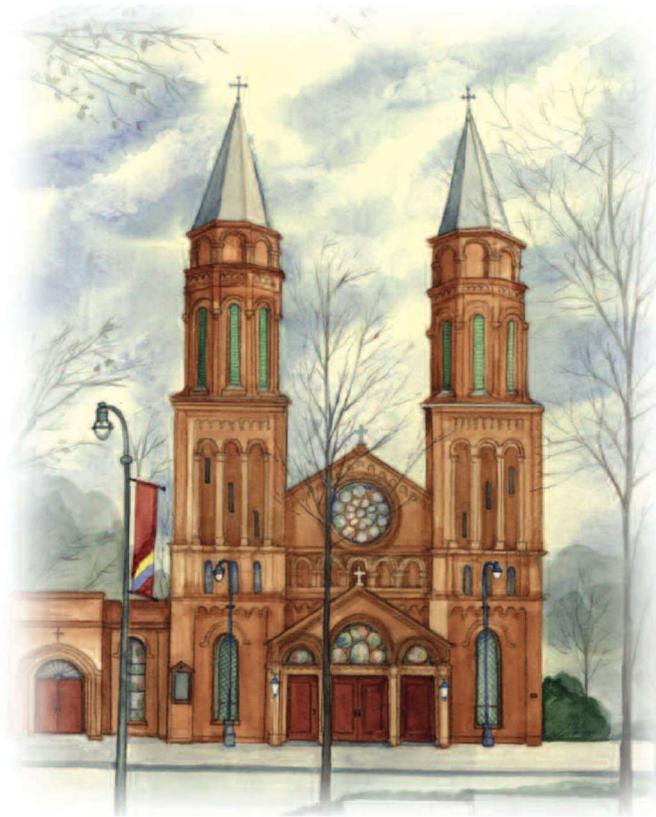


# *Bride's Book*



## THE BASILICA OF THE SACRED HEART OF JESUS

Established in 1880

Reverend Monsignor Edward J. Thein, *Rector*  
353 Peachtree Street, NE • Atlanta, GA • 30308-3217 • 404.522.6800

[www.sacredheartatlanta.org](http://www.sacredheartatlanta.org)

Revised 12-18-15



Dear Engaged Couple:

I am happy that you have chosen The Basilica of the Sacred Heart of Jesus for your wedding. I hope that our beautiful Basilica will provide a holy and meaningful setting for the sacred ceremony of your marriage.

A wedding day is a very solemn occasion. When you recite your vows before God and the community of faith, you are entering into a covenant of love not only with each other but also with Jesus Christ and your Church community. You are proclaiming publicly that He will be the Lord of your life together and His love will be the model of your own love for one another. The Sacrament of Marriage is, as St. Paul teaches, a mystery symbolizing Christ's own love for His Church.

Because of the great value that we give to the sacrament of marriage and the centrality that the Eucharist has in our belief system, it is strongly recommended that marriage be celebrated in the context of a mass. This can be done even if one of the two parties is not Catholic.

The Catholic Church asks you to seriously prepare for your wedding and marriage. There is a procedure to be followed, which this booklet will outline. We ask you to read this carefully, and if you have any questions please don't hesitate to ask them.

May your wedding at the Basilica of the Sacred Heart of Jesus be one of the happiest and most beautiful memories of your life.

Sincerely in Christ,

Rev. Msgr. Ed Thein

Rector

## **SCHEDULING YOUR WEDDING**

### **Who May Reserve the Basilica?**

Weddings at the Basilica of the Sacred Heart are open to both parishioners and non-parishioners. One member of the wedding couple must be a Catholic.

Parishioners are registered members of Sacred Heart who have regularly contributed to the Church in time, talent, and treasure for at least one year prior to the wedding. Parishioners' adult children and grandchildren are included as parishioners.

When you reserve the Basilica you must indicate your choice of Celebrant for your wedding and whether it is a Mass (1 hour), ceremony (35 minutes) or a convalidation.

