

Our Lady of Guadalupe Catholic Church
Quinceañera Contract, Fees and Ceremony Guidelines

Eligibility

The Candidate must be baptized and have received the sacrament of first communion. Copies of these certificates must be turned in at the time of registration/scheduling.

Preparation

The candidate and parents must schedule an initial meeting with the Parish Priest who will discuss and review requirements and provide final approval of the candidate's eligibility.

Once approved, the Candidate must register for and attend **all** Quinceañera classes. Parents are **required** to attend the first and last Quinceañera class with their candidate.

Behavior

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

Parishioners & Non-Parishioners Fees Parishioner

\$700 (Flat Fee) Need a \$200 minimum down payment to book the church
(\$250 for each additional girl)

These fees are below parish cost, and are used to offset the expenses associated with the following:

- Quinceañera Class and Preparation Program
- Use of the church or chapel (utilities, light maintenance)
- Quince Coordinator
- Facility Preparation (Mass prep, Church Supplies)
- Administrative functions

If the Quinceañera or his/her family voluntarily wish to contribute more than the fees listed above, they may do so by making a general donation to the church; to our food pantry; other social services programs; or, to the parish wish list which can be found at www.olgaustin.org. All contributions are voluntary and are tax deductible. The Quinceañera fee must be paid in full 30 days prior to the ceremony.

You have 30 days after signing this contract to cancel the ceremony. Failure to do so will cause a forfeiture of the down payment. Payments are fully refundable when a cancellation is made within 30 days from the signature date of this contract.

Ceremony Guidelines

Mass and Rehearsal Times

- Quinceañeras are held on Saturdays at 2:00 p.m. or 4:00 p.m. _____ (initials)

- Rehearsals are scheduled on the preceding Thursday at 5:30 or 6:00 p.m. The rehearsal is scheduled for one (1) hour and it is your responsibility to ensure that all the attendants arrive on time. There are weekends when two ceremonies are scheduled; therefore, everyone must be punctual. We ask that everyone conduct themselves in an orderly and respectful manner while in the church (see behavior guideline above).

Absolutely, no food, drinks, tobacco or alcohol are allowed in the Church.
Please share this information with your entire Quinceañera party.

Attire

Please remember that you are at the church for the sacred and solemn celebration of the Quinceañera Mass and all, especially the Quinceañera party should be appropriately dressed out of respect, honor and reverence for the real presence of God. Honorees and their court must dress modestly. **For this reason, sleeveless or strapless dresses are strongly discouraged.** Dresses must be at least knee length. Honorees or attendants 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, skin-tight, low cut necklines, or backless gowns are allowed. This is not appropriate for the presence of Christ or a sacred celebration. If necessary, you may need to purchase one dress that is appropriate for the church and another for the party afterward. If you have questions as to whether or not a dress is appropriate, contact the Quinceañera coordinator **prior** to purchasing it.

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 guidelines to follow:

- The church will provide a satin covered kneeler and chair at the altar for the honoree.
- Bows, ribbons and floral arrangements may be used to adorn the pews in the center aisle. **Do not use wire, tape, pushpins, thumbtacks or anything that would damage the pew to attach the bows.** Pew clips or ribbons are acceptable and are sold at party supply stores. There are many celebrations here at OLG and continual exposure to unsuitable décor will damage the church and furnishings.
- Please remove pew decorations before leaving the church. We are not responsible for items left behind.
- You may arrive at the church one (1) hour prior to the ceremony to decorate. Please give the Quince Coordinator advance notice.
- 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 and your guests.
- Dove and Butterfly releases are only allowed outside the church.
- Candelabra and arches are not allowed in the church.

There are two (2) options available for church flowers:

1. Use the flowers that are prepared for weekend Masses. This allows you to submit your color schemes and suggest some flower selections. **If two ceremonies are scheduled on that day, the floral arrangements will be neutral enough to compliment each ceremony.** All floral arrangements must remain in the church for the weekend Masses.
 2. Purchase flowers of your choice to go with the church flowers. **You may not move the floral arrangements that are prepared for the weekend Masses.** You must take any additional arrangements you bring with you immediately after the Mass. You may bring in two extra arrangements for the high altar; one large arrangement to put in front of the pulpit; small arrangements to put on the tables by the entrances of the church. If you would like to leave your flowers in the church, please make prior arrangements with the Quince Coordinator.
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Music

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

Photography Guidelines

- Only two photographers and two videographers are allowed. It is extremely important that they remain respectful of the sacred space. 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 NOT past the front columns 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 column) 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 guests and family that they are **not allowed** 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 Quince Coordinator 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 family. **No portraits are allowed on the altar.**
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Stipends

A stipend or donation is acceptable for the presiding priest or deacon. The parish does not have fixed fees established - it 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 fee or donation paid for the use of the facility.

Quinceañera Reception

The parish hall is available for Quinceañera rehearsal dinners or receptions. For more information, please contact the Church Office at 478-7955.

Your Signature below indicates your understanding and agreement with the aforementioned Quinceañera Contract, Fees and Ceremony Guidelines:

Signature of Honoree

Date

Signature of Parent(s)

Date