

*St. Vincent de Paul
Catholic Church*

*Wedding Packet
Guidelines &
Policies*

Couple: _____

Time/Date: _____

Deposit/s: _____

Final payment: _____

Rehearsal: _____

**St. Vincent de Paul
4077 Ibis St.
San Diego, CA 92103
(619) 299-3880
(619) 299-9509 fax
www.vincentcatholic.org**

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Initials of Bride _____ Initials of Groom _____

WEDDING CHECK LIST FOR S T. VINCENT'S PARISHES

Before Date Can Be Confirmed. . .

- Secure a priest or deacon to preside at your wedding Priest/deacon: _____
- Send in the signed Agreement for Visiting Clergy to Parish Office Date: _____
- Letter stating the visiting clergy is in good standing in his diocese/community Date: _____
- \$300 non-refundable deposit to St. Vincent de Paul Date: _____

As soon as Possible. . .

- Register for Celebrating your love retreat day Date: _____
- Register for Engaged Encounter Weekend or Mentor Couple Program Date: _____
- Contact & meet with Wedding Coordinator Date: _____
- Plan Music with Parish Musician Date: _____

Three to Six Months Before the Wedding...

- Send in current baptismal certificate (bride) Date Sent: _____
- Send in current baptismal certificate (groom) Date Sent: _____
- Freedom to Marry Forms (1 each) Date Sent: _____
- Letter from home parish pastor (if needed) Date: _____
- Call to set rehearsal date & time Date Called: _____ Date & Time Set: _____

One Month Before the Wedding...

- Final Payment due one month before the wedding, \$500 Amount: _____ Date Sent _____
- Other: _____
- California Marriage License due the day of the rehearsal Date Sent: _____
- All paperwork prepared by clergy due to St. Vincent's Date Sent: _____
- REHEARSAL DATA FORM due to Wedding Coordinator. Date Sent: _____

* **If out of state, California Marriage License must be given to St. Vincent's
NO LATER than the rehearsal.**

Initials of Bride _____ Initials of Groom _____



CELEBRATING YOUR MARRIAGE AT ST. VINCENT DE PAUL

Congratulations on your upcoming wedding at our Church.

What a blessing and a privilege it is to have the opportunity to work with you during this special time of your lives together. It will be a true gift to work with you to make your wedding day meaningful and prepare you for a life-long marriage together.

The Catholic Church sees the vows that you will exchange on your wedding day so sacred that they form a spiritual bond between each of you. A bond that enriches your ability to love one another and also serve Jesus Christ by making His love visible in the love you share for one another. The liturgy is the place where this bond is formed and in your love that you share emotionally, intellectually, physically and spiritually it is consummated in a way that ‘what God has joined together, no one is able to separate.’ (Mark 10:9)

It is our hope that this liturgy itself will reflect the beauty and dignity of the love you share together, which is sacred. The many pre-requisites and guidelines found in this document are meant to help foster this goal.

After you have met with one of our clergy, you must contact the office to confirm your date. After your date has been confirmed by the office,

We strongly recommend that you bring these guidelines with you as you connect with any vendors that you might use for the church liturgy. Many contracts have been changed after all the options are explained! Do not hire any musicians for the church ceremony. California Law now requires musicians to be employees of the Parish, therefore one of our Parish musicians must be used for the wedding ceremony. The reasons are many and varied.

The forms included in this packet provide information and make clear the necessary details for your wedding. Review them carefully.

If you have questions or need clarification, feel free to contact the front office or the clergy you are working with.

We look forward to assisting you in making your wedding an enjoyable occasion and helping you prepare to make this life-long commitment to one another.

Sincerely in Christ,

Rev. Alexander De Paulis, Pastor



This guide is intended to provide information to those considering St. Vincent's as the site for celebrating Matrimony. The first determination to be made is whether the parties meet the Catholic Church and the San Diego Diocese prerequisites for marriage.

