



St. Joseph & San Clemente
Quinceañera

Idioma: Español ☐ Ingles ☐

Fecha de Hoy: _____

Fecha de Quinceañera: _____

Hora: _____

Service of the Word: ☐ YES ☐ NO

Legal Name: _____

Address: _____

Phone number: _____ Cell: _____

Date of birth: _____ Age: _____

Fathers Name: _____ Mothers Name: _____

Sacraments Received:

Baptism ☐ Yes ☐ No
First Communion ☐ Yes ☐ No
Confirmation ☐ Yes ☐ No

Copy of Sacraments:

Baptism ☐
First Communion ☐
Confirmation ☐

Parent/Guardian Signature: _____

Quinceañera Theme: _____

Main Sponsors: _____

Bible and Rosary: _____

Flowers to the Virgin: _____

Religious Jewelry: _____

Choir: _____

Damas/Chambelanes: _____

Notas: _____

Payment:

Deposit: _____ Date: _____ Receipt #: _____

Deposit: _____ Date: _____ Receipt #: _____



COVID Guidelines if applicable:

- **Face Masks:** All guests, godparents, parents, and Quinceañera need to have their mask on during the entire ceremony inside and outside the church facilities.
- **Distance:** We ask you always maintain a distance of at least 6 feet from each other inside and outside the parish.
- **Maximum Capacity:** During the pandemic there is a maximum of **100** people in attendance (unless otherwise stated), if the celebration is outdoor there is a maximum of **60** people in attendance (unless otherwise stated). The parish will only provide chairs for the Quinceañera, for the parents, and main sponsors. We advise everyone to bring their own chair, or they can be standing during the mass.

I understand and agree to the above by initialing: _____

Parents Responsibilities:

- **Music:** Must be a church choir and it is NOT included in the cost. Mariachi can be use as well but keep in mind the guidelines of Diocese and State regarding Covid.
- **Flowers and Decoration:** will be your responsibility. Regulations regarding this topic will be discussed with the coordinator.
 - Due to the regulations and the insurance policy of the Diocese, **the use of rice, rose petals, and confetti is NOT ALLOWED** on the church grounds.

I understand and agree to the above by initialing: _____

Things to keep in mind when planning your ceremony:

- **Dress code:** Catholic Quinceañera are generally semi-formal. Men should wear a shirt and tie (if not a suit), while women should wear dresses, skirts, or dress slacks. When dressing for a Catholic Quinceañera, female guests should keep in mind that it is proper etiquette to dress modestly, shoulders covered, and no low cuts. **IF** you or any of your sponsors who will be presenting gifts in the altar and are not appropriately dress, they might be asked to wear a Shawl if they refuse, they won't be allowed to participate in the ceremony. **We are a parish, and Our Lord Jesus Christ is present in the altar, be RESPECTFUL.**
- **THEME:** No Science fiction movies, Halloween, Magic related themes are allowed! If the Quinceañera or their guest come dress in these themes the ceremony **WILL NOT be celebrated. NO BLACK DRESS.**
- **Sponsors:** The only approved sponsors and items that can be given during the ceremony are: **Religious Items:** Bible and Rosary, Flower to the Virgin, jewelry must have a cross or an image of a Saint or Our Lady
- **REMINDER:** This will be a Service of the Word not a Full Mass

- **REMINDER:** The day of the ceremony you must arrive 30 minutes before the indicated time, or the ceremony could be canceled. We highly recommend, on your invitations tell your guest that the ceremony will start 30 minutes before the actual time, so everyone will be on time.
 - **IF** you arrive late all your guest and sponsors will be asked to be seated and no one will enter in procession with exception of Bride
 - **IF** you arrived late there won't be any music playing through the ceremony
 - **IF** you arrive late, the celebrant has the right to celebrate the ceremony opting out things such as but not limited to Homily, gifts presented, etc.

I understand and agree to the above by initialing: _____

What could cancel my ceremony?

- Failing to turn all required documents
- **IF** the Quinceañera doesn't attend the retreat, Youth Group/Confirmation classes and mass
- **Late arrival**

I understand and agree to the above by initialing: _____

Photography & Video:

- Photography and video are allowed but must follow the parish guidelines and return the Photography Policy contract 1 month before the Quinceañera.
 - **NO** flash directed to the priests is allowed
 - They must be respectful of altar
 - They can **NOT** go on the altar at any time
 - Coordinator will direct photographers to the areas they are allowed, for that reason we ask they arrive 10 minutes before the ceremony
 - **NO** microphones will be placed on the priest

Things to keep in mind regarding photos after the ceremony:

- We plan the ceremonies accordingly allowing 10 minutes after the ceremony for photos. **IF** the ceremony starts late because you arrived late, there won't be time for pictures after the ceremony.

