

# *Celebrating the Sacrament of Marriage*

## *Mission San Jose Guidelines*



### *Mission San Jose Wedding Staff*

*Alice Rivera, Office Manager/Scheduler  
Suzanne De La Cruz, Wedding Coordinator  
Jesse De La Cruz, Wedding Coordinator*

*701 East Pyron Avenue  
San Antonio, Texas 78214  
Office Phone: 922-0543 Fax: 932-2271  
Email: [sanjoseinsatx@yahoo.com](mailto:sanjoseinsatx@yahoo.com)  
Website: [sanjosemissionchurch.org](http://sanjosemissionchurch.org)*

## Non Parishioners

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As parish priest, our main responsibility is to our parishioners, and for that reason we work with marriage preparation and celebrate the weddings of those who are parishioners living in the parish area or who have been active through registration. Other Catholics who are not parishioners and wish to marry here at San Jose Mission must arrange for a priest/deacon to:

1. Work on your marriage preparation and preside over the ceremony.
2. Complete all paperwork required by the Catholic Archdiocese of San Antonio (210-734-2620).
3. The marriage packet must contain the marriage license and sacrament records. **This packet is due at the Parish Office of San José Mission no later than the rehearsal date.**
4. Conduct the practice. (Priest/deacons from San José Mission will not serve as a substitute should the celebrating priest/deacon fail to show or cancel.)

**NOTE: SUNDAY WEDDINGS ARE NOT SCHEDULED AT MISSION SAN JOSE**

## Use of Church Information

If you have hired a wedding coordinator, you must contact the Parish Office, 210-922-0543 as soon as possible. Everyone not hiring a coordinator must consult with the Parish Office regarding the following rules and regulations.

### Fees

For non-parishioners, a sum of \$1,000.00 is to be paid for the use of the Church\*. There is a \$200.00 NON-REFUNDABLE deposit that is to be paid at the time you reserve the date for your wedding. While the deposit is non-refundable, it is transferable to another date should there be an unforeseen delay. The balance of \$800.00 is due **no later than 6 weeks in advance** of your wedding date if paying by check. If paying by cash, money order or cashier's check, the balance of \$800.00 is due 1 month before your ceremony.

**\*NOTE: The church fee is only for use of the church facilities and does not include the priest's stipend nor the fee for your musicians.**

**NOTE: Alcoholic beverages are not allowed in the church, church grounds, parking lot or any other facility at Mission San Jose.**

## Ceremony and Rehearsal

All wedding ceremonies are booked for a 2 hour time slot as follows:

- 11:00am ➤ You are booked from 10:30am - 12:30pm.
- 1:00pm ➤ You are booked from 12:30pm - 2:30pm.
- 3:00pm ➤ You are booked from 2:30pm - 4:30pm.

Ceremonies will not be scheduled at any other times. If your Ceremony begins late, you still must be out of the Church by the specified time given. **THERE ARE NO EXCEPTIONS. WE RESERVE THE RIGHT TO CANCEL ANY CEREMONY SHOULD THERE BE ANY THREAT OR HARM DIRECTED TOWARDS THE CHURCH AND/OR THE PARISH PERSONNEL.**

**YOU MUST BRING** the original marriage license and unity candle (if applicable) to the Parish Office and also present it to the Wedding Coordinators on the day of your rehearsal. Wedding rehearsals are scheduled on a first come, first serve basis and are conducted on the Thursday or Friday before the ceremony. Rehearsals usually last one hour and are scheduled at either 4:00pm, 5:00pm, or 6:00pm. If your rehearsal begins late, you still must be out of the Church by the specified time given. **ALL PARISH ACTIVITIES TAKE PRECEDENCE OVER YOUR CEREMONY OR REHEARSAL.**

### Rice/Bird Seed, Etc.

The National Park Service DOES NOT allow anyone throwing bird seeds or rice before, during or after ceremonies. Additionally, the church does not allow throwing confetti or flower petals. The use of soap bubbles by your guests is only allowed outside of the Church following your ceremony.

