

Contact details:

Archdeacon V. Rev. Tom Crean, Parish Priest

087 248 2090

Parish Office: info@kenmareparish.ie

064 664 1352

Marriages: weddings@kenmareparish.ie

Getting Married

We congratulate you on your engagement, and we wish you calm and happiness over this time of planning for your special day.

We believe that Marriage is a sacrament, with the love of the husband and wife mirroring the love that God has for us, his people. We pray that God will journey with you as you make this most important commitment.

Information for Couples getting married in Kenmare Parish

- We need at least six months' notice to reserve the Church.
- The completed booking form should be returned to Fr Tom Crean, The Presbytery, Kenmare, Co Kerry, when a provisional date will be reserved.
- A meeting should be arranged with Fr Crean as soon as possible.
 - **The wedding booking will not be confirmed until the couple have met Fr Crean.**
- The couple must attend a Pre-Marriage Preparation Course
 - Please book this well in advance as availability is limited
 - Only ACCORD courses are acceptable to the Diocese of Kerry for couples who are living in Ireland.
 - A certificate of attendance at the Pre-Marriage Preparation Course should be forwarded to the Presbytery, Kenmare, Co Kerry.
 - For details of Pre-Marriage Courses in your area: www.accord.ie/courses
- At least six months in advance, an appointment should be made with the priest in the parish where each of you currently resides, to complete the *Pre-Nuptial Enquiry Form*. You will have to provide the following documentation:
 - A Baptismal Certificate issued within six months before the wedding
 - A Confirmation Certificate issued within six months before the wedding
 - Letters of Freedom: you will need a Letter of Freedom from each parish you have lived in since you were sixteen years of age. If this presents a problem, your priest will advise you.
 - The priest who completes the Pre-Nuptial Enquiry Form will forward this to The Presbytery, Kenmare, Co Kerry
- Other documentation may be required in individual circumstances
- The State's Civil Registrar requires at least three months' notice. For information on the documentation and information required: *General Register Office – Getting Married*.
 - When all the civil requirements have been completed satisfactorily, you will receive a *Marriage Registration Form* from the registrar. Without this form, you cannot get married, nor may the solemniser proceed with the marriage ceremony. It must be presented to the solemniser as early as possible prior to the wedding.
 - A verbal declaration of no civil impediment is made not more than two days before the wedding in the presence of the solemniser and the two witnesses.
 - The signed *Marriage Registration Form* must be returned by the couple to the Civil Registrar not later than one month after the wedding.

For couples who are not resident in Kenmare Parish

You are requested to provide your own priest. Please ensure that he is placed on the List of National Solemnisers. If necessary, download the form *Addition of Temporary Solemniser* from the parish website, and complete. The priest must get a letter from his Diocese or Religious Congregation stating that he is in good standing.

These two documents should be sent to Bishop's House, Killarney, Co Kerry.

For couples who are not resident in Ireland

- Contact the priest where you are living to complete the Pre-Nuptial Enquiry Forms.
 - Some additional information is also required for the Parish Marriage Register: names, addresses and contact details of the couple's parents and witnesses. Please include both mothers' maiden names.
 - These Papers should be sent to the Bishop in the Diocese where you reside who will send them to the office of the Bishop of Kerry at Bishop's House, Killarney, Co. Kerry.
Email: admin@dioceseofkerry.ie Telephone 00353 64-6631168.
- You must provide your own priest. Please ensure that he is placed on the List of National Solemnisers. If necessary, download the form *Addition of Temporary Solemniser* from the parish website, and complete. The priest must get a letter from his Diocese or Religious Congregation stating that he is in good standing.
- At least three months' notice is required by the Irish State's Civil Registrar. For information on the documentation and information required: *General Register Office – Getting Married*.
 - When all the civil requirements have been completed satisfactorily, you will receive a *Marriage Registration Form* from the registrar. Without this form, you cannot get married, nor may the solemniser proceed with the marriage ceremony. It must be presented to the solemniser as early as possible prior to the wedding.
- A verbal declaration of no civil impediment is made not more than two days before the wedding in the presence of the solemniser and the two witnesses.
- The signed *Marriage Registration Form* must be returned by the couple to the Civil Registrar not later than one month after the wedding.

