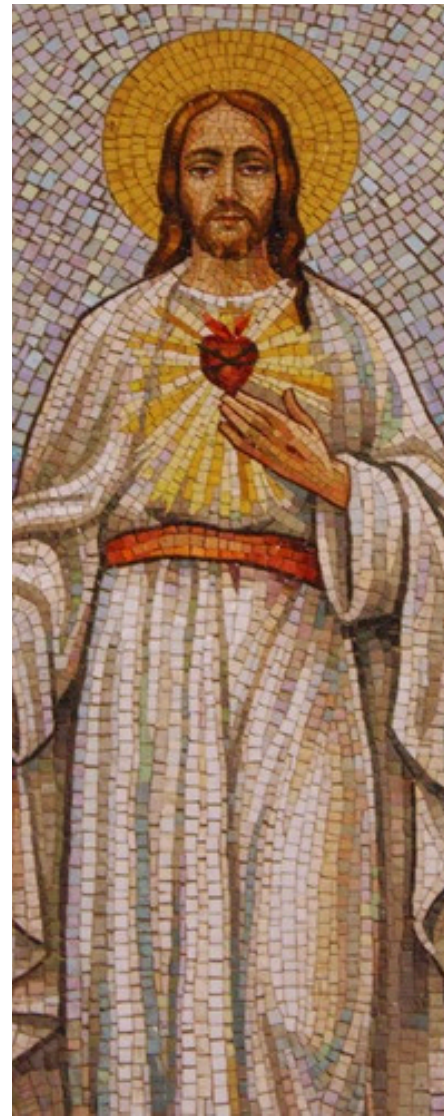
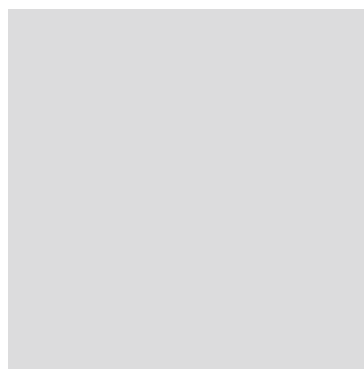
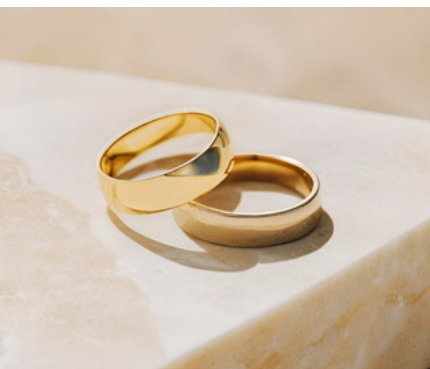
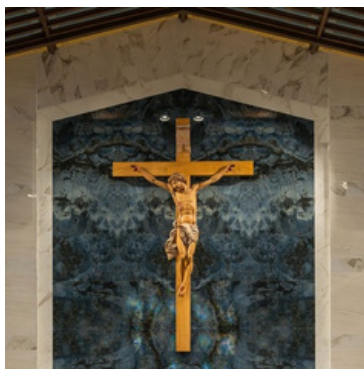




ALL SOULS
CATHOLIC PARISH

WEDDING PLANNING

GUIDELINES & POLICY





A MESSAGE FROM FR. RICK

My dear brothers & sisters in Christ,

Congratulations on your upcoming marriage! What a joyful and grace-filled time this is in your lives. The Sacrament of Matrimony is a deep and sacred bond between husband and wife that is a beautiful sign to the entire Church of the love that Christ has for his Church. Your wedding day is meant to be one of the most joyful and cherished moments of your life, and we at All Souls Catholic Parish rejoice with you! It is our hope and prayer that these months leading up to your wedding will be filled with peace, excitement, and a growing sense of unity between you, Christ, and His Church.

To help you prepare for this holy and happy occasion, we've put together this information packet, designed to make your planning process easier and to answer many of the questions you might have. We are here to support you every step of the way and to help you create a celebration that reflects the sacredness and joy of your lifelong commitment.

Know that you are in our heartfelt prayers as your wedding day approaches. May this time of preparation deepen your love and bring you countless blessings as you begin this wonderful new chapter together.

