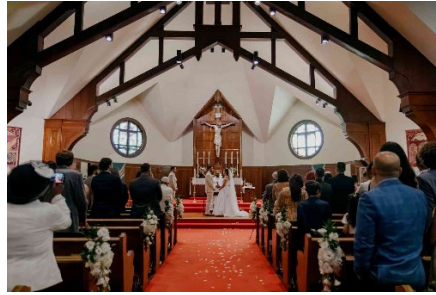


Wedding Policy at St. Anselm Church, Ross



Meet with the Pastor

The first step is to make an appointment to meet with the Pastor. He will discuss the marriage preparation process including the wedding date with you at that meeting. The Pastor or a priest delegated by him may preside over a wedding Mass, whereas a deacon delegated by the Pastor may only preside over a commitment ceremony.

Couples must set their wedding date at least six months before the wedding. Every consideration is given when scheduling a date for your wedding; however, scheduling is done on a first-come, first-served basis.

Weddings are held on Saturdays between 11 am and 2 pm or Friday evenings. Due to other pastoral activities in the parish, the agreed start time for each wedding will be enforced strictly, and we ask that you respect this time constraint. If there is an issue with when you can arrive at your reception venue on a Saturday, consider having the wedding on a Friday evening. Rehearsals are scheduled for Thursday or Friday evening preceding the wedding and should take approximately 45 minutes.

If the Pastor accepts a priest or deacon not assigned at St Anselm to officiate at your wedding, you still need to set the date through the Pastor of St Anselm. The officiating clergy is responsible for the paperwork and the pre-marriage preparation. The officiating clergy must have "faculties" from the S. F. Archdiocese. At your meeting with the Pastor to set the date, he can provide this necessary form for the 'non-St. Anselm's priest' to obtain faculties. The officiating clergy must sign it and then return to St. Anselm Church within two weeks.

Required Documents

A. Baptismal Certificates of each baptized party and all other sacraments received (certificates of the Catholic party must be a copy not more than six months old; call the Church where you were baptized and ask them to send a copy of the baptismal certificate, make sure that you ask them to include any previous marriage notations).

B. Marriage License: To be issued by the State of California (Usually Marin County Civic Center). Please remember to bring your marriage license with you to the rehearsal.

Church Offering

The offering for use of the Church is \$1,000, which includes using our wedding planners. This stipend may be sent in as soon as a date is picked. Additionally, it is customary to give the priest who presides an honorarium (stipend). Hall use, musicians, etc., are paid separately and directly to the parties involved.

Pre-Marriage Preparation Programs

The Archdiocese requires all couples to participate in a pre-marriage preparation program. There are several options, but at St. Anselm we recommend highly ***Witness to Love*** which the Pastor will introduce you to.

Besides, couples will also need to take the Pre-Marital Inventory (FOCCUS) before attending a pre-marriage preparation program. Your priest/deacon will assist you with the Inventory.

You must confirm the wedding date at least three (3) months before the tentative date for your wedding. Your wedding date is not considered confirmed until you have:

- ~Met with the Pastor
- ~Completed the Foccus Inventory
- ~Completed the marriage preparation program
- ~Provided St. Anselm Church with a letter from the officiating priest with proof that he has received faculties from the San Francisco Archdiocese (if he is from another diocese)
- ~Submitted the church offering

Wedding Planners

Our parish provides Wedding Planners who will assist you in planning the liturgy, and they will attend both the rehearsal and the wedding. One of our wedding coordinators will contact you after you have met with the officiating clergy. Our Coordinators are Kathy Civetz, 415-453-5493, Pat Miller, 415-457-2565, and Kathy Easley 415-2726146.

Music

Church music arrangements may be made with our Director of Sacred Music, Rebekah Wu, musicdirector@saintanselm.org. If you bring your own musicians, please contact the Pastor prior to your wedding. Certain music is not appropriate for the Church and will not be permitted.

Facilities

There is a small room (with a bathroom and mirror) where the bride may dress, if necessary. However, it is suggested that all come to the Church already dressed for the wedding. Valuables should be left in someone's care. Please keep the bridal room neat and clean as another wedding may follow yours. Please remember to retrieve all personal belongings following the ceremony.

Decorations

Lighter colors of flowers show up best because of the dark wood paneling surrounding the altar. During Lent (before Easter), there may be no lavish decorations. Please let us know if you plan to leave flowers so we can arrange for altar flowers for the weekend. Artificial flower petals can be scattered in the Church but must be picked up after the ceremony.

Should you want to attach decorations to the pews, note that adhesive tape of any kind is not allowed on the pews; please notify your florist. Tape damages the pews. Pew hangers, ribbons, or thin, covered wire, and the use of greens such as ivy or smilax are allowed.

During the special seasons of the church year, such as Advent, Christmas, Lent, and Easter, there may be seasonal banners and other decorations in the Church. If you choose to marry during one of these seasons, please realize that these decorations may not be removed. During Lent, there may be no flowers on the altar. The hand-

railings leading up to the Church cannot be decorated with greens, ribbons, etc. This is a safety hazard.

Pictures

St. Anselm requests that photographers please adhere to our church etiquette. Obtaining videos and photographs must not distract from your ceremony's solemn, spiritual nature. Your photographer should not move around in the Church or in and around the altar and sanctuary during the ceremony. If the ceremony is to be videotaped, a camera may be set up in the doorway behind the piano or mounted in the choir loft. To avoid any problems on your wedding day, we suggest that your photographer check with the wedding coordinator or the Pastor before the ceremony.

Altar Servers

If you would like an altar server to assist at the wedding, please contact the rectory one month before the wedding. You may, of course, provide your own altar servers. Please have them check in with the wedding coordinator at the rehearsal or with the clergy before the wedding.

Parking

Please indicate in your wedding invitation that the Church car parking is located on the corner of Bolinas Ave. and Sir Francis Drake Blvd. in Ross. The smaller parking lot near the Church is convenient for elderly guests and the wedding party. (also, there are two handicapped spaces in the rectory lot).

Please note

Please inform your wedding party that no alcoholic beverages are allowed in any part of the church or outside areas (including parking lots).

Throwing rice, birdseed, confetti or similar items is prohibited as this presents a safety hazard and St. Anselm Church cannot take this responsibility. Thank you for your understanding and for letting those in your wedding party know of our expectations.