

The Immaculata Marriage Guidelines

From the Pastor

Dear Engaged Couple,

As Pastor of The Immaculata, I wish to extend my most sincere congratulations to you both as you prepare for the Sacrament of Matrimony. Your wedding ceremony is a very special day for the Church as you promise to become a living sign of Christ's unconditional love for his people.

Careful attention to the liturgy for your ceremony can enormously enhance the celebration, not only for the two of you, but for all who witness your marriage vows. Therefore, please use these guidelines to assist you in planning a wedding ceremony that will embrace both a spirit of faith and a spirit of prayer.

Please be assured of my prayer that God will dwell in your minds and hearts, with Jesus serving as the foundation of your new vowed life. May Christ richly bless you with a lifetime of happiness together.

Sincerely in Christ,

Rev. Matthew D. Spahr,

Pastor

Contact Information

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Congratulations!

Congratulations on your engagement and upcoming nuptials! The parish community of The Immaculata rejoices with you during this blessed time in your lives. We would be honored to share our beautiful church with you as you begin your lifetime commitment to each other through the Sacrament of Marriage. We are eager to help make the occasion of your wedding a sacred and memorable event.

Saying Yes to a Catholic Marriage

Getting married in the Catholic Church is a journey of joy and faith, a life-long sacred commitment that calls a man and a woman to each other in a most profound and permanent way. It calls a couple to become a visible sign of Christ's unconditional and faithful love. It demands a living faith on the part of the couple and the awareness that they are entering into a covenant not only with each other, but also with God. Because of our belief that marriage is such a sacred commitment we believe that, like all other Sacraments, it deserves the careful attention and preparation on the part of all who are involved. In order to assist you in this process, we have put together the following guidelines for weddings at The Immaculata Catholic Church.

The Basics

WHO CAN MARRY AT THE IMMACULATA CHURCH?

At least one member of the couple must be a baptized Catholic. Both parties must be "free to marry" in the Catholic Church, meaning that all prior marriages, even those that took place outside the Catholic Church, need to be addressed prior to setting a date.

Parishioners and non-parishioners alike are welcome to marry at The Immaculata. Non-parishioners are required to do their preparation at their local parish and secure their own celebrant to preside at their wedding ceremony. The Pastor of The Immaculata is only available to preside at parishioner's weddings.

WHAT DOES IT COST TO MARRY AT THE IMMACULATA?

- The fee for use of the church is \$1,200.00. A non-refundable deposit of \$700.00 is required to confirm your date. The balance of \$500.00 is due one (1) month before the wedding.
- The fee for the church does not include music, décor or any other services except that of an Immaculata Wedding Coordinator, who will lead the rehearsal and assist you on the day of the wedding.
- Payments may be made by cash, credit card or check made payable to "The Immaculata". Please note that cash payments must be made in person. Credit card payments may be made in person or over the phone.

WHEN ARE WEDDING CEREMONIES HELD?

- Wedding ceremonies are held year-round, however special policies and restrictions may be in place during certain times of the liturgical year.
- Wedding ceremonies at The Immaculata are held on Saturdays at 11:00 a.m., 2:00 p.m. and 6:30 p.m. (We are not able to accommodate weddings between 2:00 p.m. and 6:30 p.m. due to our Reconciliation and Vigil Mass schedule.)
- Friday weddings at 2:00 p.m. are only available during USD's summer and winter breaks (January, June, July & August). Weddings are never held on Sundays.

HOW FAR IN ADVANCE CAN I SET A DATE?

- Wedding dates at The Immaculata may be scheduled up to 2 years in advance.
- The Diocese of San Diego recommends that couples set a wedding date at least 9 months in advance to ensure they have sufficient time to adequately prepare for marriage.

Getting Started

STEP 1 – SET A TENTATIVE WEDDING DATE

Your first step to setting a wedding date is to contact the Wedding Director via phone, email, or at the parish office. She can discuss date availability with you and answer any questions you have. Please note: The Wedding Director is the only person who has access to the church's wedding calendar.

Once you have discussed date availability with the Wedding Director and have decided on a date, you will need to fill out a *Date Request Form*. The Wedding Director will then place a 30-day tentative hold on the date to allow you time to find a priest/deacon to prepare you and preside at your wedding ceremony. (It is your responsibility to keep track of the 30-day deadline. The Wedding Director need not notify you that your hold has expired in order to open the date to other couples.)

