

# Guidelines for the Sacrament of Marriage

Mission San Luis Obispo de Tolosa  
751 Palm Street, San Luis Obispo, CA. 93401  
805.781-8220  
office@oldmissionslo.org

Dear Engaged Couple,

Congratulations and God's blessing on your commitment to marriage. Holy matrimony is one of the sacraments of the Church, in fact it is seen as the first, dating to antiquity, intended by God the Father. Christian marriage is first and foremost, a way of living out God's will in our lives in a manner that is giving, loving, and filled with reward. It is our wish that all marriages celebrated in the Old Mission of San Luis Obispo achieve this fullness of purpose that God intends.

These Guidelines are designed not only to help you plan for your wedding, but to prepare for the lifelong commitment of marriage. The key is to understand that this time, leading up to your wedding, is a time of sacramental preparation, much more than event planning. We can help you plan a memorable wedding, but you, together with those preparing you for marriage, must take responsibility to fulfill the personal and sacramental formation that will guide you the rest of your lives.

We have tried to anticipate and answer many of your questions in the document-brochure. Once you have completed the initial wedding agreements and secured a wedding date, you will be assigned a wedding coordinator who will help you plan and organize your wedding rehearsal and liturgy. In the meantime, feel free to contact us if we can be of more general assistance. Again, congratulations. May God continue to strengthen your love and commitment.

Sincerely,

A handwritten signature in cursive script that reads "Fr. Kelly Vandehey".

Fr. Kelly Vandehey, and the Old Mission Parish Staff

# Who Can Schedule a Wedding at Old Mission?

Unfortunately, Old Mission San Luis Obispo cannot accommodate everyone who would like to have their wedding in our church. We do not have the support facilities or staff to serve as a true “destination wedding site” as other venues do. On weekends especially the church is in demand for parish activities, Masses, and remains open to visitors and tourists.

To schedule a wedding at Old Mission Church you must be a registered parish member residing within the Diocese of Monterey, or a previous member with a demonstrated affiliation to the parish.

Before the Sacrament of Holy Matrimony can be scheduled at Old Mission San Luis Obispo, you must do ALL of the following:

## **For Registered Mission Parish Members residing within San Luis Obispo County:**

1. Schedule an appointment to meet with one of our clergy for an initial pre-marital interview at least 6 months prior to the desired wedding date. At this initial meeting, you may tentatively schedule your date, pending receipt of deposit and wedding agreement.
2. Contact The Old Mission Office Manager to confirm your desired wedding date. Pay the non-refundable \$250 reservation deposit. This amount will be applied toward your total wedding offering.
3. Read all pages of these Wedding Guidelines carefully. Complete the Mission San Luis Obispo Parish Wedding Agreement. Both parties must sign the agreement.

## **For Catholics with demonstrated affiliation to Old Mission:**

For example: are you a family member of a registered parishioner who is living within San Luis Obispo County? Did you graduate from high school or college in San Luis Obispo and attend Old Mission during your education?

NOTE:

Marriage Preparation must be conducted at the parish where you currently reside.

1. Complete the Permission to Marry Form with your local parish priest granting permission for you and your fiancée/fiancé to marry outside of your local parish.
2. Have your local parish clergy complete the Marriage Preparation Agreement Form committing to prepare you and your fiancée/fiancé for the Sacrament of Marriage, as well as agreeing to travel to Old Mission San Luis Obispo to celebrate the ceremony if possible.
3. All documents required for Marriage in the Catholic Church, including verification of Marriage Preparation and Engaged Encounter must be on file at Old Mission Church at least 45 days prior to your wedding date.
4. Read all pages of these Wedding Guidelines carefully, complete the Mission San Luis Obispo Parish Wedding Agreement. Both parties must sign the agreement.

**It is the responsibility of the engaged couple to confirm their wedding date with the Old Mission Office Manager prior to making commitments with caterers or venue locations.**

To secure the date of wedding the following forms must be returned:

- Wedding Agreement Form
- Permission to Marry Form
- Wedding Preparation Agreement Form
- Non-refundable Reservation Deposit of \$250

## **Old Mission Wedding Fees**

For Old Mission Parish Members: \$1,250 This amount includes the use of the Mission, the ceremony and Mass, and the services of a wedding coordinator to help prepare your service. The Wedding Fee does not include musicians' stipends. These must be arranged separately through the Old Mission Music Director.

Catholics with Affiliation to Old Mission: \$1,550 This amount includes the use of the Mission, the ceremony and Mass, and the services of a wedding coordinator to help prepare your service. The Wedding Fee does not include musicians' stipends. These must be arranged separately through the Old Mission Music Director. You may also need to arrange individually for a clergy member to celebrate your service.