### **Setting the Date**

Scheduling a wedding must be done **at least six months** before the desired date. Contact the administrative assistant at the Church office as to the availability of dates and times.

To start the scheduling process, please visit our website, [www.sacredheartatlanta.org](http://www.sacredheartatlanta.org). Go to and click "Sacraments", then "Marriage". On the Marriage page, please see the "Wedding Questionnaire". This form will provide us with contact information and your choices of possible wedding dates. Complete the form and click "Submit" at the end of the form to transmit directly to us. We will then contact you to confirm date availability and provide additional information.

### **Securing the Date**

Once a wedding time is chosen, the date will be secured on the Church calendar upon receipt of the initial deposit (one-half of the wedding fee). All remaining fees must be paid no later than 60 days before the wedding. For fee information, please see the "Wedding Financial Policies" on page 11 of this booklet.

### **Wedding Times**

Weddings are held on Saturdays at 11:00 am, 2:30 pm, and 7:00 pm. These times may not be changed.

Please be aware that baptisms and funerals may also take place on Saturdays before or after a wedding. The wedding party should be mindful and respectful of other liturgies that may be scheduled around a wedding.

The normal time allowed for a wedding is thirty minutes for set up, one hour for the ceremony, and thirty minutes for pictures and clean up.

For an 11:00 am wedding, the Church must be vacated by 12:30 pm.

For a 2:30 pm wedding, the Church must be vacated by 4:00 pm. Please be aware that confessions start at 4:30 pm, followed by the 5:30 pm Vigil Mass on Saturday evening.

For a 7:00 pm wedding, the Church must be vacated by 8:30 pm. The wedding party is asked to be considerate of the ending of the 5:30 pm Vigil Mass and to not block the Narthex, walkways,

and parking lot as parishioners exit. Preparations in the Church, including florist, photographer, and videographer, may not begin until all parishioners have exited the Church following the Vigil Mass.

### **Who May Perform the Marriage?**

A Catholic Priest or Catholic Deacon may officiate at a wedding at the Basilica as follows:  
(Please note: A Deacon may perform a marriage ceremony, but not a Nuptial Mass.)

- A Priest or Deacon who is assigned to or residing at Basilica of the Sacred Heart of Jesus.
- With the permission of the Basilica Pastor, a Priest or Deacon of the Archdiocese of Atlanta who is not on the staff at Sacred Heart.
- With the permission of the Basilica Pastor, a Priest or Deacon of your choice (e.g. family member or friend from out of town). Visiting Priests or Deacons are required to apply for faculties through the Archdiocese within 60 days of the wedding date and furnish a copy of the letter granting those faculties to the Basilica. Delegation will be granted by the Basilica Pastor upon receipt of the faculties grant letter. We ask that this documentation be received in the Parish Office at least four weeks prior to the wedding date. Visiting Priests or Deacons are expected to follow the policies of the Basilica regarding the conduct of the ceremony and to cooperate with the Basilica wedding coordinator and parish staff.

### **Preparing for Your Wedding**

Couples marrying within the Atlanta Archdiocese are required to take part in the Marriage Preparation program. At the Basilica, this consists of 2-3 meetings with the priest or deacon conducting the Preparation program, paperwork required by the Archdiocese, and attendance at an approved marriage workshop. Preparation should begin at least 6 months before the wedding.

Once a wedding date is set, couples will receive information regarding the Preparation program, the documentation needed, and who to contact to begin the process.

### **Required Documents**

- Baptismal certificates in their original form issued within six (6) months of the wedding date. This applies only to a Catholic party. A non-Catholic party may produce any form of baptismal certificate including a photostatic copy. A non-baptized person may also be married.
- Marriage license issued by an authorized entity in the State of Georgia. The Celebrant must have it in his possession before he can perform the wedding. Please bring the license to the rehearsal or provide it to the celebrant prior to the rehearsal. After the wedding, a certified copy of the marriage certificate may be requested from the county probate office where the marriage license was obtained.
- Completed Compliance forms (bride and groom, photographer agreement, videographer agreement)

## **Wedding Guild**

Sacred Heart Wedding Guild members are parishioners who volunteer their time to coordinate all the activities related to the rehearsal and the wedding. They are all experienced in assisting at weddings and are aware of the regulations, as well as what works well in our particular Basilica. A member of the Wedding Guild will be assigned to your wedding and will contact you.

