

**WEDDING
INFORMATION & GUIDELINES
OLD MISSION SAN JUAN BAUTISTA**



Founded 1797

Congratulations on your engagement and future wedding at Mission San Juan Bautista. You become a part of history as you join the many couples who have shared this sacrament with one another since the Mission's founding.

We welcome you as our guests and invite you to read the following information and guidelines carefully so that your wedding will be the successful and joyful celebration you envision. These guidelines will help you prepare and plan for your wedding ensuring a safe, secure, and reverent celebration.

FAQ's: Below are some of the most frequently asked questions about weddings here at the Mission

1. What is the cost of having a wedding at Mission San Juan Bautista?

The stipend for a wedding here at the Mission is \$1,000; \$500 for smaller chapel weddings. The amount must be paid in full in order to reserve your date.

2. What times and days can I have my wedding?

Weddings are held on Saturdays at 12:00 Noon and 2:30 pm. Weekday weddings are by special arrangement.

3. What if I cancel my wedding?

If you decide to cancel your wedding date, the cancellation notice must be in writing. If your wedding is in the Church, the reservation fee is refundable except for \$250 that will go toward the restoration of the Mission. If your wedding is in the Guadalupe Chapel, the reservation fee is refundable except for \$150 that will go toward the restoration of the Mission.

4. Can I have a priest from Old Mission celebrate my marriage if I am not a parishioner?

Our priest strives to celebrate marriages for current, active parishioners. As with many parishes, our resources and time are limited. Our priest focuses his efforts on serving the many needs of our parish community. You are able to use our Priest in the event that no other priest is available to celebrate your mass or upon his availability. If you are not a parishioner, we encourage you to make arrangements for a priest or deacon to travel to San Juan Bautista to celebrate your marriage.

5. Is there a dressing room or a place for me to get ready at the Mission?

No. There are no dressing rooms or preparation rooms available at the Mission. Please plan accordingly. Public restrooms are available for you and your guests.

6. Do both my fiancé and I have to be Catholic to get married in the Church?

Only one of you is required to be a baptized Catholic to celebrate the Sacrament of Marriage. Please discuss this with the priest during your marriage preparation. **Only Catholic ceremonies can take place in the Mission Church.** No garden wedding or non-denominational wedding ceremonies can take place on Mission Church grounds.

7. Will we have a wedding rehearsal at the Old Mission?

Yes. The wedding rehearsal allows the bridal party to become familiar with what will take place during the wedding liturgy and answer any questions that may arise. Rehearsals help everyone understand the importance and dignity of the Sacrament of Marriage, and provide the bride and groom, and their guests with a more relaxing and holy wedding day. All wedding participants must attend the rehearsal. The rehearsal will be cancelled if the bride and groom are not in attendance or show up more than 20 minutes late. Usually, they are done a day before the wedding.

8. Can the Old Mission Wedding Day Coordinator help us plan our liturgy?

Yes. The Wedding Day Coordinator will be happy to help with these plans. You may choose your own readings, traditions, etc. Prior to the rehearsal, the Wedding Day Coordinator will go over all of the selections you have made and answer any questions. They will lead everyone through the rehearsal and will be present before, during and after your wedding ceremony.

9. Can I bring in my own musicians for the wedding?

All guest soloists and musicians must be pre-approved by the Mission Music Director.

Where do I begin? What is the process to get married? What is required from us? How can we book our date? These are some questions you might have.

What is marriage preparation? This is an informal interview or meeting to discuss your marriage plans with a Priest. He then will guide you according to what he sees fit for your engagement and future wedding. The priest will gather information from the couple and will need your baptism certificates and any other sacrament received. If you are legally married then this would be a good time to show him the certificate of marriage etc.

Whom can the mission prepare for marriage? We can help those who are already registered parishioners or someone who lives within the parish boundaries. These parish boundaries include City of San Juan Bautista and Aromas.

