

Marriage Preparation

St. Thomas Becket Catholic Church

Congratulations on your engagement!

We are thrilled to be a part of your pursuit of Holy Matrimony, and we will do all we can to make it as holy and joyous a celebration as we can.

Preliminary Considerations **before contacting the parish** about arranging a Wedding:

- The Sacramental and Liturgical Handbook of the Personal Ordinariate of the Chair of St. Peter (the jurisdiction to which we belong, and whose rules we follow) stipulates in Section B3 (pp.66-67) that: "A couple wishing to marry is to contact their Pastor **at least six months prior** to the anticipated date of the wedding. The purpose of this period is to involve the couple actively in a process through which they can judge not only their readiness to marry, but also their ability to communicate on vital issues. Preparation time allows the couple to come to a deeper knowledge of each other and of the sacrament they will receive, including the reasons for its indissolubility. During this period, it is necessary to establish:
 1. The canonical freedom of the couple to marry in the Church
 2. The spiritual maturity of the couple as revealed by the practice of the faith by the Catholic party or parties, or at least their serious intention to return to the practice of the faith, including regular participation at Sunday Mass. Spiritual maturity is also judged by the couple's awareness of the specifically sacramental dimension of their marriage.
 3. The personal and relational maturity of the parties to undertake the responsibilities of marriage as Christian spouses and Christian parents.
- Catholics who have not yet received the Sacrament of Confirmation should receive it before being admitted to marriage, if it can be done without serious inconvenience.
- To ensure that the Sacrament of Holy Matrimony is received fruitfully, Catholic parties are to receive the Sacraments of Penance and Holy Eucharist.
- Observance of this preparation period is a serious obligation; it binds every Priest and Deacon who possesses faculties to witness marriages in the Ordinariate of the Chair of St. Peter."
- Those couples that require the processing of an **Annulment** would be wise to give that process **a full year to complete**. While not all annulments take a year to process, it would seem the average is at around 6 months, not including the actual marriage preparation to follow. Simply stated: plan ahead! While a Pastor may allow some preparation for marriage to be conducted simultaneously alongside the annulment process, establishing the "freedom to marry" is usually

the first step in the Marriage Preparation process, and without that, the rest may become irrelevant.

Once all of these preliminaries have been considered, couples should take the time to read the Marriage Customary of St. Thomas Becket (included here) prior to contacting the parish about scheduling an appointment to begin this process.

Or more simply stated: we want you to know what you're signing up for before you commit to deposits, times, locations, and all of the other details that go into such a grand occasion as a wedding.

So, don't make any major deposits on hall rentals, and do not commit to printing invitations or any other documents such as these until you have been authorized by the Priest or Deacon preparing you to do so. It is sometimes the case that marriages must be delayed or cancelled entirely due to canonical impediments, lack of annulments, or simply a lack of suitability for you to be married to another person. As such, don't invest too much in the occasion until you are well assured that we have committed to the actual liturgy. We do allow you to suggest a date, and we will pencil that in on our calendar in order to place a "reservation," if you will, on that date, but until you complete preparation, those are tentative dates, and may be cancelled at any time.

Preparation for Christian Marriage

Introduction

We are thankful that you have decided to come to the Church to seek a bond with each other in the sight of God that will endure for the remainder of your lives. Far too many marriages in modern society do not last, quite simply because they were not built to last from the beginning. It is our experience that many people spend the majority of their time and stress over marital preparations on things that make absolutely no difference to the wedding, and spend only a fraction of their time actually preparing for the marriage itself.

As such, our course of action shall be one of true preparation. We intend to prepare you for what you are to encounter the rest of your lives, not merely the things you will encounter from now until the day of your wedding. We also work to make sure you have discussed some of the bigger things that come into play later down the line.

Before you begin (or continue) any wedding preparations, it is essential that you schedule to meet with the priest or deacon who will “assist” (officiate) at your wedding prior to making any concrete decisions. **This includes setting a wedding date.** The sacrament of Marriage is indeed an act of worship to Almighty God. This thought is completely foreign to most of the people, businesses, and myriad magazines that are published to “help” you prepare for marriage. Most of those bridal magazines focus you almost entirely on the aesthetics of the Church (outward appearances), but do not take into consideration the fact that you are making this commitment in a place of worship.

Quite frankly, most venues that are selling wedding related items are in it to make money, so they are going to spend a great deal of effort to convince you of all of the things you absolutely need to have a successful wedding. We will advise you, before you spend your entire bank account (or anyone else’s), of what you actually absolutely need to be married in this Church; and furthermore, what you may not have in the Church as a matter of Church Customary. This is to make your marriage an act of worship, and to save you from wasting a great deal of your money on things you do not need.