At that time she will help you decide on placement of the attendants, order of the procession and recession, and answer any questions you may have.

If you plan to engage a bridal consultant, please be aware that she must not include any aspect of the rehearsal or the actual ceremony in her plans. The entire ceremony is under the direction of the Basilica clergy and the Wedding Guild member.

## **Rehearsals**

Rehearsals are held the Friday evening before the wedding at 5:30 pm for an 11:00 am wedding; 6:15 pm for a 2:30 pm wedding; 7:00 pm for a 7:00 pm wedding and are limited to 45 minutes. These times cannot be changed.

Free parking in the lot directly behind the Basilica is available after 5:15 pm Friday through Saturday evening.

Rehearsals must start on time and proceed in a quiet, dignified manner. If the bridal party is not on time, the rehearsal time will be shortened accordingly. All those involved in the wedding should plan to attend the rehearsal. Members of the wedding party should remember that throughout the entire rehearsal they are in a holy place dedicated to the worship of God. It is appropriate to begin the rehearsal with a prayer.

Also, once your rehearsal time is over we must ask you and all the members of your party to make a speedy exit, as there will either be another rehearsal or the Basilica will need to be closed and locked.

All those present should dress appropriately in view of the setting (no shorts, etc.) and arrive 15 minutes before the scheduled rehearsal time. A volunteer member of the Wedding Guild will be present to help with the rehearsal (placement of the wedding party, seating arrangements, etc.).

The use of alcohol before or during the rehearsal is prohibited as well as, of course, at the wedding itself. Persons violating this prohibition will be asked to leave the Basilica.

Smoking is not allowed anywhere in the building, nor is smoking allowed outside the doors of the Basilica. Persons may smoke in the parking lot.

Food and drink may not be brought into the building during the rehearsal or prior to or during the wedding.

## **LOGISTICS OF YOUR WEDDING**

Photographers

We understand that photographs will provide very important memories of your wedding. The following regulations are in effect:

1. The photographer is allowed one and a half hours before the ceremony for pictures, and half an hour afterwards. If you schedule a 2:30 wedding, please keep in mind that confessions start at 4:30 pm and the Basilica must be cleared by 4:00 pm.
2. The photographer must finish with the ushers thirty (30) minutes before the ceremony so they are available to start seating the guests.
3. Only time exposure photographs may be taken, and these must be taken only from the rear of the Basilica or from the choir loft.
4. No pictures may be taken from anywhere in the Basilica or from the side altars during the wedding ceremony.

Relatives and guests may not take pictures once the ceremony begins. The ceremony begins when the groom's mother is escorted down the aisle.

**Cell phone camera flashes, movement of camera equipment or of the photographer, etc. create a very disturbing influence and destroy much of the dignity of the worship service. We ask that you inform your guests of these regulations. The Wedding Guild member helping you will also point this out to any guests she sees with a camera.**

**It is your responsibility to make these regulations known to your photographer. The photographer is required to review these rules and agree by signature to the policies of the Basilica. (See the attached Photographer Agreement).**

**We reserve the right to ask any photographer in violation of these regulations to correct the violation immediately or leave the premises. No exceptions will be made. Violations of this policy will result in the forfeiture of the Compliance Deposit (see Wedding Financial Policies).**

### **Videotaping**

For those having the wedding videotaped, the following regulations are in effect:

1. All video equipment must be set up no later than thirty (30) minutes before the time of the wedding.
2. The video camera may be set up in the choir loft or at the rear of the church only. It must be on a stationary tripod. Boom arm cranes are not allowed.
3. Once in place, the equipment may not be moved during the ceremony. The only exception is a camera located in the choir loft may be moved down to the rear of the Basilica to film the bridal party during the recessional.
4. Cameras may not be set up anywhere in the sanctuary or the side altars.
5. No floodlights or any other special lighting may be used during the ceremony.
6. No wires may be laid down across any aisles.
7. Nothing may be taped, pinned, stapled, or affixed in any way to Basilica walls or furnishings.
8. Any person operating video equipment should be dressed appropriately, as a guest.

