



1301 Sycamore Avenue, Tustin, California 92780
Tel: 714-544-3250 | Fax: 714-838-1996 | Website: www.stcecilia.org

WEDDING PAPER PROCEDURE

Revised on January 1, 2018

The Groom and Bride please follow these steps:

1. Go to stcecilia.org website, click on Sacraments, click on Marriage, download the “Guideline & Fee” document, and read it carefully; or, pick it up **at the Church Vestibule** on Sycamore side, or, **Arrive at the front desk office** during the business office hour, Monday – Saturday, 9:00 am – 6:00 pm, to pick up the “Guideline & Fee” document, and read it carefully.
2. **Obtain the following required papers and fees:** 2 Certificates of Baptism, 2 Certificates of Communion, 2 Certificates of Confirmation, 4 Letters of Freedom, 2 Prenuptial Questionnaires, 1 Certificate of Pre-Marriage Class, 1 Marriage License (within 90 days), \$500 Church’s Utility, \$100 Wedding Coordinator, \$30 (15x2) 2 Altar Servers, \$20 (4x5) 4 Devotional Candles, and Music’s Stipend (please see various options next page).
3. **Make your first appointment with a priest/deacon whom you would like to do your wedding**, and at your first meeting with him, you turn in your papers as much as you can, and check with him **if your Wedding Date & Time is available** according to: the priest/deacon schedule, Church schedule, and your schedule. Avoid conflicts.
4. After the priest/deacon confirms that he is available to do the wedding on the given date & time, he asks Parish Secretary (Ext. 26) to record your date & time in the Church Master Calendar.
5. Submit your deposit of **\$200.00 dollars**, cash or check, payable to St. Cecilia Church, or using online <http://stcecilia.org/donate-pay-online/>. Upon turning in your deposit, please double-check with the **Parish Secretary (Ext. 26)** if your date & time is recorded in the Church Master Calendar.
6. Notify the **Wedding Coordinator** your wedding date & time. See their contact info in the bulletin.
7. **Make your additional appointments** with the priest/deacon to submit all required papers, and receive from the priest/deacon the theological meaning of the Sacrament of Matrimony.
8. **A must to do: submit all completed papers, all fees and the Marriage License one (1) month in advance before your confirmed Wedding Date & Time.**
9. **Parish Secretary (Ext. 26)** will issue St. Cecilia Church Marriage Certificate, and you receive it on your wedding date & time, and she will notify your marriage to your Baptismal Church.
10. For further assistance: English, please call **Deacon Bill Weeks** at 714-544-3250, Ext. 12
Spanish, please call **Deacon Rafael Romero** at 714-876-4700
Vietnamese, please call **Deacon Dong Ngo** at 714-504-9186

WEDDING DATE & TIME

<p>on Saturday 10:00 AM, 12:00 PM, 2:00 PM on Friday 3:00 PM, 4:00 PM, 5:00 PM</p>	<p>Rehearsal on Weekday 5:00, 6:00, 7:00 PM</p>
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WEDDING FEES

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CHURCH'S UTILITY	\$500.00
WEDDING COORDINATOR	\$100.00
TWO ALTAR SERVERS	\$30.00 (\$15 per one server)
FOUR DEVOTIONAL CANDLES	\$20.00 (\$5 per one candle)
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	\$650.00

MUSIC

OPTION 1

Cantor	\$150.00 (1 st person)
Organist/Pianist	\$150.00 (2 nd person)

OPTION 2

Cantor and Organist/Pianist	\$250.00 (1 person)
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OPTION 3

Vietnamese Choir	\$350.00
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Brass, String Quartet, other Instrumentalist To be discussed with Music Contact Person

English or Spanish Choir To be discussed with Music Contact Person

PRIEST Optional