



Wedding Guidelines

Padre Serra Catholic Church
5205 Upland Road Camarillo, CA 93012
(805) 482-6417 ~ 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 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.

Wedding Times

Saturday: 10:00am, 12:00pm, or 2:00pm or Friday afternoons/evenings.
We regret that we are unable to do Sunday weddings.

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	vpatv@outlook.com	Home (805) 491-2414
Grace Martinez	grace.martinez@navy.mil	Work (805) 989-3839

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 loved secular music for your reception. For all music selections, musicians and stipend information, contact Dominic x327, dominic@padreserra.org. 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, altar servers, 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 wedding attendants. It should be clearly understood that our parish does not want any child to be bullied, forced or reprimanded about their performance by anyone.
- There may be other cultural, ethnic or optional rituals you would like to include. Please discuss these with your priest, deacon and WCC as you have your final meetings with them.

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, 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.

Brides Room

- This room is available *one hour* before the ceremony. It may be used to change into dresses or relax until the ceremony begins. It is not to be used as a full service hair/make-up room. Blow dryers/curling irons, etc. should *not* be used.

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.
- 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.

Flowers (Environment/Decorations)

- The church building is beautiful, and *very* large. Even the largest bouquets seem to be swallowed up by the expanse of the building. As a result, we suggest that you spend no money on flowers for decorating the altar. They usually disappear, visually.
- Please keep in mind that the church has decorations suitable for our Sunday celebrations (plants, banners, colors, etc.). Your WCC can answer any questions about what the church will look like at the time of your wedding. For your ceremony, you may, if you choose, *add to* any existing plants, decorations, etc., but you may not move or remove any that are all ready in place. Be mindful that the color of some church décor may not “match” with your wedding, but they must remain, regardless.
- If you do choose to add to the floral décor of the church, we ask that it be simple, so it can be quickly placed and then removed immediately after the ceremony.
- Please ask your florist to arrive *no earlier than one hour* before the ceremony. The altar, the top altar step and the carpeted areas should remain clear. Please discuss any arrangements with your WCC and give a copy of these guidelines to your florist.
- If you would like to use bows or flowers as décor on the aisle chairs, they must be secured with ribbon or pipe cleaner. Tape and clips damage the furniture so may not be used. The use of ribbons or rope to cordon off the aisle, and runners in the aisle, are not permitted as the free movement of your guests is required by law.
- A flower girl may pass out flowers or simply carry a basket of flowers in the procession, but may not drop flowers in the church building or on the campus.
- 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 asks them to stay outside the “gold ring” or inner circle, about 30.’ 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. If they get up or stand in the aisle, they may obstruct the shots your paid professional photographer is taking.
- If you want to take pictures before the ceremony, you may do so outside the church beginning *one hour before* the wedding. It is important that photos finish 30 minutes before the wedding so the party can be ready to greet arriving guests, freshen up and begin the wedding.
- Immediately after the ceremony, when the guests have left the church, two pictures are permitted inside the church – one of the couple alone, and one of the couple with the presiders. You may take pictures with the the wedding party in the courtyard up to *30 minutes after* the ceremony. We suggest that your guests leave for the reception immediately following the ceremony so you may take your pictures quickly to be able to join them.
- Attached are copies of these guidelines for your photo/videographer. They may attend the rehearsal, especially if they have never seen our space.

Arrival Time

- As the norm, the church building is used for several services every day on the weekend. When scheduling events, including weddings other than yours, we must make the church available at the agreed upon time. We are also aware that pianists, musicians and cantors 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. To ensure that the church building is available for the next service, if yours starts late, we may have to shorten *your* wedding, by eliminating flowers to Mary, lasso or arras, etc. We always regret doing so. Please, make sure your guests and photographer know that they cannot damage your ceremony in this way.

Miscellaneous:

- Please have all items needed at the church in a central location, so that nothing is left behind on the day of the wedding. It’s not recommended to send someone in the immediate family or wedding party to get a forgotten item after they have arrived at the church on the day of the wedding.
- Please advise all male attendants to gather in the church 30 minutes prior to the ceremony to be ready to greet and seat your guests.
- *Clean up:* Please appoint someone to clean up the church/bride’s room/courtyard immediately after the wedding. Any programs, bows, flowers, and 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
- 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.
- Wedding ceremony coordinator stipend – \$125
- Altar server stipend (2 servers supplied by the church) – \$15/ea. (please include with the WCC stipend)

- Regarding music, pianist – \$200 and cantor – \$175. For more elaborate ensembles, please contact Dominic MacAller x327, dominic@padreserra.org.
- Cleaning fee – \$100 check payable to “Cash” in the event that your designee (see “Clean up,” above under Miscellaneous) is unable to clean the church building. 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.
- Contact Dominic MacAller x327 to arrange for your wedding music.
- 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 church and bride’s room with your WCC.

At rehearsal:

- Bring to rehearsal anything that you want at the church for the wedding.

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 _____