

By signing this booklet, you acknowledge that you have received and read the wedding booklet and agree to the terms and conditions stated therein. Please note, that it is your responsibility to make sure that all participants of your wedding are aware of this agreement and to make sure they abide by the guidelines stated in this booklet.



WEDDINGS

Bride

Date

Groom

Date

ST. PAUL CATHOLIC NEWMAN CENTER

1572 E. Barstow Ave.

Fresno, CA 93710

(559) 436-3434

www.fresnonewmancenter.org

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Christian Marriage

Marriage in the Church is a sacred event—a sign of God’s active love within the Christian community. This love is made visible in the Sacrament of Marriage: a man and woman promising to be faithful to each other through life as husband and wife. The expression of this mutual love is a source of joy to the entire Christian community.

St. Paul Catholic Newman Center parish looks forward to celebrating your love on the day of your wedding. In order to promote the sanctity and dignity of your marriage, we offer you this booklet of guidelines and suggestions. It provides details which will facilitate the organization of your wedding plans.

If you have any questions regarding these guidelines, please feel free to contact the Wedding Coordinator.

May you find true joy as husband and wife on your wedding day and all the days of your life.

~The Staff of St. Paul Catholic Newman Center

Who can be married at St. Paul Catholic Newman Center?

At least one party must be:

- Catholic
- A registered member of St. Paul Catholic Newman Center Parish. This includes any son or daughter of a registered family or a student of any area college or university.

Couples who belong to another Catholic parish or are not registered at the Newman Center must secure a written letter from their pastor giving permission for them to be married in this parish, or they may choose to register and become active parishioners of St. Paul Catholic Newman Center six months prior to the wedding. **Couples planning marriage should first contact the parish office manager, Cristina Oseguera. This must precede any scheduling of dates and times or plans for reception halls.**

CONTACT INFORMATION

• Presiders

Deacon John Supino 559-436-3434 ext. 103
Parish Deacon
john.supino@fresnonewmancenter.org

Rev. David Gutierrez, CMF 559-436-3434 ext. 114
Campus Minister
David.gutierrez@fresnonewmancenter.org

Rev. Rubi Peter, CMF 559-436-3434, Ext. 105
University Parish Chaplain
father.rubi@fresnonewmancenter.org

• Marriage Preparation

Engaged Encounter

• Music Coordinator and Videographer

Alberto Navarro 559-436-3434. Ext. 107
Director of Liturgy
alberto.navarro@fresnonewman.org

• Wedding Coordinator

Alberto Navarro 559-436-3434. Ext. 107
Wedding Coordinator
alberto.navarro@fresnonewman.org

• Office Manager

Cristina Oseguera 559-436-3434, Ext. 101
cristina.oseguera@fresnonewmancenter.org

CHURCH FEES

A **non-refundable** wedding deposit of \$100 is needed to secure your wedding date. **All remaining fees must be paid thirty (30) days before your wedding date. All fees for the wedding and associated services are non-refundable within thirty (30) days of your wedding date.**

Fees: \$950.00 which include:

- \$950.00 for the Wedding and associated services :
the use of the chapel for the rehearsal and wedding, use of the bridal room, and the marriage preparation process with the clergy Prepare / Enrich Assessment, workshop and counseling, and honorarium for priest or deacon. A wedding coordinator will walk the process with you through rehearsal and your wedding day

Other Fees:

- \$200.00 to staff musician to monitor the sound system (if an outside musician is used).
- Organist / musicians: fees \$200 per person
- Parish Videographer: fees by arrangement

NECESSARY DOCUMENTS (AT LEAST THIRTY (30) DAYS IN ADVANCE)

BAPTISM CERTIFICATE

Each Catholic must submit a recently issued baptism certificate **with notations**. This **must be dated within six (6) months of their wedding date**. If your First Communion and / or your Confirmation is not notated on your Baptism certificate, you must submit copies of those certificates. These can be obtained by contacting the church of your baptism.

FIRST COMMUNION AND CONFIRMATION CERTIFICATES

If a Catholic has not yet received these sacraments, possible ways of doing so before or after the wedding date will be discussed by the priest or deacon.

PRE-NUPTIAL QUESTIONNAIRE

The pre-nuptial questionnaire must be completed by each party with the assistance of, and in the presence of, the deacon or priest prior to the wedding day.

FREEDOM TO MARRY AFFIDAVIT

The Freedom to Marry Affidavit must be completed with the assistance of and signed in the presence of the deacon or priest prior to the wedding day.

