

Instructions for Visitor Weddings

Maria Lanakila Catholic Church Sacred Hearts Mission

Aloha! Thank you for your interest in our parish as a place to celebrate your Christian marriage. We know this is a very special time for you and we hope that we will be able to accommodate your wedding plans at either Maria Lanakila, the Mother Church of Maui, or at Sacred Hearts Mission in Kapalua.

Each year our parish hosts a large number of weddings for visitors from around the world. The information below is designed to assist you with your wedding plans and to help us coordinate the many wedding requests we receive with the other ministries of our church. We appreciate your cooperation and look forward to assisting you.

General Information

1. At least one party must be Catholic.
2. All preparation and paperwork is completed in your home parish.
3. Weddings are celebrated *in the church building*: at Maria Lanakila or Sacred Hearts Mission.
Maria Lanakila: Monday through Friday between 10:00am - 12:00pm and 3:00 - 5:00pm, pending Sacred Hearts School schedule. During non-school days, weddings can take place from 10am till 5pm.
Sacred Hearts Mission: Monday through Friday between 10:00am - 5:00pm

Saturday weddings are limited at both churches between 10:00 a.m. and 2:00 p.m.
The churches are not available for weddings or rehearsals on Holy Days, Holidays, and Sundays.

4. The marriage ceremony can be celebrated with or without Mass.
5. Rehearsals are scheduled Monday through Friday between 10:00 a.m. and 12:00 p.m. and 3:00p.m. till 5:00p.m. The priest will not be present at the rehearsal. Rehearsals are subject to change to accommodate other wedding requests.
6. The fee to use the church in celebration of your marriage is \$1,400.00 and is inclusive of the gratuity for the priest. Fees are subject to change. Payments are made in three (3) installments; pending date requested. (\$700.00 to secure your date / \$400.00 ninety (90) days prior to your wedding date / final payment of \$400.00 due thirty (30) days prior to the date of your wedding).
7. The church should be reserved for a minimum of four (4) months in advance of your wedding date, per Honolulu Diocese Criteria.

Preparing For Your Marriage

Please visit www.catholicahawaii.org click on RESOURCE CENTER. Click on GETTING MARRIED IN HAWAII for detailed information on the necessary Canonical paperwork required by the Dioceses of Honolulu.

1. Contact your parish priest to begin the formal marriage preparation required by your home diocese. Once your preparation program is completed, your priest will send the marriage documents to your local diocese for review. After the review is completed, they will approve and forward the documents to: **Office for Canonical Affairs, Diocese of Honolulu, 6301Pali HighWay, Kane'ohe HI 96744-5224 (ATTN: Mary Duddy)**. Following the approval of our Chancellor's Office, your documents will be forwarded to our parish on Maui. Your marriage will be recorded in our parish register and your files will remain as permanent records of Maria Lanakila Catholic Church.
2. After you have met with your priest, contact our parish office to reserve the date and preferred church. We can advise of the availability of the church at that time and will tentatively block your requested date. **The specific date cannot be confirmed until we receive the required non-refundable security deposit of \$700.00.**

3. Next send in a Letter of Intent (LOI) to our parish office to include the following in a letter format:
 1. The name of the church, date, and time you wish to reserve. Type of ceremony (Nuptial Mass or Simple Rite no Communion)
 2. The couple's names, religion, home addresses, telephone numbers, and email addresses.
 3. The name, address, and phone number of your parish church.
 4. Name of the priest or person who will be instructing you for marriage
 5. The complete names of your witnesses. Two witnesses are required.
 6. Rehearsal date and time you prefer (the norm would be the day before, around the same time as your wedding. Rehearsal times are subject to change to accommodate other wedding requests.)
 7. Date of arrival on Maui and local hotel contact information.

Letter of Intent and your \$700.00 non-refundable security deposit should be sent to:

Maria Lanakila Church, 712 Waianae Street, Lahaina, HI 96761

Check or money order should be made payable to Maria Lanakila Church. Payment should be in US Dollars. We do not accept or take Electronic Bank Transfers, Wired Funds, Credit Card or PayPal payments.

4. Your balance of \$700.00 should be paid to the parish office as follows:
 - Ninety (90) days prior to your wedding date \$350.00
 - Thirty (30) days prior to wedding date final balance of \$350.00 due.
5. You should obtain your State of Hawaii Marriage License as soon as you arrive on Maui. No blood tests are required in the State of Hawaii. You will need to show a form of picture identification at the time you apply for your license. We suggest you call a local marriage licensing agent several weeks before your arrival on Maui to make an appointment. Name of closest local licensing agent in Lahaina is listed under Additional Services. License will need to be brought to your rehearsal. If we do not receive your license we will not be able to perform your ceremony.

