

ST. FRANCIS OF ASSISI

5111 San Felipe Road, San Jose, CA 95135

Main: 408-223-1562

Conditions and Expectations **When Getting Married at St. Francis of Assisi Parish** **(Marriage/Convalidation)**

Welcome to St. Francis of Assisi Parish (SFoA). We are committed to providing you with the best possible experience for your marriage preparation and your wedding.

We have a Staff Coordinator who will help you with the wedding and rehearsal reservations and coordinate the administrative side. You'll also have a Wedding Coordinator assigned to you who will guide you through your rehearsal and be there on your wedding day to ensure all goes smoothly.

To help us meet our commitment, there are conditions that we require and expect from you. Please take time to review the following conditions and expectations. The Staff Coordinator can help you with any questions.

Please check each box after reading and sign the document.

Conditions and Expectations from the Bride and Groom

Preparation and Required Documentation:

- SFoA shall only deal with the bride and groom and no one else as regards the marriage reservations and rehearsal, marriage preparation, and the wedding itself.
- The marriage preparation will be done in accordance with the laws of the Catholic Church. The marriage preparation takes about six months.
- All required pre-nuptial documents must be submitted to the priest doing the marriage preparation. **a)** Six weeks before the wedding date if preparing within the Diocese of San Jose, **b)** Nine weeks before the wedding if preparing outside our Diocese. The marriage license is included in the required documents. It is the couple's responsibility to request the license from the County and any other documents in order to have it within the required timeframe.

Reservation and Payment of Wedding Fees:

- After reviewing and agreeing to these Conditions and Expectations, provide us with the completed Wedding Request & Information sheet. We will initially hold the reservation for the bride and groom upon receipt of the Wedding Request & Information Sheet.

- The payment for a wedding at St. Francis of Assisi is \$1,000. This payment does not include stipends or fees for clergy outside of SFoA parish, 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.
- Deposit must be made within one week after the couple are notified that the marriage may proceed. In the absence of any advice given to the Staff Wedding Coordinator to extend the deadline, the SFoA will give up the date for others.
- Final payment is due six weeks prior to the wedding date.

Wedding Timeframe:

- ☐ Our chapel is heavily used. We therefore need to assign very specific timeframes for the different events. The wedding timeframe is as follows;
 - 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 end time for picture taking and clearing all environment and décor.
- It is essential that you plan your wedding and all décor according to the allotted timeframe. The stipulated timeframe cannot be extended. The stipulated timeframe will be indicated in the confirmation letter you will receive from us after the down payment.
NOTE: Please see in Chapel Environment, Flowers, Décor section regarding the moving or change or church fixtures.
- ☐ It is the responsibility of the bride or groom to ensure that the clergy who will preside over the wedding is aware that he has at the most an hour to celebrate the liturgy in order to allow the wedding party to have time for pictures and the clearing of all décor and people from the chapel. In order to prepare for the next event, the Parish staff shall begin clearing the Church at the end of the stipulated time, whether or not the photo session is done.
- ☐ The bride and groom are also responsible for ensuring that everyone in the wedding party, including their parents, and other concerned parties (such as musicians, photographers, videographers, or florists) are aware of the expectations and conditions that pertain to them.
(A separate Photographer, Videographer form is available with more details)
- ☐ The wedding party must be in the church on the day of the wedding at the latest 30 minutes before the liturgy begins. The wedding will begin promptly whether or not the bride or groom or the wedding party is ready.

Music:

- Only liturgical music is allowed for weddings at SFoA. This applies to choices of instrumental music. The use of CD players or any other devices to play music is not allowed. The sound system of the Church is sensitive, outside speakers or sound mixers is therefore prohibited. The groom or bride is expected to coordinate with the Parish's Music Director when it comes to planning the music, even if planning to use an outside choir or music group.

Chapel Environment, Flowers, Décor and Bridal preparation:

- Church fixtures, including chairs, may not be moved. The chapel environment must remain the same.
- 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.
- To prevent any mishaps from happening, the Parish does not allow the use of runners or carpet trails, nor throwing of coins, rice grains, or dropping of flowers.
- Aisles should be clear. No arches or flowers stands on the aisles. No bands, or ribbons hanging and blocking the row of chairs.
- 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 up. 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 assigned a Rehearsal date/time, usually two days before the wedding date. A wedding 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 Matrimony, members of the wedding party must be present during the rehearsal. Our wedding coordinators shall not be responsible if the wedding event did not go smoothly as a result of members of the wedding party not being present at the rehearsal.

Overall Church Protocol:

- The Church is a sacred space. Everyone is expected to observe proper conduct to preserve the sacredness of the place. 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 during rehearsal and the celebration of the liturgy.

- No gum chewing for the bridal entourage during the rehearsal or marriage ceremony.

- To preserve the sacredness of the liturgy, no flash photography is allowed once the liturgy begins. While the liturgy is going on, photographers and videographers are not allowed to move around, and enter the sanctuary area. There are 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)

ACKNOWLEDGEMENT

We acknowledged that the Staff Wedding Coordinator of St. Francis of Assisi Parish has provided us with the conditions and expectations when getting married at St. Francis of Assisi Parish Church. We likewise have carefully reviewed and fully understood these expectations and conditions, and we are happy to comply with all the stipulations.

Bride: _____
(print name)

Groom: _____
(print name)

Bride (signature)

Date Signed

Groom (signature)

Date Signed

Name of SFoA Staff Wedding Coordinator

Date Signed