

Church Decor

Joanie Holmboe

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Flowers must be real and must be delivered by your florist before noon on Saturday (for a Saturday evening wedding) and be left in the church after the ceremony (except during Lent, when flowers are not permitted in the church during liturgies).

Flowers for weddings in Lent must be placed just prior to the wedding and removed immediately afterward. During Lent, the crucifix and the statues in the church and vestibule are shrouded in purple cloths. These shrouds are not permitted to be removed during the wedding ceremony.

Aisle cloths and candelabra are not permitted anywhere in the church. No petals (real or artificial) are permitted to be strewn in the church.

In the case of a Saturday evening wedding, the church is available for decoration following the 5 pm Mass.

Reception

Wedding receptions may take place in the upper level Atrium and Mayfield Foyer of Christ the King. Our facility can accommodate approximately 300-350 guests. Cleaning and set-up fees will apply and are outlined in the Christ the King Facility Use Guidelines. Rental charges may apply. A deposit of \$300 is required to hold the date for your reception and will be refunded in whole if we are notified at least 30 days in advance of your cancellation.

Decorating guidelines and other information will be given to you by the Reception Coordinator, Jayne Clarke. A contract for the use of our facility is required and should be completed with Ms. Clarke approximately a month prior to the date of your reception.

All events at Christ the King must conclude by Midnight, and additional fees are incurred for events that take place on holidays. The facility is opened at 9 am on Saturdays for decorating and other wedding preparations, but special arrangements may be made for earlier access, schedules permitting.

Alcohol is permitted at receptions (limited to adults only), however, smoking is prohibited and will result in the forfeiture of all deposits. All decorations must take safe entrance and egress into account (e.g. lattice-work is not permitted across entrances), and open flames are not permitted. Christ the King does not provide decorations, tablecloths, or dinnerware.

Costs

Fees

There are standard costs associated with all weddings that take place at Christ the King, such as fees for the wedding coordinator, organist and cantor. There is also a fee for use of the church for non-parishioners. For a schedule of fees, please contact the wedding coordinator.

Stipends

It is customary to provide a stipend for the liturgical ministers who serve at a wedding, particularly the priest and the altar servers. Please contact the wedding coordinator for more information.

Checklist and Notes

6-12 months prior to wedding

- schedule wedding with Pastor
- meet with Pastor
- arrange for marriage preparation
- arrange for reception venue

2-4 months prior to wedding

- choose music with organist
- choose readings and draft program
- arrange church decor
- complete reception contract
- schedule meeting with wedding coordinator

1 week prior to wedding

- confirm schedule with coordinator
- confirm reception arrangements
- confirm church decor arrangements
- arrange for payment of stipends



Christ the King CATHOLIC CHURCH

8005 Dorset Dr., OKC, OK 73120
(405) 842-1481 | www.ckokc.org

Fr. Rick Stansberry, Pastor

Wedding Guidelines

Congratulations on your engagement! Your wedding is a wonderful, life-changing celebration, and your marriage is a holy vocation. Both deserve the utmost care and preparation. Our intention is to guide you through the process as smoothly as possible. Christ the King Church is available for Catholic weddings (Mass or non-Mass) with priority given to members of the parish and their children. If you or your affianced are not Catholic and wish to become Catholic or learn more about the Faith, please contact our Office of Evangelization and Discipleship at 843-4766.

Wedding Coordinator

Kathy Arambula

kathya@ckokc.org
(405) 242-4531



Kathy Arambula will be able to answer most questions regarding the wedding ceremony. Please contact Ms. Arambula at least three months prior to your wedding date to schedule an initial meeting, during which she will answer any questions regarding planning the rehearsal and ceremony and to advise you, if needed, about the logistics of setting up and coordinating deliveries, as well as any rules regarding the sacramental aspect of your ceremony. Please ensure that Ms. Arambula has the opportunity to review your program before it goes to print. She can show you samples of the proper order of the Mass or ceremony. Ms. Arambula will be in attendance during your rehearsal and ceremony, coordinating the processional and family seating, church decor, payment distribution and any other special arrangements you require. At the rehearsal the wedding party will walk through the ceremony at least once. Ushers and anyone involved in family seating may come to the rehearsal. The priest and wedding coordinator will give you cues and answer any last-minute questions. **The use of an outside wedding coordinator is not permitted for any aspect of the wedding rehearsal or ceremony.**

Scheduling Coordinator

Jayne Clarke

jayne@ckokc.org
(405) 242-4511



A minimum preparation period of six months is required for all Catholic weddings taking place in the Archdiocese of Oklahoma City.

