

Organist/Music Director

Please contact the Carmel Mission Music Director and Cantor via email if possible. She will in turn send you organ and vocal music suggestions for your wedding ceremony. You may also leave a message on her phone and she will return your call as soon as possible.

Music Director/Cantor

*Kathy Anderson*  
(831)659-1919  
kca1950@hotmail.com

Organist  
*Tiffany Bedner*

Wedding Day Coordinator

*Liz Tana will contact you 2 months prior to your wedding date to obtain information pertaining to your wedding ceremony.*

*Liz@carmelmission.org*  
(831)624-1271  
fax 831-624-8050  
website: [www.carmelmission.org](http://www.carmelmission.org)

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[www.mbwep.com](http://www.mbwep.com)*



Celebrating the Sacrament of Marriage

At  
Carmel Mission Basilica

Congratulations on your engagement and your decision to marry in the Roman Catholic Church. You join countless couples who, throughout the centuries, have shared this great sacrament with one another. Through this sacrament, God enriches your lives and your lives in turn shall enrich the Church and our world!

Here at the Mission we know that this is both a wonderful time in your lives as well a stressful time. The church seeks to help you prepare yourselves for the great day of your wedding as well as helping you with spiritual, psychological and practical things that will make your wedding day a Sacrament that will last a lifetime!

The guidelines that follow will help you prepare for your sacrament and wedding day here at San Carlos Borromeo Mission. We welcome you here as our guests and invite you to read these guidelines over carefully thus avoiding embarrassing and hurtful misunderstandings. So here are the simple things we ask you to accomplish as you prepare to celebrate your wedding here with us!

Joyfully,

Fr. John Griffin  
Pastor

## **The Wedding Guidelines**

The first thing you must do is **obtain permission of your local Catholic pastor** to be married outside of your parish and here at the Basilica. Please have him fill out the enclosed permission form and return it to Liz Tana, our wedding coordinator, within two weeks time. The reservation fee is required to accompany your permission form. Your local pastor will complete all the necessary church paperwork for you and send it on to us. **This must be here at the mission at least one month prior to your wedding day.**

**The time for your Wedding** is always a concern and in an effort to accommodate as many couples as possible, we have set aside six wedding spaces per weekend for celebrating the Sacrament of Marriage. They are:

*In the Basilica:*

Fridays @ 2:00 PM

Saturdays @ 11:00 AM, 1:00 PM, and 3:00 PM

*In the Blessed Sacrament Chapel:*

Saturdays @ 10:00 AM and 2:00 PM.

Since we are an active parish, our schedule does not allow for weddings in the evening or on Sundays. We do, however, consider other weekday times depending on the availability of the Basilica and Chapel. For your planning, the Basilica seats 450 people and the chapel seats 70.

A Stipend for the priest, while optional, is customary. An envelope will be provided for this purpose. The standard range is \$250.00 to \$500.00.

So to close, the community of Carmel Mission and I look forward to this great day of rejoicing and celebration for you and your family. We will work hard to make this the first of many happy days that you will share together. God Bless!

## **NOTES**

There are required *Stipends and Fees* for having your wedding here at Carmel Mission. The reservation fee is required to accompany the permission slip within two weeks. This fee secures your wedding date and time. The Basilica is \$1,800.00 and includes:

The Stipends and fees are:

*For a Basilica Wedding*

To the Church:

- A \$350.00 non refundable reservation fee.
- An \$850.00 stipend to the mission (This helps with maintenance and restoration work).

For the Wedding Staff:

- A \$250.00 stipend for the Organist/Music Director
- A \$200.00 stipend for the Basilica Cantor
- A \$150.00 stipend for the Wedding Day Coordinator

*For a Chapel wedding*

To the Church:

- A \$350.00 non refundable reservation fee.
- An \$150.00 stipend to the mission (This helps with maintenance and restoration work).

