



OUR LADY
OF PERPETUAL HELP
CATHOLIC CHURCH

Your Spiritual Home

YOUR
WEDDING
GUIDEBOOK

WHAT A JOYOUS TIME IT IS!

Our loving parish family at OLPH extends a sincere congratulations and very best wishes for your marriage. Holy Matrimony is a sacred occasion in which you exchange consent to be marriage before God, a clergyman, and your assembled congregation of family and friends. You will publicly vow your faith and your love for each other and your desire to be united for life.

It is our prayer that you will enjoy the planning process for your Nuptial Mass or the celebration of Holy Matrimony outside of mass. As you begin to plan your wedding, it is important to remember that every wedding is different and unique. But one thing is certain, your marriage is very important and planning a wedding will create a life-long memory for everyone involved. Our staff at OLPH wants to help make planning your wedding as easy and pleasant as possible.

Remember that although your wedding day is very important, it is not as important as the quality of the rest of your lives together. The sacredness of this occasion marks the beginning of a new life together. We are ready to help you experience this liturgical celebration in a truly prayerful and holy manner as a special couple united before God. It is our prayer to send you off into your new life together in a special relationship with God. Our OLPH Wedding Guidebook is here to assist you in the planning process. It is a guidebook and not a rulebook, so if and when you have questions let us know – we are here to help and support you.

PLANNING YOUR WEDDING CEREMONY AT OLPH:

Follow these 7 steps to begin your OLPH Wedding Plans:

Step One: We recommend you begin your planning process at least six (6) months in advance so that you and your fiancé will have plenty of time for proper planning and completion of any necessary paperwork or scheduling meetings for the Church, the priest of your choice, reception, etc. Consider your calendar, the Church calendar/seasons, and family members you wish to include in the ceremony etc.

Step Two: Contact the OLPH office at 901-754-1204 and let the office secretary know you are planning to get married at OLPH. She will help you get in touch with one of our OLPH priests who will help you begin your marriage planning process.

Step Three: You, your fiancé and your priest will need to select a mutually agreed upon date for your ceremony. As a couple you will be required by the Diocese of Memphis to complete Pre-Marriage Education Program called FOCCUS. Your OLPH Priest will help you to facilitate this process. You will also complete your Pre-Nuptial Questionnaire in the presence of the OLPH Priest. Non-parishioners will pay a non-refundable \$300 fee for holding their wedding date on the OLPH calendar of events.

Step Four: A copy of the Baptismal Record of the Catholic individual(s) must be obtained from the church where the bride and groom's Baptism took place. These Baptismal records should be delivered to the OLPH office.

Step Five: You will then select your approved OLPH Wedding Facilitator to assist you in planning your wedding day. Your OLPH Wedding Facilitator is your wedding planning friend and will be able to answer many of your questions as you go through your planning process. You will submit your Indemnity Insurance Form (and the required \$95 fee) to the OLPH office.

Step Six: Meet with your OLPH Wedding Facilitator to review your plans for your OLPH Chapel, Church, and/or reception activities. This is when you will go over your expectations for florists, photography, video, livestream, catering, music, and the other details in your planning process. OLPH offers excellent planning tools such as diagrams for placing flower arrangements, reception hall layouts and more to assist you. Your Wedding Facilitator will also inform you of any OLPH Wedding Policies in advance so that your wedding expectations and requirements of the Church can be met with ease.

Step Seven: You obtain your marriage license one month prior to your wedding day and bring it with you to your wedding rehearsal. Shelby County marriage licenses are only valid for 30 days. To get your license you and your fiancé will go to the Shelby County Clerk Office located at 150 Washington Ave (Downtown) to obtain this certificate. Learn more at shelbycounty.gov

PRE-CEREMONY INFORMATION & DETAILS:

The Memphis Diocese Policy states that planning for marriage should begin at least six (6) months prior to the wedding date. This amount of time allows you to look at your relationship in the context of a life-long commitment in holy matrimony, and it allows you and your clergyman to know each other better as well. It also gives plenty of time for proper planning.

The setting of the date and time of your wedding with the clergyman is a legal matter. Preparation for marriage is a time for you to conclude whether you are properly prepared, rightly disposed and appropriately marrying at this moment in time with the assistance of your clergyman. Therefore, the date and time of your marriage should not be announced until it is evident that these essential elements of readiness have been thoroughly considered by the couple and the priest agrees that the couple has properly prepared for marriage.

