



St. Augustine By the Sea Catholic Church

Sacrament of Marriage

Guidelines

2026 - 2027



Celebrating your Sacrament of Marriage

My Dear Couple,

Congratulations on your engagement!

We rejoice with you as you embark on this beautiful and exciting journey toward getting married in the Church. Thank you for saying yes to this beautiful vocation of God's gift to you and your future family.

We pray for you. Throughout this process, may you find this booklet helpful and rewarding. Know that we are always here to help, support and accompany you. If you have any concerns, please do not hesitate to let us know.

The success of this program depends on your commitment and cooperation. Again, congratulations and may God's blessings be upon you always!

Sincerely in the Sacred Hearts of Jesus and Mary,

Fr. Lane K. Akiona, SS.CC.



Steps needed to be married at St. Augustine Church

1) **Meet or discuss with parish wedding coordinator.** No firm date may be set until the decision to proceed has been made by the wedding coordinator, a minimum of 10 months prior to requested wedding date.

- Download Parish Agreement, fill out the document completely with the requested information, and email to weddings@staugustinebythesea.com.
- Pay the \$750.00 deposit on the parish website (www.staugustinebythesea.com), GIVE tab, then select WEDDING DEPOSIT/PAYMENT icon. Couples outside the U.S. must mail a check or money order, payable to St. Augustine Church, and ensure the payment is in US Dollars.



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- Email the payment confirmation to weddings@staugustinebythesea.com
- Once the parish agreement and deposit confirmation is received by the parish wedding coordinator, you will receive email confirmation of your wedding day & time, along with your rehearsal date & time. A calendar invite will also be sent to confirm your request.

2) **Documentation required from your home parish for marriage in the Catholic Church** must be provided to the wedding coordinator at St. Augustine.

- **Baptism Certificates:** Catholics must furnish a new “Original” copy of their Baptismal Certificate and must be issued within 12 months of the wedding date. Baptized non-Catholics should also furnish a copy of their Baptism Certificate.
- **Confirmation Certificate:** Furnished by Catholics.
- **Premarital Investigation Form:** Required form as used in your diocese and will be handled by your priest or deacon in responding to several questions.
- **Freedom to Marry:** Sworn, notarized statements, usually by parents, if living, that you have never been married before and have no impediments to marriage in the Catholic Church.
- **Dispensation:** For Interfaith couples, a signed declaration or promise by the Catholic party concerning intent to remain a Catholic and to share that faith with children born of the marriage (this normally means baptizing and raising children Catholic).
- **Decree of nullity of a former marriage:** If either party was previously married, a Decree of Nullity from a Catholic Church Diocesan Tribunal or formal annulment must be obtained.

- **Marriage Preparation Couple Program:** Promotes dialogue on personality differences, communication, sexuality, finances, religion, and values while working with a parish-trained married couple and workbooks. Registration is with the St. Augustine Wedding Coordinator according to the availability of parish couples and at least 4 months before your wedding. Other alternative is to provide a Certificate of participation at an Engaged Encounter Weekend or similar program.

3) **Schedule and complete FOCCUS is a requirement for couples living in Hawaii. Out-of-state couples, if applicable, in local parish.** These personality-type and assessment inventories identify differences, raise questions, and identify relationship strengths and areas needing growth.

- **FOCCUS Review Sessions** are scheduled at the time FOCCUS is administered (an average of two sessions). During the FOCCUS review period, premarital documentation (shown below) must be provided to the parish wedding coordinator for your file, and commitment to the marriage preparation programs you will attend must be made.

4) **If Previously Married:** In cases where one or both parties were previously married, whether in a church, synagogue or in a civil ceremony, the status of that marriage must be determined before any wedding date or preparation for a Catholic wedding can be completed. You need to provide copies of the Marriage Certificate of the previous marriage(s) and a cover page(s) of the Decree of Divorce, to complete a petition for the declaration of nullity. Additionally, if there was a previous attempt to marry in the Catholic Church that was declared null by the Ecclesiastical Courts, you must provide the original Decree of Nullity issued by the tribunal.

The ORIGINAL documents must be forwarded from your home parish to your Diocese. From there, they will send it to the Office of Canonical Affairs of the Diocese of Honolulu for review and approval. Once the documents are authenticated, they will be forwarded to St. Augustine Church and then to the priest who will be celebrating your wedding.

