

## CHECKLIST

### Appointments

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_  
Music Director Date \_\_\_\_\_ Time \_\_\_\_\_  
With Priest Date \_\_\_\_\_ Time \_\_\_\_\_  
Initial visit Date \_\_\_\_\_ Time \_\_\_\_\_  
Second visit Date \_\_\_\_\_ Time \_\_\_\_\_  
Third visit Date \_\_\_\_\_ Time \_\_\_\_\_  
Other visit Date \_\_\_\_\_ Time \_\_\_\_\_

### Documents

Baptismal Certificate \_\_\_\_\_  
First Communion (*Catholics*) \_\_\_\_\_  
Confirmation \_\_\_\_\_  
Freedom to Marry \_\_\_\_\_  
Dispensation (*if needed*) \_\_\_\_\_  
Completion Engaged Encounter \_\_\_\_\_  
OR  
Completion Marriage Prep. Class \_\_\_\_\_  
Civil Marriage License \_\_\_\_\_

### Bride:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Groom:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Fees/Donations

\_\_\_ Church \_\_\_ Wedding Coordinator \_\_\_ Music Director  
\_\_\_ Vocalist \_\_\_ Priest \_\_\_ Altar Servers  
\_\_\_ McIntyre Hall \_\_\_ Security Deposit/Personnel \_\_\_ Liability Insurance

# MARRIAGE GUIDELINES



Saint Basil's Roman Catholic Church  
3611 Wilshire Boulevard  
Los Angeles, CA 90010  
(213) 381-6191

**TO DO**

**Register** for Engaged Encounter (888) 267-3660

**OR**

**Register** for Marriage Preparation Day (213) 637-7250

**Call** Wedding Coordinator (213) 248-2606

**Choose** Wedding Liturgy from *Together for Life*

Give to the Celebrant at least a week before the ceremony;  
keep a copy

**Select** Music with Music Director  
Kelly Garrison

(310) 990-0616

**Submit** all Required Documents to the Priest at the rehearsal & give  
the complete Rehearsal Worksheet to the Coordinator

***PLEASE DO NOT CALL AND MAKE ARRANGEMENTS WITH  
THE WEDDING COORDINATOR AND THE MUSIC DIRECTOR  
IF YOU HAVE NOT RESERVED YOUR WEDDING DATE  
AND GIVEN YOUR DEPOSIT.  
THANK YOU.***

## **MCINTYRE HALL**

Located below the Church, the McIntyre Hall holds 240 guests and can be used for your wedding reception. With the hall only a few steps away, you and your guests don't have to worry about traffic or parking problems. The hall is equipped with tables and chairs that you may arrange to your liking and the foyer can be used to set up your guest check-in.

Please refer to the McIntyre Hall Rental Contract for more information.

Here are the breakdown of the fees:

### **WEEKDAY RENTAL (Monday-Thursday)**

1-4 hours (includes *\$200 non-refundable deposit)	\$400.00
4-8 hours (includes *\$400 non-refundable deposit)	\$800.00

### **WEEKEND RENTAL (Friday, Saturday, or Sunday)**

1-8 hours (includes *\$500 non-refundable deposit)	\$1,200
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## **SECURITY DEPOSIT**

Refundable if manager determines there has been no damages \*\$300.00 done to tables, chairs, restrooms or other church property and all trash have been removed and all food carted away.

## **SECURITY PERSONNEL (EVENT MANAGER)**

Payable with balance (2 weeks prior to event)      \*\*\$25.00/hour

## **LIABILITY INSURANCE**

Payable to the Archdiocese of Los Angeles      \*\*\$125.00/day or event

## **CONGRATULATIONS!**

Your commitment to marry is a sign of God's love and faithfulness. The Christian 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 generally 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 or Marriage Preparation Day is an element of the process.



## RESERVING YOUR WEDDING DATE & REHEARSAL DATE

Reserving your wedding date should be 6 months **prior** to registration with the approval of documents\*; for preparation time as noted in page 1.

