

*Your Quinceañera  
at the Cathedral*



*Cathedral of the*

**IMMACULATE  
CONCEPTION**

430 North Broadway • Wichita, Kansas 67202

*Before I formed you in the womb, I knew you*

# WHAT IS A QUINCEAÑERA?

The *quinceañera* is a traditional celebration of life and gratitude to God on the occasion of the fifteenth birthday of a young Hispanic woman. The ritual emphasizes her passage from childhood to adulthood. The family usually requests a Mass or a blessing to be held in the Church. The rite is frequently celebrated in several countries in the Americas, including Mexico, Central and South America and the Caribbean. It is frequently requested by Hispanic Catholics in the dioceses of the United States of America. While not a sacrament, the event is a celebration of the journey of faith in the life of a young woman.

## SCHEDULING YOUR QUINCEAÑERA

- Parents can sign their daughter up for a quinceañera by filling out a Quinceañera Request Form. These forms can be printed off from the website or picked up in the Parish Office.
- The family will be asked to choose a possible date for the celebration. Available dates can be found at <https://wichitacathedral.com/en/weddings/availability-calendar>. Quinceañeras are celebrated only at 11am on Saturday mornings.
- No Quinceañeras are celebrated during Lent.
- The family of the quinceañera must supply record of the young women's Baptism and First Communion to the Cathedral office. If the young women received these sacraments at the Cathedral, they can be requested while signing up, but if the sacraments occurred away from the Cathedral, copies of the records must be provided from the parishes where they occurred.
- The Quinceañera must either have already received Confirmation or currently be in Confirmation classes.
- If the family members are not registered at the Cathedral parish, they must obtain the signature of their Pastor where they are registered.
- The parents and young woman agree to follow the policy of the parish concerning the celebration of the Quinceañera.
- A non-refundable deposit is necessary to secure the date. The deposit scale can be found below under "Payment Scale."
- The quinceañera must attend a seven-week quinceañera class at the Cathedral prior to the desired date. Classes are generally available twice a year, in February/March or September/October. The family of the quinceañera will be provided with information on how to sign up for these classes when they secure the date.

- Final approval of the celebration of the Quinceañera is at the discretion of the Cathedral Office.

## **PLANNING YOUR QUINCEAÑERA**

- Select chambalanes and/or damas who can participate in the reception of the Eucharist and join with the quinceañera in gratitude to the Lord.
- Determine one or two lectors for the Mass. These should be Catholics who are competent to proclaim the Word of God in public, and are already lectors in their home parish.
- To show the beauty and dignity of the human person, everyone in the procession or performing any function during the Mass including the quinceañera, parents, padrinos, readers, damas, and chambalanes must be dressed modestly. Girls must be covered from the collar bone to the knee. Strapless or backless dresses are not permitted. Boys must be dressed in long pants and collared shirts.
- Choose which objects are to be presented and blessed and who will present them. These may include Biblia, Rosario, esclava, medalla, anillo and ramos de flores among others.
- As the Cathedral is already a beautiful and sacred facility, flowers should be kept to a minimum. All floral designs are subject to Cathedral approval.
- Plan music for the celebration. Any choirs, bands, or cantors must contact the Cathedral prior to the celebration, as all music must be approved by the Rector of Parochial Vicar. CD's and pre-recorded music are not permissible. The family of the quinceañera is responsible for payment of the musicians.
- Be aware of the Cathedral decoration regulations. There is to be no nailing or taping of any materials to the doors or pews. Flowers should be minimal and tasteful. Please consult a Cathedral representative if you have any doubts or questions regarding decorations in the Cathedral.
- Please read the entirety of the Quinceañera Rules and Regulations document during the preparation, as it will answer many of the questions that will arise during this process.

## **THE REHEARSAL**

- A Cathedral representative will contact you regarding setting a rehearsal time and date. Rehearsals are generally held Friday evening, but due to conflicting events, another time may be agreed upon between the parties.
- All who take part in the ceremony should attend the rehearsal and be attentive to the

indications of the Quinceañera Coordinator.