STEP 2 – INITIAL MEETING WITH A PRIEST/DEACON

Your next step to getting married is to set up an initial meeting with your parish priest, deacon or lay wedding minister. They will determine your freedom to marry in the Catholic Church, explain the marriage formation process, and help you fill out the initial paperwork.

*Parishioners: Please contact our Wedding Director to set up this appointment.

Non-Parishioners: Please contact the parish where you are attending, or the church within whose boundaries you reside (your neighborhood church).

**Parishioners are those who have been registered and verifiably attending Mass regularly at The Immaculata for a period of at least 6 months prior to contacting the church for a wedding.*

STEP 3 – CONFIRM YOUR WEDDING DATE

Your wedding date will be confirmed upon receipt of the following items: (Please note that all required documents and the deposit payment must be turned in together.)

1. **Marriage Guidelines Agreement Form:** This form is signed by the couple stating they have read these guidelines and agree to comply with everything outlined in it. It will be provided to you by The Immaculata Wedding Director.
2. **Visiting Clergy Form:** This form is to be signed by the priest or deacon who has agreed to preside at your wedding ceremony. It will be provided to you by The Immaculata Wedding Director.
3. **Pastoral Agreement Form:** This form is signed by the priest, deacon or lay wedding minister who has agreed to prepare you for marriage and complete your marriage file. It will be provided to you by The Immaculata Wedding Director.
4. Deposit payment of \$700.00.

Start Your Preparation

START YOUR MARRIAGE FORMATION

It is the Catholic Church's desire for couples to be well-prepared for the Sacrament of Marriage. The Catholic Church offers several opportunities for marriage formation to help couples develop a better understanding of the sacrament and to evaluate and deepen their readiness to live married life. Couples living within the Diocese of San Diego are typically required to complete a combination (2 or 3) of the preparation programs outlined below. Your priest will determine which preparation is most appropriate for your situation and circumstances. Couples living outside the Diocese of San Diego will need to complete the marriage preparation program(s) that are required within their own Diocese.

- **FOCCUS Inventory** - The FOCCUS (Facilitating Open Couple Communication Understanding and Study) Inventory is a questionnaire that targets areas important to marital success. The report generated at the conclusion of the questionnaire is used to focus communication on topics warranting further attention. Whoever is preparing you for marriage will set this up for you. A REFOCCUS inventory is available to couples who have been civilly married for at least a few years.
- **Witness to Love** - The Diocese of San Diego recommends the Witness to Love program, which allows engaged couples to choose a married couple or "mentor couple" that they are inspired by and see as a source of faith formation. The mentor couple is typically from your own parish but can be any couple that meets the Witness to Love program requirements. With the assistance of a trained "coach couple", the mentor couple will support, encourage, and pray for

the engaged couple throughout the preparation process as well as meet with them to go through the Witness to Love curriculum. Please note that not all parishes participate in the Witness to Love process. For more information, please visit witnessstolove.org.

- [Celebrating Your Love - Diocesan Day Retreat](#) - Celebrating Your Love is a one-day retreat held on Saturdays at locations throughout the Diocese. The program presents a summary of Catholic teaching on marriage and an overview of practical and valuable skills essential for marriage. For more information, visit sdcatholic.org/cyl
- [Engaged Encounter Weekend](#) - This weekend retreat provides engaged couples valuable space and time to explore the depth of marriage. Through personal sharing and Catholic theology, the weekend challenges couples. They explore essential topics such as: communication, understanding “love” as a decision, true intimacy, forgiveness, and living as a sacrament in order to build a strong marriage foundation. For more information, go to engagedencountersd.org
- [A New Beginning](#) - A New Beginning is a one-day retreat for couples entering a second marriage after the divorce or death of a former spouse (only one party needs to have been previously married). Topics of discussion are geared towards blended families, children of a previous marriage and grieving loss. Visit sdcatholic.org/cyl for more information.
- [Marriage Encounter Weekend](#) - The Marriage Encounter Weekend is similar to Engaged Encounter, but for couples who have already been civilly married for more than a few years. For more information, visit www.me-sandiego.org
- [Online "Pre-Cana" Program](#) - This program is intended only for couples for whom it is completely impossible to attend a marriage preparation program in person. For additional information, visit catholicmarriageprepclass.com
- [Attend Natural Family Planning](#) - Natural Family Planning (NFP) refers to family planning methods approved by the Roman Catholic Church for both achieving and postponing or avoiding pregnancy.
- [Parish-Based Program](#) - Some parishes may offer local and applicable parish-based formation programs for couples or private pre-marital counseling.

