



Aloha and Congratulations!

You have requested a wedding here at St. Raphael's. We recognize that there may be good personal reasons why a Catholic does not wish to be married in her/his parish, which alone has jurisdiction in Catholic marriages. In keeping with Canon (Church) law, we cannot perform a marriage here without written permission of the pastor (or a delegate), who must see to it that all requirements of Church law are fulfilled.

If you are old enough and have reason to be married here at St. Raphael by a Catholic priest, please take this letter to one of the priests in your parish. He must then obtain the following documents:

1. Pre-nuptial investigation forms must be completed.
2. Affidavits of Freedom to Marry forms must be obtained for the bride and groom.
3. Recently issued baptismal certificates.
4. Any required dispensations obtained from the Diocese of the Catholic party.
5. Declaration of nullity if there were previous marriages.
6. Widow/widower's death certificate of spouse, if applicable.
7. Priest's written statement that pre-matrimonial instructions such as Cana Conference, Engaged Encounter, etc., have been attended.
8. Permission to perform the marriage from parish of the bride (or of the Catholic party).
9. Canon Law requires that the marriage between two baptized Catholics take place in the Church.

When your parish priest has obtained all these papers, they are to be forwarded as soon as possible, for approval, to the *Chancery office of the Diocese in which you reside.* The papers are then forwarded to the *Chancery Office of the Honolulu Diocese (1184 Bishop St., Honolulu, HI 96813).* They will then send them to us.

(2)

A state license to be married in Hawaii must be obtained on one of the islands.

If there is anything else you wish to know, the complete guidelines follows this letter and please do not hesitate to call:
(808)742-1955 or email us at *St.Raphael@hawaiiantel.net*

A warm "aloha" to you!

In Christ,

Fr. Arlan Intal, MS
Pastor

(12-2011)



Getting Married in Hawai`i

Procedure for Couples from Outside Hawaii Requesting Marriage in the Diocese of Honolulu

1. **Marriage Preparation:** Contact your local parish to arrange for your marriage preparation. This ordinarily includes meetings with a priest or deacon, completion of required paperwork, the use of a premarital inventory (such as FOCCUS or PMI) which will be discussed with the priest or deacon, and participation in an Engaged Encounter Weekend or other similar program offered in your own diocese.

2. **Contact Information:** Contact a priest or deacon assigned to a Parish in Hawaii where you wish the marriage to take place. If he agrees to celebrate the wedding, send to him the name, address, phone number(s), and email address for the following:

- Bride
- Groom
- The priest or deacon preparing you for marriage

3. **Letter of Permission:** Once your priest or deacon has established your freedom to marry, **he** should write to the priest or deacon who will be celebrating your marriage in Hawaii. The letter should state the following:

- That the pastor of one of the parties (the Catholic party if only one party is Catholic) gives permission for the marriage to take place at the parish in Hawaii
- That both parties are free to marry in the Catholic Church
- That he will be preparing the couple for marriage

4. **Canonical Paperwork:** At least **three months** in advance of the date of the wedding, **your priest or deacon** is to forward the following authentic documents to the diocesan curia of his diocese, which is then to mail the authentic documents (**not photocopies or faxes**) to the Office of Canonical Affairs, 6301 Pali Hwy., Kāneohe, HI 96744 USA:

- Premarital Investigation Form - as used in your diocese, along with the rescript for any required dispensation or permission (this will be handled by your priest or deacon)
- Proof of Baptism:
 - For Catholics, a baptismal certificate - it must be a new certificate (**not a photocopy or fax**) issued within the past year
 - For non-Catholics, proof of baptism may take the form of, in order of preference, a baptismal certificate, a page copied from a sacramental register, an affidavit of the fact of baptism by a parent or other witness, or some other reliable proof
- Affidavits of Freedom to Marry - an affidavit regarding each party's freedom to marry completed by a parent or other person who has known the party to be married since he or she was at least 16 years of age
- A certificate of death, declaration of nullity, or proof of dissolution (Pauline or Petrine privilege) for each previous marriage, civil or religious. (For Catholics with a prior attempted marriage outside of the Church, the lack of canonical form must be established by a Tribunal declaration.)
- Certificate of participation at an Engaged Encounter Weekend or similar program

The Office of Canonical Affairs of the Diocese of Honolulu will then review and approve the authentic documents and forward them to the priest or deacon here in Hawaii who will be celebrating your wedding.

Note: If the paperwork is incomplete or includes photocopied documents, it will all be mailed back to the sending diocese.

Photocopies of all authentic documents mailed should be kept by the parish sending the documents out until it is certain that they have arrived at the parish where the wedding will take place.