Mail to:

The Diocesan Tribunal and Office for Canonical Affairs
St. Stephen Diocesan Center
6301 Pali Highway
Kāne`ohe, HI 96744

Church information of Wedding

St. Augustine by the Sea Church
130 Ohua Ave
Honolulu, HI 96815
(808) 923-7024
Rev. Lane Akiona ss.cc., Pastor

- 5) **Meet or discuss with Parish Wedding Coordinator** to plan the rehearsal and wedding ceremony. The celebration of the Sacrament of Marriage is under the direction of the parish wedding coordinator and the Priest Celebrant; therefore, no wedding or bridal consultant is necessary at the church.
- 6) **Music Coordinator (for weddings at St. Augustine Church):** is to be utilized to plan the music for the ceremony, outside musicians are not permitted. The Pastor of St. Augustine has pre-selected all wedding liturgies to be consistent with those of all liturgical services in the parish. **Secular music is not appropriate for this sacramental occasion.**
- 7) **A reminder: No aisle runners are to be used, and no rice, bird seed, or paper to be thrown** due to the danger of slipping and because of untidiness.
- 8) **Marriage license:** Register 30 days prior to scheduled wedding date and may be obtained at the Hawaii Department of Health on Punchbowl Street. Cost - \$65.00 (subject to change), cash **only**. For more information call (808) 586-4544 or www.hawaii.gov/health.



Things you need to know:

- 1) **Planning for the Liturgy:** Contact a team member to discuss the liturgy and music **needs two months** prior to your wedding date. We will assist you in planning for a beautiful and solemn liturgical celebration and ensure that the wedding ceremony goes smoothly in all aspects.
- 2) **Marriage license:** Register 30 days prior to scheduled wedding date and may be obtained at the Hawaii Department of Health on Punchbowl Street. Cost - \$65.00 (subject to change), cash only. For more information call (808) 586-4544 or www.hawaii.gov/health. This is to be submitted to our wedding coordinator at the time of your wedding rehearsal.
- 3) **Final Meeting with a team member:** During this time, we will address any final questions you have and ensure everything is ready for your special day.
- 4) **Sacrament of Reconciliation:** It is very important that you go to confession before your wedding, especially if you have been away from the sacramental life of the Church for a long time or if you have not been to confession for a while. Make an appointment with the priest who is celebrating your wedding or other priests in the parish. In order to receive Communion, one must be in a state of grace.

Procedure for Clergy from Other Dioceses Requesting to Officiate at a Marriage in the Diocese of Honolulu

- 1) **Canonical Requirements:** The visiting priest or deacon should contact the pastor in Hawaii where the wedding will take place to make initial arrangements to officiate at the wedding.
- 2) A letter of good standing from the Ordinary of the visiting priest or deacon must be sent to the Office of Clergy, 1184 Bishop St., Honolulu, HI 96813. The Office of Clergy will then forward a copy of the letter to the pastor of the parish where the wedding will take place. This letter must:
 - Be on letterhead of the diocese or religious institute of the visiting priest or deacon (no scans, photocopies or faxes are acceptable).
 - Include the visiting priest or deacon's full name and address.
 - State that the priest or deacon is in good standing.
 - Contain information regarding the specific wedding that he will be celebrating, including the names of the couple, the date of the wedding, and the name and place of the church.
- 3) The visiting priest or deacon should ask the pastor for delegation to assist at the marriage. (He can also get this delegation from a parochial vicar or deacon assigned to the parish.) The delegation should be noted in the marriage paperwork. The marriage is to be recorded in the church where the wedding takes place, and the paperwork is to be filed there.
- 4) **Civil Requirements:** The priest or deacon must apply for a temporary license to perform weddings on the [Hawaii Department of Health website](http://www.hawaii.gov/health).

Important: It is the responsibility of the visiting priest or deacon to secure the temporary license to perform weddings!

Things to expect: **Wedding Guidelines**

- 1) **Wedding Schedule:** Wedding celebrations are scheduled Monday—Saturday at (9:00 AM, 12:00 PM, or 2:00 PM (1:30 PM Saturday only)) in the Church. We attempt to schedule weddings in such a way that all parish activities can be accommodated, and no one will feel rushed. Each couple will have approximately two hours for the arrival of guests, the wedding liturgy and post celebration photography. It is extremely important that all participating members be on time for the rehearsal and the wedding ceremony. The priest may need to reschedule the ceremony if the parties are late. The Church is needed for Masses and other planned events, and tardiness disrupts the entire schedule.

Ceremony Start Time	Church Open	Church Cleared by
9:00 AM	8:30 AM	10:30 AM
11:30 AM	11:00 AM	12:30 PM
2:00PM (1:30 PM Saturday)	1:00 PM	3:00 PM

In accordance with long standing Catholic practices and Diocesan policy, weddings must take place inside a church building. Weddings are not celebrated in homes, outdoors or elsewhere.

- 2) **Fees:** Our church is maintained through donations and generosity of parishioners and visitors. Marriage fees and offerings help cover the cost of the use of the church, administrative costs, preparatory programs, planning, and coordination of the rehearsal and ceremony.