Yours in Christ,

Fr. Rick Nakvasil

Pastor



BEGINNING PREPARATIONS

The initial step in the marriage preparation journey is to arrange the required pre-marriage interview with the Marriage Prep Coordinator at All Souls, Deacon Kevin Leiner. This meeting typically takes place at least eight months before your wedding date. The goal of this assessment is to ensure that both individuals are free and fully prepared for marriage. During this meeting, the Coordinator will outline the required classes and the documentation needed to be on file with the parish before your wedding (such as forms, baptismal certificates, etc.). Prior to scheduling the initial interview, please take a moment to review the Marriage Resource webpage on the Archdiocese of Denver website (<https://archden.org/sacraments/marriage/>).

Traditionally, Catholics celebrate their wedding in the parish where the bride and/or groom, or their parents, are members. To be recognized as an active member at All Souls, you must be registered and actively participating in the parish for a minimum of one year prior to your wedding. An active parishioner is one who has embraced and demonstrates their stewardship of time, talent and treasure as a way of life with regard to All Souls. This includes not only financial contributions to the parish but also active involvement in its liturgical, spiritual, and social life. We hope that after your wedding, you will choose to continue making All Souls Catholic Parish your spiritual home.

To schedule your wedding at All Souls, please review all the information in this packet and share your preferred date(s) with the Marriage Prep Coordinator during your first meeting, who will then contact the Parish Office and any presider to confirm the availability of your wedding date.



WEDDING TIMES & GENERAL INFO

Weddings at All Souls are typically held on **Saturdays**, with services generally starting at 11:00am, 12:00pm, 1:00pm, or 2:00pm, depending on availability. While exceptions for other days and times may be considered, they are not guaranteed.

Rehearsal times must be arranged with both the parish and the presider. Each rehearsal lasts for one hour, and it is essential that they start and finish on schedule. The bride and groom are responsible for ensuring that the wedding party arrives on time. We recommend that all attendees arrive at least fifteen minutes prior to the rehearsal's start time. The rehearsal will be guided by the Wedding Coordinator and the priest. It is important for everyone in the wedding party to remember that they are in a sacred space and should maintain respectful behavior throughout the rehearsal.

On the day of the wedding, bridal parties should not arrive more than one and a half hours (90 minutes) prior to the ceremony to allow sufficient time for photographs. After the ceremony, we permit an additional thirty minutes for pictures to be taken with the celebrant, family, and bridal party.

WEDDING COORDINATOR

A Wedding Coordinator from the parish will meet with you before your ceremony to discuss the details and confirm that all agreements (found in the forms at the end of this policy) from external vendors are in place. They will oversee the rehearsal and will be present on your wedding day to ensure everything operates seamlessly during both events. Please note that outside wedding coordinators do not participate in the wedding ceremony.

FEES, STIPENDS & HONORARIUMS

The fee for utilizing the Church space for a wedding is based on whether the bride, groom, or either of their parents are active registered parishioners. An active registered parishioner is someone who is officially registered at All Souls Catholic Parish and has engaged in a combination of time, talent, and treasure for at least one year before the wedding date is entered on the parish calendar. The Pastor reserves the right to determine active parishioner status, which is based on consistent participation in Mass with the All Souls community whenever possible, ongoing volunteer work in parish ministries, and financial contributions exceeding a nominal amount through envelopes or checks, ensuring that these contributions are recorded in the parish's records.

Wedding Fees:

- Active All Souls Parishioners: **\$500**
- Non-Parishioners and Non-Active Parishioners: **\$1,000**

A **50% deposit** is required to secure your reservation for the Church. **The remaining wedding fees must be submitted to the Parish Office at least two weeks prior to your wedding date.** Payments can be made via check, which can be either mailed to or delivered in-person to the Parish Office.



Please note the additional stipend amount for the following individuals:

- Wedding Coordinator (mandatory for all weddings): **\$150**
- Organist/Pianist: **\$200**
- Cantor: **\$150**
- Other musicians: Stipend amount will vary

Please keep in mind that these stipends may be given individually and should be provided in cash or check and placed in separate envelopes. The Wedding Coordinator will guide you on which stipends should be written out to the parish, and which should be directed to specific individuals.

While it is not required, it is customary to offer an honorarium to the presider (either a priest or a deacon). The amount is at the couple's discretion, with a common guideline being around \$100. Honorariums should also be placed in their own separate envelopes.