### Decorations

Two floral arrangements may be placed on the small stands on both sides of the altar or one large floral arrangement may be placed below the crucifix behind the altar. Flower arrangements are not allowed on top of the altar (table). Floral decorations in any other area of the church requires prior approval by the church. **NOTE: All couples are required to leave at least one (1) fresh flower arrangement of \$75.00 value or greater in the Church after the wedding ceremony. No silk or plastic flowers are to be left in the church.**

**NOTE: Statues, furniture or decorations that are currently present in the church cannot be removed or relocated to any other part of the church. Please check with the office to determine if the Church will be decorated prior to your ceremony.**

- Candelabras may be used, however a drop cloth must be used to protect the floor from wax (dripless candles DO drip).
- Pew decorations are to be tied on with ribbon or attached with decorative elastic. No tape, tacks or nails are allowed.
- Aisle runners can be used. Paper, plastic, fabric or carpet is allowed. The church center aisle runs 77 feet from before first Sanctuary step to doors. You are responsible for the removal of the aisle runner immediately after the wedding ceremony.
- All packaging materials and boxes brought in with your flowers or decorations must be taken with you and disposed of immediately after the ceremony.
- Remember, **you just have only 30 minutes to decorate before the wedding ceremony.**

### Rental of Parish Facilities

**NOTE: ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN THE CHURCH, ANY PARISH FACILITY OR ON THE CHURCH GROUNDS OR PARKING LOTS.**

**Mini Center:** Brides may want to use this room as a changing room prior to their ceremony or their bridal portrait. The mini-center is available for \$30.00 per one hour period or \$75.00 for three hours. This facility is air conditioned and has mini-blinds, a full length mirror, and a refrigerator for water and flowers. The charge is only for the use of the facility and does not include cleanup. Therefore, you should leave it as you found it.

## Special Circumstances

The Church has wheelchair access at the East Gate entrance. Guest may be dropped off and picked up outside the gate. Ramps are located at the back entrance of the Church. In case of inclement weather, the bride may be brought into the Mission Compound for drop off and pick up. To make this request, please speak to your assigned rehearsal/wedding liaisons. He/She will be present at your rehearsal and before/after your ceremony to assist you and your priest/deacon.

## Photographers/Videographers

Posed photographs are allowed in the Church prior to or after the ceremony provided that the wedding begins and ends on time. If the time is short, we suggest that photographs be taken at the reception or outside the Church in the Convento (Garden Area behind the Church). Your Photographer/Videographer shouldn't distract from the bride and groom by moving around in the Church. No spotlights are to be used with either a camera or video camera. **You must** contact the National Park Service at 932-1001 to obtain a permit if the bride wishes to take a bridal portrait on any other day other than the wedding date.

## Music

All music must be sacred or appropriate to the occasion. All music selections must be approved by our Pastor at least 2 months prior to your wedding. If you need help with guidelines or you are looking for a referral for someone to play the piano, organ, guitar or Mariachi, please call the Parish Office at 922-0543. There is a \$25.00 practice fee for use of the organ if that practice is outside of your scheduled rehearsal time. The Church has it's own sound system. We do not allow any additional sound systems in the church, however a small cassette tape/CD player is allowed.

**NOTE: The piano cannot be moved under any circumstances.**

**NOTE: If the Church is booked all day, you will only have 30 minutes to set up before your wedding starts.**

# Mission San Jose

## Rehearsal Checklist

**Rehearsal Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

GROOM'S NAME \_\_\_\_\_ Phone #: \_\_\_\_\_

BRIDE'S NAME \_\_\_\_\_ Phone #: \_\_\_\_\_

Presider's Name: \_\_\_\_\_

**Does the presider have the wedding packet which must be made available to our church at the time of the rehearsal?** \_\_\_\_\_

**VERY IMPORTANT REMIDERS: PLEASE BRING YOUR MARRIAGE LICENSE AND UNITY CANDLE (if applicable) AND PRESENT IT TO OUR WEDDING COORDINATORS AT THE TIME OF REHEARSAL.** \_\_\_\_\_

Type of Liturgy: \_\_\_\_\_ Mass Celebration \_\_\_\_\_ Ceremony \_\_\_\_\_ Deacon

