

Our Lady of Guadalupe Catholic Church
Austin, Texas

Wedding Norms

Congratulations on your decision to make a commitment to each other through the Blessed Sacrament of Marriage. Your wedding day will forever be remembered as a most sacred, joyous and meaningful occasion in your life. A well-planned wedding filled with tradition and culture lends itself as a great witness to your guests of your love and pledge to God to live the rest of your lives as one.

At this point, you may have decided to marry at Our Lady of Guadalupe Church, the excitement is building, and plans are underway. In an effort to assist you with the planning of this event, we are providing you with general information and guidelines administered at our parish. If after reading this information, you have questions, please feel free to contact us. We pledge our support to ensure that your wedding is memorable and sacred.

Requirements

- You or your fiancé must be a registered, active and contributing member of this parish or another parish in the Diocese of Austin. Non-parishioners are required to provide a Letter of Good Standing from their existing parish.
- If Catholic, you must provide a newly issued Baptismal certificate with notation of your of other sacraments. The certificate must not be dated longer than six (6) months prior to your initial pre-nuptial appointment with the priest or deacon. This verifies your freedom to marry in the Catholic Church.
- If non-Catholic and baptized in another faith, you must provide a copy of that Baptismal certificate. If you do not have a Baptismal certificate, you must demonstrate that no previous marriages have existed. A form provided by the Church must be completed and signed by two witnesses, preferably parents or close relatives. In addition, you will need to receive permission for a mixed marriage or dispensation of disparity of worship. The priest or deacon assisting you with marriage preparation will explain this procedure and answer any questions you may have regarding Catholic teaching and practices.
- If previous marriages exist for you, a copy of that marriage license and final divorce decree must be submitted. If that previous marriage was blessed in the Catholic Church, you must provide a copy of your annulment declaration if not noted on your Baptismal certificate.
- A six-week Marriage Preparation Program administered by the parish's Religious Education Department is required of all couples marrying at this parish. Classes are held on Tuesday evenings from 6:30 – 8:30 p.m. Six married couple teams facilitate the classes and share their life experiences and offer guidance. Registration and class schedules are given to you at the initial pre-nuptial appointment with the priest. If you cannot participate in this program for extenuating circumstances, prior approval to attend another form of marriage preparation is required from the Pastor.
- A civil marriage license from the County Clerk's Office must be obtained no earlier than 30 days but no later than 72 hours prior to your wedding. The license needs to be presented to the Church at the final pre-nuptial appointment with the priest.

Our priests and deacon have very busy schedules; therefore, we ask that you contact the church at least six-nine months prior to your intended wedding date.

Ceremonial Guidelines

- Weddings are held on Saturdays at 1:00 p.m. or 4:00 p.m. Weddings are not scheduled during the Lenten Season.
- Wedding rehearsals are scheduled on the preceding Friday of your wedding at 6:00 or 7:00 p.m. The rehearsal is scheduled for one (1) hour and it is your responsibility to ensure that your entire wedding party arrives on time. There are weekends when two rehearsals and weddings are scheduled; therefore,

everyone must be punctual. We ask that the entire wedding party conduct themselves in an orderly and respectful manner while in the church.

- Special traditions or cultural customs, i.e. arras, lasso, bible and rosary that you would like to include in your ceremony must be discussed with the presiding priest or deacon.
- It is customary at this Church for couples to offer a basket of non-perishable food at the altar during the Offertory of the Mass as a sign of community. The food is donated to support the parish Food Pantry. You are also strongly encouraged to become active in a ministry of your choice at the parish. The church office is available to provide you with information on the various ministries available.

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 wedding party.

Photography Guidelines

- Only one photographer and one videographer are allowed. It is extremely important that they remain respectful of the sacred nature of the Sacrament of Marriage. We recommend that they attend the wedding 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 distracting. Most importantly, they must not enter the sanctuary (altar) at any time during the ceremony. The use of flashbulbs or any other bright lights is 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 Wedding Monitor at the rehearsal of your time choice. Also, inform the Wedding Monitor of your desire to have a photo taken with the presiding priest or deacon. Post wedding photography may not exceed 30 minutes.
- Only one bridal portrait is allowed in the church. It may be displayed in the church narthex (foyer) on an easel provided by the wedding party. **No portraits are allowed on the altar.**

Church Decorations

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

- The church will provide a satin covered kneeler and two chairs at the altar for the bride and groom.
- Bows, ribbons and florals may be used to adorn the pews in the center aisle. Do not use wire, tape, pushpins, or thumbtacks to attach the bows. Pew clips are sold at party supply stores.
- Please remove all 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 Wedding 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 wedding party and guests.
- Candelabra and arches are not allowed in the church.
- Unity candles are not permitted.
- There are two (2) options available for wedding flowers. Regardless of your choice, all floral arrangements must remain in the church for the weekend Masses.

1. Obtain flowers through the church for \$150.00. 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.
2. Use existing flowers that are prepared for regular weekend liturgies, at no charge. No personal preferences will be considered.

