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## CHURCH OF ST. PIUS X WEDDING HANDBOOK

We are pleased you have asked to be married at the Church of St. Pius X. In choosing to be married in the Catholic Church, you are proclaiming publicly your intention to live a Christian marriage. Your wedding liturgy is an act of worship that praises God for the love you have found in each other and asks for strength and nourishment as you continue your life journey together. It is also an experience of transformation and prayer for all gathered with you on your special day. Your wedding liturgy should call everyone (not just you as the wedding couple) to a deeper encounter with the Lord.

The wedding liturgy should remind everyone that marriage is a great sign: “the mirror of God’s everlasting love.” (*Rite of Marriage*) Sometimes a lack of experience in liturgical planning, misunderstood social expectations, and the influence of non-religious popular culture lead to too much time and effort being spent on nonessential aspects of a wedding. As in many other areas of life, it is possible to overdo things to the point where the original focus or purpose is lost.

We have prepared this booklet to assist you in planning a proper Catholic celebration and to acquaint you with the norms and guidelines of the Catholic Church and our parish. It contains valuable information that will be helpful in preparing for your wedding day, the ceremony and your married life.

As you read this booklet, please reach out to one of our priests if you need clarification on anything. By following the guidelines outlined, your marriage liturgy will reflect its dignity and solemnity as a Sacrament in the Catholic Church.

### **MARRYING AT THE CHURCH OF ST. PIUS X**

Only Roman Catholic ceremonies are held at the Church of St. Pius X. Either the bride or groom must be a Catholic in good standing to be married in our parish. Ordinarily, either the bride or groom must be a registered and active member of our parish. If neither the bride nor groom are members of our parish, or are new to the area, each must obtain permission (or a Letter of Release) from his/her local or former pastor to be married at the Church of St. Pius X.

Weddings may be scheduled Monday to Friday between 4:00 pm and 7:00 pm and Saturdays between 12:00 pm and 3:00 pm, subject to the availability of our priests, parish resources and the church building. Because Lent is a penitential season, the Church discourages wedding celebrations during Lent. An exception may be made but the celebration must conform to the subdued nature of the season. Weddings are not celebrated during the Easter Triduum or on Easter Sunday.

## **MARRIAGE PREPARATION PROCESS**

1. The engaged couple should meet with one of our priests at least six months in advance of their proposed wedding date and prior to making any arrangements for a reception to discuss the details and specific preparation for this Sacrament. At this meeting, the priest will:
  - a. conduct a required assessment to confirm your freedom to enter into marriage within the Catholic Church. The questions will deal with such matters as previous marriages, age, maturity, knowledge about marriage, intentions, etc. There will be discussion about how each partner will contribute to the spiritual growth of the other and any children who might be born in the marriage. In instances where one or both of the parties to be married is under the age of 21, there may be a need to interview a parent or guardian to corroborate the statements made regarding maturity and readiness for marriage.
  - b. confirm a day and time for your wedding and rehearsal, if he determines nothing made known to him would prevent the marriage from taking place within the Catholic Church. (A one-hour rehearsal usually is conducted the evening before the wedding. The priest will lead you through the liturgy and your readers may practice their texts. It is the couple's responsibility to ensure no one in the wedding party has used alcohol before the rehearsal or the wedding.)
  - c. review the St. Pius X wedding policy.
  - d. explain and begin the necessary paperwork (See Requirements for Marrying at the Church of St. Pius X and Wedding Checklist for Bride and Groom.)
2. The couple will be asked for a \$150 non-refundable reservation fee when a date is set for their wedding.
3. After the engaged couple completes the marriage preparation program, the couple should:
  - a. meet with the priest to discuss and plan the liturgy.
  - b. contact and meet with the Director of Music Ministries to review the music guidelines and discuss choices for the wedding liturgy.

