

St. Peter Catholic Church Quincenera Policies

1. Contact the Priest (or Deacon) at least 6 months before the Quincenera date.
2. Contact the organist, Thom Singer, 419-658-2760, for musical planning and his fee. If you bring in another musician you will negotiate the fee with them. You will need to see Thom Singer for proper use of the sound system.
3. The organ can automatically transpose keys, pianos cannot, if certain singers have trouble with certain keys.
4. The selection of music must be pre-approved.
 - a. Prerecorded music cannot be used.
 - b. Secular music may not be used.
 - c. The organ is highly recommended for entrance and recessional because of its volume.
 - d. The Responsorial Psalm, Alleluia, Gospel Acclamation, Holy Holy Holy, Memorial Acclamation, Great Amen and Lamb of God should all be sung. The congregation must be able to participate at the "Our Father" at Mass.
 - e. The candle lighting, preparation of gifts, sign of peace and flowers to Mary should have vocal or instrumental music.
 - f. Congregational singing is encouraged during communion, solo music after communion.
6. Make sure all are on time for rehearsals!
7. If you are from a divorced home make plans for all seating ahead of time. This can apply to other relations as well to avoid hurt feelings.
8. Readers and offertory (gift bearers) should attend rehearsal. Provide for at least 2 each.
9. Mass servers – you may secure your own (2 are needed) or call the office for names of servers. A gift of \$10.00 each should be given.
10. Commissioned communion distributors (2) should attend the rehearsal.
11. Extra candles are not permitted on the altar. They are permitted elsewhere if they are not lit or have a protected globe and plexiglass under candelabras. Nothing may be placed in front of the tabernacle.
12. Candles, decorations, etc. placed on pews must have protectors so as not to mar the finish on the pews. Duct tape is not permitted. **Decorations with glitter is not permitted.**
13. Flowers must not be placed on the altar. They should be real. They can be placed elsewhere but should not impede the movement of people.

14. Seating – 28 pews of 6 people each, 13 pews of 4 people each, 12 chairs on side and balcony approximately 25 people.

15. Rice, bird seed and balloons are not permitted.

16. The quincenera party may dress in the Activity Hall or the basement. If the dividing walls of the Activity Hall need to be set up please contact the church office at least one week in advance so this may be done.

17. Photographers should not stop or interrupt the procession. They should be unobtrusive and stay to the side.

18. Quinceneras will be scheduled at 1:30 pm on Saturdays (this is to afford time in event of a funeral) and 5:00 pm on Friday evenings.

19. Set rehearsal time with priest or deacon.

24. There is a fee of \$150.00 for the use of the church facilities including the hall (or basement). \$50.00 of the fee is a security deposit which can be returned if the premises are left in order as found. (i.e. boxes, ribbons, trash, etc. removed and no glitter on decorations used). Fee must be paid 1 month in advance and the security deposit will be mailed to you after the facility is checked.

25. The Activity Hall must be rented separately for rehearsal dinners and receptions. Contact the office for the rental contract. It seats 130 people.

26. It is recommended that a stipend of \$50.00 be given to the celebrant.

Office phone number is 419-446-2150.

Office hours are Tuesdays and Thursdays 8:30 am- 4:30 pm.