



Prince of Peace Catholic Church
7893 N. Grissom Rd.
San Antonio, TX 78251
210-681-8330



Wedding Name and Date: _____

Wedding Preparation Manual

Now that we've decided to get married, it's time to do a step by step plan of action.

1. Call the Church and let the staff know you and your fiancé want to get married.
2. Your information will be given to the Deacon in charge of Marriage preparation. Deacon Robert Correa and his wife Linda are the **Marriage and Family Life Coordinators**. This is their contact information:

Deacon Robert Correa: 210-218-8686 email: robtcorrea@sbcglobal.net

Linda Correa: 210-844-4186 email: linda.correa@sbcglobal.net

The Correas will assign you to a Mentor Couple who will guide you on this journey towards the blessed event.

3. Prince of Peace uses the **Fully Engaged Program** to prepare couples for the Sacrament of Marriage. The couple preparing for marriage will meet with an experienced, trained married couple for 2 hours. The average number of meeting times is 4. The cost of the program is \$175.00
4. All couples must take a **Fully Engaged Pre-Marital Assessment**. The cost is \$25.00.
5. The cost for the Fully Engaged Program and Pre-Marital Assessment are separate from the cost of reserving the church. These fees must be paid before beginning the program and taking the assessment.
6. Check with the Church to see what dates are available for your event. You need to schedule the date at least 6 months in advance.
7. You may reserve your date over the phone; however it is only valid for 7 business days.
8. Go to the Church within 7 business days of scheduling your Wedding and pay the \$100 (non-refundable) deposit to ensure the date is saved in your name. Total cost for use of the Church is \$400.00. This amount includes use of Church and the Bride's Room on the day of the event, a rehearsal 24 to 48 hours before the event, and provides for beautiful fresh flower arrangements in the Church on the day of your event.

Updated 2/16/2018

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9. You may make partial payments until the balance is paid. The balance must be paid in full the Monday before your Wedding.
10. If you cancel your Wedding **without** giving the Parish Office staff written notice 7 business days prior to your event, you will forfeit all monies paid towards the balance.
11. Contact your mentors to discuss what, when, where, how, etc.
 - Which sacramental or other forms will you need to provide to the church; Baptismal, Confirmation, etc.
 - Set up additional meeting dates with your mentors to prepare mentally and spiritually for your BIG day.
 - Keep your appointments! This is an important Sacrament for you and for the Church. We want to make sure everything is ready for your special day.
12. Schedule your rehearsal. There will be Altar Society Members (volunteers) available at both the rehearsal and at your Wedding to guide and assist you and your family.
13. The day of your Wedding:
 - Everyone in the Wedding Party should arrive at the church one hour early.
 - Everyone doing readings, prayers of the faithful, presenting the gifts, etc. participating in the order of the Mass in anyway, should be prepared/know when to step forward when it is time. The Altar Society volunteers will be glad to help you.
14. **The Dos and Don'ts of Having a Church Wedding**

Dress Code:

- Photographers, guests, and ESPECIALLY those in the Wedding Party should be dressed appropriately for the Mass.
- No spaghetti straps, unless shoulders are covered by a jacket or shawl;
- No short skirts (no shorter than 3 inches above the knee)
- No low-cut dresses that allow cleavage exposed
- No shorts
- No skin-tight pants like exercise pants allowed

The Church and Church Grounds

- **No one is permitted to use the altar as a walk way.** This is a **sacred space** reserved for the priest, the couple getting married. Photographers are not allowed on the altar to take pictures.
- Arches are not allowed inside or outside the Church
- Decorations for the Church, pews must be approved by the Pastor or Deacon in charge.
- The Flower Girl is not allowed to throw flowers or flower petals on to the Church floor.
- Rice or birdseed is not allowed to be showered upon the bride and groom either inside or outside the Church.
- Anything that occurs within the order of the Mass must be reviewed and approved by the priest celebrating the Mass.

Music

- Musicians with knowledge of liturgically correct music must be approved by the pastor or Deacon. The Church has an approved list of musicians.
- All music performed during the Mass must be liturgically correct and approved by the Pastor or Deacon in charge.

Flowers

- Flowers are included in the use of the Church fee. These floral arrangements must remain in the Church. If you want to use more flowers/flower arrangements for your event, you are welcome to provide them.
- Flowers being presented to the Blessed Mother (if desired) are not provided by the Church.

