

**Our Lady of Guadalupe Catholic Church**  
Quinceañera Requirements, Fees and Ceremony Guidelines

2009 – 2010

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**Eligibility**

The Candidate must be baptized and have received the sacrament of first communion. Copies of these certificates must be turned in at the time of registration/scheduling.

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**Preparation**

The Candidate must register for and attend **all** Quinceañera classes. Parents **must** attend the first and last Quinceañera class with their child.

The Candidate must schedule an appointment with the priest or deacon one week prior to the Quinceañera.

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**Behavior**

Candidates, their guests, representatives and families must behave in a manner befitting the celebration of a Quinceañera Mass or Communion Service. The Quinceañera is a liturgical celebration that will be celebrated at a church. This means that candidates, their guests, representatives and families must follow all church policies and treat all parish staff and volunteers with courtesy and respect. Failure to do so will cause a forfeiture of your deposit.

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**Parishoners & Non-Parishoners**

A parishoner is someone faithfully living within the geographical boundaries of the parish or someone that is registered with the parish at the time of booking. For the purposes of Quinceañeras, the candidate and/or parent(s) must be a parishoner.

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**Fees**

<b>Refundable Deposit</b>	\$250
<b>Parishoner</b>	\$650 (Flat Fee)
<b>Non-Parishoner</b>	\$750 (Flat Fee)

These fees are below parish cost, and are used to offset the cost associated with the following:

- Quinceañera Class and Preparation Program
- Use of the church or chapel (utilities, light maintenance)
- Church Monitor
- Facility Preparation (Mass prep, Church Supplies)
- Administrative functions

If the Quinceañera or his/her family voluntarily wishes to contribute more than the fees listed above, they may do so by making a general donation to the church, by making a donation towards our food pantry or other social services programs or the visit the parish wish list which can be found at [www.olgaustin.org](http://www.olgaustin.org). All contributions are voluntary and are tax deductible.

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### Deposit

The church deposit is non-refundable if the terms on the "Quinceañera Deposit Agreement" are not met and/or if the date is cancelled less than two months before the scheduled Quinceañera.

**All fees must be Paid in Full 30 days prior to the Quinceañera.**

**Failure to do so may result of the cancellation of the event by the parish office.**

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### Ceremony Guidelines

#### Mass and Rehearsal Times

- Quinceañeras are held on Saturdays at 1:00 p.m. or 3:30 p.m. They are not scheduled during the Lenten Season. If you arrive more than fifteen minutes late for your celebration, you will automatically forfeit your deposit.
- Rehearsals are scheduled on the preceding Friday at 6:00 or 7:00 p.m. The rehearsal is scheduled for one (1) hour and it is your responsibility to ensure that all the attendants arrive on time. There are weekends when two ceremonies are scheduled; therefore, everyone must be punctual. We ask that everyone conduct themselves in an orderly and respectful manner while in the church (see behavior guideline above).

**Absolutely, no food, drinks, tobacco or alcohol are allowed in the Church. This is an automatic forfeiture of your booking deposit. Please share this information with your entire quinceañera party.**

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### Attire

Quinceañeras take place at Mass or a Communion Service and happen in the church. Honorees and their attendants/court must dress modestly. **For this reason, sleeveless or strapless dresses are strongly discouraged.** This includes both the honoree and all attendants/members of the court. Dresses must be at least knee length. Honorees or attendants who arrive in dresses that are sleeveless or strapless **must** wear a shawl or other suitable cover-up. No visible cleavage, bare midriffs, short length, high slits, skin-tight, low cut necklines, or backless gowns are allowed. This is not appropriate for the presence of Christ or a sacred celebration. Non-compliance will result in the loss of your deposit. If necessary, you may need to purchase one dress that is appropriate for the church and another for the party afterward. If you have questions as to whether or not a dress is appropriate, contact the Director of Worship and Formation or the Quinceañera coordinator **before** purchasing it.

