

Saint Paul the Apostle Catholic Church

POLICIES



2233 Waldron Rd.
Corpus Christi, TX 78418

www.stpaultheapostlecc.com

Baptism Policies at Saint Paul the Apostle Catholic Church

Dear Friends,

To the child to be baptized, congratulation! This time of preparation for your child to be baptized is a wonderful time. To help you in the best possible way, this booklet has been developed so that you may be able to understand more fully the Sacrament of Baptism, *the door which gives access to the other Sacraments* (CCC 1213).

It is important to remember that the two most important things for the baptism of your child are:

1. You attend baptism class together with the godparents, and
2. The actual celebration of the baptism.

It is these two priorities that are the focal points of Saint Paul the Apostle's baptism preparation process. So in the spirit of offering you useful information as well as answers to some common questions, you are encouraged to keep this booklet handy.

Sincerely,
Fr. Tomasz Kozub
Pastor

When should we contact the parish?

Contact the Baptism Coordinator in advance of the date on which you hope to celebrate the baptism of your child. Since baptisms at St. Paul's are done on the first Sunday of the month at the 11:00 AM Mass. An instruction class for parents and godparents is held on online at your convenient time. Please [register for classes](#) in the parish office and bring the child's birth certificate.

What is Baptism?

The sacrament of baptism ushers us into the divine life, cleanses us from sin, and initiates us as members of the Christian community. It is the foundation for the sacramental life.

Questions to Consider

Due to the seriousness of the Sacrament of Baptism, we invite you to consider the following:

1. Am I prepared to celebrate the Sacrament of Baptism for my child?
Catholic faith testifies that "the fruit of Baptism, or baptismal grace, is a rich reality that includes forgiveness of original sin and all personal sins, birth into the new life by which man becomes an adoptive son of the Father, a member of Christ and a temple of the Holy Spirit. By this very fact, the person baptized is incorporated into the Church, the Body of Christ, and made a sharer in the priesthood of Christ" (CCC 1279). It is the duty of the parents and godparents of the child to be baptized to help the child to grow in the faith that he/she is baptized. If you are godparent(s) and married, we asked that you married in the Catholic Church.
2. Who can receive Baptism? According to the Church's teaching, "Every person not yet baptized and only such a person can be baptized" (CCC 1246).

- a. For Adults and children over the age of seven: After two years of attending RCIA (for adults) or RCIC (for children over the age of seven), he/she will receive the Sacraments of Initiation at Easter Vigil. These sacraments of initiation are Baptism, First Holy Communion, and Confirmation.
 - b. For children under the age of seven: After parents and godparents attended the class of Baptism, the child will be baptized on the first Sunday of the month.
3. Am I a parishioner? A parishioner is a registered active member living their faith at Saint Paul the Apostle's worshipping community.
4. What Constitutes Active Member? An active member of the Church is determined by the following:
- a. Being properly registered in the parish for at least 1 year.
 - b. Faithful attendance at Mass on Saturday vigil or Sunday Masses and Holy Days.
 - c. Financially supporting the parish by using the envelope or electronic system of giving for the support of the parish.
 - d. Active in at least one parish ministry or organization.

Documents you will need

- 1. A copy of the birth certificate of the child.
- 2. If the parents of the child are married, if they were not married in the Catholic Church, they are highly encouraged to have a convalidation by contacting the pastor.
- 3. If the godparents married, they had to marry in Catholic Church. Need a marriage certificate from the Catholic Church.

The Baptism Ceremony

The celebration of the Sacrament of Baptism is in the Church. There are some baptismal symbols worth knowing:

1. **Water** – The waters of baptism recall Jesus' baptism by John the Baptist in the river Jordan. Water is a symbol of cleansing and renewal as we begin a new life in Christ. We are washed clean of sin.
2. **Oil** – At baptism, we are anointed into the life of Christ as “priest, prophet, and king.” A cross is traced on the candidate's forehead as a reminder that we are inheritors of the Kingdom of God.
3. **Light** – The baptismal candle is lit from the Paschal or Easter candle that stands in the church as a sign of Christ's light in the world. At baptism, we receive the light of Christ and are called forth to share this light with the world.
4. **White garment** – The white garment that is placed upon us at baptism is a symbol of Christ's victory over death and his glorious resurrection. Likewise, the white garment or pall that is placed over the coffin at the time of death recalls our baptismal promises and reminds us that we are destined for eternal life.

Fees and Offerings:

The Baptism Preparation Fee must be paid by the time you meet with the Baptism Coordinator up to the day of Baptism. The baptism date cannot be reserved without paying the church rental fee. Catholic priests and deacons do not "charge" a fee for officiating at Baptism, but if the parents of the child wish to give an appreciation gift, you are welcome to do so. We ask that you please designate it as such.