START YOUR PAPERWORK

To celebrate your marriage in the Catholic Church, couples are required to complete and submit a variety of documents that will make up their marriage file. This paperwork varies depending on your circumstances. The priest, deacon or lay wedding minister preparing you for marriage will let you

know what documents are needed and will assist you in completing the paperwork. The typical documents needed are as follows:

1. **Prenuptial Examination Form:** This document will be provided by your priest, deacon or authorized church representative during your “initial interview” and completed with him.
2. **Freedom to Marry Affidavits:** These forms will be given to you by your priest, deacon or authorized church representative and are to be filled out by a parent, sibling or close relative who can attest to your freedom to marry in the Catholic Church.
3. **Baptismal Certificates:** From Catholics, a recently issued copy of your baptismal certificate, dated no more than 6 months before your wedding, is needed. This is obtainable from the parish where you were baptized. We must have an original copy. If you were baptized in another Christian faith, you will also need to provide a baptism certificate, however no time restrictions apply.
4. **Confirmation Certificates:** If confirmed, and your confirmation date is not noted on your new baptism certificate, you will need to submit a confirmation certificate. No time restrictions apply and can be a photocopy of your original. If you made a Profession of Faith, please submit a certificate dated within 6 months of your wedding date.
5. **Marriage Preparation Certificates of Completion:** Certificates of completion are required as proof of attendance in marriage preparation programs such as FOCCUS, Celebrate Your Love, Witness to Love, and/or Engaged Encounter Weekend.
6. **Mixed Religion or Disparity of Worship Dispensation:** In cases of inter-faith marriages, a dispensation is needed. This is handled by the priest or deacon handling your preparation.
7. **California Marriage License:** This can be obtained from the County Clerk’s office and is good for 90 days. If couples are already civilly married, a photocopy of their marriage license is required.

If your marriage file is being completed by a priest within the Diocese of San Diego, please ensure your priest has all your documents at least 30 days prior to your wedding. Your priest will forward your marriage file directly to The Immaculata.

If your marriage file is being completed in a diocese other than San Diego, please ensure that all your documents are submitted to your priest well in advance of your wedding. Your priest will send your marriage file to your Diocese, who will then send it to the Diocese of San Diego and then to The Immaculata. It should arrive at The Immaculata at least 30 days before the wedding.

Additional forms/documents may be required. This will be determined by the priest or deacon preparing you for marriage and will depend on your particular circumstances.

If your officiant is from a diocese other than San Diego, he will need to provide a *Letter of Good Standing* from his diocese or religious congregation.

Plan Your Ceremony

PREPARE YOUR WEDDING LITURGY

The Catholic wedding liturgy is an act of worship in which the bride and groom commit themselves to each other through the Sacrament of Marriage. It is a sacred event in which the focus is on God's unconditional love for his people and is made manifest in the love of husband and wife. The music, words, and actions should reflect this sacred aspect of love.

As a couple, you will be invited to prepare a wedding liturgy that truly reflects your personal statements of faith by choosing the scripture readers, songs and participants in your wedding ceremony. The booklet, "United in Christ", can help you facilitate these choices.

The Catholic Church provides three different forms of celebrating the Rite of Marriage. 1) When two Catholics are marrying, the celebration will normally take place within a Mass. 2) The second form, which does not include a Mass, is typically used when a Catholic enters into a marriage with a baptized person of another faith. 3) The third form, which also does not include a Mass, is for a Catholic marrying someone who is not baptized. Your priest will help you make the choice between these forms. All forms of marriage are equally valid in the eyes of the Catholic Church. Please note: If one member of the couple is not baptized, Canon Law prohibits the Rite of Marriage to take place within Mass.

Include Family and Friends

SELECT PARTICIPANTS FOR YOUR WEDDING CEREMONY

A thoughtfully planned liturgy will provide several opportunities to incorporate your loved ones into your ceremony. Below is a list of ways to consider including family and friends in your ceremony.

