

**The Church of the Annunciation**  
**The Celebration of the Quinceaño**

The Church of the Annunciation  
105 Main St.  
Shelbyville, KY 40065

(502) 633-1547  
Tel. / Fax.

*As you begin your preparation for the Quinceañero, the parish community at The Church of the Annunciation rejoices with you and offers you our sincere prayers and support. The following guidelines are intended to help you plan your Quinceañero ceremony.*

## **Who may celebrate a Quinceañero at The Church of the Annunciation?**

### **Members of the Parish**

A participating members' child of The Church of the Annunciation.

### **Non-members of the Parish**

Any non-parishioner that follows The Church of the Annunciation Quinceañero's guidelines, with their pastor's permission. Families, who are not registered parishioners, contact the parish to see if the parish church is available on the suggested date.

The family secures a priest or deacon to assist with the Quinceañero's preparation and the ceremony.

After confirming the request, the parish will contact the party to secure the date. Once the date is available, the full, non-refundable deposit is due. The parish must receive the full amount within a month. This agreement is considered a rental of The Church of the Annunciation and the enclosed Guidelines for Quinceañero at The Church of the Annunciation will be adhered to.

### **Quinceañera Preparation**

It is required for those planning a Quinceañero to e-mail Annunciation's Pastor at [dgsanchez@live.com](mailto:dgsanchez@live.com) at least six (6) months in advance to schedule an appointment with the pastor of the church to discuss their plans, and to reserve a tentative date.

The Quinceañera will request a copy of their baptismal certificates from the church where she was baptized, and the church will send the original copy by mail to The Church of the Annunciation.

The Quinceañera must have the sacrament of Confirmation or be enrolled the Confirmation program.

The Quinceañera will attend the Archdiocese of Louisville Quinceañera retreat. Please contact Eva Y. González al (502) 290-4247 or send e-mail at

[hispmin@archlou.org](mailto:hispmin@archlou.org) She will need to present the letter of permission from the local pastor. Please, call the parish office prior to attending the retreat to get the letter.

### **Liturgy of the Ceremony**

#### The Quinceañero Rite

1. The Quinceañero is **not** a sacrament of the Church.
2. The Quinceañero is an act of worship on the part of a young woman that is asking the Church's blessing in her 15 year of birth.
3. The center of the Quinceañero is the Holy Sacrifice of Christ in the Eucharist, which the Quinceañera promises to respect for life.
4. Lector  
First reading will be read by Quinceañera
5. Eucharistic Ministers

You may ask relatives and friends who are commissioned as Extraordinary Eucharistic Ministers in any parish to serve as Ministers of Communion at your Quinceañera. The priest will help you in determining how many you will need.

Eucharistic ministers are responsible for consuming the remaining species and purifying the sacred vessels (i.e. rinsing with water and consuming that water). They then wash the purified vessels in soap and water, dry, and return the sacred vessels to the sacristy cabinet.

### **Celebrants**

The normal celebrant of a Quinceañero is a priest or deacon. The normal celebrant outside the Mass is the deacon.

A visiting priest or deacon may celebrate a Quinceañero at The Church of the Annunciation, if he is properly qualified according to Church law. Please advise the parish priest if you plan to invite another priest or deacon to celebrate at the Quinceañero. The visiting priest and/or deacon are asked to adhere to the Regulations and Guidelines of The Church of the Annunciation and bring letter in good standing from his Bishop.

### **Quinceañero Times**

No more than one Quinceañero will be schedule on each weekend. Quinceañero may be scheduled on Friday evening or any weeknight no later than 6:30 p.m. On Saturday, Quinceañero may be scheduled no later than 1:00 p.m.

No Quinceañero will be scheduled at The Church of the Annunciation the week of and the week following the Feast of Christmas and the Feast of Easter.

No Quinceañero will be scheduled at The Church of the Annunciation on major civil, religious holidays, Parish Fund Raisers (Memorial Weekend, Independence Day, Labor Day, Thanksgiving Day, Summer Picnic, Oktoberfest, etc.)

### **Family's Church Stewardship**

The fee for use of the Church is \$550 for members, and \$950 for non-members. This fee is due within 30 days of placing the date on the parish calendar.

Payment should be made out to The Church of the Annunciation (105 Main St. Shelbyville, KY 40065). The fee includes the use of the church for the Quinceañero (two hours before Quinceañero time, and half hour after). Not included in this fee: the cost of musicians, florist, decorators, photographers, videographers, servers, etc.

There is no established offering for the priest or deacon officiating at your Quinceañero; a monetary gift is always appropriate and appreciated.

### **Refund Policy**

In the event of a cancellation, all monies paid are fully refunded up to 2 months before the Quinceañero.

### **Music/Organists**

All music and ceremonies should reflect the reverence and dignity of the occasion, intensifying and enhancing the Christian meaning of the liturgical service. No recorded music is to be used in the ceremony, or before. "The best source for the selection of the music is the parish hymnal. Secular music (songs not composed for the liturgy) is not an appropriate choice for any liturgy, including the Quinceañero's liturgy. Such secular music is more fitting for moments at the dinner's reception.

The parish organist, pianist and cantors are the regular musicians for Annunciation's Quinceañero. Selection of songs and instruments to be used at the Quinceañero must be done in consultation with Mr. Wayne Gilliam

wgilliam@ourcoa.org). Please contact Mr. Gilliam after the first meeting with the pastor. Musicians' fees are to be discussed with the musicians.

Any other musician must be discussed and approved during the initial contact with our organist.

### **Rice, confetti, etc.**

Because it is a safety issue, the throwing of rice, confetti, potpourri, birdseed, flower petals, balloons, bubbles, etc., inside or outside of the Church property is prohibited. This custom, non-Christian in origin, is not appropriate for the Catholic celebration of the sacrament of marriage.

### **Photographer and Videographer**

In honor of the sacredness of the Church, photographers and videographers are to be as inconspicuous and as professional as possible.

You may have the ceremony videotaped, but the videographer must use only the available light in Church, no floodlights are allowed.

All cameras and video cameras must be stationary at one of the designed places in the Church (Please see diagram 1.).

The church is available for picture-taking 2 hours prior to the ceremony. A limited time of 30 minutes is allowed after the ceremony. We ask that as many pictures as possible be taken before the liturgy.

### **Changing Room**

The parish hall is available for preparation before the Quinceañero. Please call the parish office for details (502) 633-1547.

The Reconciliation Room is not to be used.

### **After the Ceremony**

The family is responsible for arranging that the sanctuary be left clean and in order immediately after the Quinceañero. This means planning ahead for someone to assume this responsibility.

Any spilled candle wax is to be removed, especially from the carpeting (using paper towel and hot iron is most effective).

## **The Appendix**

### **Maturity of Participants**

Maturity (age) of those participating in the Quinceañero party should be over 5 years old. Children will be children. Such has often proven a challenge and a distraction to the celebration. Please weigh this seriously.

If one can't walk and sit independently in the pew and stand attentively at the front of the sanctuary, he/she needs to be immediately met and taken by a guardian.

### **Decorations**

Quinceañeras planning to be celebrate at Annunciation should take into consideration the liturgical season when choosing their Quinceañero date. The decorations of the sanctuary are to remain in place, during the Quinceañero. The sanctuary is available for decorating 2 hours prior to the ceremony.

Do not allow anyone to use glue, scotch tape, nails, staples or anything that might leave residue or mark the finish of altars or pews. It is preferable to use rubber bands or string if it is necessary to hold decorations in place.

(All window, aisle and outside decorations used for the Quinceañera must be removed after the ceremony.)

### **Florist**

Arrangements are to be made with the florist or decorator of your choice. It may be to your advantage to check to see if any other Quinceañeros are scheduled for the same weekend and if it would be possible to share the expense.

