deacons. It is up to the couple and the priest or deacon to work out an agreement.

#### Music Fees

Organist	\$250	<i>Paid directly to the organist at least a week before the wedding.</i>
Cantor (optional)	\$150	<i>Paid directly to the cantor at least a week before the wedding.</i>
Additional Musicians	TBD	<i>Paid directly to the musician at least a week before the wedding.</i>

#### Church Wedding Fee Cancellation policy

- Up to 9 months before the wedding date 75% of the Church fee to be refunded.
- 6 to 9 months before the wedding date 50% of the Church fee to be refunded.
- 0 to 6 months before the wedding date the Church fee is non-refundable.

## Who will be officiating at the Wedding?

### \_\_\_\_\_ For parishioners of Sacred Heart Church

- A priest or deacon at Sacred Heart Church will be assigned to prepare and officiate at your wedding.
- If you're considering Marriage at Sacred Heart, there is an important requirement to keep in mind. You must be registered, active, and involved in the life and ministry of our parish for one year after registering as a parishioner before you can request a wedding date.

### \_\_\_\_\_ For Non-Parishioners

- It is up to the couple to make arrangements with another priest or deacon to complete the requirements for marriage preparation. The couple will also need to secure the services of a priest or deacon to officiate at the wedding.
- The priest or deacon who will be responsible for marriage preparation must be willing to coordinate the diocesan requirements for marriage preparation, obtain dispensations and permissions that are needed, and prepare the documents that are needed.
- Priests or deacons from outside the Diocese of St Petersburg who will be officiating the wedding must include a Letter of Good Standing in the completed wedding file.
- The Diocese of St Petersburg does not assist with couples looking for a priest/deacon to officiate at a wedding at Sacred Heart Parish. It is best to first go to your parish or you may have a family member or friend who is a priest or deacon.
- The priest/deacon who is doing the paperwork and/or officiating the wedding will need to fill out the [Marriage Preparation Agreement / Officiant Agreement \(Form M102\)](#)

**Additional Forms for Non-parishioner** - A Wedding Date cannot be confirmed until these forms are returned with payment.

\_\_\_\_\_ Complete and return the [Marriage Preparation Agreement / Officiant Agreement \(Form M102\)](#)

\_\_\_\_\_ Complete and return the [Permission for bride and or groom to marry at Sacred Heart \(Form M103\)](#)

**Priest/Deacon:** \_\_\_\_\_

**His Parish's Name:** \_\_\_\_\_

**Parish Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## Special Understanding

Sacred Heart is a historic church that requires (major) maintenance and substantial repairs and renovations from time to time. Required repairs need to be addressed immediately. There may be times when scaffolding is present in parts of the church. It is our policy that as long as the work materials/scaffolding do not interfere with the main aisle and sanctuary, scheduled weddings will go forward as planned. In the unfortunate event the main aisle or sanctuary is affected, we will work with you to find an alternative church in Tampa to celebrate your wedding.

## Sacred Heart Wedding Policies

We have thoroughly read the policies concerning the celebration of weddings at Sacred Heart Church. We agree to comply with the policies of Sacred Heart Parish and the Diocese of St Petersburg. We understand and accept the conditions that we and all members of our wedding party, as well as all persons attending our wedding and/or rehearsal, must follow regarding personal conduct and the use of the designated parish facilities. Furthermore, we release Sacred Heart Church and the Diocese of St Petersburg, as well as their agents, from any and all claims and demands for injuries and/or damages which may or shall result while in said facilities or anywhere on the premises. We, the bride and groom, assume full financial responsibility for any lost, stolen, or damaged personal, communal, or church properties.

