

Dear Couple,

So valuable and precious is the union between a man & a woman that Jesus made matrimony a sacrament. A married couple, living and loving in this holy union, is a sacred sign of God's love, caring, healing and life-giving presence. Matrimony therefore is a vocation much like the call to priesthood, the religious or the single life. It is a gift of God's love to the couple. If it fails, it adversely affects the community life of God's people.

Hence, the preparation of engaged couples is obligatory and is the responsibility of both COUPLE and the CHURCH. In Santuario de San Antonio Parish, engaged couples are obliged to attend either of the following:

SSAP Pre Marriage Seminar - a one day seminar from 8AM to 7PM, every first Saturday of the month. Registration fee is P3,500.00 per couple scheduled for wedding at SSAP. Confession is also offered to couples before the 6PM mass. Please call 8843-8830/31. The Family Life Ministry, 0916-4402829 or register online santuariodesanantio.wordpress.com Please register and book one month before the date of your pre-cana seminar.

Dress Code. Cardinal Sin has issued an Instruction on the "sober, decent and appropriate" attire for brides and their entourages. This policy rules out the **"(backless dresses and styles ,sleeveless, spaghetti straps and the like) which can go against decency."** Please read this instruction carefully and communicate it to your couturier. Our parish has taken the policy that those whose dresses do not comply with the Instruction will not be given Holy Communion nor be allowed to do Readings, Responsorial Psalm, petitions of the Faithful or any other function in the sanctuary. We do not want to cause anybody any embarrassment in the wedding, so we ask you to comply. We trust that you would take time to attend any of the above-mentioned programs in preparation for your marriage. In case you cannot comply with the above regulations, may we advise you to apply somewhere else.

Sincerely yours for a grace-filled marriage,
The Priests and Team for Marriage Preparation

WEDDING INFORMATION

PLEASE READ CAREFULLY!

If you would like to get married at Santuario de San Antonio Parish, these are your **initial steps**:

- 1. Please read through the attached document/s to get familiar with the process.**
- 2. Procedures: a. Filled up Wedding Information Form and submit it together with couples Baptismal and Confirmation Certificate to bequirmaria20@gmail.com**

(your requirements will be forwarded to the Ministry of Family and Life for PRE-CANONICAL INTERVIEW (via zoom), please wait for their email or sms).

*after PRE-CANONICAL INTERVIEW, Please call the office for a CANONICAL INTERVIEW (Face to face) schedule with our Priest.

* Pre-Cana Seminar (via zoom) c/o Pre-Cana Team (please wait for their email or sms)

- 1. Please read and understand Wedding Information to get familiar with the process.**
- 2. Fill-up Wedding Information form and submit together with Baptismal and Confirmation Certificate of the Couple.**

* your requirements will be forwarded to Ministry of Family and Life for PRE-CANONICAL INTERVIEW. (Please wait for their email or sms)

*after PRE-CANONICAL INTERVIEW, Please call the office for CANONICAL INTERVIEW schedule with our Priest.

I. Reservation and Fees

A. The Parish will assist the bride and groom in their preparation for the Sacrament of Matrimony. Submission of requirements must be made at least **(3) months before the wedding.**

B. Wedding Schedule:

Mondays to Fridays

Mondays, Thursdays & Fridays

Saturdays

Sundays

Parishioners(Residents of Forbes Park, Dasmariñas, Urdaneta Village) **Non-parishioners**

1:30 PM & 3:30 PM

7:00 PM

8:00 A.M., 10:00AM, 2:00 PM & 7:30 PM

2:00 P.M. & 7:30 P.M.

1:30 PM & 3:30 PM

7:00 PM

8:00 AM, 10:00 AM, 2:00PM & 7:30PM

2:00 PM & 7:30 PM

C. Use of Air Conditioned Church(Weekends & Holidays) **P50,000.00**

(Weekdays)

