

**Congratulations!** Your commitment to marry is a sign of God's love and faithfulness. The Catholic community shares your joy as you prepare for the holy Sacrament of Marriage and a new life together. By choosing to celebrate the Catholic Rite of Marriage you acknowledge the importance of God in your life. We encourage you to prepare well. This little booklet is also a resource to help make your wedding day as meaningful as possible. May God's richest blessings be yours in everlasting love.

### **Marriage Preparation: The Official Process**

The Catholic Archdiocese of Los Angeles recommends a six-month preparation period prior to the wedding day. This allows time for evaluation of a couple's readiness for sacramental married life. Through discernment with the priest, personal assessment testing and education, you will gain insights about each other and what you'll need for a successful marriage. Participation in Engaged Encounter Seminar Weekend is also an element of the process.

### **Reserving Your Wedding Date & Rehearsal Time**

Once your eligibility to marry in the Catholic Church is verified, you may reserve your wedding date and your rehearsal time. A deposit of ½ of the total Church donation, of which \$400 or \$500 is non-refundable, will be required.

### **Wedding Times:**

- **Weddings are: Fridays at 3:00pm  
Saturdays at 9:00, 11:00am, 1:00pm, 3:00pm**
- **Rehearsals are by appointment and are arranged by the Wedding Coordinator.**

Your rehearsal will be allotted 1 hour only, so please insure that you and your attendants arrive at least 15 minutes early for a prompt start!

## **Wedding Coordinator**

Our wedding coordinator is Ms. Emily Romeo, (818) 802-8840, email: [emilyromeo@aol.com](mailto:emilyromeo@aol.com). She will conduct the rehearsal and be present to assist on the wedding day. Soon after you have reserved your date with the parish office, please call her to arrange your rehearsal date as well as a date to meet to discuss your plans. Note: **Priests do not usually attend the rehearsals. Neither do musicians.**

## **Appropriate Attire and Decorum for Church**

Remember that the Church is a sacred place and your attire should reflect reverence for this holy space. Those participating in the Mass as readers and sponsors should be particularly mindful of this. Please note that what is appropriate for a cocktail party or for “clubbing” may not be appropriate in Church. Please pick your dresses accordingly and encourage your family and friends to do likewise.

## **Limousines**

Should you have limousine service on the day of your wedding please instruct your drivers to turn off any loud music when arriving and till after leaving the church ceremony.

## Documentation

Because Marriage is binding under both civil and ecclesiastical laws, you will need to provide copies of various documents to begin the process. Your priest will advise you during consultations; some of the usual documents you will need to obtain include:

- **Marriage Information Day Certificate**
- **Baptism Certificate**
- **First Communion *Catholics only***
- **Confirmation *Catholics only***
- **Freedom to Marry/Witness Form**
- **Dispensation if applicable**
- **FOCCUS Questionnaire and Review**
- **Engagement Encounter**
- **Pre-Nuptial Questionnaire**
- **NFP Class certification**
- **Civil Marriage License**

To obtain a marriage license, the LA County Office of the Registrar-Recorder requires that both bride & groom appear in person. **Note: a license is only valid for 90 days.** There are several offices for Registrar-Recorder, including:

- **Beverly Hills**, 9355 Burton Way, First Floor, **(310) 288-1261**
- **East Los Angeles**, 4716 East Cesar Chavez Ave., **(323) 260-2991**
- **Los Angeles/Florence-Firestone**, 7807 S. Compton Ave., **(323) 586-6192**
- **Los Angeles/LAX Courthouse**, 11701 S. La Cienega Blvd., **(310) 727-6142**
- **Norwalk**, 12400 Imperial Highway, Room 1002, **(562) 462-2137** or **(800) 201-8999**

Information about the Registrar-Recorder may be accessed on the Internet at <http://regrec.co.la.ca.us>.