Will bride and groom be using kneelers or chairs? \_\_\_\_\_

Have you selected Readings? YES/NO Have you selected Readers? YES/NO

(If applicable) Who will present the communion bread & wine: \_\_\_\_\_

Are you presenting flowers to Our Blessed Mary? YES/NO

How many guests are you expecting at the wedding ceremony? \_\_\_\_\_

**RITE OF MARRIAGE** (Please check all that apply)

- \_\_\_\_\_ Blessing of rings
- \_\_\_\_\_ Lighting of the unity candle (optional)
- \_\_\_\_\_ Coins (13 coins representing Christ and the 12 apostles)
- \_\_\_\_\_ Lasso (symbolizing eternal union)
- \_\_\_\_\_ Family Bible
- \_\_\_\_\_ other symbols \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_

How do you want the parents to be seated \_\_\_\_\_ all on the same pew  
\_\_\_\_\_ first pew (divided by groom/bride side)

Who is escorting the bride? \_\_\_\_\_

### Family Procession

<u>Groom's Side</u>	<u>Bride's side</u>
Grandmother _____	Grandmother _____
Grandfather _____	Grandfather _____
Mother _____	Mother _____
Father _____	Father _____
Other _____	Other _____

**Bridal Procession**

Best Man \_\_\_\_\_  
Groomsmen \_\_\_\_\_  
Ushers \_\_\_\_\_  
Ring Bearer \_\_\_\_\_

Bridesmaid Name

- |           |           |
|-----------|-----------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ |           |

Junior Bridesmaid: \_\_\_\_\_

Flower Girls: \_\_\_\_\_ and \_\_\_\_\_

Maid of Honor: \_\_\_\_\_

Other: \_\_\_\_\_

**IF USING THE MINI-CENTER, PLEASE RETURN THE KEY IMMEDIATELY AFTER THE WEDDING BY DEPOSITING IT THE DROP-BOX LOCATED ON THE PARISH OFFICE DOOR.**

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WEDDING CONTRACT

1. We understand that the piano may not be moved or removed under any circumstances
2. **We agree to leave at least one (1) FRESH flower arrangement after the ceremony.** Approx worth \$75.00. No Silk or Plastic flowers.
3. We understand that no flower arrangements are allowed on the Altar.
4. We agree not to move or remove any existing decorations or Statues from its position in the Church.
5. We agree that no rice, birdseed, flower petals or confetti will be thrown in or around the Church compound and property.
6. We understand that absolutely no part of the Mission Church is to be used as a changing/storage room. **Absolutely no food or drinks are allowed inside the Mission Church.**
7. We understand that it is our responsibility to contact the church should any of the following occur; CHANGE OF ADDRESS, CHANGE OF ANY PHONE NUMBER AND ALL PHONE NUMBERS, CHANGE OF PRIEST/DEACON/MINISTER.
8. We agree that if we do not pay the church under the agreed payment schedule listed below, that this is considered a breach of contract on your part and the penalty is forfeiture of ALL PAYMENTS MADE and could result in your losing your time slot. We also understand that there are no exceptions to this rule.
9. We have been informed of the construction/renovation plans for Mission San Jose Church. We are aware that the repairs/construction will be inside and outside the church and that the exact date is unknown at this time. Architectural repairs will begin in the fall of 2009 and continue in 2010 and 2011 to restore the architectural beauty of Mission San Jose Church.
10. We hereby understand and agree that it is mandatory that the marriage license be presented to the wedding coordinators and Parish Office of Mission San Jose on the day of rehearsal.

I/We, \_\_\_\_\_ have read and will abide by all of the rules and provisions stated in this contract/ booklet and realize that we will be held responsible. We also agree to be responsible if these rules are broken by our family, friends, guests and wedding coordinator. Should there be any monetary expenses due to our breaking of this contract or church property, we agree to pay all costs incurred. **I/We also understand that Mission San Jose has the right to cancel any ceremony should there be any harm done to or threat directed at any of the church's personnel/volunteer or church property.**

Bride' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
NAME PHONE NUMBER

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Payment Due:  
6 weeks in advance of your wedding date is \_\_\_\_\_  
MM / DD / YYYY