Baptism Fee Schedule

The prices listed below are our best estimates only and may change. Please contact the resource listed to find the actual costs.

Saint Paul the Apostle Fees:

These fees are paid to Saint Paul the Apostle Catholic Church to provide the following services.

1. Baptism Preparation: \$50.00

This covers the candle and the white garment used at Baptism.

2. Church

- a.) **Active Member:** Uses collection envelopes and is involved in any church ministry **No Cost**
- b.) **Registered Parishioner:** Uses collection envelopes for **\$20.00**
- c.) **Out of Parish:** Not registered **\$50.00**
- d.) **Out of Parish yet desires to join parish community \$50.00**

People You May Need to Contact

Pastor: Rev. Tomasz Kozub
Office: (361) 937-3864
E-mail: rev.tkpastor@stpaultheapostlecc.com

Baptism Coordinator: Deacon Gary Robinson
Office: (361) 937-3864
E-mail: dre@stpaultheapostlecc.com

Secretary: Rhodora Martin
Office: (361) 937-3864
E-mail: office@stpaultheapostlecc.com

Quinceanera Policies at Saint Paul the Apostle Catholic Church

Dear Friends,

To *Quincenara*, congratulation! This time of preparation for you to enter woman adulthood. To help you in the best possible way, this booklet has been developed so that you may be able to understand more fully the custom and traditions of the *quinceanera*.

It is important to remember that the three most important things for *quinceanera* of your teen are:

1. You are required to attend religious education and weekend Mass faithfully and regularly
2. You are attending a *quinceanera* retreat
3. The actual celebration of *quinceanera*
4. There will be no *quinceanera* scheduled during Advent or Lent

It is these three priorities that are the focal points of Saint Paul the Apostle's *quinceanera* preparation process. So in the spirit of offering you useful information as well as answers to some common questions, you are encouraged to keep this booklet handy.

Sincerely,
Fr. Tomasz Kozub
Pastor

When should we contact the parish?

Contact the *Quincenara* Coordinator in advance of the date, at least six months before the date on which you hope to celebrate the *quinceanera* of your teen. Your teen has to be enrolled in our religious education.

What is *quinceanera*?

Among several Spanish-speaking countries and many Hispanics in the United States, there is the custom of celebrating the passage from childhood to adolescence with a ritual that expresses thanksgiving to God for the gift of life and that asks for a blessing from God for the years ahead.

Documents you will need

1. A copy of the baptismal certificate of your teen (notation with First Holy Communion and Confirmation).
2. If the parents of the teen are married, they need to marry in the Catholic Church. If they were not married in the Catholic Church, they are highly encouraged to have a convalidation by contacting the pastor.
3. If the baptismal godparents married, they had to marry in Catholic Church. Need a marriage certificate from the Catholic Church.

The *quinceanera* Ceremony

The celebration is in the Church. There are some religious articles worth knowing:

1. **Bible** – It is the instruction for the Christian life to follow.
2. **Rosary** – it helps the teen to meditate on the events in the lives of Jesus and Mary, the Mother of Jesus.

- 3. Cross** – It reminds the teen that Jesus' suffering, passion, and death are for the sake of our salvation. It is an invitation to pick up her challenges and difficulties of life to journey with Jesus.

Fees and Offerings:

The *quinceanera* Preparation Fee must be paid by the time you meet with the *quinceanera* Coordinator up to the day of the *quinceanera*. *Quinceanera* date cannot be reserved without paying the church fee. Catholic priests and deacons do not "charge" a fee for officiating at a *quinceanera*, but if the parents of the teen wish to give an appreciation gift, you are welcome to do so. We ask that you please designate it as such.

***Quinceanera* Fee Schedule**

The prices listed below are our best estimates only and may change. Please contact the resource listed to find the actual costs.

Saint Paul the Apostle Fees:

These fees are paid to Saint Paul the Apostle Catholic Church to provide the following services.

1. *Quincenara* Preparation: \$50.00
2. Church Active Member:
 - a. Uses collection envelopes and is involved in any church ministry **No Cost**
 - b. Active Parishioner: Uses collection envelopes for **\$50.00**
 - c. Inactive Parishioner: Registered without using collection envelopes or not registered **\$150.00**
 - d. Out of Parish yet desires to join parish community **\$150.00**

People You May Need to Contact

Pastor: Rev. Tomasz Kozub
Office: (361) 937-3864
E-mail: rev.tkpastor@stpaultheapostlecc.com

Music Director: Richard Alegria
Office: (361) 739-5056
E-mail: church.musico@yahoo.com

Secretary: Rhodora Martin
Office: (361) 937-3864
E-mail: office@stpaultheapostlecc.com

Marriage Preparation and Wedding Policies

At Saint Paul the Apostle Catholic Church

Dear Newly Engaged,

Congratulations! This time of preparation can be a wonderful time of discovery as well as a stressful time of planning. To help you in the best possible way, this booklet has been developed so that you may be able to understand more fully the Sacrament of Matrimony as well as the many details that you will likely need to consider as your special day draws near.

