

ST JOHN THE EVANGELIST

Quinceañera Guidelines

ELIGIBILITY

The Candidate must be baptized and have received the sacrament of first communion. Copies of these certificates must be submitted one month prior to the Quinceañera. Candidates must also be enrolled in Confirmation at the parish or another and verification must be provided.

PREPARATION

The candidate and parents must schedule an initial meeting to discuss and review requirements and provide approval of the candidate's eligibility. Once approved, the Candidate will be provided materials to assist with preparation. There are five sessions that must be completed. The sixth session will include a presentation on why the candidate would like to have a Quinceañera which is to be submitted to the Pastor.

FEES

\$450 - \$100 minimum down payment to book the church

\$250 - Musician

These fees offset the expenses associated with the following:

- Quinceañera Class and Preparation Program
- Use of the Church (utilities, light maintenance)
- Quince Coordinator
- Facility Preparation (Mass prep, Church Supplies)
- Administrative Functions

CEREMONY

A thoughtfully planned liturgy will provide several opportunities to incorporate your loved ones into your ceremony. Below is a list of ways to consider including family and friends in your ceremony.

Usher/Greeters: Ushers/greeters extend hospitality to your guests by greeting them as they arrive and escorting them or directing them to their seats. You may also wish to have your ushers/greeters hand out your programs or worship aids.

Lectors: Lectors are those who proclaim the Word of God during the ceremony. These include readings from the Old and New Testaments and the Prayers of the Faithful. Lectors should be chosen based on their ability to make a faithful proclamation of the Word of God.

Gift Bearers: If your ceremony takes place during Mass, gift bearers may be chosen to process up the aisle to the priest with the gifts of bread and wine. This takes place at the beginning of the Liturgy of the Eucharist.

Eucharistic Ministers: If your ceremony takes place during Mass and the priest needs assistance, the church wedding coordinator will assist. However, should you wish to have a family member or friend serve as a Eucharistic Minister, he/she should be actively serving as a minister in their own parish, and be verified by the coordinator.

MUSICIANS

Your ceremony is a worship service to praise God who has called you. Therefore, the music for your celebration should be sacred, beautiful, and prayerful. St John the Evangelist employs several talented musicians who are experienced in their role as liturgical musicians and are familiar with our church and will ensure that your ceremony music enhances the dignity of your celebration.

All outside musicians and music must be approved by the parish. Music's primary purpose in the liturgy is to "help the people to pray", therefore music must be appropriately chosen.

FLORAL & DECORATING

Your florist must follow the policies as outlined below.

- During special seasons during the liturgical year such as Advent, Christmas, Lent and Easter, the church will already be enhanced with seasonal arrangements and décor. **These arrangements may not be moved, removed or altered in any way.** We can provide you with an explanation of colors and decorations to help you with your planning.
- Aisle runners are not allowed.
- Removal of all floral arrangements and decorations must take place immediately following the ceremony. The florist is responsible for cleaning up any debris left behind by the arrangements or decorations (including flower petals, boxes, trash).
- Floral arrangements must be positioned in such a way that they do not interfere with the movements of the priest, party, or assembly during the ceremony, or block the view of the altar in any way. The pastor and Coordinator have the final say over location of arrangements.
- Pew decorations must be carefully attached using ribbon loops. The use of tape, wires, tacks, or clamps is not allowed. There are 22 pews on each side of the aisle.

PHOTOGRAPHY AND VIDEOGRAPHY

Your photographer and videographer will undoubtedly play an important role on your special day, capturing important moments and preserving cherished memories. To ensure that every celebration is not only memorable, but maintains a sense of dignity and reverence, we ask that all photographers and videographers agree to adhere to the policies outlined below and sign the Photographer/ Videographer Agreement form.

