

WEDDING GUIDELINES

INITIAL CONTACT & DATE OF THE WEDDING

For a wedding at Santa Rosa Church or at the Old Santa Rosa Chapel, please contact our parish office as soon as possible. Our office manager will help you establish a wedding date, rehearsal date, and give you all the information needed. At the outset, please notify the priest you will be working with if either the bride or the groom has ever been married previously.

If you are a visitor, the next thing you must do is obtain permission from your local Catholic pastor to be married at Santa Rosa Church. Please have him fill out the enclosed permission slip which is included in this package; please return it to the parish office (Attn.: Weddings) within two weeks time.

The reservation fee is required to accompany your wedding agreement and permission slip. Your local pastor will complete all the necessary church paperwork with you and send it to us. All paperwork must be at our offices at least one month prior to your wedding day.

Parishioners must meet with our pastor who will guide you in regards to preparation, documentation and liturgy. You do not need a permission slip, but you will need to sign the wedding agreement and secure the wedding date with the reservation fee.

FEES

Church

The wedding fee for a ceremony at Santa Rosa is \$350. It includes the use of the Church and the administration of necessary papers.

Wedding Fee -\$350:

\$150 non-refundable reservation fee, due at time of reserving church, and
\$200 stipend to Santa Rosa Church, due one month prior to the wedding.

The date and hour of your wedding is not confirmed until the non-refundable reservation fee of \$150 is received. The remaining balance is due at least thirty (30) days prior to your wedding date.

Music

Since pre-recorded music is not permitted, musicians are necessary for processional and liturgical music. Standard stipends for parish musicians are \$150 for an accompanist and \$100 for each singer (one or more, as you choose). If you desire special or additional music, there may be additional fees, to be determined in discussion with our musicians.

If you want to bring in other musicians, they will need to discuss the music with our pastor at least one month in advance.

Musicians must be determined and names submitted to our parish office at least three months prior to the wedding. Payment for parish musicians is to be made to Santa Rosa Parish at least one month prior to the wedding.

Minister

Our pastor will preside at weddings for couples who are active members of Santa Rosa Parish. If you are visiting and bringing your own priest, it is your responsibility to compensate the priest directly. If you are not active in our parish and/or are a visitor who needs a priest to preside at your ceremony, please let our office manager know when making initial inquiries, and we will help you in trying to find a priest to preside.

REHEARSAL

To avoid any confusion at the wedding, we ask that all members of your wedding party be present at the rehearsal, including readers, padrinos and other ministers of the celebration. Be sure to bring your marriage license and give it to the presiding priest.

Rehearsals usually are about one hour long. If a visiting priest is officiating at your wedding, he must be here for the rehearsal. If he cannot be at the rehearsal, ask him to write specific instructions for how the rehearsal is to be conducted, and we will bring in someone to lead your rehearsal, for a fee of \$100.

MUSIC

Since your wedding is a religious event, all musical selections are to be of a religious nature. Anything from the secular repertoire must be performed before the ceremony begins as your guests are being seated.

Please contact one of our music directors/accompanists through our office at (805) 927-4816:
Betty Swierk: traditional & contemporary keyboard;
Mark O'Bryan: contemporary guitarist & vocalist;
Jean Matulis: contemporary guitarist and bilingual vocalist.

In addition to a music director, other musicians and vocalists can be added for a wonderful enhancement to your celebration. Our music director will be happy to suggest qualified instrumentalists and vocalists. We strongly encourage you to utilize our trained cantors, especially if you are planning a wedding with a Mass.

You may bring outside musicians and soloists. They may use our piano or our professional electronic keyboard. We do not control their charges and fees; thus, it is your responsibility to take care of that aspect. If you choose only outside musicians and vocalists, the music selection and the guest soloists must be pre-approved by our pastor.

Please remember: pre-recorded music is never allowed at Santa Rosa Catholic Church.

FLOWERS & DECORATIONS

Floral arrangements are beautiful enhancements in front of the altar and the ambo. Any arrangements brought in for the wedding need to stay in the church after your ceremony, to continue to lend to the spirit of prayer in our worship space for the weekend's Masses.

Pedestal arrangements for flowers can only be placed behind the altar, against the wood-slat wall, so that they do not interfere with movement during the wedding.

Florists often have special types of holders for small bouquets on the end of the pews, if you wish. These can be hung on the pews with ribbon, but no tape, staples, tacks or nails can be used on the pews.

Aisle runners or lighted candles in the congregation are not allowed. The throwing of rice, birdseed, candy, etc., inside the church or on the grounds is not permitted. Also, flower petals (real or artificial) may not be thrown inside or outside the church at any time.

Make sure flower arrangements are on display at least 30 minutes prior to the ceremony. Pew decorations must be removed after the ceremony.

Our liturgy team follows the church's seasonal guidelines for the liturgical year, when decorating the church. Flowers, lighting, banners and other materials are used at various times to enhance our celebrations. For this reason, you may not change, alter, or move the décor within the church. Furnishings and settings in the sanctuary are not to be disturbed, obscured or altered.

PHOTOGRAPHS AND VIDEOS

Your photographers and videographers are welcome if they respect the sacred nature of the wedding ceremony. The joy of this day should not be interrupted by photography equipment, recording devices, or photographers. To clarify the specific rules, please provide them with a copy of the following:

Photographers and videographers are expected to conduct themselves in a professional manner befitting a religious ceremony. They should never interfere with the celebration of the ceremony or distract those in attendance. Their movement and noise should be held to a minimum, must be discreet and respectful of the church and not interfere with the flow of the ceremony. Appropriate church dress code is expected (no shorts, tee shirts, jeans, offensive logos, etc.).

Flash photography is not allowed during the ceremony. Flash may be used during the processional, recessional and after the liturgy – never during the liturgy itself.

Photographers/videographers may set up along the side aisles, close to the wall. Once the procession has concluded, they may also set up behind the pews, close to the baptismal fountain. They should not obscure any view of any seated guests. Videotaping equipment should remain stationary. Once the liturgy begins, photographers/videographers are not permitted to roam about the church. The liturgy begins with the entrance procession.

They may not set up in the altar area or anywhere in the sanctuary. The sanctuary, or altar area, may not be entered at any time during the ceremony. No exceptions will be made.

No additional lighting may be brought in during the celebration. Additional lights may only be used for posed pictures after the ceremony. It is never permissible to run extension cords around the church since it creates a safety hazard.

Photographers are not allowed to move, rearrange, or stand on church furniture. This includes not only the altar and ambo, but candles, flowers, chairs, etc. All electrical cords must be securely taped down.

OTHER CUSTOMS

We respect and celebrate different cultures and traditions. If you would like to have a cord (lasso), coins (arras), Bible and rosary, and/or flowers to Mary (ramo), we will joyfully accommodate these beautiful celebrations into the main liturgy. The Unity Candle is not a Catholic ritual, so it is not used.

MISCELLANEOUS

You are responsible for your marriage license. You must bring the license to the rehearsal.

All paperwork and documentation must be completed and submitted to the parish office no later than 30 days prior to the wedding date. It is the responsibility of the engaged couple to make an appointment to see the priest and to consult with him before making any commitments with caterers, reception halls, etc.

Due to the length of the pews, your wedding party cannot exceed eight bridal attendants and eight groomsmen. This includes the maid of honor and the best man.

Required Documents for Marriage Preparation

At the time of reservation:

- Parish Wedding Agreement (below), signed by both people intending to marry.
- If non-parishioners, signed Marriage Preparation & Celebrant Agreement form to marry outside of your home parish from local priest, preparing you for marriage.
- The non-refundable reservation fee. Make check payable to Santa Rosa Church.

During the time of your marriage preparation, the following documents must be provided:

- Baptismal Certificates – Original certificates with notations (sacraments) for the Catholic and Christian parties. Each original certificate must be dated within six months of the proposed wedding date. Contact your church of baptism to obtain a new copy of your baptismal certificate.
- Freedom to Marry Forms are required when the couple is not active members of Santa Rosa Church, or not personally known by the parish staff. Two witnesses will be asked to testify that neither the bride nor groom has been married before.
- Church Pre-Nuptial Investigation for both the bride and the groom will be completed by the priest responsible for the marriage preparation.
- Dispensations, or special permission, if applicable.

At least 30 days prior to wedding date provide the following:

- A copy of the Engaged Encounter Certificate received at the completion of the retreat weekend. Engaged Encounter is required by the Diocese of Monterey for all couples preparing for marriage in the Diocese of Monterey. Please schedule your weekend as early as possible in your marriage preparation, since space and dates are limited. For

registration dates and information, visit www.mcee.com for Monterey Catholic Engaged Encounter, if you live in the Diocese of Monterey. Those from outside our diocese should discuss options with the priest preparing you for marriage.

- A California State Marriage License is required by law for marriages taking place within the State of California. A marriage license is valid for 90 days from the date of application. A Catholic priest cannot marry any couple without possession of a marriage license.
- Remaining balance stipend to the Church, plus fees for musicians.

It is the couple's obligation to be sure that the fees and all paperwork are received by the Parish Office at least 30 days prior to the ceremony. Please do not wait for us to call you. You must take the initiative. If the necessary paperwork is not received one month prior to the ceremony, your wedding ceremony may be cancelled.

For more information, please call our parish office at 805-927-4816, Tuesday through Friday, from 9 a.m. to 5 p.m. You may also email admin@santarosaparish.org

Please return the portion below with non-refundable deposit to reserve a date for your wedding.

Wedding Agreement

Having read the Guidelines for the Sacrament of Marriage at Santa Rosa, we acknowledge that we understand and will adhere to the guidelines and donations contained therein, without exception.

Printed Name of Bride: _____

Address: City, State, Zip: _____

Home Phone: () _____ Alternate Phone: () _____

Email: _____

Bride's Signature: _____ Date: _____

Printed Name of Groom: _____

Address: City, State, Zip: _____

Home Phone: () _____ Alternate Phone: () _____

Email: _____

Groom's Signature: _____ Date: _____

Marriage Preparation & Celebrant Agreement

This form is applicable for couples who are preparing for marriage with a clergy member outside our parish.

This form must be returned to Santa Rosa to secure the date of your wedding, along with a letter of permission to marry outside your local parish, the non-refundable reservation deposit, and the signed Parish Wedding Agreement. The final marriage paperwork and other required documents are not necessary with this letter.

Proposed Wedding Date: _____ Time: _____

Dear Father,

I have met with _____ and _____, members of my parish, and I agree to complete a program of marriage preparation with this couple that is equivalent to the requirements of the Diocese of Monterey and Santa Rosa Church. I will complete all the necessary documentation concerning this marriage and will forward it at least 30 days prior to the date of the wedding.

If I am presiding at this wedding, I am enclosing current documentation that I possess faculties in my home diocese.

Printed Name of Priest/Deacon: _____

Name of the parish: _____

Address: City State Zip: _____

Home Phone: () _____ Alternate Phone: () _____

Clergy Signature: _____ Date: _____

Please sign and return this page.

SANTA ROSA CATHOLIC CHURCH

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