



MARRIAGE PROCEDURES

SAINT VINCENT DE PAUL CATHOLIC CHURCH
HUNTINGTON BEACH, CALIFORNIA

- ❑ Marriages at Saint Vincent de Paul Church take place on Saturdays at 10:00 AM, 12:00 NOON and 2:00 PM. No marriages take place after 2:00 PM on Saturdays. Friday evening weddings at 4:00 PM, 5:00 PM or 6:00 PM may be planned if a priest is available.
- ❑ All marriage requests are to be referred to one of our priests. They are the only ones to give out information regarding available dates.
- ❑ Marriage dates are to be set by the priest unless the priest has given authority to enter the date into the marriage book to the receptionists.
- ❑ A wedding date must be set at least three (3) months prior to the anticipated marriage. Six months is recommended.
- ❑ The bride and/or groom should be registered members of Saint Vincent de Paul Church. If one or both are registered they must make an appointment with one of our priests before a date can be set. If one or both live within the boundaries of the parish and are not registered members, they must register. If both live outside the parish but are actively involved in the parish, they must register. *If they are not registered members, do not live within the confines of the parish and do not attend Mass at St. Vincent de Paul Church it would be appropriate to be married in the Church where the bride and/or groom live.*
- ❑ If the bride and groom are registered in another parish or attend Mass regularly in another parish and wish to be married in our Church by our priest, permission must be given by one of our parish priests. Some connection with the parish (family etc.) must be established. If permission is given, a letter of permission by their Pastor must also be obtained.
- ❑ All weddings of "non-parish members" and recently registered parishioners (registered within 6 months of first meeting with the priest or deacon to set a wedding date) require an additional \$700.00 toward the Church Donation to assist long-standing members in their ongoing support of the church.
- ❑ If the bride and groom would like another priest other than our parish priest to celebrate their marriage, permission and delegation must be given by one of our priests.

- Please note that the bride, groom and all members of the Wedding Party must dress modestly and appropriately. For the women, no strapless or short dresses (dresses should be close to the knee). For questions contact the Wedding Coordinator.

OVER → →

- Church Donation \$500.00

A non-refundable deposit of \$200.00 will be required within one week of setting the wedding date. This is required to secure the wedding date. The remaining \$300.00 is to be paid **30 days prior** to the wedding.

There is no "charge" to be married. This offering supports ongoing Church ministries. It is not a gift to the officiating priest.

- Fees

1.) Two Altar Servers \$ 20.00

2.) Wedding Coordinator and Rehearsal \$200.00

3.) Organist* \$175.00

4.) Soloist /Singer/Cantor* \$175.00

5.) An optional gift may be given to the priest.

These fees must be paid **30 days prior** to the wedding.

*Only the Saint Vincent de Paul organist and soloist/singer/cantor may provide music leadership for the Wedding Mass. Other musicians may be added in collaboration with the parish organist. A guest cantor (friend or relative) may provide singing for one or two songs only in addition to the paid parish cantor. Cantors from other parishes may not lead the music. All music arrangements are made through the parish organist who **MUST** be contacted **2 months prior** to the wedding.

- The Church Donation and Fees are negotiable based upon need in relation to other wedding expenses.
- No Mariachi music before, during or after the ceremony in the church or courtyard.
- If the couple decides to provide their own organist, an "organist bench fee" of \$150.00 is also paid to the St. Vincent de Paul Church parish organist who will also be present at the Wedding Mass.
- Prior to the wedding the parish secretary completes the civil Marriage License with the appropriate information as well as the church Marriage Certificate with the church seal.
- After the marriage has taken place the civil Marriage License along with the completed paperwork is given to the parish secretary by the priest. The secretary makes a copy of the License and mails the original to the County of Orange Records Office. The copy is placed in the parish Marriage Record envelope. The marriage information is then entered into the Church Marriage Register. A notification of Marriage is sent to the Catholic member's Church of Baptism. The Marriage Record envelope is then filed by the groom's last name in the parish archives.
- The couple may obtain an official copy of their civil Marriage License by contacting the County of Orange Clerk-Recorder at P.O. Box 238, Santa Ana, CA 92702.