Further Guidelines

- The Pre Nuptial Enquiry Forms and certificates should be sent to the Parish Office at least six weeks before the wedding.
- The proposed wedding booklet with proposed hymns and music should be sent to the Parish Office at least six weeks before the wedding.
 - Guidelines and suggestions for music during the ceremony can be found on the Kenmare Parish website.
- Weddings are scheduled for 2pm only.
- For the formal registration of the wedding, the Parish Office will need to know:
 - The names and addresses of both sets of parents, including the mothers' maiden names
 - The names and addresses of the witnesses
- It is customary to make offerings for the priest celebrating the nuptials, the parish, and the sacristan.
- A useful link: www.gettingmarried.ie

Church Preparation

These guidelines apply generally to the three churches in the Parish, and are meant to carefully guide your choices in preparing the church for the wedding ceremony. We ask you to respect the reverential ethos of the churches. Please be aware that they are centres of worship for this Parish community and, as such, are loved and treasured.

- **Sacristan**

- The Parish Office will email you the contact details of the sacristan before the wedding, or on request. The sacristan will be present to prepare the altar for your wedding and will remain until after the ceremony.
- Normally, the sacristan does not attend the rehearsal. You can arrange the rehearsal for a suitable time with your celebrant and by email to weddings@kenmareparish.ie.
- Please be aware that funeral removals could be at 7pm, and that funerals are normally scheduled for 11am.



- **Flowers**

- The altar should be left completely free of floral decoration.
- On the reredos behind the altar, there can one arrangement on either side of the Tabernacle on the lower ledge, between the candle stands.
- Other arrangements, if desired, could be at either side at the front of the Sanctuary, on the top step.
- We would be very happy if you wish to leave the flowers on the altar after the ceremony.

- **Candles**

- If the unity candle ritual is part of the wedding liturgy, those candles should be placed on a table in front of the Altar, perhaps as part of a floral arrangement.
- There are candle holders available if required.
- No other candles are allowed within the sanctuary.
- For health and safety reasons, the use of lighted candles outside the Sanctuary is not allowed.

- **Decorations outside the Sanctuary**

- The bride and groom's seats and kneelers can be placed at the top of the centre aisle.
- Alternatively, they can be placed within the Sanctuary in the area to the right of the altar.
- This can be arranged with the celebrant and the sacristan.
- The pew ends may be decorated with flowers.
- For safety reasons, flowers are not allowed on the floor of the aisles.
- As Holy Cross is carpeted throughout, other carpets are not allowed in the centre aisle.
- LED lights are allowed.

- **Altar Servers and Ministers of the Eucharist**

- Kenmare Parish does not organise altar servers or Ministers of the Eucharist for weddings. If desired, couples may provide their own. Please refer to your celebrant.

- **Musicians**
 - Musicians and singers should discuss the music and songs with the celebrant.
 - Please refer to the Kenmare Parish website for guidelines and suggestions for the music.
 - There are several locations outside the Sanctuary suitable for musicians and singers.
 - Musicians should provide their own microphones, music stands, sound systems etc.
 - Chairs in the Side Chapel may be used by the musicians.
 - There are two electronic organs which may be used, one in the choir loft at the back of the church, and one to the left in front of Our Lady's Altar.
 - Hymnals are available at the back of the church if desired.

- **Photography and Filming**
 - Video recording and photography are permitted on the understanding that the camera operators remain outside the Sanctuary, and are not in a position to cause distraction or disrupt the ceremony.
 - This should be discussed with your celebrant before the ceremony.
 - Please note that there is no on-line webcam in any of the churches.

- **After the Ceremony**
 - Seat decorations, booklet and anything that has been put in place for the wedding ceremony should be removed as soon as the wedding party has left the church.
 - In Holy Cross Church, please arrange to return the kneelers and chairs to the Side Chapel, as well as any chairs used by the musicians.
 - Please do not scatter confetti, dried flowers or rice in the church or in the vicinity of the church grounds.

We hope that you really enjoy your special day,
and we wish you every happiness in the years ahead.