All couples will begin the preparation for marriage by meeting with the priest of their choice at OLPH. You will take part in a pre-marriage questionnaire and be assigned a mentor married couple who will meet with you to discuss topics that are important to establishing a lifelong healthy marriage together in a respectful and open manner.

Natural Family Planning is also an important part of your marriage preparation.

Catholic Baptismal Certificates:

If you are Catholic, you must request a new copy of your baptismal certificate from the church in which you were baptized. If you were baptized at Our Lady, the Clergyman will obtain it for you. This certified copy must be issued with six months of the date of your marriage. You may simply phone the church where you were baptized to obtain a copy. You should call during normal business hours. It is sufficient to ask for it from the secretary who answers the phone. You will need to provide your name, date of birth, and parents' names. If you have an older copy of the certificate, you can also give the date of baptism and the volume and page number of the baptismal register where you baptism is recorded. If you find that the church parish no longer exists, ask the clergyman preparing you for marriage to help you obtain a copy. Do not try to track down a certificate without help. When requesting a certificate, please inform the person answering the phone that this baptismal certificate is being requested as part of preparation for marriage and all notations are important. Please have the baptismal certificate sent to the clergyman preparing you for marriage at OLPH.

Baptismal Certificates for All Others:

If you are baptized, it would be great to have a copy of that certificate. It doesn't have to be a recent one. A photocopy will be fine. If you do not have one, there are several options: If you can remember your own baptism, it is sufficient that you yourself complete an affidavit provided by the clergyman. Alternatively, one of both parents can complete affidavits of baptism. In any case, your parents, or someone who has known you nearly as well all of your life, must complete an affidavit that you have never been married to anyone in anyway prior to your marriage. The clergyman will provide a form for the affidavits when you meet for preparation.

Selecting Your Ceremony Music, Musicians, and Vocalists:

The Church documents on music state that “Music, when it is done well, takes the liturgy to another level.” While music and singing are not required for a wedding, the addition of music will enhance your wedding and contribute to the beauty of the liturgy and provide lasting memories. OLPH has a Director of Music and an Organist on staff. They will gladly assist you in selecting parish musicians and vocalists for your wedding day. Other musicians may be used but they must be approved by the Music Director prior to your wedding date. You are responsible for the fees for musicians and vocalists at your wedding.

Your Wedding Rehearsal:

The rehearsal for your wedding day is an important event and will help to set the tone for your celebration. Due to the fact that there many activities going on at OLPH at any one time, you and your wedding party need to arrive on time for your rehearsal. Everyone who is participating in the wedding party must attend the rehearsal to help the planning go smoothly. Remind everyone participating in your wedding party that the rehearsal is taking place in a sacred space. Please encourage everyone to dress and behave in an appropriate manner during the rehearsal. Our church and chapel spaces are open to anyone who wishes to come and pray or meditate even during a wedding rehearsal, so do not be surprised if this happens during your rehearsal time. Brides should fully participate in this rehearsal. Please note: Christian brides should not participate in superstitions such as not seeing the groom prior to the wedding etc.

The clergy at OLPH will strongly suggest that the bride and groom plan their wedding ceremony as a couple. There are two types of ceremonies the couple may choose from: A Nuptial Mass or a ceremony without Mass (no Eucharist). If a couple selects to have a Nuptial Mass with the Eucharist, the priest will remind all non-Catholic wedding guests that they may come forward for a blessing or remain seated during the Eucharist.

If your wedding ceremony is to be celebrated between Saturday at 4pm and Sunday at midnight during the Advent, Christmas, Lent or Easter seasons of the Church or certain Holy Days of the year, a couple will be required to use the reading and Mass prayers assigned for that particular Sunday/Holy Day. Ask your priest about this when you discuss your wedding date.

Your State Marriage License

Make certain you obtain your TN State Marriage License 30 days prior to the wedding date. Bring a copy of your marriage license to your wedding rehearsal.

Church Flowers and Decorations:

We are fortunate to have beautiful sacred spaces at OLPH which offer a lovely setting for your wedding. It is natural for a couple to want to add flowers to such a special occasion. All flowers used for altar decorations must be fresh flowers or plants and must have plastic drip pans or display containers to hold water and prevent damage to surfaces. Your OLPH Wedding Facilitator will gladly answer any questions regarding the size and placement of flowers for your wedding ceremony. We request that fresh floral arrangements inside the sanctuary be left following the ceremony for the remaining weekend Masses. An announcement before each Mass will let our parishioners know that the flowers have been donated in honor of your marriage.