PREREQUISITES

1. At least one party of the couple must be a practicing Catholic to be married in the Catholic Church.
2. Couples in which either party has a previous marriage to another person must complete the process of Annulment, to address the previous bond Decree. (*St. Vincent's will be happy to help you with this process.*)
3. Contact the parish office to make an appointment with the clergy. At that appointment, a tentative date can be set and you will receive the necessary paperwork to begin your preparation. You will also be given the complete guidelines to be followed for your wedding ceremony.
4. If living in San Diego area and intending to be a part of this parish community please register with the parish.
5. According to Diocesan policy, it is requested that you start your preparation at least nine (9) months prior to the wedding date so that the necessary premarital instructions can be accomplished. **Couples must attend the Celebrating your love 1 day retreat and either the Engaged Encounter Weekend or the Mentor Couple program.**
6. The priest or deacon working with you will provide necessary registration forms. Marriage preparation programs are often booked well in advance. You will need to make arrangements to attend these events as soon as possible. Additional preparation may be necessary depending on your circumstances.
7. Several meetings with the priest/deacon who will officiate at your marriage.
8. Preparation and submission of all necessary documents.

The following documents must be submitted to the parish 30 days before the wedding date or the wedding will be cancelled:

1. A completed pre-marital questionnaire
2. For Catholics ~ a recent Baptismal Certificate (dated within six (6) months of the wedding). The original certificate is not acceptable nor is a photocopy; it must be a newly issued one. Any non-Catholic party, if baptized, must also present a certificate of Baptism.
3. Proof of Confirmation, if applicable.
4. Certificates of completion from the marriage preparation programs.
5. A civil wedding license valid in the State of California; (A California marriage license can be obtained at the County Courthouse. Upon issuance, the license is valid only for marriages to be performed within the ensuing 90 days.)
6. Completed Freedom to Marry Affidavits (one each for bride and groom)
7. Other documents as the priest or deacon may indicate.

Initials of Bride _____ Initials of Groom _____

WEDDING CEREMONY INFORMATION

CHURCH DATA

Seating Capacity (St. Vincent) - **500**

THE CEREMONY

The wedding ceremony alone takes approximately 45 minutes. If the ceremony is to include the Eucharistic Liturgy, flowers for Mary or any other rituals, additional time will be required. Please talk with the clergy regarding these latter ceremonies. The Unity candle is no longer used in Catholic Weddings.

GENERAL DEPARTMENT

Promptness in starting the rehearsal and the wedding at the times specified is not only common courtesy, it is **MANDATORY** as other services are frequently scheduled.

Ladies' and gentlemen's attire must be in good taste and reflect the solemnity of this religious ceremony. For ladies, this means no bare backs, no mini skirts, no see-through clothes of any kind. If you have doubts about the dress you plan to choose, please consult the priest or deacon **before** you purchase it.

Rice, flower petals, bubbles, birdseed, "glitter", confetti, live birds and balloons are **NOT** allowed in or around the Church or Parish Center prior to or following the wedding.

No alcoholic beverages are allowed prior to the rehearsal or the wedding. This prohibition extends to the entire Parish property prior to both the rehearsal and the ceremony. No water bottles, coffee cups, beverages or food are allowed in the church.

Restrooms are located at the back of the church next to the cry room. Additional bathrooms are at the front left of the church.

PARKING

Parking is available at the parish parking lot.

Convenient street parking can be found on Hawk, Ibis, Fort Stockton, and West Lewis Streets.

Guests unfamiliar with location should be given adequate directions in advance. Keep in mind that most weddings and rehearsals are scheduled outside of normal Parish Office hours and calls from guests en route may present difficulties to all. You also can access the directions from our website: www.vincentcatholic.org.

Initials of Bride _____ Initials of Groom _____

CEREMONY GUIDES

1. With the permission of the pastor, a priest or deacon from another parish is welcome to perform or assist at the ceremony with the submitted required forms.
2. Written guidelines are provided relating to (a) photographers, both still and video; (b) flowers, plants and interior decor; and (c) music for the ceremony. These guidelines are to be observed at the ceremony.
3. Promptness in starting rehearsals and ceremonies is an absolute requirement; quite often other services are scheduled for times closely preceding or following your use of the Church.
4. The clergy must approve all music selections unless you are working with one of our own musicians from St. Vincent's.

TIMES OF WEDDINGS

Most weddings occur on Saturday. The times available on Saturdays are
between 10:00 a.m. and 1:00 p.m.

