



The Cathedral Basilica of St. Francis of Assisi

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Checklist for Engaged Couples

Six (6) months before wedding:

- _____ Initial meeting with the Marriage Coordinator to fill out required documents and to confirm wedding date.
- _____ You will receive an email invitation to complete the FOCCUS inventory online. Please Complete.
- _____ Send recently issued baptismal certificates (with all notations) of **BOTH** bride and groom to the Marriage Coordinator.
- _____ Parents (or other family members) must go to parish office and fill out *Freedom to Marry* forms (please call before coming to be assured a member of our Pastoral Team will be available to help you).
- _____ Participate in the marriage preparation program (See #8 of Policies and Procedures, blue sheet).
- _____ Meet with the Pastoral Associates of Liturgy and of Music about liturgical planning and musicians for your wedding.
- _____ Pay ½ of church fee (nonrefundable if wedding is canceled).
- _____ Any other paperwork requested by the Marriage Coordinator

Four (4) months before wedding:

- _____ Participate in a marriage preparation program (see #8, blue sheet).
- _____ Must attend a session of Natural Family Planning (see #9, blue sheet).

Three (3) and Two (2) months before wedding:

- _____ Plan the details such as liturgy, attendants, music, etc.
- _____ **Be sure that you follow the guidelines explained in the “Preparing the Wedding Liturgy.”**
- _____ In the *Together for Life* book, finalize the readings and special options in your wedding ceremony. Use Cathedral Liturgy and Music Planner for all of the liturgical information to be used for your wedding.
- _____ Final payment of Church fee due (see # 12, blue sheet).

One (1) month before the wedding:

- _____ Honorarium for Priest (suggested \$150.00), Fees for Music Ministers & Ministers of Hospitality (Ushers) turned into Office of Worship (Pastoral Associate of Liturgy).
- _____ Get the Marriage License from the County Clerk’s Office, (102 Grant Ave.) and deliver to the Marriage Coordinator; do not fill out License.
- _____ Contact the Pastoral Associate of Liturgy and Music regarding final details or changes on your Liturgy and Music Planner.

Rehearsal Evening:

- _____ Marriage Coordinator will have prepared license for rehearsal. The marriage license will be mailed back to you after your wedding by the County Clerk’s Office, using the information you provided.
- _____ Leave any new information such as phone number and address with parish office.

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