- Professional photography and videography are allowed inside the parish one hour prior to the scheduled start time and 1 hour after the scheduled end time. (This policy is especially strict for 2:00 p.m. Celebrations. The church must be vacated by 4:00 p.m. No exceptions can be made.)
- The Catholic Church is considered a sacred space. It is not to be used as a professional studio. Therefore, studio lighting equipment of any kind may not be used. Furthermore, it is the photographer's responsibility to ensure that reverence and respect are always observed in the church during the picture-taking.
- Respectfully posed photographs of party and family may be taken in the church immediately following the ceremony.
- Photographers may not move, rearrange, or stand on church furniture. Step stools and ladders are not allowed in the church.
- Flash photography may only be used as the party is processing into and out of the church. Flash photography may not be used at any time during the liturgy. Videographers may not use artificial lighting at any time inside the church.
- Photographers may not impede the movement of flow of the ceremony, especially the procession, by having someone pause for a photo. Photographers and videographers may not enter the altar at any time during the ceremony. We ask that movement be discreet and held to a minimum so as not to intrude on or draw attention away from the ceremony. The Coordinator can provide you with a diagram on the day of the celebration where photographers and videographers are allowed.
- If the Celebration takes place within the Mass, photographers are asked to refrain from taking photos during the Eucharistic liturgy. The Videographer may continue to record the Mass from the still location. Please confirm questions with parish coordinator.

REHEARSALS

Rehearsals are scheduled on Thursday or Friday evenings. Rehearsals are at 6:00 p.m. and during certain times of the liturgical year, rehearsals may need to be scheduled at alternate times to accommodate other church events.

Only one hour is allotted for your wedding rehearsal. To ensure that you get the full hour of instruction and to avoid the rehearsal feeling rushed, please make every effort to have the entire wedding party arrive on time.

All those who are actively participating in your wedding ceremony should plan on attending the rehearsal.

SACRAMENT OF RECONCILIATION

For Catholics, receiving the Sacrament of Reconciliation is the perfect way to prepare for your Celebration. This is an opportunity for you to be restored to God's loving grace as you commit yourself to the vocation of Womanhood.

PARTY/ATTIRE

The attire of the Quinceañera and her court are expected to be modest and appropriate to the dignity of the liturgy. While strapless dresses are permitted, overly revealing dresses which are backless, have plunging necklines, or are excessively short are inappropriate and not permitted. Please use common sense and modesty.

WORSHIP AID/ PROGRAM

A worship aid or program can be a helpful tool in guiding your guests (especially non-Catholics) through the liturgy, however, they are not required. If you choose to have a worship aid, we request that the following statement be included in your program: **“We request that our guests respect the dignity of the Church’s liturgy by turning off all cell phones and refrain from the use of flash photography during our wedding ceremony.”** Worship aids should be submitted one month prior to the wedding coordinator for approval.

TIME LIMITATIONS

Often, another celebration or church event will follow your Quinceañera ceremony. Out of respect and courtesy for these events, we ask that you make every effort to be in and out of the church on time. Excessive tardiness may result in the ceremony being shortened and post photos being cancelled.

CLEAN-UP

To ensure that the church and all other areas used by your party are left clean and ready for others' use, please appoint someone to be responsible for removal of all personal items. This would include all remaining printed programs, flower debris, trash, pew bows, etc.

CONDUCT & BEHAVIOR

A Catholic Church is considered a sacred space. An atmosphere of reverence and respect must be observed at all times. For this reason, everyone present must adhere to the following:

- No running, shouting, or using inappropriate language.
- Cell phones and other electronic devices are to be turned off or placed on mute when inside the church. Taking phone calls or texting during the liturgy is inappropriate and not permitted.
- Children must be supervised by an adult at all times and should not be allowed to run around the church.
- Food, gum, or beverages are not allowed at any time inside the church building.

POSTPONEMENTS & CANCELATIONS

If you need to cancel or postpone your Quinceañera due to an unforeseen circumstance, please contact the Parish as soon as possible. **Deposits are non-refundable;** however, your deposit may be transferred to a new date if notice is given at least one (1) month prior to your original date. Any subsequent date changes may result in the forfeiture of your deposit payment and require payment in full for a new date. Balance payments are refundable or transferable up to the date of the celebration.

Intentionally Left Blank

Quinceañera Agreement Form

Name of Candidate: _____

Name of Parent(s): _____

Name of Parent(s): _____

Quinceañera Date: _____ Time: _____

We understand that our Quinceañera reservation at St John the Evangelist is contingent upon our compliance with the rules of the Catholic Church to the satisfaction of the Pastor, regardless of who might be officiating our ceremony.

Our signatures below indicate that we have received, read, and agree to comply with the policies and procedures outlined within the Quinceañera Guidelines packet. Furthermore, we understand that our deposit (\$100), once received, is non-refundable.

Signature of Candidate: _____ Date: _____

Signature of Parent(s): _____ Date: _____

Signature of Parent(s): _____ Date: _____

To secure your date, please submit this form along with the deposit of \$100 to St John the Evangelist, to secure your Quinceañera date.