

## MUSICIANS

Music is recommended but not required, therefore we do not provide music for marriage ceremonies. If you would like music we highly recommend the Immaculate Heart of Mary musicians. They should be given at least two months notice. The fee is paid directly to the musician/vocalist. Immaculate Heart of Mary musicians are:

Letty Spain 210-394-8461  
Marianne Covalt 210-533-2759  
Charlie Lopez 210-840-6916  
Artemio Alvarez (Choir) 210-889-7963  
\*Spanish  
Nelly Flores 210-619-6473

PARISH HALL is available for rental. Please call Albert Sanchez at (210) 379-2508. Please call after 5:30 p.m.



# MARRIAGE PREPARATION GUIDELINES

## The Celebration of the Sacrament of Marriage



IMMACULATE HEART OF MARY CHURCH  
617 S. SANTA ROSA BLVD.  
SAN ANTONIO, TX 78204

LISA MARTINEZ – WEDDING  
COORDINATOR  
(210) 802-8168

## WELCOME

Welcome to Immaculate Heart of Mary Catholic Church! First, congratulations on your decision to marry in the Catholic Church. Second, Thank You for considering Immaculate Heart of Mary Church as the place to celebrate your Sacrament of Marriage. Before getting married, we would like to share some information with you about preparing and planning for your wedding here at our Parish.

### 1. GETTING STARTED

Things to Know Before You Meet the Priest

- ♥ Marriage is a sacrament. Therefore it requires a man and a woman who are willing to make a sacramental commitment for life.
- ♥ If only one person to be married is Catholic. The non Catholic must allow the Catholic party to practice their religion and allow the children to be educated as Catholic Christians.
- ♥ Parishioners: Preparation must start at least 6 months prior to the Wedding date you choose.
- ♥ Non Parishioners: speak with the Pastor from your Parish to begin preparation for Marriage.

## 2. MEETING THE PRIEST & SAVING THE DATE

### FOR PARISHIONERS

- ♥ Both must be present at your first meeting.
- ♥ DOCUMENTATION/DOCUMENTOS
  - ♥ Must bring new (not dated more than 6 months) certificates of Baptism with notations of all other Sacraments received. Obtain new certificates by contacting place of baptism.

### FEES (Fees are subject to change)

- ♥ For pricing please call the Parish office. A \$200.00 non-refundable deposit is required to save your date after having talked to a Priest. This is your contract. A change of date request made 30 days or more after the original contract date will incur a new deposit. A \$25.00 fee will be charged for checks with non-sufficient funds.
- ♥ The total balance should be paid at least 2 months prior to the Wedding.

### DATES AND TIMES

- ♥ Weddings are not held during the liturgical season of Lent and/or on Sundays.
- ♥ Weddings are celebrated on Saturdays at 12:30 p.m. or 3:00 p.m.



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## 3. REHEARSAL

- ♥ Contact the Coordinator at least two weeks before the Mass to finalize any ceremony details.
- ♥ The rehearsal and ceremony **WILL** start on time. **If the couple is present, we will start,** regardless if anyone is missing. Confirm rehearsal information and the arrival time for the ceremony with the Coordinator. We suggest that the Wedding party be present 30 minutes before the actual rehearsal time and 45 minutes before the actual Mass.
- ♥ Rehearsal is limited to 1 hour only. Extra time is not given if you are late.
- ♥ Rehearsals are the Friday before the Wedding. We have Holy Hour Mass on the 1<sup>st</sup> Friday of each month, if your event is on the 1<sup>st</sup> Saturday of the month the rehearsal will be held before 6:00 pm.



## 4. CHURCH ETIQUETTE

- ATTIRE**
  - ♥ If any of the party's dresses are sleeveless or strapless a shawl or cover-up must be worn.
  - ♥ Men in the party must be appropriately dressed and may not wear hats during the Mass.
- MUSIC**
  - ♥ Music is recommended / encouraged.
  - ♥ It is the responsibility of the couple to reserve musicians/choir as well as their fee.
  - ♥ All musical selections should be liturgically appropriate.
- DECORATIONS/ADORNOS**
  - ♥ Throughout the year, the church is decorated for the Liturgical seasons. Decorations may not be moved or removed from the Sanctuary area.

- ♥ Church pews may be decorated using ribbon or flower wire only. Tape, staples, nails, glue, tacks or anything that sticks is not allowed.
- ♥ Contact the office to arrange a suitable time for decoration and the delivery of flowers.



## 5. WEDDING DAY!

- ♥ Marriage License with the envelope should be turned into the Parish office at least 2 weeks before the wedding date. **If there is no license, there can be no marriage!**
- DRESSING ROOM**
  - ♥ We do not have a suitable dressing room.

### **PHOTOGRAPHY**

- ♥ Photographers/videographers are allowed. They must be respectful of the church at all times.
- ♥ Flash photography is not allowed.
- ♥ Due to liability purposes, Photographers are not allowed in the Choir Loft.
- ♥ Contact the Parish office for requirements and regulations before any contract is signed with the Photographers.

### **ADDITIONAL INFORMATION**

- ♥ Imitation flower petals can be thrown in the church with a \$50.00 non-refundable deposit.
- ♥ Aisle runners (110 ft.) are the responsibility of the couple.



## 6. OH, and Just a reminder!

- ♥ Another Priest is welcome to come and officiate your Wedding here. A letter requesting delegation must be sent to our Pastor.
  - ♥ Make arrangements to receive the Sacrament of Reconciliation prior to the wedding ceremony.
  - ♥ Confessions will not be heard on the day of the Mass.
- ### **THE GIFTS**
- ♥ These are the most traditional gifts that can be brought to the Mass to be blessed.
    1. Rings (Mandatory)
    2. Dimes/Arras (Optional)
    3. Bible (Optional)
    4. Rosary (Optional)
    5. Lasso or veil (Optional)
    6. Flowers to the Virgin Mary (Optional)
  - ♥ The Unity candle is not allowed during the Mass.
  - ♥ Throwing rice, confetti or bubbles inside or outside of the church is prohibited.
- ### **CANCELLATIONS**
- ♥ Wedding dates can only be cancelled by the bride or groom. A letter requesting the cancellation of the Mass is required. Include the date of the Mass, names of both parties and phone number in case something is unclear or incorrect.