



# The Cathedral Basilica of St. Francis of Assisi

P.O. Box 2127, Santa Fe, NM 87504-2127



www.cbsfa.org

## 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.
- \_\_\_\_\_ Marriage Coordinator will call to schedule appointment for **FOCCUS** inventory and go over results. Give a copy to your sponsor couple.
- \_\_\_\_\_ 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 (a sponsor couple will contact you, see #8 of Policies and Procedures, blue sheets).
- \_\_\_\_\_ Meet with the Pastoral Associate of Liturgy and 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 *Celebrating Marriage* 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 \$100.00), 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.
- \_\_\_\_\_ Schedule an appointment with priest to go over all final plans for your wedding.
- \_\_\_\_\_ 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.



P: 505.982.5619



F: 505.989.1952



sfcathedral@cbsfa.org

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