

Your Wedding at Our Lady of the Holy Souls Catholic Church

GENERAL INFORMATION

We want to assist you in every way possible as you make plans for your wedding day. Please read over these guidelines carefully so there is no confusion about your use of Holy Souls Church.

WEDDING TIME SCHEDULE

We suggest that weddings at Our Lady of the Holy Souls Catholic Church are celebrated on Saturdays, usually at 11:00 a.m., 12:00 noon, or 7:00 pm.

FEES FOR THE USE OF THE CHURCH AND FACILITIES

Wedding fees will be billed to you **two** months prior to the date of your wedding. The balance due can be made in installments but must be paid in full, two weeks prior to the date of the wedding. Please contact Stephanie Melchert, Business Manager, at (501) 663-8532 to make arrangements.

Fees for Church Use:

Parishioners:	\$550	Includes:	Facility Fee Wedding Director Fee Organist Fee Cantor Fee
----------------------	--------------	-----------	--

Non-Parishioners:	\$1, 050	Includes:	Use of Church Facility Fee Wedding Director Fee Organist Fee Cantor Fee
--------------------------	-----------------	-----------	---

Fee for Facility Use:

Parish Hall	\$350	Includes:	\$100 refundable deposit
Allen Center	\$550	Includes:	\$100 refundable deposit

Staff Fee	\$ 75		fee for cafeteria manager to be on site when Allen Center kitchen is being Utilized.
------------------	--------------	--	--

FACILITIES

The Our Lady of the Holy Souls Catholic Church Parish Hall and Allen Center are available for a rehearsal dinner and/or reception. Contact Mary Carman, Special Events Coordinator at (501) 663-8632 for scheduling, **three-four months prior to your wedding.**

There is a Gathering Room in the church for the bride and bridesmaids, and the Altar Servers Room is available for the groom and groomsmen. We ask that you please leave these rooms in the way as you found them.

GUEST PRIEST OR MINISTERS

Priests from other Catholic churches or ministers from other denominations are welcome to participate in the wedding ceremony.

PARISH WEDDING DIRECTOR

The role of our Wedding Director is to coordinate the wedding rehearsal and assist you on your wedding day. Before you finalize your plans, please contact Monique Raines, Wedding Director, **two months** prior to your wedding at (501) 663-8632 or mraines@holysouls.org.

There is an information sheet located in the front sleeve of your wedding packet (marked Appendix A) that we ask you to complete and return to the Wedding Director before or on your initial meeting with her.

MUSIC

The Director of Music Ministries will contact you approximately three-four months prior to your wedding, to discuss music selections with you. All music, as well use of any "outside" musicians, must be approved, **4 months in advance**, by the Director of Music Ministries.

REHEARSAL

The rehearsal is usually held the evening before the wedding, and takes approximately one hour. The Wedding Director and/or Celebrant will give a brief overview of the liturgy. We ask that you make sure all members of the wedding party be present for the rehearsal and that they arrive 15 minutes prior to the rehearsal.

PHOTOGRAPHY AND VIDEO-TAPING

Before and during the ceremony, pictures and/or video-taping is permissible. If you choose to have photos and/or video-taping taken **after** the ceremony, we ask that this be completed in 20 minutes.

Please make sure that you are at the church two hours prior to your wedding.

UNITY CANDLE

A unity candle is available for those couples who wish to use it.

SAFETY CONCERNS

Rice, birdseed, balloons, or flower petals are not permitted as they can create a potential safety, maintenance and insurance concern for the church. Thank you for your cooperation!

FINAL THOUGHTS

On behalf of the staff at Our Lady of the Holy Souls Catholic Church, we are committed to making your wedding day as memorable and beautiful as possible. Please contact the church office at (501) 663-8632 if you have any questions. Congratulations!