Your Wedding Facilitator will review any other decor ideas the couple is considering; but please note the following restrictions: no open flame candles, no Unity candles during the ceremony, no blocking of doorways or walking paths, no use of wire/tape/nail/screws/or similar on any surface to display decorations, no birdseed, no flower petals, no rice, no confetti, no bubbles or foam spray, no live animals such as birds or pets. The priest has the final approval for any and all decor for wedding ceremonies.

It should also be noted that holy matrimony can be celebrated at OLPH without buying or renting anything at all including special clothing or decorations. A simple but elegant liturgy is very special for everyone involved. Your OLPH Wedding Facilitator will be ready to assist you as needed.

The Bride's Room & The Groom's Room

OLPH has a Bride's Room for use by the Bride, her Bridesmaids, and her immediate family on her wedding day. This room offers comfortable sitting spaces and a private restroom area. Room 109 is for use by the Groom, Groomsmen, and his immediate family. Room 109 offers chairs and tables and is located near the restroom area. Your Wedding Facilitator will have keys to lock these spaces so that the Wedding Party may leave their belongings in a safe space during the ceremony.

Alcohol, Drugs, and Tobacco:

It is the law of the Catholic Church that marriage vows can be exchanged only between persons who can exercise a truly free will at the time of consent. This means the bride and groom must be free of all drugs, or alcohol in order to have a free exchange of their consent. In addition, no one in your wedding party can be under the influence of alcohol or drugs. Anyone under the influence of alcohol or drugs will be removed from the Church property. Smoking inside buildings is not permitted at any time.

Photographs & Videotapes:

Photographs and videotaping provide a lasting record of your wedding day. It is also important that photographers and videographers do not interfere with the sacredness of the liturgy. Therefore, if posed pictures are to be taken prior to the ceremony they should be completed 30 minutes PRIOR to the start of the liturgy. It is possible to have 30 minutes for taking photographs at the end of a ceremony as well. If you are wanting to have 'First Look Photos' or Family Photos prior to the ceremony, that is fine. But be sure to discuss these details with your Wedding Facilitator, so that she will ensure that proper arrangements can be made for photo locations in case of weather, other church activities etc.

Arrival Times For The Wedding Party and Load-In/Out Times For Vendors:

Your OLPH Wedding Facilitator has a lot of event planning experience and will help guide you in arranging the arrival times for family members and load-in or load-out times with your vendors such as your florist, photographer, etc.

THE COST OF YOUR WEDDING AT OLPH:

OLPH Facility Usage & Indemnity Agreement Form and Fee:

The Diocesan indemnity insurance form is required to schedule a wedding at OLPH. The form and the \$95 fee is to be filed at least 60 days prior to your event.

The Ceremony Fee:

OLPH Parishioners are not required to pay a fee for the sacrament of marriage. Non-parish members will pay a non-refundable \$300 fee to hold your wedding date on the OLPH Calendar once the date is confirmed by the OLPH Priest. There is no fee for use of the Brides' Room or Groom's Room 109. The services of the OLPH clergy are free.

Other OLPH Wedding Fees:

These other wedding payments are brought to the Wedding Rehearsal in marked envelopes. Your Wedding Facilitator will deliver them to the recipients for you during your wedding rehearsal time.

Church or Chapel: Free to OLPH Parishioners; \$300 for non-parishioners

St Therese Hall: \$500.00

OLPH Deacon: \$ varies, please inquire

OLPH Organist (Melanie Marcom): \$250

Organist or Pianist: \$ varies, please inquire

Other Musician(s): \$ varies, please inquire

OLPH Cantor Fee: \$150

OLPH Wedding Coordinator: \$250

OLPH Livestream Operator for Ceremony: \$50

OLPH Acolyte(s): \$25 each

Donations & Gifts in Celebration and Thanks For Wedding:

Couples or family members who wish to donate money to Our Lady of Perpetual Help Catholic Church or to their priest are welcome to do so. Donations to OLPH may be in the form of cash or checks or through the secure OLPH website donation button for those who want to give using a credit/debit card or an e-check. Physical checks should be made payable to OLPH (please memo on the check that it is a donation). A monetary gift to your priest should be made payable to him in his name.