REHEARSAL FOR WEDDINGS

Rehearsals are held usually on Friday evenings, depending on availability. The rehearsal is scheduled with the priest.

WEDDING OFFERINGS

It is customary to make an offering to the church on the occasion of the celebration of a marriage. This offering is for the on-going work of the parish and to cover expenses. Our current fee is \$800.00 for the Church.

A \$300.00 non-refundable deposit is necessary to secure your date. The balance of your fee is due and payable directly to St. Vincent's Catholic Church at least one month prior to your wedding.

Additional fees and stipends associated with your wedding at the churches are **to be paid one month prior to your wedding** and are paid directly to the following individuals (either in person or by mail):

Initials of Bride _____ Initials of Groom _____

Parish Staff

Mrs. Teresa Gobiecki	Business Manager	(619) 299-3880
Mrs. Richaél Lucero	Administrative Assistant	(619) 299-3880
Mrs. Nicolette Sarrat	Wedding Coordinator	

teresa@vincentcatholic.org
office@vicentcatholic.org
nico@vincentcatholic.org

To arrange for an appointment, call the Parish Office, (619) 299-3880.

Initials of Bride _____ Initials of Groom _____

REHEARSAL DATA FORM



St. Vincent de Paul
San Diego, CA 92103

Please complete and return this form to the Parish Office
ONE MONTH PRIOR TO THE WEDDING

This information will enable your assigned Wedding Coordinator to more effectively assist you and the wedding party at the rehearsal and the wedding ceremony.

Wedding Date: _____ Time: _____ Rehearsal Date: _____ Time: _____

Celebrant: _____ Other Clergy: _____

The Wedding Party

Decide on the order of entry of bridesmaids and groomsmen

Groom: _____ Day Phone #: _____

Bride: _____ Day Phone #: _____

Best Man: _____ Day Phone #: _____

Address: _____

Maid/Matron of Honor: _____ Day Phone #: _____

Address: _____

Ring Bearer: _____ Flower Girl: _____

Number of Groomsmen: _____ Bridesmaids: _____ Ushers (if applicable): _____

(exclude Best Man)

(exclude Maid of Honor)

PRE-CEREMONY

Those to be escorted and seated before the wedding procession.

Grandparent(s) of the Groom: _____ Escorted by: _____

Grandparent(s) of the Bride: _____ Escorted by: _____

Mother of the Groom: _____ Escorted by: _____

Mother of the Bride: _____ Escorted by: _____

Others: _____ Escorted by: _____

Initials of Bride _____ Initials of Groom _____

CEREMONY DETAILS

1ST Reading – Old Testament: pages 16-32 (B 1-9)
Read by: _____ No. B-____

Responsorial Psalm: pages 36-41 (C 1-7)
Recited/Sung by: _____ No. C-____

2ND Reading – New Testament: pages 44-65 (D1-13)
Read by: _____ No. D-____

Gospel: pages 70-85 (F 1-10) No. F-____

Prayer of the Faithful: pages 91-92, 107 (J 1-3) No. J-____
Read by: _____

Presentation of the Gifts: (Only if having Communion. Must be teenagers or adults. Only two are needed.)

Name of Florist: _____ Telephone: _____

Email: _____ Date paperwork turned in: _____

Name of Photographer: _____ Telephone: _____

Email: _____ Date paperwork turned in: _____

Name of Videographer: _____ Telephone: _____

Email: _____ Date paperwork turned in: _____

THE BRIDE’S REPRESENTATIVE, FLORIST, VIDEOGRAPHER AND THE OFFICIAL PHOTOGRAPHER(S) ARE TO ACKNOWLEDGE THEIR UNDERSTANDING AND ACCEPTANCE OF THESE GUIDELINES.

Initials of Bride _____ Initials of Groom _____



GUIDELINES FOR FLOWERS AND ENVIRONMENT IN THE CHURCH

Flowers and plants add to the beauty of the ceremony when properly arranged and displayed. Please consult with the priest or deacon to assist you with your question on floral arrangements and Church environment.

The following information is intended to guide you and avoid any misunderstanding among all involved with your ceremony.

ALLOWED:

1. One or two arrangements, on the sanctuary steps. Boston ferns or other green foliage are a relatively inexpensive alternative to floral arrangements.
2. One or two arrangements in front of the altar (no more than 39" high).
3. Any use of candelabras or candles must be discussed and approved by the Wedding Coordinator.