Attendants: Attendants refer to your bridesmaids and groomsmen. You are welcome to choose as many or as few attendants as you'd like. Keep in mind that the space in front of the sanctuary is limited and can look crowded with exceptionally large wedding parties.

Flower Girls & Ring Bearers: Children under the age of 5 should be accompanied by a parent, other adult, or older child.

Usher/Greeters: Ushers/greeters extend hospitality to your wedding guests by greeting them as they arrive and escorting them, or directing them to their seats. You may also wish to have your ushers/greeters hand out your programs or worship aids.

Lectors: Lectors are those who proclaim the Word of God during the wedding ceremony. These include readings from the Old and New Testaments and the Prayers of the Faithful. Lectors should be chosen based on their ability to make a faithful proclamation of the Word of God.

Gift Bearers: If your ceremony takes place during Mass, gift bearers may be chosen to process up the aisle to the priest with the gifts of bread and wine, and optional offerings for the poor. This takes place at the beginning of the Liturgy of the Eucharist.

Eucharistic Ministers: If your ceremony takes place during Mass and the priest needs assistance, the church wedding coordinator will assist. However, should you wish to have a family member or friend serve as a Eucharistic Minister, he/she should be actively serving as a minister in their own parish.

Plan Your Wedding Music

SELECT YOUR MUSICIANS

The Committee of Bishops on Liturgy states, "Among the many signs and symbols used by the Church to celebrate its faith, music is of preeminent importance."

Your wedding ceremony is a worship service to praise God who has called you together in marriage. Therefore, the music for your wedding should be sacred, beautiful, and prayerful. The Immaculata employs several talented musicians who are experienced in their role as liturgical musicians and are familiar with our church and will ensure that your ceremony music enhances the dignity of your wedding celebration.

- Couples are required to use Immaculata musicians for their wedding. Our Music Director will assist you in choosing appropriate songs and musicians.
- The use of outside musicians in lieu of The Immaculata musicians is not permitted except in very rare situations. All outside musicians and music must be approved by the Music Director.
- Music's primary purpose in the liturgy is to "help the people to pray", therefore music is a required element for all weddings at The Immaculata.
- All music during the wedding must be live. Recorded music is not permitted.

Though you are required to use Immaculata musicians for your wedding, you will see below that there are still a variety of options available to you that will assuredly meet your vision for wedding music and your budget.

MUSIC OPTIONS:

1. Music Director: Includes the services of our parish Music Director who is an accomplished organist, pianist and cantor, and will act as both cantor and accompanist for your wedding ceremony.

Cost: \$400.00

2. Additional vocalists: Should you wish to have additional singers or a small choir, in addition to the Music Director, our Music Director can assist you in securing their services.

Cost: Additional \$150.00 each

3. Additional Instrumentalists: Adding a harp, trumpet, guitar, flute, or string instrument to your ceremony is a beautiful way to create a special feeling for your wedding. Our Music Director can provide referrals and help facilitate communication with additional musicians that are not employed by The Immaculata. These fees are paid directly to the independent contractor.

Cost: Varies

4. Cultural Music: We welcome couples to add cultural or ethnic aspects to their wedding ceremony. A simple way to do that is with music. Should you wish to include cultural music into your wedding, it is recommended that you secure the services of our Music Director as the primary liturgical musician and discuss with him ways to include cultural musicians such as Mariachis, Vietnamese Choir, etc. into your ceremony.

Cost: Varies

5. Family Members & Friends: Some couples may wish to include family members or friends as vocalists or musicians in their wedding ceremony. All standard music fees apply, and all musicians and selections must be approved by the Music Director at least three months prior to the wedding date.

Cost: Varies

If you have any general questions regarding wedding music, you can contact our Music Director at any time. Otherwise, when it is time to start planning your ceremony music (about 3 months prior to your wedding) our Music Director will be contacting you to discuss music options and song selections.

SELECT YOUR SONGS

Song selections for your wedding ceremony must convey a sense of sacredness and dignity. The United States' Bishops' Committee on the Liturgy published an excellent guide to music in liturgy. It says that the best way to choose music for liturgy, including your wedding, is to judge the piece of music according to three criteria: the musical, the liturgical and the pastoral.