## REQUIREMENTS FOR MARRYING AT THE CHURCH OF ST. PIUS X

### I. **ALL marriages** at the Church of St. Pius X require:

- A. a marriage preparation course (Pre-Cana) completion certificate submitted to the Parish Office. (The Archdiocese of New York requires every couple to attend a marriage preparation program prior to their wedding. There are many programs available, including the Engaged Encounter Weekend in the Archdiocese of New York. Engaged couples who live outside the Archdiocese should arrange to do a marriage preparation program in their local area's parish, confirm with one of our priests that it is a program acceptable to the NY Archdiocese and provide a certificate of marriage preparation to the Parish Office upon completion of the program.)
- B. a pre-nuptial questionnaire form with biographical and attitudinal information needed for validity of the sacrament completed by the parish priest.
- C. a civil marriage license issued by New York State (or, in some circumstances, another state) submitted to the Parish Office.
- D. affidavits from two persons unrelated to the bride that she is free to marry and affidavits from two persons unrelated to the groom that he is free to marry submitted to the Parish Office.
- E. the absence of an impediment to the marriage such as an existing marriage bond, or a close family or blood relationship.

### II. **In addition, the following is required:**

#### A. **Two Catholics who are marrying must submit the following to the Parish Office:**

- i. an **original** Baptismal Certificate complete with the church seal from each individual's baptismal church issued within 6 months of the date of the wedding;
- ii. a copy of a First Communion Certificate and a Confirmation Certificate (or a document with notations thereof) for each individual ; and
- iii. if a non-parishioner, a Letter of Release from his/her pastor allowing him/her to marry outside of his/her parish.

#### B. **A Catholic and a baptized non-Catholic Christian who are marrying must submit the following to the Parish Office:**

##### i. ***For the Catholic:***

- 1. an **original** Baptismal Certificate complete with the church seal from his/her baptismal church issued within 6 months of the date of the wedding;
- 2. a copy of a First Communion Certificate and a Confirmation Certificate (or a document with notations thereof);
- 3. if a non-parishioner, a Letter of Release from his/her pastor allowing him/her to marry outside of his/her parish; and

4. a completed and signed ***mixed religion*** form in which the Catholic undertakes to continue living his/her own faith and to do all in his/her power to have any child(ren) from the marriage baptized and raised in the Catholic faith together with a \$100.00 check payable to the Archdiocese New York. (The priest will submit the form to the ADNY Chancery Office to seek permission for the marriage.)

***ii. For the non-Catholic Christian:***

1. an ***original*** Baptismal Certificate from his/her baptismal church issued within 6 months of the date of the wedding; and
2. an oral commitment to baptize any child(ren) from the marriage and to raise the child(ren) in the Catholic faith.

**C. A Catholic and a non-baptized Individual who are marrying:**

***i. For the Catholic:***

1. an ***original*** Baptismal Certificate complete with the church seal from his/her baptismal church issued within 6 months of the date of the wedding;
2. a copy of a First Communion Certificate and a Confirmation Certificate (or a document with notations thereof);
3. if a non-parishioner, a Letter of Release from his/her pastor allowing him/her to marry outside of his/her parish; and
4. a completed and signed ***dispensation*** form in which the Catholic undertakes to continue living his/her own faith and to do all in his/her power to have any child(ren) from the marriage baptized and raised in the Catholic faith together with a \$100.00 check payable to the Archdiocese of New York. (The priest will submit the form to the ADNY Chancery Office to seek permission for the marriage.)

***ii. For the non-baptized individual:***

1. An oral commitment to baptize any child(ren) from the marriage and to raise the child(ren) in the Catholic faith.

**D. Persons married outside the Church:**

- i.* Any individuals married outside the Catholic Church desiring to validate their marriage in the church at the Church of St. Pius X should consult one of our priests regarding the requirements for a ***convalidation ceremony***.

**E. Persons divorced:**

- i.* Any individuals desiring to marry in the church at the Church of St. Pius X who have been divorced should consult one of our priests regarding the requirements.

## THE CHURCH IS A PLACE FOR WORSHIP

### Furnishings

Only those candles, candlesticks and candelabra provided by the church are permitted. The altar, ambo (pulpit), and other furnishings cannot be moved. The church will provide chairs, altar candles and other elements of the liturgy, as needed. The main church building seats 300 people.

