

MARRIAGE INFORMATION

Congratulations on your engagement and upcoming marriage. We know this will be an exciting and joyful time for you.

We at St. Therese wish to make ourselves as available as possible to assist you in your proximate preparations.

The following are some guidelines (diocesan and parish policies) which will help you prepare for the celebration of your wedding at the Shrine of St. Therese Catholic Church.

BEFORE YOUR WEDDING

PLEASE READ THIS ENTIRE BOOKLET BEFORE YOUR FIRST APPOINTMENT WITH THE COORDINATOR, SO YOU WILL BE PREPARED TO SIGN A POLICY AGREEMENT STATEMENT. At least six (6) months before you plan to marry you need to meet with the wedding coordinator or priest. This will allow plenty of time for you to prepare not just for your wedding celebration—which will last only a few hours—but for your marriage, which will last a lifetime. This will also provide us with enough advance notice to reserve the church for a date and time suitable for your plans.

The initial interview takes place in the church office with the marriage coordinator and generally takes about an hour to complete.

- You will schedule a date for the wedding and rehearsal only upon deposit payment of the church and presentation of sacrament certificates.
- The marriage coordinator will explain the marriage preparation process and answer any questions you may have.
- You will receive information about acceptable marriage preparation programs. You should complete your marriage preparation 8 weeks or more before your wedding.
- You will be required to sign an agreement that you are aware of the wedding policies at the Shrine of St. Therese and will abide by the policies as stated in this book.

The preparation program includes: Counseling (if needed), an Engaged Encounter Weekend, private meeting with the priest, and two (2) sessions with the marriage coordinator to help you plan your wedding ceremony.

DATE & TIME

Secure the date and time of the wedding ceremony and the rehearsal. Friday afternoon weddings are acceptable, if available. Weddings are celebrated on Saturdays.

10am Wedding: In at 9am - Out by 11:30am

1:00pm Wedding: In at 12pm - Out by 2:30pm [Church must be vacated by 2:30pm in preparation for confessions and Mass.]

6pm Weddings are **Only** for Simple Ceremonies [without a Mass]:
In at 5:15pm - Out by 7pm.

**WE DO NOT CELEBRATE WEDDINGS DURING LENT.
NO EXCEPTIONS.**

CHURCH FEE

The usual wedding fee is \$400 for parishioners and \$500 for non-parishioners. A \$100 deposit is required before a date is reserved. The balance is due one (1) month prior to wedding date. This fee includes use of: the church for the rehearsal and wedding, and the use of the Bridal Waiting Room.

You are asked to handle your own arrangements for any fees or gratuities for others, such as wedding hostess (Coordinator), musicians, cantors, etc.

CELEBRANT'S GIFT

An offering for the priest or deacon who presides at the ceremony is a gift for his service. Offerings to the priest are not included in the church fee.

REHEARSAL

Rehearsals are on Thursday or Friday evenings at any chosen time between 4:00pm-6:30pm before your wedding. You must have everyone on hand who has a part in the ceremony. Please make sure that everyone is on time. Rehearsals are 45 minutes to an hour. Heating or cooling of Church is not available during Rehearsal time. Please inform your wedding party and friends to dress accordingly to rehearsal settings.

YOUR WEDDING DAY

Arrive at the church forty five (45) minutes before the ceremony is to begin.

DOCUMENTS REQUIRED

- If you are a Catholic baptized in another parish, we must have a copy of your baptismal certificate issued in the last six months which you need to obtain from the parish yourself. If you were baptized in a church other than a Catholic Church, please try to obtain a certificate

of baptism (the original will suffice) or provide us with a date and place of baptism. We will return it to you after the information is recorded. The other documents that are required are:

- Copy of Certificate of “First Communion” and “Confirmation”
- “Certificate of Death,” if either party has been widowed
- “Certificate of Marriage,” if the couple is already married civilly and is seeking a convalidation of their marriage.

WEDDING PARTY

Normally no more than seven (7) couples or sixteen people including flower girl and ring bearer. You may have only one (1) set of witnesses (a maid of honor and a best man. They need not be Catholic. Their legal names and addresses must be provided. They will sign the marriage license on the day of the wedding after the marriage ceremony is completed.