As the stress of all the preparation becomes apparent, it is important to keep your focus on the things that matter most. So often nonessential things (ie. the site of the reception or the kind of decorations used) can drive the bulk of the planning process. In so many ways, this is difficult to avoid. Yet, it is important to remember that the two most important things for your marriage are:

1. Your preparation
2. The actual celebration of the wedding
3. There will be no wedding scheduled during Lent and Advent

It is these two priorities that are the focal points of Saint Paul the Apostle's marriage preparation process. We hope that this process does not become a series of "jumping through hoops" but is an effective part of your journey towards a life of Christian marriage.

So in the spirit of offering you useful information as well as answers to some common questions, you are encouraged to keep this booklet handy.

Sincerely,

Fr. Tomasz Kozub

Pastor

When should we contact the parish?

Contact the Marriage Coordinator at least six months in advance of the date on which you hope to celebrate your wedding. Only the priest or Wedding Coordinator may book the date. Dates will be reserved only after the priest and Marriage Consultant has had sufficient opportunity to meet with the engaged couple to take care of necessary paperwork and to arrange for their participation in a marriage preparation program. Engaged couples should secure their date with the church before making commitments with caterers, reception halls, etc. Again, this may be difficult as the reception plans can easily overshadow the marriage prep., but you are urged to resist this temptation as it can create more problems later on. Remember that the wedding is more important than the reception.

We do not recommend a Catholic wedding for anyone who is not living his or her Catholic faith. If one person of the couple is not regularly participating at Mass or participating periodically in the Sacrament of Reconciliation, we respect your right to believe the way you want to live your faith; however, suggest you reconsider your desire for a Catholic wedding.

What does it mean to live the Sacrament of Marriage?

Marriage is a vocation, that is, a life response driven by a call from God. "The vocation to marriage is written in the very nature of man and woman as they came from the hand of the Creator" (Catechism of the Catholic Church #1603). It is not just a human institution despite the many variations that it has held throughout history.

In the Roman Catholic Church, marriage is recognized as a Sacrament, that is, a practice identified by Jesus whereby the couple imitates the life of the Divine in a committed, faithful, and fruitful bond of love. Quite literally, the couple makes Christ present in their very lives as husband and wife. This presence enriches their lives, the lives of their children, and the lives of the Christian community. Thus, this Sacrament means

more than a wedding ceremony; it designates the lifelong relationship between husband and wife. Marriage is not so much something that a couple receives as something a couple becomes. It follows that marriage has enduring significance for the entire membership of the Church. It is not exclusively or even primarily a private matter having to do with the couple's welfare. As a sacrament, the couple makes a covenant between themselves and Christ. When two people marry, it becomes an important moment for the Church community and the Church has a responsibility to guide couples in preparation for life together.

What kind of preparation is needed?

Your marriage is the most significant life decision you may make in your life. As such, we want to offer you the best opportunities to discover who you are as a married couple. Therefore, preparation is required of every couple wishing to be married in the Catholic Church.

10-Step Preparation Process

The preparation process is mandatory for every couple wishing to be married in the Catholic Church. The seriousness of entering a Christian marriage requires the utmost diligence and willingness to be prepared in the best possible way. We recommend that you keep track of your progress using our Marriage Preparation Checklist (download on our website www.stpaultheapostlecc.com). **Couples being married at Saint Paul the Apostle Catholic Church can plan on attending the following.**

1. Initial Meeting with the Priest: This is a "get to know you" session and a chance to discuss the marriage preparation process. The priest will help you fill out the initial paperwork to begin the process itself, answer any questions, and offer you advice as to how to journey toward your new life together. At this meeting, you will fill out a Pre-Nuptial Investigation form and receive the book, Engaged Couple Guide for Catholic Marriage Preparation, which will help you begin planning the details of the wedding liturgy.

2. After the initial meeting with the priest, couples will need to see the priest again if an annulment is needed (see "People You May Need to Contact" p. 11). The priest will gather all paperwork (see #7) and assist you in the process of the annulment.

The priest will also administer the FOCCUS Inventory tool. He will review the results with you. FOCCUS is a customized couple assessment tool that identifies a couple's strengths and growth areas. It is one of the most widely used Programs for premarital education. Based on a couple's assessment results, the priest provides 2-4 sessions in which the couple discusses and understands their results as they are taught proven relational skills. This inventory is not a test, but a recognized discussion tool used by couples to gain insight into the partner they have chosen to marry, learn more about themselves, and learn more about their relationship.

