



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

Name & Date: _____

Quinceañera Preparation Manual



Now that you've decided to have a Quinceañera, it's time to do a step by step plan of action.

1. Call the Church and let the Office Staff know you are interested in having a Quinceañera.
2. Your name and contact information will be given to a parish priest. He will contact you within 2 business days. The young lady (quinceañera) should be prepared to answer the following questions honestly. Have I received the sacraments of Eucharist (First Communion), Reconciliation and Confirmation? Am I currently enrolled in and attending Faith Formation Classes? (This is a **MUST!**) Do I attend Mass regularly?
3. Once you have spoken to a parish priest and received approval, you may call the Church and see what dates are available for your Quinceañera. You need to schedule the date at least 6 months in advance.
4. You may reserve your date over the phone; however a verbal reservation is only valid for 7 business days.
5. Go to the Church within 7 business days of scheduling your Quinceañera 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.
6. You may make partial payments until the balance is paid. The balance must be paid in full the Monday before your Quinceañera.
7. If you cancel your Quinceañera **without** giving the Parish Office staff written notice 7 business days prior to your event, you will forfeit all monies paid towards the balance.
8. Once you schedule your date and pay your deposit you will be contacted by the Deacon in charge of Quinceañera 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

Updated 2/28/2018

The original signed Quinceañera Preparation Manual remains with the Parish Office.
A copy of this document goes to the Deacon or Priest preparing for the event.

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

The Correas will assign you to a Mentor(s) who will guide you and your parents/guardians on this journey towards the blessed event.

9. Contact your mentor/guide and discuss what, when, where, how, etc.
 - Which sacramental forms will you need to provide to the church; Baptismal, First Eucharist, Confirmation, etc.
 - Set up meeting dates with your mentor. You will meet 5 to 8 times with your mentor and once with the priest to prepare mentally and spiritually for your BIG day.
 - Please keep your appointments! This is an important event in your life. We want to make sure everything is ready for your special day.

10. Schedule your rehearsal. There will be Altar Society Members (volunteers) available at both the rehearsal and at the Quinceañera to guide and assist you and your family.

11. The day of your Quinceañera:
 - Everyone in the Quinceañera court should arrive at the church one hour before the event.
 - 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.

12. **The Dos and Don'ts of Having a Church Quinceañera**

Dress Code:

- Photographers, guests, and ESPECIALLY those in the Quinceañera court 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

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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 and the young lady during her Quinceañera Mass. 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.
- Throwing flowers or flower petals on to the Church floor is not allowed.
- 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. However, if the date falls during Lent, flowers will not be permitted on the altar. 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
- If you have any questions or concerns, please call the Office Administrator 210-681-8330 .

I have read and understand the contents of this Quinceañera 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 Quinceañera. My signature below indicates I understand, and agree to abide by the contents listed in this Quinceañera Preparation Manual.

Signature

Date

Print Name

Parish Staff Member (Witness)

Date

Print Name

FOR OFFICE USE ONLY

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Date: _____ Staff Member taking the reservation: _____

Name of person(s) reserving the Church: _____

Contact Information: Cell Number _____ Email _____

Mailing Address: _____

Name of Young Lady: _____ Date of Quince: _____ Time: 11am or 2pm

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

If you choose to prepare the young lady for her quince here at Prince of Peace, but plan to have the Quinceañera elsewhere, you will be charged \$250 for the paperwork and time involved in preparing the event.

Non-Refundable Deposit: \$100.00 due at time of scheduling. **The date for your Quinceañera 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					

Notes:

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