Miscellaneous

- Programs/Worship Aids are the responsibility of the family
- Questions/Concerns must be addressed immediately, so as to resolve any issues before the day of the event. Please call the Office Administrator 210-681-8330 if you need assistance.

PLEASE READ the following information regarding who may be married at

Prince of Peace Catholic Church.

Importance is always given to a couple getting married in their own community and couples are encouraged to marry in the parish community to which they belong. If a couple wishing to be married at Prince of Peace is from another parish, they must first receive permission from their parish.

What about Previous Marriages?

1. If you are a Catholic or baptized in the Catholic Church and were previously married in the Catholic Church, you must first obtain an annulment through the Diocesan Marriage Tribunal, (210) 872-8402, before beginning preparations for marriage.

2. If you are a Catholic or baptized Catholic and have a previous civil marriage you need to provide the official marriage license, official divorce decree, and complete a "Canonical Lack of Form" which can be found at the Parish Office.

3. If you are not Catholic nor have been baptized in the Catholic Church and had a previous marriage, you must be able to obtain an annulment through the Diocesan Tribunal. Call the Parish Office (210) 681-8330 for more information.

Marriage Preparation Diocesan policy states that each couple must contact the parish office, at least six months prior to the anticipated wedding date. During this time, the couple is expected to provide the required forms and participate in marriage preparation.

All couples must meet with a Priest or Deacon before the marriage to determine the going forth of preparation.

Required Documents:

1. Sacraments: A Roman Catholic must provide evidence of his/her Baptism, First Communion and Confirmation. Updated and recent copies must be submitted to the office for your file. Those of other Christian denominations must also show proof of baptism. Requirement of Confirmation may be waived by the pastor if it poses a grave inconvenience.

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2. Prenuptial Questionnaire: Every couple is required to complete a personal information form.

3. Every couple needs (2) witnesses to complete and sign an Affidavit of Free Status. This form gives testimony that the individual planning to enter into marriage is free to marry. This testimony is usually obtained from a family member (NOT PARENTS) or friends who have known you for several years.

4. A valid Texas Marriage License must be obtained within 1 or 2 weeks before your scheduled wedding and given to the priest after the ceremony to sign.

6. All couples must take a Fully Engage Pre-Marital Assessment. The cost is \$25.00.

What if you are already married civilly?

For couples who are having their civil marriage “validated”, the preparation and liturgy guidelines that apply to you are:

1. All required documents are listed above. Please bring your marriage license to the office so we can make a copy for your file.

2. If you have been married previously, the guidelines for Previous Marriages apply.

3. You will need to attend a marriage preparation as determined by the Deacon or Priest preparing you.

I have read and understand the contents of this Wedding Preparation Manual. This is a binding agreement between Prince of Peace Catholic Church, its representatives and

(please print name(s) above)

the individual(s) scheduling a Wedding. My signature below indicates I understand, and agree to abide by the contents listed in this Wedding Preparation Manual.

Signature

Date

Print Name

Signature

Date

Print Name

Parish Staff Member (Witness)

Date

Print Name

FOR OFFICE USE ONLY

DATE: _____ Staff Member taking the reservation: _____

Name of person(s) reserving the Church: _____

Contact Information: Cell Number _____ Email : _____

Mailing Address: _____

Event : Wedding/Convalidation Date: _____ Time of Mass: 11am OR 2pm

Total cost for reserving the date of your Wedding is \$400.00. This includes use of the Church, use of the Bride’s Room, fresh floral arrangements in the Church (not to be removed) and rehearsal 24 to 48 hours before the Wedding.

If you choose to use Prince of Peace for your Marriage Preparation, but want to get married elsewhere, you will be charged a fee of \$250. This must be paid one week prior to the wedding date. This covers the cost of paperwork and time invested by Prince of Peace Staff and Mentor Couples.

Non-Refundable Deposit: \$100.00 due at time of scheduling the date. **The date for your Wedding is not reserved in the official Parish Life Calendar until the deposit is paid.**

PAYMENTS:

	DATE	AMOUNT	CASH/CK/CC#	RECEIPT#	BALANCE DUE
1					
2					
3					
4					
5					
6					

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7					
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