3. Contact Wedding Coordinator: The Wedding Coordinator will lead the rehearsal and be present to assist you on the wedding day as well. They will assist you in planning the details of the wedding ceremony (flowers, music, programs, etc.) to make sure what you have planned will happen.

4. NFP (Natural Family Planning) Workshop Series: In recent years, scientific investigation of a woman's natural fertility cycle has led to a simple, safe, reliable, and natural means for a couple to carefully plan their family size. Information about resources for NFP classes can be found at the back of this booklet. Do not put off these classes. It is in your best interest to begin right away to become comfortable and accurate with the process. NOTE: These are a series of classes that span 3 months.

5. Engaged Encounter: This weekend program provides a couple with an atmosphere and format to deeply explore their relationship and dialogue honestly about their future lives together. Contact information can be found at the back of this booklet.

6. Complete All Paperwork: As you journey through the preparation process, you will see that various forms will need to be completed: The First is the Affidavit, the "Freedom to Marry" that the couple can enter into marriage. A total of at least two witnesses will be needed. A recently created (originals not accepted) baptism certificate or affidavit is needed for all Christian persons engaged. Dispensations, permissions, and annulments may also need to be completed (see Marriage Consultant for details). The civil marriage license is best acquired one month before the wedding. Again, see the Marriage Consultant for details.

7. Rehearsal: You will need to schedule a rehearsal at the same time you reserve the Church for the wedding. The rehearsal is intended to familiarize the wedding party with the procession, the sanctuary, ushering, and other elements of the celebration. This will be led by the Wedding Coordinator.

8. Sacrament of Reconciliation: Catholics can benefit from celebrating the Sacrament of Reconciliation (Penance) before their wedding. It is a time not only to examine your conscience but to seek to enter your marriage as selflessly and as spiritually healed as possible. Engaged couples are strongly encouraged to celebrate Reconciliation before their wedding.

9. Final Meeting: Meet with the Priest/Deacon who will be witnessing your marriage two or three weeks before the wedding date for a review of the wedding preparation process.

10. Wedding Day: Get committed members of family or friends to manage details; flower placement and cleanup of all spaces used after the ceremony.

Questions to Consider

Due to the seriousness of the Sacrament of Marriage and the lifelong commitment it entails, we invite you to consider the following:

1. Am I prepared to celebrate the Sacrament of Marriage? Catholic faith testifies that marriage is a serious commitment with rights and responsibilities. As a Catholic, you have the right to receive the Sacraments while the Church is obliged to uphold the dignity of the Sacraments. Therefore, it is our greatest desire that all couples would take seriously the preparation process. Being engaged is a wonderful time of serious discernment. It is not a failure to decide to delay or cancel a wedding if serious doubts exist for a couple. Good preparation is the best approach for lifelong decisions.

2. Am I a practicing Catholic? A practicing Catholic joins the Christian community for Sunday Mass every week, has a clear understanding of the Catholic faith, and is actively involved in the activities and programs of the parish community.

3. Am I a parishioner? A parishioner is a registered active member living their faith at Saint Paul the Apostle's worshipping community. If any of these questions cause doubt in your mind, we strongly suggest that you begin the reflection with your loved one and discern if you are ready to begin your married life in a community of faith and begin this journey together.

4. What Constitutes Active Member? An active member of the Church is determined by the following:

- a.) Being properly registered in the parish for at least 1 year.
- b.) Faithful attendance at Mass on Saturday vigil or Sunday Masses and Holy Days.
- c.) Financially supporting the parish by using the envelope or electronic system of giving for the support of the parish.
- d.) Active in at least one parish ministry or organization.

Documents You Will Need

1. Affidavit or "Freedom to Marry" Forms: The engaged couple provides information regarding identity, status in the Church, and freedom to marry. The parish provides a form for the parents to complete, confirming the information provided by the couple. If parents are deceased, a close friend or relative who has known the person for at least ten years may complete the form. Any needed permission forms or dispensations are discussed at this time as well. These forms are filled out at the initial meeting with the Marriage Consultant.
2. Baptismal Certificates: Catholics and any baptized Christians must provide recent copies of their baptismal certificates. By "recent" it meant within the last six months. These copies can be obtained by contacting your church of baptism.
3. Civil Marriage License: The couple must provide a valid Nueces County marriage license to the church secretary before the wedding date.
4. Permissions/Dispensations/Annulments: Any needed permission forms or dispensations that are needed will be discussed and completed during the initial meeting with the priest. If one or both of the engaged persons have been previously married, a declaration of nullity (think annulment) from the Catholic Church is necessary. Ask the Marriage Consultant for more details if you think this may apply to you. A delay in receiving these forms will delay the wedding dates and may take up to two years or longer to receive an annulment.