**Please bring both copies of your marriage license and the manila envelope to the Parish Office within one week of the wedding!**

## **Mandatory Couples Meeting**

Holy Family requires all couples interested in getting married in our church to attend one of the information meetings held every second Sunday of the month from 1:30 – 5:00 pm in one of the meeting rooms of Holy Family Grade School. All couples will receive a packet with all the required paperwork, meet the coordinator, one of our parish priests, the parish music director, a physician to discuss family planning, and at the end of the meeting, each couple will take the FOCCUS assessment. We recommend you attend this introductory meeting soon after scheduling your wedding date if you haven't already attended. **After the information meeting, don't forget to make an appointment with one of Holy Family priests of your choice to start the preparation process.** Please call the parish office at (818) 247-2222 ext. 223, email: [cecilia@hfglendale.org](mailto:cecilia@hfglendale.org) to make your appointment.

## **FOCCUS**

As part of the preparation for your marriage, we include a **FOCCUS** assessment. FOCCUS stands for "Facilitating Open Couple Communication, Understanding & Study." This is not a test. This assessment is simply a tool, but it can be helpful to couples to enrich their relationship before making their vows to each other in the beautiful sacrament of marriage. All FOCCUS assessments are held at the mandatory couple meeting. A review of the FOCCUS will be scheduled with your priest.

## **Liturgy Preparation**

Catholic liturgical rites, including the marriage ceremony, are joyous and festive occasions. The assembled faithful are called to be active participants in attentive listening and with voices raised in prayer and song. This is how we worship God with thanks and praise. At your wedding, we will be witnesses to the Sacrament of Marriage that you will administer to one another.

Many options are available to you in planning your ceremony. In the booklet *Together for Life* you will find and choose various prayers and scripture readings. Family members and friends may also participate. Please read through the booklet to help you plan the ceremony and fill out the form provided on the perforated page in the back.

## **Altar Servers**

Altar Servers are scheduled for all Weddings held at Holy Family Church. However, if the couple who are getting married at Holy Family Church would like to use their own servers, they must notify the Wedding Coordinator as soon as possible so that the Parish does not assign servers. A stipend is given to altar servers, see page 8.

## **Punctuality**

Punctuality is very important. It is expected that all members of the wedding party be on time. **Since there are no dressing rooms at the church, the wedding party must dress at home. Limousines have a tendency to be late, so the wedding party should plan on arriving at least 30 minutes before the ceremony. If there is more than a 10-minute delay in starting the procession the marriage will be celebrated without a Mass.**

## **Rehearsal**

The rehearsal is a very important part of a beautiful wedding. The wedding party is asked to be on time and to show reverence, respect and quiet in the church. The dress of the participants should reflect the importance of what they are doing and the sacred space of the church. No food, gum, or beverages are permitted. The wedding coordinator, with full authorization of the parish priest, will take the wedding party through the rehearsal only once, and the instructions of the wedding coordinator must be followed. In order to insure the proper adherence to guidelines, no outside wedding coordinator is permitted. **Your rehearsal will be allotted one hour only, so please insure that you and your attendants arrive at least 15 minutes early for a prompt start!**

<p><b>Please bring the completed form from <i>Together for Life</i> to the Parish office when you drop off your marriage license!</b></p>
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## Music Preparation

There is a connection between the wedding liturgy and the liturgy celebrated by the community on Sundays. Music is a requirement of the liturgy calling the assembly to prayer, assisting the assembly in prayerful worship and setting a sacred tone to the service. **No Secular Music is allowed** during this sacred ceremony. Holy Family's parish musician is in charge of all music at weddings. Please call Dr. Christian Marcoe at (818) 421-8858 as soon as you receive confirmation of your wedding date from the parish office. Dr. Marcoe will arrange a meeting to discuss and decide on the music for your wedding and will be the organist/singer for your wedding. Additional singers can be hired in consultation with him. Should you choose to have an outside organist or musicians (eg: Mariachi), Dr. Marcoe will still need to be present to ensure the loft, sound system, and organ are kept in good order.

The basic music fee is listed on page 6 and includes an initial one hour meeting to discuss, hear and choose musical selections for service, should a guest soloist be used an extra rehearsal will be required with Dr. Marcoe, a pick-up rehearsal before the wedding (1/2 hour maximum should it be needed) and instrumental music when the guests begin to arrive.

The use of compact discs or Karaoke-style music is not permitted in the liturgy,  
as  
This is an artificial kind of music not associated with worship or responsive to  
the sacred moments within a celebration.