5. **Liturgy Planning:** Plans regarding music, choice of readings, and other details of the ceremony need to be arranged with the parish where the marriage will take place. Marriages where only one party is Catholic are celebrated with a full ceremony but ordinarily outside Mass.

6. **Church of Wedding:** Marriages are to take place inside a Catholic church or oratory. This requirement reflects the fact that marriage is a religious vocation and a public celebration of the Church community.

Exceptions in the case of a marriage between a Catholic and a baptized non-Catholic: Permission to celebrate the marriage in a non-Catholic church building may be sought if there are objections of conscience by non-Catholics to entering a Catholic church building. In such a case, the Catholic party must write a letter to the director of canonical affairs (6301 Pali Hwy., Kāneohe, HI 96744) of the Diocese of Honolulu stating the reasons for this request. The priest or deacon celebrating the wedding must also agree to this, and the couple needs to make arrangements with the non-Catholic Christian minister to use his building.

Exceptions in the case of a marriage between a Catholic and a non-baptized person: If objections of conscience arise by non-Catholics to entering a Catholic church building, permission may be sought to celebrate the marriage in a non-Catholic religious building or in another suitable place. If possible, the ceremony should be celebrated in a chapel-like arrangement or in a room apart from the place where the meal or reception will take place. In such a case, the Catholic party must write a letter to the director of canonical affairs of the Diocese of Honolulu (6301 Pali Hwy., Kāneohe, HI 96744) stating the reasons for this request, the name and address of the proposed place, and a complete description of the indoor setting that is proposed for the marriage. The priest or deacon celebrating the wedding must also agree to this.

7. **Marriage License for the Couple:** In Hawaii, no blood tests, waiting period, or residence or citizenship is required to obtain a marriage license. Licenses are issued by the Department of Health, expire in 30 days, and are good anywhere in the state of Hawaii. For the steps required to apply for a marriage license, go to eHawaii.gov.

8. The marriage license must be presented to the priest or deacon at least 24 hours before the rehearsal. The priest or deacon who officiates at the marriage is responsible for registering the marriage online.

9. **Arrival in Hawaii:** Plan on arriving a few days before your scheduled wedding to meet with the priest or deacon who will be officiating at your wedding. The marriage license may be given to the priest or deacon at this time.



GUIDELINES FOR WEDDING PHOTOGRAPHER/VIDEOGRAPHER

A Catholic wedding is a sacred ceremony where the couple celebrates a unifying gift of life and love. The church is a sacred place. Nothing done in the church building or during the ceremony should ever detract from that. On the contrary, all involved in the ceremony owe it to the bride and groom to maintain a prayerful and respectful manner. To uphold this sense of the sacred, and to facilitate your role as the photographer or videographer, we request that you follow these guidelines:

a) Please familiarize yourself with the actual ceremony; it may vary with each couple and the officiating priest or deacon.

b) Be as unobtrusive as possible. Please do not block the views of the guests. Maintain a 20 foot distance between you and the couple during the procession in and recessional out of the church.

c) **You may not enter the sanctuary (altar area) nor take any photographs from the sacristy doors.** You may utilize the side aisles and the center aisle as close as the 4th row of chairs. **Never cross in front of the altar, please.** Please use the side aisles and the middle cross aisle for moving around.

d) Flash photography is permitted, though not encouraged.

e) Remember that the church is a house of prayer; therefore please speak quietly and move around in a respectful manner. **Please do not place equipment anywhere in the sanctuary (altar area).** Additional lights are not allowed.

f) We allow a maximum of 15 minutes after the ceremony for a limited number of posed photographs in the church. Please plan accordingly.

Thank you for your cooperation in maintaining a respectful and prayerful atmosphere in the church.



RESERVING THE CHURCH FOR A WEDDING

To use our church for a wedding, please plan carefully so all the arrangements are in place for a beautiful, relaxed, and holy ceremony. We are available to offer any assistance you need.

There is a \$800 donation/fee for the use of the church building. You are responsible to leave the church clean. Additional fees may be charged if there are any other requests, or last minute changes.

We will pencil in your wedding date with the verbal request. Until we receive your donation/fee of \$800, the date and time you've chosen is NOT guaranteed confirmed. Please make the check payable to: St. Raphael Church with a notation of your wedding date.

The usual stipend for the priest is \$100; you can give it directly to the priest at the rehearsal or before the ceremony.

There is normally a rehearsal for the wedding, so please include that in your planning and talk with us about the date.

Mahalo!

In Christ,

**Fr. Arlan Intal, MS
Pastor**