Ceremony Time Options

- Friday evening
(*except in Lent, Ash Wednesday through Good Friday*)
- Saturday between 11 am and 1 pm
- Saturday evening at 7:30 pm

Rehearsals take place the evening before the ceremony, beginning between 5:30-7pm and lasting 45-75 minutes, depending upon wedding party size and punctuality. Rehearsals during Lent take place on Thursday before or after the evening Mass. Non-parishioner weddings will be scheduled no earlier than six months prior to the date of the wedding to accommodate the priority given to parishioner weddings. To schedule your wedding, contact Jayne Clarke to check for facility availability. **Your date is not secure until you contact the Pastor. Once the Pastor approves the date, you must confirm the date with the scheduling coordinator.** When your wedding is scheduled, you should make an appointment with the pastor to begin the preparation process.

Wedding Ceremony

It is preferred that your wedding ceremony be a Mass, however, you do have the option to marry outside of Mass. Some couples choose not to have a Mass when the family of one of the parties is non-Catholic, however, we make a great effort to conduct a Catholic Mass which is as inclusive for non-Catholics as possible.

A wedding Mass usually lasts about 45 minutes, depending on the size of the congregation. A non-Mass wedding usually lasts about 25 minutes. All weddings at Christ the King incorporate the Liturgy of the Word (readings from the Old and New Testaments and from the Gospel) and the Marriage Ceremony (the exchange of vows and the blessing and exchange of rings). At a wedding Mass, the Liturgy of the Eucharist (presentation of the gifts, consecration and distribution of Holy Communion) follows the Marriage Ceremony.

Aside from your choices of readings and music, you may personalize your wedding ceremony, if you choose,

by lighting a unity candle, presenting roses to the mothers of the bride and groom, presenting a bouquet to the statue of the Blessed Virgin Mary and customizing the intercessory prayers. You are responsible for providing any needed flowers and the unity candle and holder.

No photography or videography is permitted from the altar area. All photography and videography must take place from outside the communion rail.

Marriage Preparation

Toby & Rick Boothe

richard3192@cox.net
(405) 524-9618



At your initial meeting with the pastor, you will complete the Prepare Inventory, a 150-item questionnaire designed to help identify areas of strength and opportunities for growth in your relationship. The completed questionnaires are summarized for review at a subsequent meeting by the couple and the pastor. The remainder of your marriage preparation will be facilitated by Rick and Toby Boothe, coordinators of Christ the King's marriage preparation ministry.

Marriage preparation is your opportunity to spend time focusing on the issues that will most likely have a major impact on your lifetime relationship with each other, and there are several options available to you.

Marriage Preparation Retreat

The retreat is from Friday evening until Sunday afternoon and is usually offered at least twice a year. A maximum of twelve couples meet with Toby and Rick Boothe at Christ the King.

Sponsor Couple

A sponsor couple may be assigned to meet with you, usually at the sponsor couple's home, 4-8 times over the course of several weeks.

Non-parishioners who wish to take advantage of the marriage preparation program at Christ the King will be charged \$50 for the materials and refreshments provided. Both the retreat and sponsor couple options make use of the For Better and Forever workbook. There is no charge to Christ the King parishioners.

Archdiocesan Programs

If unusual circumstances make a marriage preparation retreat or working through a sponsor couple impossible, other options are available through the Archdiocese. Contact the Boothers for more details.

Music

Edwin Day

edwin@ckokc.org
(405) 242-4528



Edwin Day, Organist and Director of Music, is responsible for overseeing the selection of music for all weddings at Christ the King. He will help you choose the music for your wedding as well as arrange for any additional musicians you may need. Other instrumentalists, such as a string quartet, can play prelude music for your wedding. However, once the wedding ceremony begins with the seating of the family, the organ is the primary instrument that will be used.

Mr. Day serves as the organist for all weddings at Christ the King and is responsible for insuring that all music you choose is appropriate and in keeping with the highly traditional nature of the sacred liturgies at Christ the King. There are many fine pieces of classical music and hymns that are appropriate for your special celebration; however, mainstream "pop music," as well as music from movie scores, is not appropriate for any sacred liturgy celebrating the Sacrament of Holy Matrimony. No pre-recorded music (such as CDs or MP3s) is permitted in the church before, during or after the ceremony.

An appointment to consult with Mr. Day concerning the music at your wedding should be made at least one month prior to the wedding date. At this consultation Mr. Day will play several selections of wedding-appropriate music on the organ. Before leaving the consultation you will be given a list of the music, composers and other pertinent information for your wedding program.

Mr. Day will arrange for a cantor from Christ the King to sing at your wedding. If you have a friend or relative who will be singing, they should sing appropriate solos before and during the ceremony. The music they sing must be approved by the Director of Music at least one month prior to the date of the wedding.

Liturgical Ministers

All weddings at Christ the King involve our organist and require the use of a cantor and lector. Altar servers are optional in a non-Mass ceremony, but the use of one or two servers to assist the priest is in keeping with the sacred nature of the liturgy. When the ceremony is a Mass, altar servers are required (three preferred) and at least two gift bearers are needed. Other roles that are not considered liturgical ministers but which enhance the ceremony include ushers, flower girl, ring bearer, bride's maids and groomsmen. Cantors and servers must be experienced.