

Dear Engaged Couple:

You have expressed your desire to be married here at Holy Name of Jesus Church. Our parish community wishes to express its happiness to you upon your engagement and our desire to help you in preparing for a successful and joyful marriage.

The Archdiocese of San Francisco began the marriage program several years ago and, since its inception, countless numbers of couples have benefited from it. The program at Holy Name of Jesus has several different components.

In the near future, one of the priests will arrange an appointment with you to explain the program, to begin to process the necessary papers, and to talk to you about your faith and the religious dimensions of the marriage you are about to celebrate. You will also receive other information to help you during this period of preparation.

At this time, you will be invited to participate in our five Parish Evenings for Engaged Couples or in a weekend experience called the Engaged Encounter which is sponsored by the Archdiocese.

If it has been a while since you have reflected upon your faith or if your marriage is a time when you are returning to an active practice of it, special meetings for enrichment in our beliefs are provided.

Once you have completed all the elements of the preparation program, you will meet again with the priest (or deacon) who will help you to plan the wedding liturgy.

Be assured that you are in the prayers of all of us who minister here at the Holy Name of Jesus Church and in the prayers of the families of our parish.

Sincerely in Christ,

Rev. Arnold Zamora
Rev. Nicasio Paloso
Deacon Michael Doherty

MARRIAGE PREPARATION PROGRAM

Welcome to Holy Name's Marriage Preparation Program and congratulations! We rejoice with you and pray for you as we begin this journey together:

God, our Father, you created man and woman to love each other in the bond of marriage. Bless and strengthen this couple. May their marriage become an increasingly more perfect sign of union between Christ His Church. We ask this through our Lord Jesus Christ. Amen.

We have tried to anticipate the various questions you may have relating to your wedding celebration and we have prepared this information to answer many of your questions.

1. PREPARING FOR MARRIAGE

The Church wishes to emphasize for couples to be married, the beauty and the importance of the step which they are about to take together.

We hope that you who are about to make a lifelong commitment of love to one another will approach your decision with great seriousness, as well as with joyful hearts.

The policy of the Roman Catholic Archdiocese of San Francisco states that arrangements for marriage are to be made at least six months in advance. These months are meant to give couples the opportunity for prayerful reflection on Christian marriage and for consideration of their future life as "two who will be made one." To assist you in this process, we offer you our Parish Marriage Preparation Program for all engaged couples:

- A. Contacting the Parish Secretary: The couple contacts the parish secretary who will fill out a preliminary information form by phone or in person. A priest from the parish will contact the couple for an initial meeting.

- B. Meeting with the Priest or Deacon: We will explain the nature of the Marriage Preparation Program and assist you in filling out the initial questionnaire. A date and time for the marriage will be set. This date will be held on a tentative basis until the Marriage Preparation Program has been completed. After this time, the date will become definite.
- C. Papers: The Catholic party needs to obtain a new copy of his or her Baptismal certificate issued within the last six months from his/her parish Church of Baptism. Other baptized Christians may be asked to bring a copy of their Baptismal Certificate as well.
- D. Professional Evaluation: The couple may then be asked to take a Marriage Evaluation Survey (FOCCUS) which can be of practical assistance to the young couple. Arrangements for the survey and its follow-up are made with the priest or deacon.
- E. Engaged Encounter: Couples are invited to make an Engaged Encounter Weekend which can be in addition to the Parish Evenings for the Engaged or can take the place of it.

To arrange for a place on the Engaged Encounter Weekend, follow the directions given in the enclosed brochure. Extra brochures can be obtained from the rectory.

- F. Faith Enrichment: Couples will meet with one of our priests or our Pastoral Associate for Adult Education who will assist them in deepening their faith so that their faith practice will strengthen and enrich their shared lives. This is a time to reflect and discuss the purpose and meaning of a sacramental marriage.
- G. Meeting(s) with the Priest Celebrant: When couples have completed their professional and spiritual evaluation and preparation, they meet with the priest celebrant to evaluate their readiness, need for additional preparation, complete all necessary paper work and plan their marriage liturgy.
- H. Parish Marriage Prep Classes: Five classes are given by married couples of the parish to help prepare the couples. After talking

with the celebrant at the Parish, please make the arrangements as soon as possible.

