

# Mary the Queen Parish

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## **NORMS AND PROCEDURES FOR WEDDINGS AT MTQ PARISH**

### **I. PREPARATIONS FOR THE WEDDING.**

1. Christian Preparation for the Wedding.
  - a. CANONICAL INTERVIEW should be arranged with MTQ Office at least six months before the wedding.
  - b. PRE-CANA SEMINAR either at MTQ or as arranged with MTQ Office is required.
  - c. Sacrament of PENANCE for Catholics before the wedding is strongly urged.
2. Documentation Required before the Wedding.
  - a. BAPTISMAL and CONFIRMATION CERTIFICATES "For Marriage Purpose" and/or FREEDOM TO MARRY document are required. Those living abroad should submit them at least six months before the wedding. These should be dated not earlier than six months before the wedding.
  - b. Original WEDDING LICENSE from residence of groom or bride or original and photo-copy of CIVIL MARRIAGE CONTRACT should be submitted (Civil Marriage Contract in the Philippines should be an original from the National Statistics Office).
  - c. PERMISSION from parish of the bride for a wedding at MTQ should be submitted three months before the wedding; request form available at MTQ Office.
  - d. MARRIAGE BANNES should be published in parishes where groom and bride have lived for at least six months from age 16 for the groom and age 14 for the bride: forms available at MTQ Office.
  - e. WIDOW/WIDOWER should present DEATH CERTIFICATE of deceased spouse.
  - f. If previous marriage has been ANNULLED, DOCUMENT OF NULLITY and APPROVAL from Chancery of Archbishop of Manila should be submitted.
  - g. MILITARY PERSONNEL should present a WRITTEN CLEARANCE from immediate commanding officer.
  - h. FOREIGNERS should present FREEDOM TO MARRY CERTIFICATE from Embassy/ Consulate/ Parish and CLEARANCE from Chancery of Archbishop of Manila. Some countries (e.g. Japan) may require additional clearances.
    - i. Additional requirements for MIXED MARRIAGE and DISPARITY OF CULT MARRIAGE are:
      - i. CERTIFICATION on RELIGION of Non-Catholic partner from church/ place of worship, if any;
      - ii. CERTIFICATION OF FREEDOM TO MARRY of Non-Catholic from competent religious authority, if any; and
      - iii. DISPENSATION from Chancery of Archbishop of Manila: request form at MTQ Office.
    - j. ID PICTURES (1.5 x 1.5 inches) of bride and groom.
    - k. List of SPONSORS/ WITNESSES (full names and addresses): at least one pair but not more than six pairs.
  - l. ALL THE ABOVE REQUIRED DOCUMENTS SHOULD BE SUBMITTED NO LATER THAN ONE MONTH BEFORE THE WEDDING.
  - m. At least a week before the wedding, the couple should come to MTQ Office to confirm the entries in the MARRIAGE CONTRACT.
3. Documentation after the Wedding. The original copy of the Wedding Contract may be gotten from MTQ Office a week after the wedding.

### **II. ARRANGEMENTS FOR A WEDDING AT MTQ PARISH.**

1. Usual WEDDING TIMES are at 0900 hr and 1030 hr (any day, except Sunday) and at 1400 hr and 1530 hr (any day); other times by special arrangement.

Weddings are usually within a Mass; by special arrangement, a wedding may be held without a Mass.

NO weddings on New Year's Day (01 Jan), Holy Thursday, Good Friday, Holy Saturday, MTQ Parish Fiesta (22 Aug), Christ the King Sunday, Christmas (25 Dec), Wednesdays, and dates/times when there may be special Parish activities.

MTQ reserves the right to CANCEL a scheduled wedding due to very serious and unforeseen disturbances / emergencies, e.g. extremely bad weather and natural calamities, civil strife, etc.
2. A DONATION of PhP 15,000.00 covers the Mass and wedding ceremony for a period of an hour and fifteen minutes, simple Church flower décor and a red carpet at the main aisle; it does not include Church air-conditioning, music and the commentator and lectors at the Mass. The donation should be given at least a month before the wedding.

An INITIAL DONATION of PhP 5,000.00 is to be made upon making the reservation for the wedding: this covers overtime in case the wedding goes beyond the agreed upon one hour and fifteen minutes, including the picture-taking after the wedding, at an over-time rate of PhP 300.00 per minute.

If the wedding does not exceed the allotted time, the initial donation is refunded in full after the wedding. If the wedding is cancelled by the couple, the initial donation is non-refundable.