For the couples that reside outside the parish boundaries, please start by asking your local parish's Priest or Deacon to prepare you for marriage. By special requests we can accommodate those outside the boundaries.

Before scheduling a wedding at Old Mission San Juan Bautista, please do the following:

- ◇ Contact the mission at least six (6) months prior to the desired date of your wedding to check on availability.
Note: Weddings are not celebrated during lent
- ◇ Read the information presented on the following pages. The bride and groom must sign the Wedding Agreement page (last page of the packet).
- ◇ Please have the priest sign the section on the Wedding Agreement checking off what applies to him and leave blank or write "n/a" next to what he doesn't agree to do.
- ◇ Visit the Mission Parish office to book your date. **(Please note: Half payment amount is due at the time of booking with the signed contract.)**

All forms must be signed and on file at the Parish Office Thirty (30) days before the wedding :

- ◇ Floral Guidelines, Photography & Videographer Guidelines and Music Guidelines.
- ◇ Documentation of attendance at an Engaged Encounter retreat Weekend or Tarde Para Novios, This is a requirement of the Diocese of Monterey. Please schedule your weekend as soon as possible as space and dates are limited. You may attend the retreat weekend at any location throughout the country. For registration dates and information, visit www.mcee.org, www.engagedencounter.com, or you can ask us for more information on Tarde Para Novios.

In addition, the priest or deacon responsible for your marriage preparation will submit the following paperwork to the Mission (30) days prior to your wedding (please remind the priest). For those being prepared in another Diocese, (45) days is required as the wedding packet must be sent to the Tribunal Office and then to us.

- ◇ Pre-nuptial Investigation and Affidavits of Freedom for both the bride and groom completed by the priest or deacon responsible for the marriage preparation.
- ◇ Copies of Baptismal certificates (recent copies with notations), First communion and confirmation
- ◇ Engaged encounter certificates
- ◇ Dispensation (if applicable)
- ◇ Wedding License or Marriage certificate

Make sure to plan accordingly to prevent any stress to get these documents in.

We have set up the following guidelines for the safety of your celebration and for the security of the Mission. Thank you for your cooperation and assistance in observing them.

GENERAL INFORMATION

WEDDING TIME:

Wedding Ceremonies are on Saturday afternoons at 12:00pm Noon and 2:30pm. Rehearsal are on Friday evening 5:00pm for the 12:00pm mass and 6:00pm for the 2:30pm mass. Weekday weddings and rehearsals are available upon special arrangement.

SEATING:

The Mission Church will seat up to **400 people** and The Guadalupe Chapel will seat up to **60 people**.

FEE:

Weddings in the Church are \$1,000. If you should cancel your wedding date, the fee is refundable except for \$250. This will be applied to the restoration fund of Mission San Juan Bautista.

Weddings in the Guadalupe Chapel are \$500. If you should cancel your wedding date, the fee is refundable except for \$150 that will be applied to the restoration fund for Mission San Juan Bautista.

THE FEE INCLUDES:

The use of the Mission and grounds for one hour before the ceremony (floral and musical setup), the ceremony itself, half hour after the ceremony in the church for photographs, and the use of the Mission grounds for photographs after the ceremony. Times are approximate and dependent on the wedding being on schedule. The doors of the Mission church remain unlocked during the wedding for Mission visitors.

Casa Maria Reception Hall

This hall is adjacent to Mission San Juan Bautista and was built in the late 1920s, A generous benefactor from Chicago hired an architect from Los Angeles to design and build the facility. We are proud to present for your wedding reception a fully restored Casa Maria. Check out our website for some pictures of the location, oldmissionsjb.org

Contact: Magda Perino (831) 623-2127 or magda@oldmissionsjb.org for more information about Casa Maria.

MUSIC

Your wedding celebration, be it a “Mass” or a “Simple Ceremony”, is a religious event, all musical selections are to be of a religious nature and appropriate to a Catholic ceremony. **All music must be performed live, taped music is not allowed.** The bride and groom are responsible for the musician’s fees which are not included in the church reservation fee.