The “unity candle” is a commercial product which is not mentioned in the liturgical books of our Church and has no real history or tradition behind it. If you would like to use a “unity candle” at your wedding, please consult the priest.

### Flowers

If you wish to have floral arrangements in the church, please be mindful of the worship space at St. Pius X when deciding on the size and color of your arrangements. Please note it is never appropriate to place flowers on the altar “table” or block the view of the liturgical movement. Bows or pew markers may only be attached with elastic bands, string, ribbon or pew clips. Tacks, nails, tape and metal devices are never permitted. Pew candles, candelabras, floral arches and pedestals are not permitted. Decorations outside the church are discouraged. For safety reasons, no aisle runners are permitted.

During festive times, such as Christmas and Easter, additional floral arrangements may complement, but may not substitute for, decorations already in place. The Advent wreath, Lenten Cross, Easter candle and creche cannot be moved. Because of the special nature of the Advent and Lenten seasons, no flowers are permitted.

The church building may be locked when no services are scheduled. Flowers, therefore, may only be delivered at a **pre-determined time**. Please arrange a time with the Parish Secretary. The parish is not responsible for the personal flowers of the bridal party. Floral arrangements in the sanctuary usually are left as donations to the church after the wedding ceremony.

**No one is permitted to sprinkle real flower petals, rice, birdseed, confetti, or other substances** anywhere in the church or on the church grounds. If you wish, silk flower petals may be used inside the church but there will be an additional fee for our maintenance person to clean up the silk petals. Bubbles are permitted outside the church building.

Flower girls and ring bearers should be at least five years old.

### Military-Style Weddings

Military swords, as well as other real or ceremonial weapons, are never permitted in the church building. The wedding ceremony is a sacrament of the Church, therefore, military displays, if desired, may only take place outside the church building.

### **Photographers and Videographers**

Photographers and videographers are welcome to take photos and film the liturgy but should not walk around the “sanctuary” during the liturgy or otherwise intrude upon the liturgical service. Flash photography is **not** permitted. Formal photos may be taken for one half-hour following the wedding. Photos involving the priest should be taken first.

***Drones are not permitted in the church building or on the church grounds.*** No step stools, ladders, platforms or other structures are permitted in the church building.

### **Music**

All musical selections for your wedding must be in keeping with the guidelines of the Catholic Church and the Archdiocese of New York.

Most weddings at the Church of St. Pius X require an organist. Other instrumentalists may accompany the organist depending on your specific musical requirements. A cantor is required if the wedding ceremony will take place within a Mass or if there will be a Liturgy of the Word service. The cantor serves a key role within the liturgy by singing parts of the service particular to this ministry and in helping to lead the assembly. Guest soloists may be employed only in the discretion of the parish Director of Music Ministries.

Our Director of Music Ministries is responsible for the music at all weddings. The couple must contact the Director at least three months before their marriage date to arrange for the parish’s organist/pianist and cantor. If you prefer to use someone other than our parish’s pianist and/or cantor, he/she must contact the Director of Music Ministries to discuss the music and the Parish’s piano. Please note that the Parish’s music fee will not be waived and only our parish’s organist will be permitted to play the parish’s organ. Our Director of Music Ministries may be contacted at [music@spxny.org](mailto:music@spxny.org).

### **Pets**

Animals are not permitted to participate in the wedding ceremony and are not permitted to enter the Church building.

### **Wedding Coordinator**

If you have chosen to utilize the services of a professional wedding coordinator, he/she should defer to our priests during the rehearsal and wedding ceremony because of the unique nature of the Catholic liturgy and the requirements of our parish.

If you do not have a wedding coordinator, we suggest you ask two guests to assist with opening the door for the bride and persons arriving late so the solemnity of the procession is not interrupted.