CANCELLATIONS

All Souls Catholic Parish reserves the right to cancel the wedding if the necessary requirements (such as classes and forms) are not fulfilled. In such cases, the Marriage Prep Coordinator will inform the bride and groom if a cancellation is needed.

Conversely, if there are any changes to the couple's wedding plans, the bride, groom, or their family members must notify the presider (priest or deacon) and the Wedding Coordinator.

All fees will be refunded if cancellation occurs with more than 30 days' notice. If cancellation happens within 30 days of the wedding, the Church will retain the deposit, while the remaining fees will be refunded.

MUSIC & MUSICIANS

The Order of Matrimony is a Sacrament within the Church. Therefore, the music chosen for your wedding should reflect the rich array of music that the Church espouses as appropriate for worship. At a minimum, a cantor or singer must be present for the liturgy, regardless of whether the ceremony is held within the context of the Mass or not.

Your Wedding Coordinator will guide you in selecting suitable music for your special day. It is highly encouraged to utilize musicians from the All Souls community. If you have family or friends who wish to contribute musically before or during the ceremony, they are welcome to do so, provided they are willing to collaborate with our musicians. While you have the option to utilize outside musicians, the music performed at your wedding still requires approval from the presider, which must be sought at least one month prior to the ceremony. Outside musicians should reach out to the presider to discuss the specifics of the ceremony.

Please note that musicians do not attend the rehearsal. If outside musicians require a rehearsal, it must be arranged separately. It is the responsibility of either the wedding couple or the visiting musician to coordinate that rehearsal with the Wedding Coordinator.



USE OF CHURCH FACILITIES

When planning your wedding, please consider the liturgical season during which the ceremony will take place. For example, if you decide to hold your wedding during Advent or Lent, the décor must reflect the simplicity required by these seasons. Both of these times call for a more understated church environment—characterized by simplicity and elegance. Since Lent is particularly penitential, weddings during this period typically occur under strict conditions and are devoid of decorations, including flowers.

Please remember that certain environmental installations, such as the Advent Wreath, Easter flowers, or the Christmas Crèche, cannot be moved for your wedding under any circumstances. For further details on this topic, feel free to consult your Wedding Coordinator.

CONDUCT & DECORUM EXPECTATIONS

Proper attire is expected at both the rehearsal and the wedding itself. The use of cell phones is not appropriate during these events. Additionally, food or drink is prohibited in the Church at all times. Due to liability concerns and environmental considerations, items such as runners, rice, flower petals, birdseed, balloons, or bubbles are not allowed inside or outside the Church. However, fake flower petals are permitted.

Smoking is strictly prohibited on all Church and School buildings and property. Alcoholic beverages are also not allowed on campus, except in Jaeger Hall or the School Cafeteria during a reception. **Furthermore, the bride, groom, and wedding party must refrain from consuming alcohol before the ceremony**, whether on campus or elsewhere, as this could jeopardize the validity of the wedding.

It is the couple's responsibility to ensure that all members of the wedding party are aware of these policies. The Pastor reserves the right to cancel any wedding if these guidelines are not followed.

Any external vendors (florists, photographers, videographers, etc.) must also adhere to these expectations and sign a letter of agreement, confirming their understanding and commitment to comply. Please remind all vendors that the church is a sacred space, and everyone representing their business should dress and behave accordingly. All vendors must follow any instructions provided by the parish clergy, staff, or wedding coordinator.



RECEPTION GUIDELINES

Wedding receptions can take place in either Jaeger Hall or the School Cafeteria. Each venue allows for a maximum duration of four hours. All events must conclude by 9:00pm, with cleanup to be completed by 10:00pm. **The newlywed couple is responsible for the cleanup of either location.** If the couple chooses to host the reception at either one of these venues, the Wedding Coordinator will discuss the details and logistics in detail.

Reception Area Fees:

- Jaeger Hall:
 - Active Church Parishioners: **\$500**
 - Non-Parishioners and Non-Active Parishioners: **\$2000**
- School Cafeteria (available only when school is not in session):
 - Active Church Parishioners: **\$750**
 - Non-Parishioners and Non-Active Parishioners: **\$2500**

Furthermore, there will be an additional stipend of \$300 for the wedding coordinator if a reception is held at All Souls.