FLORAL GUIDELINES ETC.

SAINT VINCENT DE PAUL CATHOLIC CHURCH
HUNTINGTON BEACH, CALIFORNIA

Please give a copy of these guidelines to your florist, or to the person who will be decorating the church for your wedding.

Marriage is a sacramental religious ceremony. The florist and others participating in the planning of the wedding will contribute greatly to the spirit of the worshipping assembly by their artistic contribution. To facilitate your role in the wedding, St. Vincent de Paul Church offers you the following list of guidelines, which are to be followed at the church.

- ❑ FLOWERS: Preparations must be made with a florist whom the Wedding Coordinator can recommend. Only one large flower arrangement is permitted. This will be placed on the sanctuary steps in order to not block the view of the altar. Other arrangements are not permitted in the sanctuary or altar areas. At certain times of the year, the Church is decorated to coincide with specific themes and liturgical seasons. These decorations cannot be removed, and the Wedding Party will work around them. This often occurs around Advent, Christmas, Lent and Easter. Flower stands available for your use. No artificial flowers are permitted.
- ❑ CANDLES: No candles may be used.
- ❑ PEW DECORATIONS: You may secure bows or floral arrangements to the pews **only** with a rubber band which will not damage the wood. No decorations can block the passage into the pews. Decorations must be discussed with the Wedding Coordinator.
- ❑ AISLE RUNNERS: Aisle Runners are NOT allowed for safety reasons. There is no way to secure the runner to the concrete floor.
- ❑ TRASH: Please do not leave your empty boxes, trash, decorations etc. outside or around the church. Please use our trash bin located in the parking lot.
- ❑ RICE, ETC: The use of rice, confetti, rose petals, birdseed, bubbles, etc. is FORBIDDEN on Church property. These items can be very hazardous, and they are difficult to clean up.

Thank you for your cooperation.



PHOTOGRAPH / VIDEO GUIDELINES

SAINT VINCENT DE PAUL CATHOLIC CHURCH
HUNTINGTON BEACH, CALIFORNIA

Please give a copy of these guidelines to your photographer / videographer

Photographers / Videographers must remember that this is a religious ceremony. The basic underlying principle is that his/her actions should never be a distraction at the ceremony. The Photographer / Videographer is asked to follow these guidelines:

PHOTOGRAPHER

- ❑ The Photographer is not allowed in the sanctuary (altar area) during the ceremony.
- ❑ Photographs taken from the back of the church may be taken in the center aisle, in the nave of the church, *beyond* the last pew up until the Liturgy of the Eucharist. Once the Gifts are presented for the Liturgy of the Eucharist the photographer may stand *behind* the pews, but not in the aisle.
- ❑ From the front of the church, one photographer may stand in the choir area next to the organ. Discuss this location with the Wedding Coordinator.
- ❑ The Photographer is free to be in the center nave aisle near the back pews during the opening and closing processions.
- ❑ During the ceremony only time exposures are available. (No flash)
- ❑ During the Processional, Flowers to Mary, the Final Blessing and the Recessional, flash may be used.
- ❑ Pictures in the Church after the ceremony are allowed for only fifteen (15) minutes from the end of the wedding ceremony. It must be remembered that the Church is not a studio; it is a sacred place. It is the photographer's responsibilities to have the wedding party maintain a sense of decorum in the church building during photographs. If there is loud conversation or unruly conduct, the photography session in the church will need to be ended but can continue outside.
It must be remembered that there are other weddings and services scheduled immediately after the ceremony.
- ❑ If the couple would like a picture with the priest, this should be the first photograph, immediately after the wedding.

VIDEOGRAPHER

- ❑ Video cameras may be used during the wedding ceremony. NO lighting is permitted. The camera(s) must be fixed in one location only and may not be moved during the ceremony. One should be located in the choir area, to the right of the sanctuary. Another camera may be placed in the rear of the Church. Video cameras are not permitted in the sanctuary of the church. (NOTE: To record on the video from the

church sound system, use a female XLR. The system provides a balanced line level signal and pin 2 is hot. A Sescom IL-19 line matching transformer is recommended. It is a line level isolation transformer and is designed to reduce hum.