**We reserve the right to ask any video operator in violation of these regulations to correct the violation immediately or leave the premises. No exceptions will be made. Violations of this policy will result in the forfeiture of the Compliance Deposit (see Wedding Financial Policies).**

**It is your responsibility to make these regulations known to anyone videotaping your wedding.**

**The videographer is required to review these rules and agree by signature to the policies of the Basilica. (See the attached Videographer Agreement).**

### **Music**

The Basilica's Music Director and Organist, Billy Krape, will be happy to help you select appropriate music. A \$300 fee for this service is included in the fee schedule at the back of this booklet. He will be prepared to perform the agreed-upon music, and will provide approximately 20-30 minutes of music before the ceremony. If for any reason the time or date of the wedding is changed from the time and date indicated, you must notify the Organist ten (10) days in advance. You can contact Mr. Krape directly at 404-377-3969.

If you would like to select your own soloist, it is your responsibility to have the soloist contact the Organist so they may schedule a rehearsal time together. If you would like the Organist to arrange for a soloist (either male or female) for your ceremony, you must pay the soloist his or her fee directly, not through the Basilica.

All musicians, either instrumental or vocal, must perform in the choir loft.

It is not customary at Sacred Heart to have organists other than the Basilica organist perform at weddings. If such a request is made, the Basilica organist must interview the guest organist before permission is granted and the \$300 fee is still paid to the Basilica organist. In this case, the couple should compensate the guest organist directly, not through the Basilica.

In accordance with liturgical directives and the traditional character of Basilica of the Sacred Heart of Jesus, no secular music or song is allowed. No recorded music (CD or cassette) is allowed.

If this is a problem for the couple, they may discuss it with the Basilica Rector. Appropriate examples of wedding music will be played by the organist at the interview with the couple.

### **Flowers and Candles**

Our Flower Guild arranges Altar flowers for all weddings at Basilica of the Sacred Heart of Jesus. You may call Ms. Lee Doyle at 404-881-1717 for a planning consultation. Typically, there are four (4) fresh flower arrangements for a wedding; two on the high Altar and one on each side Altar (Mary and Joseph). The fee for fresh flower arrangements is included in the fee schedule at the back of this booklet. All flowers and containers must remain on the Altars for the Sunday Masses as a gift from the bride and groom.

During certain times of the liturgical year (e.g. Christmas, Easter) the Basilica is suitably decorated with flowers. These must remain in place. During the penitential seasons of Advent and Lent simplicity is the norm.

Candles are not allowed in the Basilica other than those on the Altar. The only exception is the Unity Candle. Please note also that no hurricane lamps with candles are allowed in the bridesmaids' bouquets.

**Pew Decorations**

If used, pew decorations should be affixed with plastic clips or tied with ribbon. Tacks, staples, tape or putty are not permitted on the Basilica walls or furniture. Candles on the pews are not permitted. All pew decorations must be removed immediately following the ceremony.

**Aisle Runners**

Aisle runners are not permitted.

**Attendants**

Please be aware that the Basilica sanctuary is not large. Large bridal parties will be accommodated as best as possible.

**Flower Girls and Ring Bearers**

If you have flower girls in your wedding, please be aware that they may not throw flower petals, etc. on the floor of the main aisle or anywhere inside or outside the church or the parking lot due to liability issues. The ring bearer's role is strictly symbolic. The rings to be used for the ceremony may not be attached to the ring bearer's pillow. The minimum suggested age for both flower girls and ring bearers is age 5.

