



## MARRIAGE PREPERATION

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1. Preparation begins with obtaining both baptismal certificates of the groom & bride, but they should not be older than 6 months and should be from the parish where you were baptized.
2. Once you have your documents call to request a wedding date. Once it is approved by the priest, come in with your baptism certificates and initial deposit to reserve your wedding date, the couple **(both groom and bride) must fill out and sign** this contract form before your wedding is booked.
3. After scheduling the wedding date, it is important to schedule your initial meeting with the Parish Priest. **If after TWO months of setting the date you do not come in to meet with the parish priest the wedding may be suspended or cancelled.**
4. If one of the parties have been previously married and got a civil divorce, you also must bring in to the Pastor or Parochial Vicar the following:
  - a. **Court's final decision of divorce.**
  - b. **Marriage certificate of the previous marriage**
5. If one of the parties is a baptized non Catholic (Protestant Church, Jehovah's Witness, Pentecostal, Evangelist, Lutheran, Presbyterians, Episcopal, Non-denominational, Adventist, Baptist, etc.; if you are not sure, please ask) or non-baptized, **please inform the priest** for further and additional administrative requirements.
6. If an outside priest is requested and the celebrant is late (25 minutes or more), the service must be postponed until the next available time slot to ensure that we honor the times of the other services. This applies to the main participating party as well (bride & groom).
7. In preparation for your wedding, the couple has to do to a Diocesan retreat:
  - a. **Tarde para novios** (in Spanish)
  - b. **Engaged encounter Weekend** (in English)
  - c. **Marriage Encounter** (English or Spanish, if they have been civilly married)
8. The couple must bring the "License for Marriage from the County", **one month before** the wedding, or bring your Marriage certificate if you are already married by the court. **If we do not receive any of these documents your wedding will be suspended or cancelled immediately.**
9. The schedule for the priests to celebrate the service will be completed **4** weeks prior to the wedding date. The celebrant may be a priest other than the pastor and in case of an emergency the deacon may be designated the service in which case the service would be a communion service.

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## RULES AND PROCEDURE DURING THE WEDDING

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1. Each couple will have approximately 1 hour for the ceremony, 20 minutes for decorating, & 20 minutes for pictures, if desired. Our Lady of Refuge's Wedding schedule is only on

**Fridays:** 12:00PM or 2pm

**Saturdays:** 12:00 PM or 2:00 PM

2. Please schedule your rehearsal immediately after booking your wedding date. The rehearsal schedule is only on:

**Thursday:** 5:00PM (For Friday Mass)

**Fridays:** 6:00 PM or 7:00 PM

3. Arrangements for flowers are to be made by the bride and groom with the florist of their choice. The florist is to be cautioned against stapling, gluing or taping floral arrangement and bows to church pews. **Arrangements of flowers for weddings is not included in the total cost.**
4. **No aisle runners** are allowed because of liability issues.

5. Photography and videotaping are allowed during the wedding liturgy, but photographers and videographers are asked to consult with the Priest **before the liturgy begins.**
6. Music for the wedding should be appropriate for a liturgical service. The wedding couple is free to invite mariachi, a choir, or musicians. **Musicians for wedding mass are not included in the total cost.**
7. The tossing of any material (rice, confetti, rose petals, etc.) **is STRICTLY PROHIBITED** both inside and outside the church. This is because of our insurance liability clauses.

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## PAYMENT

Our Lady of Refuge has a minimal suggested fee for use of the church, etc. It should be emphasized, however, that an appropriate offering to the Church is expected and should be proportional to the overall expenses of the wedding, reception, limousines, etc. a suggested amount would be one-tenth of the overall cost of the wedding. Our basic wedding fee is \$350 - \$725 \_\_\_\_\_ Initials      \_\_\_\_\_ Initials

- Option A Friday:** Pay in Full — fee amount = **\$350** Receipt # \_\_\_\_\_
- Option A Saturday:** Pay in Full — fee amount = **\$650** Receipt # \_\_\_\_\_
- Option B Friday:** Pay in three payments — fee amount = **\$400**
- a. Deposit of \$100 at the time of booking the date of the marriage Receipt # \_\_\_\_\_
  - b. Second payment of \$150 due by \_\_\_\_\_  
Receipt# \_\_\_\_\_
  - c. Last payment of \$150 due by \_\_\_\_\_ Receipt # \_\_\_\_\_
  - d. Late Payment Fee of \$50 (Per late payment)
- Option B Saturday:** Pay in three payments — fee amount = **\$725**
- e. Deposit of \$225 at the time of booking the date of the marriage Receipt # \_\_\_\_\_
  - f. Second payment of \$250 due by \_\_\_\_\_  
Receipt# \_\_\_\_\_
  - g. Last payment of \$250 due by \_\_\_\_\_ Receipt # \_\_\_\_\_
  - h. Late Payment Fee of \$50 (Per late payment)

