

# *Our Lady of Guadalupe Catholic Church* **SACRAMENTAL MARRIAGE CONTRACT AND PREPARATION GUIDELINES**

## **Eligibility**

The bride and groom are required to meet with the parish Priest who oversees and has final approval over all wedding requests. The Priest will discuss and review Church requirements for a sacramental marriage.

## **Preparation**

The couple, both bride and groom, must register for, and complete **all** Marriage Preparation classes.

## **Behavior**

Engaged couples, their guests, representatives and families must behave in a manner befitting the celebration of a Wedding Mass or Communion Service. The Wedding is a liturgical celebration that will be celebrated in the church. This means that the bride and groom, their guests, representatives and families must follow all church policies and treat all parish staff and volunteers with courtesy and respect.

## **PARISHIONER & NON-PARISHIONER FEES**

**Weddings:** \$700 (Flat Fee) Parishioners and Non-Parishioners  
**A minimum payment of \$200 is required at registration to reserve the date.**

**Anniversaries:** \$350 (Flat Fee) Parishioners and Non-Parishioners  
**A minimum payment of \$100 is required to reserve the date.**

These fees are used to offset the following parish expenses:

- Marriage Preparation Classes (materials and facilities)
- Use of the church or chapel (utilities and maintenance)
- Parish Wedding Monitor
- Facility Preparation (flowers, cleaning maintenance and church supplies)
- Administrative functions

If the couple or family members would like to contribute any additional donations, they may do so by: making a general donation to the church; making a donation towards the parish food pantry ministry; or, by contributing to any of the other parish social services programs. Donations can also be made towards the parish wish list which can be found at [www.olgaustin.org](http://www.olgaustin.org). All contributions are voluntary and tax deductible.

All fees must be paid in full 30 days prior to the scheduled ceremony date.

## **Cancellation Guidelines**

**Cancellations must be made no later than 30 days from the contract signature date. Failure to cancel within the first 30 days will cause a forfeiture of the down payment.**

# CEREMONY GUIDELINES

## Mass and Rehearsal Times

- Weddings are held on Saturdays at 2:00 p.m. and 4:00 p.m. As a courtesy to our Priest and Parish Wedding Monitor; we ask that the wedding party arrive 30 minutes prior to the scheduled ceremony. The ceremony is to begin promptly at the scheduled time. \_\_\_\_\_ (Bride) \_\_\_\_\_ (Groom) (initials)
- Rehearsals are scheduled on the preceding Thursday from the scheduled wedding ceremony date at 5:30p.m. or 6:00p.m. Rehearsals are scheduled for one (1) hour and it is the responsibility of the bride and groom to ensure that the wedding party arrive on time. On dates where two weddings are scheduled, it is especially imperative that the wedding parties arrive on time and be prepared to conduct the practice in an organized and timely manner. We ask that everyone conduct themselves in an orderly and respectful manner while in the church (see **Behavior** guidelines above).

**Absolutely, no food, drinks, tobacco or alcohol are allowed in the Church. Please share this information with your wedding party, family and friends.**

## Attire

Please remember that you are at the church for the sacred and solemn celebration of the Wedding Mass and **all**, especially the wedding party should be appropriately dressed out of respect, honor and reverence for the real presence of God. Brides and their bridesmaids must dress modestly. **For this reason, sleeveless or strapless dresses are strongly discouraged.** Dresses must be at least knee length. Bridesmaids who arrive in dresses that are sleeveless or strapless **must** wear a shawl or other suitable wrap while in the church. No visible cleavage, bare midriffs, short length, high slits, tight and form fitting, low cut necklines, or backless gowns are allowed. If necessary, you may need to purchase one dress that is appropriate for the mass and another for the celebration following the mass. If you have questions as to whether or not a dress is appropriate, please contact the parish Wedding Monitor **prior** to the purchase.

## Church Decorations

Throughout the year, the church is decorated to reflect the various liturgical seasons with banners, altar cloths, and backdrops. **You are restricted from moving or removing any items from the sanctuary area.** Listed below are decorating guidelines that must be followed:

- The church will provide a satin covered kneeler and chair at the altar for the bride and groom.
- Bows, ribbons and floral arrangements may be used to adorn the pews in the center aisle. When attaching flowers, bows or other decorative arrangements to the pews, **do not use wire, tape, pushpins, thumbtacks or anything that will damage the wooden pews.** Pew clips or ribbons are acceptable and are sold at party supply stores.
- Please remove pew decorations immediately following the mass and before leaving the church. We are not responsible for items left in the church following the ceremony.
- You may arrive at the church one (1) hour prior to the ceremony to decorate. Please notify the Parish Wedding Monitor in advance of your intent to ensure church access.
- Rice, flowers, potpourri and birdseed are prohibited in and outside of the church for safety and liability reasons. Slipping on these items could cause serious injury to you, your wedding party and guests.
- Dove and Butterfly releases are allowed **outside** of the church.
- Candelabra and arches are not allowed in the church.

- There are two (2) options available for church flowers:
  1. The church prepares and purchases flowers for the weekend Masses. If you choose to utilize the existing flowers, you may submit your color schemes and suggest some flower selections two weeks prior to the scheduled wedding date. If **two** ceremonies are scheduled on that day, the floral arrangements will be neutral enough to complement each ceremony.
  2. You may elect to purchase additional flower arrangements of your choice to be used in conjunction with the church flowers, however, **you may not move or replace any of the existing floral arrangements that are in place for the weekend Masses.** You may bring in two extra arrangements for the high altar; one large arrangement to put in front of the pulpit; and small arrangements to put on the tables by the entrances of the church. You must remove and take any additional arrangements you bring with you immediately following Mass. If you would like to leave your flowers in the church, please make prior arrangements with the Parish Wedding Monitor.

## **Music**

It is your responsibility to contract your Wedding music. **Outside instrumentalists, vocalists and Mariachi groups are allowed with pre-approval from the Parish Wedding Monitor.** If the church sound system, piano or organ are to be used by an outside source, please obtain approval from the Parish Wedding Monitor in advance. **Only liturgically appropriate music is permitted at the ceremony.**

## **Photography Guidelines**

- Only two photographers and two videographers are allowed during the mass celebration. It is extremely important that they remain respectful of the sacred space (Alter). We recommend that they attend the rehearsal for logistical purposes.
- The videographer must remain stationary in the choir loft or at either side aisle but is NOT allowed beyond the front columns (nearest alter) during the ceremony.
- The photographer may be mobile in the church during the ceremony but limited to the choir loft, either side aisle, behind the front columns (nearest alter) or the Cry Room as long as they are not a distraction. Most importantly, they must NOT enter the altar area at any time during the ceremony. The use of flashbulbs or any other bright lights are prohibited during the ceremony.
- Please advise your guests and family **not** to take photos during the ceremony. The service of your professional photographer is costly and you don't want them to interfere with his professional work.
- Thirty (30) minutes prior to or after the ceremony is allowed for taking posed photographs. We ask that you provide your photographer with a list of pre-planned photos in order to best utilize the time allotted. Please inform the Parish Wedding Monitor, at the rehearsal, of your time choice. Also, inform the Monitor of your desire to have a photo taken with the presiding priest or deacon. **Post ceremony photography may not exceed 30 minutes.**
- Only one portrait is allowed in the church. It may be displayed in the church narthex (foyer) on an easel provided by the Wedding party. **No portraits are allowed on the altar.**

## **Stipends**

A stipend or donation is acceptable for the presiding priest or deacon. The parish does not have established fixed fees. The stipend is at your discretion. Ideally, stipends are commensurate with the size and scale of the ceremony and the amount of time that has been contributed to the event. A stipend is separate from any fees or donations paid for the use of the facility.

## **Wedding Reception**

The Parish Hall is available for Wedding rehearsal dinners and receptions. For rental information, please call the office at 512-478-7955.

## **Contract Agreement Authorization**

Your signature below indicates your understanding and agreement of the aforementioned Sacramental Marriage Contract and Preparation Guidelines:

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date