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## ST. FRANCIS OF ASSISI PARISH DIOCESE OF SAN JOSE

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# WEDDING & CONVALIDATION CEREMONY CONDITIONS & EXPECTATIONS

We are committed to providing you with the best possible experience for your celebration.

The Staff Wedding Coordinator will help you with the ceremony reservations and coordinate the administrative side.

A Wedding Ceremony Coordinator will be assigned to you and will contact you prior to your wedding date, guide you through your rehearsal and be there on your wedding ceremony to ensure all goes smoothly.

We ask that you read the Overview for Marriage Ceremonies and Marriage Convalidation Ceremonies document, complete and sign this checklist and provide this to the Wedding Staff Coordinator with your Marriage Request Form. (Both documents can be sent as an email attachment)

Please check each box after reading, and sign the document.

### Reservation and Payment of Wedding Fees

- ☐ We have read the overview document in regards to the fees and will comply with the due dates. Non-compliance will result to automatic cancellation of the preferred date of wedding

The fees do not include stipends for clergy outside of SFA Parish, nor for music, choir director, musicians, florists, photographers, videographers, and/or limousine service. The bride and groom assume the responsibility for payment for such fees or stipends.

### Preparation and Required Documentation

- ☐ SFA shall only deal with the *bride and groom* and no one else as regards to the marriage reservations, wedding fees, rehearsal, and the wedding ceremony itself.
- ☐ The marriage preparation will be done in accordance with the laws of the Catholic Church. The couple must work with a priest and comply with all requirements

### Wedding Timeframe

- ☐ We will ensure that all concerned parties for décor, music, photography and videography understand the timeframe and requirements.
- ☐ We will also ensure that our wedding party, family and guests understand and comply with the wedding timeframe information provided in the Overview document.
- ☐ If our presiding priest is not SFA clergy staff you should notify him of the 1-hour liturgy timeframe.

## Reminder on timeframe

- Thirty (30) minutes before the wedding start time for decorating and preparation.
- One (1) hour for the wedding rite
- Thirty (30) minutes after the wedding ceremony for picture taking and clearing all environment and décor.

It is crucial that you plan your wedding and all décor according to the allotted timeframe.

- ☐ We commit to be there ourselves and have all the wedding party be in the church on the day of the wedding at the latest **30 minutes before the liturgy begins**. Note: if the wedding starts late the time can't be extended so there will be less time for any picture taking.
- ☐ We understand that everyone will be asked to leave after the timeframe given for the wedding. All decorations will be removed by the maintenance with or without the permission from the couple.

## Music

- ☐ We have read the information regarding Music for our ceremony, we will plan accordingly and will ensure that the choir or music group we have contracted is fully aware of the expectations.

**Reminder the use of CD players or any other electronic devices to play music is not allowed. The sound system of the Church is sensitive. Outside speakers or sound mixers are prohibited. The couple is expected to coordinate with the Parish's Music Director when in regard to planning the music, even if using a guest musician, choir or music group.**

## Chapel Environment, Flowers, Décor and Bridal preparation:

- ☐ We have read the Décor Overview section and understand that we must provide the information to any companies we contact.
- Church fixtures, including chairs, may not be moved.
- A big floral arrangement (3' x 3') may be placed in front of the altar (3' x 3') and/or two flower arrangements on each side of the altar which may be placed in a flower holder stands.
- The Parish does not allow the use of runners or carpet trails, throwing of coins, rice grains, or dropping of flowers.
- Aisles should be clear. No arches or flowers stands on the aisles.
- No flowers or decorations should be attached to the chairs with pins or tape (plastic clips are acceptable).
- SFoA Parish Church does not have a designated Bride's Room for the bride to dress. Any request for a room for this purpose will be accommodated only when possible.
- No other candles are allowed as part of the décor.

## Rehearsal and Wedding Coordinator:

- ☐ You will be reserved a rehearsal date/time, usually two days before the wedding date. A Wedding Ceremony Coordinator will be assigned to you, this person will call you and guide you through both the rehearsal and the wedding day itself.
- ☐ To ensure a smooth and dignified celebration of the Sacrament of Marriage, members of the wedding party must be present during the rehearsal. Anybody who is not in the rehearsal will not be allowed to be in the entourage at the wedding ceremony.

## Overall Church Protocol

- ☐ The Church is a **sacred space**. Everyone is expected to **observe proper conduct and to preserve the sacredness of the space**. No eating or drinking inside the church, during both rehearsal and wedding. The bride and the groom are responsible for ensuring that the wedding party observes proper decorum (including attire) during rehearsal and the celebration of the liturgy.
- ☐ To preserve the sacredness of the liturgy, no flash photography is allowed once the ceremony begins. During the liturgy, photographers and videographers are allowed only at the designated areas that photographers and videographers are allowed to stay (please refer to the Photographer / Videographer Form – provide this information to any person or company hired)

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## ACKNOWLEDGEMENT

We acknowledged that we have read the Wedding and Convalidation Conditions & Expectations and fully understand the conditions and expectations stipulated herein.

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**Bride: Print name and signature**

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**Groom: Print name and signature**

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**Ceremony date/time**

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**Date signed**

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**Presented & discussed by (Priest)**