



## Mission Basilica San Diego de Alcalá

10818 San Diego Mission Road ▪ San Diego, CA 92108-2429  
Telephone: (619) 283-7319 ▪ Fax (619) 283-7762

Welcome! You have contacted us about your plans to marry in the Mission San Diego de Alcalá Parish. Here is information about marriage in the Church and about the preparation for marriage.

Marriage by its very nature is a most serious and sacred commitment. Marriage is also the basic unit of human society and of the Church. Therefore, your preparation does not merely concern the marriage ceremony, but especially it is a preparation for your life long marriage commitment.

The Diocese of San Diego has a common marriage policy. The policy asks each couple seeking marriage in the Catholic Church to assess their readiness for the permanent commitment of marriage. You are asked to do the following:

- Contact the priest/deacon who will prepare you for marriage at least nine months prior to your intended date of marriage. ARRANGEMENTS FOR SETTING THE DATE AND TIME OF MARRIAGE CANNOT BE MADE UNTIL YOU MEET WITH THE PRIEST/DEACON WHO WILL CONDUCT THE WEDDING CEREMONY AND THE PRIEST/DEACON NOTIFIES THE PARISH OFFICE IN WRITING STATING THAT HE WILL PREPARE THE COUPLE AND PERFORM THE CEREMONY.

**PARISHIONERS:** If you live within the parish boundaries of the Mission Church or have been a registered member of the Mission Parish with evidence of participation for at least one year (one year prior to your inquiry and request for this packet of information), contact one of the priests or deacons who will arrange for your wedding at the Mission.

**NON-PARISHIONERS:** It is customary in the Catholic Church for the bride (if she is Catholic) to be married in the parish in which she lives and worships. If she is not a Catholic, then in the parish of the groom. (Looking for a church building to serve just as a Wedding Place is discouraged because ideally one celebrates the sacraments in the parish where one worships and participates.) Thus it is recommended that you contact your local Catholic parish to see if the wedding could take place there. If not and your priest or deacon is willing to take care of your marriage preparation and officiate at your wedding at the Mission, arrangements can be made subject to date availability. Priests and Deacons at the Mission Parish are available only for participating Mission Parishioners.

- For a wedding to take place at the Mission, at least one of the parties must be a baptized practicing Catholic.
- All couples are required by Diocesan policy to participate in both an informational/ instructional marriage preparation program (e.g., the Pre-Cana conference or its equivalent) and a formational marriage preparation (e.g., the Evenings for the Engaged, the Engaged Encounter Weekend, or their equivalent)
- If either party (or both) has been married before either in a religious or civil ceremony, that person needs to go to their local parish (if not a Catholic, then to the parish of the prospective Catholic bride or groom) to begin proceedings toward the POSSIBILITY of obtaining a church annulment. NO DATE for a marriage can be made until the Church has granted a final decree of nullity.

- ❑ When you meet with the priest or deacon preparing you for marriage you will be requested to write your parish of baptism for a recently issued copy of your baptismal certificate (within the last six months). Those who are Catholics should also obtain certificates or copies of Confirmation, (if not readily available, the name of the church and date will be sufficient). Those who were baptized in other Christian denominations are asked to provide a certificate of their Baptism. The non-Catholic party is also requested to supply the names of two (2) witnesses who can verify that he or she is free to marry (no previous marriages).
- ❑ The marriage license, good for 90 days, can be obtained at the County Courthouse. It is recommended that you call first to find out what you both need to bring. The marriage CANNOT take place without a valid marriage license to be given to the priest or deacon at the rehearsal or before.
- ❑ \*Important—Please notify the Mission San Diego Office of any change of address or phone number.
- ❑ Guidelines to help you make the necessary arrangements:

### **DATE - TIME - DONATION**

The times of marriage are as follows: Saturdays at 10:00 AM, 12:00 Noon and 2:00 PM. There are no evening or Sunday weddings and no weddings later than 2:00 PM. We do not have garden ceremonies at the Mission.