**I understand and agree to follow all of the wedding policies at Sacred Heart Church, Tampa, FL.**

**Signature of the Groom:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of the Bride:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sacred Heart Catholic Church**

518 N Marion St / Tampa, FL 33602

(813) 229-1595 ext. 220 / [jwilliams@sacredheartfla.org](mailto:jwilliams@sacredheartfla.org)

Wedding Date: \_\_\_\_\_ Pre-wedding: \_\_\_\_\_ Wedding: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Groom		Bride
	Full Name	
	Home Address	
	City / State / Zip	
	Cell Number	

Liturgy (Roman Catholic Rite Only): \_\_\_\_ Mass (two Catholics) \_\_\_\_ Ceremony (mixed marriage) \_\_\_\_ Convalidation

**Part A: Marriage Preparation Agreement**

To the Pastor of Sacred Heart Parish:

I hereby agree to be responsible for all sacramental and canonical preparation, including documentation, of the couple who wish to marry in your parish, to wit:

1. The completion of the prenuptial inventory using official diocesan documents from the Diocese of St Petersburg or of the diocese of the/both Catholic party/parties.
2. The providing of baptism certification for the baptized party/parties.
3. The providing the [Form B or Witness Affidavit of Free Status](#): Two-forms are filled out for each the Bride and the Groom.
4. The providing of proof that the couple has attended a Pre-Cana conference, Engaged Encounter weekend, or other acceptable program.
5. The submission of the completed documents, when required by canon law, to the appropriate Ordinary for any dispensations or permissions.
6. The transmission of all the above, as required, to you no less than one month prior to the wedding date.
7. Sacred Heart does not compensate outside clergy. It is up to the couple and the clergy member to work out an agreement.

The wedding couple agree to compensate the clergy member \$\_\_\_\_\_ for their marriage preparation for their wedding at Sacred Heart.

**The priest/deacon who will be doing the marriage preparation.**

Clergy Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clergy Printed Name: \_\_\_\_\_

Parish: \_\_\_\_\_ City: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Part B: Marriage Officiant Agreement

To the Pastor of Sacred Heart Parish:

I hereby certify that I have read the policies and procedures for weddings at Sacred Heart and, as the officiant for the wedding, agree to abide by everything as outlined, that is:

- I shall follow the liturgical laws of the celebration of Matrimony in the Roman Catholic Church and shall not introduce, modify or delete any of the rubrics.
- In the spirit of Vatican II, the Mass will be celebrated in the native vernacular of the couple (e.g.: English, Spanish) with the priest facing the people. A Latin Mass is not permitted in this parish.
- The liturgy must be that of the Roman Catholic Church's Rite of Marriage (2016) and in accordance with the Guidelines for Weddings at Sacred Heart Church and the Diocese of St Petersburg.
  - The Roman Rite does allow for the option of the Arras and the Lazo/Veil to be celebrated.
  - Due to time constraints we are no longer able to accommodate any other customs in the Roman Catholic Church's Rite of Marriage (2016). This would include the customs from the various Eastern Rites, such as Syro-Malabar Catholic Church, Maronite Church, Melkite Greek Catholic Church, Syriac Catholic Church, Armenian Catholic Church, ect., among others.
- I shall follow the directions of the Sacred Heart Wedding Manager and agree that he/she shall have the final word in all matters, liturgical and otherwise, pertaining to the rehearsal and wedding liturgy, according to the policies and procedures of Sacred Heart Church.
- I agree that there will be no ceremony surrounding the signing of the civil marriage license and that the signing will take place privately in the sacristy by the direction of the Sacred Heart Wedding Manager.
- I agree that the Sacred Heart Wedding Manager is a representative of the Pastor and has the authority to have removed from the premises, including through the assistance of the police of the City of Tampa, any person who is intoxicated, under the influence, disruptive, or harmful in any fashion.
- I understand that the wedding couple is allotted 2 ½ hours for their wedding. The first hour is for setup and for the wedding party to arrive. The wedding ceremony must start on time and not exceed 1 hour. The final 30 minutes are for pictures.
- The Wedding party will process down the aisle at the official start time.
- In the event the wedding falls on a Solemnity observed by the Church, some of the readings must come from the Mass of the Day as prescribed by the Catholic Church.
- Sacred Heart does not compensate outside clergy. It is up to the couple and the clergy member to work out an agreement. **The**

**wedding couple agree to compensate the clergy member \$\_\_\_\_\_ to officiate their wedding at Sacred Heart.**

**Additional Paperwork is required for the priest/deacon outside of Sacred Heart Parish who will be celebrating the wedding.**

- Letter granting delegation by the Pastor of Sacred Heart to the priest or deacon officiating the wedding. Sacred Heart Parish will automatically do this upon receipt of the Marriage Preparation Agreement / Marriage Officiant Agreement (Form M102)
- A letter of good standing for a priest or deacon outside of the Diocese of St Petersburg.