The musical judgment asks: "Is the music technically, aesthetically, and expressively good?" This speaks of quality, not taste. "Is this piece of music the best quality it can be?" Musical quality is best judged according to standards of beauty and skill - standards that our Music Director is trained at discerning.

The liturgical judgment asks: "Is the music consistent with the nature of the Catholic liturgy?" "Is the music an expression of our Christian faith?" The music should focus on the Christian concept of love, not the romantic one. Musical choices, including the prelude, should be free from any association with theater, movies, radio, commercials, television shows and other non-sacred contexts. Please note that both Wagner's "Bridal Chorus" and Mendelssohn's "Wedding March" are not allowed in the Diocese of San Diego.

The pastoral judgment asks: "Will this piece of music allow the assembly to fully participate?" Choosing music in which those gathered can lift their heart and voices in song and help you celebrate is a vital consideration when planning music for your sacred celebration.

Add Traditions & Customs

PERSONALIZE YOUR CEREMONY

There are a wide variety of traditions, customs and cultural practices surrounding wedding ceremonies. A few have been formally included in the Rite of Marriage. These are the Blessing and Exchange of Arras (or Coins), the Blessing and Placing of the Lasso (or Cord) and the Blessing and Placing of the Veil. In addition to these traditions, couples are welcome to include a Devotion to Mary, and a Unity Candle ceremony with their celebrant's permission. All other cultural traditions must be approved by both their celebrant and The Immaculata Wedding Director.

Select Your Vendors

FLORAL & DECORATING NEEDS

The Immaculata Church is one of the most beautiful churches in San Diego. Its ornate, elegant décor and architectural beauty is such that very little, if any, decoration is needed in order to enhance your wedding ceremony. Should you still wish to decorate the church for your wedding, your florist must follow the policies as outlined below and sign the [Immaculata Florist Agreement](#).

- During special seasons during the liturgical year such as Advent, Christmas, Lent and Easter, the church will already be enhanced with seasonal arrangements and décor. These

arrangements may not be moved, removed or altered in any way. Our Wedding Director can provide you with an explanation of seasonal colors and decorations to help you with your planning.

- Artificial plants and flowers are not allowed in the church. This includes personal flowers such as bouquets and boutonnieres.
- Aisle runners are not allowed.
- Flower petals (real or artificial) may not be dropped in the aisle. Delivery and set up of floral arrangements and décor may take place no sooner than one hour prior to the scheduled wedding time. Removal of all floral arrangements and decorations must take place immediately following the ceremony. The florist is responsible for cleaning up any debris left behind by the arrangements or decorations (including flower petals, boxes, trash).
- Floral arrangements must be positioned in such a way that they do not interfere with the movements of the priest, bridal party, or assembly during the ceremony, or block the view of the altar in any way. The pastor or Immaculata Wedding Coordinator has final say over location of arrangements.
- Pew decorations must be carefully attached using ribbon loops. The use of tape, wires, tacks or clamps is not allowed. There are 28 pews on each side of the church (9 on each side in the front and 19 on each side after the break).
- Candles and candelabras are allowed but may not be used in areas where guests are seated. Votive candles may be placed on the Communion rails. Candelabras placed in the sanctuary must have hurricane covers. Electric or battery operated candles may not be used.
- Ribbon or cloth may not be suspended from pew to pew as this inhibits the movement of guests during Communion and would be a hazard in the case of an emergency.

PHOTOGRAPHY AND VIDEOGRAPHY

Your photographer and videographer will undoubtedly play an important role on your special day, capturing important moments and preserving cherished memories. To assure that every wedding is not only memorable, but maintains a sense of dignity and reverence, we ask that all photographers and videographers agree to adhere to the policies outlined below and sign the [Immaculata Photographer/Videographer Agreement](#) form.

- The use of drones on the University of San Diego Campus is strictly prohibited.
- Professional wedding photography and videography is allowed inside The Immaculata one hour prior to the wedding's scheduled start time and ½ hour after the scheduled end time.

(This policy is especially strict for 2:00 p.m. weddings. The church must be vacated by 3:30 p.m. No exceptions can be made.)