The Mission facilities are maintained by the volunteer gifts of its members and friends. It is not the intention of the Church to profit from the use of the Church. However, a donation is necessary for the maintenance of our historic facilities. The donation to the Mission is a total of **\$900.00** (**\$300.00** non-refundable deposit to reserve a date and time for marriage and the balance of **\$600.00** at least one {1} month prior to the wedding date to confirm your reservation.)

Please notify the parish office of any phone and address changes.

### **RESERVING THE CHURCH**

A letter must be provided from the visiting priest/deacon stating he will prepare the couple and officiate at the wedding ceremony.

A wedding reservation form must be completed, signed and deposit paid.

The Bride and Groom Guidelines Agreement must be completed and signed.

Wedding Music Guidelines Agreement must be completed and signed.

### **REHEARSAL - WEDDING TIMES**

The DATE and TIME of your rehearsal must also be set with the priest or deacon who is preparing you for marriage. Due to the large number of weddings and rehearsals, it is necessary that you begin ON TIME. Promptness in starting the rehearsal and the wedding ON TIME is MANDATORY. Rehearsals are Fridays at 3:30 p.m., 6:00 p.m. or 7:00 p.m. (except during Lent—rehearsals are at 3:30, 6:30, and 7:30 p.m.)

### **ARRANGING MUSIC**

Wedding Music Guidelines Agreement attached.

## **DECORATIONS AND FLOWERS**

Our aisle is 100 feet long. You may wish to decorate the aisle and the sanctuary. Candelabra are permitted in the sanctuary-glass hurricane-type covers and dripless candles must be used. No paraffin candles please! We would ask that any ribbons, flowers or greens not be attached to the pews with tape, pins or tacks. It is best to hang them with a ribbon, nylon cord or a rubber band. No tape tacks or pins please. No candle or flower stands are to be in the aisle and no glass containers are to be attached to the pews due to fire regulations.

Flowers and plants always add to the beauty of the wedding when they are properly arranged. Our beautiful sanctuary does not need many flowers or plants. For floral arrangements, we suggest two floral arrangements for either side of the altar.

The florist is responsible for cleaning up after the wedding. All personal candles, stands, ribbons, bows, etc. must be removed from the church immediately following the wedding. Frequently there are three weddings in a row and each group must have time to prepare. If the florists cannot remove these decorations, then a member of the family is asked to do so.

## **VOTIVE CANDLES**

Use of the Votive Candles for decorative purposes is not allowed. These candles are lit prayerfully by individuals and must be allowed to burn out completely.

## **SPECIAL REQUESTS**

Any special requests should be brought to the attention of the priest or deacon who is conducting the wedding ceremony.

## **WEDDING COORDINATORS**

A volunteer wedding coordinator will be assigned by the Mission to assist in planning your wedding ceremony. In consultation with the priest/deacon, the coordinator will be in charge of the rehearsal and the wedding ceremony. The wedding coordinator will be able to answer many questions at the planning stage and will be present at the rehearsal and the ceremony. The wedding coordinator will contact you several weeks prior to the wedding. If you are not contacted, please call the parish office for a referral.

## **USHERS - THE WEDDING DAY - WEDDING ATTIRE**

We would ask that the ushers be responsible for making sure that the Church is left in good order after the wedding ceremony. It is of great help if all papers, programs, boxes, hangers, used photo boxes and bulbs be picked up and placed in the outside trash receptacle.

On the wedding day it is necessary that we begin on time. Please be sure to arrive in ample time for pre-wedding pictures. Also, as we have no facilities for dressing we ask that you come already properly attired (however, there is a room where the bride can put on her wedding dress).

## **RING BEARER AND /OR FLOWER GIRL**

If you decide to have a ring bearer or flower girl (both of which are optional), they must be at least 4 years old.

## **INSURANCE REGULATIONS**

Due to insurance regulations, rice, real or silk flower petals, birdseed, confetti, etc. are not to be thrown in or around any part of the Mission. Also, no aisle runners are allowed due to insurance regulations.

