



Holy Matrimony Memorandum

Language: Spanish ☐ English ☐ **Today's Date:** _____
Wedding Date: _____ **Time:** _____
Date of Apt. with Priest: _____ **Time:** _____ **Fr.** _____
Is couple currently married? Yes ☐ No ☐ **Will the couple get married same date?** Yes ☐ No ☐

Groom:

Legal Name: _____ **Religion:** _____
Address: _____
Phone Number: _____ **Cell:** _____
Date of Birth: _____ **Age:** _____ **Place of Birth:** _____
Fathers name: _____ **Mothers Name:** _____
Previously Married: Yes ☐ NO ☐ **Church:** ☐ **Civil:** ☐
Dispensation Sent: ☐ **Received:** ☐ **Received Disp:** ☐
Dispensation Petition request date: _____

Bride:

Legal Name: _____ **Religion:** _____
Address: _____
Phone Number: _____ **Cell:** _____
Date of Birth: _____ **Age:** _____ **Place of Birth:** _____
Fathers name: _____ **Mothers Name:** _____
Previously Married: SI ☐ NO ☐ **Church:** ☐ **Civil:** ☐
Dispensation Sent: ☐ **Received:** ☐ **Received Disp:** ☐
Dispensation Petition request date: _____

Groom:

Baptism ☐ Yes ☐ No
Date: _____ **and church:** _____
First Communion ☐ Yes ☐ No
Date: _____ **and church:** _____
Confirmation ☐ Yes ☐ No
Date: _____ **and church:** _____
Notes: _____

Groom Signature: _____

Bride:

Baptism ☐ Yes ☐ No
Date: _____ **and church:** _____
First Communion ☐ Yes ☐ No
Date: _____ **and church:** _____
Confirmation ☐ Yes ☐ No
Date: _____ **and church:** _____
Notes: _____

Bride Signature: _____

Deposit: _____ **Date:** _____ **Receipt:** _____ **Balance:** _____
2nd payment: _____ **Date:** _____ **Receipt:** _____ **Balance:** _____
Final Payment: _____ **Date:** _____ **Receipt:** _____ **Pay off** Yes No

Classes: In person Online
Book _____
Package _____
Civil License: _____
Case Number: _____



Wedding Rules at San Clemente

Couples' responsibilities:

- **Music:** Must be a church choir and it is **NOT** included in the cost. Mariachi can be used as well but keep in mind the guidelines of Diocese and State regarding Covid.
- **Flowers and Decoration:** will be your responsibility. Regulations regarding this topic will be discussed with the coordinator.
 - Due to the regulations and the insurance policy of the Diocese, **the use of rice, rose petals, and confetti is NOT ALLOWED** on the church grounds.

I understand and agree to the above by initialing: _____

Things to keep in mind when planning your ceremony:

- **Dress code:** Catholic weddings are generally semi-formal. Men should wear a shirt and tie (if not a suit), while women should wear dresses, skirts, or dress slacks. When dressing for a Catholic wedding, female guests should keep in mind that it is proper etiquette to dress modestly, shoulders covered, and no low cuts. **IF** you or any of your sponsors who will be presenting gifts in the altar and are not appropriately dressed, they will be asked to wear a Shawl. If they refuse, they won't be allowed to participate in the ceremony. We are a parish, and Our Lord Jesus Christ is present at the altar. Be **RESPECTFUL** on the day. **NO BLACK DRESS.**
- **REMINDER:** The day of the ceremony, **you must arrive** 30 minutes before the indicated time, or the ceremony could be canceled. We highly recommend. That on your invitations, you tell your guests that the ceremony will start 30 minutes before the actual time, so everyone will be on time.
 - **IF** you arrive late all your guests and sponsors will be asked to be seated and no one will enter in procession with exception of Bride
 - **IF** you arrive late there won't be any music playing through the ceremony
 - **IF** you arrive late, the celebrant has the right to celebrate the ceremony opting out things such as Homily, gifts presented, etc.

I understand and agree to the above by initialing: _____

What could cancel my ceremony?

- **Failing to turn in all required documents**
 - Baptism certificate (with notations and recent from the last 6 months)
 - First Communion and Confirmation certificate
 - The **2 required classes** Natural Family Planning (4 consecutive meetings are required once a month for four months) and Premarital Classes (1 weekend 2 days)
 - Proof of civil marriage (unless civil marriage will take place on the same date by priest, **then Court license is required**)
 - Must turn in 2 witness Freedom to Marry Affidavit Prenuptial Inquiries (2 for bride and 2 for groom)

- Must meet with the priest/wedding coordinator for the Blue Book Appointment (must be schedule 1 month after the first appointment)
- **Priest having concern that your wedding is NOT following the church guidelines**
- **Late arrival**

I understand and agree to the above by initialing: _____

Photography & Video:

- Photography and video are allowed but must follow the parish guidelines and return the Photography Policy contract 1 month before the wedding.
 - **NO** flash directed to the priests is allowed
 - They must be respectful of altar
 - They can **NOT** go on the altar at any time
 - Coordinator will direct photographers to the areas they are allowed, for that reason we ask they arrive 10 minutes before the ceremony
 - **NO** microphones will be placed on the priest

Things to keep in mind regarding photos after the ceremony:

- **We plan the ceremonies accordingly allowing 10 minutes after the ceremony for photos.** IF the ceremony starts late because you arrived late, there won't be time for pictures after the ceremony.

I understand and agree to the above by initialing: _____

REHEARSAL:

- **NOTE: Please speak with the coordinator regarding this.**
- You are asked to arrive 20 to 30 minutes before the ceremony to get directions.
- **NOTE: the only ones to enter through processions will be couple, parents, sponsors. **Bridal Party** will NOT enter in procession.**

During the procession the only one that will enter will be the bride and parents. Everyone else will remain waiting for their entrance in their seats.

I understand and agree to the above by initialing: _____

NOTE: If the ceremony is canceled, we would like to remind you that the deposit is non-refundable. If the ceremony is postponed you have 1 year to reschedule or your deposit will be lost. San Clemente Mission Parish is not responsible if the guidelines of the Government or the Diocese change or the churches close. In this case, the Parish will work with you to schedule a new date.

I understand and agree to the above by initialing: _____

NOTE: If you need to change the date (if there is a date available) you will be charged an additional \$50.

I understand and agree to the above by initialing: _____

I/We _____ acknowledge I/we have read and agree with the information and regulations stated above.

Sign: _____

Date: _____



Holy Matrimony Sacrament Requirements

Congratulations, you are taking your first step to receive the Sacrament of Holy Matrimony. There is some information and documents that you have to present on the first meeting: **ALL** Holy Matrimony Sacrament dates must be reserved at least **6 months** prior to desired date.

Cost for a Saturday Mass: \$850 (Includes the classes)

Cost for a Simple Wedding on Friday: \$300 (NO Mass)

Cost for Wedding Anniversary Mass/Quinceañera: \$600

Cost for a Transfer Diocese to Diocese:

Transfer to Mexico within 6 months before the wedding: \$250 to complete the paperwork at the parish and \$175 Check for the Diocese of Fresno

Transfer to Mexico within 3-2 months before the wedding: \$300 to complete the paperwork at the parish and \$225 Check for the Diocese of Fresno

Transfer to US within 6 months before the wedding: \$250 to complete the paperwork at the parish and \$100 Check for the Diocese of Fresno

Transfer to US within 3-2 months before the wedding: \$250 to complete the paperwork at the parish and \$150 Check for the Diocese of Fresno

Non-Refundable Deposit: \$300

First Appointment:

1. With the Coordinator, where the application will be fill out, all available documents will be turned in. **Need a both Groom and Brides ID's and a picture of the couple will be taken for file.**
2. The second appointment will be schedule with the Priest where ALL documents will be turned in, including the recent Baptism certificate (from the past 6 months) with notations: First Communion, Confirmation, and any other documents specified by the coordinator: _____
3. We will schedule a possible wedding date **(It's NOT schedule until couple meets with the priest and he gives the approval and they leave the deposit)**

Second Appointment with the Priest:

1. At this meeting both the groom and bride, 2 witnesses for the groom and 2 witnesses for the bride need to be present. The witnesses will fill out the **Freedom to Marry Affidavit Prenuptial Inquiry for Marriage** in front of the priest (the witnesses only need to stay for the time it takes them to fill out the form, the couple needs to plan to stay for approximately 1 hour).
2. After concluding the appointment with the priest, the couple will meet with the coordinator to finalize and reserve their wedding date and to pay the deposit of \$300.

Sacrament Certificates to turn in during the meeting with the priest:

1. Baptism Certificate (MUST be recent, from the past 6 months, with notations)
2. First Communion Certificate and Confirmation Certificate
3. If you're missing a Sacrament, you must register for the RCIA program in order to receive those sacraments.

Required Classes: The couple is responsible to schedule these classes

1. Premarital Classes Certificate \$100

- a. 1 weekend course (please plan appropriately to complete the class before your wedding)

2. Family Planification Certificate \$150

- a. 4 days course, once a month (please plan appropriately to complete the class before your wedding)

Main Sponsors (Padrinos de Velación):

1. Copy of Witnesses ID
2. Witness proof of marriage through the Catholic Church

One month before the wedding:

1. Court License or certificate of civil marriage
2. We will schedule the rehearsal date
3. The pending balance is due

Previous Civil Marriage:

1. If one or both of the couple were previously married their additional paperwork they must complete.
2. The form Petition for a **Decree of Freedom to Marry Due to Lack of Form** must be fill out.
3. You must turn in a Copy of Marriage license in which the name and title of the officiant are given. Recent certificate of Catholic baptism issued within the last six months will all notations. Copy of the final decree of civil dissolution/annulment.
4. Finally, a \$100 check or money order per petitioner made payable to **"The Diocesan Tribunal"**

This document Will be send by the Parish office.

Different Religion:

1. If one of the two are from a different religion or is Not baptized catholic, the **Marriage Dispensation Request** form must be fill out.

Transfer to Mexico:

We need the following information:

- Name and address of the Parish you wish to get married at
- Name of Priest that will marry you
- Date of wedding and time (if you have it)
- **ALL original certificates must be turned in**
- Certificates that have to be recent within the past 6 months are Baptism and Main sponsors (Velacion) proof of Catholic Marriage
- Civil certificate (license) of marriage

Everything must be turned in no later than 6 months before the wedding. The parish or the Diocese are NOT responsible if the documents don't make it on time due to delays on your behalf and not doing the process within the given deadline.





Prepare for your special date

Keep in mind ALL requirements must be met before you can get married. You are responsible to complete ALL classes, bring ALL documents needed, and full balance must be paid off before your ceremony.

Classes offered: All classes **MUST** be completed before your wedding date.

1. Pre-marital classes are offered every 3rd weekend of the month of:

January

May

August

Saturday Class is from 8:00am to 4:00pm and Sunday Class is from 7:00am to 2:00pm (you are required to attend to both classes)

To register you **MUST** contact **Cecilia at 661-496-4658.**

Please keep in mind there is a limit and San Clemente Mission Parish is currently only offering the class in Spanish.

For English Classes please try to find a neighboring parish or you can visit

<https://catholicmarriageprep.com/courses-info> o <https://ascensionpress.com/collections/joy-filled-marriage/products/joy-filled-marriage-certification-course>

2. Family Planification classes are offered the first weekend of the month, for 4 consecutive months a total of 4 classes:

January (2nd Sunday of the month contact director)
February

March

April

May

June

July

August

September

October

November

December

English Class is offered on the first Saturday of the month from 6:00pm to 9:00pm

Spanish Class is offered on the first Sunday of the month from 3:30pm to 6:30pm

(You are required to attend ALL 4 classes)

To register you **MUST** contact:

English Classes: Elva 661-302-1791 (please contact her 3 weeks before the first class)

Spanish Classes: Lucy 661-578-9342 (please contact her 3 weeks before the first class)



English Classes Requirements

Online Pre-Caná - Theology of the Body Marriage Prep course:

(this website is NOT affiliated with San Clemente Mission)

One-on-one with a certified instructor couple, at the couple's pace. To be completed in three months max. Online worksheets foster conversation between the couple and are followed up with personalized feedback from their instructors. **For couples in a rush (less than 4 (four) weeks)** sign up for our **Online Pre-Caná - Theology of the Body Marriage Prep course:**

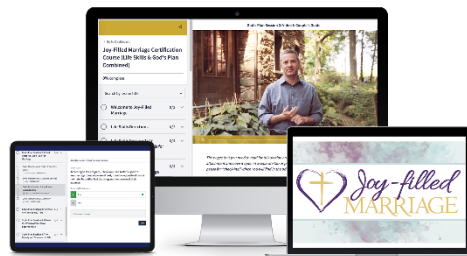
(the following websites are NOT affiliated with San Clemente Mission)

<https://catholicmarriageprep.com/courses-info>

One-on-one with a certified instructor couple, at the couple's pace. To be completed in three months max. Online worksheets foster conversation between the couple and are followed up with personalized feedback from their instructors. **For couples in a rush (less than 4 (four) weeks)** sign up for our **Urgent Care program** found on the website. *English, Spanish, French*