## **Music Guidelines and Fees**

The fee for musicians is NOT included in the church Wedding Fees. Musicians are to be paid directly. It is the responsibility of the Mission Music Director to arrange music for all the weddings celebrated at the Mission. Please schedule an appointment four to six months prior to your wedding date to discuss guidelines and plan music for your wedding.

Only sacred music from the Church Canon is appropriate for a religious ceremony at the Mission and all music must be approved by the Mission Music Director. Pre-recorded music is not allowed. It is our practice that only Mission Music Ministers provide music at the weddings in the Mission.

We have an outstanding music department and bring professional excellence and liturgical sensitivity to every celebration.

Musicians that are available are: Pianist/Organist, Cantor, Trumpet, Flute, Harp.

Musicians are not present at the wedding rehearsal which is held on Friday afternoon before the wedding day.

Please call Iva Svitek, Mission Music Director at (805) 781-8220, Ext. 22 or Email: [iva@svitek.com](mailto:iva@svitek.com) with any questions and to make arrangements.

# Required Documents for the Sacrament of Marriage

**1. Baptismal Certificates:**

An updated certificate with notations (sacraments received) for the Catholic and other Christian Parties. This new certificate must be dated within six months of the proposed wedding date. Contact your church of baptism for this certificate.

**2. Confirmation Certificates (for the Catholic parties):**

Photocopies are acceptable if not noted on your recently updated baptismal certificate.

**3. Pre-Nuptial Investigation:**

Documentation for both the bride and the groom will be completed by the priest/deacon responsible for the marriage preparation.

**4. Freedom to Marry Forms:**

Two witnesses will be asked to testify.

Forms for both the bride and the groom will be provided by the priest/deacon responsible for the marriage preparation.

**5. Certificate of completed pre-marital counseling:**

Provided by priest, deacon, or designated marriage counselor.

**6. Dispensations:**

Special permission is required from the Bishop of Monterey for the wedding to take place if either the bride or groom is not Catholic. The priest assisting with preparation will help with the required forms.

**7. Engaged Encounter Certificate:**

The Diocese of Monterey requires that all engaged couples attend an Engaged Couples Encounter Retreat Weekend prior to marriage. Schedule your weekend as early as possible; Engaged Encounter Retreat dates are limited. Contact [www.mcee.org](http://www.mcee.org) or [www.engagedencounter.com](http://www.engagedencounter.com) for further information.

**8. California State Marriage License:**

Required by law for marriages taking place within the State of California. A marriage license is valid for 90 days from the date of application. *A Catholic priest cannot marry any couple without possession of a marriage license.*

**9. Remaining Balance of Church Wedding Fee.**

**10. Floral/Decoration Guidelines**– Signed agreement.

**11. Photography and Videography Guidelines** – Signed agreement.

**Items 1 - 7** must be compiled by the Priest/Deacon preparing you for marriage. Document items 8 - 11 return completed to the Office Manager at Old Mission.

It is the couple's obligation to ensure that all paperwork, deposits and fees are received no less than 45 days prior to the ceremony. If the necessary paperwork and offering balance is not received 45 days prior to the ceremony, Old Mission reserves the right to cancel your wedding ceremony.

Mission San Luis Obispo de Tolosa Pro Cathedral  
751 Palm Street  
San Luis Obispo, CA 93401  
Phone: (805)781-8220, office@oldmissionslo.org

## Wedding Agreement Form

Having read the Guidelines for the Sacrament of Marriage at Old Mission San Luis Obispo, we acknowledge and adhere to the guidelines contained therein without exception. **This is NOT a legal contract. It is the responsibility of the engaged couple to confirm their wedding date with the Old Mission Office Manager before making any commitment with caterers or reception venues.**

Date of  
Wedding: \_\_\_\_\_ Time: \_\_\_\_\_ Mass: \_\_\_\_\_ Ceremony: \_\_\_\_\_  
*Until a deposit has been made, your wedding date will NOT BE scheduled*

### GROOM:

Full Name: (Print) \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> I am an active Old Mission member         | <input type="checkbox"/> I am a child of an active Old Mission member |
| <input type="checkbox"/> I am a Baptized Catholic                  | <input type="checkbox"/> I am not baptized in the Christian faith     |
| <input type="checkbox"/> I am baptized in another Christian Church | <input type="checkbox"/> I have been married previously               |

Signature of Groom: \_\_\_\_\_ Date: \_\_\_\_\_

### BRIDE:

Full Name: (Print) \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> I am an active Old Mission member         | <input type="checkbox"/> I am a child of an active Old Mission member |
| <input type="checkbox"/> I am a Baptized Catholic                  | <input type="checkbox"/> I am not baptized in the Christian faith     |
| <input type="checkbox"/> I am baptized in another Christian Church | <input type="checkbox"/> I have been married previously               |

Signature of Bride: \_\_\_\_\_ Date: \_\_\_\_\_

# Permission To Marry Form

Must be completed by engaged couples belonging to a parish other than Mission San Luis Obispo.