PRE-MARRIAGE INSTRUCTION CLASS

A Catholic pre-marriage instruction class is required by the Diocese of Fresno. The following engaged preparation programs are available among others:

1. Catholic Engaged Encounter Weekends which are conducted at the St. Anthony’s Retreat House in Three Rivers, CA, (209) 561-4595. Housing & meals provided, Fee: \$265.00. For more information call (559) 265-3365.
2. Any Catholic Church providing marriage preparation classes, such as Our Lady of Perpetual Help, Clovis 559/299-4270; St. John’s Cathedral, Fresno 559/485-6210; St. Joachim, Madera 559/673-3290; St. Anthony Claret, Fresno 559/255-4260; St. Anthony of Padua, Fresno 559/439-0124
3. St. Joseph Counseling – Covering 6 topics, between 4-6 hours, Fee: \$250.00 - - 5430 N Palm Ave, Suite 108, Fresno CA, (209) 438-1200.

Any other acceptable marriage preparation programs will be provided to you by the wedding coordinator.

We do need Notification of Marriage Preparation Classes or Engaged Encounter attended. Mail or bring in certificate of attendance as soon as possible. After attending classes, couple must make an appointment with their priest to finalize paper work.

Obtain marriage license and bring to Church office as soon as you obtain it. The marriage license is valid for 90 days. It must be in the possession of the wedding coordinator one (1) week before the time of rehearsal. NO EXCEPTIONS.

The address of the County Clerk’s office is:

2221 Kern St., Fresno CA 93721,
Telephone: 559/488-3003.

BANNS OF MARRIAGE

Banns of marriage will be announced in the church bulletin.

TYPES OF CEREMONY

Marriages celebrated in a Catholic Church may be celebrated in one of two ways: (1) A Nuptial Mass. This is a marriage ceremony performed during the celebration of the Mass. A Nuptial Mass is recommended when both parties are Catholic and attend Mass regularly (approximately 45 minutes).

(2) Simple Ceremony. This is a marriage ceremony performed with prayers, scripture readings, and the Rite of Marriage (approximately 30 minutes).

THE PARISH PRIEST

The priest will determine your eligibility for marriage according to civil and Catholic Church laws. The priest witnessing the marriage has the responsibility to make a two-fold assessment:

1. The couples readiness for marriage, and
2. The level of faith of the Catholic parties.

Although a wedding date will already be scheduled at the initial interview, the church fee paid, and all of the require documentation completed, the priest may delay the wedding if serious reasons surface at a later date. The wedding will be delayed until the matter is resolved.

Reasons for Delay

The church holds that the right to marry is an important natural right. However, it is not an unrestricted one. There can be serious reasons for delaying the marriage.

- Refusal of the couple to take part in the process of preparation for marriage.
- Non-practice of the Catholic faith by the Catholic party or parties, with no intention of returning to the practice of the faith. This may also include the lack of intention to provide religious education in the Catholic faith for children of this marriage.
- Either the bride or groom is under twenty-one (21) years of age.

Interfaith Marriages

Faith and religious practices are meant to be a source of unity in a marriage. When a Catholic marries a non-Catholic, special attention is required to insure that the differences in faith do not become a cause of conflict and division. An interfaith marriage may not have two religious ceremonies. Permission can be obtained for a non-Catholic minister to be invited to participate in the Catholic marriage service when appropriate.

WEDDING INVITATIONS

The correct information for your invitation is:

The Shrine of St. Therese
1410 N. Wishon Ave.
Fresno CA 93728
[corner of Wishon & Floradora Avenue]

WAITING FACILITIES

The bridal waiting room is available for use 1 hour prior to the wedding. The room "Our Lady of Guadalupe Hall" is located in the west corridors of the school area. The room should be left in the same order found. You are responsible for disposing of all boxes, papers, etc. Valuables should be locked in your car's trunk, or given to a friend or family member, as we are not responsible for lost or stolen articles. **NO SMOKING, OR ALCOHOLIC DRINKS ARE PERMITTED at any of the church properties.**

DRESS CODE

Clothing should be kept within the bounds of decency keeping in mind that this is not a theatrical presentation, but the celebration of a sacrament in a church. Please discuss wedding attire with the wedding coordinator.