Please contact the office at least two to six months prior to your wedding date to discuss the music for your wedding. Coordination of additional instruments and/or outside musicians must be arranged with our Music Director **prior to securing their services.** If you hire an organist, he/she must be a member of the Organ Guild.

Please do not move the piano or organ.

ENVIRONMENT

When decorating the Church, please do not use staples, tacks, nails, adhesive tape, or anything that would damage, deface, disfigure pews, ambo (podium) or any part or fixture of the church. This is especially the case when decorating with flowers or bows on the pews, benches or chairs of the Mission. Some florists have clips that work nicely and others simply tie them on with beautiful ribbons. Your cooperation in this is most appreciated. We wish to conserve and honor the history of our 200 year old Church and the many items contained inside.

Any present adornment or decoration of the church, (e.g., flags, plants, statues, etc.) especially the environment items reflecting a liturgical season (Advent, Pentecost, etc.) must not be moved or removed.

Any of the worship-related items (e.g., Missalettes, song books, etc.) must not be moved or removed. **Stations of the Cross may not be decorated.**

Flowers for your ceremony are your responsibility. All plants or flowers placed on the back Altar (where the tabernacle sits) will need to remain there. Please consider this your gift to God and the Mission Community. **Artificial and dried flowers are not allowed.**

Only the Unity Candle is permitted along with the candle stands already at the Altar. Additional candles at the Altar or in the body of the church are a fire hazard and are, therefore, not permitted. The Unity Candle is not to be placed on the Altar (a special stand is provided). Bridesmaids or any member of the wedding party or procession may **NOT** carry lit candles.

Due to the danger to you and your guests, we **do not** allow aisle runners; the throwing of rice, confetti, flower petals, birdseed or any substitute in the church or on church property.

Florists need to bring arrangements through the rear driveway/garden area. The florist may arrive to decorate the church one hour before the start of your ceremony, and we ask that they remove all flower boxes, bows, etc., immediately after your wedding. Florists should **NOT** arrange flowers at the Mission but should bring all bouquets, sprays, etc., completed and ready to place at their location. You may assigned someone from your wedding party to help you clean up after the ceremony if the florist will just be dropping off the arrangements.

PHOTOGRAPHERS AND VIDEOGRAPHERS

It is the responsibility of the bride and groom to make all necessary arrangements for photographing their wedding. Photographers are welcome to take pictures before, during and after weddings. Photographers and videographers are requested to be respectful and not walk around during the ceremony. Still and video photographs are allowed. Flash photography is not allowed during the ceremony.

Inform your photographers and videographers that they and their equipment must be outside the Sanctuary (i.e., outside the Altar rails). Photographing and videotaping during the wedding must be discreet and respectful of the fact that this is a religious service.

Prior to the wedding, you may arrive no more than one hour before the start of your wedding to use the church grounds for photographs. The wedding day coordinator will be arriving at this time to prepare the church for the wedding. Posed pictures will end ten (10) minutes before the scheduled time of the wedding.

Any guests wishing to take photographs or to videotape may not enter the sanctuary at any time during the wedding. Please share this information with your guests to avoid any misunderstanding the day of the wedding.

The lower half of the sanctuary may be entered for photographs after the wedding for 30 minutes.

Church doors must remain unlocked during your wedding ceremony. Tourists are not to be turned away by members of the wedding party or by your guests.

PARTICIPANTS

Only children over five (5) years of age are allowed to participate as ring bearers, train bearers, etc. Please consider whether the presence of children in these roles will add to or detract from the joyful solemnity of the celebration.

The Church is a sacred place. We require that the wedding party be appropriately dressed. Good behavior and modesty in dress is requested. Your wedding party must not exceed **8 bridal attendants and 8 groomsmen**. This does **not** include the Maid of Honor and the Best Man.

If you have family or friends that are Eucharistic Ministers and you would like them to help serve during your wedding, and they are not from the Old Mission, please have them submit a letter from the Church where they attend stating that they have been trained as Eucharistic Ministers.

