

A Guide to Planning Your Wedding



*May we know each other better these days...
...so that we may love each other forever.*

Church of the Holy Spirit

1451 Bode Rd.

Schaumburg, IL 60194

(847) 882-7580

[Directions to our Parish](#)

Reserving the Church

Please call the Parish Office at (847) 882-7580 to schedule an appointment to meet with a Pastoral Minister to reserve the church for the date of your wedding. We suggest that you make these plans as soon as possible. Our recommendation is at least six months before your wedding. A member of the Pastoral Staff will meet with you and discuss the celebration of your wedding at Church of the Holy Spirit.

Times for Weddings

Church of the Holy Spirit tries to be flexible in scheduling time for your wedding. When making arrangements, please consult the times listed below:

Friday: To be arranged with a Pastoral Minister

Saturday: 11:00 a.m. 1:00 p.m. 3:00 p.m.

(There is a 5:00 p.m. mass scheduled each Saturday)

Sunday: To be arranged with a Pastoral Minister

PLEASE NOTE: The Worship Space of the Church of the Holy Spirit will be available for you 1/2 hour prior to your wedding and a total of 1 1/2 hours from your scheduled start time. If you are late arriving or getting started, your time for pictures after your wedding will be limited.

Rehearsal

To schedule the date and time for your rehearsal please contact either the Pastoral Minister that is meeting with you or the Church of the Holy Spirit Parish Office at (847) 882-7580, even if you are having a guest priest or deacon celebrating your wedding. This will ensure that the church is available and will be opened when you arrive. Please schedule your rehearsal date and time as soon as possible. Rehearsals are scheduled on Thursday and Friday evenings between 6:30 and 8:30 p.m. Please be sure to have your wedding party present at the designed time for the rehearsal. There are usually several rehearsals scheduled for the same evening.

Marriage Preparation

Church of the Holy Spirit believes very strongly in the importance of adequate preparation before your wedding celebration. Obviously the commitment to marry has already been made, but there are many things that you can still learn about one another. You must finish your marriage preparation before the wedding takes place. The pastoral minister will explain the details of our Marriage preparation program.

There are also excellent Marriage Preparation options available through the Archdiocese of Chicago. Information about the Discovery Weekend or Pre-Cana is available by calling the Archdiocese of Chicago at 312-534-8351 or you can visit their website at www.familyministries.org and click on "Marriage preparation."

Documents Required

At one of your meetings, the Pastoral Minister will complete the PreNuptial Questionnaire with each of you.

Baptismal certificate

Each baptized person must obtain a recent copy of his or her baptism certificate. To obtain this certificate, simply write or call the Church of your baptism. This certificate will become part of your permanent record on file at our parish. We will not return the certificate to you.

Marriage License

A Cook County marriage license is also required and must be presented to the Pastoral Minister. Current requirements include \$60.00 and one form of identification with picture per person. The marriage license is only good for 60 days and takes effect one day after purchase. The closest office to us is:

2121 Euclid Ave.
Rolling Meadows, IL
847-818-2850

www.cookcountyclerk.com/vitalrecords/marriagelicenses

For Your Information

- Our fee is \$600.00 which includes our preparation, the wedding and the music for the wedding. To make payment easier, please make a check for \$400.00 to the church and a check for \$200 to Linda Donaldson.
- Please make all payments in the office and be sure to get a receipt.
- If you change your plans, please notify us.
- If you have been married previously – civilly or in church – with another person, we may need other papers or an annulment. We cannot set a date if there is a previous marriage.
- We are not able to marry people “by church only”
- Please do not throw rice, birdseed, confetti or any other material. If children are going to throw flower petals during the Bride’s processional, use only artificial petals because real petals stain the floor. The children who throw the petals should also pick them up after the wedding.
- Decorations for the church are welcome but not necessary. All arrangements for flowers are to be made with your florist. We do not allow tape, staples, or tacks to attach bows or flowers to the chairs. Rubber bands, twist ties or string work well and do not damage the finish. We ask that you not use decorative cords or cloth (tul) to block the entrance/exit to the chairs. Nothing is to be placed on the altar. Please keep in mind that the church is decorated for the liturgical season in which your wedding is taking place. Do not move any decorations or furniture.
- Please do not bring food or beverages of any kind into the church. Smoking is prohibited inside the building.
- We will begin your wedding at the scheduled time.

Music

Linda Donaldson, Pianist/Vocalist/CHS Music Director

Work # (847) 882-7580 Cell # (708) 525-9148