**The priest/deacon who will be officiating the wedding.**

Clergy Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clergy Printed Name: \_\_\_\_\_

Parish: \_\_\_\_\_ City: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature of the Groom: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Bride: \_\_\_\_\_ Date: \_\_\_\_\_

# Form M103

## Permission for Bride and or Groom to Marry at Sacred Heart

### Sacred Heart Catholic Church

518 N Marion St / Tampa, FL 33602

(813) 229-1595 ext. 220 / [jwilliams@sacredheartfla.org](mailto:jwilliams@sacredheartfla.org)

Wedding Date: \_\_\_\_\_ Pre-wedding: \_\_\_\_\_ Wedding: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Groom		Bride
	Full Name	
	Home Address	
	City / State / Zip	
	Cell Number	

**Liturgy** (Roman Catholic Rite Only): \_\_\_\_ Mass (two Catholics) \_\_\_\_ Ceremony (mixed marriage) \_\_\_\_ Convalidation

#### Required of Catholic Parties to Marriage

To the Pastor of Sacred Heart Parish:

I, the undersigned, certify that I am the pastor of the Catholic party named above by reason of his or her domicile and that he or she is a registered, active, and contributing member of my parish.

Further, I give my permission for him/her to celebrate his/her wedding liturgy at Sacred Heart.

Priest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Priest Printed Name: \_\_\_\_\_

Parish: \_\_\_\_\_ City: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Sacred Heart Catholic Church**

518 N Marion St / Tampa, FL 33602

(813) 229-1595 ext. 220 / [jwilliams@sacredheartfla.org](mailto:jwilliams@sacredheartfla.org)

Wedding Date: \_\_\_\_\_ Pre-wedding: \_\_\_\_\_ Wedding: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Groom		Bride
	Full Name	
	Home Address	
	City / State / Zip	
	Cell Number	

Liturgy (Roman Catholic Rite Only): \_\_\_\_\_ Mass (two Catholics) \_\_\_\_\_ Ceremony (mixed marriage) \_\_\_\_\_ Convalidation

**Wedding Guidelines for Florist**

Sacred Heart Church welcomes all florists to participate in creating a memorable wedding day for our brides and grooms. In general, we would advise minimal expenses for floral arrangements as the church is already visually a stunning environment.

**Guidelines:**

- Liturgical seasons are key points in the church's liturgical year. The church decor and environment serve the broader parish and its needs. The bridal parties are welcome to take advantage of the decor already established in the church. The decor is not changed for weddings at certain times of the year.
- Flower arrangements are allowed on the back altar on either side of the tabernacle.
- Candles of any kind are not permitted.
- Aisle runners are not permitted.
- Pew bows must be attached to the pews with elastic. No plastic clips, wire, tape, staples, tacks, etc. can be used. Garland draped from pew to pew preventing entering and exiting the pews is not permitted.
- Flower arrangements outside the church are not permitted.
- Adornments/decorations of the railings or doors outside the church are not permitted.

The florist may set up one hour before the wedding. All equipment and decorations must be removed from the church immediately following the wedding.

**This signed agreement needs to be returned to the parish office a month before the wedding date.**

Florist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Florist Printed Name: \_\_\_\_\_

Florist Shop: \_\_\_\_\_ City: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Bride's Signature: \_\_\_\_\_



**Sacred Heart Catholic Church**

518 N Marion St / Tampa, FL 33602

(813) 229-1595 ext. 220 / [jwilliams@sacredheartfla.org](mailto:jwilliams@sacredheartfla.org)

Wedding Date: \_\_\_\_\_ Pre-wedding: \_\_\_\_\_ Wedding: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Groom		Bride
	Full Name	
	Home Address	
	City / State / Zip	
	Cell Number	

Liturgy (Roman Catholic Rite Only): \_\_\_\_\_ Mass (two Catholics) \_\_\_\_\_ Ceremony (mixed marriage) \_\_\_\_\_ Convalidation

**Wedding Guidelines for Photographers**

Sacred Heart Church welcomes all photographers to participate in creating a memorable wedding day for our brides and grooms.