Rehearsal & Wedding Day

Wedding Day Coordinators are:

Daniela Desiderio (Spanish or Bilingual Ceremony)
Liz Avila (Spanish)

WEDDING COORDINATOR:

The Coordinator's duties are the following:

- ◇ Supervises the rehearsal
- ◇ Works with florist & musicians on the day of the wedding
- ◇ Arranges altar
- ◇ Coordinates the entrance rite
- ◇ Coordinates the signing of the State Marriage License
- ◇ Supervises the after wedding photographs on the altar
- ◇ Coordinates with brides' wedding consultant
- ◇ Provides consultation on using the Mission for a Wedding

Be on time for your rehearsal and everyone who is taking part in the ceremony must attend. Feel free to invite the priest that is celebrating the mass if it's his first time here at the mission.

Anyone involved in the wedding procession, readers, ministers, etc. should be at the rehearsal. If someone is unable to attend, have someone stand in for them and give them instructions.

Be on time for your rehearsal and everyone who is taking part in the ceremony must attend, If visiting priest is not familiar with the Mission, is celebrating your ceremony, please ask the priest to attend the rehearsal if time allows him to do so.

The California State marriage License is due on the rehearsal day. It's required by law for marriages taking place within the State of California. A catholic priest cannot marry any couple without possession of a valid marriage license.

After the wedding ceremony, members of the wedding party please follow the direction of the wedding day coordinator as to which door will be used to enter and exit (this will be covered at the rehearsal).

Please be sure the Bride, Groom and all wedding participants **BE ON TIME FOR THE WEDDING. Please arrive at least 20 minutes prior to the ceremony so it starts on time.**

Be aware and courteous of the fact that there could be a wedding before or immediately following yours. Be respectful of the fact that each wedding party is allowed the same amount of time to set up or take photos so being prompt is crucial.

The Plaza area (parking, gates, green grass, & buildings) in front of the Mission is the property of the State Park. The State Park only allows the limousine or the bridal party vehicle access for parking. The gate will be unlocked approximately thirty-minutes (30) prior to the start of the wedding. If there is any problem, please see the Wedding Day Coordinator.

A Stipend/Donation for the priest, while optional, is customary. The standard range is \$100 to \$500.

Bride and Groom:

Please sign below indicating that you have read and agree to follow the Wedding Guidelines that the Mission San Juan Bautista has provided in the attached packet.

Bride's Signature

Groom's Signature

Bride's Name (Please print)

Groom's Name (Please print)

Phone: _____

Phone: _____

Address: _____

Address: _____

Couples from another parish, please meet with your pastor and have him complete this section:

We have shown these guidelines to the priest who will be preparing us and celebrating our wedding ceremony. The priest must check off what applies and leave the rest blank or put "N/A" next to the ones that don't apply.

I, Father/Deacon _____

_____ I give this couple permission to marry outside their local parish.

_____ I agree to prepare this couple for marriage.

_____ I am coming from outside the Diocese of Monterey and I agree to complete the "Letter of Permission and Testimonial of Suitability for Ministry" that is required for permission to celebrate this wedding in the Diocese of Monterey.

_____ I agree to travel to the Mission to celebrate this couple's ceremony.

Priest/Deacon Signature & Name of Parish

Phone #

Date of Wedding

e-mail

Please note: Your wedding date cannot be held prior to payment and receipt of this form and the full payment.

Afterwards please turn in your wedding preparation packet to our office 30 days prior to the wedding date. For those coming outside of your Diocese please allow 45 days to mail the packet to our Diocese Tribunal.

We here at Old Mission San Juan Bautista wish you a beautiful wedding ceremony and a loving and Christ centered marriage. Through your marriage, God enriches your lives and your lives in turn shall enrich the Church and our world. Your wedding day is a significant and memorable occasion in your life. Our guidelines are intended to insure a reverent and joyful celebration of marriage. God bless you!