**Weddings are:** Saturdays 10:00 a.m., 12:00 p.m. & 2:00 p.m.

*Weddings may not be scheduled on Sundays.*

## WEDDING COORDINATOR

Following your initial meeting with the priest, a parish wedding coordinator will contact you to set up the rehearsal time for your wedding as well as to answer any questions you may have regarding the ceremony.

Your rehearsal will be allotted 1 hour only, so please insure that you and your attendants arrive at least **20 minutes** early for a **prompt start** and for the coordinator to collect completed rehearsal work sheet, license, additional paperwork. It is important that everyone who has a part in the wedding be present at this rehearsal.

**Rehearsals are:** Thursday or Friday at 5:00 p.m. prior to wedding day.

## DONATIONS AND FEES

Every wedding involves a considerable amount of time and preparation on the part of the priest and other ministers. Bear in mind the importance of the Church ceremony to the overall celebration of your wedding day. There are Church fees for registered parishioners and non-parishioners. A *non-refundable deposit of \$100* is required when reserving the Church. This fee only covers the church to help cover the operation and maintenance expenses but does not include any donation for the priest or the additional fees. It is customary to make a freewill offering to the presiding priest. Here is the breakdown of all the fees:

Church (parishioner) \$800.00

Church (non-parishioner) \$950.00

### Additional Fees Will Apply For The Following:

Wedding Coordinator \$150.00

Music Director \$200.00

Cantor/Vocalist \$175.00

Altar Server (each) \$10.00 (cash)

Unity Candle (only upon request) \$50.00

Together For Life booklet (if written on or not returned) \$5

Wedding Anniversary for a parishioner is \$400 and for a non-parishioner is \$600 in addition to all latter fees.

***Bring donation and all other fees to the rectory office 2 months prior to your wedding date and any other services made (anytime less than a month must be paid in cash) during office hours from 9 a.m. – 4 p.m. (Monday – Friday).***

\*Please refer to Documentation on page 4.

## **CHURCH ENVIRONMENT**

In decorating the Church, our liturgy team follows the Church's seasonal guidelines, thus allowing the community to enter into a spirit of sacred time. Flowers, lighting, urns, banners, cactus and other materials are used at various times to enhance seasonal celebrations. Thus the temporary removal and replacement of any arrangements will be the responsibility of the florist.

## **DO SHARE CHURCH FLOWERS**

We encourage couples getting married on the same day to cooperate with one another and share this expense because, flowers placed in the Sanctuary for your wedding ceremony, are considered a gift to St. Basil's Church and not to be removed after the ceremony.

## **UNITY CANDLE**

If you choose to include this candle ceremony, per request, please order with St. Basil's a month before wedding date; there will be an extra fee. However, if you have one you wish to use, bring it on the *day of rehearsal*.

## **REQUIRED PROGRAMS**

### **CATHOLIC ENGAGED COUPLES ENCOUNTER**

This marriage preparation for engaged couples is a weekend retreat, which concentrates on building areas of communication for a lasting love relationship. These weekends are in great demand so reserve your place early by calling this toll free number: (888) 267-3660.

## **OR**

### **MARRIAGE PREPARATION DAY**

This one-day program is hosted by the Archdiocese to provide an opportunity for engaged couples to assess their readiness for marriage and to assist them in understanding that marriage is avocation, a Covenant and a Sacrament. Please call: (213) 637-7250.

**IT IS IMPERATIVE THAT YOUR WEDDING  
BEGINS ON TIME!!!**

## **DOCUMENTATION**

Marriage is binding under both civil and ecclesiastical laws; you will need to provide updated 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:

- Baptismal Certificate issued within the last 6 months
- First Communion/Confirmation Certificate (*Recommended*)
- Freedom to Marry/ Witness Form
- Civil Marriage License
- Other documentations needed

To obtain a marriage license, the Registrar-Recorder of Los Angeles County requires that both bride and groom appear in person.

**Note:** *License is only valid for 90 days.*

There are several offices for the Registrar-Recorder in Los Angeles.

Please bring both copies of your marriage license to the Parish Office at least one week prior to the ceremony.

