

**Christ the King Church
20 West Wakea Avenue
Kahului, Maui, Hawaii 96732
Phone: (808) 877-6098
Fax: (808) 871-6296**

Congratulations!!!

The two of you have made an important decision to enter the sacrament of matrimony. Our Marriage Requirements and Guidelines are intended to help you prepare for your wedding. During your consultation with a priest or deacon who will preside at the wedding, the couple will choose to have either a Wedding Mass or Wedding Ceremony. The determining criteria will center on the religious background of the bride and groom, and what form of liturgy will best enable a particular wedding assembly to celebrate with them.

The couple will be provided with the following book "Together For Life", which along with various prayers and blessings, contains those scripture readings most appropriate for use at weddings.

Thank you again for your interest in our parish. We hope this information will help you in your plans. We look forward to having you share this special time with us. Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

Mildred S. Chargualaf
Administrative Assistant

Revised: 2010-01-28

Marriage Requirements and Guidelines

Canonical Requirements:

- 1) Personal interview appointment with a priest or deacon.
- 2) Marriage preparation program (which will be explained during the personal interview appointment).
- 3) Minimum 6 to 8 months pre-marital preparation.

Required Documentation (this will be explained during the personal interview):

- 1) Pre-Nuptial Investigation.
- 2) Permission from the Parish Pastor where the ceremony will be held.
- 3) Notarized "Freedom to Marry" Form.
- 4) Current Baptismal Certificate for Catholics (must be dated within the last six months).
- 5) Declaration of Nullity document (if applicable).
- 6) FOCCUS Assessment (a self-diagnostic instrument designed to help couples learn more about themselves and their unique relationship). An assigned marriage preparation couple facilitates the review.

Marriage License:

A license is required by the State of Hawaii. This license must be obtained directly from the State of Hawaii Department of Health. Please consult the State of Hawaii Department of Health website at: www.hawaii.gov/doh for more information. The license is valid for 30 days only, so please arrange to obtain a license no more than 30 days prior to your wedding date.

Active Parishioners and Convalidations:

An "active parishioner" is defined as **registered with Christ the King Church** at least six (8) months prior to date of inquiry, attends mass regularly, actively participates in a ministry and or stewardship, which is the contribution of time, talent and treasure. To reserve the date 1/2 of the recommended donation is required and is non-refundable. The other 1/2 is due one month prior to the actual date of your ceremony. The stipend for the Presider is due also due one month prior. **(Please call the office for fee schedule).**

Local Non-Parishioners

An "local non-parishioner" is defined as someone from another State of Hawaii local parish who wishes to have the sacrament of matrimony done here at Christ the King Church at least eight (8) months prior to date of inquiry. To reserve the date 1/2 of the recommended donation is required and is non-refundable. The other 1/2 is due one month prior to the actual date of your ceremony. The stipend for the Presider is due one month prior. **(Please call the office for fee schedule)**

Non-Parishioners ([outside of the Diocese of Honolulu](#)):

An "non-parishioner" is defined as someone from another parish outside the State of Hawaii who wishes to have the sacrament of matrimony done here at Christ the King Church at least eight (8) months prior to date of inquiry. To reserve the date 1/2 of the recommended donation is required and is non-refundable. The other 1/2 is due one month prior to the actual date of your ceremony. The stipend for the Presider is due one month prior. **(Please call the office for fee schedule)**

Cancellations:

If you cancel the wedding or decide to hold it in another place, you must call the parish office as soon as possible to cancel the use of the dates you reserved.

Wedding Date Restrictions:

Weddings are not held on Sundays, Solemnities, during the Pascal Triduum, All Souls Day, on days and times when liturgical principal or other scheduled liturgies occur. Weddings are discouraged during Lent (40 days before Easter).

Wedding Ceremony Time:

The time allotted for weddings are between 10:00 a.m. and 2:00 p.m. There will be no ceremony scheduled after 2:00 p.m. due to confessions at 3:30 p.m. Three hours is set aside for the wedding, this includes the decorating and the clean up of the church.

Rehearsal:

- 1) The date and time of the rehearsal is arranged through the parish secretary.
- 2) Rehearsals are schedule between 5:30 and 7:30 p.m. One hour is set aside for the rehearsal. All members of the wedding party are asked to be present and on time.
- 3) All participants should dress properly (beach wear is not appropriate).
- 4) If a priest or deacon from outside the parish has arranged to officiate at the wedding, he must attend the rehearsal.
- 5) The marriage license and the donation are to be given to the priest/deacon at the rehearsal.
- 6) If this is a convalidation, a copy of the civil license must be presented.
- 7) We ask for your respect and attentiveness while you are in church. It is important that all required members be on time. No eating or drinking is permitted in the church.

Music:

Each couple will be responsible for contacting a musician for their wedding. Musicians are not provided by Christ the King Church. Here are a few organist/choirs you may contact:

Irene Cambra
Sunday 8:00 a.m. Choir
Phone: (808) 877-0173

Sammy Melchor
Christ the King Filipino Catholic Club
Phone: (808) 877-6098

Conchita Pigao
Christ the King Filipino Marian Club
Phone: (808) 344-3144

Frank Chargualaf
Musician / Singer
Phone: (808) 281-0263

Liturgy:

All decisions regarding the wedding liturgy need the approval of the presiding Priest.

Seating Capacity of the Church:

Christ the King Church can hold 400 people

Altar, Ambo Hangings & Seasonal Banners: May not be removed or relocated.

Rice, Bird Seed, Confetti and Balloons: May not be thrown or used on the church grounds for safety and insurance purposes.

Bubbles, Flower Petals and Birds: May be used outside. The wedding party is responsible for clean up.

Decoration / Other set-up Information:

There is no stapling, taping, nailing, gluing or any other form of temporary construction / alteration to the church, church building or its furnishings. No pew clips or any other decoration that may scratch the pews chairs are allowed.

5 rows of pews (left to right) near the altar.

14 rows of pews (left to right) near the main entrance.

Public Restrooms:

There is a restroom located in our sacristy. This bathroom is not handicapped accessible. We have another restroom located across from the church in the parish hall. This bathroom is handicapped accessible.

Parking:

Parking is limited during times that our school is in session. Otherwise, ample parking is available.

Scheduling Florist to Decorate:

It is the responsibility of the couple to discuss the time set aside the day of the wedding for the florist to decorate.

Food and drink in the church:

Food and drinks are not allowed in the church.

Alcohol, Drugs, Smoking:

Smoking, drugs and alcohol are not permitted on our church property at any time.

Lost Items:

Christ the King Church cannot be responsible for any wedding items such as flowers, plants, candles and decorations left in the church after the wedding. Any items that should go to the family or bridal party should be taken before leaving the church.

Cleaning:

The wedding party is responsible for returning the church to its original condition. Cleaning must be completed before leaving the premises.

Photography / Videography:

- 1) Only the official photographers may take photos during the ceremony. The wedding couple is responsible to inform family and friends that flash photography during the ceremony is not allowed without prior approval from the priest/deacon.
- 2) Photographers may pose the couple or others and use flash either before or after the ceremony.
- 3) Pictures must be completed 30 minutes before and 30 minutes after the ceremony.
- 4) Photographers / Videographers may not roam through the Church at will, nor walk down the aisle or move furniture at any time.

Videography:

- 1) Is allowed if the camera(s) are stationary, not roving and used without artificial lighting or any kind at the back of the church.
- 2) No electrical cables may be strung along the floors or walls for reasons of safety. Therefore, a battery pack must be used.
- 3) No blocking of the church aisles by videographer and/or stationary camera(s).
- 4) Church furnishings will not be moved for the sake of photographs. The choir loft cannot be used.

Photographers / Videographers should be dressed appropriately.

The pastor, associate pastor or deacon can suspend further photography / video taping if these guidelines are not met. It is the responsibility of the wedding couple to effectively communicate this policy to their photographer. Pastor must approve all exceptions. Any person using Christ the King Church agrees to release and indemnify Christ the King Church or the diocese of Honolulu against any and all claims and liability for personal injury or property damage sustained by any other person as a result of the activities conducted in the church and on church grounds. Any person using the church and church grounds shall be responsible for any damage caused to Christ the King Church property as a result of the activities conducted in the church and church grounds and for any direct extraordinary service support fees resulting from the use of the facilities.

Once you have read and understand the requirements and guidelines, please sign and date below. Your signature and the payment to Christ the King Church indicate an agreement to abide by all these rules and the spirit behind them.

Grooms Signature: _____ **Date:** _____

Print Name: _____

Bride's Signature: _____ **Date:** _____

Print Name: _____

If applicable, Your Wedding Coordinator must read and sign Marriage Guidelines and Requirements.

Wedding Coordinator Signature: _____ **Date:** _____

Print Name: _____