



Co-Cathedral of St. Theresa
WEDDING POLICY & AGREEMENT

Congratulations on your upcoming marriage.

We at the Co-Cathedral of St. Theresa consider it a privilege to be part of your wedding. The marriage ceremony itself is the significant beginning of the marriage covenant. It should be entered into with adequate spiritual and temporal preparation.

Included in this packet, you will find the Co-Cathedral of St. Theresa Wedding Policy and Agreement, Bride & Groom Information Sheet, Summary Sheet and Steps and Timeline for Wedding Preparation. Please review the contract carefully, provide both signatures for the bride and groom, date and return it to us.

All arrangements previously discussed will be held on a tentative basis until this document is signed and returned with the appropriate deposit. Upon receipt of the permission letter (if applicable), signed contract and deposit, your wedding date will be confirmed.

Please be assured that we will do everything possible to ensure that your wedding is everything you have dreamed it to be. Our prayers are with you as you begin your journey together.

May God bless you and your marriage as you live together as one.

Aloha and Prayers,
The Co-Cathedral of St. Theresa Ohana



Co-Cathedral of St. Theresa

WEDDING POLICY & AGREEMENT

GROOM INFO				
Name:		Birthdate:		Birth Place:
Address:		Contact Phone:		
City:		Email Address:		
State:	Zip:	Signature:		
Fathers Name:		Mother's Full Maiden Name:		
BRIDE INFO				
Name:		Birthdate:		Birth Place:
Address :		Contact Phone:		
City:		Email Address:		
State:	Zip:	Signature:		
Fathers Name:		Mother's Full Maiden Name:		
WEDDING CEREMONY DATE & TIME				
Day of Week (Mon – Sat)	Month (Jan – Dec)	Day of Month (1-31)	Calendar Year	Time
				1:00pm

Please return agreement with signatures (pgs. 2 &7) along with deposit payable to the following:
 Co-Cathedral of St Theresa Church,
 712 N. School St Honolulu, Hawaii 96817

BELOW IS FOR OFFICE USE ONLY

Rehearsal Day (Mon – Sat)	Month (Jan – Dec)	Day of Month (1-31)	Calendar Year
Rehearsal Time: 3:00 P.M.			
Witnesses 1:		Witness 2:	
Reservation Deposit \$750	Payment Balance \$750	Pianist/Soloist \$150	Priest Stipend (Optional)
Date Rec'd: _____	Date Rec'd: _____	Date Rec'd: _____	Date Rec'd: _____
By: _____	By: _____	By: _____	By: _____
REQUIRED DOCUMENT CHECK LIST			
<input type="checkbox"/> Groom Baptismal	<input type="checkbox"/> Bride Baptismal	Dispensation Form <input type="checkbox"/> Yes <input type="checkbox"/> No	Recorded in the Marriage Register: <input type="checkbox"/> Yes
<input type="checkbox"/> Groom Communion	<input type="checkbox"/> Bride Communion	Freedom to Marry Form <input type="checkbox"/> B <input type="checkbox"/> G	Notification Sent: <input type="checkbox"/> Yes on: _____
<input type="checkbox"/> Groom Confirmation	<input type="checkbox"/> Bride Confirmation	Pre-Nuptial Form <input type="checkbox"/> B <input type="checkbox"/> G	
Marriage Preparation Documents	Received Date:		
Ceremony Type (Check one only):	<input type="checkbox"/> Simple Rite	<input type="checkbox"/> Nuptial Mass	<input type="checkbox"/> Validation /Convalidation
Presider:		Musician:	



Co-Cathedral of St. Theresa

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General Information

1. At least one party must be Catholic, i.e. the bride and/or groom must be baptized in the Catholic faith. A “NEW” Baptismal Certificate is required of the Catholic party and must be dated **NO OLDER THAN 1 YEAR** from the scheduled wedding date.
2. **Given the sacramental nature of marriage in the Catholic Church, Marriage is the intimate union and equal partnership of a man and a woman.**
3. **Wedding Coordinators or family members are refrained from arranging on behalf of the engaged couple.** Please make your wedding reservation request through the church office. No dates should be announced until they are confirmed. **Before a date can be confirmed you must complete the wedding agreement and return it to the church office, along with the Letter of Permission from the parish where marriage preparations shall be done (if applicable, please see paragraph below) and security deposit.** Weddings may be scheduled no more than ten (10) months prior to the wedding date.
4. Weddings are celebrated on Saturdays of the month. Weddings are not scheduled during the sacred Triduum, holy days, or civic holidays. Weekdays except Mondays are available only if St. Theresa School is not in session. Wedding ceremony is at **1:00 PM**.
5. Weddings are celebrated in the *church building only*.

