

Procedure for Marriage Planning and Preparation at St. Clare Catholic Church:

- ❖ Marriage planning and preparations begin at least six months prior to an intended wedding date.
- ❖ Contact the parish office to schedule an appointment to meet with the Parish Priest or Pastoral Associate for the initial inquiry regarding marriage in the Catholic Church. Only when the Parish Priest determines that the couple is free to marry in the Catholic Church should a date be determined for the wedding.
- ❖ After the initial inquiry and setting of date, marriage preparation begins. Here are the steps to the marriage preparation:
 - Couple will do the FOCCUS interview with the Parish Pastoral Associate.
 - Then, the couple will be assigned to a married couple from the Parish Marriage Prep Team to go through marriage preparation classes.
 - The Marriage Prep Team will advise the Parish Priest or Pastoral Associate of the readiness of the couple to proceed with their marriage.
 - Sometimes, an engaged encounter retreat may be suggested for the couple who intend to marry to be more prepared for the sacrament they wish to enter.
 - The couple will also have to provide the following documents:
 - If both parties are baptized, both parties must provide a certificate; for the Catholic party, the certificate may not be more than six months old.
 - Witnesses forms for both groom and bride.
 - If marrying after one has been widowed, the person must provide a death certificate of the previous spouse.
 - If marrying after a previous marriage, provide proof of a declaration of nullity granted by the Catholic Church.
 - On or before the wedding date, a marriage license must be provided to the Parish Priest. If a convalidation of marriage is to be performed, a copy of the marriage license must also be provided.
- ❖ Once the marriage prep is done, another meeting is set with the Pastoral Associate to plan the liturgy and the ceremony for the wedding date. A rehearsal date is also determined before the wedding. The Pastoral Associate will provide the couple with guidelines to ensure the solemnity and sacredness of the celebration of the marriage.
- ❖ St. Clare Church suggests that the couple meet first with the Parish Priest or Pastoral Associate before finalizing arrangements with services needed for the wedding day, e.g. receptions halls, caterers, etc.
- ❖ There is a suggested minimum donation of \$150.00, made out to St. Clare Catholic Church.

January 5, 2014