Wedding Program:

Some couples decide to have a wedding program printed for their guests. This allows them to follow the order of the ceremony, gives names of all wedding party members, and serves as a lovely keepsake of this special occasion.

If you need design services, please speak with your OLPH Wedding Facilitator at least one month prior to your wedding date.

PLANNING YOUR WEDDING PARTY:

Here you will complete the necessary information for your wedding party. This will be used by the Priest, your Wedding Facilitator and other OLPH staff so we will know how to properly assist you in planning the processional and recessional for your ceremony.

Please Neatly Print This Information

Bridegroom's First Name For Vows:
Bride's Name for Vows:

Bridegroom's Last Name For Vows:
Bride's Maiden Last Name:

(Please Note: Not all of these positions must be filled, fill in what you plan to have.)

Mother of the Bride:

Father of the Bride:

Mother of the Groom:

Father of the Groom:

Grandmother of Bride:

Grandmother of Bride:

Grandmother of Groom:

Grandmother of Groom:

Grandfather of Bride:

Grandfather of Bride:

Grandfather of Groom:

Grandfather of Groom:

Groom's Best Man:

Maid or Matron of Honor:

Groomsmen:

1.

2.

3.

4.

5.

6.

Bridesmaids:

1.

2.

3.

4.

5.

6.

Ring Bearer Name:

Parents of Ring Bearer Names:

Flower Girl Name:

Parents of Flower Girl:

Organist/Pianist Full Name:

Cantor Name:

Altar Servers:

Reader #1:

Reader #2:

PLANNING YOUR WEDDING RECEPTION

Your OLPH Wedding Facilitator will answer many of your questions regarding your plans for holding your reception onsite at OLPH. Having your wedding reception onsite after your wedding offers a convenient and cost-effective wedding reception option for couples whether it is for an intimate reception or a very large reception.

As you plan your wedding day and/or your reception, carefully consider the options you have for florists, photographers, caterers, and other optional wedding expenses. It is best to have a wedding budget planned in advance so that the expenses do not become a large burden. Remember your Wedding Facilitator has a lot of event experience, they may be able to offer some suggestions if needed.

Details handled early in the planning process will reduce the stress during the wedding and will also reduce unnecessary spending.

A list of the outside vendor(s) providing goods or services during the wedding or that will make delivery or pickups at OLPH on the wedding day such as the Florist, Caterer, Photographer, Cake Baker, DJ, etc. must be given to the OLPH Wedding Facilitator is required no later than one month prior to the wedding date. This is to allow the Wedding Facilitator time for proper planning arrangements to be made with the outside vendors who may have scheduled multiple events on the same day.



Above: Small intimate reception for family and close friends in a smaller meeting room in the main church building.
Below : A larger reception with dinner and dancing in St Therese Hall.



OLPH GENERAL WEDDING RECEPTION POLICIES:

Your OLPH Wedding Facilitator will review the OLPH Policies that restrict certain activities at OLPH. These policies exist so that our weddings and reception events maintain general safety and the facility use standards set forth by our OLPH Priests. Here are some of the non-negotiable wedding policies you must know on the front end prior to planning your wedding day and/or reception.

Your OLPH Wedding Facilitator will be able to give you information regarding the use of tables, chairs, facilities, and many other details.

If you are planning a reception at OLPH your Wedding Facilitator will meet with you in advance to work through your questions and all details so you will have a wonderful and joyful reception following your wedding.

Most wedding receptions will last about two hours. Please allow for set-up and clean-up time in your planning.

1. An OLPH Wedding Facilitator must be on-site during the wedding rehearsal and/or reception to provide any needed direction to the wedding party or wedding vendors such as the florist, cake delivery, caterer, musicians, DJ, photographer etc.
2. LED battery operated candles are permitted but burning wax candles (other than OLPH altar candles for ceremonies) or other open flames are not allowed due to safety concerns during the wedding or during the reception.
3. The use of birdseed, rice, confetti, glitter, sparklers, thrown flower petals (real and artificial) and bubbles/foam are not permitted inside or outside any of the OLPH buildings. No live animals such as birds or pets are allowed during the reception.
4. The use of adhesive, tape, screws, nails etc is not permitted for attaching any decor anywhere on any OLPH property. For decor question speak to your Wedding Facilitator.
5. All OLPH parking lots, facility doorways and walkways will be maintained in accordance with Fire Codes.
6. The use of alcohol during receptions is permitted. The use of alcohol is restricted to the reception hall/room ONLY. Alcohol is not permitted in the Sanctuary, the Narthex, the Bride's Room, the Groom's Room, the Library or any other OLPH building or OLPH parking lot area. Due to liability laws – a licensed bartender is required to serve ANY alcohol at a reception held on OLPH property. Your Wedding Facilitator will review with the couple the type of alcohol planned for the reception the caterer prior to the event. **Due to liability laws – a licensed bartender is required to serve ANY alcohol at a reception held on OLPH property.**
7. The Wedding Facilitator will inspect the areas used for a wedding before and after an event to insure that the facilities (including parking lot areas) are returned in the manner in which they were delivered.
8. No smoking is allowed inside any OLPH buildings.