NOT ALLOWED:

1. No flowers or decorations are allowed on the altar.
2. No flowers or decorations in or around the Baptismal Font.
3. No artificial plants.
4. No aisle runner of any type.
5. No sticky-tacky tape, no nails or push-pins of any type.
6. Connecting pews by swags is not allowed
7. **NOTHING RELEASED or THROWN** before, during or after the ceremony. No balloons, butterflies, bubbles, birdseed, confetti, flower petals, live birds, etc. at any time on church property. **No exceptions!**

It is acceptable - and welcomed - to leave the flowers in the Church for use in the following Sunday Mass schedule.

Seasonal and special decorations for holidays placed by St. Vincent's will not be removed for your ceremony.

St. Vincent's is not responsible for any goods delivered to or on church premises including flower, floral stands, baskets and other personal items left in the church or on church premises, before, during or after the wedding. Prompt delivery and timely pick-up is required.

THE BRIDE'S REPRESENTATIVE AND THE OFFICIAL FLORIST ARE TO ACKNOWLEDGE THEIR UNDERSTANDING AND ACCEPTANCE OF THESE GUIDELINES.

Name of Florist: _____ Telephone: _____

Email: _____ Date: : _____

Signature: : _____

Initials of Bride _____ Initials of Groom _____



GUIDELINES FOR PHOTOGRAPHERS



Pictures are an important part of a wedding celebration. In order to make this a pleasant and enjoyable experience for all, we have set guidelines.

IT IS IMPORTANT THAT THE RESPONSIBLE INDIVIDUALS OF THE WEDDING PARTY, AS WELL AS EACH PHOTOGRAPHER, BE AWARE OF AND CONFORM TO THESE GUIDELINES.

GENERAL DEPARTMENT

Photographers must see to it that reverence and respect are observed in Church at all times. **The dignity of the church setting and the wedding ceremony must be maintained at all times.** No personnel or studio equipment is ever allowed on the raised sanctuary area.

In keeping with the sacred occasion celebrated and the formal wedding attire of the bridal party, all camera personnel must be properly dressed ~ no jeans, shorts, cutoffs, bare midriffs, etc. Inappropriately dressed personnel will not be allowed in the church during the ceremony. Because of the hard surface of the floor, shoes should have “quiet soles”.

EQUIPMENT LIMITATIONS

1. Photographers and videographer are limited to the use of cameras and tripods only.
2. Maximum 2 videographers in church during ceremony. Our sound system does not have direct access for videographer use. The celebrant will wear a microphone for the ceremony, any microphone equipment specific to videographer needs are at the discretion of the Celebrant (Priest or Deacon performing your wedding).
3. Maximum 2 photographers in church during ceremony.
4. Studio equipment such as umbrellas, backdrops, etc. are not allowed prior to or during the ceremony.
5. The aisles, entryways and other access areas are to be kept clear of photographer’s equipment.
6. Photographer/videographer equipment bags are to be stored away from obstruction during the ceremony.
7. If video is used, the photographer must use a battery pack.
8. Wires, cables and electric cords are not permitted.
9. Sticky tape is not permitted on the furnishings or floor.

FLASH and Position LIMITATIONS

Flash pictures are allowed before and after the ceremony, but NOT DURING the ceremony. The official photographer may take non-flash pictures during important parts of the ceremony from the side aisles or from the balcony, using discretion so as not to be disruptive (a few clicks but not a succession of limitless clicks during important moments). Camera is to be on **SILENT shutter** during ceremony.

The official photographer may take pictures of the bridal party processing into the church from back pew. The photographer is requested to stand beside the pew and not take a position in the center of the aisle.

LOCATION LIMITATIONS

Photographers & Videographers may not disrupt the ceremony. One Photographer & One videographer may be placed & stationary at opposite front arches (near the 1st pew, on window side) during the ceremony.

The patio and the walkway on either side of the Church are beautiful settings for portraits and casual pictures. Any formal wedding portrait that requires special lighting and/or backdrop must be taken at the photographer’s studio.

Initials of Bride _____ Initials of Groom _____

TIME AND SCHEDULE LIMITATIONS

The photographer and the bridal party should arrive in ample time for pre-ceremony picture taking. If pictures are planned in the Church before the ceremony, it is necessary first to determine if the Church is available. Because other ceremonies and functions may have been scheduled, obtain prior approval from your Wedding Coordinator or from the Parish Office.

Photographers must have COMPLETED pre-wedding photographs 30 minutes prior to the scheduled time for the ceremony.

Posed pictures may be taken in the Church following the wedding. A maximum of 30 minutes is allowed, but not past 3:15PM on Saturdays at St. Vincent's.

The gathering and line-up for all wedding processional participants will begin 15 minutes prior to the scheduled wedding time.

AMATEUR PHOTOGRAPHERS

Amateur pictures taken by relatives and friends may not be done in the Church. Experience has shown that such situations cannot be controlled and the result is a distraction from the solemn and sacred ceremony. In Church pictures can adequately be provided by the official photographer only — family, guests and friends are welcome to photograph outside the Church.

WEDDING PLANNER/COORDINATOR

In keeping with the solemnity of the Sacrament of Marriage, the church the priest or deacon is responsible for the rehearsal, implementation of church policies, and ceremony. If you have contracted another wedding planner/coordinator to help with your wedding planning, they are not to disrupt and interfere with the guidelines and direction of the church wedding coordinator. Failure to abide by these guidelines will result in the dismissal of their services on the premises of St. Vincent's.

THE BRIDE'S REPRESENTATIVE AND THE OFFICIAL PHOTOGRAPHER(S) ARE TO ACKNOWLEDGE THEIR UNDERSTANDING AND ACCEPTANCE OF THESE GUIDELINES.

Name of Photographer: _____ Telephone: _____

Email: _____ Date: _____

Signature: _____

Name of Videographer: _____ Telephone: _____

Email: _____ Date: _____

Signature: _____

Name of Wedding Planner: _____ Telephone: _____

Email: _____ Date: _____

Signature: _____

Initials of Bride _____ Initials of Groom _____

PARISH GUIDELINES FOR MUSIC



St. Vincent de Paul

Your decision to share your lives and to grow together in Christian love calls for a special celebration within the faith-community, your parish. Everything about the wedding ceremony should witness to all those present your understanding that you are entering a sacred and holy union. Therefore, everything about the service, including the music, calls for careful planning that will contribute to that understanding. Everyone present at your wedding should be led by the dignity and beauty of the liturgy to a deeper understanding of Christian marriage and, consequently, to a greater commitment to it. In a sense, your wedding is a gift to your family and friends. It is your invitation for them to enter into and share your faith, your love and your prayer.

The guidelines for wedding music for the Diocese of San Diego outlines the important criteria for music incorporated into the liturgy for the Sacrament of Matrimony. It is important that you familiarize yourself with these criteria and guidelines.

There is a vast repertoire of beautiful and appropriate Catholic worship music available and the Church Musician is a very knowledgeable guide to assist you in the music for the wedding ceremony and to effect our liturgical responsibilities, we require you to coordinate all music with our Church Musician at an early, mutually convenient time.

The policies include the following:

1. If you choose to have a cantor they must be a regular cantor for liturgies.
2. Only musicians specifically authorized by the Church Musician's may play the organ/piano.
3. Musical instruments are not limited to the organ or piano. Additional outside musicians (strings, brass, etc.) are allowed but only with the consent of the Church Musician. Under no circumstance should the mixer or sound equipment be used by anyone other than the Church Musician from the parish.
4. No recorded — taped music.
5. All music must be within the guidelines of the Diocese of San Diego and St. Vincent's Parish.
6. In order to insure that all music guidelines are followed, you are required to coordinate with the Church Musician. Final arrangements must be approved before you commit to printing any wedding program. The Music Director can also assist you with arranging for other instrumentalists.

Please note that all performing musicians expect to be compensated for their services.

Initials of Bride _____ Initials of Groom _____



We have agreed to the wedding guidelines as prescribed St. Vincent de Paul Catholic Church:

Bride: _____ Telephone: _____

Email: _____ Date: _____

Signature: _____

Groom: _____ Telephone: _____

Email: _____ Date: _____

Signature: _____

Notes: