

San Carlos Cathedral / Diocese of Monterey, California  
**MARRIAGE GUIDELINES & PREPARATION**

Effective September 1, 2018

## **WELCOME**

Greetings and welcome to our historical and beautiful San Carlos Cathedral. Congratulations on your upcoming wedding and on your decision to make a commitment to each other through the sacrament of marriage. You and your future spouse have fallen in love, and together you have discerned that God is calling you to commit yourselves to each other for the rest of your life. Your wedding is meant to be a happy, beautiful and meaningful celebration, one that you will long remember. Your wedding day marks the beginning of this commitment that you will make through the Christian sacrament of marriage.

The following guidelines will assist in your preparation for marriage, as well as the celebration of the wedding day itself. Therefore, please read them carefully. We are looking forward to the day when, before God and each other you will say some of the most important words of your life: “I do!”

## **INITIAL CONTACT & DATE OF THE WEDDING**

Please contact our wedding coordinator Teri Dawn ([tdawn@sancarloscathedral.org](mailto:tdawn@sancarloscathedral.org)) as soon as possible. You should contact us at least six months in advance of the proposed wedding date.

If you live outside of the Monterey Peninsula then you will be directed to contact your local Catholic priest/deacon/church staff who will prepare you for marriage. You will also need to make arrangements with your parish priest to come to Monterey to celebrate your wedding. He must sign the form below and you should mail it to us together with the wedding fee. Your marriage will not be scheduled until these two items are received by the parish office.

Afterwards, your local priest/deacon will complete all the necessary church paperwork and send it on to us at least one month prior to the wedding. All paperwork must be here at our church office at least one month prior to your wedding day.

## **TIME OF THE WEDDING**

To accommodate as many couples as possible, we have set aside two wedding times per Saturday: 11:00am and 1:00 pm.

Due to our weekend Mass schedule we cannot celebrate weddings on Saturday later than 1:00pm. We do not officiate weddings on Sundays. We do, however, consider other weekday days and times – just email our wedding coordinator to find out the availability of the church.

## **RESERVATION / MARRIAGE FEES**

As previously mentioned your wedding is not scheduled until we have the wedding fee. Also, if you don't live in the Monterey area, we need your letter from the priest/deacon/church staff that he will prepare and mail us the paperwork prior to the wedding and that he will travel to Monterey to officiate your wedding.

The wedding fee (\$1,500) includes the following: marriage preparation (if local), wedding coordinator, use of the cathedral for rehearsal and a cathedral wedding ceremony be it with or without the Mass. The check must be payable to San Carlos Cathedral. There is a \$500 non-refundable fee in case of event cancellation.

## **WEDDING PRESIDER/CELEBRANT**

Due to time constraints, San Carlos Cathedral is unable to provide a celebrant for your wedding ceremony unless you are a parishioner at San Carlos and live in the Monterey area. Please contact a priest or deacon from your home parish to make arrangements for him to travel to Monterey for your wedding day.

## **PUNCTUALITY**

Please know that our cathedral schedule is busy, especially on the weekends. Therefore, we ask that you please respect the clergy's time by arriving on time for the rehearsal and wedding. As bride and groom, it is your responsibility to ensure that your entire wedding party is at the rehearsal at least 15 minutes before the rehearsal begins, and at least 20 minutes prior the wedding ceremony. Rehearsals and weddings which are more than 30 minutes late are shortened or even cancelled and/or postponed. So, please make sure that everyone is punctual.

## **REHEARSAL**

The wedding rehearsal allows the bridal party to become familiar with what will take place during the wedding ceremony; it also provides the bride and groom with a more relaxing and holy wedding day. To avoid any confusion at the wedding, we ask that all members of your wedding party be present at the rehearsal, including readers and other participants in the celebration.

Be sure to bring your marriage license and give it to the presiding priest.

Rehearsals are normally scheduled the evening prior the wedding date. To avoid any embarrassment, please provide our wedding coordinator with all the information needed prior to the rehearsal. If a visiting priest is officiating at your wedding, he must be here for the rehearsal.

## **MUSIC**

The approved musicians are listed below. Please contact each musician for individual availability, musical style, etc. Each musician charges a fee that is NOT included in the fee that you pay for the use of the church.

- Elaine Miller, traditional/contemporary organist/vocalist (831-394-6239)
- Arlala Shepherd, soloist (831-384-3704)
- Karla Hernandez (831)264-3878 or Citlalli Hernandez (831)392-7336, bilingual/Spanish weddings

All music must be approved by our parish music minister that you have selected for your ceremony. Please contact the musician of your choice at least two months prior to your ceremony to select your liturgy music.

Outside musicians are permitted, however they cannot use our cathedral organ. If you do choose to hire an outside musician, you will also need to hire and have onsite one of our music ministers (listed above) to supervise the use of our sound system. The music minister will charge a fee for their time. All music selections to be played by an outside musician must be approved by one of the parish music ministers listed above. Please note that although secular music is fine for a wedding reception, it is not appropriate for a religious ceremony/Mass at the Cathedral. Pre-recorded music is never allowed.

## **FLOWERS & DECORATIONS**

We generally recommend two arrangements on either side of the altar. We suggest using the services of The Flower Market. They are very familiar with our cathedral since they deliver flowers to us on a weekly basis. Their phone number is (800) 931-5678 or (831) 375-1061.

For safety reasons, we cannot allow aisle runners, lighted candles, throwing of rice, birdseed, candy, etc., inside the cathedral or on the grounds. Also, flower petals may not be thrown down the aisle during the processional, or anytime on the church's grounds. We would also ask that decorations may not be taped, nailed, glued, tacked or stapled to the end of pews. Some florists have clips that work nicely and others simply tie them on with beautiful ribbons. Make sure flower arrangements are on display at least 30 minutes prior to the ceremony. Pew decorations must be removed immediately after the ceremony.

You may not change, alter, or move around the liturgical décor within the church. Furnishings and settings in the sanctuary are not to be disturbed, obscured or altered.

## **PHOTOGRAPHS & VIDEOS**

Your photographers and videographers are welcome and we ask them to respect the sacred nature of the wedding ceremony. Photographers and videographers should never interfere with the celebration of the ceremony or distract those in attendance. Their movement and noise should be held to a minimum, must be discreet and respectful of the church and not interfere with the flow of the ceremony. Flash photography is not allowed during the ceremony. It is never permissible to run extension cords around the cathedral since it creates a safety hazard. If needed, all electrical cords must be securely taped down.

## **OTHER TRADITIONAL CUSTOMS**

We respect your culture and specific marriage traditions. If you would like to have a unity candle, cord (lasso), coin (arras) and flowers to Mary (ramo) ceremonies, we will joyfully accommodate these beautiful celebrations into the main liturgy. Please discuss with the presiding priest about these or other cultural wedding traditions.

## **MISCELLANEOUS**

You are responsible for your marriage license. You must bring the license to the rehearsal. If you are going to have programs, please bring those to the rehearsal as well.

All pre-marital preparation paperwork and documentation must be completed and submitted to our wedding coordinator no later than 30 days prior to the wedding date.

All marriages take place inside our beautiful and historical cathedral. Our bishop gives dispensation for marriages outside the church only when one spouse is Catholic and the other is not-baptized.

## **RECEPTION IN OUR CATHEDRAL HALL**

All couples planning to marry in our cathedral may use our parish hall for the wedding reception – provided the hall is available. Call Cindy Rybkowski at the cathedral's office (831-373-2628 ext. 16) to see if the hall is available for your reception.

## **MARRIAGE PREPARATION – ONLY**

If you are a parishioner planning to marry in a different Catholic Church, and would like to have your marriage preparation here, please contact our pastor/associate. The fee for this marriage preparation which includes all paperwork and marriage preparation is \$300 payable to San Carlos Cathedral.

*In conclusion, we are looking forward to this great day of rejoicing and celebration for you and your family. We will work hard to make this the first of many happy days that you will share together. Our parish community prays for you and asks God to bless you with many, many, happy years of marriage and love.*

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### ***Required Documents for Marriage Preparation***

At time of reservation:

1. *Call* the parish office to check the wedding time availability.
2. If non-parishioners, a *signed letter* (see below) from your own pastor or local priest/deacon is needed stating that he will be preparing you for marriage, will come to Monterey to officiate at the wedding and will mail all documents here at least one month prior to the wedding.
3. Provide the entire *wedding fee*. Make check payable to San Carlos Cathedral, 500 Church Street, Monterey, CA 93940. These three steps will secure your wedding date.

During the time of your marriage preparation the following documents should be provided to the priest that is preparing you for marriage:

1. *Baptismal Certificates*. Contact your church of baptism to obtain a new copy of your baptismal certificate.
2. *Freedom to Marry Forms*. Two witnesses for each bride and groom will be asked to testify and sign that you are free to marry.
3. *Church Pre-Nuptial Inquiry* for both the bride and the groom will be completed by the priest/deacon responsible for the marriage preparation.
4. Dispensations, or special permission, if applicable. (For example one party is not Catholic...)
5. A copy of the *Engaged Encounter Certificate* (Pre-Cana or any other marriage preparation equivalent) received at the completion of the retreat weekend. Please schedule your weekend as early as possible in your marriage preparation as space and dates are limited. For registration dates and information, visit [www.mcee.org](http://www.mcee.org).
6. *California State Marriage License* is 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. You can buy a regular marriage license anywhere in the state of California. To obtain a marriage license in Monterey county both prospective parties must appear together at our county office location: Monterey County Clerk, County Government Administration Building 168 West Alisal Street, 1st Floor Salinas, CA 93901; phone (831) 755- 5450. You can purchase your marriage license in any other county in California. Marriage licenses are valid for 90 days.
7. If the marriage is a convalidation (you already married civilly) a *copy of your civil marriage license* is needed.

It is the couple's obligation to be sure that all paperwork is received by the parish office at least 30 days prior to the ceremony. By civil and canon law we need the above documentation prior to any marriage.

SAN CARLOS CATHEDRAL  
500 CHURCH STREET, MONTEREY, CA 93940

**MARRIAGE PREPARATION FORM**

*This form should be completed and signed by your local priest/deacon who will prepare you for marriage and travel to Monterey to officiate your wedding. Mail this form together with the wedding fee.*

<b>CLERGY MARRIAGE PREPARATION &amp; CELEBRANT AGREEMENT</b>	
Rev. _____	Parish: _____
Church address: _____	
Phone number: _____	

**WEDDING DATE:** \_\_\_\_\_ **TIME OF THE WEDDING:** \_\_\_\_\_

<b><u>GROOM</u></b>	<b><u>BRIDE</u></b>
First Name: _____	First Name: _____
Middle Name: _____	Middle Name: _____
Last/Family Name: _____	Last/Family Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

***I AGREE THAT I WILL PREPARE THE ABOVE COUPLE FOR MARRIAGE AND I WILL FORWARD ALL NEEDED PAPERWORK TO YOUR PARISH/DIOCESE AT LEAST ONE MONTH PRIOR TO THE WEDDING DATE. I WILL/WILL NOT (CIRCLE ONE) TRAVEL TO MONTEREY TO CELEBRATE THE WEDDING.***

*Date* \_\_\_\_\_