

Weddings

Welcome. Saint Charles Borromeo is a great location for a Catholic wedding in the Livermore wine region. We hope that the information on this page will be helpful for members of the parish, and for non-members wishing to get married at St. Charles Borromeo.

For registered members of St. Charles Borromeo Parish

A parishioner is defined as someone who has been a registered, active member of St. Charles Borromeo for six (6) months prior to initial contact. The parishioner may be the bride, the groom or their parents.

Contact the office (925-447-4549 x105) at least six (6) months prior to the desired wedding date to schedule a meeting with a priest or deacon.

Finalization of date: The Wedding date is finalized after you have met with the priest or deacon and it is determined that the personnel and church is available.

For non-registered parish members

Non-members of Saint Charles Borromeo are welcome, on an availability basis, to have their Catholic wedding at our church. **You will need to provide the priest or deacon for your wedding.** He is responsible for collecting and submitting the necessary forms and proof of wedding preparation completion to the Wedding Coordinator no later than three weeks prior the wedding date.

Finalization of date: Your wedding date cannot be finalized until you have approval from the Wedding Coordinator.

Contact the Wedding Coordinator at least six (6) months prior to your desired wedding date. She is the liaison for the church and will work with the couple and the priest/deacon on all the preparations for the ceremony.

Wedding Preparation

Wedding preparation: Includes the completion of required forms and several conversations with your priest or deacon on topics related to the Sacrament of Marriage. The bride or groom must be a practicing Catholic.

Provide a copy of a baptismal certificate for both bride and groom.

Complete one of the Marriage Preparation programs offered through the Diocese of Oakland (510-893-4711 or www.EastBayCatholic.com). Programs are offered in Spanish and English. These programs provide time for the couple to discuss important aspects of married life.

Obtain a Civil Marriage License (up to 90 days before the wedding).

Complete the Affidavit of Freedom to Marry. Your priest or deacon will provide this and other necessary forms at your first meeting.

Wedding Date: Weddings are normally scheduled on Saturdays between 10:00 AM and 2:00 PM, although other days and times may be scheduled depending on the availability of the priest/deacon, chapel or church. Weddings during Advent and Lent are discouraged.

The chapel seats twenty-five guests. The church seats four hundred and thirty-five guests.

Fees: To confirm your date and reserve the church, the ceremony fee must be deposited with the parish office within ten (10) days of setting the date. Make checks payable to St. Charles Borromeo. The date will be released if the fee is not received within this timeframe.

The ceremony fee covers:

- Use of the church for one (1) hour rehearsal
- Use of the church for three (3) hours on the day of the wedding (pre-ceremony preparation, ceremony, post-ceremony photographs).

Note: Personnel fees, i.e. Wedding Coordinator, Cantor Accompanist, Sound Technician, etc. are in addition to the ceremony fees (see fee schedule).

Visiting Priest/Deacon: St. Charles Borromeo welcomes visiting priests/deacons on a per-case basis. If the visiting priest/deacon is from outside the Diocese of Oakland, their credentials must be verified. They will need to send a "Letter of Suitability" from their Diocese to the Diocese of Oakland.

Non-Catholic Clergy: A Catholic priest or deacon is required for a Catholic wedding. While we respect the sacredness of weddings performed by non-Catholic officiants, we are not free to provide for weddings performed outside the Catholic Tradition. If there is a non-Catholic minister who wishes to participate in the ceremony with a Catholic priest or deacon, you may obtain permission from the pastor.

In the case of someone who has been previously married: In the Catholic Church marriage is a sacrament, and as such, is celebrated only once in a person's lifetime until one spouse dies. If either bride or groom was previously married and divorced, an annulment will need to be completed before you may receive Sacrament of Marriage. Discuss the annulment process with your priest or deacon.

Convalidation: A Convalidation Ceremony is when a Catholic member has been married outside the Catholic faith and now wishes to have their marriage blessed with the Sacrament of Marriage. The couple meets with a priest or deacon to prepare for and schedule their Convalidation ceremony. If there is a prior marriage and divorce, an annulment will need to be completed before the marriage is Convalidated.

Wedding Coordinator: The Wedding Coordinator is a trained minister, well versed in all aspects of weddings performed at St. Charles Borromeo. She assists with planning details, and acts as a liaison with the church for both member and non-member couples.

Changing room: The church does not have a changing room for the wedding party. There is a waiting room for the bride.

Conduct and Respect

Time: There may be an event scheduled in the church immediately following your wedding. For that reason, weddings **must** begin on time.

Behavior: The wedding party and guests are expected to conduct themselves in a respectful and reverent manner while on church grounds. The couple is responsible for informing guests to refrain from: Serving food on the church grounds or eating and drinking inside the church. Smoking is not permitted anywhere on church grounds.

Respect: The personnel of Saint Charles Borromeo have been scheduled to participate in your ceremony at the scheduled time. Please be respectful of them by starting on time.

