

### ✓ **LECTOR & COMMENTATOR**

The couple must provide their lectors and commentator for the mass. It is highly recommended that they choose persons who are trained and installed as Lay Ministers of the word.

### ✓ **COORDINATORS**

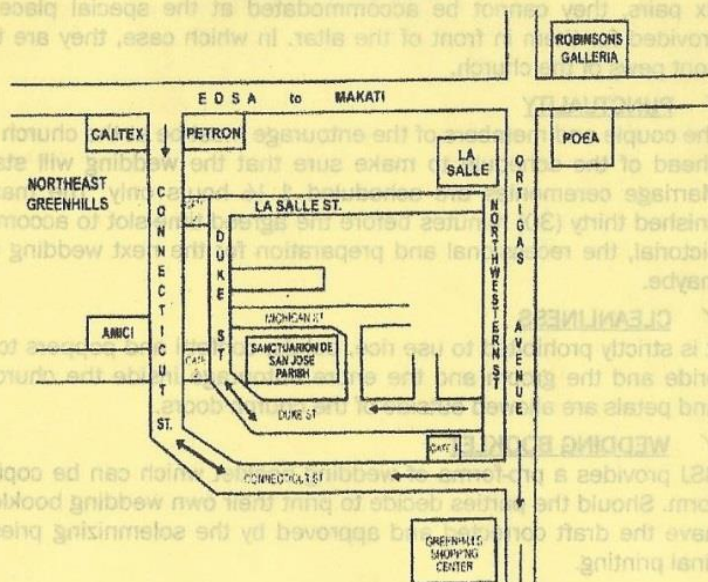
The couple must provide for a coordinator on their wedding day who will take charge of arranging the entourage during the processional and recessional. He/she must have a proper coordination with the parish & church personnel to ensure smooth flow of the celebration. (See separate sheet)

### ✓ **GUEST FLORIST / SINGER / MUSICIANS / PHOTOGRAPHERS / VIDEOGRAPHERS** (Please see separate sheet for guidelines.)

**SSJ strongly suggests that the members of the wedding entourage observe MODESTY and PROPER ATTIRE. SILENCE must be observed inside the church at all times most especially when the mass or marriage rite is going on.**

### **Order of Entourage**

Best Man  
Groom with Parents  
Principal Sponsors  
Secondary Sponsors  
Bridesmaids  
Flower Girls  
Bearers  
Maid of Honor  
Bride with Parents



### **SANTUARIO DE SAN JOSE**

Duke cor. Buffalo St., Greenhills East, Mandaluyong City

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### **WEDDING INFORMATION**

#### **I. WEDDING PACKAGE**

Inclusive of:

1. Priest and Mass
2. Simple Flower Decoration
3. Use of Air Conditioning Units (1 1/2 hours only)
4. Red Carpet
5. Lighted Chandeliers
6. Use of Electricity for Video
7. Soloist and Organist

Time Slots:	<b>Mon. - Sat.</b>	AM	9:00-10:30	PM	2:00-3:30
			11:00-12:30		4:00-5:30
	<b>Sun.</b>	PM	2:00-3:30		4:00-5:30

#### **II. WEDDING RATE**

	2017	2018	2019
Wedding Rate	Php 30,000	Php 35,000	Php 35,000
Reservation Fee	Php 7,000	Php 7,000	Php 7,000

**NOTE:** 1. The reservation fee is strictly non-refundable and non-transferable  
2. It is valid for the applicable year only  
3. All payments must be paid in CASH.

#### **III. RESERVATION**

In compliance with the Chancery Office Circular No. 99-35 all wedding date reservations are deemed unofficial or confirmed until the freedom of parties to marry canonically and civilly shall be established.

1. Reservation must be made at least 2 months prior to the wedding date
2. Temporary booking is accepted but valid and limited only for three (3) days.
3. Reservation form must be properly filled-out and signed by both the bride and the groom. No representative can be authorized to sign on behalf of the parties.
4. Upon Reservation, a photocopy of Baptismal certificate of either the bride or the groom must be presented.
5. To couples who are renewing their marriage vows within the mass, a photocopy of their church marriage certificate must be presented.
6. Full payment must be made upon completion of all requirements which is not later than 10 days prior to the wedding.