Music for Your Wedding

It is your responsibility to contract your wedding music. At your pre-nuptial appointment you will receive a list of musicians and vocalists from this church that have offered their paid services. Please make this contact at least three (3) months prior to your wedding. Outside instrumentalists and vocalists and Mariachi groups are allowed. If the church sound system, piano or organ is to be used by an outside source, please inform the Music Director. Only liturgically appropriate music is permitted at the ceremony.

Music Director	Telephone Number	E-Mail Address
James Salas	(512) 414-0218 (512) 295-6691	james@usted.com

Dressing Facilities

The Church does not have a Bride's Room. The wedding party may use the Cry Room that is located to the left of the altar. Entrance to this room is through the Southside door between the church and the office. All debris left behind in the church should be removed before you leave. The Parish is not responsible for valuables left behind.

Wedding Receptions

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

Fee Schedule

A fee schedule is provided below for your information. The church deposit is non-refundable if cancelled less than two months before the scheduled wedding. **All fees must be Paid in Full 30 days prior to the wedding.**

FEE	AMOUNT	COMMENTS
Marriage Preparation Program	\$50	Mandatory Nine-Week Course. Payable: At time of Registration
Church Deposit	\$100 Parishioner \$250 Non-Parishioner	Payable: At Time of Booking <i>(Refundable depending on results of walk-through)</i>
Church	\$250 Parishioner \$600 Non-Parishioner	Includes: Rehearsal and Ceremony Payable: One Month Prior to Ceremony
Chapel	\$50 Parishioner \$100 Non-Parishioner	Payable at Time of Booking
Wedding Monitor	\$75 \$100 Non-Parishioner	Payable: One Month prior to Ceremony
Flowers	\$150	Includes: Eight (8) floral arrangements <i>(additional charge for customized or additional arrangements)</i> Payable: One Month Prior to Ceremony
Parish Hall Deposit	\$250 Refundable	Payable: At time of Booking. <i>(Facility must be left clean and in proper order.)</i>
Parish Hall	\$450 Parishioners \$600 Non-Parishioners	Reservation for Six Hours <i>(includes one hour for set-up and one hour for clean-up)</i> Payable: One Month Prior to Ceremony

Stipends

Wedding stipends, or donations, are accepted for the presiding clergy. The parish does not have fixed fees established for our clergy; it is your discretion. Ideally, stipends are commensurate with the size and scale of the wedding, and the amount of time that has been contributed to the event. These stipends are separate from any fee or donation paid for the use of the facility. Many times our wedding couples contribute their church deposit to clergy as a measure of appreciation for his time.

After The Wedding Ceremony

The civil marriage license will be signed immediately following the ceremony by your two witnesses. It will be mailed to the Travis County Clerk's Office by the church office staff the following week. You will receive your official copy of your marriage license directly from the County in approximately six to eight weeks.

The Church will mail you a Marriage Certificate. Please ensure that the Church office has your post marriage forwarding address.

Marriage Preparation Checklist

At Our Lady of Guadalupe Catholic Church



This checklist is to assist you with planning your ceremony. Please feel free to use it and call our office if you have any questions.

√	Task
	Obtain all necessary sacramental records and documents
	Schedule initial Pre-Nuptial appointment with Priest/Deacon
	Register for Marriage Preparation Program – Approval must be given by Priest/Deacon
	Reserve the Church for ceremony (deposit required) – Contact Church Office
	Reserve the Church for rehearsal
	Reserve the Parish Hall for reception, if needed
	Contact Music Director regarding music for the ceremony
	Select scripture readings for liturgy
	Schedule final Pre-Nuptial appointment with Priest/Deacon two weeks prior to ceremony to review all details. Submit scripture selections and marriage license to Priest/Deacon. <i>Marriage License must be obtained at least 72 hours prior to wedding.</i>
	Notify Church office if flowers will be brought in from an outside source. Inform florist of guidelines.
	Notify photographer of all rules regarding photography/videotaping.
	Submit a list of pre-planned posed photos to photographer.
	Inform family/wedding party of specific requirements: <ul style="list-style-type: none"> • No drinks, tobacco or food allowed in the church • No rice, petals or birdseed allowed in or outside of Church • Importance of being on time for rehearsal and wedding ceremony • Importance of not interfering with photographer
	Pre-appoint someone to take care of bridal party’s purses and personal belongings during wedding. The Church is not responsible for anything lost or stolen.
	Pre-appoint someone to remove pew bows, trash, etc. and do walk-through with Wedding Monitor immediately following the wedding ceremony.
	Ensure all Church fees are paid at least one (1) month prior to wedding. <ul style="list-style-type: none"> <input type="checkbox"/> Church Usage Fee <input type="checkbox"/> Parish Hall Fee, if needed <input type="checkbox"/> Instrumentalists and Vocalists (stipend payable directly to them) <input type="checkbox"/> Flowers <input type="checkbox"/> Wedding Monitor <input type="checkbox"/> Stipend for Priest/Deacon <i>(some couples choose to donate the deposit on the church as a stipend)</i>