## **NO DRUGS OR ALCOHOL**

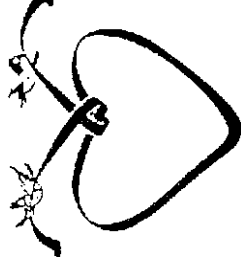
Your wedding is a joyful sacred affair. Sobriety is a must for all taking part and a requirement for the Rite of Marriage to take place. We encourage you to set the tone of respect and reverence at both the rehearsal and the wedding. Please advise your wedding party to celebrate at the reception and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

## **NO METAL HOLDERS OR ADHESIVE TAPE ON THE PEWS**

If you choose to use pew bows or bouquets, plastic holders are available from your florist and must be used. An aisle runner is not permitted.

## **NO RICE, BIRDSEED, FLOWER PETALS**

No rice, birdseed, flower petals (real or silk), nor any other items may be thrown on the grounds inside or outside of the Church due to a potential hazard to others. Please notify your attendants regarding these matters.



## **BRIDE'S WAITING ROOM**

There is a newly furnished "Bride's Room" at St. Basil's. Proper decorum should be observed while using this facility as it is within the body of the Church. No food or beverage (other than water) may be brought into the room. We also ask that all personal items be removed at the time of the service. Please appoint someone to oversee this and be responsible for leaving the room in the same condition it was found. ST. BASIL'S IS NOT RESPONSIBLE FOR ANY ITEMS LEFT IN THE BRIDE'S ROOM OR IN THE CHURCH.

## **THE BEST MAN AND MAID OF HONOR**

The Best Man and Maid of Honor must sign the license and marriage certificate *immediately* following the ceremony. The wedding coordinator will direct the witnesses to the signing area.

## **MISCELLANEOUS INFORMATION**

### **MUSIC**

Our Music Director, Kelly Garrison, serves as the musician for weddings at St. Basil's. All music arrangements are to be discussed and approved by him. Please notify him at least three months in advance of the wedding day.

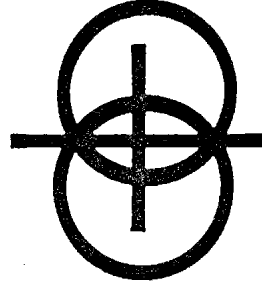
### **VOCALIST**

A vocalist may be engaged. Instrumentalists are available as well, i.e. trumpet, flute, violin or harp. All these may be arranged through the music director, at an additional fee. (See donations and fees, page 11).

### **LITURGY PREPARATION**

Many options are available to you in planning your ceremony. You should receive the booklet *TOGETHER FOR LIFE* from your priest. There 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 use the 8.5" x 11" form that is provided.

Please bring the completed form and the *TOGETHER FOR LIFE* booklet to the Parish Office when you drop off your marriage license. There will be a fee if there are any marks on the booklet or if it is not returned. (See page 11).



## **SACRAMENT OF RECONCILIATION**

Confessions can be scheduled the night of the rehearsal. Please make these arrangements with your priest. Couples are encouraged to receive this sacrament prior to your wedding ceremony.

## **ALTAR SERVERS**

Altar Servers are scheduled for all weddings held at St. Basil's Church. However, if a couple wishes to use family members or friends, please notify your wedding coordinator as soon as possible. This will avoid St. Basil's Altar Servers from being assigned. A donation is given to the Altar Servers. (See page 11).

## **REVERENT ATMOSPHERE**

Please encourage all family and friends involved in your wedding to maintain an attitude of reverence at all times while in the Church and during the wedding liturgy. At your Nuptial Mass, all guests are invited to receive the Eucharist. Non-Catholics may receive blessings. Remember your video and photographs will reflect your posture and behavior.

## **PICTURES**

Formal pictures may be taken on St. Basil's grounds after the ceremony. Photographs must be taken discreetly during the wedding ceremony.

## **THE GROOM**

The groom and ushers are asked to be at the Church 45 minutes before the wedding. This will give ample time for assisting guests and last minute duties. The groom should remain in the Sacristy area of the church prior to the ceremony.

