

Celebrating the Sacrament of Marriage At Mission San Jose Church Policies and Guidelines



Mission San José y San Miguel de Aguayo

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Wedding Preparation

The Pastor and Deacon of Mission San Jose will handle the marriage preparation and preside over the ceremony of parishioners who have been registered at Mission San Jose Church for at least one year prior to scheduling the wedding, as well as supporting the Church and participating regularly in the liturgical life of the parish.

Other Catholics who are not parishioners must arrange for a priest or deacon to:

1. Work on your marriage preparation and preside over the ceremony.
2. Complete all paperwork required by the Catholic Archdiocese of San Antonio (210-734-2620).
3. Submit the completed marriage packet, along with sacramental records to Mission San Jose Parish no later than one month prior to the wedding;
4. Conduct the practice/rehearsal. (Priest or deacons from San José Mission will not serve as a substitute should the celebrating priest/deacon fail to show or cancel.); and
5. Make sure the marriage license is completed and signed by all parties and filed with the proper County Clerk or provided to the Parish Office so that it may be mailed to the Clerk's office.

Please note that we do not allow a Justice of the Peace (JP) to preside over any wedding ceremonies in the Church, Convento or Church grounds and non-catholic wedding are strictly prohibited. **If you have any questions regarding this policy, please call the Parish Office.**

Fees for Use of the Church

The fee for Parishioners of Mission San Jose is \$950.00. This fee includes the Priest stipend. A Parishioner is someone who has been registered at Mission San Jose Church for at least one year prior to scheduling a wedding, as well as supporting the Church and participating regularly in the liturgical life of the parish.

The fee for non-parishioners is \$1,500.00 for the use of the Church*.

A \$500.00 NON-REFUNDABLE down payment is required at the time you reserve the date for your wedding. While the down payment is non-refundable, it is transferable to another date should there be an unforeseen reason the date of wedding needs to be rescheduled. The down payment will be applied towards the total fee and the remaining balance is **due 6 weeks prior** to the wedding date.

This fee includes the use of the Church for 1 hour on the rehearsal date, 2 hours on the date of the wedding, and our Wedding Coordinator services for both the rehearsal and wedding. If you have hired a wedding coordinator, you must contact the Parish Office, 210-922-0543 as soon as possible.

***NOTE: The church fee is only for use of the church facilities and does not include the priest's stipend nor the fee for your musicians.**

Ceremony and Rehearsal

Wedding ceremonies are **only** scheduled at 1 pm or 3 pm. Reserved time slot runs as follows:

1:00 pm ceremony You are booked from 12:30pm - 2:30pm.

3:00 pm ceremony You are booked from 2:30pm - 4:30pm.

If your ceremony begins late, you will be required to be out of the Church by the specified time slot booked for your ceremony. **THERE ARE NO EXCEPTIONS.** We will strictly adhere to this policy!

WE RESERVE THE RIGHT TO CANCEL ANY CEREMONY SHOULD THERE BE ANY THREAT OR HARM DIRECTED TOWARDS THE CHURCH AND/OR THE PARISH PERSONNEL.

YOU MUST BRING the original marriage license and unity candle (if applicable) to the Parish Office and also present it to the Wedding Coordinators on the day of your rehearsal. Wedding rehearsals are scheduled on a first come, first serve basis and are conducted on the Thursday or Friday before the ceremony. Rehearsals usually last one hour and are scheduled at either 5:00 pm, or 6:00 pm. Please make sure that everyone attending the rehearsal arrives on the scheduled time. If your rehearsal begins late, you still must be out of the Church by the specified time given. **ALL PARISH ACTIVITIES TAKE PRECEDENCE OVER YOUR CEREMONY OR REHEARSAL.**

Rice/Bird Seed, Etc.

The National Park Service DOES NOT allow anyone throwing bird seeds or rice before, during or after ceremonies. Additionally, the church does not allow throwing confetti or flower petals. The use of bubbles by your guests is only allowed outside of the Church following your ceremony. Any items to be used by the wedding party such as bubbles, bells, etc should be approved by Mission San Jose Pastor. Failure to obtain approval will result in us not allowing the items to be used at the ceremony.

Decorations

Two floral arrangements may be placed on the small stands on both sides of the altar or one large floral arrangement may be placed in front of the Altar. Flower arrangements are not allowed on top of the altar (table). Floral decorations in any other area of the church requires prior approval by the church. **NOTE: All couples are required to leave at least one (1) fresh flower arrangement of \$75.00 value or greater in the Church after the wedding ceremony. No silk or plastic flowers are to be left in the church.**

NOTE: Statues, furniture or decorations that are currently present in the church cannot be removed or relocated to any other part of the church. Please check with the office to determine if the Church will be decorated prior to your ceremony.

