**Diocese of Antipolo**

**THE TRANSFIGURATION OF CHRIST PARISH**

**M. L. Quezon St. Extension, Brgy. San Roque, Antipolo City**

**Tel. No.: 570-2722 (PARISH WEDDING COORDINATOR) – JO YANGA – 0915-2725448**

**Website: www.ourtransfi.org**

**BASIC REQUIREMENTS AND GENERAL INFORMATIONS:**

1. Newly issued **BAPTISMAL** and **CONFIRMATION certificates** of the couple from the church where they were baptized and confirmed with the annotation "**For Marriage Purposes Only**". **(6 months validity)**
2. Photo copy of **CERTIFICATE OF NO MARRIAGE (CENOMAR)** from NSO. (4 months validity)
3. **MARRIAGE LICENSE** to be acquired from the Civil Registry of Marriage of the city or municipality of either bride or groom (license is valid for 4 months only).
4. If **CIVILLY MARRIED**, photo copy of certified true copy of Marriage Contract should be submitted, at least 2 weeks before the wedding.
5. Photo copy of **BIRTH CERTIFICATE** and **1x1 picture** of the couple.
6. **CANONICAL INTERVIEW** of the bride and groom to be conducted 1-2 months before the wedding date.

* **Canonical Interview – weekdays only (priest interview) - By Schedule**

1. Certificate of attendance in the **PRE-CANA SEMINAR** or Marriage Preparation Program and other programs related to marriage (**BASIC CATECHISM**).

* **Basic Catechism – every 2nd Saturday** **of the month (2pm-5pm)**
* **Pre-Cana Seminar – every 3rd Saturday of the month (9:30am-5pm)**

1. **ADULT CATECHISM –** (need for Baptismal/Confirmation) for 5 weeks (every Saturday 2-4pm)
2. **MARRIAGE BANNS** and **PERMIT** to be announced for three consecutive Sundays in the parish of the bride and groom (forms will be provided by parish office).
3. **MARRIAGE CERTIFICATE – Couple should thoroughly check sample of marriage certificate and before signing marriage certificate after the wedding ceremony. TO AVOID CORRECTION OF RECORD BE BACK AFTER 3-5 DAYS TO DOUBLE CHECK YOUR MARRIAGE CERTIFICATE, BEFORE SUBMISSION AT ANTIPOLO CIVIL REGISTRY, THE PARISH OFFICE WILL NO LONGER BE RESPONSIBLE FOR THE CORRECTION OF RECORD AFTER SUBMISSION. Marriage certificate will be available after 2 weeks.**
4. For **Wedding Anniversaries**, bring a photo copy of your Catholic Marriage Contract.
5. **If a previous marriage has been declared null and void** a Document of Nullity from a competent Matrimonial Tribunal and a letter of approval from the Archdiocesan Office must be presented.
6. If **Widow or Widower**, present Death Certificate of deceased spouse.
7. If **Military Man**, present a Certificate of Freedom to Marry from the higher headquarter or office.

**FOR CATHOLIC AND NON-CATHOLIC MARRIAGE:**

* A Certification of Freedom to Marry from the Non-Catholic (Minister or Pastor).
* A Promise of Mixed Marriage Form, to be filled up and to be submitted to the Chancery Office.

**FOR FOREIGNER AND FILIPINO MARRIAGE:**

**Certificate of Legal Capacity to Contract Marriage** - This document, issued by the consular office/embassy of the foreigner’s country, serves as a proof of his/her civil status and eligibility for marriage in the Philippines.