## Cancellation & Date Change Policy:

**If there is a cancellation 2 weeks after booking \$50 of the payment is non-refundable,** due to staff time, **after 2 weeks \$250 is non-refundable this is due to staff time.** If the cancellation is **90 days** prior to the wedding date **50%** of the payment is non-refundable. If the cancellation occurs **30 days** prior to the wedding date the **full payment** is non-refundable. **If you change the wedding date 2 months prior to the original date there is a \$100 Fee. 2+ months is a \$50 Fee.**

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## EVENT DETAILS

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Date of Wedding: \_\_\_\_\_

Time: \_\_\_\_\_

Officiating Priest: \_\_\_\_\_

Rehearsal is Scheduled for: \_\_\_\_\_ at \_\_\_\_\_  
**\*If you are more than 15 minutes late, the rehearsal will be CANCELLED\***

## GROOM AND BRIDE

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Circle Marital Status of Couple:      Single      Civil

GROOM: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

Circle one:      Catholic      Non-Catholic

BRIDE: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

Circle one:      Catholic      Non-Catholic

## LITURGICAL DETAILS

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Celebration:      Mass      No Mass      Other: \_\_\_\_\_

Language:      Spanish      English      Other: \_\_\_\_\_

WITNESSES: \_\_\_\_\_  
Witnesses for Marriage License (applies only to single status)

Music:      Yes      No

Music Contact & Number: \_\_\_\_\_

### Hispanic Traditions: (OPTIONAL)

Yes

No

- |                       |       |    |
|-----------------------|-------|----|
| • Unity Candle:       | Yes   | No |
| • Bouquet for Virgin: | Yes   | No |
| • <b>Coins:</b>       | Yes   | No |
| • Rosary:             | Yes   | No |
| • Bible:              | Yes   | No |
| • <b>Lazo:</b>        | Yes   | No |
| • Other:              | _____ |    |

## AGREEMENT

We, \_\_\_\_\_ and \_\_\_\_\_, have read, understood and accept the requirements for our wedding at Our Lady of Refuge Catholic Church in Castroville, CA.

Signature of Groom: \_\_\_\_\_

Signature of Bride: \_\_\_\_\_

Current day: \_\_\_\_\_ of the month \_\_\_\_\_ year \_\_\_\_\_

Signature of Priest who is approving \_\_\_\_\_ Date \_\_\_\_\_

Person of the office who books date \_\_\_\_\_ Date \_\_\_\_\_

## ADDITIONAL COMMENTS

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## **Marriage preparation Check-list**

- Confirm a date & time for your rehearsal. **This must be done immediately after booking your wedding date to ensure we have room for your rehearsal.** Make sure the wedding party will be attending the rehearsal. This includes bride, groom, brides' maid, grooms men, lectors, parents of the groom & bride, ring bear, flower girl...etc.
- Made initial nuptial interview appointment with parish priest (must be done within 2 months of booking wedding date).  Groom  Bride
- Booked Marriage Encounter Retreat (Must book immediately after booking wedding date, *unless* waived by parish priest).
- Witnesses (2 for bride & 2 for groom) have made their appointment with parish priest.
  - Groom's witnesses (1 \_\_ 2 \_\_ )
  - Bride's witnesses (1 \_\_ 2 \_\_ )
- If both are single status, turned in to parish office a county marriage license (must get 1 month prior to wedding date & turn in to parish office).
- If married civilly, turned in a copy of official marriage license (Must turn in ONE month prior to wedding date).
- Musicians are not included with your wedding payment, but encouraged to have. Reference list is available upon your request. **Caution: they must be called in advance. Each choir, cantor, etc. have their own cost.**
- Decorations/decorator are not included with your wedding payment, but encouraged to have. A reference list is available upon your request. **Caution: Decorators should be called in advance. Each decorator has their own cost.**
- Readings have been picked and given to the parish office at least **1 WEEK** prior to Wedding date. At the time of booking your wedding date, a small booklet with wedding readings was given to you.
- List of items that may be used at your wedding, not all are mandatory:
  - Catholic Bible & rosary, **rings, arras (coins), lazo (rope)**, crucifix with an image of Jesus, bouquet of fresh flowers for Mother Mary, and unity candle.

**If you have any questions, do not hesitate to contact the parish office.**