## **THE WEDDING LITURGY**

### **Wedding Ceremony Within Mass or Outside of Mass**

You may be married during Mass with the Liturgy of the Word and the Liturgy of the Eucharist ("Wedding with Mass"), in a non-Eucharistic service with the Liturgy of the Word but no Liturgy of the Eucharist ("Wedding with Liturgy of the Word"), or in a non-Eucharistic service without the Liturgy of the Word and without the Liturgy of the Eucharist ("Wedding Only"). (See Wedding Liturgy Planning Guides.)

#### **Wedding Ceremony with Mass**

Every Mass consists of a gathering rite, Liturgy of the Word with readings, homily and general intercessions and a Liturgy of the Eucharist with presentation of the bread and wine, the Eucharistic prayer and communion. When a wedding is celebrated at Mass, the rite of marriage takes place after the homily and is followed by the intercessions and Liturgy of the Eucharist.

#### **Wedding with Liturgy of the Word**

When a wedding is celebrated outside of Mass but includes the Liturgy of the Word, it takes place after the homily and concludes with the Lord's Prayer, the nuptial blessing, a final blessing and a recessional.

#### **Wedding Only**

When a wedding is celebrated outside of Mass and does not include the Liturgy of the Word, the wedding ceremony takes place followed by the nuptial blessing.

When either the bride or groom is not Catholic, the celebration of the wedding occurs outside of the Mass.

### **The Wedding is a Worship Experience**

Every liturgical celebration is a worship experience, the prayer of the entire Church, regardless of who is present and the kind of event. A wedding is not a "show" featuring the bride and groom before an audience of family and friends; rather it is a religious ritual that focuses on the Assembly or everyone in the church gathered with the bride and groom to offer praise and thanks to the God who loves us and who manifests that love, in a special way, in the persons of the bride and groom. The community of family and friends, then are not just spectators but active participants in the wedding liturgy. The very word "liturgy" is translated from the ancient Greek as "the work of the people." It is the Assembly that celebrates the liturgy. Accordingly, in preparing your wedding liturgy, we encourage you to ask your family and friends to become active participants in the ritual actions, words, songs and gestures of the people gathered for prayer. In particular, we urge you to ask family and friends to serve as greeters and ushers, readers, gift bearers and communion ministers. We encourage the engaged couple to provide a printed program containing the order of the liturgy and readings for their guests to follow during the wedding service.

### **The Couple**

In the Roman Catholic wedding liturgy, the bride and groom are the ministers of the sacrament. It is the couple who give themselves one to the other, in marriage. The principal focus will be on you during the liturgy; therefore, your behavior and attitudes will help to set the tone for the entire Assembly. Thus, we encourage you to participate in the prayers and singing so all gathered will feel comfortable and at ease in taking an active role in the liturgy. Though permitted, we recommend you not take on an additional role during the liturgy, such as a reader or communion minister, but leave those roles to others in the Assembly.

### **The Priest**

Our pastor is responsible for all sacramental celebrations that take place at the Church of St. Pius X. He may delegate this authority to other priests. If you wish to have a visiting priest marry you, please have him contact the Parish Office so any necessary paperwork can be completed.

Non-Catholic clergy are welcome to participate in the liturgy by reading a selection from scripture or offering a prayer but a Catholic priest must officiate at the wedding and the ritual of the Roman Catholic Church must be used.

### **The Witnesses**

While the entire Assembly is a witness to your wedding, three individuals have a special role in the liturgy for the civil and religious records. The priest serves as the Church's official witness. In addition, the best man and the maid or matron of honor fulfill a requirement as witnesses who formally attest to the fact the wedding took place. They need not be Catholic or even baptized. Though it is not traditional, it is possible for these two witnesses to be exclusively male or female.

### **Greeters and Ushers**

Your groomsmen and/or bridesmaids can fulfill a critical role in your wedding liturgy by serving as greeters and ushers for those who gather. By acting as the initial ministers of hospitality, they can greet your guests as they enter the church, give them a printed program and escort them to a seat.