<u>ITEM</u>	<u>FEE</u>
Wedding Deposit to secure date & time	\$750.00
Final Payment (submitted by rehearsal)	\$1,250.00
Priest Offering (submitted at rehearsal)	\$200.00
Musician/Cantor (submitted at rehearsal)	\$250.00

- 3) **Rehearsal Times:** Rehearsals are normally the afternoon before your wedding. Other times may be arranged with a member of our team. All participants in the ceremony are required to be present at the rehearsal. Everyone must be on time.
- 4) **Decorum:** Silence and reverence are most appreciated in the Church. Please do not bring any food, drink, or gum into the Church. Please turn off your phones prior to the ceremony beginning. The Church is a House of Prayer, please refrain from carrying conversations in the Church.
- 5) **Marriage License:** The officiating priest or deacon is to receive the couple's civil marriage license at least 24 hours before the rehearsal. He must then report the marriage within three days according to the exact procedures established by the [Hawaii Department of Health](#).

- 6) **Readings:** If you are celebrating your wedding with a Nuptial Mass or simple rite, you may select the Scripture Readings from a list of approved texts, which our team will give you. As you choose them, we encourage you to read together all the readings and psalms available and to prayerfully meditate on them as a couple.
- 7) **Ministers:** Couples may invite family members or friends to serve as Lectors to read the texts of scripture and Prayers of the Faithful, at the wedding ceremony. Those you select should be Catholics in full communion with the Church. They should attend the rehearsal to practice the proclamation in the specific acoustical environment of the Church, unless they are regular and trained Lectors of St. Augustine.
- 8) **Cultural Adaptations:** Specific wedding customs (veil, cord, coins etc.) should be discussed with the parish wedding coordinator and may need approval by the Pastor.
- 9) **Printed Wedding Program:** If your wedding will be celebrated within a Mass, please include a brief paragraph in your program reminding non-Catholic guests to refrain from receiving Holy Communion. Below is an acceptable description:

During Holy Communion, those practicing Catholics who are properly disposed, in a state of grace, and have fasted for one hour may come forward to receive Jesus Christ in the Blessed Sacrament. All others are invited to come forward for a blessing, or to remain prayerfully in their place.

- 10) **Attendants:** Children asked to serve as ring bearers or flower girls must be of an age able to walk unassisted and easily down the church aisle, and we recommend that after taking part in the procession, young children then sit with family members for the duration of the ceremony.
- 11) **Attire:** The wedding ceremony is a sacred celebration which takes place in a sacred space of divine worship. Such an occasion requires a corresponding dignity and modesty of dress in all members of the wedding party. We leave it to your discretion to apply these policies to your choice of apparel.
- 12) **Sober and Alert:** Any member of a wedding party who is intoxicated by alcohol or drugs may not participate in the ceremony. If the best man or maid/matron of honor is intoxicated, he or she may not function as a witness. If the bride or groom is intoxicated, the marriage ceremony will be immediately cancelled.
- 13) **Décor:** Any church decorations already in place at the time of your wedding should be left undisturbed. Please do not tape, staple, glue, pin or otherwise affix anything to the pews, walls, doors or other furniture or furnishings in the church. Pew bows/flowers, should you wish to use them, may be attached to the pews with clips, rubber bands or string, but not with anything which might damage the finish. Nothing may be placed on the altar itself.

14) **Flowers:** Only real, fresh flowers or live greenery may be placed on the sanctuary. The florist should be aware that there may be other celebrations taking place immediately before yours which should not be disrupted. The florist may arrive approximately 30 minutes before the start of your wedding time to begin setting up. If you would like to make a gift of flowers for the Sanctuary in honor of your wedding, you are welcome to do so.

15) **Photography and Videography:** In order to maintain the reverent character and the solemnity of the celebration of the Sacrament of Holy Matrimony, we ask that you explain these policies to your photographer and videographer:

The photographer will have limited time following the celebration to take pictures of the bride and the groom. Please inform your photographer of the time specified in No. 1 of the guidelines. Please remind the photographer/videographer that St. Augustine Catholic Church is a sacred space and, therefore, pictures/video taken ought to be dignified and appropriate to the space.

They may not in any way disrupt the ceremony and they ought to be discreet while the celebration is taking place. They are not allowed in the sanctuary (carpeted area) at any time during the celebration.

Flash Photography is prohibited.

Microphones for the Priest, Bride, and Groom is permissible; however, notification must be given in advance.

Livestream is permitted; however, you are fully responsible for all logistics.

Please feel free to reach out to our wedding team if you have any questions.

Congratulations once again on your journey to the Sacrament of Marriage!

