



DATE

**ENTER NAME
AND
ADDRESS**

Dear _____

Aloha and Congratulations!

You requested a wedding at St. Raphael's Old Church on _____. We recognize that there may be good personal reasons why a Catholic does not wish to be married in her/his parish, which alone has jurisdiction in Catholic marriages. In keeping with Canon (Church) law, we cannot perform a marriage here without written permission of the pastor (or a delegate), who must see to it that all requirements of Church law are fulfilled.

If you are old enough and have reason to be married here at St. Raphael by a Catholic priest, please take this letter to one of the priests in your parish. He must then obtain the following documents:

- 1. Pre-nuptial investigation forms must be completed.**
- 2. Affidavits of Freedom to Marry forms must be obtained for the bride and for the groom.**
- 3. For Catholics, a baptismal certificate – it must be a new certificate (not a photocopy or fax) issued within the past year.**
- 4. 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 face of baptism by a parent or other witness, or some other reliable proof.**
- 5. Any required dispensations obtained from the Diocese of the Catholic Party.**
- 6. Declaration of nullity if there were previous marriages.**
- 7. Widow/widower's death certificate of spouse, if applicable.**
- 8. Priest's written statement that pre-matrimonial instructions such as Cana Conference, Engaged Encounter, etc., have been attended.**
- 9. Permission to perform the marriage from parish of the bride (or of the Catholic party).**



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10. Canon Law requires that the marriage between two baptized Catholics take place in the Church.

When your parish priest has obtained all these papers, they are to be forwarded as soon as possible, for approval, to the *Chancery Office of the Diocese in which you reside. The papers are then forwarded to the Chancery Office of the Honolulu Diocese (1184 Bishop St., Honolulu, HI 96813). They will then send them to us.*

A state license to be married in Hawaii must be obtained on one of the islands.

If you have questions, please do not hesitate to contact us at (808)742-1955, or email us at straphael@rcchawaii.org.

A warm "aloha" to you!

In Christ,

Father Arlan Intal, MS
Pastor

Attachments



RESERVING THE CHURCH FOR A WEDDING

To use our church for a wedding, please plan carefully so all the arrangements are in place for a beautiful, relaxed, and holy ceremony. We are available to offer any assistance you need. St. Raphael Church does not provide music or musicians for your wedding, so please plan accordingly.

There is a \$1,000.00 donation/fee for the use of the church building. You are responsible to leave the church clean. Additional fees may be charged if there are any other requests, or last-minute changes. **We will pencil in your wedding date with the verbal request. Until we receive your donation/fee of \$1,000.00, the date and time you have chosen is NOT guaranteed confirmed.** Please make the check payable to: St. Raphael Church with a notation of your wedding date.

The usual stipend for the priest is \$100; you can give it directly to the priest at the rehearsal or before the ceremony.

There is normally a rehearsal for the wedding, so please include that in your planning and talk with us about the date.

WEDDING COORDINATORS/DECORATORS

- 1) Please do not remove or re-arrange any chairs in the Church
- 2) No thumb-tacks;
- 3) No hot glue;
- 4) Use of tape is prohibited;
- 5) Arrangement(s) cannot be higher than the Altar;
- 6) Arrangement(s) cannot block walkway of the Priest at both sides of the Altar;
- 7) Before you order flowers for the Church, please check with the Parish Office in order to avoid confusion with people who decorate the Church for the weekend Masses.
- 8) No live flowers/petals in the aisleway (tile) due to staining and safety;
- 9) All decorations must be removed/cleaned at the end of the Ceremony; you are responsible to check that the Church is clean after the wedding.



GUIDELINES FOR WEDDING PHOTOGRAPHER/VIDEOGRAPHER

A Catholic wedding is a sacred ceremony in a sacred place where the couple celebrates a unifying gift of life and love. The Church is a sacred place. Nothing done in the church building or during the ceremony should ever detract from that. All involved in the ceremony owe it to the bride and the groom to maintain in a prayerful and respectful manner. To uphold this sense of the sacredness, and to facilitate your role as the photographer/videographer, we request that you follow these guidelines:

- a) Please familiarize yourself with the actual ceremony; it may vary with each couple and the officiating priest or deacon.
- b) Be as unobtrusive as possible. Please do not block the views of guests. Maintain a 20 feet distance between you and the couple during the procession in and recessional out of the church.
- c) **You may not enter the sanctuary (altar area) nor take any photographs from the sacristy doors.** You may utilize the side aisles and the center aisle as close as the 4th row of chairs. **Never cross in front of the altar, please.** Please use the side aisles and the middle cross aisle for moving around.
- d) Flash photography is permitted, though not encouraged.
- e) Remember that the church is a house of prayer; therefore, please speak quietly and move around in a respectful manner. **Please do not place equipment anywhere in the sanctuary (altar area).** Additional lights are not allowed.
- f) **We allow a maximum of 15 minutes after the ceremony for a limited number of posed photographs in the church.** Please plan accordingly.

FOR MUSICIANS AT THE WEDDING IN THE CHURCH

- a) Traditional wedding march (instrumental) before and after the wedding is highly encouraged.
- b) If the musician knows part of the Mass with church songs appropriate for the Celebration, he/she must coordinate with the Officiating Priest for the line-up of songs.

Thank you for your cooperation in maintaining a respectful and prayerful atmosphere in the church.



***RE: WEDDING DAY, SILVER ANNIVERSARY, GOLDEN ANNIVERSARY
OR RENEWAL OF MARRIAGE VOWS***

Participate in the St. Raphael Church Giving Tree to share your special day with family, friends and the entire community. This special tribute to each other will deepen your roots in faith, the Catholic community of St. Raphael Church and Kauai.

We offer multiple levels of participation starting at \$300 for a bronze, \$500 for a silver or \$1,000 for a gold leaf on the tree. Rocks to signify the strength of commitment to yourselves and church, or doves of peace are available starting at \$5,000.

Your customized inscriptions will join the rest of the St. Raphael community.



**PHOTOGRAPH OF ACTUAL GIVING TREE
With Doves, Rocks and Leaves**