The Wedding Ceremony

The celebration of Christian marriage is an opportunity for the whole community of faith to experience the Lord through powerful symbols: bread and wine, spoken and sung the Word, light, and the rings. In the love of the husband and wife, we come to see a reflection of God's love for us, the people of God. These signs and symbols are invitations to us to respond in faith to the Lord. It is for this reason that careful planning

should take place in the selection of appropriate readings, music, etc. As you plan your wedding ceremony, there are several things to keep in mind. First, those attending are never to be considered merely guests to be entertained. The liturgical assembly is called to a role of active participation in prayer and song. Secondly, when choosing readings, songs, meditations, or other music, always ask yourself, "Can we pray these words?" The most essential elements are the proclamation of the Word of God and your response in the form of marriage vows. The Liturgy of the Eucharist is generally not included when both parties cannot receive the Eucharist. All details should enhance your own and your guest's experience of the essential elements. The main consideration should be: "How will this or that detail help us, our families and friends enter into a prayerful celebration of God's love mirrored for them in our marriage?" With that in mind, we hope that you will find the following guidelines helpful.

A planning guide entitled Engaged Couple Guide for Catholic Marriage Preparation will be provided. It will assist you in choosing readings and prayers for the liturgy. In addition, we offer a list with some suggestions:

1. Setting a Date and Time of Wedding: To secure a wedding date, you must meet with the Priest and then consult the parish secretary to make sure that all calendars coincide. Then you must pay the rental fee for the church to secure the date in our calendar. This is done with the parish secretary as well. Wedding rehearsals are scheduled on Fridays between 5 PM and 6 PM (not on the first Friday) or Saturdays between 9 AM and 1 PM. Because Reconciliation is at 3:30 PM on Saturday, please have your guests withdraw from the church by 2:30 PM.
2. Place: Custom provides for Catholics to be married at a Mass in a church. The Marriage Rite takes place after the Gospel and the homily. If this is to be an interfaith marriage, or if the majority of your anticipated guests are not practicing Catholics, we suggest having a ceremony without Mass.

3. Decorations in the Church and Sanctuary: Simplicity is most effective and leaves attention focused on the celebration. The altar and pulpit should get first attention. No flowers are to be set directly upon the altar. Any decoration should be carefully placed so as not to block the liturgical action or your guests' participation in what is taking place. It is customary to leave some flowers in the church next to the tabernacle for Saturday and Sunday Masses. Only fresh flowers or plants are used.

4. Entrance Procession: Good liturgical and ceremonial practice dictates a single procession. The celebrant and the entire wedding party enter from the back of the church, as at Sunday Mass. We encourage both sets of parents to accompany the groom and bride in the procession and suggest that the attendants enter as couples. There is, of course, flexibility in planning your procession, which you may discuss with the Wedding Coordinator.

5. Family Participation: There are several opportunities in the liturgy for parents and family members to be involved in this special occasion, including proclaiming the Scripture readings and leading the Prayers of the Faithful. Please assign the readings (except the Gospel) to a family member or friend who will proclaim the Word with reverence.

6. Program: Printing a program of the wedding liturgy is an excellent gesture to aid in participation, especially for non-Catholic guests but not necessary. Please contact our pastor for assistance.

7. Music: Before planning for any music or musicians at your wedding, you must think about what you are planning. The guidelines for music at weddings are the same as those for Sunday Mass, whether instrumental, classical or "folk" style. All music used in the church should be prayerful in its tone and should be carefully chosen to match the various moments of the wedding ceremony. The music coordinator can assist you in making these choices. Taped music is not appropriate. Popular romantic songs are usually not appropriate either because they don't say enough, or because they contradict the Christian understanding of committed life. Singing at

least one or more hymns, songs, or responses with the entire assembly is ideal. Active participation, not entertainment, is the goal. Any music not in our songbooks must be approved by the music coordinator.

- a.) Prelude music, as guests are seated, can be instrumental or sung. If the organ is used, light bright classical music is quite effective in setting an appropriate mood.
- b.) Processional music should be instrumental. Your guests' attention is focused on the wedding party, not on the words of a song. The same applies to the recessional (match out).
- c.) Solos may be used before the ceremony, during the Preparation of the Gifts, or after Communion, if there is a Mass celebrated.
- d.) Congregational Singing is encouraged. The Alleluia before the Gospel should be sung as well as the Responsorial Psalm and other Acclamations.
- e.) The Lord's Prayer is the prayer of the whole assembly and may be the only part in which most non-Catholics are comfortable joining in. It is never appropriate as a solo in the liturgy, but if the majority of guests are Catholic, it may be sung by all.
- f.) Cantors and organists are available for hire from the parish if you need them.

8. Children in the Wedding Party: Children are welcome to be part of your wedding and based on prior experience, we have found that very young children often create unforeseen issues during the ceremony. Choose wisely.

9. Pew Decorations: We suggest using plastic hangers or large rubber bands, which do not mark the pews. No tape on any wood surfaces within the church should be used.