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### Church Decorations

Throughout the year, the church is decorated to reflect the various liturgical seasons with banners, altar cloths, and backdrops. **You are restricted from moving or removing any items from the sanctuary area.** Listed below are guidelines to follow:

- The church will provide a satin covered kneeler and chair at the altar for the honoree.
- Bows, ribbons and floral arrangements may be used to adorn the pews in the center aisle. **Do not use wire, tape, pushpins, thumbtacks or anything that would damage the pew to attach the bows.** Pew clips or ribbons are acceptable and are sold at party supply stores. We have hundreds of weddings here at OLG and continual exposure to unsuitable décor will damage the church and furnishings.
- Please remove the pew decorations before leaving the church. We do not guarantee that they will be found later.
- You may arrive at the church one (1) hour prior to the ceremony to decorate. Please give the Monitor advance notice.
- Rice, flowers, potpourri and birdseed are **prohibited** in and outside of the church for safety and liability reasons. Slipping on these items could cause serious injury to you, your Quinceañera party and guests.

- Dove and Butterfly releases are only allowed outside the church.
  - Candelabra and arches are not allowed in the church.
  - There are two (2) options available for church flowers:
    1. Use the flowers that are prepared for weekend Masses. This allows you to submit your color schemes and suggest some flower selections. If two ceremonies are scheduled on that day, the floral arrangements will be neutral enough to compliment each ceremony. All floral arrangements must remain in the church for the weekend Masses.
    2. Purchase flowers of your choice to go with the church flowers. You may not move the floral arrangements that are prepared for the weekend Masses. You must take any additional arrangements you bring with you immediately after Mass. You may bring in two extra arrangements for the high altar; one large arrangement to put in front of the altar table; small arrangements to put on the tables by the entrances of the church. If you would like to leave your flowers in the church, please make prior arrangements with the Director of Worship & Formation or with the Wedding Coordinator.
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### Music

It is your responsibility to contract your Quinceañera music. You will receive a list of musicians and vocalists from this church that are available for hire. Please make this contact at least three (3) months prior to your ceremony. Outside instrumentalists, vocalists and Mariachi groups are allowed with approval from the parish staff. If the church sound system, piano or organ are to be used by an outside source, please inform the parish staff. Only liturgically appropriate music is permitted at the ceremony. If you have any questions contact the Director of Worship and Formation in the parish office prior to finalizing music arrangements.

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### Photography Guidelines

- Only one photographer and one videographer are allowed. It is extremely important that they remain respectful of the sacred space. We recommend that they attend the rehearsal for logistical purposes.
  - The videographer must remain stationary in the choir loft or at either side aisle but NOT past the front columns during the ceremony.
  - The photographer may be mobile in the church during the ceremony but limited to the choir loft, either side aisle (behind the front column) or the Cry Room as long as they are not a distraction. Most importantly, they must not enter the altar area at any time during the ceremony. The use of flashbulbs or any other bright lights are prohibited during the ceremony.
  - Please advise your guests and family not to take photos during the ceremony. The service of your professional photographer is costly and you don't want them to interfere with his professional work.
  - Thirty (30) minutes prior to or after the ceremony is allowed for taking posed photographs. We ask that you provide your photographer with a list of pre-planned photos in order to best utilize the time allotted. Please inform the Church Monitor at the rehearsal of your time choice. Also, inform the monitor of your desire to have a photo taken with the presiding priest or deacon. **Post ceremony photography may not exceed 30 minutes.**
  - Only one portrait is allowed in the church. It may be displayed in the church narthex (foyer) on an easel provided by the quinceañera party. **No portraits are allowed on the altar.**
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### Stipends

A stipend or donation is acceptable for the presiding priest or deacon. The parish does not have fixed fees established; it is your discretion. Ideally, stipends are commensurate with the size and scale of the ceremony and the amount of time that has been contributed to the event. A stipend is separate from any fee or donation paid for the use of the facility.

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### **Quinceañera Reception**

The parish hall is available for rental for your quinceañera rehearsal dinner or reception. For more information, please contact the Church Office at 478-7955.

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