

St. Charles Borromeo Catholic Church

Wedding Information

10834 MOORPARK STREET
NORTH HOLLYWOOD, CA 91602

Parish Center: 818.766.3838
Wedding Coordinator – Mrs. Gretchen Schreck: 818.766-3838
E-mail: kds@aol.com
Music Director - Mr. Jim Drollinger
E-Mail: jamesdrollinger@gmail.com
NFP-(Natural Family Planning) www.ccli.org

The following pages were compiled for your convenience and consideration. We ask that you please read them carefully. We want to welcome you in your marriage pre-Cana journey.

[AS SOON AS YOU HAVE OBTAINED THE REQUIRED DOCUMENTATION](#)
[YOU CAN SECURE THE TIME AND DATE FOR YOUR WEDDING](#)

- *Gretchen Schreck, our Wedding coordinator. She will get you started with the particulars of your ceremony, reserve your rehearsal time and answer any questions you may have;*
- *Mr. Jim Drollinger, the Music Director, to make arrangements for music at your ceremony.*

MARRIAGE PROTOCOL, DOCUMENTS NEEDED, AND POLICY FOR MARRIAGES PERFORMED AT ST. CHARLES BORROMEO CHURCH

PRE-CANA:

Preparation classes for marriage are necessary and required. The couple is required to attend a weekend engaged encounter- www.cceofla.org and a pamphlet is included. You must secure a date for the retreat within 30 days of booking your wedding.

PREVIOUS MARRIAGE

If either party has been married before (either civil or religious) this fact and any other unusual circumstances must be discussed with the priest arranging the marriage before any date can be reserved.

DOCUMENTS

1. Baptismal Certificate: A **NEW** copy (issued within six months prior to the marriage) of the baptismal record is required. This document is obtained from the church of Baptism. The original or a machine duplicated copy is NOT acceptable. The ceremony cannot proceed without this document.
2. First Communion and Confirmation Records: (These can be the originals or copies).
3. Letters of Freedom: It is preferable that the parents of the parties to be married attest, that the couple has never been married previously, wither by civil or religious ceremony; that they have never had a divorce or annulment, and are, therefore, free to marry in the Catholic Church. If a

parent is not available, a relative or friend who knows the couple well and for long length of time can sign. You will schedule an appointment with the office to fill out these forms.

4. Dispensations: Any required dispensations will be supplied by the priest or by his guidance.

CIVIL MARRIAGE LICENSE

It is your responsibility to obtain your civil marriage license within 30 Days of your wedding. Please check <https://www.lavote.net/> for further information on how to obtain your marriage license.

PRE-MARRIAGE INVESTIGATION

As soon as the documents are in order and the Pre-Cana requirements are met, the couple must make an appointment with the priest arranging the marriage to complete the pre-nuptial investigation of the Church.

OFFICIANT

Under ordinary circumstances, one of the priests of St. Charles will officiate at the ceremony. Priest friends of the couple are most welcome to concelebrate the Nuptial Mass. A priest from outside the parish must have the express permission of the Pastor in writing.

TIME

PLEASE BE ON TIME: It is extremely important that the wedding **AND** rehearsal start on time, so that the other weddings and rehearsals will not be delayed. Be sure that **YOUR WEDDING PARTY** is at the Church in plenty of time. Please schedule your wedding rehearsal with Gretchen Schreck, the Wedding Coordinator.

CHURCH DECORUM

Because we reverence the place in which the community of the Church gathers for worship, we ask that all your family and friends and relatives, particularly the wedding party, be aware of the sacredness of the Church building. In each Catholic Church, the Blessed Sacrament is reserved in the tabernacle and for this reason, we ask that all who enter the Church or Chapel at any time, whether before, during or after the rehearsal or during the wedding itself, observe these basic principles.

- Silence, respect and reverence while in the Church
- No food, drink or chewing gum.
- No alcoholic beverages on the church grounds, including the parking lots.
- Cellular phones off or placed on vibrate. When receiving or making a call, please exit to the vestibule of the Church.
- Proper and respectful dress at the rehearsal. No shorts, tank tops or beach wear.