- I. Rehearsal: Couples should arrange for their marriage rehearsal with the wedding coordinator, priest or deacon. If you arrange the rehearsal with the wedding coordinator, she is available for the rehearsal and the beginning of the wedding ceremony.

- J. Music Director/Organist: Once the date for your wedding has been put into the parish calendar, we ask that you contact Tony Eiras, our Parish Music Director. This will alert him as to whether he or other music ministers will be needed for your liturgy. Though you are free to use musicians of your choice, we suggest that you first consider either our parish music staff, or other pastoral musicians who are familiar with the parish. Should you desire music ministers from outside the parish, they will need to be approved by our Parish Director of Music. There is no fee for this approval process.

II. GENERAL INFORMATION

In order to have a marriage take place in the Church of Holy Name of Jesus, one of the parties requesting the marriage must be a practicing Catholic who:

- Is presently living in the parish for more than six months
- Has had some ties to the parish in the past (e.g. lived in the parish, went to school here, involved in our R.C.I.A. program, taught or was a staff member of our school)
- Has parents still living in this parish.

- A. The Time and Form of the Ceremony: Ordinarily, two Catholics are married at a Nuptial Mass. If one party is not Catholic, Mass may still be celebrated if the couple wishes. A ceremony without Mass can be arranged. The times recommended for marriages are 10:00 a.m., 12:00 noon and 2:00 p.m. The priests and the couple select the hour of the wedding. Permission from the Pastor must be obtained if you plan to have a wedding after 2 PM. After the date has been reserved by the engaged couple along with the priest any request for a change in the date or time of the scheduled marriage which may become necessary, must be made in writing by the bride and groom.

- B. Celebrating the Sacrament of Marriage:
1. All Catholics having a Nuptial Mass are encouraged to receive the Sacraments of Reconciliation (Confession) and Eucharist prior to receiving the Sacrament of Marriage.
 2. At a Nuptial Mass we invite all attending Catholics to receive Communion with the bride and groom.
 3. If the wedding ceremony is performed outside of a Nuptial Mass, we urge the Catholic parties to attend Mass and receive Communion the same morning as the marriage.
 4. Marriages during Lent are discouraged. However, if you choose to have the marriage at this time we suggest that the celebration reflect a less festive tone in keeping with the season.
- C. Planning for the Wedding Ceremony: Couples are encouraged to make the Marriage Ceremony as personal as possible within guidelines of the Church's liturgy. They are invited to choose the Scripture readings and arrange for appropriate music with the parish music minister. The involvement of the couple, their family and friends as participants in the ceremony is meant to be an important part of their planning. A booklet will be given the couple containing options in the ceremony.
- D. Church Offering: An offering for the use of the Church is customary. It should be in proportion to the total expense of the wedding. As a suggestion we recommend that you consider \$600.00. This offering goes directly to the general parish fund for the maintenance of the Church and is not an offering to the priest; therefore the check should be made out to Holy Name of Jesus Church.
- E. Offering to the Celebrant and Altar Servers: Any additional offering to the priest celebrant must be so designated on an envelope marked with the celebrant's name. If there are altar servers they also receive a traditional offering left to the discretion of the couple. These envelopes should all be brought the evening of the rehearsal.