- Please arrive promptly for the rehearsal. If the party is not prepared to begin the rehearsal 15 minutes after the scheduled start time, the Quinceañera Coordinator will provide the party with rehearsal directives and end the rehearsal.
- Confessions are not heard at the rehearsal. It is the responsibility of those participating to go to confession before the Quinceañera Mass.

## **THE DAY OF THE QUINCEAÑERA**

- All participants may arrive 45 minutes before the Mass. All must be present at least 30 minutes before the scheduled time. As the Cathedral often has numerous celebrations each day, all events must start promptly. If the Quinceañera and her party are not prepared to begin 10 minutes after the scheduled start time, the Cathedral reserves the right to cancel the celebration or convert the Mass to a blessing.
- Participants in the celebration should not chew gum, and absolutely no alcohol is to be consumed prior to the event.
- All damas, chambalanes, and family should behave with respect and reverence during the celebration. This includes paying attention during the liturgy and participating in the parts of the Mass.
- Damas and chambalanes will sit in the front rows on each side of the aisle. Parents will sit behind the damas, and padrinos will sit behind the chambalanes.
- No cell phone usage is allowed during the Mass. This particularly includes the damas and chambalanes. Also, no members of the congregation should take pictures with their cell phones during the liturgy.

## **PHOTOGRAPHY**

- The Quinceañera Coordinator must approve all photography arrangements prior to the Mass. The norms at the end of this policy must be observed.
- Failure to observe the norms may result in a photographer not being allowed to return.

## **PAYMENT SCALE**

- Fees are determined by the level of stewardship participation in the parish as defined:

- Active Stewardship Parishioner: Is registered at the Cathedral *for at least a year* and lives out the entire stewardship way of life through sharing time, talent, and treasure.
- Non-stewardship Parishioner: Is registered at the Cathedral parish but does not live out the stewardship way of life of sharing time, talent and treasure.
- Non-Parishioner: belongs to another parish
- Fees
  - Active Stewardship Parishioner: Total Fee: \$500.00 (\$50 Deposit + \$450 Fee)
  - Non-stewardship Parishioner: Total Fee: \$750 (\$50 Deposit + \$700 Fee)
  - Non-Parishioner: Total Fee \$850 (\$100 Deposit + \$750 Fee)
- Payment Requirements
  - The deposit must be paid upon scheduling
  - Final payment is due two weeks prior to the event. If payment is not received by this time, the Cathedral reserves the right to cancel the celebration or to simply provide a quinceañera blessing instead of a Mass.



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## **Norms for Photography and Videography**