In preparation for your marriage, we will spend several sessions together discussing various details of your life together. The intent of these sessions is to not only better equip you for married life, but in fact to determine whether you rightly should be married at this time. It is indeed possible that in the course of these sessions we may discover things that will delay your intended wedding, or may in fact inhibit your wedding entirely. However, the obvious goal is to draw you closer to each other and to God, and to have your marriage blessed in and by the Church.

Please complete the following forms and bring them with you to your first (or next) Marriage Prep session. Once again, we thank you for approaching the Church for guidance in your pursuit of a holy marriage. We pray you will be adequately trained and duly prepared for your wedding, and for the marriage to follow.

Blessings on Your Preparations,

The Clergy of St. Thomas Becket

Requirements of Those Seeking the Sacrament of Holy Matrimony

Marriage is indeed a sacrament that is intended to bring into one flesh a man and a woman. This is done by the exchange of solemn vows, the joining of hands, and often the giving of rings. The wedding service is an act of Christian worship, and as such the Church imposes certain and specific rules so that the ceremony is conducted with reverence, intention, and propriety. Your request to be married in the Church implies your willingness to accept and abide by the laws and traditions of this Church, and of the Personal Ordinariate of the Chair of St. Peter (henceforth: “*Ordinariate*”), the jurisdiction to which we belong within the Catholic Church.

Canon Law also requires that all persons who desire to be married in the Catholic Church must be instructed in the Church’s doctrine of marriage.

Couples will also be provided with a marriage information form to be completed before the official date of marriage is to be set. The information will be used to prepare the Church Marriage Register and other official documents for both the Church and the State of Texas. Accuracy is essential. Assistance with the paperwork will be provided by the clergy during the interviews.

As stated previously, do not make any plans, especially those that require an expense, until you have gained permission from the clergy to have the marriage in the Church. **Until permission has been granted, and a specific time and date have been determined and set on the parish calendar, no concrete plans should be made with any other organization or person.** Failure to heed this requirement may cause you considerable embarrassment and loss of money. Do not order any printed stationary or anything time/date sensitive until this requirement is met.

Scheduling the Church

According to the Sacramental and Liturgical Handbook of the Ordinariate, the Clergyman assisting at a marriage must receive **no less than 6 months advance notice** of the intended wedding date. In addition, he cannot give his consent to officiate at a wedding in the Church until after the initial interview with the couple. **Those who require the processing of an annulment would be wise to anticipate a full year in advance**, as the average annulment takes around 6 months to complete.

It must be remembered that the Church is the primary place of worship for its members. The regular worship times of the Church shall not be impeded upon for any Marriage service, and similar consideration is to be given for the use of the Church grounds, as pertains to the life and work of the Parish.

Legality of Marriage

The Bride and groom are responsible for obtaining all necessary licenses and requirements of the State from the local civic authorities of the State and County (or other jurisdiction as appropriate to the location of the intended marriage). States vary widely on these requirements, and some counties within those states also vary on the process for obtaining a marriage license, so be sure to do your research well in advance.

In most counties in the State of Texas, a marriage license must be obtained no less than 72 hours (3 days) prior to the wedding, and the marriage must take place within 30 calendar days of the

issuance of the license. This is the responsibility of the Bride and Groom, and it is a critical responsibility.

If you do not have a valid marriage license at the time of the wedding rehearsal, the wedding will not occur. This is a requirement of the State, Canon Law, and the clergy, and there are NO EXCEPTIONS. In many states, completing a marriage preparation course such as this one results in a discounted fee for the marriage license. At St. Thomas Becket, we are registered with the State of Texas to offer a qualifying course of the “TwoGether in Texas” marriage preparation program, and upon completion, we will provide you a certificate on behalf of the state that will qualify you for this discount.

It is also STRONGLY advised that in preparing for any honeymoon or travel to follow the wedding, especially destinations outside of the United States, that the Bride and Groom make arrangements under their separate legal names. For example, if you book a flight in your new married name, and your legal name on your passport, driver’s license, or travel permit are different, you will not be permitted to board the plane or other form of travel without some form of proof that your name has changed. **We are required by law** to mail in your marriage license personally, and as such, unless you seek a copy of your marriage license from us immediately after the wedding, you will have put yourself in a hard place. So, as a matter of legality, and your sanity, make all travel arrangements under your actual legal names. If the resort you stay in requires a proof of marriage, that is a lot easier to come up with than a new passport or driver’s license.

Previous Marriages

It is presumed, in that you are seeking to be married, that you HAVE NOT been married before. If this is not the case, and you have been married prior to this point, whether legally or sacramentally, all details of the previous marriage annulment must be discussed, and the Tribunal must be petitioned prior to being married at this time. Canon Law requires that an application for an annulment must be completed prior to any further marriage planning. These forms are required for all persons seeking to be married who have previously been married and whose former spouse is still living. Further details regarding this procedure must be discussed with the assisting clergy before any preparations may be made.

Canon law forbids marriage of any persons who are not legally permitted to marry. Those seeking marriage must abide by the laws of the Church and of the State in which they are to be married. As previously stated, the clergy must have the license issued by the civil authority no later than the day before the wedding, in accordance with all rules and regulations of the state. Be sure to list your appropriate address on your marriage license, as a copy is typically mailed to you once it has been processed by the state, if you have requested it. Various fees may apply.

The Bride, Groom, and witnesses must immediately sign the parish Marriage Register after the service is concluded, and before any photographs are taken, or greeting of guests and family. Any two persons who witness the ceremony may sign as witnesses, although it is helpful when they are designated beforehand. Typically, this is another duty of the Best Man and Maid of Honor, if they are suitably able.

Wedding Customary of St. Thomas Becket

Concerning the Customary of the Parish

The parish Customary of this Church is set forth for the intention of the sanctity of the Marriage ceremony, the parties involved, and the holiness of the Church in which this Holy Sacrament is to occur. You will find many ideas in bridal magazines or from previous experience that simply are not necessary, are not holy, or are in fact damaging to the Church and her use of the sacrament. As such, the following rules apply to your planning of the marriage service:

Wedding Coordinator

The Clergyman assisting at the wedding is in charge of not only the service, but of the decoration of the Church and the music selections. In all cases, the use of the Church is always under the direction of the clergy. It should be noted that no outside professional wedding consultants are permitted to work in this Church, as they rarely understand the rules and customary of the parish. The assigned event/wedding coordinator of the parish will help you to prepare according to the customs, canons, and the direction of the clergy. All special requests will be heard by the clergy and will be given sympathetic consideration whenever possible.

The role of the wedding coordinator (if utilized) is to help you plan your service, calm your nerves, get everyone in order for processions, help prevent a crisis, and do whatever they can to make your day go smoothly. They desire only that your wedding truly be an act of worship, and that this is accomplished to the best of our ability, whether it be simple or ornate.

Music

The Catholic Church wedding is a sacramental rite. Music that would not be appropriate for a Sunday Morning Eucharist is also not suitable for a wedding. Secular music, which does not fit the solemn nature of the ceremony is not allowed in the Church, but may be permitted at the reception, provided it is within appropriate bounds. All music chosen must be cleared with the Director of Music of St. Thomas Becket, or the officiating clergyman.

Please be certain to consult the Director of Music in all musical matters after you have been given permission to move forward in your wedding preparations. It is wise not to get too settled on a piece of music until you have cleared it with the Director of Music. All music in the Church is governed by Church law, and the Pastor is the final authority.

Purcell's "Trumpet Tune in C" and "The Heavens are Telling" by Marcello are examples of appropriate, joyful music which may be used as a processional or recessional. An appropriate hymn such as "Praise to the Lord" or "Joyful, joyful, We Adore Thee" would also be appropriate.

The Director of Music will assist you in providing a selection of music appropriate to this occasion.

Vocal music is strongly encouraged, as the service allows for several places for hymns to be sung. The use of Cantors or small musical groups, either vocalists or instrumentalists is permitted and even encouraged, as the Parish Choir is seldom available for a wedding. The Director of Music is responsible as to the competency of such persons and the appropriateness of their choices of music. The Director of Music may require one or more special rehearsals for such persons, in such a case, a fee for the Director of Music's time may be required or added to their

fee for playing your wedding. Please be advised that if the instrumentalists are not deemed appropriate to our standard, they will not be allowed to play. The use of organists outside of this parish is discouraged, but may be allowed by provision from the Director of Music, should they be duly qualified.

It is the case in many weddings that the Bride and Groom seek to save money and attempt to bring a CD player, digital audio player, or any such other mechanical device in place of hiring an organist. This practice is strictly forbidden, and will not take place at St. Thomas Becket.

Flowers

It is often the case that the use of flowers in the Church may be used to adorn the sacred space for the wedding. As we typically treat weddings according to our Sung Mass protocol, which involves the implementation of Altar Cards on the shelves behind the altar, there really aren't many good places to place flowers in the sanctuary. It is commonly the case that the couple will offer flowers to the Blessed Virgin on the side altar after the marriage or after they have received communion (if applicable). This practice is to be commended, and often couples also plan for a Marian Hymn to be sung or played during that time.

No real flower petals may be scattered on the floor of the church, neither is any kind of "aisle-runner" to be used in the church. The rationale is simply that real flower petals create a mess due to their rich natural pigments which stain the floors and are very difficult to clean, and at times can be quite damaging to the church. Fake flower petals become a trip hazard, particularly to those wearing high-heels, and we would prefer to not have any cause for injuries in the Church.

"Aisle runners" (the custom of having a long cloth or paper strip down the center aisle of the church for the bride to walk down) are extremely hazardous, are often torn, and are a general nuisance to the wedding service, and as such are not permitted. These are often implemented alongside the dropping of flowers in an attempt to prevent a mess, however if the flower petals are not permitted, the aisle runners are likewise not permitted, nor otherwise necessary.

"Flower girls" are not necessary to the service, but are permitted, PROVIDED that the girl is either 5 years of age or older, or a designated person carries the child down the aisle. Should a flower girl be made part of the service, she may not drop anything on the floor, but merely serve the role in a ceremonial fashion.

Rings and other things

The Best Man typically has the custody of both rings at a marriage, as bridesmaids dresses seldom have pockets, and they also commonly carry flowers, so their hands are busy. The Maid of Honor is responsible for the Bride's dress and flowers during the service. During the service, when directed, the Best Man places both rings on the Assisting Clergyman's prayerbook or on a designated plate so to be blessed. Ring bearers are not necessary to the service, but are permitted in the ceremonial of the service, provided they have fake rings tied to a pillow. The rationale is simply that it is unwise to entrust thousands of dollars of jewelry to a child, a pillow, and a loose piece of ribbon.

Following the service or reception, we do not encourage anything be thrown/blown/cast at the bride and groom as they depart the Church, unless it's big wads of cash! This is a custom that has

no place in the Church at all, and likewise creates a mess that is most often neglected in the cleaning. Whether it is birdseed, rice, bubbles, confetti, party-poppers, silly string, or even butterflies (we've seen it all!), we do not encourage you to spend your money on these items that are intended to be distributed, blown, thrown, released, or otherwise cast at the bride and groom. **If you choose to provide these items, you accept responsibility for any damages caused, cleaning to be done, and any damage to your person or clothing.** The rationale is that all of these items are harmless when gently tossed, but can hurt you when they are thrown. We've seen birdseed cast like a shotgun spray, entire bottles of bubble liquid thrown at the bride and groom, liquid poured down the back of the bride and groom causing damage to suits and dresses, and enormous messes left by party poppers or silly string. It should also be mentioned that silly string is highly flammable and should not be provided, ESPECIALLY near any open flame such as candles on the tables.

Tape/Video Recording

Any form of taping in the Church requires the permission of the Assisting Clergy, and requires his consultation with the videographer or other recording technician. With significant advanced warning, and with the potential for a fee, the service may be live-streamed to the internet. This feature requires the commitment of staff members to operate cameras and broadcasting equipment, and is subject to their availability.

Photography

You may select the photographer of your choice. You will be responsible for sharing our regulations on taking pictures in the Church. They are as follows:

1. The use of flash equipment is not permitted during the service.
2. All cameras/photographers, during the ceremony, will remain stationary or posted on a tripod. The cameras must be quiet, and not disturbing to the musicians or clergy.
3. The photographer is not permitted to walk the aisles during the service.
4. Flash pictures may be made at the entrance or exit of the Church as your wedding party processes or recesses.
5. Specially posed pictures with flash are permitted both before and after the ceremony. Before the service, photographs are permitted in the vesting areas, parish hall, and sacristy. Photos are permitted in the Church prior to the service, provided the altar servers have completed their set-up for the wedding. After the service, you will be allotted 45 minutes for pictures in the sanctuary beginning immediately after the service concludes. The clergy are always glad to participate, within the limits of their time, and should be included among the first photographs to be taken so that they may attend to their other duties as soon as possible. This is a very busy parish, and it is often the case that another liturgy or obligation of the clergy or parish may be taking place immediately after the service.

Pre-Wedding Parties

It is often the custom of the bridal party to engage in parties the night prior to the service. It is not uncommon for the "friends" of the bride or groom to do all in their power to render them intoxicated the night before their wedding, and has been known to happen even on the day of the wedding. This practice is to be discouraged.

Alcoholic beverages are never permitted in the dressing areas of the Church or sacristy. As alcohol impairs judgment, it is the strict policy that the presence and/or scent of alcohol on either

the Groom or Bride's person will result in the cancellation or postponement of the wedding. Clergy are forbidden to witness vows from persons that do not appear to be fully aware of what they are doing. This applies to any other medications, prescribed or otherwise, that may impair the judgment of the Bride or Groom. Extreme caution should be held in regards to the consumption of any drugs or alcohol prior to the wedding as it may result in postponement or cancellation of your wedding. Other wedding participants who may appear to be intoxicated at the time of the service may also be restricted from participation by the Clergy or parish staff. You are responsible for sharing this information with your wedding party.

Dress for the Occasion

It is your responsibility to make sure that all of your dresses, suits, and so on are properly fitted to your liking prior to the service. Often, things that appear to match in a catalog do not match at all under normal light when seen side-by-side. You are strongly encouraged to make all of these arrangements prior to your arrival, so to assure a proper fit. We are occasionally able to mend a torn garment or give a last-minute ironing to a shirt, but major alterations are best done at the haberdasheries or tailors shop.

Any form of dress that is outside of the normal parameters, that being a proper wedding dress and a tuxedo or suit, require the approval of the clergy. Should the bride choose a dress that comes with gloves, note that you will be required to take them off prior to the marriage rite. No sort of strange dress shall be permitted, including but not limited to zoot suits, tuxedo t-shirts, or any other such dress that shall be deemed as drawing particular attention to yourself rather than to God or the Bride and Groom.

The Bride, Groom, and all participants in the wedding party must arrive no less than one hour prior to your wedding to be dressed and prepared for the occasion. We would prefer that you are too early than too late. Be sure to make all appointments early enough for you to arrive on time. Unless there is a limited and grave exception, weddings will begin on time. When there is no Bride or Groom present at the time of service, it is assumed that the service has been canceled. BE ON TIME!

We encourage you to advise everyone to arrive no later than a half-hour (30 minutes) prior to your scheduled wedding.

“Fee” Schedule

From the Clergy Personnel Handbook re: Offerings for Sacraments, Sacramentals and Funerals (p. 35)

"Christ entrusted to the Church the Sacraments of the New Testament for the sanctification of the Christian people. Since all the faithful who are properly disposed and not prohibited by law have the right to receive the sacraments, there is no charge for the administration of the sacraments and sacramentals. Thus, while in practice it is customary to request an offering on the occasion of the administration of a sacrament and other services of the Church, no one can be deprived of this assistance because of an inability to pay. In accord with Canons 1264 and 1181 of the Code of Canon Law, the Governing Council recommends the following amounts that may be requested on these occasions.

Baptisms \$100

Weddings: \$1,000

Funerals: \$300

House and Building Blessings: \$100

Car Blessings: \$50

Quinceañeras: \$500

Parishes/Parochial Communities may request amounts less than, but not more than, the amounts defined above. These requested amounts must go to the parish. Additional voluntary amounts may go to the priest (or deacon) celebrating the sacrament or sacramental, but these additional voluntary amounts may not be licitly suggested or requested."

St. Thomas Becket Suggested Offerings:

Wedding: \$1,000 for parishioners, \$1,500 for non-parishioners (Donation given/check written to the Parish)

Actual Fees as these are not ingredient to the sacrament/sacramentals, but are rather optional additions at your expense:

Musicians: (to be paid by the couple directly to the musicians at least 2 full weeks before the occasion)

Cantor \$ 100 per service

Organist \$ 250 per service

Choir Director \$100 per service

Additional Choir/performers \$100 per service per individual.

Use of Parish Hall and details that are necessarily included when rented for the purposes of an occasion

Use of Hall \$ 500

Cleaning Deposit \$ 200

Security Officer –please coordinate with Sheriff Gonzalez (210) 378-5690

Ordinariate Special Event Insurance Policy \$95 (Required for all events on our campus unless user can demonstrate personal insurance coverage of damages of at least \$1,000,000)

Agreement to abide by the Customary of the Parish

WE, _____ and _____
(Bride) (Groom)

have read and understand and will abide by all of the policies of this Church as stated in this document, and in the adjoining pages, and we agree to offer full disclosure of all facts as best to our knowledge for the duration of our wedding preparations. We further understand that engaging in wedding preparations in no way assures that a wedding will occur, or that we will have any such rights to the use of the Church for any service unless the clergy grants us their expressed written permission.

_____ (Bride to be) Date: ____/____/____

_____ (Groom to be)

_____ (Officiating Clergy)

Bride's Information Sheet

Full Legal Name _____

Date of birth _____/_____/_____ Home/Mobile Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

Are you Divorced? [☐] No [☐] Yes; If Yes, Date Divorce was final _____

Profession _____

Church Membership _____

Church Address _____

Date of Baptism _____ Date of Confirmation _____

Where will you be attending Church after Marriage? _____

Mother's Full Name _____

Father's Full Name _____

Is your Mother to be formally seated? _____ Grandmother(s) _____

Maid (Matron) of Honor _____

Number of Bride's Attendants /Bridesmaids (if any) _____ (Use Back to list names)

Photographer _____

Phone _____ Email _____

Reception in Parish Hall [☐] Yes—[☐] No

Eucharist [☐] Yes—[☐] No
(Catholics Only)

Approximate Number of Guests _____

(Note: **Maximum Church Capacity is 500 people seated**)

Groom's Information Sheet

Full Legal Name _____ Age _____

Nicknames or preferred Name _____

Address _____

City _____ State _____ Zip _____

Home/Mobile Phone _____ Work Phone _____

Are you Divorced? [☐] No [☐] Yes
If Yes, Date Divorce was final _____

Profession _____

Church Membership _____

Church Address _____

Date of Baptism _____ Date of Confirmation _____

Where will you be attending church after Marriage? _____

Mother's Full Name _____

Father's Full Name _____

Is your Mothers to be formally seated _____ Grandmother(s) _____

Best Man _____

Number of Groom's Attendants /Groomsmen (if any) _____ (Use Back to List Names)

Assisting Clergyman from another parish? [☐] Yes—[☐] No

Name _____ Title _____ Phone _____

Church and/or Denomination _____

Finalized Plans

Name of Bride and Groom _____

Date of Wedding _____ Day _____ Time _____

Officiant _____ Pianist/Organist _____

Eucharist [☐]Yes—[☐]No

Bridesmaids

Groomsmen

Maid of Honor _____ Best Man _____

+++++

List of Hymns/Music

Prelude (Seating of Mothers/Grandmothers) _____

Processional _____

Gospel/Gradual Hymn _____

(Offertory Hymn) _____

(Communion Hymns) _____

Recessional/Voluntary _____

+++++

Rehearsal Date _____ Day _____ Time _____

+++++

Reception Location: _____

Additional
information _____

Wedding Paperwork Checklist (Filled out by the Assisting Minister)

☐ Bride & Groom

- ☐ 1st Appointment | Date: ____/____/____
- ☐ Information Page and Declaration of Intent signed and returned
(Divorce/Annulment Paperwork if any)
- | | | |
|---|--|---|
| Hers | | His |
| ☐ Petition for Annulment | | ☐ Petition for Annulment |
| ☐ Letter of Explanation | | ☐ Letter of Explanation |
| ☐ Copy of Divorce Decree | | ☐ Copy of Divorce Decree |
- Response from Bishop: _____
- ☐ 2nd Appointment Date: ____/____/____
- ☐ 3rd Appointment Date: ____/____/____
- ☐ 4th Appointment Date: ____/____/____
- ☐ 5th Appointment Date: ____/____/____

Calendar

- ☐ Check Date for Conflicts (Advent/Lent/Sundays/Parish Functions)
- ☐ Wedding Date _____
- ☐ General Rehearsal _____
- ☐ Private Rehearsal (if needed) _____
- ☐ Musician Rehearsal _____
- ☐ Parish Hall Available for Reception _____
- ☐ Calendar/Bans of Marriage

Parish Customary

- ☐ Received and read
- ☐ Readings Sheet Returned
- ☐ Final List of Bridesmaids/Groomsmen/Family in Attendance

Notifications

- ☐ Altar Guild ☐ Eucharist (Yes/No)
- ☐ Organist/Instrumentalists
- ☐ Janitor (Cleaning Deposit)
- ☐ Flower Guild
- ☐ Rector/Discretionary

Fees Collected:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Do you need?....

- ☐ Readers, Acolytes, Servers
- ☐ Name and Phone # of Photographer _____
- ☐ Name and Phone # of Caterer _____