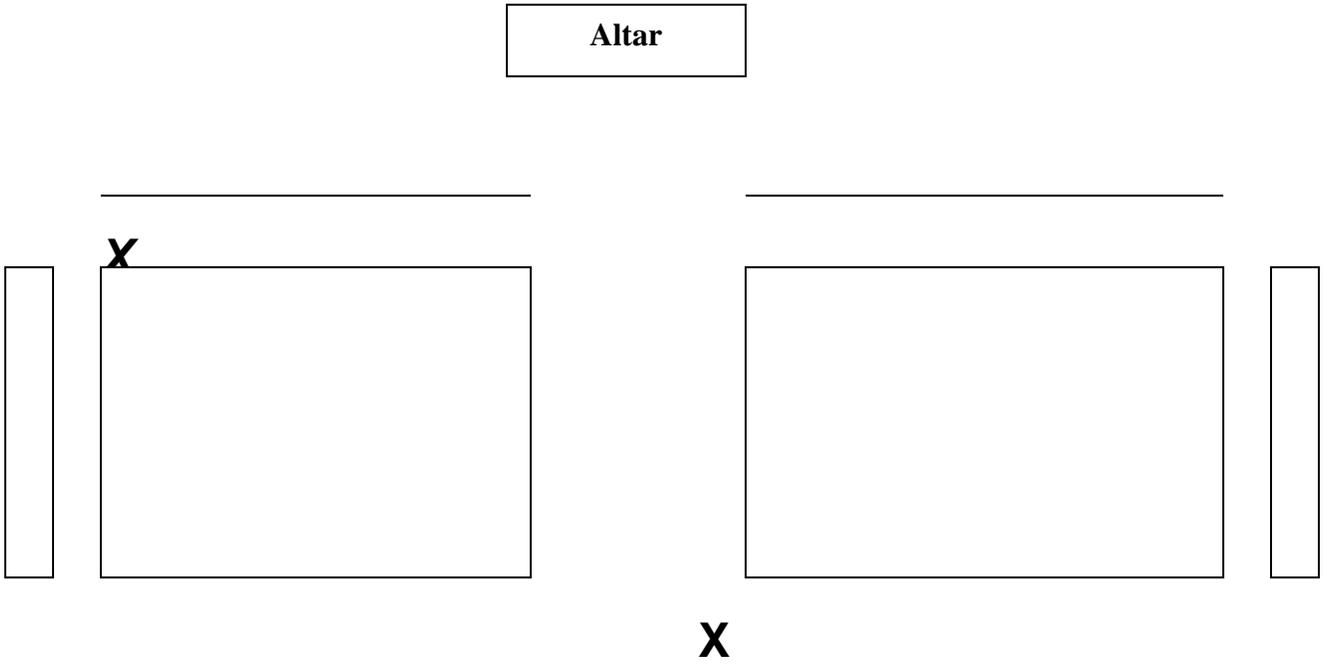
No floral arrangements or candles are to be placed on the Altar of Sacrifice and the area around it should not be cluttered with plants, etc.

Live plants are to be handled with care and kept away from the candle flames. According to the Liturgical Commission of the Archdiocese of Louisville, "Only natural flowers and plants are to be used." Therefore, no silk or plastic flowers are to be used in the sanctuary at any time.

Here at The Church of the Annunciation, we encourage the Quinceañera to donate two flower arrangements for the weekend liturgy to honor the young woman. A floor arrangement placed in front of the Altar of Sacrifice is suggested. Nothing is placed on the Altar.

# Photographer / Videographer Setting

Diagram 1.



# The Quinceañero Ceremony

Prelude \_\_\_\_\_  
Processional \_\_\_\_\_  
Gathering Song \_\_\_\_\_

Greeting Rites  
Opening Prayer

Liturgy of the Word  
    First Reading \_\_\_\_\_  
    Psalm \_\_\_\_\_  
    Alleluia \_\_\_\_\_  
    Gospel \_\_\_\_\_  
    Homily \_\_\_\_\_

Blessing of the Quinceañera

Lighting of the Blessed Mother Candle or Flowers \_\_\_\_\_

General Intercessions

\*Liturgy of the Eucharist  
    \*Offertory \_\_\_\_\_  
    \*Prayer over the Gifts  
  
    \*Eucharistic Prayer \_\_\_\_\_  
        \*Preface  
        \*Holy  
        \*Memorial Acclamation  
        \*Doxology  
    \*Communion Rite  
        Lord's Prayer  
        Sign of Peace  
        \*Breaking of the Bread  
        \*Lamb of God  
        \*Communion Song \_\_\_\_\_  
        \*Prayer After Communion

Final Blessing

Recessional \_\_\_\_\_

\* It is not part of a Roman Catholic Quinceañero outside of Mass.

## Calendar for your Celebration

- \_\_\_ Contact priest at least **six months** prior to the tentative Quinceañero date.
- \_\_\_ Contact the Parish Music Director Mr. Wayne Gillam at [wgilliam@ourcoa.org](mailto:wgilliam@ourcoa.org), **after your first meeting** with the priest. Do not contract with any outside musician prior to contacting the Parish Music Director.
- \_\_\_ Family stewardship: As a sign of good stewardship \$550 (parishioners); \$950 (non-parishioners) is to be paid to St. Joseph Catholic Church. Please send stewardship to Annunciation, 105 Main St. Louisville, KY 40065 **within 30 days** after meeting with the priest for the first time.
- \_\_\_ If you are interested in renting the Parish Hall for your reception, please contact our parish secretary, (502) 636-1547, **as soon as** it is possible.
- \_\_\_ The Quinceañera will request a copy of their baptismal and Confirmation certificate from the church where she was baptized, and the church will send the original copy by mail to Annunciation, **after first meeting** with the priest.
- \_\_\_ Must receive Quinceañero instructions through the Archdiocese of Louisville, Quinceañera's retreat.
- \_\_\_ Bring or e-mail the final draft of printed Quinceañero program sheet **at least one week** prior to Quinceañero for approval by the presiding minister.
- \_\_\_ Please make every effort to be **on time** for rehearsal and Quinceañero

Dated 200824