35,000.00

P60,000.00

45,000.00

- Full payment of P50,000.00 or P60,000.00 for weekends or P35,000.00 or P45,000.00 for weekdays must be settled by the couple as reservation fee for their wedding date.
- If the wedding date is cancelled, the parish will refund 50% of the amount paid if cancellation is made before six (6) months of the wedding date. The original copy of the official receipt must be submitted to the parish office and a letter of cancellation attached signed by the couple. Refund is given after seven (7) working days from the submission/return of the original copy of the official receipt. Refund not claimed within one (1) month will be considered as donation to the parish.
- A wedding date which is changed within six (6) months prior to the original date of the wedding will be considered a cancelled booking. Subsequent booking of a new date will be treated as new booking and will be charged a wedding fee of P50,000.00 or P60,000.00 for a weekend booking or P35,000.00 or P45,000.00 for a weekday booking.
- The couple has use of the church for **ONE HOUR AND THIRTY MINUTES** (1.5 hours) for the wedding ceremony only. The couple will be given a THIRTY MINUTE (30 min) set up time prior to this. Please respect the liturgy of the mass prior to your time. Excess per minute will be charged a fine of P450.00. After excess of fifteen (15) minutes, SSAP reserves the right to turn off the electricity and clear out the church premises of wedding guests, entourage and suppliers.
- A wedding date which is changed over six (6) months prior to the original date of wedding will be charged a re-booking fee of P5,000.00. The couple must write a letter addressed to the Parish Priest for the approval of re-booking date.
- The parish has the right and is obliged to cancel the wedding of any couple found guilty of lying about the real address like using friends' or relatives' address residing in the village belonging to the Santuario de San Antonio Parish. We encourage everyone to be honest.

D. **Video or Photo Coverage** hired by the couple to take pictures for the wedding should get permit from the Parish Office. The couple must fill up the form of Photo & Video agreement. A fee of **TWO THOUSAND PESOS (P2,000.00)** per company for video coverage and **ONE THOUSAND PESOS (P1,000.00)** per company for photo coverage. Suppliers hired by the couple must follow the parish policy as stated in the Video/Photo agreement.

F. **Registration & Processing fee of P1,000.00** must be settled by the couple to the Parish.

G. **Nuptial Candles.** Couples must avail Nuptial Candles of **P1,000.00** from the parish (seven pieces). One pair for offertory (in glass), one pair to be lighted by the secondary sponsors, one pair small candle for secondary sponsors & one piece unity candle (personalized).

H. **Postage stamps payment for Notification of Marriage** (depending on the location of the church where the bride & groom were Baptized and Confirmed) **MM- P12/ LUZ- P14/ VIS-P17/ MIN-P17/ ABROAD- P55.**

I. **Security guards** are on duty until 7:00 PM. Couples reserved for the 7:00 PM wedding will remit a fee of **P200.00** for one security guard to man the traffic.

J. **Floral Arrangements:** Rates for Floral & Foliage Arrangements ranges from P5,000.00 to P25,000.00. Couples should make personal arrangements and should choose from accredited flower shops only. List of accredited flower shops are as follows:

a. Bloomwoods 8840-3402/728-0912

b. Dreamblooms 8526222/4007193

c. Fleur Essence 8810-69-12/810-6914

d. FLORETTI @ Forbes 09171882658/

09176395588

e. Flowers of May Event Styling

89595314/09178699717

f. Flowers by Sylvia

88921295/09178149570,8971386

g. Floral Designs 8890-5925

h. Flower Farm 8815-6665/8815-6667 or 68

i. Mabolo 88935689/8936912

j. Rustans 8631-6759/Fax:6385727

k. San Ramoune 8894-1722/813-5426/ 09178131738

l. Sunny Florist 09664981558/09999919678/84259584

m. Spruce Floral Design 09989604925/85192937

n. Wedding Gallery 09088180415

II. REQUIREMENTS TO BE SUBMITTED TO THE PARISH

A. For the bride and groom

- (1) A Marriage Interview or Pre-Canonical Interview and Canonical Interview** for the couple must be scheduled before booking a wedding date. Submit the baptismal and confirmation certificates. The Parish Priest or his assistant will conduct the interview. Schedule of interviews will be from Tuesdays to Fridays only. (See initial steps above.)
- (2) Baptismal and Confirmation Certificates** (even for non-Catholics) issued not more than six (6) months before the wedding date and obtained "For Marriage Purposes" to prove that the contracting parties had been baptized and single;
- (3) Marriage License and other Civil Documents.** Application either at the Municipality of the groom or of the bride, within four **(4) months before wedding date.** Validity of Marriage License is good for **one hundred twenty days (120)** only, once it has been released. Original copy and a photocopy of the marriage license and its pertinent documents such as **CENOMAR & Birth Certificate** must be submitted to the parish. If **Civilly married, a certified true copy** of the civil marriage certificate must be submitted.
- (4) Certificate of Freedom to Marry,** (Filipino Citizen living abroad for more than 6 months, to be secured from their Parish Abroad)
- (5) Wedding Banns** – The Church Notice called banns have to be announced for three (3) consecutive Sundays or Holidays of obligation in the parish or parishes (place of residence) of the couple. Before the wedding, the parish priest must have written proof that the Banns have been proclaimed in places concerned. Wedding Banns are posted at the SSAP Bulletin board & ID pictures (2"x2") of the bride & groom must also be submitted.
- (6) Request Permission from Bride's/Groom's Parish.** A non-parishioner must submit to the Parish Office, the permission granted by his/her Parish Priest. It must be stamped with the Parish seal and signed by the Parish Priest. Reply should be hand carried to the Parish Office.

