

# **St. Martha Catholic Church**

## **Wedding Checklist**

### **Wedding Planning**

- \_\_\_\_\_ Make \$100 wedding fee down payment (either online or at church office) when setting the wedding date, then notify the Wedding Coordinator, Liz Himanga at 281-360-5707
- \_\_\_\_\_ Obtain (1) Affidavits of Freedom to Marry and (2) newly issued baptismal certificates with sacramental notations
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- \_\_\_\_\_ Attend five group classes (Communication, Conflict Resolution, Spirituality and Closeness, Catholic Teaching on Marriage, and NFP)
- \_\_\_\_\_ Attend Sponsor Couple meetings
- \_\_\_\_\_ Make payment of wedding fee balance two months prior to the wedding date
- \_\_\_\_\_ Select readings, prayers, and music one month prior to wedding and submit selection forms to clergy and to music coordinator
- \_\_\_\_\_ Finalize the wedding program and bring three copies to the parish office at least one month prior to the wedding
- \_\_\_\_\_ Obtain Marriage License and envelope (more than 3 days before wedding but less than 90 days before wedding)
- \_\_\_\_\_ Check in with Wedding Coordinator, Liz Himanga at 281-360-5707, 2 weeks before the wedding to address any loose ends
- \_\_\_\_\_ Check in with Wedding Music Coordinator, John Gearhart, at [weddingmusic@stmartha.com](mailto:weddingmusic@stmartha.com) 2 weeks before the wedding to address any loose ends

### **Wedding Rehearsal**

- \_\_\_\_\_ Give Marriage License and envelope to Wedding Coordinator