10. Local and Cultural Customs: Local and cultural customs, such as the presentation of the arras (coins) and the rosary (lasso), are welcome at appropriate times during the Mass. As with the unity candle, these should not overshadow the primary symbols of the liturgy.

11. Photography: Photography and videotaping during the ceremony are permitted as long as they are not intrusive. If you take formal pictures in the church, we insist that it be done quietly, quickly, and with respect due to the House of God, preferably before the service. During the service, ask the photographer to be discreet and nicely dressed. Videotaping is permitted with the same reservations. The use of extra lighting equipment during Mass is not allowed. You are asked to inform your photographer so they will have all the information they need to have a successful day.

12. No flower petals, rice, birdseed, confetti, etc. are permitted to be thrown on the church grounds. We might suggest a suitable mention in your invitations.

13. Alcohol: The use of alcoholic beverages before the rehearsal or wedding is strictly forbidden. Both events require your full attention.

14. Dressing Facilities: A cry room is available in the back of the Church for the bride, her mother, and the maid/matron of honor. The Wedding Coordinator will assist you in acquiring this room.

15. Clean up: Please designate someone to stay after the wedding to tidy up both the church and the bride's room. Dispose of all trash in the large bin behind the Parish Center.

16. Parish Hall & Receptions: Questions about using the Parish Hall for small receptions should be directed to our secretary. Call the parish office at 937-3864 for information, forms, and fees.

17. Fees and Offerings: The Marriage Preparation Fee must be paid by the time you meet with the Marriage Coordinator to take the FOCCUS Inventory. This can be given to the Marriage Coordinator at the time of the first meeting. The Church Rental Fee must be paid to secure a date for the wedding. Wedding dates cannot be reserved without paying the church rental fee. Catholic priests and deacons do not "charge" a fee for officiating at weddings, but if the couple wishes to give an appreciation gift, you are welcome to do so. We ask that you please designate it as such.

Marriage Fee Schedule

The prices listed below are our best estimates only and may change. Please contact the resource listed to find the actual costs. Plan for these activities at least six months before your wedding date.

Saint Paul the Apostle Fees:

These fees are paid to Saint Paul the Apostle Catholic Church to provide the following services.

1. Marriage Preparation for Matrimony takes place at St. Paul: \$10.00. This covers the FOCCUS Inventory. (Plan 6 months in advance). **If the Matrimony takes place somewhere else, we ask for \$200.00 for marriage preparation.**

2. Church

a.) Active Member: Uses collection envelopes and involves in church ministry **No Cost**

b.) Registered Parishioner: Uses collection envelopes **\$150 + \$50.00 Cleaning Deposit**

c.) Out of Parish: Not registered within 6 months of wedding **\$200 +\$50.00 Cleaning Deposit**

d.) Out of Parish yet desires to join parish community **\$200 +\$50.00 Cleaning Deposit**

3. Musicians Fees: Consult parish Liturgical/Music Coordinator

4. Honorarium to the celebrant is appreciated, but not required.

Diocese of Corpus Christi Fees:

These fees are paid to the Diocese of Corpus Christi and are required to get married at Saint Paul the Apostle Catholic Church.

Engaged Encounter: Weekend Program to increase your communication
<http://www.diocesecc.org/EEOnline>

Natural Family Planning: Contact Natural Family Planning for exact costs
<https://www.diocesecc.org/NFPClasses>

People You May Need to Contact

Pastor: Rev. Tomasz Kozub
Office: (361) 937-3864
E-mail: rev.tkpastor@stpaultheapostlecc.com

Secretary: Rhodora Martin
Office: (361) 937-3864
E-mail: office@stpaultheapostlecc.com

Saint Paul the Apostle Catholic Church Marriage Preparation Process Checklist

Engaged Couple: _____ & _____

Phone-Numbers: _____ & _____

Proposed date of Wedding: _____

Date for Rehearsal: _____

Marriage Prep Check List (Enter date completed):

1. Initial Meeting with Priest _____

2. Take FOCCUS Inventory _____

3. Meet with Priest Review FOCCUS _____

Session #1 _____

Session #2 _____

Session #3 (optional) _____

4. Engaged Encounter (Attach certificate of completion) _____

5. Pre Rehearsal Meeting _____

6. Complete all Needed Paperwork (see below) _____

7. Sacrament of Reconciliation _____

8. Church payment _____

Completed Paperwork

Affidavit or "Freedom to Marry" forms _____

Baptism Certificate _____ (bride) _____ (groom)

Dispensations/Permissions needed _____ (bride) _____ (groom)

Annulment documentation (if needed) _____ (bride) _____ (groom)

Civil Marriage License _____ (needed 1 week before the wedding)

Funeral Policies at Saint Paul the Apostle Catholic Church

Dear Family,

My condolences and prayer to you who just lost your loved one. This is a sad time for you as the loved ones of the deceased. We put this little program to help you prepare for your loved one at his/her last minute.