- F. Marriage License: The official civil marriage license from the County Clerk must be presented to the rehearsal coordinator, deacon or priest at the time of the rehearsal. No rehearsal is permitted without a license.
- G. Rehearsal: Rehearsals usually are the Thursday or Friday night before the wedding and are conducted by the wedding coordinator. A fee of \$75 is requested to be given to the wedding coordinator for her services. Please insist that all members of the wedding party be on time. Keep in mind that the rehearsal coordinator is there to guide you through the practice. Please consult the rehearsal coordinator before the rehearsal for any exceptional arrangements. Please remember, and remind your friends, that the rehearsal is in Church and respect and reverence is the proper decorum. Remember to bring with you to the rehearsal: marriage license, donations and liturgy plans for your ceremony.
- H. Music: Suitable religious music can lend to the beauty, dignity and warmth of the celebration. The proper time for music, singing and/or vocalists should be discussed with the celebrant and the music minister. Permission must be obtained for any alternate arrangements. The fee is paid directly to the organist or guitarist.
- I. Flowers: Flowers are not required but may be used. All flowers are to remain in the church. If however, besides the two arrangements of flowers on the main altar you use flowers on stands, these may be taken. This policy assures that the Saturday evening and Sunday Masses will have flowers. If you choose not to have any flowers or would like to make a special arrangement please indicate this to the wedding coordinator. If there are more than one wedding on the same day, the brides may get together to decide on flowers mutually acceptable to all and to share the cost. In any case, the flowers on the back altar are not to be taken.
- J. Runner: A runner down the center aisle is not allowed.
- K. Decorations: Ornaments may not be taped or wired to furniture or walls. Elastic string or ribbon may be used.
- L. Church Furniture : All chairs, kneelers, flower pedestals, etc. are to be returned to their proper places after the wedding. It is suggested that the Groomsmen be asked to assist in this regard.

Re: chairs in the sanctuary

To avoid the appearance of clutter, additional chairs in the sanctuary are discouraged.

- M. Photographer: Photographs may be taken as the procession enters the Church and as the bridal party leaves. Flash pictures may not be taken during the ceremony. The bridal party may return to the sanctuary for pictures following the ceremony for the maximum of 30 minutes. Video taping of the ceremony is permissible, but the cameraman or technician must be against the right side of the sanctuary wall so that they are not a source of distraction. It is requested that the camera be stationary and on a tripod. The photographer is asked to introduce herself/himself to the priest or deacon celebrant and consult with him on appropriate directives. The photographer must not delay the wedding party at any time.
- N. Visiting Priest or Deacon Celebrants for Weddings: Priests or deacons who are relatives or close friends of the bride and groom are welcome to act as celebrants of the marriage here at Holy Name of Jesus Church under the following conditions:
1. The bride or groom has to have registered and lived in the parish and supported the parish for more than one year prior to requesting the date of marriage.
 1. Priest or deacon celebrant must be in good standing with his own diocese or religious community.
 2. Priest or deacon must receive official canonical delegation from the Pastor or Parochial Vicar to celebrate the ceremony.
 3. Priest or deacon celebrant normally takes part in the Marriage Preparation Program by meeting with the couple to complete all necessary paper work and plan the liturgy. All paperwork must be completed and given to the Parish one month before the wedding.
- O. Miscellaneous: Please request your friends to refrain from using RICE, CONFETTI, BIRD SEED, FLOWER PETALS, SOAP BUBBLES AND HELIUM BALLOONS around the Church premises. Their use creates a hazard which may lead to accidents and civil lawsuits. Also, we may

have more than one ceremony on a particular day and the people who follow you will appreciate the consideration.

Garbage: ALL FLOWER BOXES, WATER BOTTLES, PROGRAMS, WRAPPINGS, RIBBONS, PEW BOWS, ETC. ARE TO BE REMOVED FROM THE CHURCH AND PARISH CENTER BEFORE THE WEDDING PARTY LEAVES THE PREMISES. THIS IS THE SOLE RESPONSIBILITY OF THE BRIDAL PARTY AND IS SINCERELY APPRECIATED BY THE NEXT WEDDING PARTY AND THE PARISHIONERS OF HOLY NAME OF JESUS CHURCH.