**Guidelines:**

- Once the wedding procession begins, there are limitations on where photographers can be. No photographers are allowed within the sanctuary (the altar area) during the ceremony.
- Photographers may not move forward beyond a "line" that extends from the piano to the transept seating on the Twiggs Street door (north side of the church). Photographers may shoot in the center aisle no farther forward than the last guest and are free to move in the side aisles up to the Twiggs Street door on the north side or up to the piano on the south side.
- Once the procession of the wedding party begins, no flash photography or direct video light is permitted.
- The organ loft is unavailable at any time.
- Pictures can be taken before the wedding. There will also be approximately 30 minutes after the wedding for photos provided that the wedding ceremony starts on time.
- It is expected that photographers will respect the sanctity of the church by not taking inappropriate photos.
- We have an XLR and other audio connections in our sound system that are available for your use.
- No one is allowed to tamper with the sound system.
- No tape is allowed on the floors, doors or pews.
- No Drones inside or outside the church.

**This signed agreement needs to be returned to the parish office a month before the wedding date.**

Photographer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photographer Printed Name: \_\_\_\_\_

Studio: \_\_\_\_\_ City: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Bride's Signature: \_\_\_\_\_

**Sacred Heart Catholic Church**

518 N Marion St / Tampa, FL 33602

(813) 229-1595 ext. 220 / [jwilliams@sacredheartfla.org](mailto:jwilliams@sacredheartfla.org)

Wedding Date: \_\_\_\_\_ Pre-wedding: \_\_\_\_\_ Wedding: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Groom		Bride
	Full Name	
	Home Address	
	City / State / Zip	
	Cell Number	

Liturgy (Roman Catholic Rite Only): \_\_\_\_\_ Mass (two Catholics) \_\_\_\_\_ Ceremony (mixed marriage) \_\_\_\_\_ Convalidation

**Wedding Guidelines for Videographers**

Sacred Heart Church welcomes all videographers to participate in creating a memorable wedding day for our brides and grooms.

**Guidelines:**

- Once the wedding procession begins, there are limitations on where videographers can be. No photographers are allowed within the sanctuary (the altar area) during the ceremony.
- Videographers may not move forward beyond a "line" that extends from the piano to the transept seating on the Twiggs Street door (north side of the church). Videographers may shoot in the center aisle no farther forward than the last guest and are free to move in the side aisles up to the Twiggs Street door on the north side or up to the piano on the south side.
- Once the procession of the wedding party begins, no flash photography or direct video light is permitted.
- The organ loft is unavailable at any time.
- Pictures can be taken before the wedding. There will also be approximately 30 minutes after the wedding for photos provided that the wedding ceremony starts on time.
- It is expected that videographers will respect the sanctity of the church by not taking inappropriate videos.
- We have an XLR and other audio connections in our sound system that are available for your use.
- No one is allowed to tamper with the sound system.
- No tape is allowed on the floors, doors or pews.
- No Drones inside or outside the church.

**This signed agreement needs to be returned to the parish office a month before the wedding date.**

Videographer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Videographer Printed Name: \_\_\_\_\_

Studio: \_\_\_\_\_ City: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Bride's Signature: \_\_\_\_\_

# Form M107

## Sacred Heart Parish Wedding Ceremonial Planner

### Sacred Heart Catholic Church

518 N Marion St / Tampa, FL 33602

(813) 229-1595 ext. 220 / [jwilliams@sacredheartfla.org](mailto:jwilliams@sacredheartfla.org)

Wedding Date: \_\_\_\_\_ Pre-wedding: \_\_\_\_\_ Wedding: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Groom		Bride
	Full Name	
	Cell Number	

Liturgy (Roman Catholic Rite Only): \_\_\_\_\_ Mass (two Catholics) \_\_\_\_\_ Ceremony (mixed marriage) \_\_\_\_\_ Convalidation

Officiant(s) \_\_\_\_\_

### Sacred Heart Wedding Manager will review with the couple & the officiant(s) the following policies:

\_\_\_\_ Review [Officiants Agreement M102](#): See *Planning Your Catholic Wedding at Sacred Heart Church*, page 8.