### **Cross Bearers and Acolytes (For Weddings with Mass and Weddings with Liturgy of the Word)**

All Weddings with Mass and Weddings with Liturgy of the Word occur within the liturgy of the Church so it is appropriate that the Gathering Rite officially begins with a procession. The cross bearer may be chosen from the wedding party or among your guests. Acolytes, or altar servers, are permitted, but generally are not required.

### **Readers (Lectors) (For Weddings with Mass and Weddings with Liturgy of the Word)**

Lectors proclaim God's Word in the Scriptures and read the General Intercessions. You may select one or two individuals to read, depending on the number of readings. In addition, a

third person may be asked to read the General Intercessions. The persons selected should be good public speakers and given an opportunity to practice in the church.

#### **Gift Bearers (For Weddings with Mass)**

Two people from the Assembly may be invited to bring forward the gifts of bread and wine.

#### **Communion Ministers (For Weddings with Mass)**

Eucharistic Ministers are encouraged when the wedding occurs within a Mass. These individuals help the priest in the distribution of Communion. Please inquire among family and guests to determine if any are commissioned for this special ministry.

### **THE WEDDING DAY**

The Church of St. Pius X is an active church community. Due to our limited facilities, we are unable to provide an appropriate place for the wedding party to dress. If changing rooms are required, private arrangements should be made with a local inn or hotel.

The groom, groomsmen and ushers and greeters should arrive at the church at least 40 minutes prior to the ceremony. The bride and her attendants should arrive 20 minutes prior to the wedding. It is essential to begin the liturgy on time due to the schedule of other events and commitments.

In order to insure nothing is stolen or left in the church, we suggest you ask someone to be responsible for securing all of your belongings. The area is unsecured and the parish cannot be responsible for any lost or stolen items.

Food, tobacco or alcohol is ***not permitted*** in the church or on the property. Animals are ***not permitted*** in the Church building.

Receiving lines after the liturgy are not appropriate in the main church, but are permissible in the narthex or outside the church building.

The marriage license will be signed after the wedding ceremony or as part of the ceremony.

### **OFFERINGS AND FEES**

All fees and offerings should be discussed with the Parish Office. The church fee covers the rental of the building, utilities, maintenance, as well as premarital counseling, paperwork and staff support. Couples are required to pay a non-refundable reservation fee of \$150 when the wedding date is set. The reservation fee will be applied to the church fee if the wedding takes place at the Church of St. Pius X. Couples must pay the entire church fee, no later than the date of the rehearsal. There are additional fees for the services of our Parish's Director of Music, organist and cantor. There is no fee for the priest, however, an *honorarium* is appreciated.

## **WEDDING LITURGY PLANNING GUIDE: WEDDING MASS**

**BRIDE** \_\_\_\_\_

**GROOM** \_\_\_\_\_

**PRIEST** \_\_\_\_\_

**WEDDING DATE/TIME** \_\_\_\_\_

### **GATHERING RITE**

**\*PRELUDE**

**\*SEATING OF PARENTS**

**\*PROCESSIONAL: GREETING**

**\*CONGREGATIONAL HYMN**

**OPENING PRAYER**

### **LITURGY OF THE WORD (Bride and groom should select readings with the priest.)**

**FIRST READING:**

**\*\*PSALMODY:**

**SECOND READING:**

**\*\*ACCLAMATION:**

**GOSPEL**

**HOMILY**

### **RITE OF MARRIAGE**

#### **INTRODUCTION:**

My dear friends, you have come together in the church so that the Lord may seal and strengthen your love in the presence of the Church's minister and this community.

#### **STATEMENT OF INTENTIONS AND CONSENT:**

\_\_\_\_\_ and \_\_\_\_\_, have you come here freely and without reservation to give yourselves to each other in marriage? (*Each answers, in turn, "I have!"*)

Will you love and honor each other as husband and wife for the rest of your lives? (*Each answers, in turn, "I will!"*)

Will you accept children lovingly from God, and bring them up according to the law of Christ and his Church? (*Each answers, in turn, "I will!"*)

Since it is your intention to enter into marriage, join your hands, and declare your consent before God and his Church.