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### *Quinceañera Mass*

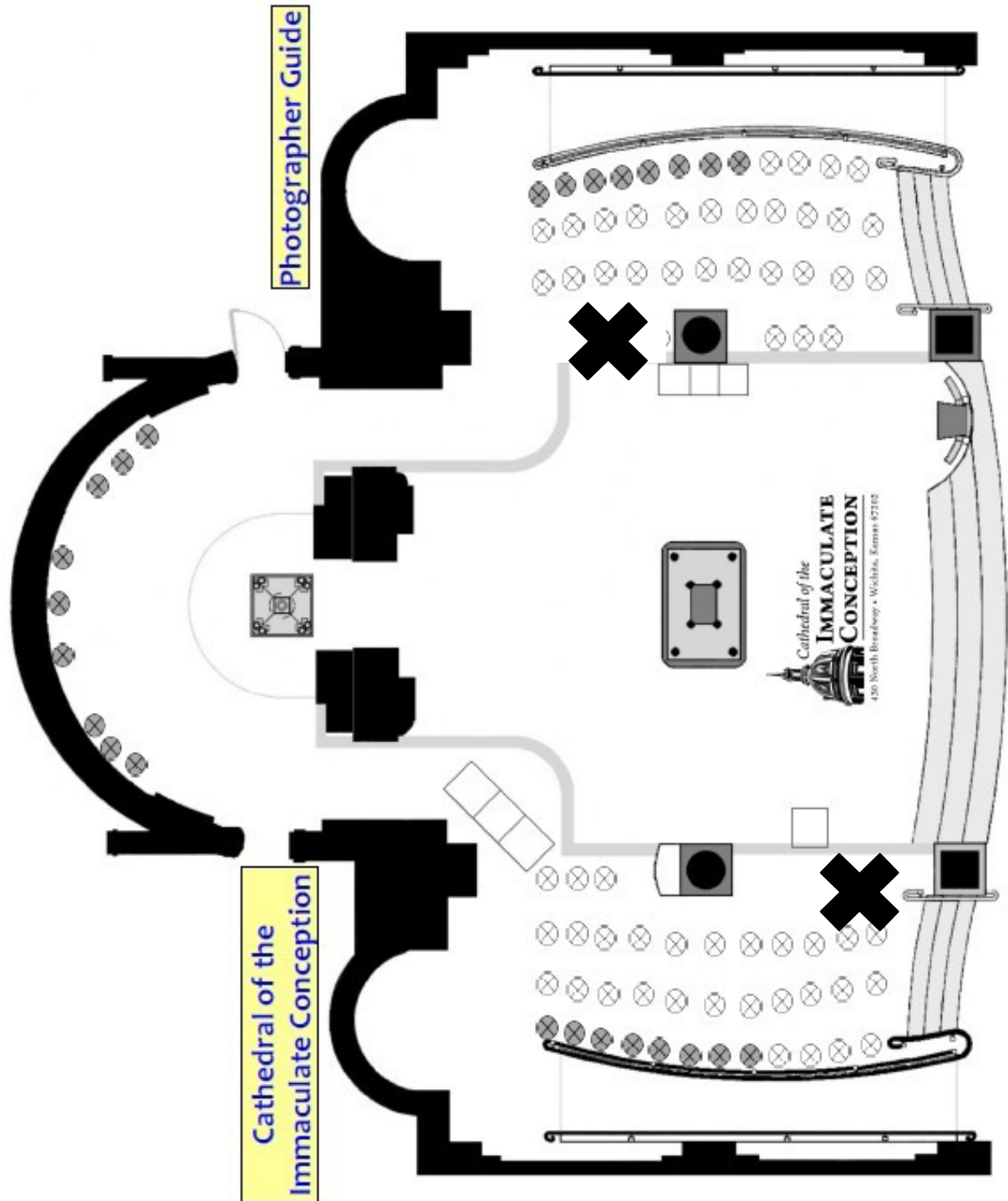
#### **PLEASE PROVIDE A COPY OF THESE NORMS TO EACH PHOTOGRAPHER AND VIDEOGRAPHER**

- Please check-in with our parish Quinceañera Coordinator upon your arrival. The Coordinator will review our photo/video procedures with you. The coordinator will also request a copy of your business card for our files.
- Quinceañeras at the Cathedral are scheduled at 11:00am on Saturdays, except for the First Saturday of the month. On the 1<sup>st</sup> Saturday of the month, there are no Quinceañeras.
- Photography may begin at 10:15am and finish 15 minutes before the Mass.
- After Mass, photography must end by 12:20pm. Most Saturdays, another group will come into the Cathedral at 12:30pm.
- Photographers/video personnel and their equipment are to be as unobtrusive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. This includes but is not limited to not stopping the procession or recession as they come down the aisle. Posing during the liturgy, waving to the couple, or distracting from the ceremony is not allowed.
- Flash photography or video lighting is not permitted during the liturgy.
- Photographers/video personnel are not permitted in any other place deemed inappropriate by the Cathedral rector. Video equipment cannot be obtrusive and must remain stationary.
- Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way.
- Photo and video lighting racks are not permitted during the ceremony.
- All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. Nothing should be placed in or on the pews or chairs. Equipment also should not

block entrances, exits, or aisles, and should not be placed around the crucifix area.

- Standing on any pews for picture taking or posing is forbidden. The altar is a sacred place; nothing should be placed upon it, nor should it be used as a prop.
- Altar candles and church decorations may not be moved or removed.
- Musicians may not be photographed or videotaped without their explicit personal approval.
- Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
- No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds. Gum is not allowed during the ceremony.
- All voices must be kept down during photographic sessions. Shouting is inappropriate.
- It is the responsibility of the parents of the quinceañera to ensure that photographers and video personnel receive these policies and abide by them.
- Any questions about these policies must be directed to the Quinceañera coordinator on duty, not to the priest.
- Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the church. We reserve the right to prohibit problematic photographers and videographers from working at the Cathedral.