\_\_\_\_ Review [Florist Agreement M104](#): See *Planning Your Catholic Wedding at Sacred Heart Church*, page 14.

- Will the Church's silk flower arrangements be used? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Person who will pin flowers on groom and groomsmen: \_\_\_\_\_
- Who will remove all decorations and pew bows? \_\_\_\_\_

\_\_\_\_ Review [Photographer Agreement M105](#): See *Planning Your Catholic Wedding at Sacred Heart Church*, page 15.

\_\_\_\_ Review [Videographer Agreement M106](#): See *Planning Your Catholic Wedding at Sacred Heart Church*, page 15.

\_\_\_\_ Review Decorum Policy: See *Planning Your Catholic Wedding at Sacred Heart Church*, page 16.

\_\_\_\_ Review Punctuality Policy: See *Planning Your Catholic Wedding at Sacred Heart Church*, page 17.

- **Pre-Wedding** - Time for the florist, photographer and/or videographer to set up. Time for the wedding party to arrive. Groom & Groomsmen arrive 1 hr. before the wedding. Bride & Bridesmaids arrive 45 mins. before the wedding.
- **Wedding** - Each wedding is scheduled for one hour. If the wedding starts late, music and other items of the rite might have to be cut. The Wedding party will start processing down the aisle at the schedule start time for the wedding. The duration of the procession should be taken into account, as it is part of the one-hour allotted time for the liturgy. Exceeding this time may result in less opportunity for pictures afterwards.
- **Post Wedding** - Time for inside & outside photographs. Time for the florist, photographer and videographer to take down.

\_\_\_\_ Review [Wedding Ceremonial Planner M107](#): See *Planning Your Catholic Wedding at Sacred Heart Church*, page 29.

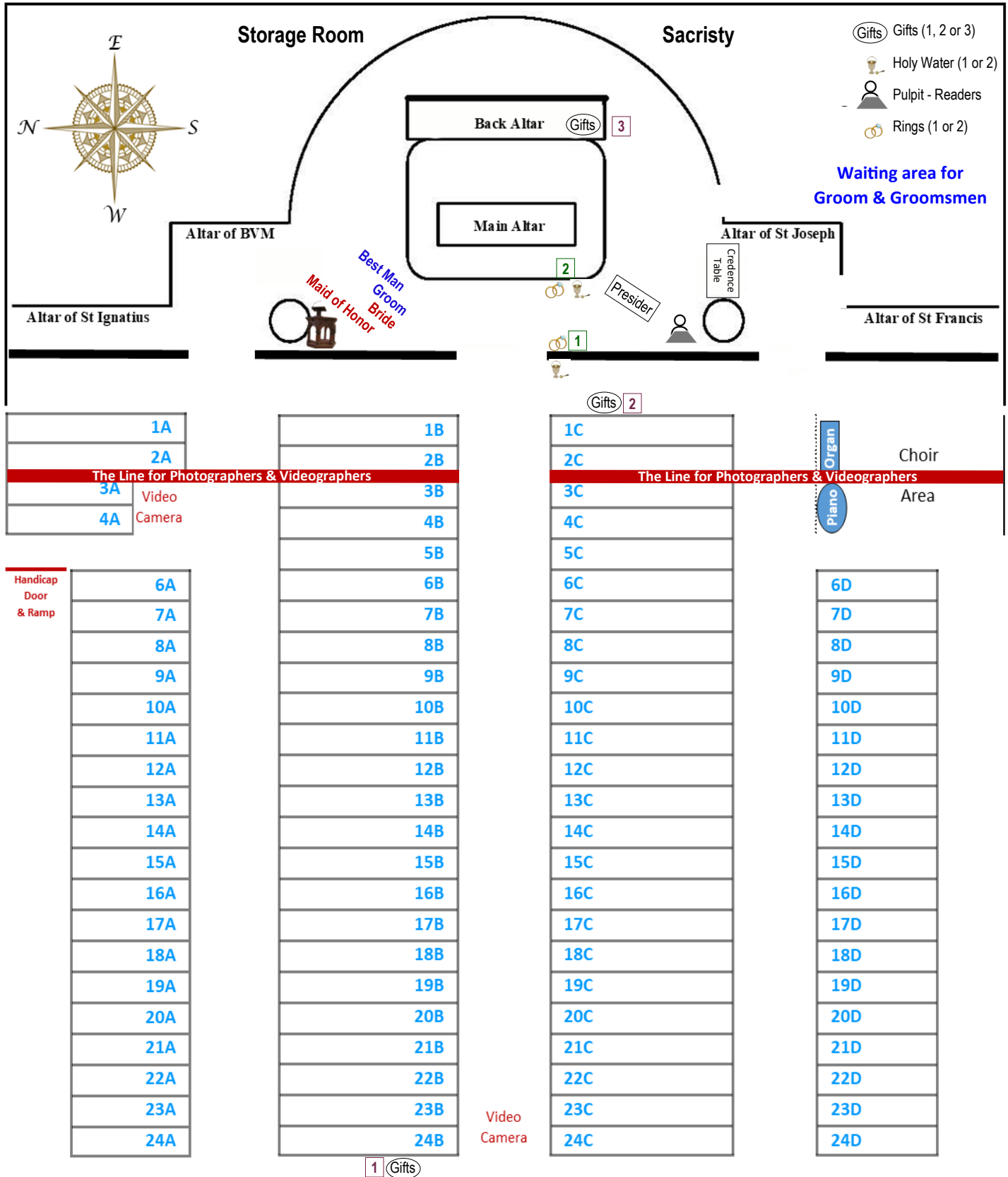
\_\_\_\_ Marriage License \_\_\_\_\_ Number of Guest Expected \_\_\_\_\_

