



# Wedding Guidelines

Padre Serra Catholic Church  
5205 Upland Road Camarillo, CA 93012  
(805) 482-6417 ~ [www.padreserra.org](http://www.padreserra.org)

*Congratulations on your upcoming wedding!*

## Parishioners

If you are parishioners of Padre Serra Parish (i.e., registered and attending), please begin by reading the *Preparation for the Sacrament of Marriage*, from the parish website. Next, contact Teresa Runyon x322, [teresa@padreserra.org](mailto:teresa@padreserra.org) for more information or to make an appointment with a deacon.

## Visitors

If you are members of another parish and desire to celebrate your wedding in Padre Serra Church, you will do your sacrament preparation in your home parish. If you live in the greater Los Angeles area, we ask that you plan, from the start, to bring the priest or deacon from your home parish to celebrate the wedding liturgy. You will need to bring a letter from the priest or deacon, confirming their participation, when you secure your date. Please read *Preparation for the Sacrament of Marriage* then contact Teresa Runyon x322, [teresa@padreserra.org](mailto:teresa@padreserra.org).

## Covid Related

We continue to follow the Ventura County guidelines.

- We will continue to receive only the Host, and not the Precious Blood, at Communion.
- As of February 16, 2022, the mask mandate has been lifted. All those who are unvaccinated are encouraged to wear masks indoors.

## Wedding Times & Weather

- Saturday: 10:00 am, 12:00 pm, or 2:00 pm
- Friday evenings at 4:00, 5:00 or 6:00 pm.
- We regret that we are unable to do Sunday weddings.
- Please consider the weather normal to the season, and the temperature when choosing the time of day.

## Wedding Ceremony Coordinators (WCC)

Parish wedding ceremony coordinators assist at all weddings at Padre Serra Parish, even when you have engaged professional coordinators to assist you with the non-liturgical elements of your wedding. Our WCC will lead your rehearsal and provide direction for all church related elements of the wedding ceremony.

### Wedding Ceremony Coordinators:

Vivian Patrick	<a href="mailto:ypatv@outlook.com">ypatv@outlook.com</a>	(805) 377-0704
Grace Martinez	<a href="mailto:grace@padreserra.org">grace@padreserra.org</a>	(805) 663-7629

## Wedding Music Guidelines

Our music minister, Dominic MacAller will assist you in making appropriate religious music selections for your ceremony and arrange for musicians as well. We ask that you reserve your favorite secular music for your reception. For all music selections, musicians and stipend information, contact Dominic x327, [dominic@padreserra.org](mailto:dominic@padreserra.org) or visit [www.padreserra.org/wedding-music.html](http://www.padreserra.org/wedding-music.html). About three months before the wedding is ideal.

## Preparing for the Ceremony

- Early in your meetings with your priest or deacon you will receive *Together for Life*, a step-by-step guide to assist you in planning your wedding ceremony. Options for Scripture readings, prayers, and blessings are given, along with explanations and commentaries, to help you make choices that are meaningful for you. A tear-out worksheet is provided in the back of the book to keep track of your selections. You are encouraged to make the selections together as a couple, perhaps deciding on one or two selections in a prayerful way each time you get together. Your WCC can help you with this and will also advise you of the best processional routes, seating location, ways to do things, etc., based on her extensive experience at Padre Serra.
- Please provide the completed worksheet to your WCC at least *two weeks before your wedding*.
- **All liturgical ministers – lectors, Eucharistic ministers – will be provided by our parish.**
- From our experience, very young children, while endearing, are more frequently upset than excited at wedding ceremonies when they are expected to stand or process in front of large groups. So, all attendants, including ring bearers and flower girls, should be in at least the first grade. Younger ring bearers and flower girls may be carried in by parents or other household members only. It should be clearly understood that our parish does not want any child to be bullied, forced or reprimanded about their performance by anyone.

## Rehearsal

- A rehearsal is needed to prepare you, your family and wedding party for the ceremony. It is recommended that all participants attend. You should schedule the rehearsal with Teresa Runyon and your WCC. Rehearsals are generally scheduled at 5:00pm, 6:00 or 7:00 pm the day prior to your wedding.
- The church is reserved for *one hour* for a rehearsal. It is important to instruct your wedding party and family to arrive on time, allowing for traffic problems, and observing proper decorum while in the church. Arrange to meet with your WCC *30 minutes before rehearsal* to go over details.
- Bring to rehearsal anything that you want at the church for the wedding. Everything you don't have to bring on the wedding day will be a relief for you, i.e. worship aids/programs, lassos, arras, etc.

## Arrival Time

- Arrive on time. Ministers and musicians are paid by the hour and must be free to leave for other engagements according to the agreed-upon schedule. This means your wedding *cannot* start late. Nor will we allow any services before your wedding to delay your ceremony.
- We will begin your wedding on time, so please make sure your guests have proper directions to the church and are mindful of weekend traffic delays.
- It happens that members of the wedding party come late. If yours starts late, we will have to shorten *your* wedding, by eliminating non-essential elements. We always regret doing so. Please, make sure your guests and photographer know that we will begin without them if necessary.