Candelabras may be used, however a drop cloth must be used to protect the floor from wax (dripless candles DO drip).

Pew decorations are to be tied on with ribbon or attached with decorative elastic. No tape, tacks or nails are allowed.

Aisle runners can be used. Paper, plastic, fabric or carpet is allowed. The church center aisle runs 77 feet from before first Sanctuary step to doors. You are responsible for the removal of the aisle runner immediately after the wedding ceremony.

All packaging materials and boxes brought in with your flowers or decorations **must be taken with you and disposed of immediately after the ceremony.**

Remember, **you have only 30 minutes to decorate before the wedding ceremony.**

DO NOT PLACE ANYTHING ON TOP OF THE PIANO

Please pick up your trash and/or decorations before you leave the church after rehearsal and after the wedding.

Rental of Parish Facilities

Bridal Changing Room: We have a facility (Mini-Center) for brides to use as a changing room prior to their wedding ceremony and/or bridal portrait. The rental fee is \$150.00, (for a three hour limit). This facility is air-conditioned, has a full-length mirror and a refrigerator for water & small flowers or corsages. The rental fee is only for the use of the facility and does not include a clean-up fee. Please do not leave flowers, papers, cups, cans or bottles of water on the tables or counters. Food and drinks, other than water, are not allowed in this room. You will be provided with a key to lock the Mini-Center. The Mini-Center accommodates no more than 10 people. You must return the key to the office immediately after using it. If no one is in the Parish Office, you may put the key in the "drop-slot" located at the bottom of the office door. **Note: You will be charged an additional fee of \$150.00 if you fail to return the key to the Bridal Room. (A drop-slot is located on the Parish Office Door).** Please contact our office if interested in renting this room.

NOTE: ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN THE CHURCH, THE BRIDAL ROOM OR ANY OTHER PARISH FACILITY OR ON THE CHURCH GROUNDS OR PARKING LOTS.

Special Circumstances

The Church has wheelchair access at the East Gate entrance. Guest may be dropped off and picked up outside the gate ONLY. Ramps are located at the back entrance of the Church. In case of inclement weather, ONLY one car is allowed into the Mission Compound to drop off the bride and/or groom. To make this request, please speak to your assigned rehearsal/wedding liaisons. He/She will be present at your rehearsal and before/after your ceremony to assist you and your priest/deacon.

Photographers/Videographers

Posed photographs are allowed in the Church prior to or after the ceremony provided that the wedding begins and ends on time. If the time is short, we suggest that photographs be taken at the reception or outside the Church in the Convento (Garden Area behind the Church). Your Photographer/Videographer shouldn't distract from the bride and groom by moving around in the Church. No spotlights are to be used with either a camera or video camera. **You must** contact the National Park Service at 932-1001 to obtain a permit if the bride wishes to take a bridal portrait on any day other than the wedding date. **Photographers and videographers are not allowed on the Altar during the wedding ceremony.**

Music

All music selections must be liturgical in nature and **approved by our Pastor at least 2 months prior to your wedding.** If you need help with guidelines or you are looking for a referral for someone to play the piano, organ, guitar or Mariachi, please call the Parish Office at 922-0543. The Church has it's own sound system. We do not allow any additional sound systems in the church, however a small cassette tape/CD player or iPod is allowed. Please contact the Parish Office to ask for permission if you plan to use the piano and/or the organ. **NOTE: The piano cannot be moved under any circumstances.**

Note: Our policies and guidelines for renting the Church and celebrating the sacrament of marriage are subject to change. Please confer with the Parish Office for any questions or concerns.

Mission San Jose

Rehearsal Checklist (Revised 7/18/13)

Rehearsal Date: _____ **Time:** _____ **Wedding Date:** _____ **Time:** _____

GROOM'S NAME _____ Phone #: _____

BRIDE'S NAME _____ Phone #: _____

Presider's Name: _____

Who will bring the wedding packet and/or marriage license to the rehearsal? _____

Name of Florist: _____ **Music for Wedding provided by:** _____

VERY IMPORTANT REMINDERS: PLEASE BRING YOUR MARRIAGE AND PRESENT IT TO OUR WEDDING COORDINATORS AT THE TIME OF REHEARSAL.