As you prepare for the vigil service and funeral service for your loved one, what information you provide for the funeral home is the information that we will receive. So, for the most part, you don't have to tell us what you already told the funeral home. However, I normally let the family members of the deceased pick out the first and second readings for the funeral Mass. It is optional, and we are happy to pick it out for you if you would prefer.

So in the spirit of offering you useful information as well as answers to some common questions, you are encouraged to keep this booklet handy.

Sincerely,
Fr. Tomasz Kozub
Pastor

When should we contact the parish?

After you contact the funeral home, give us a call to inform us. You then can choose the readings for the funeral Mass at our home page <https://stpaultheapostleecc.com/>. From this home page, you click on the **More** tab to choose the **Funerals** tab. From this **Funerals** tab, you will see Old Testament Selections, New Testament Selections, and Gospel Selections. You then choose one reading from the Old and one reading from the New by clicking on each of them. For example, the first reading is from **Wisdom 3: 1-9**, and the second reading is from **Romans 14: 7-9. 10-12**.

What does it mean to have a vigil service and a Funeral Mass?

The Rosary [Vigil]

It has been a longstanding custom that the Rosary is prayed by the family for the repose of the soul of the deceased before the funeral, but this is not mandatory. It is typically the night before the funeral mass at the funeral home, but at times due to family needs, we can have it at the church or a half hour before the funeral mass, also at the church. It can be led by a family member, deacon, or priest. At St Paul's the deacon usually leads the rosaries for the family. It is during the Rosary vigil that—should a family member(s) wish to speak (eulogize) or offer some memories and thoughts—they can do so. If the rosary is just before mass, a time for family sharing by one or two members will be made available after communion during the funeral mass, and this needs to be arranged with the celebrant, the priest.

The Funeral

There are three forms the funeral service can take: 1) the traditional Funeral Mass followed by a Committal service at a cemetery; 2) the funeral service at the Funeral Home Chapel with no Mass followed by the Committal; 3) Graveside service. If Cremation is involved, the funeral can take place with the body before a cremation or afterward,

with the cremains. Regarding cremation, the Church requires that the cremains ultimately be interred or entombed in a sacred place.

Concerning the Funeral Mass, the family may choose Scripture readings and lectors to read them. It is best but not mandatory that the lector be someone who is acquainted with proclaiming the Scriptures at Mass. The Responsorial Psalm reading is typically sung by the musician and selected by the family as well. There is also the option for the family to have members bring up the Offertory Gifts. There is no need to secure Altar Servers unless someone in the family already does this and wants to assist. If the family desires to have music (it is not mandatory), then they will need to contact the office for a list of musicians and arrange with them the music selection to be played (religious and appropriate to what we are celebrating). A fee for the musician is worked out between them and the family. There is no fee for the church but donations are appreciated.

Funeral Luncheons

At St. Paul the Apostle, we have a Bereavement Ministry that provides a funeral luncheon in the parish hall for the families of those parishioners recently deceased. Parishioners, by definition, are those who register and contribute to weekends' collections. Please contact the parish to request a luncheon and a representative will call the family.

Saint Paul the Apostle Fees:

These fees are paid to Saint Paul the Apostle Catholic Church to provide the following services.

1. Church

- a. Active Member: Uses collection envelopes and is involved in church ministry **No Cost**

- b. Registered Parishioner: Uses collection envelopes for only **\$100**
- c. Out of Parish: Not registered **\$100**
- d. Out of Parish yet desires to join parish community **\$100**

2. Musicians Fees: Consult parish Liturgical/Music Coordinator

People You May Need to Contact

Pastor: Rev. Tomasz Kozub
Office: (361) 937-3864
E-mail: rev.tkpastor@stpaultheapostlecc.com

Music Coordinators: Richard Alegria
Office: (361) 739-5056
E-mail: church.musico@yahoo.com

Secretary: Rhodora Martin
Office: (361) 937-3864
E-mail: office@stpaultheapostlecc.com

Parish Hall's Renting Policies at Saint Paul the Apostle Catholic Church

Dear Friends,

To a person for this special occasion of celebration, congratulation! To whatever occasion brings you to consider renting our parish hall for your celebration, we thank you for your consideration. We are glad that you choose us to celebrate your special day.

We hope to provide you with a clean, fresh, and comfortable atmosphere to celebrate your special day. Since it is in a sacred place, we ask you to respect our policies for rental.

So in the spirit of offering you useful information as well as answers to some common questions, you are encouraged to keep this booklet handy.

Sincerely,
Fr. Tomasz Kozub
Pastor

Parish Hall Rental Fees:

All fees are to be paid before the date of the event.

