

THE CELEBRATION

OF THE

SACRAMENT OF MATRIMONY



SAINT JOHN APOSTLE & EVANGELIST CHURCH

95-370 Kuahelani Avenue, Mililani, Hawaii 96789

Phone (808)623-3332

Dear Bride and Groom,

Congratulations on your Engagement and upcoming wedding! St. John is located in Mililani in on the beautiful Island of Oahu. I would like to warmly welcome you to our island and parish. We are honored that you have chosen St. John's Church for your special day. We will do our best to work with you in making this celebration a very special one for you, your family & friends. What you are preparing for is of the greatest importance to both of you as well as to your family and friends. It is important to us and the members of our parish, as well as to the larger community of faith we call the Catholic Church. In many ways we are all in this together as sisters and brothers of Jesus Christ.

In choosing St. John's Roman Catholic Church for the celebration of your wedding, you have made a choice to begin and to live your marriage in the Lord, seeing your wedding as more than just a wonderful social event but as something which gets its deepest meaning from our Christian Faith. It says that you recognize the difference between a civil marriage and a Church Wedding. You understand that a wedding in the Church goes beyond a couple's commitment to one another to also being committed to loving God and God's people. What a wonderful sign of God's love you are to your family, friends and the world.

The members of our parish team stand ready to help you with the celebration of your Sacrament of Matrimony. We are eager to do everything possible to see to it that the wedding will be a beautiful and faith-filled celebration – a powerful and persuasive sign of Jesus' love for you and His people. That's a large order, and one not easily to achieved without a good deal of caring and prayerful planning.

As you read this Marriage Guide, be assured of our thought and prayers for you and your family & friends who together with you look forward to your wedding day and years of married life and love.

With prayerful best wishes,

Sincerely in Christ,

Rev. Anthony W. Rapozo
Pastor

*A NUPTIAL BLESSING FOR
THE BRIDE & GROOM*

Holy Father, maker of the whole world, who created man and woman in your own image and willed that their union be crowned with your blessing, we humbly beseech you for these your servants, who are joined today in the Sacrament of Matrimony.

May your abundant blessing, Lord, come down upon this Bride and upon this Bridegroom, her companion for life, and may the power of your Holy Spirit set their hearts aflame from on high, so that, living out together the gift of Matrimony, they may adorn their family with children and enrich the Church.

In happiness may they praise you, O Lord, in sorrow may they seek you out; may they have the joy of your presence to assist them in their toil, and know that you are near to comfort them in their need; let them pray to you in the holy assembly and bear witness to you in the world, and after a happy old age together with the circle of family and friends that surrounds them, may they come to the Kingdom of Heaven. Through Christ our Lord. Amen.

Welcome to St. John Apostle and Evangelist Church located in Central Oahu, and congratulations on your upcoming Wedding. We are honored and blessed that you have chosen St. John's Church for your wedding and will do all that we can to make this a special day for you and your family and friends.

Overview

On this page you will find a brief outline of the major steps you will need to take in order to arrange for your wedding here at St. John's Church. The pages that follow will provide additional details and information.

1. Call St. John's Church (808-623-3332) and speak with our Administrative Assistant who will take down your information regarding your wedding.
2. She will check our parish calendar to make sure that date and time you have selected is available. She will also check with the priest or deacon to ascertain their availability for your wedding.
3. Our office staff will call you back to confirm your dates and times or will let you know that those dates and times are not available.
4. You can request us to e-mail you the Registration Form for you to fill out on-line and return to our office.
5. A refundable security deposit of \$100.00 for Parishioners and \$150.00 deposit for non-Parishioners is required to save and confirm that date and time for your wedding. We will be happy to return this deposit if you cancel and notify us 30 days before your wedding date.
6. Schedule an appointment with your pastor/deacon as early as possible to arrange to participate in your marriage preparation program.
7. Set a date and time for your wedding rehearsal with the priest presiding at your wedding.

POLICIES & PROCEDURES

Selection of a Date & Time

Wedding at St. John's Church may be celebrated on any day of the week except Sundays. Due to our Reconciliation & Mass Schedule of Saturday afternoon, only the following choices of times are available:

10:00 a.m. and 12 Noon

Please discuss your wedding date & time with our Administrative Assistant who will **TENTATIVELY** enter your names on our parish calendar. Your date & time on the parish calendar will remain **TENTATIVELY** until you have completed and returned our Wedding Registration Form with the suggested donation of \$500.00 for Parishioners or \$550.00 for Non-Parishioners and out of State Parishioners.

When the completed form and deposit are received by the Church Office, your wedding will no longer be tentative but confirmed. Cancellation of this date and time must be received 30 days prior to the wedding for full refund of your deposit.