**Payments of reservation fee will not oblige SSJ to hold the wedding unless all wedding requirements have been fulfilled and all SSJ rules and regulations are strictly followed.**

#### **IV. WEDDING REQUIREMENTS**

##### **1. MARRIAGE LICENSE**

This must be secured strictly from the City or the Municipality where either the bride or groom resides. Validity is **120 days only**. For those couple who are civilly married already, must submit a copy of their duly registered marriage contract.

##### **2. BAPTISMAL AND CONFIRMATION CERTIFICATE**

The bride and groom must submit a recently issued baptismal and confirmation certificates with annotation, "FREE TO MARRY" or "FOR MARRIAGE" purpose. Validity is **Six (6) months**.

##### **3. WEDDING BANNS AND WEDDING PERMISSION**

Wedding banns must be published for three (3) consecutive Sundays in the parish of both parties. Wedding permission must also be obtained from the parish of the bride. SSJ will issue forms pertaining to them upon presentation of Baptismal Certificate.

##### **4. CENOMAR (CERTIFICATE OF NON-MARRIAGE)**

It must be secured by both parties from the National Census and Statistics Office.

##### **5. CANONICAL INTERVIEW**

The interview with the bride and the groom will be conducted by a priest or a deacon of Santuario de San Jose. Kindly coordinate with the parish office for the schedule of your interview.

##### **6. PRE-CANA SEMINAR**

The bride and the groom must be psychologically and spiritually prepared to receive the Sacrament of Matrimony, hence, they are required to attend a **Catholic Pre-Cana Seminar** regularly held in this parish on the **First Saturday of the month**. They have the option to attend the same seminar outside of this parish, however, they must submit a certificate of attendance issued by the parish or the institution that conducted it, for our verification.

##### **7. SACRAMENT OF RECONCILIATION**

To receive the grace of the sacrament worthily and fully, the bride and the groom (**with the exception of the non-baptized party**) must receive the Sacrament of Reconciliation (confession) prior their wedding day.

#### **ADDITIONAL REQUIREMENTS TO BE SUBMITTED – (Choose your category)**

1. **For Widows/Widowers** – a copy of the death certificate of the deceased spouse.
2. **If One Party is a Foreigner**
  - a. Certificate of Legal Capacity to marry from the Foreigner's National Consulate/Embassy.
  - b. Clearance from the Archdiocesan Chancery Office in Intramuros, Manila. Tel No. 527-3955 / 527-7631 to 36.

##### **3. For Mixed Marriages (If one party has no religion or a Non-Catholic)**

- a. Dispensation from the impediment of the "Disparity of Cult"
- b. Promise & declaration of the contracting parties
- c. Permission for the celebration of the Sacrament of Matrimony within the mass. (All the above requirements for mixed marriages are to be obtained from the Archdiocesan Chancery Office. SSJ parish office will provide forms to be used)

##### **4. For Divorced/Divorcee**

- a. A formal declaration from a competent Catholic Tribunal that the marriage is NULL and VOID from the very beginning.
- b. Clearance from the Chancery Office, Arzobispado de Manila.

**Santuario de San Jose reserves the right to refuse/deny marriage applications for canonical and legal grounds.**

#### **V. WEDDING RULES AND REGULATION**

##### **✓ GUEST PRIEST**

The couple has the option to bring their own priest to solemnize their marriage provided that they furnish the parish office of his name, title, address, and a photocopy of his license to solemnize marriage.

##### **✓ PRINCIPAL SPONSORS**

They must be baptized and practicing Catholics. The parties must furnish the parish office of their complete names and addresses not later than a week prior to their wedding. SSJ Strongly suggests that the couple limit their principal sponsors to a maximum of six (6) pairs. Take note that in excess of six pairs, they cannot be accommodated at the special place and seats provided for them in front of the altar. In which case, they are to sit at the front pews of the church.

##### **✓ PUNCTUALITY**

The couple and members of the entourage must be at the church 30 minutes ahead of the schedule to make sure that the wedding will start on time. Marriage ceremonies are scheduled 1 ½ hours only. The mass must be finished thirty (30) minutes before the agreed time-slot to accommodate the pictorial, the recessional and preparation for the next wedding as the case maybe.

##### **✓ CLEANLINESS**

It is strictly prohibited to use rice, petals, confetti and poppers to shower the bride and the groom and the entire entourage inside the church. Only rice and petals are allowed outside of the church doors.

##### **✓ WEDDING BOOKLET**

SSJ provides a pro-forma of wedding booklet which can be copied in digital form. Should the parties decide to print their own wedding booklet they must have the draft corrected and approved by the solemnizing priest before its final printing.