**PARTICULAR CONSIDERATIONS FOR MASSES****Altar Servers and Eucharistic Ministers**

When a Nuptial Mass is scheduled, an Altar Server and Eucharistic Ministers are recommended; some priests require them. Please discuss this with your Celebrant to determine if they are necessary. You may provide trained ministers (e.g. family members or friends that have received training in their own Parish) or the Basilica can assist in finding an Altar Server and Eucharistic Ministers.

**Ceremony Participation**

In many cases, there will be a large number of non-Catholic wedding guests at your wedding. In order for everyone to participate fully, the Basilica will provide information on the order of Mass, including appropriate congregation responses. You are also welcome to include this information in your program.

Receiving communion is reserved for those Catholic participants in good standing with the church. We encourage all guests and especially attendants to come forward for a blessing if they are not receiving communion. If you would like the Priest to address this during the ceremony, please discuss this during your preparation for the wedding.

**YOUR WEDDING DAY****Bride's Room**

A small Bride's Room is available for the use of the bride and her attendants. It may be used for the bride to dress in and as a place to wait for the beginning of the ceremony. This room is located on the lower level of the building. The bride and her attendants can meet in the Bride's

Room up to one and a half hours before the ceremony. Due to security reasons, we cannot open the building any earlier.

**The Bridesmaids** should come as ready as possible due to the limited size of the Bride's Room. The Bride's Room should be cleared of all personal belongings before the wedding begins. Please designate a friend to come to the room to remove articles before the ceremony as The Basilica cannot accept responsibility for the security of personal items. Please leave the Bride's Room as clean and orderly as you found it, since it may be used for another wedding on Saturday.

**The Groom, Best Man, and the Ushers** should come to the Basilica already dressed. All ushers must be in the vestibule 30 minutes before the ceremony to seat the guests.

The Wedding Guild member will arrive one and a half hours before the ceremony to check all the last minute details, such as lighting, unity candle, and kneelers, as well as any other concerns that the bride and groom might have. The Guild member will be available primarily to assist the bride, her attendants, and the mothers, helping them with any problems that might arise, and preparing them for the ceremony. At the proper time, she will escort the entire party to the vestibule and line them up for the entrance. She will coordinate the wedding procession with the Basilica Organist.

### **Basilica Regulations**

No alcohol may be consumed or brought on The Basilica grounds or in parish buildings, either at the rehearsal, before the ceremony or at the actual ceremony. If this should occur, the Priest or Deacon has the right to refuse to perform the ceremony.

No food or drink (with the exception of water) is allowed in the parish buildings or church.

Smoking is not permitted anywhere in The Basilica or any of the parish buildings.

Due to the nature of the Basilica's schedule, it is imperative that your ceremony begin on time. For an 11:00 am wedding, the Church must be vacated by 12:30 pm. For a 2:30 pm wedding, the Church must be vacated by 4:00 pm. For a 7:00 pm wedding the church must be vacated by 8:30 pm. If you are not present at the Basilica or are present, but are not ready to begin your ceremony at the scheduled time, you will forfeit your 30 minutes of post-ceremony photography. Please take care to be aware of any events on your wedding day that may cause you delay (road construction, sporting events, conventions, etc.) and plan accordingly.

