

Procedures for Wedding Preparation

Initial Contact: Engaged couple will contact the St. Joseph Parish office to inform staff of upcoming nuptials. Couple will ask Administrative Assistant if dates are open for a wedding. Administrative Assistant informs the couple about a mandatory meeting with the deacon. Contact information will be sent to the deacon.

Initial Meeting with the Deacon: The meeting will involve discussion on parish membership,, previous marriages, required forms/sacramental documents, Diocesan Marriage Prep, FOCCUS inventory, fees, personal data form and future meeting date with the pastor. IMPORTANT: the parish cannot officially reserve the wedding date on the parish calendar until the deacon has met with the couple. Weddings are scheduled for no later than 1:00 p.m.

Forms: The deacon will guide the couple through required forms. He is responsible for maintaining marriage prep records and keeping in contact with the couple throughout the marriage preparation process;

- ♥ Prenuptial Questionnaire for bride and groom/Application.
- ♥ Sacramental records of Baptism, Eucharist and Confirmation for bride and groom (sacramental certificates are needed if celebrated at parish other than registered parish where they will be married).
- ♥ If required; Dispensation/Permission Form, Mixed Marriage Promises, Decree of Nullity, etc.

FOCCUS: The deacon is responsible for contacting FOCCUS leader with the following information:

- ♥ Name and contact information of couple planning to wed.
- ♥ Pending wedding date.
- ♥ Instruct FOCCUS facilitators to send completed inventory to parish office by mail or email.

Marriage Encounter Weekend: The deacon is responsible for informing couple about mandatory Diocesan Marriage Encounter Weekend. Upon completion of the program a certificate must be submitted to the parish office.

Suggested Stipend: Parish office will inform couples about stipends associated with marriage preparation:

- ♥ \$150 for works of mercy (\$250 for non-parishioners), check made to Works of Mercy.
- ♥ \$100 for clergy, check made payable to presiding clergy
- ♥ stipends must be brought to the parish office prior to the wedding.

Meeting with Pastor: The deacon will instruct the couple to call the parish office to set up a meeting with the pastor after registration, FOCCUS, Marriage Encounter, and all forms are completed. Pastor will include discussion on the Sacrament of Marriage and forms.

Wedding License: Parish office is responsible for submitting license to Register of Deeds

Notifications: Baptismal parishes of bride and groom will be notified by parish office.