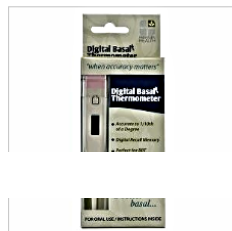
Or you can also take the following class

<https://ascensionpress.com/collections/joy-filled-marriage/products/joy-filled-marriage-certification-course>



Natural Family Planification Material

Please keep in mind that for the English program couples must purchase the material directly from the company, please register for the class by contacting Elva 3 weeks before the start date. The materials can be purchased through <https://ccli.org/ccl-store/> to save you money go directly to the website and purchase the following 3 materials that are required for the class.



Digital Basal Thermometer
\$15.00

Add to cart



The Art of Natural Family
Planning Chart Booklet Set
\$7.00

Add to cart



The Art of Natural Family
Planning Student Guide
\$39.95

Add to cart

Wedding Documents Check List:

	Groom:	Bride:
Baptism Certificate:	_____	_____
First Communion:	_____	_____
Confirmation:	_____	_____
Pre-Marital Classes:	_____	_____
Family Planification Class:	_____	_____
Court License:	_____	_____
Main Witness ID:	_____	_____

Freedom to Marry Affidavit Prenuptial Inquiry:

2 forms each: _____

IF Previously Married:

Diocese Approval: _____

IF Different Religion:

Diocese Approval: _____

Notes: Date of Apt. w/Priest: _____ Time: _____ Fr. _____

Wedding Documents Check List:

	Groom:	Bride:
Baptism Certificate:	_____	_____
First Communion:	_____	_____
Confirmation:	_____	_____
Pre-Marital Classes:	_____	_____
Family Planification Class:	_____	_____
Court License:	_____	_____
Main Witness ID:	_____	_____

Freedom to Marry Affidavit Prenuptial Inquiry:

2 forms each: _____

IF Previously Married:

Diocese Approval: _____

IF Different Religion:

Diocese Approval: _____

Notes: Date of Apt. w/ Priest: _____ Time: _____ Fr. _____

Wedding Date: _____ Time: _____
Language: _____

&

Groom & Bride Full Name

Who gives the bride Away: _____

Who gives the groom away: _____

Main Sponsors (Velacion): _____

Guest List:

Ring Sponsor: _____

Arras Sponsor: _____

Bible & Rosary Sponsor: _____

Lazo Sponsor: _____

Flower Sponsor: _____

Choir: YES NO **Who:** _____

Bridal Party will NOT enter in procession.

NOTE: _____



Photography Policy

Photographers are welcome to take pictures before, during and after the ceremony. The photographer and videographer need to read and sign these policies. **Please return this signed agreement to the parish office at least 1 month prior to the ceremony.**

- Photos may be taken inside the church and on the church grounds. **Photographing and videotaping during the ceremony must be discreet and respectful of the fact that this is a religious service.**
- The sanctuary (around the altar) may not be entered at any time during the ceremony by any photographers or photography equipment. The family has 10 minutes immediately following the ceremony to take pictures in the church. Afterwards, they are welcome to use the church grounds for more pictures.
- Artificial lights on stands may not be used during the ceremony. It may be used for posed pictures after the ceremony.
- Standing on any church furniture is not allowed. Laying down on the floor to take photographs is not allowed.
- Church property (animate and inanimate objects) may not be destroyed or defaced under any circumstances.
- The photographer has 10 minutes after the ceremony to take pictures, and is responsible of giving directions to the couple and family members in order to make this process smooth. Keep in mind that when in the church the talking **MUST** be limited or the priest/coordinator have the right to ask you to stop and leave the church.
- The Ceremony Coordinator assists the priest in making sure that the ceremony takes place in a smooth and reverent way. If the Coordinator asks you to correct a disruptive behavior, she is asking on behalf of the priest. If disruptive behavior persists, the priest will stop the ceremony. If the photographer refuses to comply, he/she will be asked to leave the premises.

I have read and understood the San Clemente Photography and Videography policy, and agree to abide by all that is contained herein during the ceremony.

Date of Ceremony: _____ At **San Clemente Mission Parish**
Name of the Couple: _____ & _____

Name of the Photographer: _____
Signature: _____ Date: _____

Name of the Videographer (if different): _____
Signature: _____ Date: _____