### How can I personalize my wedding?

In coming to the Catholic Church for your wedding you have recognized that the liturgical celebration of marriage is not something that belongs simply to any one person, couple or family. It is primarily the action of the whole Church. It is a solemn and holy occasion. The Church has its own Rituals that allow the faith of both bride and groom to be expressed while ensuring that those gathered will be drawn towards the Lord. A Catholic wedding is not about you as much as it is about what God is doing through you and for you in the midst of a community of faith.

Consequently, while you are free to make decisions regarding various options in the Rite (*e.g., Scripture passages, blessings, etc.*), we will also very carefully adhere to all the Church's liturgical norms, customs, and teachings in every respect. In addition, since there are practical limitations to what our resources of space, time, and personnel can accommodate, we ask that you respect the specific policies that apply at Sacred Heart Church.

# Diagram of Sacred Heart Church



Our objective is to ensure that the bride walks down the aisle precisely on the hour or half-hour. Consequently, the procession will commence one minute prior for each individual or couple, allowing for a maximum duration of 15 minutes. For example, a bridal party of seven bridesmaids, one maid of honor, and one flower girl will begin the procession at 1:51 pm for a 2 pm wedding, with the bride making her entrance at 2 pm.

## Sacred Heart Church Order of Procession

### 1. Seating of (Great) Grandparents: \_\_\_\_\_ Yes \_\_\_\_\_ No

Groom's Paternal:			Pew # _____
Groom's Maternal:			Pew # _____
Bride's Paternal:			Pew # _____
Bride's Maternal:			Pew # _____

### 2. Seating of Parents/ Step-parents: \_\_\_\_\_ Yes \_\_\_\_\_ No

Groom's Parents: _____ seated together	_____ seated separately	Choose _____ 3A or _____ 3B	
			Pew # _____
			Pew # _____
Bride's Parents: _____ seated together	_____ seated separately	Choose _____ 6A or _____ 6B	
			Pew # _____
			Pew # _____

### 3. The Groom

- \_\_\_\_\_ A. *The groom processes down aisle with his parents before the rest of the wedding party.*
- \_\_\_\_\_ B. *The groom processes down the aisle alone*
- \_\_\_\_\_ C. *The groom does not process and simply stands in front of first pew before the entrance procession begins*