**EXCHANGE OF VOWS:**

*(Repeat)* I, \_\_\_\_\_, take you, \_\_\_\_\_, to be my husband/wife. I promise to be true to you in good times and in bad, in sickness and in health. I will love you and honor you all the days of my life. You have declared your consent before the Church. May the Lord in his goodness strengthen your consent and fill you both with his blessings. What God has joined together, let no one ever divide.

**BLESSING AND EXCHANGE OF RINGS:**

*(Each, in turn)* \_\_\_\_\_, take this ring as a sign of my love and fidelity. In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**INTERCESSIONS****LITURGY OF THE EUCHARIST****\*PRESENTATION OF THE GIFTS****EUCCHARISTIC PRAYER:****\*\*HOLY, HOLY****\*\*MEMORIAL ACCLAMATION****\*\*GREAT "AMEN"****COMMUNION RITE****LORD'S PRAYER****NUPTIAL BLESSING****GREETING OF PEACE****\*\*LAMB OF GOD****\*COMMUNION****CONCLUDING RITE****CLOSING PRAYER****FINAL BLESSING****DISMISSAL****\*\*RECESSIONAL****\*POSTLUDE**

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**\* Music, vocal and instrumental****\*\* Liturgical Acclamations are sung**

**WEDDING LITURGY PLANNING GUIDE: WEDDING WITH LITURGY OF THE WORD**

**BRIDE** \_\_\_\_\_

**GROOM** \_\_\_\_\_

**PRIEST** \_\_\_\_\_

**WEDDING DATE/TIME** \_\_\_\_\_

**GATHERING RITE**

**\*PRELUDE**

**\*SEATING OF PARENTS**

**\*PROCESSIONAL: GREETING**

**\*CONGREGATIONAL HYMN**

**OPENING PRAYER**

**LITURGY OF THE WORD (Bride and groom should select readings with the priest.)**

**FIRST READING:**

**\*\*PSALMODY:**

**SECOND READING:**

**\*\*ACCLAMATION:**

**GOSPEL**

**HOMILY**

**RITE OF MARRIAGE**

**INTRODUCTION:**

My dear friends, you have come together in the church so that the Lord may seal and strengthen your love in the presence of the Church's minister and this community.

**STATEMENT OF INTENTIONS AND CONSENT:**

\_\_\_\_\_ and \_\_\_\_\_, have you come here freely and without reservation to give yourselves to each other in marriage? (*Each answers, in turn, "I have!"*)

Will you love and honor each other as husband and wife for the rest of your lives? (*Each answers, in turn, "I will!"*)

Will you accept children lovingly from God, and bring them up according to the law of Christ and his Church? (*Each answers, in turn, "I will!"*)

Since it is your intention to enter into marriage, join your hands, and declare your consent before God and his Church.

**EXCHANGE OF VOWS:**

*(Repeat)* I, \_\_\_\_\_, take you, \_\_\_\_\_, to be my husband/wife. I promise to be true to you in good times and in bad, in sickness and in health. I will love you and honor you all the days of my life. You have declared your consent before the Church. May the Lord in his goodness strengthen your consent and fill you both with his blessings. What God has joined together, let no one ever divide.

**BLESSING AND EXCHANGE OF RINGS:**

*(Each, in turn)* \_\_\_\_\_, take this ring as a sign of my love and fidelity. In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**THE LORD'S PRAYER****NUPTIAL BLESSING****FINAL BLESSING****\*\*RECESSIONAL****\*POSTLUDE**

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**\* Music, vocal and instrumental**

**\*\* Liturgical Acclamations are sung**

## **WEDDING LITURGY PLANNING GUIDE: WEDDING ONLY**

**BRIDE** \_\_\_\_\_

**GROOM** \_\_\_\_\_

**PRIEST** \_\_\_\_\_

**WEDDING DATE/TIME** \_\_\_\_\_

### **RITE OF MARRIAGE**

#### **INTRODUCTION:**

My dear friends, you have come together in the church so that the Lord may seal and strengthen your love in the presence of the Church's minister and this community.