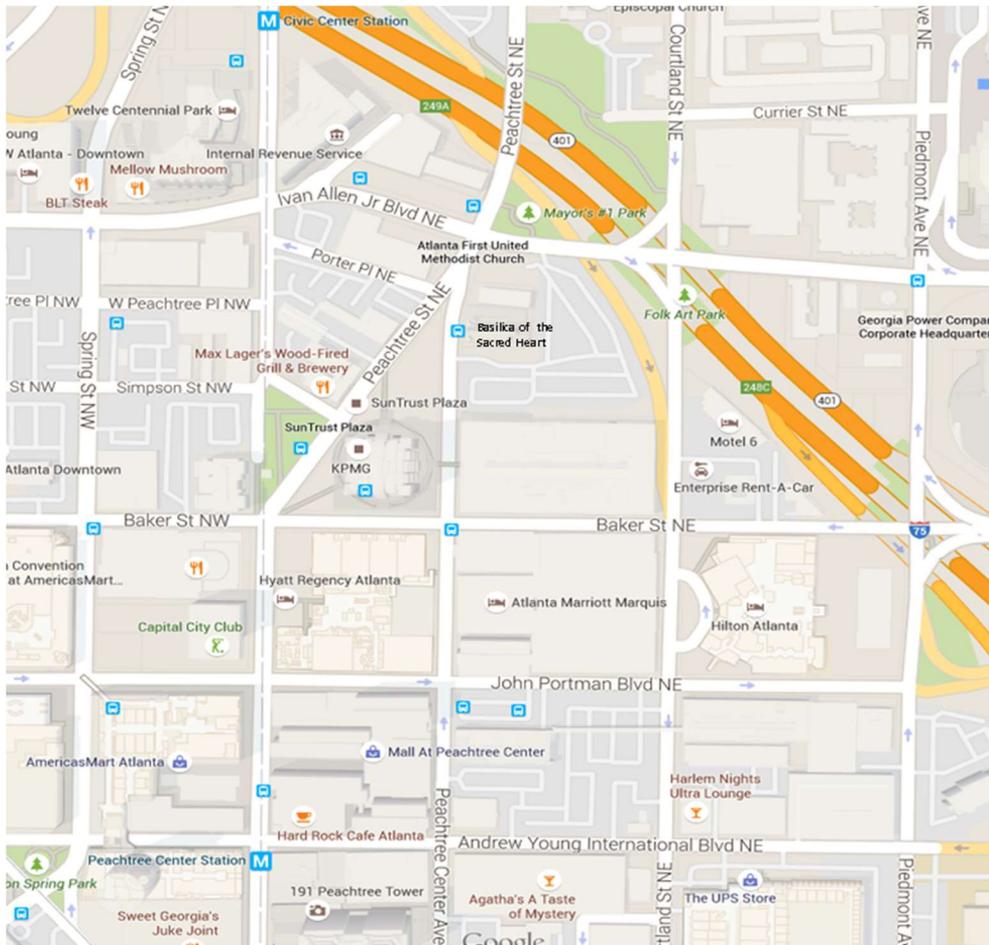
No rice, birdseed, bubbles, butterflies, confetti, silly string or sparklers may be used either inside or outside the Basilica. This is a potential hazard and requires clean up afterwards. Please advise your guests of this policy.

For the sanctity of The Basilica, security of your guests and protection of parish property, these regulations will be strictly enforced. It is your responsibility to ensure that your suppliers, wedding party, family and guests are aware of and observe these regulations.

## **DOWNTOWN MAP**

A map of the downtown area is included below . You are encouraged to reproduce it and distribute it to those attending your rehearsal and wedding.

We hope that this booklet has answered all your questions regarding your forthcoming wedding. Please feel free to call the Parish office if you have any questions. We will try to be as accommodating as possible. We wish you much happiness during your preparation for a most important day in your life.



## WEDDING FINANCIAL POLICIES

Wedding Fees are as follows:

**Parishioners:    \$1,800.00                      Non-Parishioners:    \$2,500.00**

The parishioner fee is for our members who are registered and have regularly contributed to the Church in time, talent and treasure for a minimum of 1 year **prior to the wedding**. A current parishioner includes a registered parishioner's adult children and grandchildren.

One half of the total fee is required to reserve a wedding date. The balance of the fee is due 60 days prior to the wedding.

All checks are payable to "Basilica of the Sacred Heart of Jesus".

The above fee includes the following:

- The use of the Basilica for the wedding ceremony and the rehearsal the evening before.
- A stipend for the priest or deacon who handle the couple's marriage preparation. **It does not include a stipend for the celebrant(s). That is the responsibility of the couple.**
- The altar server if the wedding is a Mass.
- The organist to play at the ceremony.\*
- The flowers on the High Altar for the ceremony.\*
- A Wedding Guild coordinator who will be on hand for the rehearsal and the wedding ceremony.\*
- A security guard to be on hand for the rehearsal and the wedding ceremony.
- Free parking in the lot directly behind the Basilica after 5:15 pm Friday through Saturday evening.