Marriage Preparation

Due to the seriousness of this wonderful Sacrament of Matrimony that you are choosing to become, your marriage preparation is most important. Like anything else in life, when we are about to make serious choices (purchasing a home, buying a car, choosing a school for our children, investing in the market, etc.) we want to make sure that we do our due diligence first before anything else. You are being asked to do the same in choosing your spouse for life. We hope and pray that you will do this with an open heart and a willing spirit. Engaged Encounter has a saying that says, "A wedding is a day and a marriage is a lifetime." We are here to assist you in preparing for that lifetime of marriage and we hope that you will do the same. After an hour in the church and 4 or 5 hours of a reception, you wake up the next day to 50 or 60 years of marriage. Are you ready for that commitment? We are here to support you in that decision.

Please contact your local parish pastor/deacon to arrange for your marriage preparation. This ordinary includes meetings with the priest/deacon, completion of required paperwork, the use of a premarital inventory such as FOCCUS (Facilitating Open Couple Communication & Study) or other premarital inventories which will be discussed with the priest/deacon and participation in an Engaged Encounter Weekend or other similar programs (Evenings for the Engaged, etc.) offered in your diocese.

If you are NOT from the diocese of Honolulu and are planning a Destination Wedding, please contact OUR Parish Office at (808-623-3332) in Mililani, Oahu. Once your date and time is confirmed at St. John's, we ask that you send to the parish the name, address, phone & cell number, and e-mail address of the priest/deacon who is preparing you for marriage at your home parish.

Canonical Paperwork

Your pastor/deacon will assist you with the paperwork that is necessary for you to get married in the Catholic Church. The following documents will be filled out with you by the priest/deacon.

- **Premarital Investigation Form** – As used in your diocese, along with the rescript for any required dispensations or permission (this will be handled by your priest/deacon).
- **Proof of Baptism** – **For Catholic**, a Baptism Certificate – It must be a NEW certificate (Not a photocopy or fax) issued to you within the past year. **For non-Catholics**, proof of Baptism may take the form of, in order of preference, a baptismal certificate, a page copied from a sacramental register, an affidavit of the fact of baptism by a parent or other witness, or some other reliable proof such as a photograph or video of the baptism.
- **Affidavits of Freedom to Marry** – As Affidavit regarding each party's freedom to marry completed by a parent or other person who has known the party to be married or not married since he or she was at least 16 years of age.
- **Letter of Permission** – Once your priest/deacon has established your freedom to marry, he should write a letter to the priest/deacon who will be celebrating your marriage in Hawaii. The letter should state the following:
 - That the pastor/deacon of one the parties (the Catholic party if only one party is Catholic) gives permission for the marriage to take place at the parish in Hawaii.
 - That both parties are free to marry in the Catholic Church.
 - That he will be preparing the couple for marriage.

This letter should be included in the packet of documents the priest/deacon sent to their Diocesan Tribunal.

- **A Certificate of Death, Declaration of Nullity or Proof of Dissolution (Pauline/Petrine Privilege)** – These documents are needed for each previous marriage, civil or religious. (**For Catholics** with a prior attempted marriage outside of the Catholic Church, the Lack of Canonical Form must be established by a Tribunal declaration)
- **Certificate of Participation in an Engaged Encounter Weekend or similar program.**

For Those Couples from Outside of Hawaii Requesting Marriage in the Diocese of Honolulu the following must be followed:

Two or Three Months Before the Wedding:

After your pastor/deacon gathers the aforementioned documents, he is to send it to their Diocesan Tribunal who will review the documents and then send it to the Tribunal of the Diocese of Honolulu who will also review and approve the authentic documents and forward them to the priest/deacon here at St. John Apostle & Evangelist Church who will be celebrating your wedding. Photocopies of all authentic documents mailed should be kept by the parish, sending out the documents until it is certain that have arrived at the parish where the wedding will take place. At that time the photocopied documents may be shredded.

SPECIAL NOTE: If paperwork is incomplete or includes photocopied documents, it will all be mailed back to the sending Diocese.

Liturgy Planning

Plan regarding music and other details of the ceremony need to be arranged with the parish where the marriage will take place. Your pastor/deacon who is doing your marriage preparation may help you select the readings for your wedding. **NUPTIAL MASS:** A wedding between two Catholics is usually celebrated in the context of the Mass. **SIMPLE RITE:** a wedding where only one party is Catholic is celebrated with a full ceremony but not in the context of Mass.

CHURCH WEDDING

Weddings are to take place inside of a Catholic Church. This requirement reflects the fact that marriage is a religious vocation and a public celebration of the Church's Faith Community.

Exceptions to a Wedding Between a Catholic & a Baptized Non-Catholic:

Permission to celebrate the marriage in a non-Catholic building may be sought if there are objections of conscience by the non-Catholic to entering a Catholic Church building. In such a case, the Catholic party must write a letter to the Director of Canonical Affairs (6301 Pali Highway, Kaneohe, Oahu, Hawaii 94744) of the Diocese of Honolulu stating the reasons for this request. The priest/deacon celebrating the wedding must also agree to this, and the couple needs to make arrangements with the Non-Catholic Christian minister to use their building.