An additional DONATION of PhP 15,000.00 is to be made for a wedding with the church AIR-CONDITIONED. The donation for air-conditioning should be made at least a month before the wedding. MTQ does not have a back-up generator to provide air-conditioning, should there be a power failure. Should MTQ be unable to provide air-conditioning for whatever reason, the donation for air-conditioning will be refunded in full.
3. MTQ will assign a PRIEST for the Mass and wedding; the couple may request for the priest of their choice among the MTQ priests.

The couple may also arrange for a priest from outside MTQ for the wedding. Arrangements should be made at MTQ Office at least one month before the wedding: full name, designation, address and data on Authority to Solemnize Weddings should be submitted so that MTQ could give the necessary "delegation" for the wedding at MTQ.

The couple is asked to remind the invited officiating priest from outside MTQ of the time allotment of one hour and fifteen minutes for the Mass, wedding and picture-taking after the wedding.
4. The couple may arrange for MUSIC (singers/ choir, instrumental accompaniment, sound system, etc. MTQ could make recommendations for singers/ choir. An additional donation is to be made for use of MTQ microphones.

Music for the wedding should be fitting for the Church. Music is allowed at the entrance/ processional, the Lord's Prayer, Communion songs and at the picture taking after the Mass.
5. The MTQ wedding package includes simple FLOWERS décor and the red carpet at the center aisle. With prior arrangement with MTQ Office, the couple may add flowers and decorations at their expense. These additional flowers/decorations may be taken away after the wedding, except when there is a subsequent wedding immediately to follow: in which case, the additional flowers/ decorations may be taken away only after the later wedding.
6. PHOTOGRAPHERS and VIDEO-CAMERA CREWS need approval from MTQ Office. PHOTO PASSES will be issue by MTQ Office: only one Photo Pass for each company/ photo group. Prior arrangements should be made to bring in additional lights and set-ups for pictures/ videos. Picture/ video-taking should be done with due discretion and should not detract from the religious atmosphere of a Church ceremony.

Relatives and friends need not obtain Photo Passes: they are also reminded to respect the religious atmosphere of the Church.

Photo/ Video-takers are not allowed at the Church sanctuary/ altar area. MTQ reserves the right to refuse to provide a Photo Pass and/ or to cancel its Photo Pass.
7. WEDDING MASS and CEREMONY:
  - a. MTQ staff will direct proceedings for entrance/ processional of wedding entourage and seating arrangements. MTQ does not allow the outside "Wedding Coordinators" to direct proceedings at the church.
  - b. MTQ has WEDDING BOOKLETS for the Mass/ wedding. Should a couple wish to print their own wedding booklets, arrangements should be made with MTQ Office/and the officiating priest at least a month before

the wedding. Should a couple wish to have so-called "PRIVATE VOWS" at the wedding ceremony, arrangements should be made with the officiating priest through MTQ Office.

c. BEARERS of RINGS, COINS, FLOWERS and BIBLE should be at least four years in age.

Lighted CANDLES other than those provided by the church are not allowed. Arrangements may be made with MTQ Office for the so-called "Unity Candle."

If desired, arrangements may be made for an OFFERTORY PROCESSION.

d. The couple and the wedding entourage are reminded re ATTIRE proper for Mass and a religious ceremony: there should be due care re backless gowns/ dresses.

e. PICTORIALS/VIDEO coverage should be within the time allotment of one hour and fifteen minutes, especially if there is a subsequent wedding. Pictorials/video coverage at the parish grounds after the wedding should have due respect for MTQ as a place of worship, especially if there is a Mass / ongoing ceremony in the church.

f. Throwing of RICE and CONFETTI at the recessional/ end is not allowed.

g. The couple is reminded of the TIME ALLOTMENT of one hour and fifteen minutes for the entrance/ processional, Mass and wedding ceremony and pictorials after the wedding.

The wedding entourage should be at MTQ at least thirty minutes before the scheduled start of the processional.

Should the wedding be much delayed for whatever reason, MTQ reserves the right to have a WEDDING WITHOUT A MASS, especially if there is a subsequent scheduled wedding.

h. ONLY THE COUPLE are expected to make arrangements with MTQ Office, except when the couple may be out of the country and have given written authorization for others to represent them with MTQ Office.

The couple agree in writing that they have read these "Norms and Procedures for Weddings at MTQ Parish" and that they will abide by them. Any changes or modifications need prior clearance/ approval of MTQ Office.

We have read the above-given "Norms and Procedures for Weddings at MTQ Parish" and hereby agree to abide by them.

.....  
Groom

.....  
Bride

Date: .....

Witnessed for MTQ Parish:

Name: ..... Date: .....