Should you have any questions, you can reach out to the Cathedral Business Manager at (316) 263-6574.



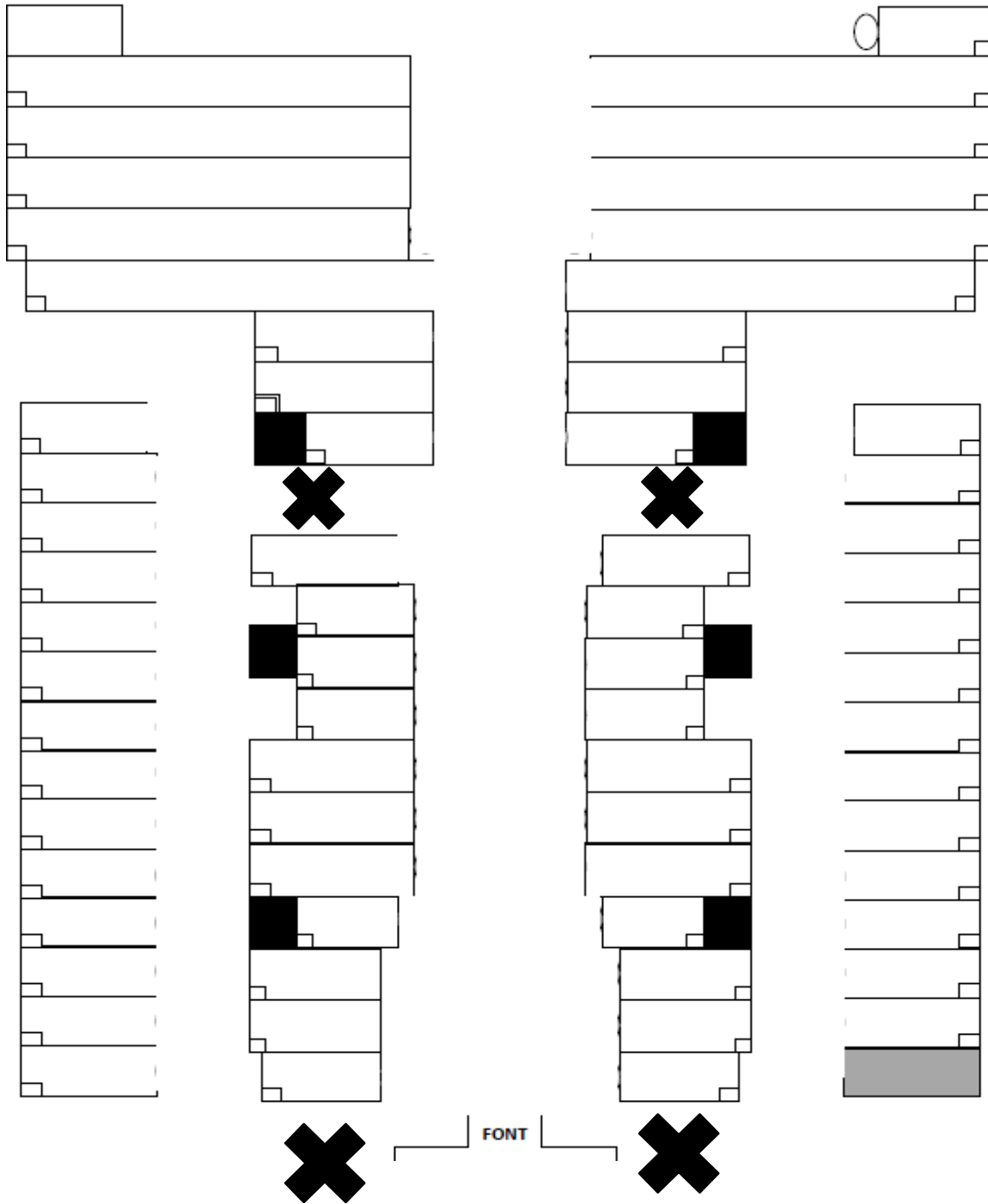
Photographer Guide

Cathedral of the Immaculate Conception



Indicates acceptable photographer location during the ceremony

Sanctuary



Indicates acceptable location for photographer during the ceremony