



Wedding Policy

Beginning the marriage preparation process: Please follow these steps before making an appointment.

STEP 1: Obtain a new baptism certificate issued in the last six (6) months. Contact your baptism church to make the request.

STEP 2: Obtain a copy of your First Holy Communion & Confirmation. Copies can be obtained at the church where these sacraments took place.

STEP 3: Once **all** Sacramental Certificates and other necessary documents are collected, schedule an appointment to meet with a priest by calling the office.

STEP 4: Bring all sacramental certificates (Baptism, Communion & Confirmation) and to your scheduled appointment with a priest.

Previous marriages: Please bring copies of all marriage licenses and all divorce decrees or any previous annulments.

Visit <http://archla.org/marriageprep> or Contact Candy Metoyer (213) 637-7250 for information on Marriage Retreat or Class.

Wedding Date and Times

Weddings are celebrated on Saturdays at 1:00 PM and 4:00 PM only. We do not schedule weddings during Lent and Advent. Dates are reserved in a first come, first serve bases.

Fees

1. **\$1,650.00 for the mass and the coordinator.**

2. **Fee is to be paid cash, personal check, debit or credit card. Payment must be paid in full at your appointment. We do not accept deposits.**

3. **A refund of \$1,450 will be issued if the cancellation date is 7 months prior to the ceremony. If the cancellation is made less than 7 months prior to the ceremony, no refund will be issued.**

After your appointment...

1. Attend the marriage preparation class or the Engaged Encounter retreat. You will be given a certificate of completion. Please bring the certificate to the office immediately.
2. The bride and groom will be contacted three (3) months before the wedding to bring their four (4) witnesses into the office to personally answer and sign the **affidavits of free status** form. Witnesses need to come to our parish office to fill out the form in the presence of a parish representative.
3. The civil marriage license can be requested from the Los Angeles County Registrar-Recorder/County Clerk and can be obtained three (3) months prior to your wedding. Please drop off the marriage license at the office right away.



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****Before signing this form, please read our guidelines and policy ****

Wedding Coordinator(s)

The parish wedding coordinators are in charge of all aspects of the rehearsal and church ceremony. **Outside coordinators are NOT Responsible for ANY part of the LITURGICAL CELEBRATION.** The wedding coordinator will be contacting you three (3) months prior to your wedding to set up the rehearsal. The coordinator will be present at your wedding and will guide you through the ceremony.

Wedding Rehearsal

A one hour wedding rehearsal is included with the wedding fee. \$50 per hour will be charged for any available wedding coordinator needed after the included rehearsal. **Please note: A Church Wedding Coordinator must be present during wedding rehearsals, including additional time needed.**

Music

To arrange music for the ceremony, you may contact our organist **Francisco Flores** at (323) 388-8915. You may also make arrangements to bring outside musicians, such as a quartet or mariachi. We ask that the music is appropriate for the occasion and keeps the solemnity of the mass. The cost of the musicians is not included in the fee.

Celebrant: Priest or Deacon from another parish

A priest or deacon from our parish will be assigned to lead the celebration. If you have a priest or deacon from another parish and would like to preside at the celebration, he must fill out our **celebrant agreement form, provided by St. Vincent** and return it to our parish 3 months before the celebration. Please note if he does not have faculties in the Archdiocese of Los Angeles, he must provide a letter of good standing from his ordinary at least 3 months before the wedding.

Cancellations/Rescheduling

Cancellations made 7 months prior to the ceremony will have a \$1,450 refund. A fee of \$300 will be charged for changing the date and/or the time. Cancelling and scheduling a new date is equal to rescheduling and therefore, the \$300 fee would apply. The bride or the groom will need to come to the parish office and fill out the appropriate forms if there are any changes in the date and/or time of the wedding. Any reschedule or cancelation less than 7 months forfeits **ALL** fees. Only **ONE** rescheduling/cancelation is allowed. All fees will be forfeited if a second rescheduling or cancelation is attempted. After the first rescheduling the couple must begin process from new.

Flowers/Decorations

Flowers in good taste are allowed and may remain in the church as an offering. Flowers placed on the church pews need to be on plastic clamps-no tape or wired ties. Due to safety reasons, we do not allow runners down the center aisle or arches obstructing the view of the altar. Any other decorations will not be allowed.

Photography/Videography

Photographers and videographers must report to the church 30 minutes prior to the ceremony to check in with the church's wedding coordinator. **They must follow all directions and restrictions given.** They are not allowed down the aisle, in front or on the altar during the celebration. After the ceremony, the photographer/s will have until 2:20pm for the 1pm ceremony or 5:20pm for the 4pm ceremony, to take pictures on the altar/inside the church. **Drones are not allowed in church.**

Rice, birdseed, confetti, flower petals, soap bubbles, balloons, glitter or alcohol are not allowed in the church or outside the church grounds.

I have read the above and understand these guidelines:

_____ At _____ in: English Spanish Bilingual
(Date of Wedding) (Time) (Language)

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____