CONDUCT

The wedding party should maintain a respectful silence at all times. Cellular phone use is not permitted inside the church. Please be courteous and turn them off prior to entering the church for the wedding. There is absolutely no gum chewing, food, or beverages allowed inside the church. If a staff member or priest has reason to believe that any wedding party member is under the influence of alcohol or drugs, he or she will not be allowed to participate in the wedding ceremony.

A WEEK BEFORE YOUR WEDDING

Participate in the Sacrament of Reconciliation one (1) week before your wedding. Please note that Confessions are heard on Saturdays at the Shrine of St. Therese on Saturday's from 3:00pm to 4:00pm.

GUEST BOOK AND RECEIVING LINE

A guest book or receiving line is **not permitted** due to time constraints. Please make arrangements for the guest book to be at the reception.

FLOWERS AND/OR OTHER CHURCH DECORATIONS

You should make your own arrangements with the florist of your choice. Please tell your florist that under no circumstances may they use tape to attach decorations to the pews. **NO ADDITIONS OR DELETIONS** to the "Environment Art" of the church is allowed. **NO EXCEPTIONS!**

- You may **NOT** use balloons in church; rice, bird seeds, confetti or flower petals are not to be thrown in or around any part of the church property. Similarly, bubbles, doves, butterflies, and bells, are not allowed. Please inform your families and friends of this policy.
- You may **NOT** use tape of any kind, staples, nor thumbtacks to attach bows to pews; you may attach the bows to pews with pipe cleaners or ribbons.
- Because of the danger of tripping, runners are **NOT** allowed.
- The use of arches is **strictly prohibited.**
- Candles in floral arrangements (Unity Candle) provided by the florist may be used only if a plastic mat is set underneath to catch the wax that drips.
- You are asked to clean up any empty boxes, flowers, ribbons, candles, etc., after you use the church.
- All decorations **need** to be cleared. Decorating may begin 1 hour before the ceremony and a designated person must be responsible for the removal of the pew-bows and other flower arrangements, if the florist is not available to do so. It is necessary that any leaves, petals, or ferns that may have been dropped when setting up or removing the flower arrangements be cleaned up.

PICTURES

The church remains a place of worship before and after the wedding. Respectful conduct must be observed at all times. ONLY contracted persons are allowed to take pictures or video during the service.

- Video cameras may not use special lighting during the taping. No photographer may move around in the sanctuary, loft or church during the ceremony. Absolutely no flash to be used during the ceremony. Video taping is permitted during the ceremony in the designated area (music loft).

- Studio equipment, such as screens and special lighting, is not permitted in any area of the church building. The Guideline for Photography and Videotaping” will be given to you at the initial meeting and contains additional information.

- The period of time allotted for the taking of formal (posed) pictures in the sanctuary shall not exceed thirty (30) minutes, which period of time begins as soon as the guests have left the church. **NO EXCEPTIONS!**

- Please advise your photographer and/or video camera person to call the wedding coordinator.

MUSIC

Music must be in keeping within the sacred nature of the sacrament. Music is acceptable if it is related to the ritual of marriage and the celebration of the Christian community. Music that should not be used in the church is that which brings strictly secular situations, Broadway musicals, and/or popular discussions of love and marriage. Please save these songs for your reception.

Music for your wedding should be used to stress the role of God in the blessing of your marriage and within your marriage. Your music should be cleared at least two (2) months prior to your wedding. There are many beautiful classical and sacred selections to choose from.

General Guidelines:

1. All music must reflect the sacramental and liturgical nature of the wedding celebration. The presentation of the music must also respect the dignity of the worship space.
2. Absolutely no pre-recorded music of any kind is allowed for any reason. This includes, but is not limited to, compact discs, tapes, records, sequencers, samplers, computer-generated, etc. **THERE ARE NO EXCEPTIONS.**
3. The music is normally presented from the music loft. Only approved musicians are allowed in this space.
4. No unauthorized personnel may enter the music loft at any time for any reason.