## Church Environment - Flowers

In decorating the church, our liturgy team follows the church's seasonal guidelines for the liturgical year, thus allowing the community to enter into a spirit of sacred time. Flowers, lighting, urns, banners and other materials are used at various times to enhance our celebrations. For this reason, **wedding parties may not change or move around the décor within the church.**

### **No Metal Holders, Candles or Adhesive Tape on our Pews**

If you do use pew bows, plastic holders are available from your florist and must be used. No swaging or tying off of pews will be allowed. There are 25 pews on each side of the aisle. For the use of flower stands, arches, hurricane lamps, please check with the wedding coordinator.

### **Aisle Runners are Not Allowed**

### **No Rice, Birdseed, Flower Petals (Real or Silk)**

Nor any other items may be thrown on the ground inside or outside of the church. Please make sure that any boxes, water bottles, etc. you bring with you and your wedding party are taken with you or placed in the garbage.

### **Lighting of Unity Candle**

If you wish to include this in your wedding ceremony, you may use the candles provided by the church or bring your own.

### **Gift Basket for the Poor**

This is brought up with the bread and wine during the Mass and is a wonderful gesture of Christian service that you may consider. You may wish to encourage members of your bridal party to participate in this outreach by asking them to donate small gifts of food to be included in this offering.

### **Reverent Atmosphere**

Please encourage all family and friends involved in your wedding to maintain an attitude of reverence while in the church building and during the wedding liturgy. Please instruct your limousine driver to turn off any music when parked in front of the church.

## **No Drugs or Alcohol**

Your wedding is a joyful yet sacred affair. Sobriety is a must for all taking part and a requirement for the Rite of Marriage to take place. We encourage you to set the tone of respect and reverence at both the rehearsal and the wedding day. Please advise your wedding party to celebrate at the reception and not on church premises.

## **Photography and Video Taping**

- All photographers and video technicians must check with the wedding coordinator at least 15 minutes before the start of the wedding.
- Photographers are not allowed in the sanctuary area and no flood or spotlights may be used.
- Each wedding is allowed one and a half hours. The wedding usually takes one hour. If the wedding starts on time, you will have about half an hour for picture taking in the church. Please continue your attitude of reverence & quiet during this time and leave promptly when asked to do so by the wedding coordinator or priest. There are lovely areas around the church that are available for picture taking after the wedding.



## **Fees**

Included in the total fees:

Church Fee - Registered Parishioners (1year)	\$ 800.00
Church Fee - Non-registered Parishioners	\$1200.00
Altar Servers Fee	\$ 30.00
Wedding Coordinator Fee	\$ 150.00
Parish Musician Fee <i>organist/singer</i>	\$ 300.00

**Total Fees for Parishioners                      \$1280.00**

**Total Fees for Non-parishioners                      \$1680.00**

## **Optional additional donations**

Priest's gift <i>suggested minimum</i> (not included in total)	\$ 150.00
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## **Our Deposit Policy**

Deposit applied to Church fee

Registered Parishioner \$ 640.00 (\$400 of this amount is non-refundable)

Non-Registered Parishioner \$840.00 (\$500 of this amount is non-refundable)

<p style="text-align: center;"><b>Please bring the balance of the total church fees to the parish office <u>TWO MONTH IN ADVANCE</u> before wedding.</b></p>
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## **If You Have Any Further Questions**

As Questions arise in preparation for this great day, remember that our staff is here to help in any way we can. Please feel free to call your coordinator with any of your concerns.

## Documents

## Bride

## Groom

Marriage Info Day	<input type="checkbox"/>	<input type="checkbox"/>
Completed FOCCUS	<input type="checkbox"/>	<input type="checkbox"/>
Baptismal Certificate	<input type="checkbox"/>	<input type="checkbox"/>
First Communion <i>Catholics only</i>	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation <i>Catholics only</i>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Freedom to Marry/Witness Form	<input type="checkbox"/>	<input type="checkbox"/>
Dispensation <i>if needed</i>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of Engaged Encounter	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Nuptial Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
NFP Class	<input type="checkbox"/>	<input type="checkbox"/>
Marriage License	<input type="checkbox"/>	<input type="checkbox"/>