MUSIC

It is up to the bridal couple to contact our Music Director, Mr. Jim Drollinger to discuss the music for their wedding. Mr. Drollinger will arrange for the organ to be played and a soloist if the couple wishes one. The Archdiocese of Los Angeles has recommended the following guidelines for the propriety of music for a Catholic Wedding:

1. The music should reflect the sacredness of the Mass and the Sacrament of Matrimony. With this in mind, music chosen for the wedding liturgy must be religious in nature, so that the spirit of prayer and celebration can be established to strengthen the expression of faith. The Music Director will assist you with your selections.

2. The text should help the congregation to enter into prayer.
3. No secular music is permitted. No matter how personally meaningful love songs, show tunes and secular ballads may be to the couple, these are best left to the reception where other dimensions of the wedding celebration prevail.

FLOWERS

It is the custom of this parish that the two arrangements of flowers at the main altar be left at the church to be used for Mass the following Sunday. If the bride wishes to have a small bouquet as an offering to the Blessed Virgin Mary, she must make arrangements with her florist for this bouquet.

PEWS

For pew decorations, only ribbon or rubber bands may be used. **NO TAPE, THUMBTRACKS, METAL OR PLASTIC HOLDERS, STAPLE GUNS, OR OR OTHER MEANS OF FASTENING ARE PERMITTED.** The pews have been refinished at great expense to the church. Please do not damage them. If decorations are used, they are to be removed **IMMEDIATELY** following the ceremony by the florist or family members. It is also recommended that you do not close off the aisle entrance to the pews, as it is difficult to exit the pews for communion and recessional.

PICTURES and VIDEO

Pictures are permitted to be taken during the ceremony, but the photographer should be as unobtrusive as possible. He or she should never interrupt or be within the sanctuary area during the ceremony. Please have your photographer or videographer contact our Wedding Coordinator prior to your wedding. **POSED PICTURES IN THE SANCTUARY FOLLOWING THE CEREMONY ARE NOT PERMITTED.**

Video is permitted and one camera, manned or unmanned, may be placed in a certain area in the sanctuary during the ceremony. Please consult with the Wedding Coordinator or the Sacristan as to this location. Video cameras must not disrupt the wedding ceremony and no extra lighting or floods are to be used by Video operator.

LIMOUSINE

There is a white painted area in front of the church for limousine parking. If you should arrive early and there is another limousine for a previous event parked in front of the church, the parking lot across the Street from the church can be used for your limousine to wait. If your wedding party is planning to delay their departure from the church after your ceremony for picture taking, then we ask that your limo driver be courteous and allow the next limousine to park in front of the church.

RICE

It is forbidden to throw rice, confetti, birdseed, rose petals etc. in or about the Church, i.e. in the vestibule or in the area in front of the main entrance. This is a liability issue due to the increased danger of persons slipping and falling.

RUNNER

Use of a runner on the main aisle is prohibited due to the terrazzo flooring. It slides easily and can be a safety hazard.

DONATIONS

CHURCH- **Registered and/or within the boundaries:	\$1,000.00
Unregistered and living outside of the boundaries:	\$2,000.00

(Includes Services of Church Wedding Coordinator)

ORGANIST AND/OR SOLOIST

Contact Music Director

The church's fee is one's offering to God (the priest does not receive this fee for himself). The above Church fee will barely cover the cost of electricity for lighting and air-conditioning, custodial costs, heating, etc., for the rehearsal and the day of the ceremony.

** We welcome all who would like to register within our parish, however, those living outside of the boundaries wishing to register in order to receive the lower Church donation must be contributing members for 6 months prior to booking a wedding date**

We would like to thank you in advance for your courtesies and considerations in following these guidelines for St. Charles Borromeo Church. It is our hope you will be able experience the sacredness of this very special day. Congratulations to you both from your St. Charles Parish Community.