

**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 the priest or deacon who will preside at the wedding, you will be able to choose to have either a Wedding Mass or a Wedding Ceremony. The determining factors will be your own religious backgrounds and what form of liturgy will be most agreeable and suitable for all of the members of your wedding party.

You will be provided with the book "Together For Life", which, along with various prayers and blessings, contains scripture readings 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  
Parish Secretary

## **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 of 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 as to 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 a couple learn more about themselves and their unique relationship). An assigned marriage-preparation couple facilitates the review.

### **Marriage License**

A marriage license is required by the State of Hawaii. It must be obtained directly from the State of Hawaii Department of Health. Please consult the State of Hawaii Department of Health website at:

**<http://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.

### **Wedding Fee Schedule**

To reserve the date, one half of the recommended donation (discussed during initial meeting with Parish Secretary) is required in advance and is non-refundable. The other half is due one month prior to the actual date of your ceremony. The stipend for the Presider is also due one month prior to that date.

### **Cancellations**

If you cancel the wedding ceremony or decide to hold it at another location, you must inform the Parish Office as soon as possible.

### **Wedding Date Restrictions**

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

### **Wedding Ceremony Time**

The time allotted for weddings is between 10:00 a.m. and 2:00 p.m. There will be no ceremonies scheduled after 2:00 p.m. Three hours is set aside for the duration of wedding; this includes the decorating and the cleanup of the church premises.

### **Rehearsal**

- 1) The date and time of the rehearsal must be arranged through the Parish Secretary.
- 2) Rehearsals are schedule between 5:30 p.m. 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 is to officiate at the wedding, he must be present at 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**

The marriage couple is responsible for contacting musicians for their wedding. Musicians are not provided by Christ the King Church. However, the following is a list of local organists and choirs that you may wish to 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**

#### **Frank Chargualaf**

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

Musician / Singer  
Phone: (808) 281-0263

## **Liturgy**

All decisions regarding the wedding liturgy to be used during the ceremony require the approval of the presiding priest.

## **Seating Capacity of the Church**

Christ the King Church can hold up to 400 people.

## **Decorations and Other Set-Up Information**

Altar, Ambo Hangings, and 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 church building. The wedding party is responsible for any clean-up.

Stapling, taping, nailing, gluing, or any other form of temporary construction / alteration to the church, church building, or its furnishings is NOT permitted. No pew clips or any other decoration that may scratch the pew chairs are allowed.

## **Permitted Seating Arrangement**

- 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. Another restroom is located across from the church building 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 marriage couple to arrange the time to be set aside on the day of the wedding for the florist to decorate.

## **Food and drink in the church**

Food and drink are not allowed in the church building.

## **Alcohol, Drugs, Smoking**

Smoking, drugs, and alcohol are not permitted on 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 removed before leaving the church.

## **Post-Ceremony Clean-Up**

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

## **Photography / Videography**

- 1) Only the official photographers may take photographs during the ceremony. The wedding couple is responsible for informing family and friends that flash photography during the ceremony is not allowed without prior approval from the priest/deacon.
- 2) Photographers may pose the members of the wedding party and use flash either before or after the ceremonies.
- 3) Photographers may pose the members of the wedding party and use flash either before or after the ceremony.
- 4) Picture-taking must be completed 30 minutes before and 30 minutes after the ceremony.

- 5) Photographers / Videographers may not roam through the church at will, nor walk down the aisle or move furniture at any time.
- 6) Videography is allowed ONLY if any cameras used are stationary (that is, not roving) and are used without artificial lighting of any kind at the back of the church building.
- 7) No electrical cables may be strung along the floors or walls for reasons of safety. Therefore, a battery pack must be used.
- 8) Blocking of the church aisles by videographer(s) and/or stationary camera(s) is not permitted.
- 9) Church furnishings will not be moved for the sake of taking photographs.
- 10) The choir loft cannot be used for photographic purposes.
- 11) Photographers / Videographers should be dressed appropriately.

The presider can suspend further photography / videography if the above guidelines are not adhered to. It is the responsibility of the wedding couple to effectively communicate this policy to their photographer(s) / videographer(s). The Pastor must approve any 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 these 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.

Groom's 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's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_