YOUR OLPH WEDDING & RECEPTION CHECKLIST:

Six months to one year before the wedding:

Make certain you get everything in writing and be firm about details such as what is included in a 'package deal' with caterers, photographers etc. Keep all receipts and copies of contracts/agreements.

___ Decide on your wedding budget as a couple and talk with family members who may help with expenses.

___ Decide to have a Nuptial Mass or a Wedding Ceremony without Mass at OLPH

___ Meet with the priest of your choice at OLPH

___ Reserve wedding date on the OLPH Calendar & Pay Insurance Fee at OLPH Office

___ Select your wedding party members

___ Select your ceremony Musicians

___ Meet with and reserve Florist

___ Meet with and reserve Caterer

___ Meet with and reserve Wedding Cake Baker

___ Meet with and reserve Photographer/Videographer

___ Meet with and reserve DJ or Band for reception

___ Decide on the wedding attire and accessories for the Bride, Groom and Attendants

Other Notes:

No Later Than Four months prior to the wedding/reception:

___ Finalize your guest list

___ Select your invitations, response cards etc.

___ Finalize wedding attire for bride, groom, and attendants

___ Finalize flowers for wedding ceremony and/or reception with florist

___ Select and/or Order wedding rings

___ Select and/or Order or Rent Reception Items as needed such as

___ Table Linens, Napkins, Plates, Utensils if not provided by Caterer

___ Decorations or Table Centerpieces

___ Select and/or Order Wedding Favors

___ Select and/or Order Cake Topper, Toasting Flutes

___ Select and/or Order Guest Book

Other Planning Notes:

Two months prior to the wedding/reception:

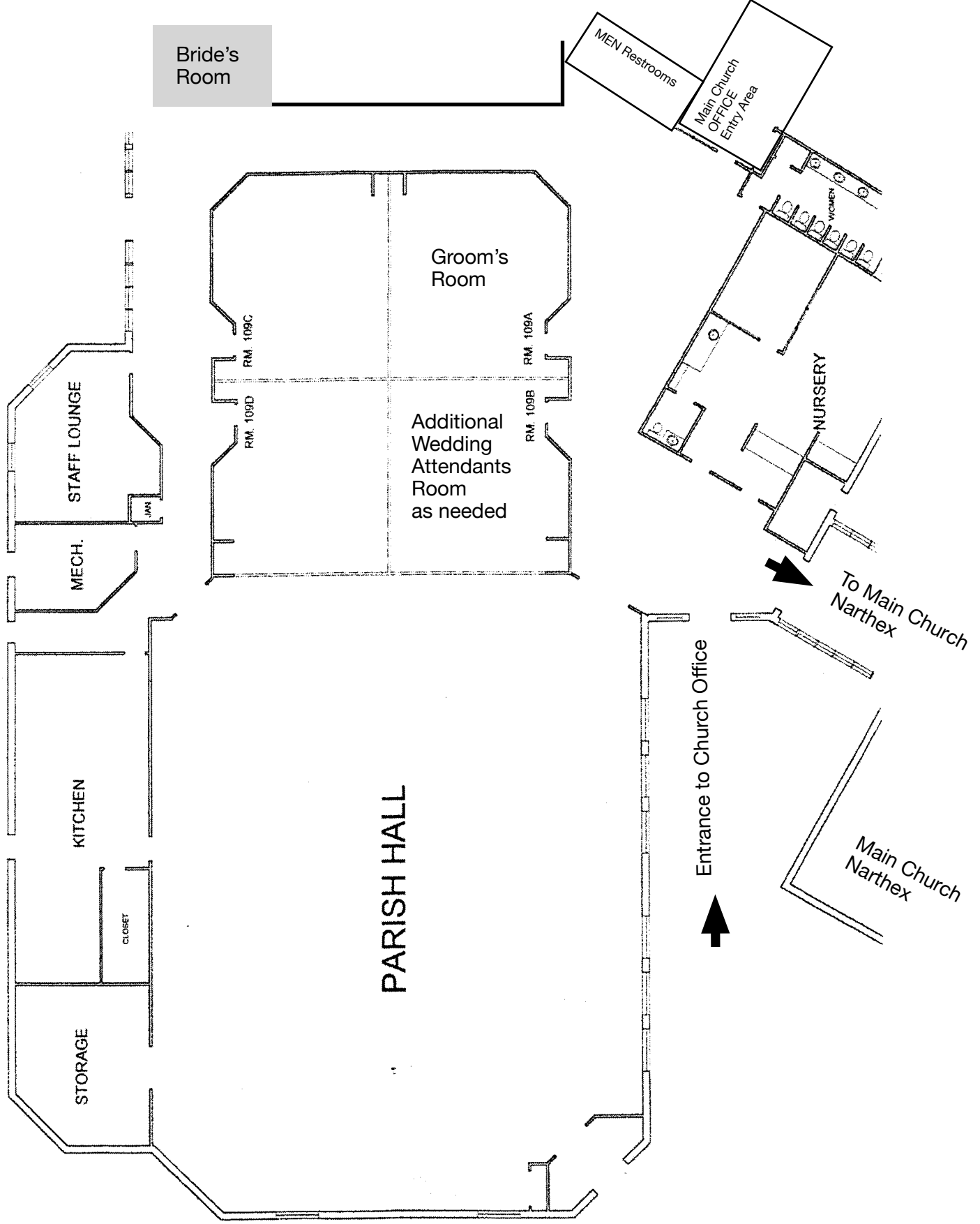
- ☐ Mail wedding and reception Invitations to allow for guests plans to attend, travel, hotel reservations etc.
 - ☐ Check in with all wedding vendors to make sure they are on tract, double check all arrangements to avoid surprises or mistakes
 - ☐ Track response cards for an initial headcount for the wedding and reception
 - ☐ Design wedding programs
 - ☐ Finalize all wedding preparations with OLPH Priest and Wedding Facilitator
 - ☐ Make certain the Wedding Party knows about the Rehearsal Day & Time at OLPH
- Other Planning Notes:

One month prior to the wedding/reception:

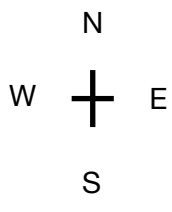
- ☐ Get your marriage license
- ☐ Confirm all wedding music with OLPH Music Director
- ☐ Confirm Readers for wedding ceremony and send them their reading
- ☐ Print your Wedding Programs
- ☐ Confirm the order of reception activities such as entrance of couple, first dance, blessing of food, cutting of cake, bouquet toss, exit/send-off etc. with Wedding Facilitator
- ☐ Confirm all ceremony/reception vendor details with your OLPH Wedding Facilitator:
 - ☐ Wedding Vendor Load-In and Load-Out Times for the wedding day
 - ☐ Bridal Party Arrival Time at OLPH on wedding day
 - ☐ Photography Schedule for wedding day
 - ☐ Confirm servers not provided by your Caterer such as boutonniere pinning for groomsmen, cake cutting may be provided by your OLPH Wedding Facilitator
- ☐ Finalize your Wedding Day Clean Up Crew plans with family and friends and let your wedding facilitator know who will be helping with any clean up in advance

One week before the wedding/reception:

- ☐ Call all wedding vendors to confirm load-in and load-out plans
- ☐ Check in with your Wedding Facilitator to confirm arrival times for rehearsal and wedding day; go over any last moment details
- ☐ Make sure wedding party has all clothing and accessories ready
- ☐ Pack all items needed for the ceremony and reception hall
- ☐ Write or prepare payment envelopes for OLPH Staff or Hired Wedding Staff and deliver these to your OLPH Wedding Facilitator on Rehearsal Day
- ☐ Prepare an emergency basket of small water bottles, small snacks, sewing notions, band-aids, etc for the Bride's and Groom's Rooms
- ☐ Pack for your wedding night
- ☐ Get plenty of rest and sleep so you will look and feel your very best!



OLPH St Therese Hall Diagram



MY WEDDING CEREMONY AND RECEPTION PLANNING NOTES: