St. Vincent de Paul

Catholic Church

Wedding Packet

Checklist

**St. Vincent de Paul**

**4077 Ibis St.**

**San Diego, CA 92103 (619) 299-3880**

**(619) 299-9509 fax** [**www.vincentcatholic.org**](http://www.vincentcatholic.org/)

**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:

$400 non-refundable deposit for Church reservation to St. Vincent de Paul Date:

$100 payment for marriage preparation & materials 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:

**One Month Before the Wedding…**

Date & Time Set:

Final Payment due Amount: Date Sent Payment due Wedding Coordinator Amount: Date Sent

Other:

California Civil Marriage License due \* Date Sent: All paperwork prepared by clergy due to St. Vincent’s Date Sent: REHEARSAL DATA FORM due to Wedding Coord. Date Sent:

**\* If out of state, California Marriage License must be given to St. Vincent’s**

**NO LATER than the rehearsal.**

**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 review the Marriage Ceremony guidelines 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.

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.

**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 DEPORTMENT**

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.](http://www.vincentcatholic.org/)

**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 2:00 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. There is also a specific Marriage Preparation & materials cost of $100.00 to help cover costs of supplies, materials, & office operations during the marriage preparation period.

**A $400.00 *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):

|  |  |
| --- | --- |
| **Parish Staff** |  |
| Mrs. Teresa Gobiecki | Business Manager | (619) 299-3880 | teresa@vincentcatholic.org |
| Ms. Nico Perez | Admin Assistant | (619) 299-2880 | office@vincentcatholic.org |

**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: Bride:

Best Man:

Day Phone #: Day Phone #:

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)

Escorted by:

**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.)