

St. Cyril of Jerusalem Parish

15520 VENTURA BOULEVARD • ENCINO • CALIFORNIA • 91436

www.st-cyril.org • 818.986.8234 • parish+marriage@st-cyril.org

WEDDING PLANNING INFORMATION SHEET CONTACT INFORMATION

REVEREND EBEN M. MACDONALD, *Administrator*

PARISH OFFICE MAILING ADDRESS: ... 4601 Firmament Avenue
Encino, CA 91436

CHURCH STREET ADDRESS: ... 15520 Ventura Boulevard
Encino, CA 91436

PARISH OFFICE PHONE: ... 818- 986.8234

PARISH EMAIL ADDRESS: ... parish+marriage@st-cyril.org

PARISH EMAIL WEBSITE: ... st-cyril.org

WEDDING COORDINATOR:
Susan Mills Durham: ... 818- 807.5343
email: ... sdurham@stcyril.net

DIRECTOR OF MUSIC/ORGANIST:
William Beck: ... 310- 475.2693
email: ... music@st-cyril.org

FINANCIAL OFFERINGS SCHEDULE

There is no “charge” for the Mass. However, we suggest a minimum offering donation of \$450.00 for use of the Church Facilities. This facilities fee includes: interview, document preparation, rehearsal, and liturgy planning, and also covers the cost of the maintenance of a large church (utilities, custodial costs, sacristan, etc.). A deposit of \$150.00 to hold your wedding date on the calendar is due when your wedding date is finalized; the balance of the offering donation is due one week prior to your wedding date.

This offering donation DOES NOT include the:

- STIPEND FOR THE PARISH PRIEST (*please ask parish office for suggested stipend offering*)
- WEDDING COORDINATOR FEE
- ALTAR SERVERS’ STIPENDS
- MUSICIANS
- FLOWERS AND DECORATIONS

- SUGGESTED MINIMUM OFFERING DONATIONS FOR SERVICES -

| | | |
|-----------------------------|-----------|--|
| Altar Servers (two) | \$ 20.00 | each |
| Organist/ Director of Music | \$ 200.00 | WILLIAM BECK: 310- 475.2693 |
| Musician(s)/ Vocalist(s) | \$ 200.00 | each |
| Wedding Coordinator | \$ 200.00 | SUSAN MILLS DURHAM: 818- 807.5343 |

WORKSHEET FOR WEDDING COORDINATOR

- Please complete and submit one month before wedding -

Wedding Date: _____ Time of Wedding: _____

Wedding Ceremony: _____ Nuptial Mass (with Eucharist): _____

Bride: _____ Phone: _____ Email: _____

Groom: _____ Phone: _____ Email: _____

ARE GRANDPARENTS IN THE WEDDING PARTY? (Please check all that apply):

Maternal Grandparents of Bride: _____ Groom: _____

Fraternal Grandparents of Bride: _____ Groom: _____

WHO WILL BE ESCORTING THE MOTHERS OF THE BRIDE AND GROOM?

Bride's Mother: _____ Escort: _____

Groom's Mother: _____ Escort: _____

Unity Candle: Yes: _____ No: _____

Flower Girl(s): Yes: _____ No: _____ How many?: _____

Ring Bearer: _____

Maid of Honor: _____ -and/or- Matron of Honor: _____

Best Man: _____

HOW MANY?

Bridesmaids: _____ Groomsmen: _____

Old Testament Lesson: _____ Read by: _____

Psalm Sung by: _____ -or- Read by: _____

New Testament Lesson read by: _____

Prayer of the Faithful read by: _____

Flowers to the Blessed Mother: Yes: _____ No: _____

IF THIS WILL BE A NUPTIAL MASS:

Gifts of Host and Wine carried by: _____

SPECIAL NOTES:

CHECKLIST FOR COUPLE

NAME OF BRIDE: _____

NAME OF GROOM: _____

DATE OF WEDDING: _____

TIME OF WEDDING: _____

DATE OF REHEARSAL: _____

TIME OF REHEARSAL: _____

Name of Wedding Coordinator: _____

_____ CERTIFICATE OF BAPTISM OR LETTER VERIFYING CHURCH AND DATE OF BAPTISM

_____ CERTIFICATE OF CONFIRMATION OR CONFIRMATION NOTATION ON BAPTISMAL CERTIFICATE

_____ WEDDING FEES: CHURCH, MUSIC, PRIEST STIPEND, WEDDING COORDINATOR, ALTAR SERVERS

_____ TESTIMONY OF WITNESSES

_____ MARRIAGE LICENSE (give to Wedding Coordinator no later than your Wedding rehearsal)

_____ COMPLETED/SCHEDULED MARRIAGE PREPARATION PROGRAM

_____ CONTACTED CHURCH ORGANIST/DIRECTOR OF MUSIC, VOCALIST

_____ SCHEDULE WEDDING REHEARSAL WITH CHURCH WEDDING COORDINATOR

_____ "TOGETHER FOR LIFE" SELECTION FORM (located in the back of the booklet)

**Please submit the above documents and fees to the Parish Office one month before your wedding.*

NOTES:

MARRIAGE LICENSE

A marriage license can be issued **on the same** day from one of the following locations if requested during hours listed. **The processing time usually takes approximately 1 hour; however, the time will vary based on client volume and location.** By law the license cannot be issued by mail.

YOU CAN APPLY FOR A MARRIAGE LICENSE ONLINE.

IT'S EASY AND SAVES TIME.

Once you complete the online application you can come to the Registrar-Recorder/County Clerk headquarters in Norwalk or go to any one of our branch offices to pick up your marriage license, pay the license fee and arrange for a civil marriage ceremony, if desired. See Marriage License information below for further details.

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|--------------------------------------|----------------|---------------|---------------------------------|
| Catalina Branch Court | Avalon | 562- 462.2189 | By appointment only |
| 9355 Burton Way, 3rd Floor, Room 300 | Beverly Hills | 310- 288.1261 | Hrs: 8:30 a.m. - 3:00 p.m., M-F |
| 44509 16th St. West, Suite 101 | Lancaster | 661- 945.6446 | Hrs: 8:30 a.m. - 3:00 p.m., M-F |
| 11701 S. La Cienega Blvd, 6th Floor | LAX Courthouse | 310- 727.6142 | Hrs: 8:30 a.m. - 3:00 p.m., M-F |
| 4716 East Cesar Chavez Avenue | Los Angeles | 323- 260.2991 | Hrs: 8:30 a.m. - 3:00 p.m., M-F |
| 7807 S. Compton Avenue | Los Angeles | 323- 586.6192 | Hrs: 8:30 a.m. - 3:00 p.m., M-F |
| 12400 Imperial Highway, Room 2001 | Norwalk | 562- 462.2137 | Hrs: 8:00 a.m. - 4:00 p.m., M-F |
| 14340 West Sylvan Street | Van Nuys | 818- 376.3700 | Hrs: 8:30 a.m. - 3:00 p.m., M-F |

Please return to Registrar-Recorder/County Clerk main page, click on Branch Office Locations for information about available services at the branch office nearest you. You must present your application to the cashier no later than the hour listed in the above chart to obtain the license on the same day. For same day services we recommend that you be at the office by 3 p.m. Applications presented after 4 p.m. are placed on "will-call pick-up" on the next business day. **Both parties must both appear together to pick up the marriage license.**

NOTES: