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.