III. SUGGESTED PRAYER FOR THE ENGAGED COUPLE

In light of the seriousness of the Sacrament of Matrimony, we suggest that you begin now to pray as a couple as you prepare for your marriage. What prayer might you say? We suggest that the prayer "For the Bride and Groom" that is one of a series of blessings found in the Nuptial Mass. As you pray it, the prayer will become your own and you will feel its richness. We have taken the liberty of substituting "our," "us" and "we" in place of "you" and "your" as it appears in the original blessing.

May Almighty God, with His words of blessing, unite our hearts in the never-ending bond of pure love. May our children bring us happiness, and may our generous love for them be returned to us, many times over. May the peace of Christ live always in our hearts and in our home. May we have true friends to stand by us, both in joy and in sorrow. May we be ready and willing to help and comfort all who come to us in need. And may the blessings promised to the compassionate be ours in abundance.

May we find happiness in our work. May daily problems never cause us undue anxiety, nor the desire for earthly possessions dominate our lives. But may our hearts' first desire be always the good things waiting for us in the life of heaven. May the Lord bless us with many happy years together, so that we may enjoy the rewards of a good life. And after we have served God loyally in his kingdom on earth, may He welcome us to His eternal kingdom in heaven. Amen.

This is a sacred as well as a joyful time for you. We look forward to traveling with on your journey to your wedding day. God bless you both.

CONTACT PERSONS & CHECK LIST

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| 1. | Parish Secretaries | Mrs. Jackie C. Alcaraz
Miss Colleen Durkin
(415) 664-8590 |
| 2. | Parish Priests | Rev. Arnold Zamora
Rev. Nicasio Paloso |
| | Permanent Deacon | Deacon Michael Doherty |
| 3. | Organist /Cantor | Mr. Tony Eiras
(408) 309-3516 |
| 4. | Wedding Coordinator | Mrs. Linda Sideco
(415) 564-3889 |
| 5. | Marriage License Information | (415) 554-4950 |
| 6. | Engaged Encounter | Joe & Maria Bonkowski
(415) 664-1985 |
| 7. | Pastoral Associate | Sister Stella Negri, FdCC
(415) 664-8590 ext 111
(415) 753-6685 (evenings) |
| 8. | Parish Marriage Preparation | Sister Stella Negri, FdCC
(415) 664-8590 ext 111
(415) 753-6685 (evenings) |

MARRIAGE CHECK LIST

Documents needed for Holy Name Church:

1. Certificates for Baptism

_____ Groom

Required of the Catholic parties. Must be issued within the last 6 months.

_____ Bride

2. Pre-Marriage Testimony Forms by

_____ Groom

_____ Bride

3. Pre-Marriage Witness Testimony Forms

_____ Groom

_____ Bride

4. If a mixed marriage: Declaration and Promise by Catholic Party.

5. If validation: Annulment decision and/or Copy of Marriage License.

6. If previous marriage: Proper Documents.

7. A valid Marriage License

PREPARATION FOR MARRIAGE

I. PROCESS REQUIRED

- _____ Meet with one of the priests of the parish.
- _____ Fill out "FOCCUS" Pre-Marriage Evaluation Questionnaire.
- _____ Follow-up meetings to discuss results of FOCCUS Evaluation Questionnaire.
- _____ Attend one Weekend Engaged Encounter or four parish marriage preparation evenings.
- _____ Attend one session of Faith Sharing with other couples.

When the above requirements are completed the marriage date and time is firm.

- _____ Meet with celebrant to discuss and plan marriage liturgy.
- _____ Acquire Marriage license.
- _____ Rehearsal.

II. ARRANGEMENT FOR CEREMONY

- _____ Call priest for initial appointment and to set up date and time for the wedding.
- _____ Call the wedding coordinator for rehearsal date and time.
- _____ Arrange for music with parish music minister.
- _____ Discuss with the priest an appropriate Church offering.
- _____ Offering to the priest or deacon in a separate envelope.
- _____ \$75 fee for wedding coordinator
- _____ Send cleaning deposit of \$100 one month prior to wedding.
- _____ Flowers.