Groom and Escort(s) \_\_\_\_\_

### 4. Wedding Party *(See Planning Your Catholic Wedding at Sacred Heart Church, page 16.)*

- \_\_\_\_\_ A. *Bridesmaids and maid/matron of honor process down aisle individually, with groomsmen and best man waiting in front of the first pew.*
- \_\_\_\_\_ B. *All attendants, including maid/matron of honor and best man, process down aisle as couples*
- \_\_\_\_\_ C. *Same as above, except that the maid/matron of honor processes by herself and the best man waits at the front of the church to escort her into the sanctuary*

Groomsman 1 / Bridesmaid 1			Pew # _____
Groomsman 2 / Bridesmaid 2			Pew # _____
Groomsman 3 / Bridesmaid 3			Pew # _____
Groomsman 4 / Bridesmaid 4			Pew # _____
Groomsman 5 / Bridesmaid 5			Pew # _____
Groomsman 6 / Bridesmaid 6			Pew # _____
Best Man 1 / Maid of Honor 1			Pew # _____
Best Man 2 / Maid of Honor 2			Pew # _____

### 5. The Flower Girl and Ring Bearer

- \_\_\_\_\_ A. *The flower girl and ring bearer enter the church after the wedding party and immediately before the bride. A responsible adult (a parent or relative) should be designated to assist each child, and determine their willingness to walk in the procession when the time comes.*




Ring Bearer(s)			Pew # _____
Flower Girl(s)			Pew # _____

### 6. The Bride *(See Planning Your Catholic Wedding at Sacred Heart Church, page 16.)*

- \_\_\_\_\_ A. *The bride processes down aisle with both parents.*
- \_\_\_\_\_ B. *The bride processes down aisle with one parent or designate.*
- \_\_\_\_\_ C. *The bride processes down alone*
- (Note: If parents are not included in the procession of the bride and groom, then they process immediately prior to the wedding party, along with any other family members, such as grandparents.)*

Bride and Escort(s) \_\_\_\_\_

# Together For Life Wedding Ceremony Outline

PRELUDE		Music: Prelude	_____
ENTRANCE PROCESSION		Music: Processional 1	_____
		Music: Processional 2	_____

## INTRODUCTORY RITES

Reception of the Couple

*Gloria		Music - Gloria	_____
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Opening Prayer	A	_____
----------------	---	-------

## LITURGY OF THE WORD

1 <sup>st</sup> Reading	B	Proclaimed by	_____
-------------------------	---	---------------	-------

Responsorial Psalm		Music: Psalm	_____
--------------------	---	--------------	-------

2 <sup>nd</sup> Reading	D	Proclaimed by	_____
-------------------------	---	---------------	-------

Gospel Acclamation	E		_____
--------------------	---	--	-------

Gospel	F	Proclaimed by	_____
--------	---	---------------	-------

Homily		Proclaimed by	_____
--------	--	---------------	-------

## CELEBRATION OF RITE MARRIAGE

Address to the Couple	G	_____
-----------------------	---	-------

Questions before the Consent

Exchange of Consent

1. Couples memorize their vows \_\_\_\_\_

Invitation

2. Repeat after Priest \_\_\_\_\_

Exchange of Consent

H \_\_\_\_\_

3. Couple or say "I do" \_\_\_\_\_

Reception of the Consent

Acclamation: "Thanks be to God"

Explanatory Rites

Blessing of the Arras (Optional)	Yes _____ No _____	Assisted by	_____
----------------------------------	--------------------	-------------	-------

Blessing of Rings	I	_____
-------------------	---	-------

Exchange of Rings

[Song of Praise] ♥

Music: Brief instrumental suggested

General Intercessions	J	_____
-----------------------	---	-------

Read by \_\_\_\_\_

## \*LITURGY OF THE EUCHARIST

*Preparation of the Gifts		*Music: Preparation	_____
---------------------------	---	---------------------	-------

*Prayer over the Gifts	*K	*Gifts Bread	_____
------------------------	----	--------------	-------

*Preface	*L	Wine	_____
----------	----	------	-------

*Eucharistic Prayer		Location of Gifts	_____
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## \*COMMUNION RITE