**PLEASE NOTE: In addition to the Wedding Fees discussed above, there is a COMPLIANCE FEE of \$300 due at the time the initial deposit fee is paid. This fee is REFUNDABLE, after the wedding, if all rules and regulations are observed by the couple, the wedding party, vendors, etc. This includes, but is not limited to, photography, videotaping, smoking, alcohol, and time schedules. It is the responsibility of the wedding couple to make sure all parties involved (attendants, celebrants, family members, vendors, etc.) are aware of restrictions and regulations.**

\*Arrangements should be made directly with the Organist to choose the specific music at your wedding. Arrangements with the Flower Guild representative should be made at least two weeks prior to the wedding. A Wedding Guild coordinator will be assigned to your wedding and will contact you at least one month prior to the ceremony.

### **Refund Policy**

If a wedding is cancelled within six to nine months of the date of the ceremony, 50% of the fee is refundable. In cases in which a wedding is cancelled within six months of the ceremony, the fee is non-refundable.

Basilica of the Sacred Heart of Jesus  
Photographer Agreement

Wedding Name \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Officiant \_\_\_\_\_

Please review our parish policies regarding wedding photography and acknowledge your agreement below. Your signed agreement must be received at the Basilica no later than four weeks prior to the date of the wedding.

The following regulations apply to photographing weddings:

1. The photographer is allowed one and a half hours before the ceremony for pictures, and half an hour afterwards after which time he/she will be asked to vacate the church.
2. The photographer must finish with the ushers thirty (30) minutes before the ceremony so they are available to start seating the guests.
3. Only time exposure photographs may be taken, and these must be taken only from the rear of the Basilica or from the choir loft.
4. No pictures may be taken from anywhere in the Basilica or from the side altars during the wedding ceremony.
5. Any person operating photography equipment should be dressed appropriately, as a guest.
6. Any posed photographs involving the officiant are to be taken first.
7. During the photo session after the ceremony, the photographer is the person principally charged with insuring that a respectful decorum, consistent with the sacred nature of the space, is observed by all involved.

The Basilica of the Sacred Heart of Jesus reserves the right to ask any photographer in violation of these regulations to correct the violation immediately or leave the premises. No exceptions will be made. Acknowledgement and agreement is required by signature.

Business Name \_\_\_\_\_  
Photographer Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Return to:  
The Basilica of the Sacred Heart of Jesus  
353 Peachtree Street NE  
Atlanta, GA 30308  
404-522-6800

Basilica of the Sacred Heart of Jesus  
Videographer Agreement

Wedding Name \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Officiant \_\_\_\_\_

Please review our parish policies regarding wedding videography and acknowledge your agreement below. Your signed agreement must be received at the Basilica no later than four weeks prior to the date of the wedding.

The following regulations apply to videotaping weddings:

1. All video equipment must be set up no later than thirty (30) minutes before the time of the wedding.
2. The video camera may be set up in the choir loft or at the rear of the church only. It must be on a stationary tripod. Boom arm cranes are not allowed.
3. Once in place, the equipment may not be moved during the ceremony. The only exception is a camera located in the choir loft may be moved down to the rear of the Basilica to film the bridal party during the recessional.
4. Cameras may not be set up anywhere in the sanctuary or the side altars.
5. No floodlights or any other special lighting may be used during the ceremony.
6. No wires may be laid down across any aisles.
7. Nothing may be taped, pinned, stapled, or affixed in any way to Basilica walls or furnishings.
8. Any person operating video equipment should be dressed appropriately, as a guest.

The Basilica of the Sacred Heart of Jesus reserves the right to ask any video operator in violation of these regulations to correct the violation immediately or leave the premises. No exceptions will be made. Acknowledgement and agreement is required by signature.

Business Name \_\_\_\_\_  
Videographer Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Return to:  
The Basilica of the Sacred Heart of Jesus  
353 Peachtree Street NE  
Atlanta, GA 30308  
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