

# Some Guidelines for Engaged Couples...

(Parishioners and Non-Parishioners)



**CONGRATULATIONS** and welcome to St. Anne of the Sunset Parish!

We are glad that you have chosen St. Anne's for your Sacramental Wedding. The following guidelines have been prepared to help you celebrate your wedding in a sacred, joyous, memorable and respectful way. Please take note of them and they will be explained to you in detail when you meet with the priest or deacon and the Parish Coordinator.

Normally, a wedding is celebrated in the residential parish of the bride and/or groom. But St. Anne's Church also welcomes out-of-parish couples. However, the pastor from the parish of either the bride or the groom must submit a letter giving the couple **PERMISSION** to have their wedding celebrated at St. Anne's. In this case, St. Anne's will take care of the marriage preparation and documentations.

If in case a priest or deacon from outside the parish will officiate at the wedding, he should call and seek **DELEGATION** from any of St. Anne's priests during the wedding preparation period. The visiting priest or deacon is usually responsible for preparing the marriage documents unless a different arrangement is made between him and any of the priests of St. Anne's.

## Formal Engagement Period

Please contact the Pastor or the Parochial Vicar at St. Anne's at least six (6) months before the contemplated wedding date. During these six months, you will be asked to attend any of the Marriage Preparation Classes recommended by the Archdiocese of San Francisco, such as the Engaged Encounter and various Marriage Preparation Classes. Call the parish office (415.665.1600 ext. 22) for current dates of classes being offered. **Please note that attendance to any of these classes is required before a marriage can be celebrated.**

It is also recommended that the couple takes the **FOCCUS** (*Facilitating Open Couple Communication, Understanding & Study*) **TEST** prior to the preparation class. This will help them deal with current issues and needs for meaningful discussions during the marriage preparation.

## Sacramental Preparation

Marriage between baptized persons is a Sacrament, patterned on Christ's love for the church. It is for life. It is important that you prepare for this Sacrament, especially by reviewing your participation in the life of the Church, and its Sacraments of Penance and Eucharist.

If you have only a limited understanding of the Catholic Faith or have not received the Sacrament of Confirmation, special instructions can be arranged. A non-Catholic interested in becoming a Catholic should mention this to the priest or deacon at the time of the initial meeting to discuss this further with you.

## Documentations

Catholics are required to present the following documents to the priest or deacon for their marriage:

- 1) Recent copies of the Bride and Groom's **Baptismal Certificates** (*not older than six months from the wedding date*);
- 2) Copies of the Bride and Groom's **Confirmation Certificates**;
- 3) Completion of **FORM A**, a questionnaire given to the Bride and Groom concerning their readiness to marry, witnessed by a priest or deacon;

- 4) Completion of **FORM B**, a questionnaire given to the parent, relative or friend of the bride and groom that states the couple's freedom to marry, witnessed by a priest or deacon;
- 5) If a civil ceremony has already taken place, the **Marriage Certificate** should be given to the priest or deacon;
- 6) If any prior marriages (civil or church wedding) were entered into, other documentations will be required;
- 7) If no other previous marriage, a **Civil Marriage License** should be obtained well in advance of the ceremony. This license is valid for 90 days and should be brought to the wedding rehearsal.
- 8) If one of the couples is a baptized non-Catholic Christian, a **baptism certificate** from their church is requested (if available);
- 9) If one of the couples is a non-Catholic, all appropriate documents, as listed above, should be obtained.

**No wedding date can be scheduled until these documents are given to the officiating priest or deacon.**

## **Scheduling the Wedding**

A wedding date is always *tentative*, until it is documented that a wedding can be performed according to the Catholic Church's teachings. A *tentative* date is usually set during the first meeting between the couple and any of the priests or deacon of St. Anne's.

Weddings are normally celebrated on Saturdays at either 10:30 a.m. or 2:00 p.m. Catholic Marriage is usually celebrated within a Nuptial Mass, with the presiding priest as witness to the marriage.

## **Donations**

A recommended donation of **\$650 (\$750 for out-of-parish couples)** to St. Anne of the Sunset Church should be made at the time of the wedding rehearsal. This helps cover the costs of the FOCCUS TEST and Church maintenance. A separate stipend for the Mass may be given to the priest (\$100), with gifts of \$15 for each server at the time of the wedding. A \$200 deposit is required to confirm the wedding date reservation.

Please complete the **PRELIMINARY MARRIAGE FORM** on the following page.

## **Rehearsal**

Please arrange a rehearsal date with the priest or deacon and the Parish Wedding Coordinator. Kindly bring to your rehearsal the following:

- a) The Wedding License; b) An Outline of the Service; c) Donation for the Church; and
- d) Fee for the Organist.

***Be sure to have everyone involved in the actual ceremony at the rehearsal***—everyone in the procession, readers, ushers, etc.

## **Music**

We have our official parish organist and musician. All details concerning music must be worked out directly with him/her. It is expected that his/her services will be used, and his/her fee is **\$250.00**. Please contact the parish office for more details.

## **On Photographs, Decorations, and other information**

Please call the Parish Marriage Coordinator, **Mary Lou Sheridan** at (415) 664-8410

# PRELIMINARY MARRIAGE FORM

850 Judah Street, San Francisco, CA 94122  
Tel (415) 665-1600 Ext 22 / Fax (415) 665-1603 / www.stanne-sf.org

Date: \_\_\_\_\_

Name of the BRIDE: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Religion (if any): \_\_\_\_\_  
Parish (if any): \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Telephone: (\_\_\_\_) \_\_\_\_\_ / Cell: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Name of the GROOM: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Religion (if any): \_\_\_\_\_  
Parish (if any): \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Telephone: (\_\_\_\_) \_\_\_\_\_ / Cell: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

PROPOSED WEDDING DATE: \_\_\_\_\_

PRIEST/DEACON helping make arrangements: \_\_\_\_\_

*If not from St. Anne's, please provide the following information:*

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

***PLEAS SEND \$200 AS DOWNPAYMENT  
ALONG WITH THIS FORM TO:***

**Tessie Velicaria, Parish Secretary**  
St. Anne's Church  
850 Judah Street  
San Francisco, CA 94122

*Please note that we can only guarantee your date for only a week pending  
your down payment.*