**\*\*\*** **The required Certificates and Documents must be submitted at least three (3) weeks before the wedding**.

**REMINDERS AND GUIDELINES:**

1. We require **One Thousand Pesos (Php 1000.00)** upon entry of the name in the bookofreservation. We do not entertain temporary reservation and **DOWNPAYMENT IS NON- REFUNDABLE. APPLY AT LEAST 2-3 MONTHS** before wedding date at Parish Office.
2. **FOR CANCELLED WEDDING OR MOVED TO ANOTHER DATE/TIME-** The reservation is automatically forfeited. For changing of wedding date/time, communication of request is needed provided that the desired date/time is still available.
3. **PUNCTUALITY IS A MUST.** Wedding ceremony starts exactly at scheduled time. If the **Groom and/or Bride** **or members of the entourage** are late by 30 minutes, there will be no picture takings at the end of the celebration. Be reminded that there is only 1 hour and a half allocation for the whole wedding celebration.
4. Come **AN HOUR BEFORE** your scheduled wedding time.
5. **If wedding ceremony will be late by 10 minutes, there will be no more wedding mass. Only wedding rites will be performed. Entourage march starts 15 minutes before your wedding sched.**
6. **NO PERSONAL VOWS**. Any alterations or revisions other than the prescribed nuptial rites are not allowed. The Church provides Official and Sacramental vows to be used during the Marriage Rites.
7. **YOU CAN INVITE OWN PRIEST TO OFFICIATE.** Invited priest must submit a copy of their license to the parish office at least 2 weeks before the wedding date.
8. **READERS AND COMMENTATORS** – Only installed lectors and commentators are allowed to read the Liturgy of Words.
9. **PREPARE 2 SMALL CANDLES –** For transfer of light only. We don’t use lighter or matches, (for candle sponsors).
10. **RING/COIN BEARERS AS WELL AS THE FLOWER GIRLS -** Must be at least 4-5 years old. The older the better.
11. **LIMIT THE LIST OF PRINCIPAL SPONSORS -** Maximum of 15 pairs only. Submit list of Principal Sponsors at least 2 weeks before wedding date.
12. **WEDDING COORDINATORS -** They must coordinate with our parish wedding coordinator or parish office staff, at least 2-3 weeks before wedding date. (Details should be coordinated and with the agreement between wedding coordinators, couple and parish wedding coordinator and/or parish office staff). Same goes with flower arrangements and input church decorations. **ANYTHING, BEYOND THE AGREEMENT WILL BE CANCELLED.**
13. **YOU MAY CHOOSE OWN CHOIR.** Only **LITURGICAL SONGS and melodies** are allowed during the entire Wedding Ceremony. (For processional march, we advise instrumental).
14. **FOR PHOTOGRAPHERS AND VIDEOGRAPHERS guidelines.** To observe solemnity of the wedding ceremony**, they are not allowed to take pictures/videos in the SANCTUARY AREA (ALTAR), specifically during mass. You only have 30 minutes time allotment for picture taking or pictorial inside the church.**
15. **CHURCH DRESS CODE SHOULD BE FOLLOWED. (Bride and Female members of the entourage), should wear decent and appropriate gowns or dresses. (PREPARE TO BRING SHAWL IF NEEDED).**

* **NO OFF SHOULDERS**
* **NO TUBE TOP**
* **NO BACKLESS**
* **NO SPAGHETTI STRAP OR ONE SHOULDER STRAP STYLE**
* **NO ABOVE THE KNEE LEVEL FOR SKIRT LENGTH**
* **(Wedding coordinators dress appropriately too)**

1. **FOR RECESSIONAL FAVORS –** Throwing of flower petals are allowed, but not inside the church. This activity must be done outside the church.
2. **SETTLE ACCOUNT, 2 WEEKS BEFORE WEDDING DATE AND WE DON’T ACCEPT CHECKS.**

**WEDDING RATES:**

**Php 7,200.00**

* **Wedding Mass**
* **Candles**
* **Use of Red Carpet**
* **Use of Chandeliers**
* **Use of extra electricity - (For picture and video coverage)**

**WEDDING SCHEDULES:**

* **8:30am \* FROM TUESDAYS TO SATURDAYS ONLY**
* **10:30am**
* **2:00pm**
* **4:00pm**

***NOTE:***

1. ***FLOWER ARRANGEMENT NOT INCLUDED***
2. ***ADDITIONAL Php 1,500.00 for Parish Wedding Choir (Optional)***

***THE PARISH OFFICE..THANK YOU ☺***