Planning the Marriage Liturgy

The Christian marriage liturgy is, at its essence, a prayer, and the church is the unique place where we encounter God The Father, The Son, and The Holy Spirit. Everything that is sung, said, or done in the church should reflect the prayerfulness of the celebration and demonstrate reverence for the sacramental presence of Christ.

The marriage liturgy may be celebrated with or without Mass. If many of your guests are non-Catholic or if the number of guests is small, it is difficult to celebrate the Mass well. In these cases, we would encourage you to celebrate the simple form of the Rite of Marriage. Simple Rite of Marriage does not include the Eucharistic Prayer / Blessing, and Communion. The length of the simple rite of marriage is approximately 30 minutes.

Only Christian songs and instrumental music appropriate for Catholic liturgy will be permitted during the ceremony. Your music selections are generally limited to the Processional, Bridal Entry, and the Recessional.

A Wedding Ceremony Worksheet is attached to help you and your fiancé choose the music and Scripture readings for the ceremony. Worksheet should be returned to Maria Lanakila one month prior to the wedding. Detail information on Scripture readings can be found in the ***Together for Life*** book by **Joseph M. Champlin**. Please ask your parish for a copy or you may purchase one from most book stores or online.

Below are other information you may find useful in planning your marriage liturgy:

Rehearsal: A rehearsal may be scheduled Monday through Friday between 10:00a.m. 12:00 p.m. and 3:00p.m. - 5:00p.m. The rehearsal usually lasts about 45 - 60minutes or less. Please come prepared with the State of Hawaii marriage license. If we do not have your license we will not be able to perform your ceremony.

The Parish Facilitator is only to assist you with the formalities of the church and your marriage rite. The following services are the couple's responsibility unless you choose to hire your own full-service wedding coordinator. See options listed under Additional Services.

Music: You are responsible for hiring any musicians for your ceremony. If you are having a Nuptial Mass Ceremony, be sure to check with your musicians if they would be able to play and sing the appropriate Mass Celebration Music. Please see the note above regarding appropriate music and your selections.

Flowers: Both churches are usually decorated with fresh, tropical arrangements throughout the year, except for Lent. These should not be moved. You are welcome to add flower arrangements (except during Lent) provided they do not obstruct the view of the altar, ambo (reading stand), and the presider's chair. **No flower petals**, rice, birdseed, or confetti may be thrown inside or outside the church. However, live butterflies or bubbles are permitted outside the church after the ceremony.

Church Furnishings: The altar, ambo, and presider's chair are symbols of God's abiding presence with his people and are not to be moved. Additional decorations should not be taped, nailed, or tacked to the walls or pews, and must be removed following the ceremony.

Unity Candle: The lighting of a "unity candle" is **not** part of the Roman Catholic marriage ritual. If it is important to you, we suggest you make it part of the Table Prayer at the reception. A more appropriate gesture during the ceremony might be a floral offering to Mary after the exchange of rings.

Photographer / Videographer: We understand your desire to preserve the wedding on film and videotape. Photographers and videographers are welcome to take pictures during the liturgy provided that no flash photography is used; no one enters the sanctuary, and the movement of the participants is not impeded. Videographers and photographers should check with the parish facilitator prior to the start of the ceremony. Photographers / Videographers are not allowed on the Sanctuary (white tiled area of the altar).

Food and Beverages: No food is allowed in the church; only bottled water will be allowed in the church.

Dressing & Parking Facilities: Unfortunately, we do not have changing rooms at either church. We suggest the couple come to the church dressed for the ceremony. Restroom facilities are available. There is plenty of parking at Sacred Hearts Mission. Maria Lanakila, parking is available across the street at Republic Parking at a discounted rate. Follow instructions noted at the pay station for weddings.

Bringing Your Own Priest: Your priest/Deacon will need to obtain a State of Hawaii License in order to perform your ceremony. It is the responsibility of the visiting priest or deacon to secure the temporary license to perform weddings! Fees remains the same if you bring your own priest or Deacon to officiate at your wedding. Information can be found on the webpage: www.catholicahawaii.org click on **RESOURCE CENTER** click on **GETTING MARRIED IN HAWAII** see heading **Procedure for Clergy from Other Dioceses Requesting to Officiate at a Marriage in the Diocese of Honolulu** .

How To Contact Us

We are happy to answer any questions you might have.

Please contact: Secretary
Phone: 808 661-0552
Email: wedding@marialanakila.org

The parish office for both Maria Lanakila and Sacred Hearts Mission is located at:
Maria Lanakila Catholic Church
ATTN: Wedding 712 Waine'e Street
Lahaina, HI 96761
Phone: 808-661-0552
Fax: 808-661-1670
EMAIL: wedding@marialanakila.org

Our office hours are Monday - Friday, 8 a.m. - 4 p.m. Hawaii StandardTime.

Thank you again for your interest in our parish. We look forward to being of assistance to you.