Discretion of the Celebrant: In the Catholic Tradition, freedom and maturity are determining factors that define Sacramental Marriages. A person must be of sound mind in order to enter into marriage. Therefore, if the Celebrant deems the bride and/or groom to be habitually under the influence of a substance that renders him or her incapable of making a mature decision to marry, the ceremony will be canceled. The ceremonial and personnel fees will not be refunded.

Music and Photography

Music: The Music Director will assist the couple in choosing music for their ceremony. Recorded or secular music is not permitted during the ceremony. The music director should be contacted two month prior to the ceremony.

Cantor and Accompanist: It is customary that our parish Cantor and Accompanist provide music for weddings at St. Charles Borromeo (see fee schedule).

Non-Parish Musicians: If you wish to hire musicians who are not employed by St. Charles Borromeo, you may discuss this with the Music Director when you meet. Non-parish musician(s) must understand Catholic liturgy. A consultation fee payable to the Music Director, is charged for meeting and approval of outside musician(s). The couple is responsible for payment of non-parish musicians.

Professional Photography or Videotaping: During the processional and recessional, photographers may move about the church to take photographs. The photographer should proceed to a pre-determined and fixed position for the remainder of the service, once the wedding party reaches the altar. Videographers remain in a pre-determined and fixed position for the entire ceremony. Flash or lighting is not permitted. Forty-five minutes is allotted for photographs following the ceremony.

Photography by Guests: We ask that your guests refrain from taking photographs, or moving about the church to take videos during the ceremony. Please inform your guests and the professional photographer/videographer of the guidelines.

Live Webcasting: St. Charles Borromeo offers optional live video webcasting. This service enables friends and family members who are unable to attend, to view the wedding live online. Couples wishing to utilize this service should inform the Wedding Coordinator one month prior to the ceremony, so that technical personnel may be scheduled (see fee schedule).

Environment and Programs

Environment- Seating, Flowers, Unity Candle, etc.: The Wedding Coordinator will assist you in planning flowers and other decorations. Decor in the church, which will vary with the liturgical season, may not be moved nor removed. Items to be used in the ceremony, such as a unity candle, should be brought to the church at the time of the rehearsal. The chairs in the church may not rearranged nor removed. Policy and safety prohibit the scattering of anything on the floor (flower petals, birdseed, rice, etc.) or the use of bubbles in the church or on church grounds.

Programs or Worship Aids: You may create a program for your guests. The Wedding Coordinator will have sample programs available, and can discuss with you what might be included. You are responsible for creating, copying, and getting the program to the church on the day of your wedding. The Music Director can assist you if you wish to include your music selections in the worship aid. Licensing fees may apply.

Fee Schedule

To confirm your date and reserve the church, the ceremony fee must be deposited with the parish office within ten (10) days of setting the date. Make checks payable to St. Charles Borromeo.

Wedding personnel fees are due at the time of the rehearsal. The wedding coordinator will send an invoice with the names of the personnel. Please make checks payable to the individuals. The online payment page is not available for the personnel fees.

| Ceremony | Parishioner | Non-Parishioner | Clergy suggested offering |
|---|-------------|-----------------|---------------------------|
| Nuptial Mass Vow Ceremony Convalidation | \$300.00 | \$600.00 | \$100.00 - \$150.00 |

| Personnel and Additional Fees | |
|---|----------|
| St. Charles Cantor (consultation included) – Nuptial Mass | \$250.00 |
| Vow Ceremony | \$225.00 |
| Music consultation fee (if using outside musicians) | \$ 50.00 |
| St. Charles Accompanist – Nuptial Mass | \$200.00 |
| Vow Ceremony | \$175.00 |
| Sound Technician | \$100.00 |
| Wedding Coordinator | \$200.00 |
| Webcasting (optional) Church only. | \$100.00 |
| Worship Aids (optional) | \$ 50.00 |
| Altar server | \$ 20.00 |

Altar Server: The Wedding Coordinator will schedule a trained altar server who is a regular acolyte at St. Charles Borromeo. An outside altar server may be used upon the approval of the wedding coordinator.

Music Director/Cantor Fee includes:

- Consultation appointment.
- Scheduling of the accompanist.
- Reasonable phone and e-mail communication.

Wedding Coordinator Fee includes:

- One or two meetings at the church.
- Scheduling the altar server.
- Facilitating the wedding rehearsal.
- Presence at the wedding.
- Reasonable phone and e-mail communication.

Cancellation policy: The ceremony fee is fully refundable if cancelled with greater than a sixty (60) day notice. A refund, less \$100.00, will be given if cancelled within less than sixty (60) day notice. The music consultation fee is nonrefundable.

Wedding Coordinator: Janet Schott (925) 373-9346 weddingcoord@stcharlesborromeo.org

Music Director/Cantor: Hannah Newell (925) 447-4549 x114 weddingmusic@stcharlesborromeo.org

Saint Charles Borromeo
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