Marriage Preparation

Your marriage preparation should begin at least 10 months prior to your proposed wedding date. Contact our parish priest to begin the formal preparation required by our parish. Once our priest or deacon has established your freedom to marry, contact our office to reserve the date of your wedding. **The date will not be confirmed until we receive the filled-up and signed CCST wedding agreement (2pages) and the required non-refundable deposit (personal check, credit card or money order in US Currency).**

It is the responsibility of the bride or groom to arrange for marriage preparation sessions with our pastor, or a deacon or with a qualified lay minister. It is mandatory for couples in the Diocese of Honolulu to complete the Engaged Encounter weekend retreat. During your final meeting with the priest, schedule a meeting with the wedding officiant prior to the wedding rehearsal to discuss about the details of the ceremony.

Visitor Weddings or if Bride & Groom is from another parish

Contact your local parish priest to begin the formal preparation required by your home diocese/parish (at least 10 months prior to your proposed wedding date). Once your priest or deacon has established your freedom to marry, he should write a **Letter of Permission** to the Pastor of the Co-Cathedral of St. Theresa so the wedding date can be scheduled and confirmed in our parish calendar. The permission letter should state the following:

- That the pastor of one of the parties (the Catholic party if only one party is Catholic) gives permission for the marriage to take place at the Co-Cathedral of St. Theresa
- That both parties are free to marry in the Catholic Church
- That he will be preparing the couple for marriage

The Letter of Permission may be prepared after pre-nuptial investigation/initial meeting with the priest/deacon or lay minister doing the marriage preparation. A sample Letter of Permission may be obtained from the CCST office.

You may then contact the CCST office to schedule and confirm the date of your wedding. **The date will not be confirmed until we receive the Letter of Permission from your priest, the filled-up and signed CCST wedding agreement (2pages) and the required non-refundable deposit of \$750.00 (personal check or money order in US Currency).**

Once your marriage preparation program is completed, **your priest will send the marriage documents to your local diocese for review (at least 3 months before the wedding date).** Marriage documents should be received by **CCST 30 days before the wedding.**



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After their review is completed, they will forward the documents to: **The Diocesan Tribunal and Office for Canonical Affairs, Diocese of Honolulu, St. Stephen Diocesan Center – 6301 Pali Highway, Kaneohe, HI 96744-5224 Attn: Mary Duddy**). Following the approval of our Chancellor, your documents will be forwarded to our church.

If marriage preparation is done within the Diocese of Honolulu, marriage documents should be sent directly to the **Co-Cathedral of St. Theresa, 712 N. School St. Honolulu, HI 96817**.

Your marriage will be recorded in our parish register and your files will remain as permanent records of the Co-Cathedral of St. Theresa.

The couple will need to contact the Co-Cathedral of St. Theresa office at 808.521.1700 or via email at ccst-wedding@cocathedral.org at least 2 months before scheduled wedding date to verify approval from the Diocese of Honolulu that the marriage can take place in Hawaii. You will also need to obtain your **State of Hawaii Marriage License** as soon as you arrive in Honolulu. No blood tests are required in the State of Hawaii. You will need to show a form of picture identification at the time you apply for your license. The license is obtained at the State of Hawaii Department of Health. **Please bring the marriage license to the wedding rehearsal.**

Wedding Celebrant or Officiant

If you wish to have another priest, who resides outside the State of Hawaii, to preside at your marriage, additional information is necessary to obtain a marriage license from the State of Hawaii. There are also additional requirements for the Diocese of Honolulu. Our office and the Diocese of Honolulu will need to receive copies of his license and paperwork several weeks before the wedding date. Please note the offering for the use of the Co-Cathedral remains the same.

Music

Only sacred songs and instrumental music appropriate for Catholic liturgy will be permitted at the Co-Cathedral. All music must be approved and arranged with Bernie Gora, our Director of Liturgy and Music. You may contact her directly at 808-721-0387 or email her at cgora@rcchawaii.org. The fee for the musician is \$150.00 payable to *Bernie Gora*. Other musicians are welcome to accompany our parish Director of Liturgy provided they conform to the norms for Catholic worship and are approved by the Director of Liturgy.

Securing the organist, pianist, a soloist is the sole responsibility of the wedding party.

Photography/Videography

The photographer and videographer must abide by the church photography/videography policies. We understand the desire to preserve the wedding on film and videotape. Professional photographers and videographers are welcome to take pictures during the liturgy provided that **no flash photography is used during the liturgy, no one enters the sanctuary, photographers/videographers should not come to the front of the altar/congregation when the liturgy has begun and the movement of the participants is not impeded by the photographer/videographer**. The church and grounds are available for (1) hour after the ceremony for pictures, given the ceremony starts on time.