Exceptions to a Wedding Between a Catholic & a Non-Baptized Person:

If objections of conscience arise by non-Catholics to entering a Catholic Church Building, permission may be sought to celebrate the marriage in a non-Catholic religious building or in another suitable place. If possible, the ceremony should be celebrated in a chapel-like arrangement or in a room apart from the place where the meal or reception will take place. In such a case, the Catholic party must write a letter to the Director of Canonical Affairs (6301 Pali Highway, Kaneohe, Oahu, Hawaii 94744) of the Diocese of Honolulu stating the reasons for this request, the name and address of the proposed place, and a complete description of the indoor setting that is proposed for the marriage. The priest/deacon celebrating the wedding must also agree to this.

MARRIAGE LICENSE

In Hawaii, no blood tests, waiting period, residence or citizenship requirements are expected to obtain a marriage license. Licenses are issued by the Department of Health (Oahu District Health 1250 Punchbowl St, Honolulu, HI 96813) which is open daily 7:45 a.m. to 2:30 p.m. You can contact them by phone at (808) 586-4400. Please plan on arriving a few days before your wedding to apply for and receive your marriage license. For steps required to apply for a marriage license, go to <https://marriage.ehawaii.gov>

- Both parties to the marriage must appear personally before the marriage license agent.
- The Marriage License is good for 30 days from and including the date of the issuance, after which it becomes null and void.
- The license must be used only in the State of Hawaii and is valid throughout the State. The fee for a

license is \$60.00 payable IN CASH at the time of filing for the application.

Wedding Music

Please call our Parish Office, (808)623-3332, before planning any music. As with all liturgies at St. John's Church, the liturgical music plays an important role in our celebrations of all our Sacraments and most especially in your wedding. The coordinator will be responsible to help and assist you in filling out the liturgical music portion of your liturgy planning for your wedding.

Please do not make any arrangements with other musicians without first consulting the Parish.

Flowers & Decorations

A church building of the size and liturgical configuration of St. John's Church presents a unique challenge to anyone who will be decorating the church for your wedding. Therefore, we recommend the following:

- Do not place floral arrangements on the Altar
- Pew decorations are allowed but are not to be attached to the pews with tacks, nails, staples, any kind of tape, glue or any other type of adhesives that will damage our wood pews.
- If rose petals or other flowers are thrown by the flower girl, you are required to pick them up following the wedding.
- No rice or birdseed is allowed to be thrown on the Bride and Groom as they leave the Church.
- Bubbles may be used outside the Church. Do NOT distribute the bubbles before the service since people will have the tendency to blow them up while in the Church.
- During the Lenten Season we ask you to take the flowers with you since we do not have any decorations in the Church during Lent. Otherwise, you are welcome to leave them.
- No Runners

Photography & Videographers

We understand that this is a special day for you and your family and friends, and you want to capture these special moments for the future. We are happy that you will be able to do this. However, this is a religious ceremony, and we would like to respect what you are celebrating as well as decrease to the best of our ability

the many distractions that can take place during the ceremony. Therefore, we ask that you inform your photographer and videographer that they must confer with the clergy before shooting any pictures. We also ask that you inform your photographer and videographer of the following:

- You are welcome to take pictures of the wedding party both inside and outside the Church.
- You are welcome to do your photography and videotaping either before or after the wedding.
- You may take pictures during Mass, but you are NOT allowed to enter the **SANCTUARY** for any pictures during the wedding ceremony.
- The Sanctuary is the raised area of the Church down front where the Altar is placed.
- Please do not disrupt the procession into the Church or the recessional out of the Church by asking people to stop and pose for pictures.

Day of the Wedding

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.

The Church building should be cleaned and vacated no later than 3:00 PM.

Wedding Ceremony Date & Time

Day of the Week: ____ Month ____ Day of the Month: ____ Calendar Year: ____

Rehearsal Date: ____ Time: ____

Please provide a list of vendors, florists, decorators, and all contractors associated with your wedding, and who will need access in or on the property of St. John's as soon as the information is available.

Wedding Coordinator: _____ Contact No. _____

Photographer: _____ Contact No. _____

Videographer: _____ Contact No. _____

Florist: _____ Contact No. _____

Person responsible for clean-up: _____ Contact No. _____

Groom Information

Name: _____

Birthday: _____

Address: _____

Contact Phone: _____

City: _____

Email Address: _____

State: _____

Fathers Name: _____

Mothers Full Maiden Name: _____

Bride Information

Name: _____

Birthday: _____

Address: _____

Contact Phone: _____

City: _____ Email Address: _____

State: _____

Fathers Name: _____

Mothers Full Maiden Name: _____

We have read and understand the policies given by St. John the Apostle & Evangelist Church and agree to the policies and provisions contained herein. We acknowledge we are responsible for informing our 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/Mastercar