#### **STATEMENT OF INTENTIONS AND CONSENT:**

\_\_\_\_\_ and \_\_\_\_\_, have you come here freely and without reservation to give yourselves to each other in marriage? (*Each answers, in turn, "I have!"*)

Will you love and honor each other as husband and wife for the rest of your lives? (*Each answers, in turn, "I will!"*)

Will you accept children lovingly from God, and bring them up according to the law of Christ and his Church? (*Each answers, in turn, "I will!"*)

Since it is your intention to enter into marriage, join your hands, and declare your consent before God and his Church.

#### **EXCHANGE OF VOWS:**

(*Repeat*) I, \_\_\_\_\_, take you, \_\_\_\_\_, to be my husband/wife. I promise to be true to you in good times and in bad, in sickness and in health. I will love you and honor you all the days of my life. You have declared your consent before the Church. May the Lord in his goodness strengthen your consent and fill you both with his blessings. What God has joined together, let no one ever divide.

#### **BLESSING AND EXCHANGE OF RINGS:**

(*Each, in turn*) \_\_\_\_\_, take this ring as a sign of my love and fidelity. In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

### **NUPTIAL BLESSING**

## **WEDDING CHECKLIST FOR BRIDE AND GROOM**

Please review this list to insure all these items have been addressed before the wedding:

- \_\_\_ Pre-nuptial questionnaire with biographical and attitudinal information needed for validity of the sacrament completed by the priest
- \_\_\_ The date and time of the rehearsal and wedding ceremony have been confirmed with the priest
- \_\_\_ Certificate of Baptism has been given to the Parish Office (an original is required for Catholics; a certified original is required for baptized non-Catholics)
- \_\_\_ Certificate of First Communion has been given to the Parish Office (an original is required unless it is noted on the rear of the Baptismal Certificate or Certificate of Confirmation)
- \_\_\_ Certificate of Confirmation has been given to the Parish Office (an original is required unless it is noted on the rear of the Baptismal Certificate or Certificate of First Communion)
- \_\_\_ Affidavits from two persons unrelated to the bride that she is free to marry and affidavits from two persons unrelated to the groom that he is free to marry have been provided to the Parish Office
- \_\_\_ Approved Marriage Preparation Program has been completed and a Certificate has been provided to the Parish Office
- \_\_\_ Each Catholic non-parishioner bride/groom has submitted to the Parish Office a Letter of Release from his/her pastor allowing him/her to marry outside of his/her parish
- \_\_\_ A Statement of Suitability has been submitted to the Parish Office if a non-Archdiocesan of New York priest will officiate at the wedding
- \_\_\_ Civil Marriage License has been obtained from County Clerk and submitted to the Parish Office at least two weeks before the wedding date
- \_\_\_ Decree of Divorce and Annulment, if applicable, have been submitted to the Parish Office
- \_\_\_ Director of Music Ministries has approved music choices at least 30 days prior to the Wedding (if a Wedding with Mass or Wedding with Liturgy of the Word) \_\_\_ Scripture readings have been selected and communicated to the priest (if a Wedding with Mass or Wedding with Liturgy of the Word)
- \_\_\_ Each reader has received a copy of his/her reading and confirmed the date and time of the rehearsal and wedding ceremony (if a Wedding with Mass or Wedding with Liturgy of the Word)
- \_\_\_ General Intercessions have been composed and submitted to the priest (if a Wedding with Mass)
- \_\_\_ Individuals have been designated to bring forward the gifts of bread and wine (if a Wedding with Mass)
- \_\_\_ Eucharistic Ministers have been selected (if a Wedding with Mass)
- \_\_\_ Proof of wedding program, if any, has been submitted to the Parish Office at least two weeks prior to the wedding

- \_\_\_ Florist has been contacted with proper delivery time (coordinated with Parish Secretary)
- \_\_\_ Worship programs, if any, have been printed and will be brought to the church at the rehearsal
- \_\_\_ All fees have been paid to the Church no later than the date of the rehearsal.