CIVIL MARRIAGE LICENSE

It is necessary to obtain a civil marriage license prior to your church wedding. Once issued, the license is valid for ninety (90) days. The license should be submitted to the church office or Wedding Coordinator **at least thirty (30) days before your wedding day**. The priest / deacon officiates for the State of California as well as for the Catholic Church. The priest / deacon and witnesses must sign the license after the wedding.

ANNULMENT FORMS (IF APPLICABLE)

People who have been previously married are not free to marry in the Church without going through the Church process for dealing with previous marriages. Please speak with the priest or deacon about what process might be necessary under these circumstances. Please remember that the annulment process could take up to a year or longer to complete. **We cannot schedule a wedding until an annulment is finalized.** All paperwork must be submitted to the Parish Administrator.

MARRIAGE PREPARATION OPTIONS

Both parties must participate in some approved form of pre-marriage instruction well before their scheduled wedding date. This includes three meetings with either a deacon or a priest. **You must contact the presider to schedule these meetings.** If these meetings are not scheduled, it can delay your wedding.

MARRIAGE PREPARATION PROGRAMS:

ENGAGED ENCOUNTER WEEKEND

This weekend retreat (Friday evening through Sunday afternoon), available throughout the US, is scheduled monthly. Reservations and a fee are required for participation. The priest or deacon can give you more information about this very rewarding weekend. If this option is chosen, the cost of the Engaged Encounter Weekend is the couple's responsibility and is not a part of the Newman Center's fee (a certificate of completion must be submitted). For more information visit www.engagedencounter.org.

PRE-MARRIAGE COUNSELING WITH A LICENSED COUNSELOR

If you are unable (for compelling reasons) to participate in the Engaged Encounter Weekend the priest, deacon, or our director of ministries may arrange for you to participate in pre-marriage counseling through a licensed counselor associated with or approved by the Newman Center. The counselor will determine the number of sessions. The cost of this counseling is the responsibility of the couple. After completing your pre-marriage counseling, a certificate of completion is required and will be placed in your wedding file.

SACRAMENT OF RECONCILIATION

As a way of enhancing your own spiritual preparation for marriage, Catholics are invited to celebrate the Sacrament of Reconciliation (Confession) prior to their wedding. This is a wonderful opportunity to seek the Lord's blessing upon your married life and to be reconciled to the Church through this special Sacrament. Confessions are offered Thursday evenings from 4:00PM to 5:45PM, Saturday 3:30pm to 4:30pm in the Chapel or by appointment.

ALCOHOL

Alcohol is not permitted anywhere on the premises. Persons under the influence of alcohol will not be permitted to participate in the ceremony and may be asked to leave the Church premises.

GUM

Gum, food and drinks of any kind are not permitted in the Chapel area. Their use is limited to the cafeteria or outside. Please use trash receptacles to dispose of gum properly before the ceremony.

CLEAN-UP

All parties are asked to be responsible for cleaning up after themselves. Please designate persons to gather up personal belongings and wedding items after the ceremony. We are not responsible for lost articles.

PET POLICY

Pets are not permitted in the Chapel except for Service Animals.

OTHER CONSIDERATIONS

The church is a place of prayer and worship. Respectful behavior is mandatory at all times. Personal attire for both the rehearsal and ceremony is to be appropriate for a place of worship. Please observe punctuality for the time of the rehearsal and ceremony. Please be considerate of the church schedule.

St. Paul Catholic Newman Center Church reserves the right to exclude someone from participating in a wedding for reasons of non-cooperation with these guidelines.

Flowers may be used in the sanctuary and seating area of the church. These may be live or artificial. **We do not permit the use of flower arches.** Florists should deliver flowers at a prearranged time with the Wedding Coordinator. All flowers should be removed from the Church immediately after the ceremony. If you wish to donate your floral arrangements to the Church, please let the Wedding Coordinator know. **Candles are permitted in the sanctuary area only.** If wax candles are used, plastic coverings must be placed beneath them on the floors or altar. The use of a *Unity Candle, Lasso / Coins* is appropriate during the ceremony. **Handheld lighted candles are not permitted.** Flower arrangements and/or bows may be secured on the aisle seats. Please speak with our Wedding Coordinator about the best way to secure bows. **The use of netting or anything which might obstruct one's exit into the center aisle is not permitted.**

PHOTOGRAPHY

The wedding ceremony is a time of sacred worship and commands the respect of all participants. The use of photography, while an important aspect of our celebrations, must not detract from the reverence and meaning of the ceremony. Please observe the following guidelines in the use of photography: All photographers are to contact facility personnel upon arrival. Photographs may be taken up to 30 minutes before the beginning of the ceremony and up to 30 minutes after the ceremony. **During the ceremony, photographers are not allowed into the altar area.** The use of a video camera is permitted but must be placed in a permanent position either in the side aisles or side chapel area. It must be used without the benefit of artificial lighting. Photographers are not to employ the Chapel as a 'studio' with excessive equipment and/or lighting. Please share this information with your photographer. The priest, deacon and/or Wedding Coordinator will answer any other questions that your photographer might have prior to the ceremony. Shutter sounds should be muted if possible. Photographer should never block view of couple.