- The Catholic Church is considered a sacred space. It is not to be used as a professional studio. Therefore, studio lighting equipment of any kind may not be used. Furthermore, it is the photographer's responsibility to ensure that reverence and respect are observed in the church at all times during the picture-taking.
- Respectfully posed photographs of the bridal party and family may be taken in the church immediately following the ceremony. Large group photos (more than 20 people) should be taken outside the church.
- Photographers may not move, rearrange, or stand on church furniture. Step stools and ladders are not allowed in the church.
- Flash photography may only be used as the bridal party is processing into and out of the church. Flash photography may not be used at any time during the wedding liturgy. Videographers may not use artificial lighting at any time inside the church.
- Photographers may not impede the movement or flow of the ceremony, especially the procession, by having someone pause for a photo. Photographers and videographers may not enter the sanctuary (the elevated marble area) at any time during the wedding ceremony. We ask that movement be discreet and held to a minimum so as not to intrude on or draw attention away from the wedding ceremony. The Immaculata Wedding Coordinator can provide you with a diagram on the day of the wedding of where photographers and videographers are allowed.
- Photos may be taken at other locations on the University campus provided it does not interfere with another event.

PROFESSIONAL EVENT COORDINATORS

Professional event coordinators can be a tremendous help to a busy bride and groom especially with all the last-minute details. Should you choose to hire a professional event coordinator, he/she must sign the [Event Coordinator Agreement Form](#) stating that they have read these guidelines and agree to adhere to the policies outlined in them.

- Please do not delegate the details of your wedding ceremony liturgy, including ceremony music to your Event Coordinator.
- All church related questions, requests and appointments should take place between the couple and their priest or the couple and The Immaculata Wedding Director.

- Event coordinators are not permitted to facilitate rehearsals, weddings, or “walk-throughs” at any time at The Immaculata.

Rehearsals

Wedding rehearsals are typically scheduled on Thursday evenings for Friday weddings and Friday evenings for Saturday weddings. Rehearsals are typically at 4:00, 5:00, and 6:00 p.m. and are scheduled on a first come, first serve basis once your wedding date has been confirmed. During certain times of the liturgical year, rehearsals may need to be scheduled at alternate times to accommodate other church events.

Only one hour is allotted for your wedding rehearsal. To ensure that you get the full hour of instruction and to avoid the rehearsal from feeling rushed, please make every effort to have the entire wedding party arrive on time.

All those who are actively participating in your wedding ceremony should plan on attending the rehearsal. Your priest is welcome to attend the rehearsal, however, it is not required.

Final Preparations

SEEK THE SACRAMENT OF RECONCILIATION

For Catholics, receiving the Sacrament of Reconciliation is the perfect way to prepare for your wedding. This is an opportunity for you to be restored to God’s loving grace as you commit yourself to the vocation of marriage. Contact your priest to schedule an appointment for this Sacrament.

CONSIDER A GRATUITY FOR YOUR CLERGY

Since The Immaculata wedding fee is used for support of the church, it is recommended that you consider a generous gratuity for the priest or deacon who presides at your wedding.

Additional Considerations

BRIDAL ROOM

The Immaculata has a very small area connected to the Ladies’ Restroom near the main entrance to the church that can be used as a Bridal Room. Due to its small size, it is recommended that the bridal party arrive at the church fully dressed and use this room for last minute preparations only.

BRIDAL PARTY/ATTIRE

The attire of the bride and wedding party is expected to be modest and appropriate to the dignity of the liturgy. While strapless dresses are permitted, overly revealing dresses which are backless, have plunging necklines, or are excessively short are inappropriate and not permitted. Please use common sense and modesty. Furthermore, shorts, tank tops, flip-flops and other forms of dress that are overly casual are also not permitted.

WORSHIP AID/WEDDING PROGRAM

A worship aid or program can be a helpful tool in guiding your guests (especially non-Catholics) through the liturgy, however, they are not required. If you choose to have a worship aid, The Immaculata requests that the following statement be included in your program: "We request that our guests respect the dignity of the Church's liturgy by turning off all cell phones and refrain from the use of flash photography during our wedding ceremony." Worship aids should be submitted to the Wedding Director one (1) month prior to the wedding for approval.

EXITING CEREMONIES

Exiting ceremonies such as sword ceremonies and receiving lines are permissible on the plaza directly after the wedding ceremony, however, due to the amount of time these ceremonies can take, there may not be sufficient time to go back inside the church for photos.

