

QUINCEAÑERA CELEBRATION – CHECKLIST OF PREREQUISITES CHECKLIST

Name of Quinceañera: _____
 Name of Parent(s): _____

Prerequisites A Quinceañera celebration is **NOT** a sacrament but a blessing. If the candidate would like to have a blessing only at end of the regular Sunday Mass, she does not need to follow all the guidelines and only need to inform the Pastor at least a week before or 15th birthday. If she would like to have private celebration of Mass, the celebration is a privilege permitted and prerequisites must be met:

- My family and I are registered members of Our Lady of Perpetual Help.
- Yes & my parish envelope # is _____
 - No, but I will provide a letter from my parish that states the Quinceañera meets the prerequisites of attending Faith formation classes at least 6 months prior to the celebration and has received her sacrament of Holy Communion.

Please have the Director of Religious Education verify the following:

1. Quinceañera has received the sacrament of Holy Communion. Yes No, but she is in sacrament preparation for Reconciliation or Holy Communion. _____ (DRE signature)
2. Quinceañera has been enrolled in attending Faith Formation classes for the past 6 months. Yes No _____ (DRE signature)

Please have the Parish Secretary / Administrative Assistant verify the following:

1. Use of the Church Donation \$350 (Member of the church) \$450 (Non-member of the church)
2. Use of the Parish Hall Donation \$_____ (Member of the church)
 \$_____ (Non-member of the church)
3. Requested Mass / Communion Service
 Date: _____ Day: _____ Time: _____ AM / PM

Note: Half of the payment is due once the date has been approved and reserved. If not paid in full, the remaining balance is due at least a week prior to your celebration date. Please keep in mind that once the date has been confirmed the donation is **NON-REFUNDABLE**.

Our signatures certify that we have received the "Quinceañera Prerequisites & Guidelines" and that we understand the contents. We agree to uphold the program guidelines and understand that if we have any questions, we must contact _____.

Quinceañera – Print Name	Signature	Date
Parent – Print Name	Signature	Date

OFFICE USE ONLY

Approved – Communion Service with Dcn. _____

Approved – Mass with Rev. _____

Not Approved – will receive a blessing at _____ AM / PM Mass

Not Approved – Does not wish to have a blessing.

Church Personal Signature: _____ Date: _____

Rehearsal

- Rehearsals are scheduled 1-2 days prior to ceremony for one hour and will begin promptly at scheduled time and end at allotted time. It is your responsibility to ensure all the participants arrive on time or rehearsal may be shortened or cancelled.

During Mass / Communion Service

- Mass / Communion Service will begin promptly at scheduled time; otherwise, your event will be shortened or possibly cancelled. Please arrive at least 30 minutes prior to ceremony.
- At the procession: The Clergy and altar servers (if there are), with the Quinceañera and their parents and godparents will form the processional. The Quinceañera and their parents will go first and sit at their designated seat, the clergy and altar servers will continue up to the sanctuary as normal.
- The Quinceañera and their parents will stand for a private blessing. Then the Quinceañera will proceed up to the Our Lady of Perpetual Help icon during the Ave Maria, and present the flowers to the Blessed Virgin Mother.
- At the recession: The Quinceañera and their parents will be followed by the clergy and altar servers, and then the congregation.

Music/Photography

- Family is responsible for securing music for the Mass / Communion Service.
- Since music is a very important part of liturgy, the hymns/songs that will be played need to be liturgical hymns/songs. Secular music including some Christian music, will not be allowed. Visiting musicians / choirs are allowed but they will need to get in contact with the deacon a week prior to the Quinceañera Mass/communion service to discuss what hymns/songs will be played.
- Still photography and videography are allowed; however, they must be discreet and respectful of the church and not interfere with the flow of the ceremony. Flash photography may be used in accordance with the guidelines provided. Please see Photographer Guidelines for complete policy.

Decorations/Floral Arrangements

- The sanctuary and church environment are set according to the current liturgical season, feast days and solemnities. Two (2) arrangements may be used on the pedestals on both sides of the tabernacle. Two (2) arrangements may be used on both sides of the altar on the steps and one (1) in front of the ambo.
- Sanctuary and church items may not be moved or removed under any circumstances.
- Uses of plastic clips, tape, Velcro, staples, clamps, floral pins, etc.. are not allowed for pew decoration. Bows, greenery or floral sprays may be used only if attached with a ribbon loop.
- Runners are not allowed.
- If there is a wedding before the Quinceañera on the same day, the wedding will have priority. The church may be decorated after the wedding and no earlier than 60 minutes before the Mass/communion service.
- If there is a wedding after the Quinceañera on the same day, the wedding will have priority and decorations must be removed within 30 minutes after the Mass/communion service.
- If the Quinceañera takes place during the seasons of Advent, Christmas or Easter, the church decorations may not be disturbed and must remain intact.

After Mass

- To ensure that the church and other areas used are clean and do not cause interruption or delay of any ceremonies or Masses to follow, please assign someone to be responsible for removal of all ceremony items (i.e. programs) and personal items left in the church.
- Our Lady of Perpetual Help and the Diocese of Brownsville bear no liability for all items left inside and outside of the church or for any lost items.

Attire/Church Etiquette

- Candidate, participants/members of the court must be dressed appropriately for the church ceremony. Modesty is essential. Please speak directly with our deacon regarding appropriate attire. At the discretion of the presider and/or coordinator, the candidate, participants/members of the court may be required to wear a cover-up (shawl) if the attire is deemed inappropriate.
- Inappropriate behavior by guests and/or members of the Court of Honor reflect on the candidate and the family. Please encourage those participating and attending to adhere to church policies, church etiquette and attire.
- Food, drinks, tobacco, or alcohol are prohibited. Animals not allowed except for service animals.