Approved Options For Musical Presentation:

1. Contact Music Facilitator. A list of parish musicians will be provided. These musicians can perform any appropriate wedding music. All musicians must be contracted at least three (3) months in advance of wedding day. All fees are payable directly to the individual musicians no later than one (1) week in advance of wedding day.
2. A limited number of non-parishioner musicians may perform in addition to contracted parish musicians. No more than five (5) musicians may perform from the music loft during the ceremony. All non-parish musicians must be approved by music facilitator or wedding coordinator.
3. Music Groups as string quartets and brass choirs and any other musicians who are not permitted to perform from the music loft must set-up and perform from the right hand side of the sanctuary. These musicians must provide all necessary equipment. This includes, but is not limited to, microphones, stands, speaker cords, etc. The Shrine of St. Therese will provide chairs only for such musicians. All other parish equipment (i.e., instruments, sound systems and microphones, etc.) are strictly off limits. A complete list of proposed musical selections must be submitted at least three (3) months in advance of wedding date. The parish music facilitator or wedding coordinator will review the proposed selections and make any necessary deletions and will offer suggested alternatives and/or additions.

THE SHRINE OF ST. THERESE RESERVES THE RIGHT TO REJECT ANY MUSICAL ACTIVITY WHICH WE DEEM TO BE INAPPROPRIATE OR ILL-ADVISED.

ST. THERESE PARISH FACILITIES USE AGREEMENT

The Liturgical Environment:

At the Shrine of St. Therese emphasis has been placed on the worship space so as to reflect an appropriate atmosphere for optimum worship and reflection for our parishioners and their active participation; to make the place of the Liturgy reflect the nature of the Season and Event taking place within; to show concern for the assembly of people; and, for the best manner of accommodating their sense of the sacred, and for their need to fully hear the Word of God and fully participate in the Mystery of the Eucharistic Celebration. The emphasis is on creating an environment both beautiful and dignified and totally conducive to the quality of worship of the assembled parish community. Consequently, we

are committed to preserving the integrity of our liturgical environment and must insist the environmental trappings of whatever kind not be disturbed in any way, by anyone. NO EXCEPTIONS.

Alcoholic Beverage Use, Smoking, etc.: Absolutely no drinking of alcoholic beverages, smoking, or use of non-prescription drugs is permitted on any of the properties of the Shrine of St. Therese at any time.

Refused Disposal: All waste and trash generated by wedding parties, et. al., must be discarded in appropriate trash receptacles provided in the various restrooms on the premises and hall.

Church Furnishings: Only pre-designated furnishings and appurtenances in the church may be used by the party to this agreement. No other church furnishings or appurtenances, whatsoever, may be used without express permission.

IT IS OUR HOPE that this information will assist you as you prepare for your wedding at the Shrine of St. Therese Church.

We are happy to share our worship space with you for your special day and sincerely desire to work with you to make your celebration of the Sacrament of Marriage both meaningful and memorable. The priest assigned to witness your wedding and the marriage coordinator are willing to offer any assistance when asked.

May the Lord help your love continue to grow and may your happiness together know no limits.

SHRINE OF ST. THERESE POLICY AGREEMENT

After having read this document with the full comprehension and understanding of its contents, if the parties to this agreement still desire to use the Shrine of St. Therese facilities, and unreservedly agrees to the aforementioned stipulations, they may designate their consent by signing below.

Note: It is your responsibility to make all participants and attendees of your wedding aware of this agreement, and to insure that they abide by its stipulations.

Dated: _____

Bride

Dated: _____

Groom



THE SHRINE OF SAINT THERESE CHURCH

WEDDING POLICY & AGREEMENT

Rev. Michael A. Burchfield
Pastor

Parish Office Mailing:
855-A E. Floradora Ave

Rev. Flordito (Dhoy) Redulla
In Residence

Fresno CA 93728
559/268-6388
559/268-6389 (fax)

Rev. David Norris
In Residence

Office Hours:
M-F 8:30am-4:00pm

Gina Burgess
Office Manager/
Wedding Coordinator

Ginny Hollesen
Fiscal Manager