Reception fees can be paid via check (made out to All Souls Catholic Parish) or in cash. A 50% deposit is required at the time of reservation. Please ensure the remaining balance is turned into to the Parish Office no later than two weeks prior to your wedding date.

Important Notes:

- All Souls Catholic Parish will handle the setup of tables and chairs before your event; however, they are not responsible for any additional setup, including, but not limited to, decorations, flowers, tablecloths, place settings, dishes, silverware, etc.
- The use of kitchen appliances in the School Cafeteria is strictly off-limits; this includes outside caterers as well.
- No DJs are permitted in Jaeger Hall due to space constraints.
- If you plan to serve alcohol, it is necessary to hire a ****certified bartender**** for the event.

The bride and groom are responsible for all vendors and any issues, damages, or incidents caused by vendors and guests.

QUESTIONS? CONTACT US!

While we have aimed to cover important topics regarding your wedding in this guide, we understand that you may have additional questions and concerns. Please feel free to reach out to your Wedding Coordinator or Marriage Prep Coordinator, who are eager to assist you in any way they can. We are excited to collaborate with you, pray with you, and celebrate this joyous occasion in your life. In the meantime, please know that our prayers are with both of you as you navigate this preparation period.

Deacon Kevin Leiner
Marriage Prep Coordinator
720.833.2708
kleiner@allsoulscatholic.org



WEDDING PLANNING CHECKLIST

It is the responsibility of the bride and groom to make sure all contracts and forms are understood and signed by the appropriate personnel and returned to All Souls Catholic Parish. Please make certain to include the name of the liturgy coordinator or assigned Wedding Coordinator on all correspondence.

- Begin Marriage Prep at least 8 months before anticipated wedding date.
- Give your requested wedding date to the Parish Office. The office will work with the presider to confirm the availability of your wedding date.
- Complete and submit the Wedding Contract (found on page 9 of this policy) along with a 50% deposit to the Parish Office. Please allow a two-week period for the office to review your submission and get back to you. Depending on the various selections you've made in the contract, the Parish Office may contact you with questions or arrange a meeting before finalizing the Wedding Contract. Once the contract is signed by the Parish Office, it will be scanned, and a copy will be emailed to the wedding party. At this stage, the church (and, if desired, the reception venue) will be officially reserved.
- Your Wedding Coordinator will reach out to discuss specifics details of your wedding. This conversation will cover aspects such as liturgical readings, music selection, and the general outline of the wedding.
- Two weeks before the wedding: all marriage preparation documents (listed on the following page), along with Vendor Agreements for florists, photographers, videographers, outside musicians, caterers, etc., must be submitted to the Church.
- If choosing to hold your reception at All Souls, please submit the Facility Usage License Agreement to the Church no later than two weeks prior to your wedding. If you intend to serve alcohol at the reception, please include the Consent for Consumption of Alcohol Addendum along with your submission.
- Within two weeks leading up to the wedding, schedule a meeting with your designated Wedding Coordinator and the presider to discuss any outstanding details.



MARRIAGE PREP CHECKLIST

This topic will be discussed in detail during your initial meeting with the Marriage Prep Coordinator. Please ensure that all required documents are submitted to the coordinator. You can find all the forms referenced below at archden.org/tribunal/forms/.

- Baptismal Certificates for both bride and groom (if they have been baptized)**
 - If you don't possess a copy of your baptismal certificate, please contact the parish where your baptism took place to request a recent version "with notations." The certificate can be sent either to you or directly to All Souls. Should you encounter difficulties in obtaining the baptismal certificate, please consult with the clergy member preparing your pre-nuptial file.
- MA Form:** Pre-Nuptial Testimonies
- MB Form:** Freedom to Marry Testimonies
- MC Form** (*If any dispensations and/or permissions are needed*)
- FOCCUS or other inventory test**
- Completion of Marriage Prep Course**
- Natural Family Planning Course**
- Theology of the Body Course**
- Engaged Retreat or Encounter**
- Marriage License** (*Can be obtained within 30 days of the wedding date*)