The Lord's Prayer

Blessing of the Lazo/Veil (Optional)	Yes _____ No _____	Assisted by	_____
--------------------------------------	--------------------	-------------	-------

Nuptial Blessing	M	_____
------------------	---	-------

\*Sign of Peace ♥

\*Breaking of the Bread

*Communion		*Music: Communion	_____
------------	---	-------------------	-------

*Prayer after Communion	*N	_____
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## CONCLUDING RITE


Greeting		<b>Will Receive Communion</b>	
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Solemn Blessing	O		<b>Bride</b> Yes ___ No ___ <b>Groom</b> Yes ___ No ___
-----------------	---	--	---

Dismissal ♥		<b>Witness</b> Yes ___ No ___ <b>Witness</b> Yes ___ No ___
-------------	--	---

Recessional		Announce couple as	_____
-------------	---	--------------------	-------

Music: Recessional \_\_\_\_\_

Letters - (Together for Life) &  - Parish Suggestions

♥ Bride and Groom may Kiss

\* For the celebration of a wedding outside of Mass, these parts are omitted





**FORM B**

v: I-2020

**Tribunal  
Diocese of St. Petersburg  
P. O. Box 40200  
St. Petersburg, FL 33743 0200  
727 341 6858  
Fax: 727 374 0206  
[tribunal@dosp.org](mailto:tribunal@dosp.org)**

**PRIEST/ DEACON ARRANGING FOR MARRIAGE**

Reverend \_\_\_\_\_  
Church \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Date of Marriage (MM/DD/YYYY) \_\_\_\_\_  
Place of Marriage \_\_\_\_\_

**Chancery visum:**

Two witnesses are to be used for each party.

**Witness (PLEASE PRINT):**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City & State \_\_\_\_\_

Parish \_\_\_\_\_

**Please answer all questions fully.**

Testimony of witness to prove the freedom to marry of \_\_\_\_\_

Name of ☐ Bride OR ☐ Groom (Please list / check only one)

1. Are you related to the party mentioned above? ☐ Yes / ☐ No

(a) If so, how are you related? \_\_\_\_\_

(b) If you are not related, how long have you known him/her? \_\_\_\_\_

**2. ANSWER ALL QUESTIONS FULLY**

Has the party named above gone through a marriage ceremony, even civilly? ☐ Yes / ☐ No

**A civil marriage being validated should also be indicated**

How many times? \_\_\_\_\_ With whom? (1) \_\_\_\_\_

(2) \_\_\_\_\_

Where? (1) \_\_\_\_\_ When? (1) \_\_\_\_\_ Before Whom? (1) \_\_\_\_\_

Where? (2) \_\_\_\_\_ When? (2) \_\_\_\_\_ Before Whom? (2) \_\_\_\_\_

Have these marriages been declared null by the Church? ☐ Yes / ☐ No

Please Explain: \_\_\_\_\_

3. Does the party named intend to enter a permanent marriage, lasting until death? ☐ Yes / ☐ No

4. (If under 19) Do both the father and mother (guardian) of this person approve of this marriage? ☐ Yes / ☐ No

If not, please state their objections on a separate sheet of paper and include.

5. Is any person or circumstance forcing the groom or bride to marry against his or her will? ☐ Yes / ☐ No

If so, explain \_\_\_\_\_

6. As far as you know, are there any conditions of any kind being attached to this marriage by either of the parties to the marriage? ☐ Yes / ☐ No If so, state them: \_\_\_\_\_

7. Has this person ever been baptized, sprinkled or christened? ☐ Yes / ☐ No

If so, how do you know? \_\_\_\_\_

Name and address of church and approximate date: \_\_\_\_\_

8. In your opinion, is there any reason why these parties should not get married? ☐ Yes / ☐ No

If so, please state reasons on back.

Church/Notary

Seal

**Sign Here**

Signature of Witness\*

**Sign Here**

Signature of Priest, Deacon, Parish Minister, or Notary\*

Date \_\_\_\_\_ Place \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**\*THIS FORM MUST BE SIGNED BY THE WITNESS IN THE PRESENCE OF A PRIEST/DEACON OR A NOTARY PUBLIC  
(DIGITAL SIGNATURE NOT ACCEPTED)**