For the Wedding Staff:

- A \$250.00 stipend for the Organist/Music Director
- A \$200.00 stipend for the Basilica Cantor
- A \$150.00 stipend for the Wedding Day Coordinator

**All these stipends and fees are payable to the Basilica. We then pay the above mentioned individuals.**

We schedule wedding rehearsal times on Thursday or Friday evenings. These are scheduled on a “first come; first served” basis at 4:00 PM, 5:00 PM. or 6:00 PM. For your rehearsal, please enter the church through the gates in the rear parking lot. A map will be provided. Kindly arrange the rehearsal as soon as you can! **If a visiting priest is officiating at your wedding, he must be here for the rehearsal, or the rehearsal is cancelled.**

I, or one of our associate pastors *usually officiate at all wedding ceremonies* here in the Basilica. I certainly make exceptions for priests who are family members or long time friends of the family. They simply have to write me a letter saying they will perform the wedding and that they would like delegation to do so.

*The Music for your wedding* is very important. The Basilica of San Carlos provides a splendid musical environment for your celebration. Organ, trumpet, strings, piano as well as vocal soloists are heard to great advantage in our church. Since your wedding ceremony, be it a “Mass” or the so called “Simple Ceremony”, is a religious event, all musical selections are to be of a religious nature.

You can find contact information for the Basilica Music Director and Cantor on page 8. Please contact them and get on their schedules as soon as possible. All music must be approved by the Basilica Organist/Music Director.

**Coordination of additional instruments and/or outside musicians must be arranged with our Music Director prior to securing their services.**

Our cantor is the only soloist allowed for the ceremony itself. Other soloists (friends of the family, etc.) are allowed to sing before the ceremony by special arrangement with the Music Director.

**Please note: The responsorial psalm is “always” sung by the cantor at a wedding celebrated in the Basilica. There are no exceptions.**

Only the Basilica organist may play our organ for a wedding. If he is unavailable other arrangements, with our approval, can be made.

The day of the rehearsal and the Wedding itself can be very hectic and our **Wedding Day Coordinator** is always here to help you. She supervises the rehearsal along with the priest, opens the bride’s room, coordinates the entrance rite, rings the Basilica bells at the end of the ceremony and is generally on hand to lend moral support to the wedding party prior to the celebration. You are welcome to bring your own consultant. Since the consultant is your representative, our Wedding Day Coordinator will defer to the consultant except in reference to the wedding ceremony, which has been arranged by you and the priest.

Some other odds and ends about the ceremony here would be:

Your **Wedding Party** must not exceed **8 bridal attendants and 8 groomsmen.** This **includes** the maid of honor, best man, etc.

**Any additional vendors, hired by you, must be aware and abide by our guidelines while on the Carmel Mission premises.**

**Photographers** are requested to be respectful and not walk around during the ceremony. Still and Video photography are allowed. Flash photography is not allowed during the ceremony. Photographers must take all shots of the entrance procession from the mid-section of the Basilica, **NOT** from the front of the main aisle!

**Flowers** for your ceremony are your responsibility and should be arranged with any of our local florists. We generally recommend two arrangements on either side of the altar. More than this needs approval from me. **Due to the danger to yourselves and your guests we cannot allow aisle runners; the throwing of rice or birdseed; or lighted candles in the congregation.** We would also ask that decorations not be taped or nailed to the pews. Some florists have clips that work nicely and others simply tie them on with beautiful ribbons. Your cooperation in this is most appreciated.

We can provide a **Bride’s Room** (*Basilica weddings only*) Please make arrangements for the use of this room with the wedding day coordinator. On the day of the wedding, the Bride’s room is available approximately 45 minutes before each wedding (10:15 -11 AM for the 11:00 AM wedding, 12:15 -1 PM. for the 1:00 PM wedding and 2:15 -3 PM. for the 3:00 PM wedding). Do not leave anything in this room as we can not be responsible for missing articles. Plan on having a friend who is not in the bridal party, take all your personal items to the car as you leave this room.

**Please,** a gentle reminder here that **no food or alcoholic beverages are allowed on the Mission property.** Also remember that your transportation to your reception cannot come into the courtyards of the mission. This is again due to danger to your guests and the many pilgrims and tourists who visit the Mission each day. Parking is allowed for your wedding guests during the time of your ceremony. Cars may not be left while they are attending the reception. If your guests will be arriving by bus/limousine, please check with Wedding Day Coordinator regarding parking.