Type of Liturgy: Mass Celebration ___ Ceremony ___ Deacon ___

Will bride and groom be using kneelers or bench? _____

Have you selected Readings? YES/NO Have you selected Readers? YES/NO

(If applicable) Who will present the communion bread & wine: _____

Are you presenting flowers to La Virgen de Guadalupe (located in the side Chapel)? YES/NO

How many guests are you expecting at the wedding ceremony? _____

Are you providing Wedding Programs during the ceremony: Yes ___ No ___

RITE OF MARRIAGE (Please check all that apply)

- ___ Blessing of rings
- ___ Lighting of the unity candle (optional)
- ___ Coins (13 coins representing Christ and the 12 apostles)
- ___ Lasso (symbolizing eternal union)
- ___ Family Bible
- ___ other symbols _____

How do you want the parents to be seated? All on the same pew: ___ First pew (divided by groom/bride side): ___

Who is escorting the bride? _____

Will there be more than 2 sets of Parents? _____; if so, how many? _____

Family Procession

Groom's Side
Grandmother _____
Grandfather _____
Mother _____
Father _____
Other _____

Bride's side
Grandmother _____
Grandfather _____
Mother _____
Father _____
Other _____

Bridal Procession

Best Man _____
Groomsmen _____
Ushers _____
Ring Bearer _____

Bridesmaid Name

- | | |
|-----------|-----------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ | |

Junior Bridesmaid: _____

Flower Girls: _____ and _____

Maid of Honor: _____

Others: _____

IMPORTANT REMINDER:

If you are late to your rehearsal or wedding ceremony, your rehearsal or ceremony will be shortened to accommodate the next scheduled rehearsal/ceremony or Mass which is scheduled on the same day. We have had too many “late arrivals” and we have to allot everyone their scheduled time accordingly. This rule will be strictly enforced! PLEASE BE ON TIME!

CHECK LIST REVISED: 3/13/14

MISSION SAN JOSE CHURCH WEDDING CONTRACT

We understand and agree to abide by the following policies and guidelines:

1. The piano, statues and church furniture or church decorations are not to be moved or removed **under any circumstances**
2. One **fresh flower** arrangement must be left in the church after the ceremony. (Approx. Value \$75.)
3. No flower arrangements are allowed on the Altar or on top of the piano
4. Rice, birdseed, flower petals or confetti will be not be allowed in or around the Church compound or property
5. No part of the Mission Church is to be used as a changing/storage room
6. No food, drinks or chewing gum is allowed inside the Church
7. It is our responsibility to contact the Church should any of the following occur: change of address, change of phone numbers; change of priest/deacon or minister
8. If we do not pay the fees agreed upon, it is considered a breach of contract and the penalty is forfeiture of ALL PAYMENTS and could result in losing the time slot for the ceremony. **NO EXCEPTIONS TO THIS POLICY.**
9. It is mandatory that the marriage license be presented to the Wedding Coordinator or Parish Office of Mission San Jose on the day of rehearsal
10. Guidelines for renting the Church and celebrating the sacrament of marriage are subject to change
11. I will confer with the Parish Office for any questions or concerns regarding this contract.
12. Mission San Jose may be under several constructions/renovation phases during the year and it will sometimes impose an inconvenience to our parishioners, visitors and guests for weddings, quinceaneras throughout the year. We will work to accommodate everyone accordingly.
13. If renting the Mini-Center/Bridal Room, the key must be returned immediately after the ceremony by depositing it in the drop-box located on the Parish Office front door. I/we understand that I/we will be responsible **for a re-keying fee of \$150** if the key is not returned or lost.
14. Mission San Jose has the right to **cancel any ceremony** should there be any harm done to or threat directed at any of the church's personnel/volunteer or church property
15. If we are late to the rehearsal or wedding ceremony, the rehearsal/ceremony will be shortened to accommodate the following wedding and/or mass scheduled on that same day.
16. I/We understand that the fee to use the Church is as follows :
 - \$ 950.00 - Parishioner Fee (includes priest stipend)
 - \$1,500.00 - Non-parishioner Fee (Church fee only)

I/We have read, understand and will abide by all of the rules and provisions stated in this wedding packet and contract and realize that we will be held responsible if we do not adhere to this contract. We also agree to be responsible if rules are broken by our family, friends, guests and wedding coordinator. Should there be any monetary expenses due to our breaching of this contract or church property, we agree to pay all costs incurred.

Bride' Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Wedding Coordinator Name: _____ Ph.# (_____) _____ - _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Payment/Deposit Information:

Deposit/Payment: \$ _____ Paid on _____ Cash _____ or Check #: _____

Balance due: \$ _____ (Balance is due 6 weeks prior to the wedding event).

REVISED: 2/2017