## **ALCOHOLIC BEVERAGES**

No alcoholic beverages are to be consumed or be present on the Mission premises prior to the wedding. If it is determined that a participant in the wedding ceremony has consumed alcoholic beverages, the officiating priest/deacon will be notified, and he will make the decision regarding the participant's participation in the ceremony. It is the responsibility of the bride and groom to inform the participants of this policy.

## **RECEPTION LINE**

There are often several weddings and other services on Saturdays. If you are planning on taking some wedding pictures in the Church you need to do this immediately following the ceremony. Due to limited time, any reception line must take place at your wedding reception.

We do not have facilities here at the Mission for wedding receptions.

## **PHOTOGRAPHS - VIDEO**

Photographs and videotaping enable you to remember this memorable event in your spiritual lives. Photographs may be taken during the ceremony in the Mission. Videotaping is allowed but no video lights may be used. Please give your photographer a copy of the enclosed guidelines before you enter into any agreement with him/her.

Amateur picture taking by relatives and friends should not be done in the church because of the sanctity of the ceremony.

## **ALTAR SERVERS - FAMILY PARTICIPATION**

We do not provide altar servers here at the Mission for weddings. If a family member is an altar server and would like to serve he may contact the priest or deacon conducting the wedding ceremony. Servers are optional.

We also encourage the participation of family members as ushers, readers, offertory procession, etc.

## **SIZE OF CHURCH - PARKING**

Our church seats 300 people. We ask that all attending the rehearsal and wedding observe the markings on the curbs. Do not park in the red zones, as these are fire lanes. There is parking available in the courtyard and behind the Mission.

Your cooperation with the above will assure that your wedding day will be a happy experience.

May you have a blessed marriage.

Priests, Deacons, and Staff of Mission Basilica San Diego de Alcalá

## GUIDELINES FOR PHOTOGRAPHERS AND VIDEOGRAPHERS

For most people photographs and portraits are a very important part of a wedding celebration. To make this a pleasant and enjoyable experience, we have approved of the following guidelines for our parish after consultation with a number of photographers who are familiar with the Mission:

- 1) Photographer and bridal party should arrive in ample time for pre-wedding photographs outside the church or in the garden. When taking pictures, use of the steps to the belltower is not allowed due to insurance regulations.
- 2) Photographer must have completed pre-wedding photography ten minutes prior to the scheduled beginning of the wedding.
- 3) The only equipment the photographer needs is camera and tripod. (Studio equipment is not allowed in the Mission.)
- 4) Movie and video equipment are allowed, but no artificial lighting.
- 5) Video equipment must stay in the designated area in the church and may not move around at any time during the ceremony.
- 6) The official photographers may take flash pictures of the bridal party coming up the aisle, but only halfway up the church and that beside the pew-not the center of the aisle. The photographer must not stop the procession.
- 7) The official photographer MUST see to it that reverence and respect are observed in the church at all times during picture-taking. Only if the photographer is willing to take responsibility for quiet and reverence in the church may pictures be taken in the church following the wedding. It is his/her responsibility and that of the bride's family to maintain the dignity for the church setting. This must be agreed upon before the ceremony! There will be no exceptions.
- 8) In keeping with the sacred occasion celebrated and the formal wedding attire of the bridal party, the photographer must be properly dressed. The above applies to video photographers and all assistants.
- 9) The church is not the place to take any so-called Acultural A or gimmick pictures.
- 10) The church furnishing may not be removed during picture taking. All other furnishings including flowers, crucifix, etc., must remain in place.
- 11) Check with the celebrant to make sure that all is agreeable.
- 12) Many of the church furnishings are very sensitive to flash photography. Photographer must stay a minimum of 12 feet away from the paintings and sculptures when using a flash. Please use care and caution when taking flash photographs.
- 13) The Wedding Coordinator (as a representative of the Church) has the right to refuse photographers who do not abide by the regulations and will not be allowed to photograph any future weddings at Mission San Diego.