THROWING ITEMS UPON LEAVING

Throwing items at a newly married couple is a very old tradition intended to give newlyweds good luck. Unfortunately, due to liability and clean up concerns, the throwing of items such as rice, birdseed, confetti, etc. is not permitted anywhere on the church grounds.

PARKING & MAPS

The Immaculata has two parking lots available for rehearsal and wedding parking; one on the west side of the church and one on the north side. Please respect all campus parking signs. Shuttle buses and limousines may park at the end of the parking lot on the west side of the church, however, drivers are required to stay with the vehicle. A map of the campus and driving directions to the campus is available online at <https://www.sandiego.edu/maps/>.

RECEPTION FACILITIES

Neither The Immaculata nor the University of San Diego (USD) has facilities available for wedding receptions, however, USD has a fine restaurant on campus that would be happy to host your rehearsal dinner. For more information, visit <https://www.lagranterraza.com/plan-your-event>.

TIME LIMITATIONS

More often than not, another wedding or church event will follow your wedding ceremony. Out of respect and courtesy for these events, we ask that you make every effort to be in and out of the church on time. Excessive tardiness may result in the ceremony being shortened and post wedding photos being canceled.

CLEAN-UP

To ensure that the church and all other areas used by the wedding party are left clean and ready for others' use, please appoint someone to be responsible for removal of all wedding and personal items. This would include all remaining printed programs, flower debris, trash, pew bows, etc.

CONDUCT & BEHAVIOR

A Catholic Church is considered a sacred space. An atmosphere of reverence and respect must be observed at all times. For this reason, everyone present must adhere to the following:

- No running, shouting or using inappropriate language.
- Cell phones and other electronic devices are to be turned off or placed on mute when inside the church. Taking phone calls or texting during the liturgy is inappropriate and not permitted.
- Children must be supervised by an adult at all times and should not be allowed to run around the church.
- Food, gum or beverages are not allowed at any time inside the church building.

SMOKING & ALCOHOL POLICY

The University of San Diego is a smoke-free campus. Smoking, vaping, and tobacco/marijuana use is prohibited on University and church grounds. At no time before the rehearsal or wedding ceremony is drinking or smoking allowed for the bride, groom or any member of the wedding party. The priest presiding at your wedding will refuse to allow the ceremony to go forward if the bride, groom or any member of the wedding party is under the influence of alcohol, marijuana or a controlled substance. Alcoholic beverages are not allowed anywhere on the church grounds. Please let your guests know of this important policy.

POSTPONEMENTS & CANCELLATIONS

In the event that you need to cancel or postpone your wedding due to an unforeseen circumstance, please contact the Parish Wedding Director as soon as possible. **Deposits are non-refundable**, however your deposit may be transferred to a new wedding date if notice is given at least six (6) months prior to your original wedding date. Any subsequent date changes may result in the forfeiture of your deposit payment and require payment in full for a new date. Balance payments are refundable or transferable up to the date of the wedding. Marriage files for canceled weddings or weddings postponed without a new date being set, will be destroyed unless the couple requests the marriage file be mailed to them.

MAINTENANCE DISCLAIMER

There may be times when unforeseen circumstances force The Immaculata or the University of San Diego to attend to maintenance or repairs, which in extreme cases may involve scaffolding, temporary fencing and other items that are unable to be removed. Should this occur, please be assured that we will contact you as soon as possible and make every effort possible to minimize disruption to your wedding.

We Are Here to Help

Planning a wedding can be a bit overwhelming, but we are here to help every step of the way.

Please do not hesitate to contact us should you have any questions or concerns about your upcoming nuptials. Once again, congratulations again and happy planning!

*Heavenly Father,
In your great love you established marriage
as a blessing and grace for your people.
Bless and guide this couple who are preparing to
celebrate this beautiful sacrament.
Give them patience during times of stress.
Give them reassurance in times of doubt and
give them increased peace and joy as
their wedding day draws near.
Strengthen their love for one another,
for their families and for you.
May the prayerful intercession
of the Blessed Virgin Mary,
the bridal guest at Cana,
be theirs all the days of their lives.
We ask this in the name of Jesus, Our Lord.
Amen.*