

How to Schedule a Wedding

Refer to Sacred Heart's Wedding Policies for information about:

- Who may marry at Sacred Heart
- Marriage Preparation
- Wedding hostess and servers
- Decorations
- Customs
- Music and Vocals
- Photography and Videos
- Rehearsal
- Times available for a wedding
- A Place of Worship
- Stipend

If Sacred Heart's Wedding Policies meet your needs and you wish to celebrate your marriage at Sacred Heart of Jesus, then proceed with the following steps.

For simplicity, the Wedding Coordinator/Hostess communicates only with the Bride and Groom.

It is the responsibility of the couple to:

- Secure a Catholic priest or deacon to preside at their wedding
- Make arrangements for their Marriage Preparation

When the Bride and Groom are ready to schedule their Wedding, they should call Sacred Heart Parish Office at 317-638-5551.

1. The Office Staff will verify the availability of the requested date/time
2. Inform the couple that the date/time will be held for 3 weeks but will not be officially place on the parish calendar until receipt of:
 - a. Completed Wedding Request Form
 - b. Completed Marriage Preparation Agreement
 - c. Completed Officiating Clergy Form
 - d. Non-refundable wedding offering
3. Email the couple the wedding packet, containing the necessary forms and wedding guidelines.
4. When the Parish Office receives:
 - a. Completed Wedding Request Form
 - b. Completed Marriage Preparation Agreement
 - c. Completed Officiating Clergy Form
 - d. Non-refundable wedding offering

the date/time of the Wedding and its rehearsal will be officially noted on the parish calendar. If all requirements are not received before the hold time elapses, the couple must make another request for that date (if available, someone else may have requested it) or request another date.

5. A confirmation letter is sent to the couple when the date/time of the wedding is officially noted on the parish calendar.