## **POLICY on VISITING CLERGY for WEDDINGS**

Permission for a visiting priest/deacon will be granted only if he and the couple agree to the following conditions:

- ❑ The visiting priest/deacon either must currently have the faculties of the Diocese of San Diego, or if not must provide documentation that he is a priest/deacon in good standing in another Diocese or Religious Order.
- ❑ In order to reserve the church it is necessary for the visiting priest/deacon to provide a letter stating he will prepare the couple and officiate at the wedding ceremony.
- ❑ Prior to the wedding, the visiting priest/deacon will:

See that the couple agrees to the Diocesan/Mission Parish wedding guidelines;

Complete, with the couple all paperwork required by the Diocese of San Diego;

Determine that each of the parties is free to marry;

Supervise the necessary wedding preparation in accordance with Diocesan norms;

Assure that the couple has met with and agrees to abide by the decisions of the Parish Music Director regarding the selection and/or performances of music to be used at the ceremony.

- ❑ **At/after the ceremony, the visiting priest/deacon will:**
  1. **Leave** the fully executed marriage license, in a form ready for filing, and all marriage documents in the Sacristy;
  2. **Sign** the Marriage Record Book in the Sacristy and
  3. **Observe** Diocesan regulations and Mission Parish guidelines in the conduct of the ceremony, with particular reference of the taking of photographs and/or the video taping of the ceremony;
  4. **Ensure** that the marriage ceremony, picture taking, etc., is completed within one hour fifteen minutes from the scheduled starting time.

The Mission Parish has Volunteer Wedding Coordinators who will help at the rehearsal and wedding. Please encourage the wedding party to cooperate with them.

**BRIDE AND GROOM GUIDELINES AGREEMENT**

**Complete and return to -**

Mission San Diego de Alcalá  
10818 San Diego Mission Road  
San Diego, CA 92108-2429

**Groom (print)** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Bride (print)** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Date and Time of Wedding** \_\_\_\_\_ **Rehearsal** \_\_\_\_\_

**Name of Priest/Deacon (print)** \_\_\_\_\_ **Parish:** \_\_\_\_\_

**Parish Address:** \_\_\_\_\_

**Parish Phone Number:** \_\_\_\_\_

**I have read the wedding guidelines for Mission San Diego. I fully understand them and I will comply with them.**

**Signed (Groom)** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone: (W)** \_\_\_\_\_

**Phone: (C)** \_\_\_\_\_

**Signed (Bride)** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone: (W)** \_\_\_\_\_

**Phone: (C)** \_\_\_\_\_

**\*IMPORTANT\* PLEASE NOTIFY THE MISSION SAN DIEGO OFFICE OF ANY CHANGE OF ADDRESS OR PHONE NUMBER.**

Cut here -----

**GUIDELINES FOR PHOTOGRAPHERS AND VIDEOGRAPHERS AGREEMENT**

**Complete and return to -**

Mission San Diego de Alcalá  
10818 San Diego Mission Road  
San Diego, CA 92108-2429

**Bride (print)** \_\_\_\_\_ **Groom (print)** \_\_\_\_\_

**Date and Time of Wedding** \_\_\_\_\_

**Photographer's Name (print)** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**I have read the photographer's guidelines for Mission San Diego. I fully understand them and I will comply with them.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **MUSIC GUIDELINES AGREEMENT**

There is a vast repertoire of beautiful and appropriate church music available to use for your wedding Mass or ceremony. The Mission Parish is fortunate to be able to provide you with high caliber musicians experienced in wedding liturgies, both traditional and contemporary.

Please contact Mr. Gene Regard, our Music Director, at least four months in advance of your wedding for an initial consultation and assistance in planning music for your special day.

Mr. Regard can be reached at:           (858) 487-7457 (Home)  
  (858) 231-3751 (Cell)  
  generegard2@gmail.com

Additionally, Mr. Regard can be of assistance in arranging for services of the Mission Folk Group, as well as instrumentalists to work along with the Mission Music Staff or Folk Group. These other instrumentalists might include flute, strings, harp, brass, classical guitar, etc.