WEDDING RESERVATION REQUEST

NAME OF GROOM: _____ **PHONE:** _____ **EMAIL:** _____

NAME OF BRIDE: _____ **PHONE:** _____ **EMAIL:** _____

REQUESTED DATE: _____ **TIME:** _____

NAME OF PREFERRED PRESIDER (*REQUESTED OR CONFIRMED*): _____

HAVE YOU ALREADY CONFIRMED THE DATE WITH THIS PRESIDER? YES NO

EXPECTED NUMBER TO ATTEND: _____

WOULD YOU LIKE TO HOLD YOUR WEDDING RECEPTION AT ALL SOULS? YES NO

IF SELECTED "YES", PLEASE ANSWER THE FOLLOWING:

LOCATION: JAEGER HALL (*MAX CAPACITY: 75 - NO DJ ALLOWED*) SCHOOL CAFETERIA (*MAX CAPACITY: 150*)

RECEPTION TIME: _____

MARRIAGE PREP COORDINATOR: _____

PHONE: _____ EMAIL: _____ PARISH: _____

The desired wedding date listed above will not be officially reserved until both the prospective couple and the Parish Office have signed this contract and deposit has been paid. After submitting this form, please allow two weeks for your request to be processed. A member of the parish staff may contact you with any questions prior to signing. Once both parties have signed, a Wedding Coordinator will be assigned to assist with the planning of the wedding ceremony. By signing, all parties confirm that they have read and agreed to the All Souls Catholic Parish wedding policy.

SIGNATURE OF GROOM: _____ DATE: _____

SIGNATURE OF BRIDE: _____ DATE: _____

OFFICIAL WEDDING DATE APPROVAL (*TO BE COMPLETED BY PARISH OFFICE*)

STAFF SIGNATURE: _____ NAME (*PRINTED*): _____ DATE: _____

ASSIGNED WEDDING COORDINATOR: _____

ONE AGREEMENT REQUIRED PER VENDOR

WEDDING/EVENT: _____
Please include the names of BOTH Bride and Groom

EVENT DATE: _____ EVENT TIME: _____

DELIVERY/SETUP: _____
Please indicate day and approximate time of delivery/set up.

TAKEDOWN: _____
Please indicate WHO is responsible for takedown, if applicable.

We ask that all wedding vendors be courteous and respectful of our Church, campus, our clergy, and parish staff. Proper attire is expected while on our campus. The use of cell phones is not permitted. Please note also that the consumption of food or drink is not permitted in the Church at any time. Alcoholic beverages are not permitted at any time on our campus, except in Jaeger Hall or the School Cafeteria if either space is being used for the reception after the wedding ceremony. Smoking is not permitted in any building on the parish and school property. Due to liability issues and environmental concerns, runners, rice, flower petals, birdseed, balloons or bubbles are never allowed inside or outside the Church under any circumstances. Fake flower petals are permitted. Please keep in mind that no one is permitted to move environment installations (Church decorations), such as the Advent Wreath, Easter flowers, or the Christmas Creche under any circumstances.

For photographers/videographers specifically: Any photographers or videographers are not allowed to enter the sanctuary area (the raised platform housing the Altar and Ambo/pulpit) at any time during the ceremony, Flash photography is not permitted during the liturgy (wedding ceremony or Mass), but can be used both before and afterwards. Additionally, camera lights for videography are not permitted during the ceremony. The photographer is allowed thirty minutes after the ceremony/event for posed photographs, after which she/he will be asked to vacate the premises. If there are posed photographs with the presiders (priests and/or deacons), it is expected that these will occur first. All equipment must be in place no later than thirty minutes before the scheduled time of the event. Video equipment must be stationary and may not be in the sanctuary or in aisles. No wires may be laid across any aisles for safety purposes.

All vendors must follow any directions given by the clergy, parish staff, or wedding coordinator. All Souls Catholic Parish reserves the right to ask any vendor who violates these rules to either correct the violation immediately or vacate the premises. No exception will be made.

NAME OF BUSINESS: _____

NAME OF BUSINESS OWNER: _____

NAME OF AUTHORIZED REPRESENTATIVE AND CONTACT: _____

SIGNATURE OF OWNER AND/OR AUTHORIZED REPRESENTATIVE: _____

CONTACT INFORMATION:

ADDRESS: _____

PHONE: _____ EMAIL: _____

WEBSITE: _____