B. **List of Principal Sponsors.** Kindly provide the Parish Office the address of the first two (2) sponsors/witnesses.

C. **For the Couple and the Officiating Priest**

(1) **Officiating Priest** – The Archdiocese of Manila encourages the solemnization of wedding in the parish of either the bride or groom. The Santuario de San Antonio Priests will solemnize wedding for Parishioners only. However, a non-parishioner couple can request an SSAP priest to preside their wedding, provided that prior schedule has been arranged with the Priest. If the couple invites a guest priest to preside their wedding, a photocopy of **Certificate of Registration to Solemnize Marriage** must be submitted together with his official residence. The guest priest must be a member of good standing of *Archdiocese of Manila and is duly licensed by the Philippine Government to solemnize marriage.*

D. **Marriage between FILIPINO & FOREIGNER/JAPANESE:**

- (1) Secure a form of Clearance from the Chancery Office of Archdiocese of Manila located at 121 *Arzobispado St. Intramuros Manila. Look for Ms. Joy, Tel. Nos. 527-3850/5273955*
- (2) Legal capacity to marry from the foreigner's Parish Church abroad.
- (3) A written certification from their parents stating that they have been informed of the prospective marriage and that the contracting have not been married before; and
- (4) Baptismal certificates from the parishes of the couple or certificates from their parents or parish priest that they had been baptized are members of their church or sect and confirmation certificates

E. **Marriage between CATHOLIC & NON-CATHOLIC**

- (1) A certificate of freedom to marry from the Non-Catholic Minister or Pastor.
- (2) PROMISE FOR MIXED MARRIAGE FORM. To be filled up during Interview and to be submitted to the Chancery Office of Archdiocese of Manila for approval.

F. **Spiritual preparation** – The bride and groom to be are advised to go to confession before the wedding in preparation for a worthy reception of the Sacrament of Matrimony and the Eucharist. Please keep in mind that Matrimony is a sacrament who is spiritually alive. Therefore it should be received in a state of grace.

III. **OTHER MATTERS**

- A. Rehearsal – is optional but is highly recommended. It may be scheduled on any weekday when the church is available. It is allowed to use the church for rehearsal, free of charge for ONE HOUR only, under the supervision of the parish Sacristan.
- B. Throwing or scattering of objects such as rice, petals, confetti, butterflies, bubble machine, smoke machine fireworks of any kind is not allowed. This can be done at the place of reception.
- C. Lectors – The couple must provide for their own lectors. Lectors are strictly reminded to be properly dressed when reading the Word of God.
- D. The Parish **do not provide musicians.**
- E. Required documents and papers – The parish need all original copy of documents and papers for filling and for record purposes. Deadline for the submission is one (1) month before the wedding date.
- F. All payments must be remitted one (1) month before the wedding date.
- G. Wedding Missalette – For more participation on the part of the congregation in the nuptial mass. Samples of Mass Missalette may be obtained from the Parish Office. You may also have your own Nuptial Mass printed subject to the approval of your officiating priest.
- H. Use of quadrangle on weekends (garden area between the church & the parish center bldg.) for picture taking is not allowed as this causes traffic. Suggested areas for picture taking on weekends are the Ayala garden area & the convento garden. On weddings booked on weekdays, the quadrangle is allowed for picture taking.
- I. Marriage Contract is being prepared after Canonical Interview and will be submitted to Makati City Hall after the wedding. The couple must carefully review/check all details entered/typed/encoded are true and correct before the wedding. The parish will not be liable for any charges incurred from incorrect/false information contracted by the bride and groom.
- J. The Management of the Santuario de San Antonio Complex, which is composed of Parish Church, the Convento, Parish Offices, Parish Center and the Multi-Purpose Chapels and the Crypt endeavors to provide clean, orderly and safe facilities for persons who avail themselves of these facilities. However, persons who come to the complex are advised that their use of the complex is on condition that the complex will not be liable for losses, damages, or injuries sustained therein, including those caused by other guests, or strangers, or third parties.
Parents should see to it that their children of tender age are accompanied by a person of sufficient age, discretion and responsibility for the child's safety and conduct.
(These policies have been approved by the Admin., Finance and lastly by the Parish Pastoral Council endorsed by the Parish Pastoral Team.)

I, THE UNDERSIGNED, CONFORM TO AND HEREBY ABIDE BY THE AFOREMENTIONED POLICY ON THE USE OF THE CHURCH OF SANTUARIO DE SAN ANTONIO PARISH.

Groom:			
	Printed Name	Signature	Date
Bride:			
	Printed Name	Signature	Date