Refundable cleaning deposit:

Active parishioner: \$100

Non-Active parishioner: \$150

Non-parishioner: \$200

Policy for the refund:

The refund of the deposit is dependent upon the condition of the hall after the event. Following the guidelines listed in the Parish Hall Rental/Usage Agreement and checklist items that you are asked to sign with our secretary on the day of acquiring. Your deposit will be refunded after the inspection is done by our plant manager.

Hourly Rate:

Active parishioner: \$100

Non-Active parishioner: \$150

Non-parishioner: \$200

Kitchen Use: \$100 flat fee

Applications for special events coverage: It is required when the number of attendees exceeds 75 and/or alcohol is served. The coverage is \$100. Application and cost must be submitted at least 15 days before the event.

Common Questions & Answers:

1. When can I come to prepare?

You have one hour to prepare and one hour to break down after the event. For any extra hour, we ask you to pay according to the hourly rate above.

2. When do we need to leave?

We ask that you leave the Church's property no later than 10:00 PM.

3. Can I rent Saint Michael Building?

This is a religious education building for our youth, therefore we don't rent out for any event except retreats and conferences the Diocese may ask to rent.

4. Where can I find Parish Hall Rental/Usage Agreement and Checklist?

You will be given it when you meet our secretary for rental.

5. Who will be considered an Active Parishioner, Non-Active Parishioner, or Non-Parishioner?

Active Parishioner: A registered parishioner with contribution envelopes contribute on weekends and is actively involved in any ministry we have in our parish.

Non-Active Parishioner: A registered parishioner with contribution envelopes contribute on weekends but is not involved in any ministry we have in our parish.

Non-Parishioner: A registered or non-registered parishioner without the contribution made on weekends to support our church.

People You May Need to Contact

Plant Manager: Rick Marcantonio
Office: (361) 937-3864
E-mail: navy3names@gmail.com

Secretary: Rhodora Martin
Office: (361) 937-3864
E-mail: office@stpaultheapostlecc.com

Parish Hall Rental/Usage Agreement and Checklist

1. __ Wipe down all tables that were used. Clean rags/towels are in the Kitchen under the microwave and disinfectant is available under the sink drain-board, mixed per instructions.
2. __ Sweep/mop all floors from spills as necessary. Brooms are in the kitchen pantry and mops and rolling buckets are outside the kitchen door and disinfectant is under the sink drain-board.
3. __ If you used the kitchen, clean all cooking gear using the 3-sink system, leaving items to air dry in the drain board on the left. Turn off all gas/electric ovens and secure the gas outside the kitchen door if the gas stove top, grill, or ovens were used.
4. __ Any food placed in the refrigerators/freezer must be marked with the responsible organization name, date placed, contents, and intended future use so it won't be thrown out or given away.
5. __ Sinks must be cleaned of all food debris. Do not put grease down the drains. It should either be cooled and trashed or put in the grease hole next to the St Joseph workshop.
6. __ All trash (gray) or recycling (Blue) cans must be emptied and cleaned if necessary and replacement bags installed. Trash/recycling bags go in appropriate dumpsters in a parking lot near OLOR Learning Center in the parking lot and replacement bags are in the kitchen pantry on the lower left shelf nearest the light switch.
7. __ Leave restroom doors open with lights off after all toilets are flushed and trash cans emptied.
8. __ Return tables and chairs to pre-existing location, unless you have coordinated with the party using the hall next and have agreed upon the configuration.

9. __Reset air conditioning units (2) to program mode with fans left on "Schedule" and HVAC left on Heat or Cool, as necessary for current temperatures.
10. __Lock all exterior doors ensuring they are closed tightly and cannot be opened from outside.
11. __Close metal roll-down serving windows (2) between kitchen and hall and the door between the kitchen and hall is closed and left unlocked.
12. __Turn ceiling fans (3 switches on the back wall, just left of the center closet) and bathroom, Kitchen, and hall lights (all 9 switches near main entrance) are off.
13. __Return the key to the Parish Office on the next weekday following your event and after successful inspection by the Parish Staff, your deposit will be refunded.

Please do not use any tape in the hall except painter's (blue) tape which can easily be removed by you without harming walls or doors. Do not staple, nail, screw, or affix any items on the walls or any surfaces except the wooden tack rails which run the full length of the hall. All staples, nails, screws, fishing lines, twine, or other means of affixing items on the rail must be removed before securing the hall. Per the fire code, do not ever block immediate access to the 2 circuit breaker panels or the fire/smoke detection system in the unlocked center closet on the back wall of the hall under the projector screen. Please treat this hall like it is your home.

For help or inquiries when Parish Office is closed, please call either Monte Rowe at 903-278-1212 or Rick Marcantonio at 361-688-4654

Signed _____ (Party) _____ Parish Staff