## Food and Drink

- Our Catholic church is a sacred place, and the wedding ceremony is a sacred event that requires sobriety from all the participants. Liquor (including beer, wine, champagne, etc.) should not be brought to the church, consumed inside or outside of church or served in automobiles before the wedding. The bride and groom should make their guests aware of this.
- *If the bride and groom have been drinking alcohol, the wedding cannot proceed.*
- It is recommended that all participants eat *prior* to arrival at church so they will be in the best physical shape for photos and to assist you and your guests.

### **Flowers (Environment/Decorations)**

- The worship space is beautiful. We suggest that you spend no money on flowers for decorating the altar as we have our own liturgical environment in place.
- A flower girl may simply carry a basket of flowers in the procession, but may not drop flowers on the campus or hand out flowers to guests.
- No wedding party members are allowed to carry in signage or items which will distract from the reverence of the sacrament.
- Again, for reasons of safety, we cannot permit bubbles, rice, confetti, and the like.

### **Photographs/Video:**

- Please instruct your photo/videographer to meet with your WCC at least one hour *before* the wedding. You will need to take responsibility to inform them that they are considered guests, and their decorum matters. The parish requires them to remain at a safe distance from all guests and outside of the seating area. This requires the use of a telephoto lens. They may *not* stand on chairs, move chairs, bring in food or drink or be a distraction to the liturgy. Live shots of the musicians should be taken from a distance that will not distract them as they play or sing. The telephoto lens can help here too.
- They may take action shots during the ceremony, provided they do so quietly, reverently and with discretion. It is suggested they wear black or dark clothing so their presence is not obvious.
- Please advise your guests to stay in their seats if they wish to take a picture.

### **Clean up:**

- Please appoint someone to clean up the ceremony space immediately after the wedding. All trash must be picked up and removed to allow time to set up for the next event. All trash/floral boxes, etc. must be properly disposed in trash receptacles, not left on the floor. Horse-drawn carriage services must clean up the parking lot prior to leaving. Please see the cleaning fee below, under donations.

### **Donations, Stipends & Gifts**

- Customary church fee - \$500
- Wedding ceremony coordinator stipend – \$125
- Presider stipend for Padre Serra priest or deacon is at your discretion. If you are bringing an outside presider we would ask for a stipend between \$75 and \$100 for him. In addition, please remember his travel costs.
- *Altar server stipend (2 servers supplied by the church) – \$15/ea.*
- Regarding music, pianist – \$200 and cantor – \$175. For more elaborate ensembles, please contact Dominic MacAller x327, [dominic@padreserra.org](mailto:dominic@padreserra.org).
- Cleaning fee – \$100 check payable to “Cash” in the event that your designee is unable to clean up after the ceremony . If your designee fulfills their duties to the satisfaction of the WCC, your check will be returned to you. There will be an additional \$100 clean up fee for weddings with horse-drawn carriages.

## Planning Checklist

- Early in your engagement contact the parish office for information and guidelines.
- For non-parishioners desiring to secure a date, we must have a written letter from your home parish confirming that the priest/deacon is providing the sacrament preparation and celebrating your Mass or service.
- After your first appointment with your preparing minister, contact Teresa to schedule your wedding date and time.
- After your first appointment (or at least 9 months prior to wedding date), notify your preparing minister and Teresa if you are having a Mass or a service. If you are inviting a particular priest or deacon, please indicate the priest/deacon's name, parish, address, phone, and email. Our pastor must grant delegation to any visiting clergy.
- Upon review of these guidelines, contact a Wedding Ceremony Coordinator if you have questions or need clarifications.
- Work on your *Together for Life* booklet ceremony selections.

### 3 months prior to wedding:

- Contact Wedding Ceremony Coordinator
- Bring a copy of this entire packet with you to the appointment with your WCC.
- Music: visit [www.padreserra.org/wedding-music.html](http://www.padreserra.org/wedding-music.html) then contact Dominic MacAller x327 or [dominic@padreserra.org](mailto:dominic@padreserra.org)
- Set rehearsal time with Teresa and WCC.

### 1 month prior to wedding:

- Complete the worksheet and submit your selections in the *Together for Life* booklet, to your WCC.
- Submit marriage license to preparing minister or Teresa
- Submit church fee to Teresa
- Submit WCC, clean up and altar server fees to your WCC
- Designate someone to clean up the worship space.

**Please supply the following information to your WCC by mail, fax or email:**

Bride/Groom Names \_\_\_\_\_

Contact Information

Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

Wedding Date/Time \_\_\_\_\_

Rehearsal Date/Time \_\_\_\_\_

Presider's Name/Contact Information \_\_\_\_\_

\_\_\_\_\_

Designated Clean Up Person \_\_\_\_\_

Horse Drawn Carriage  No  Yes

Florist Name \_\_\_\_\_

Florist Phone/Fax \_\_\_\_\_

Photographer Name \_\_\_\_\_

Photographer Phone/Fax \_\_\_\_\_

Videographer Name \_\_\_\_\_

Videographer Phone/Fax \_\_\_\_\_

Reception Site \_\_\_\_\_