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Flowers, Decorations and Church furnishings

You are welcome to add flower arrangements (except during Lent) **provided they do not obstruct the view of the altar, ambo, or the Presider's Chair.** Florists must clear their decorating plans with the office. The following decorating policy must be followed:

1. Altar and pew clip flower arrangements are allowed.
2. Hanging tulle between pews is prohibited due to safety hazard.
3. Decorations must not be attached to the pews, walls, carpeting, or other furniture by pinning, nailing, gluing, or tacking. No tapes are allowed.
4. No rice, bird seed or any grain items and fresh flower petals or paper should be thrown inside or outside the church
5. No aisle runners are to be used due to safety hazard.
6. **Only silk petals are allowed to be used by the flower girls.**
7. The altar, ambo, and Presider's Chair are symbols of God's abiding presence with his people and should be regarded with respect.

Decorations and flower petals are the responsibility of the couple reserving the church to be cleaned up immediately after the ceremony. A cleaning fee of **\$250.00** will be charged to the couple if the church is left in an unacceptable condition or church property damages.

Rehearsal

Wedding rehearsal is scheduled 2 days before your wedding day. The rehearsal shall begin promptly at the scheduled time and may last from half an hour to an hour long. The church building will be opened 15 minutes prior to the rehearsal. The bride and groom should insist that all members of the wedding party and other participants in the wedding liturgy be present and on time for this event. The wedding rehearsal is under the direction of the couple's wedding coordinator and the Priest Celebrant.

Marriage License

You will need to obtain a marriage license from the State of Hawaii Department of Health prior to the wedding. **Please bring the marriage license to the wedding rehearsal. THE WEDDING REHEARSAL AND CEREMONY SHALL NOT PROCEED WITHOUT THE MARRIAGE LICENSE.**

Wedding Day Schedule

The wedding party is allotted 3 hours to use the church building. **The bridal party needs to arrive at least 30 minutes before the scheduled wedding ceremony.** An announcement will be made to the assembly 15 minutes prior to the start of the ceremony. **If either Groom or Bride does not arrive at scheduled time, the ceremony will be canceled and all fees are non-refundable.** The church reserves the right to cancel the wedding should the bridal party runs more than 20 minutes late. Church building should be cleaned and vacated no later than 3:00 pm.

- 12:00 pm – Vendor set-up (Florist, Photographer and videographer. Reception of guests.
- 1:00 pm – Wedding Ceremony
- 2:00 pm – Wedding Photography in the church



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Prohibitions

We insist on strict compliance with the following rules:

1. **NO ALCOHOLIC BEVERAGES** or containers are permitted on church property. Discovery of such is grounds for immediate termination of all wedding activities.
2. No member of the wedding party under the influence of alcohol and/or drugs will be permitted to participate in the rehearsal or wedding.
3. **NO SMOKING** is allowed anywhere in the building.
4. Rice, confetti, birdseed, and like materials and fresh flowers may not be thrown on church property.
5. Food and beverage is not allowed in the church.

Dressing & Parking Facilities

Unfortunately, we do not have changing rooms at the Co-Cathedral. We suggest the couple come to the church dressed for the ceremony. Restroom facilities are available. There is ample parking for guests.

Wedding Offering

Wedding offering is **\$1,500.00** with the following services provided:

* Use of Co-Cathedral of St. Theresa *Administrative Cost * Planning of wedding program

In Addition, the following offerings are encouraged and forwarded no later than the scheduled rehearsal day.

\$200.00 – Suggested stipend for Priest or Deacon to officiate wedding ceremony due on wedding rehearsal day. This is optional.

\$150.00 – Pianist/Soloist – Payment will be made directly to the contracted Pianist/Soloist due on rehearsal day.

Payment of Wedding Offering/Deposit

A deposit of \$750.00 will be required to confirm the reservation of the date & time requested and will be applied to the requested wedding offering total. The deposit is due at the time of the signed wedding agreement/application. No date will be considered confirmed until the deposit is received. Fees for the pianist, organist, and soloists must be arranged with and paid directly to the parties involved. **Payment is non-refundable and payment of balance is due 1 month prior to the scheduled wedding date.**

Please mail deposit to address below or you may pay online

**Co-Cathedral of St Theresa Church
712 No. School Street, Honolulu, HI 96817**

Cancellation Policy

Payment is non-refundable.



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Summary of the Agreement

- Security deposit must be fully paid to confirm wedding date.
- Final payment must be received no later than thirty (30) days before the wedding.
- Payments are non-refundable.
- You are required to have Marriage Preparation sessions with your Pastor or his designated representative and submit the required documents to the Co-Cathedral of St. Theresa 30 days before the wedding.
- Securing an organist, pianist, and/or soloists is the sole responsibility of the wedding party.
- Your photographer must confer with CCST wedding coordinator before shooting any pictures.
- Florists must clear their decorating plans with CCST wedding coordinator.
- Agreed rehearsals and wedding times must be honored.
- All wedding decorations must be removed immediately after the wedding.
- We, the CCST, insist on strict compliance with the following rules:
 - NO ALCOHOLIC BEVERAGES or containers on church property.
 - NO member of the wedding party under the influence of alcohol and/or drugs will be permitted to participate in the rehearsal or wedding.
 - NO SMOKING is allowed anywhere on church property.
 - NO rice, confetti, birdseed, and like materials and fresh flowers may be thrown on church property.
- The bridal party needs to arrive at least 30 minutes before the scheduled wedding ceremony.** An announcement will be made to the assembly 15 minutes prior to the start of the ceremony. **If either Groom or Bride does not arrive at scheduled time, the ceremony will be canceled and all fees are non-refundable.**
- Church building should be cleaned and vacated no later than 3:00 pm.

Please provide the list our vendors, florist, decorators, and all contractors who will be associated with this event, and who will need access in or on the property of Co-Cathedral of St. Theresa Church as soon as the information are available.

Wedding Coordinator: _____ Contact No.: _____
 Photographer: _____ Contact No.: _____
 Videographer: _____ Contact No.: _____
 Florist: _____ Contact No.: _____
 Person responsible for Clean-Up: _____ Contact No.: _____

Co-Cathedral of St. Theresa reserves the right to cancel any and all activities, events, and functions before or during the program that are not, in our opinion, in agreement with Catholic Social Principles and Practices.

The Church is not responsible for any personal property of the guests, vendors, florists, or any contractors.

The Church is not responsible for physical or personal liability should injury occur in or on the property of Co-Cathedral of St. Theresa Church.

We have read and understand the policies given by The Co-Cathedral of St. Theresa Church, and agree to the policies and provisions contained herein. I acknowledge I am responsible for informing my guests, vendors, and contractors of the above policies, provisions, and liabilities of the church.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Office use only:

Deposit Received by: _____ Date Received: _____ Check# _____ Cash _____ Visa/ MasterCard



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Steps needed to be married at the Co-Cathedral of St. Theresa Church

1. **Contact the parish office.** No firm date may be set until the Wedding Policy and Agreement is signed, the deposit has been made and Letter of Permission (if applicable) is received by the CCST office.
2. **Documentation required for marriage in the Catholic Church** must be filled out and completed during the initial wedding meeting at the parish office.
Please submit the following that applies:
 - **Baptism Certificates** - Catholics must furnish a new “Original” copy of their Baptismal Certificate, and must be issued within 12 months of the wedding date. Baptized non-Catholics should also furnish a copy of their Baptism Certificate.
 - **Confirmation Certificate** (Optional) - Furnished by Catholics
 - **Decree of nullity of a former marriage** - (If either party was previously married, a declaration of nullity for a lack of form or formal annulment must be obtained.)
3. **Schedule and complete the FOCCUS** for couples living in Hawaii; out of state couples if applicable in local parish. These personality-type and assessment inventories that identify differences, raise questions, and identify relationship strengths and areas needing growth.
4. **Marriage Preparation Couple Program** - Promotes dialogue on personality differences, communication, sexuality, finances, religion, and values while working with a parish-trained married couple and workbooks. **Certificate of participation at an Engaged Encounter Weekend for couples living in Hawaii is required.**
5. **Meet with Priest/officiant** to plan the rehearsal and wedding ceremony.
6. **Marriage license**, good for 30 days and may be obtained at the Hawaii Department of Health on Punchbowl Street. Cost - \$65.00 (subject to change) cash **only**. For more information call (808) 586-4544 or www.hawaii.gov/health

At Least 9 Months Before	Meet with parish priest to begin marriage preparation and prepare Permission Letter, if applicable. Finalize with CCST office the date and time for ceremony. Prepare required church documents.
6 Months Before	Take FOCCUS & Review results Attend Marriage Preparation sessions Schedule/Attend Engaged Encounter
3 Months Before	Plan wedding ceremony. Determine music. Out of State couples – Priest will forward to local Diocese Original documents for approval who in will submit to Honolulu Diocese for final approval to be married in Hawaii
One Month	Obtain Wedding License
2 days Before	Wedding Rehearsal – 1 hour
Big Day!	WEDDING CEREMONY!