



耶穌聖心堂  
SACRED HEART PARISH  
242 D JAKOSALEM ST., CEBU CITY

The Archdiocesan Shrine of the Most  
Sacred Heart of Jesus

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Email: info@shp.org.ph

(Wedding Transaction  00 – 3:00 PM)

## GUIDELINES FOR WEDDINGS

Your marriage is a sacrament, a “sacred action.” Everything in the celebration (decoration, music, dress, picture-taking, etc.) should be in conformity with the sacramental rite. Please read and follow these guidelines carefully to ensure that your wedding be properly celebrated according to the norms of the Church.

### I. REQUIREMENTS BEFORE MARRIAGE:

1. Reservation by the contracting parties is made **personally** at the Office at least **four months** before the wedding.
2. Canonical Interview of the contracting parties by a priest of Sacred Heart Parish (SHP) is made **two months** before the wedding, with the:

**Baptismal Certificate (new copy for “marriage purposes”)**

**Confirmation Certificate (new copy for “marriage purposes”)**

**Government Marriage License (or Marriage Contract if already civilly married)** shown to the priest.

3. **The couple is required to attend the two days Pre-Cana Seminar of Sacred Heart Parish conducted every 2nd Saturday of each month 8:30A.M. – 5:00 P.M. & Sunday 8:00A.M – 5:00 P.M.** For inquiries, pls. contact parish office. It is ideal that the couple attends the pre-cana seminar 6 months - 1 Year ahead of wedding. Pre-Registration is a must. Normally the number of participants is limited to 15 couples. First come first served.
4. Only certificate of attendance in the Discovery Weekend, Weekend for the Engaged Encounter or Center for Family Ministries (CEFAM) will be accepted in lieu of SHP conducted Pre-Cana.
5. **Publication of marriage banns** is made in the parishes of the bride and the groom.
6. If the couple is not from SHP, a **written permission from their parish priests** is required to have the wedding at SHP.
7. A written permission from the Archdiocesan Chancellor (Office at Patria Bldg./San Vitalis Bldg.) is required for **mixed-marriage and disparity of cult** (Catholic with non-Catholic), or if one is a **non-Filipino citizen**, and for those who cannot have the marriage banns published for serious reasons.

### II. IMPORTANT INFORMATION:

1. **TIME** for the whole ceremony should be limited to **one hour and fifteen minutes**, from the processional to the end of picture-taking, to allow for another scheduled wedding to follow.
2. **MUSIC & PHOTOS:** All hymns before, during and after the wedding must be sacred music sung live, not recorded music. **No secular song hits** are sung in church. **No music during the rite of marriage.** Refer to separate instruction for music.
3. **Wedding coordinators, photographers and videographers** must be licensed by the **Commission on Worship**. Photographers should be properly dressed in polo or polo barong, not T-shirts, and not wearing shorts or slippers. Standing on pews is not allowed. They should be instructed to be careful not to distract the attention of the couple or the congregation from the sacredness of the ceremony and Mass. **Wedding coordinators, photographers and videographers should wear their**

**Commission on Worship ID's inside the Church while serving the wedding.**

4. The couple and the whole wedding entourage are reminded to **dress modestly** befitting the sacredness of the Sacrament and the Church. **The dresses of the bride and entourage must be designed to cover the shoulders and back. Dresses should be below the knee and shall have no slits.**
5. **OFFICIATING PRIEST:** If a priest is invited to officiate at the wedding, his name, address, and the number of the Certificate of Authority to Solemnize Marriage must be submitted to the Office no

later than **one week** before the wedding. The **priest's stipend** (Php 3,000) will be collected by the parish office from the couple upon the final submission of all the documents.

6. **PRINCIPAL SPONSORS:** One pair of legal sponsors is required who must be practicing Catholics. Sponsors are charged P100.00 per head.
7. **FLOWER GIRLS, RING AND ARRHAE BEARERS:** Must be seven years old and above.

**8. WEDDING SERVICES:**

• **Church: Non-Aircon P15,000.00 Saturdays: P20,000.00 Sunday: P25,000.00**

Weekdays:

**Precana Registration: additional Php500** upon reservation.

**Tuesday – Saturday: (9:30AM |1:30PM |3:30PM)**

**Sunday: (1:30PM |3:30PM)**

<b>Rates for Aircon:</b> P25, 000 – 1 hour & 30 mins P30, 000 – 1 hour & 45 mins P35, 000 – 2 hours
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**Air-conditioning: additional P35, 000.00** to cover electricity and maintenance.

• **St. Francis Xavier Chapel**(air-conditioned): Weekdays & Saturdays: **P25, 000.00**

**Tuesday – Saturday: (9:30AM |1:30PM |3:30PM)**

**Down payment** of 50% is required upon reservation; deposit is **non-refundable** and **non-transferable** in case of cancellation.

Wedding services include floral decorations for the church/chapel. (*Contact for décor: Oscar 09173096069*)

*A surcharge of P1, 000.00 will be collected for change in the wedding schedule. The Office and the officiating priest must be informed of the change.*

**Final payment** must be paid at least seven (7) calendar days before the scheduled wedding date together **with the submission of all requirements and complete list of sponsors.**

9. **MARRIAGE CERTIFICATE:** Marriage Certificate **must be checked by the couple** seven (7) calendar days before the wedding date. A copy of the Marriage Certificate will be available two - three weeks after the wedding.

10. **CHURCH RESTRICTIONS** (some restrictions as indicated of the Commission on Worship Church Wedding Guidelines)

- No Singing of Love Songs during or after the ceremony inside or outside the church.
- No personal vows during the wedding (Standard misalette is provided by the church.)
- No Unity Candle
  
- Yugal or the cord should not be made of coins or of rosaries
- Coin should be loose and placed only in a pouch, not in a cage
  
- No offering of flowers, candles or love offering (**Allowed offerings: Fruits, Bread & Wine**)
- Pew Candle lamps are not allowed
  
- Releasing of doves, balloons, butterflies, bubbles, rice, bird seed, confetti, flower petals, etc. are forbidden inside or outside the church.
- No Pets Allowed.
- Mini car ride for the little bearers is prohibited .

**Conformed:**

We have read and agree to follow carefully the above norms and guidelines.

\_\_\_\_\_  
Signature over Printed  
Name (GROOM)

\_\_\_\_\_  
Signature over  
Printed Name (BRIDE)

Date: \_\_\_\_\_

*Subject to change without prior notice.*

**INFORMATION SHEET**

**(Please write clearly. If possible, All Capital Letters)**

DATE OF WEDDING: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE BOOKED: \_\_\_\_\_

**BRIDE**

**GROOM**

Name	:	:
Age   Birthday	:	:
Nationality	:	:
Status	:	:
Religion	:	:
Birthplace	:	:

Residence :  
Tel./Cel. Nos. :  
E-mail Address :  
Father :  
Mother (maiden name) :  
Present Parish :