RICE

Rice, confetti, bubbles or birdseed are **not allowed**. These are difficult to clean up and can cause injury.

SMOKING

Smoking is not permitted in or near the Chapel.

WEDDING PRESIDER

The Office Manager will book the presider for your wedding. You are free to ask any Catholic priest or deacon to officiate at your wedding. Clergy of other faiths may also participate in the marriage ceremony. Our parish priest or deacon will gladly make arrangements in this regard, if requested.

WEDDING COORDINATOR

The Newman Center employs a Wedding Coordinator. She will meet with you to discuss your wedding ceremony. She will schedule a time for your rehearsal (usually the day before your wedding) and will be present on the day of your wedding to assist you.

MUSIC COORDINATOR

Music is an important expression of our worship as Catholics and should reflect the sacred nature of such worship. Care should be taken in making plans for your wedding music to ensure that it properly expresses the belief of the Christian community about marriage and love. Traditional hymns, classical pieces of music, and even contemporary Christian songs are appropriate for a church wedding.

The following types of music are **not permitted** for church weddings:

- Secular love songs (movie themes, popular rock, top 40 hits, etc.)

To use pre-recorded music at the wedding, please contact the Wedding Coordinator. The Wedding Coordinator will work with you and the Liturgy Director to approve music and to provide technical instructions for the music recording formats. Pre-recorded music will be played through the chapel sound system by the parish sound technician at the wedding.

Please contact, Director of Liturgy to arrange for your musician. The Newman Center Musicians are available for weddings. The fee for musicians is negotiated directly with them. **If you choose an outside musician or pre-recorded music, a member of our music staff must be present for sound system operation.**

WEDDING AND REHEARSAL TIMES

Because of the busy schedule of the parish, we ask that you honor the established time frame for conducting your rehearsal and wedding. The usual day for the celebration of marriage is Saturday, although another day of the week, except Sunday, may be chosen as it does not interfere with scheduled parish activities. The times for Saturday weddings are any time between 10:00AM and 2:00PM.

The Wedding Coordinator will open the Chapel two hours prior to the time of your wedding if the church calendar permits, and will remain through your wedding and allotted time for photographs. **The Chapel must be vacated by 4:00PM on Saturday.**

Please note, no weddings are celebrated during the season of Lent.

Rehearsals are scheduled on the day before the wedding anytime from **4:00PM to 5:30PM.** One hour is allotted for a wedding rehearsal. All members of the wedding party should be punctual in this regard. **The Wedding Coordinator will confirm your rehearsal time.**

FACILITIES

We ask that care be taken with the treatment of our facilities. No furniture or decorations including flowers may be removed. If you have questions about this, please contact the wedding coordinator prior to your wedding.

THE CEREMONY

There are two types of wedding ceremonies available to you.

NUPTIAL MASS

The Nuptial Mass is the normal setting for a marriage between two Catholics who are active in their worship. The Mass may also be a fitting way of celebrating the marriage between a Catholic and another baptized Christian who appreciates the beauty and dignity of the Nuptial Mass. The Nuptial Mass includes readings from the Scripture, the Marriage Rite and the reception of Holy Communion. The time frame for the Nuptial Mass is approximately one hour.

MARRIAGE RITE OUTSIDE MASS

The Marriage Rite outside Mass is an option. This ceremony includes readings from the Scripture followed by the Marriage Rite. You can choose whether or not to include communion. The time frame for this ceremony is approximately thirty to thirty-five minutes.

Please note: The use of Scripture (Bible) readings and prayers may not be excluded from any wedding ceremony. While other secular readings /poetry may be incorporated into the ceremony, they cannot replace the use of the Scripture readings and/or prayers. You should speak with the priest or deacon if you have questions about this.

ENVIRONMENT

The sanctuary (altar area) is a sacred place which includes highly symbolic aspects of our Christian worship. The use of decorations (flowers, candles, etc.) may not cover or overshadow the altar or other sanctuary fixtures. During certain Church seasons (Advent / Christmas, Easter), artwork already present in the sanctuary may not be removed. You are asked to be respectful in your own additions to the altar area. Church furniture may not be moved without the expressed permission of the facilities personnel or presiding clergy. Questions? Contact the Wedding Coordinator.