To: Mission San Luis Obispo

Attn: Pastor/Office Staff

Re: Marriage of: \_\_\_\_\_ and \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

*I have met with the couple who are members of my parish, and hereby grant this couple permission to marry outside of their local parish.*

Name of Pastor or Representative: (print) \_\_\_\_\_

Signature of Pastor or Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Home Parish: \_\_\_\_\_

Diocese of Home Parish: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_

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# Wedding Preparation Agreement Form

1. I have met with \_\_\_\_\_ (groom)

and \_\_\_\_\_ (bride)

who are members of Parish \_\_\_\_\_ (Name)

2. I agree to complete a program of marriage preparation with this couple that is equivalent to the requirements of the Diocese of Monterey. I will complete all the necessary documentation concerning this marriage and will forward it at least 45 days prior to the date of the wedding to the Diocese of Monterey Tribunal Department PO Box 350, Monterey, CA, 93942

Date of Marriage at Old Mission: \_\_\_\_\_ Time: \_\_\_\_\_

3. **I commit to witness the ceremony. If I cannot, I understand it is my responsibility to find a replacement.**

4. **I agree to provide current documentation of good standing through my home diocese to:  
Deacon Hugo Patiño, Chancellor, Diocese of Monterey and the  
Pastor of Old Mission**

5. Name of Priest/Deacon performing ceremony: \_\_\_\_\_

Name of Parish: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Signature of Priest/Deacon: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Engaged couple provide a completed copy of this Preparation Agreement Form to the Priest/Deacon agreeing to complete marriage preparation and witness the ceremony.**

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## Photography and Videography Guidelines

It is the responsibility of the bride and groom to make all necessary arrangements for photographing their wedding. Photographers are welcome to take pictures before, during and after weddings.

Prior to the wedding, you may use the church grounds for photographs. The Wedding Coordinator will be arriving one hour before the wedding to prepare the church. Special arrangements must be made for any weddings not scheduled on Saturdays.

### Guidelines:

1. Other than the church grounds, pictures may be taken in the church. Photographing and videotaping during the wedding must be discreet and respectful of the fact that this is a religious service. Posed pictures will end 10 minutes before the scheduled time of the wedding. Choir loft cannot be entered.
2. The sanctuary (tiled area) may not be entered at any time during the wedding by any photographers or photography equipment. The wedding party has 15 minutes immediately following their wedding to take pictures in the church. Afterwards, they are welcome to use the church grounds for more pictures.
3. Artificial lights on stands may not be used during the wedding. It may be used for posed pictures before or after. **Flash is not permitted during the ceremony.**
4. Some clergy will wear microphones for the purpose of videotaping. Please check with your priest.
5. Photographers must bring their own props and ladders. Standing on any church furniture is not allowed.
6. Photographer's dress must be appropriate to the church and wedding.
7. Refuse must be properly disposed of in the containers provided outside each door of the church.
8. Church property (animate and inanimate objects) may not be destroyed or defaced under any circumstances.
9. Photographers must respect the decision of the Wedding Coordinator when it is time to line up the wedding procession. Any poses not completed before the wedding may be done so afterwards.
10. There are electrical outlets available on the floor in the front of the sanctuary. All electrical cords must be securely taped down. (The church does not provide electrical cords).

### Signatures:

Bride's Signature: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_

Photographer's Signature: \_\_\_\_\_

*Return this signed form 45 days prior to wedding date*



# Floral/Decoration Guidelines

It is the responsibility of the bride and groom to make all necessary arrangements for flowers for their wedding.

## Guidelines:

1. Floral arrangements are allowed in the Church:
2. Aisle runners are not allowed in the Mission or throwing rice, birdseed artificial or real flower petals, blowing bubbles.
3. Pews may have bows or simple flower arrangements on them. Use only clips, pipe cleaners or ribbon to attach. Any bows or flower arrangements on the pews **MUST** be removed as soon as the ceremony is over.
4. You make take your flower arrangement's with you, right after the ceremony. It is **NOT** the responsibility of the church or wedding coordinator. **ANY** flowers left behind will be considered a gift to the church.
5. If your wedding takes place during Advent, Christmas, Easter or other special liturgical seasons, the church will be decorated for them and you need to know that they may not be moved or changed.

**Please provide a copy of the floral agreement to your florist.**

## Signatures:

*Bride's Signature:* \_\_\_\_\_

*Groom's Signature:* \_\_\_\_\_

*Florist's Signature:* \_\_\_\_\_

*Return this signed form 45 days prior to wedding date*