

WEDDING CONFIRMATION FORM AND AGREEMENTS

HOLY GHOST PARISH, KNOXVILLE, TENNESSEE

Parish office: 865-522-2205, hgchurch@bellsouth.net

Wedding coordinator Elizabeth Hargett: 865-742-1928, ehargett11@gmail.com

Music director Mary Weaver: 865-437-8620, mary@holyghostknox.org

Your desired wedding date is not official and will not be added to the parish calendar until you 1) contact the wedding coordinator and music director and 2) fill out and return this form along with all applicable fees.

Contact the wedding coordinator as early as possible: at minimum two months before the wedding.

The music for your wedding (both prelude and music during Mass) **must be approved by the music director, Mary Weaver, at least two months before the wedding.** If you need help choosing the music, please contact her. The program, if any, for your wedding must be approved one month beforehand.

The organist who serves the parish has the right of first refusal for all weddings. Contact the music director for her phone number and email. If she is not available for your wedding, we will help you find a qualified organist. Contact the music director for her phone number and email.

Please read our wedding guidelines booklet, Celebrating Your Wedding at Holy Ghost Church. It explains our policies on such topics as proper dress for the bridal party, music that is appropriate to sacramental celebrations, and use of our facilities.

Please sign and date the agreements on page 3 of this document. Returning this form signifies that you have read the parish's wedding policies and agree to observe them. Note that our policies are subject to change.

Fees

Fee for church rental for non-parishioners, \$1,750. Make check out to Holy Ghost Parish.

Deposit for cleanup/damage, \$250 (fully refundable if spaces are cleaned and no damage sustained). Make check out to Holy Ghost Parish.

Fee for wedding coordinator Elizabeth Hargett, \$250. Make check out to Mrs. Hargett. Please coordinate with her regarding delivery of this payment, as she works independently of Holy Ghost Church.

Wedding date and time _____

Rehearsal date and time _____

Officiant _____

Affiliated with what parish? _____

City and state (if not local) _____

CONTACT INFORMATION

Full name of bride _____

Holy Ghost parishioner? _____ If not, where? _____

Street address _____

City _____ State _____ ZIP code _____

Phone _____

Email _____

Full name of groom _____

Holy Ghost parishioner? _____ If not, where? _____

Street address _____

City _____ State _____ ZIP code _____

Phone _____

Email _____

***Wedding planner or other representative**

Name _____

Phone _____

Email _____

Florist

Name _____

Phone _____

Email _____

***Photographer**

Name _____

Phone _____

Email _____

***Videographer**

Name _____

Phone _____

Email _____

**Must contact the wedding coordinator.*

AGREEMENTS

Couple's copy

Please read the document *Celebrating Your Wedding at Holy Ghost* and the agreements listed below.

Initial each statement to indicate that you have read the document named above, understand Holy Ghost's policies, and agree to abide by them.

I _____ understand that the clothing worn by the bride and her attendants must be suitably modest and that the parish does not permit members of the bridal party to wear gowns that are low-cut, backless, or strapless.

I _____ understand that cross-dressing by members of the bridal party is not permitted. Furthermore, only biological women may serve as bridesmaids; only biological men may serve as groomsmen.

I _____ understand that the number of attendants is limited to 16, including bridesmaids, the maid of honor, the best man, and the groomsmen.

I _____ agree to pay all appropriate fees to the parish, the organist and cantor (if any), and wedding coordinator by the due dates specified in the parish's wedding guidelines.

I _____ understand that the music chosen for my/our wedding, including the prelude, must be approved by the music director no later than two months before the wedding date and that secular music (including but not limited to pop, country, opera, and show-tunes) and pre-recorded music of any kind are not permitted. If a wedding program/handout will be provided, it must be approved by the music director at least one month before the wedding.

I _____ understand that Hyunju Lee, the organist, has the right of first refusal for all weddings and that if she is unavailable, the music director will provide names of other qualified organists if desired.

I _____ understand that the use of flash photography is not permitted during the wedding and that photographers may not go beyond the church's altar rail.

I _____ understand that the consumption of alcohol is not permitted on the grounds of the church and agree that the entire wedding party will abide by this restriction.

I _____ understand that the use of aisle runners, rice, birdseed, flower petals, bubbles, and balloons—inside or outside the church—is not permitted.

I _____ understand that the bride and groom are responsible for securing the property of members of the bridal party and that Holy Ghost Church assumes no risk for lost or stolen property.

I _____ understand that the wedding party is responsible for cleaning up the parts of the building that were used and that our \$250 security deposit is refundable only if the church is cleaned and no damage is sustained.

I _____ understand that the pastor of Holy Ghost must approve any celebrant who is not with the Diocese of Knoxville and that any visiting clergyman must have a letter of good standing from his diocese.

Full name (please print)

Full name (please sign)

Date

AGREEMENTS

Holy Ghost copy

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