Arrangements for any wedding music provided by musicians other than the Mission Music Staff or Folk Group must be confirmed with Gene Regard, Music Director. Please be sure that this has been done before you finalize the printing of your wedding program. Arrangements for the wedding music should be completed at least two months prior to your wedding ceremony.

The following are the policies on Music for Weddings at Mission San Diego de Alcalá:

- First, if you are contemplating musicians or vocalists other than those attached to the Mission Parish, you will need to submit to Mr. Regard a list of all music, musicians' names, contact information, and musical experience.
- Second, all music must be "live" — taped or recorded music is not permitted. The sound equipment at the Mission is excellent. No additional microphones or amplifiers are to be used.
- Third, the church organ and piano may be played only by our principal church organist or an approved alternate.
- Finally, all Mission musicians are to be compensated for their services. If Mission musicians are not contracted, a "bench fee" will apply.

**I have read the Music guidelines for Mission San Diego. I fully understand them and I will comply with them.**

**Signed (Groom)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed (Bride)** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Testimonial of Suitability

## for Temporary Priestly Ministry for Diocesan Priests

---

Very Rev. Msgr. Richard F. Duncanson  
Mission Basilica San Diego de Alcalá  
10818 San Diego Mission Rd.  
San Diego, CA 9210-2429

Dear Monsignor Duncanson:

In light of the provisions of can. 903 *CIC* and can. 703 §1 *CCEO*, I write to inform you that

Rev. \_\_\_\_\_ is an incardinated priest of the (Arch)diocese/Eparchy  
of \_\_\_\_\_ who is currently assigned as  
\_\_\_\_\_. I understand that he has been asked to provide temporary priestly  
ministry at Mission Basilica San Diego de Alcalá for which this testimonial letter is required.

In regard to Rev. \_\_\_\_\_, I am able to make following statements:

He is a person of good moral character and reputation.

I know of nothing which would in any way limit or disqualify him from this ministry.

I am unaware of anything in his background which would render him unsuitable to work with minor children.

Respectfully in Christ,

\_\_\_\_\_  
Signature of the (Arch)bishop/Eparch

\_\_\_\_\_  
Title

SEAL

\_\_\_\_\_  
Date

Effective \_\_\_\_\_ through \_\_\_\_\_

# Testimonial of Suitability

## for Temporary Ministry of Religious Priests

---

Very Rev. Msgr. Richard F. Duncanson  
Mission Basilica San Diego de Alcalá  
10818 San Diego Mission Rd.  
San Diego, CA 9210-2429

Dear Monsignor Duncanson:

In light of the provisions of can. 903 *CIC* and can. 703 §1 *CCEO*, and under the Guidelines proposed by the United States Conference of Catholic Bishops, Conference of Major Superiors of Men, Leadership Conference of Women Religious and Council of Major Superiors of Women Religious (NCCB, November 1993) and the policies of this religious institute, I write to certify the suitability of Rev. \_\_\_\_\_ as a member of this religious institute in good standing. I do this in the spirit of mutuality, trust, respect and common understanding in accord with the principles set forth in *Mutuae Relationes* (Rome, May 14, 1978).

Specifically, I write to inform you that Rev. \_\_\_\_\_ is a member of the Province of \_\_\_\_\_, who currently resides in \_\_\_\_\_.

I understand that he has been asked to provide temporary priestly ministry at Mission Basilica San Diego de Alcalá for which this testimonial letter is required.

I am able to make the following statements:

He is a person of good moral character and reputation.

I know of nothing which would in any way limit or disqualify him from this ministry.

I am unaware of anything in his background which would render him unsuitable to work with minor children.

Respectfully in Christ,

\_\_\_\_\_  
Signature of the Religious Superior/Provincial

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Effective \_\_\_\_\_ through \_\_\_\_\_

SEAL