I understand and agree to the above by initialing: _____

REHEARSAL:

- Rehearsals are done the day of the XV therefore it's asked for those entering in procession to arrive 30 minutes before the ceremony including XV and parents

During the procession the only one that will enter will be the Quinceañera and parents. Everyone else will remain waiting for their entrance in their seats.

I understand and agree to the above by initialing: _____

NOTE: If the ceremony is canceled, we would like to remind you that the deposit is non-refundable. If the ceremony is postponed you have 1 year to reschedule or your deposit will be lost. St. Joseph Church is not responsible if the guidelines of the Government or the Diocese change or the churches close. In this case, the Parish will work with you to schedule a new date.

I understand and agree to the above by initialing: _____

NOTE: If you need to change the date (if there is a date available) you will be charged an additional \$50.

I understand and agree to the above by initialing: _____

I/We _____ acknowledge I/we have read and agree with the information and regulations stated above.

Sign: _____

Date: _____

Quinceañera Requirements

There's some information and documents that you will be required to turn in two months prior to the ceremony:

1. **To reserve a date** there is a **\$300** deposit (Total cost for ceremony is \$600)
2. **Quinceañera Retreat** is mandatory or ceremony can be cancelled
 - a. Your retreat will take place on: _____ January _____
3. **Quinceañera Mass attendance** (must be signed by pries, parish volunteer such as Minister, Lector, Usher) will begin **TODAY** until the day of Quinceañera Mass
 - a. Attendance **MUST** be either here at St. Joseph or San Clemente Church
4. **Quinceanra MUST attend** either St. Joseph or San Clemente youth group or Confirmation classes
 - a. **St. Joseph youth group meets:** every Thursday at 6:30-8:30 pm in the parish hall
 - b. **San Clemente youth group meets:** every Wednesday at 7:00-8:30 pm in the Old Chapel
5. **Birth** Certificate
6. **First Communion** Certificate
7. We ask the Quinceañera to take the time to introduce herself to all our priest so the day of her ceremony the priest is familiar to the Quinceañera as well as the family.

The pending balance is due 1 months prior to the ceremony





Yo _____ me comprometo a cumplir con todos los requisitos para mi Quinceañera. Por lo tanto, asistiré a misa Comenzando Hoy hasta el día de la Misa de quince años (mi quinceañera).

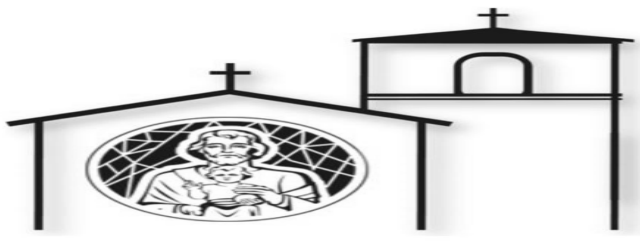
I _____ promise to meet all the requirements for my Quinceañera. Therefore, I will attend Mass Starting TODAY until my Mass of Quinceañera (date of quinceañera).

Fecha:

Firma:

_____	_____
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This needs to be turned in with the last payment one month before the ceremony fail to do so may cause a cancelation of ceremony.



Photography Policy

Photographers are welcome to take pictures before, during and after the ceremony. The photographer and videographer need to read and sign these policies. **Please return this signed agreement to the parish office at least 1 month prior to the ceremony.**

- Photos may be taken inside the church and on the church grounds. **Photographing and videotaping during the ceremony must be discreet and respectful of the fact that this is a religious service.**
- The sanctuary (around the altar) may not be entered at any time during the ceremony by any photographers or photography equipment. The family has 10 minutes immediately following the ceremony to take pictures in the church. Afterwards, they are welcome to use the church grounds for more pictures.
- Artificial lights on stands may not be used during the ceremony. It may be used for posed pictures after the ceremony.
- Standing on any church furniture is not allowed. Laying down on the floor to take photographs is not allowed.
- Church property (animate and inanimate objects) may not be destroyed or defaced under any circumstances.
- The photographer has 10 minutes after the ceremony to take pictures, and is responsible of giving directions to the couple and family members in order to make this process smooth. Keep in mind that when in the church the talking **MUST** be limited or the priest/coordinator have the right to ask you to stop and leave the church.
- The Ceremony Coordinator assists the priest in making sure that the ceremony takes place in a smooth and reverent way. If the Coordinator asks you to correct a disruptive behavior, she is asking on behalf of the priest. If disruptive behavior persists, the priest will stop the ceremony. If the photographer refuses to comply, he/she will be asked to leave the premises.

I have read and understood the St. Joseph/San Clemente Photography and Videography policy, and agree to abide by all that is contained herein during the ceremony.

Date of Ceremony: _____ At **St. Joseph** **San Clemente** (circle one)

Name of the Quinceañera: _____

Name of the Photographer: _____

Signature: _____ Date: _____

Name of the Videographer (if different): _____

Signature: _____ Date: _____