

# Church of St. Albert



## Wedding Guidelines



**Church of St. Albert  
11400 57<sup>th</sup> Street NE  
Albertville, MN 55301  
763-497-2474**

**[www.churchofstalbert.org](http://www.churchofstalbert.org)**

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## **INTRODUCTION:**

### **Welcome and congratulations on your upcoming marriage!**

On behalf of the Church of St. Albert parish community, we congratulate you on your decision to give yourselves to one another in Christian marriage. Planning your wedding is one of the most exciting times of your life. We are happy that you have chosen the Church of St. Albert to be part of your special day!

“A wedding is a day. A marriage is a lifetime.” We hope the information provided here will assist in you the planning and of both your wedding day and your marriage. May the Lord bless you in your love for one another.

**Peace in Christ,  
Fr. Joe, Deacon Paul, and the Parish Staff of St. Albert’s**

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### **Contact Information:**

Pastor: Fr. Joseph Zabinski, 763-497-2474 or [frjoe@churchofstalbert.org](mailto:frjoe@churchofstalbert.org)

Deacon: Paul Ravnkar, 612-919-4976 or [deaconpravnikar@gmail.com](mailto:deaconpravnikar@gmail.com)

Parish Office Administrative Assistant: Janet Welter, 763-497-2474 or [jwelter@churchofstalbert.org](mailto:jwelter@churchofstalbert.org)

Music Ministry Coordinator: Alexis Barthel, 763-772-3804 or [stalbertmnmusic@gmail.com](mailto:stalbertmnmusic@gmail.com)

## MARRIAGE PREPARATION CHECKLIST:

- Wedding Registration Form Completed and returned to Parish Office with payment.
- Meet with clergy: \*The engaged couple is responsible for taking the initiative to call and schedule the meetings.
  - 1<sup>st</sup> Visit Date: \_\_\_\_\_ Time: \_\_\_\_\_
  - 2<sup>nd</sup> Visit Date: \_\_\_\_\_ Time: \_\_\_\_\_
  - 3<sup>rd</sup> Visit Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Complete the Fully Engaged Inventory
- Mentor Couple Meetings
- Attend an approved Saint Paul and Minneapolis Archdiocese Engaged Retreat (2-day)
  - Turn in Certificate of Completion
- Attend God's Plan for a Joy-Filled Marriage Retreat at St. Michael Church (1-day)
  - Turn in Certificate of Completion
- Attend Natural Family Planning (NFP) Classes
  - Turn in Certificate of Completion
- Provide Official Copies of Baptismal Certificates
- Obtain Marriage License within six (6) months of wedding date
  - Request Premarital Education Confirmation Statement to receive discounted rate on marriage license
- Prenuptial Questionnaire (Form 1)
- Affidavit (Form 2)
- Dispensation
- Other Documents (Consult with Clergy and/or Administrative Assistant)

## WEDDING CEREMONY/MASS CHECKLIST:

### CEREMONY

- Wedding Date \_\_\_\_\_  Wedding Time \_\_\_\_\_
- Rehearsal Date \_\_\_\_\_  Rehearsal Time \_\_\_\_\_
- Celebrant
  - Father Joe Zabinski
  - Deacon Paul Ravnikar
  - Other \_\_\_\_\_
- Wedding with Mass OR  Wedding without Mass (service only)
- Complete Wedding Coordinator Questionnaire with Wedding Coordinator/Parish Staff
- Best Man and Maid of Honor
- Bridesmaid / Groomsmen
- Flower Girl / Ring Bearer

- Ushers
- Music
  - Alexis Barthel
  - Other Cantor \_\_\_\_\_
  - Other Accompanist \_\_\_\_\_
- Unity Candle \_\_\_\_ Yes \_\_\_\_ No
- Readers
  - Select 1<sup>st</sup> Reading \_\_\_\_\_ Readers Name \_\_\_\_\_
  - Select Responsorial Psalm \_\_\_\_\_ Readers Name \_\_\_\_\_
  - Select 2<sup>nd</sup> Reading \_\_\_\_\_ Readers Name \_\_\_\_\_
  - Prayer of the Faithful \_\_\_\_\_ Readers Name \_\_\_\_\_
- Flowers
- Flowers to Parents \_\_\_\_ Yes \_\_\_\_ No
- Flowers to Mary, Our Blessed Mother \_\_\_\_ Yes \_\_\_\_ No
- Receiving Line at Church \_\_\_\_ Yes \_\_\_\_ No
- Dismissal of Guests
  - Ushers dismissing guests
  - Bride and Groom dismissing guests
  - No formal dismissal of guests
- Photographer
- Videographer
- Wedding Program
- Wedding Fees

**MASS**

- Gift Bearers \_\_\_\_\_
- Extraordinary Minister of Holy Communion
  - Family or Friend \_\_\_\_\_
  - None, church should provide
- Altar Servers
  - Family or Friend \_\_\_\_\_
  - None, church should provide

# MARRIAGE PREPARATION DETAILS

## **Wedding Registration Form:**

Complete the Wedding Registration Form and turn it into the parish office with full payment of \$150. The bride/groom or their families **must** be registered members of the parish to receive the Sacrament of Marriage in our church. A minimum of 9 months is required for marriage preparation. Marriage preparation must be completed a minimum of 3 months prior to the wedding ceremony as required by the Archdiocese of St. Paul/Minneapolis. Inter-faith weddings are typically assigned to a Deacon. **Wedding date will not be guaranteed until celebrant has confirmed date and wedding registration fee is received.**

## **Meet with clergy:**

Marriage preparation begins when the engaged couple meets with the priest or deacon for the first time. Because the Sacrament of Marriage is the sanctification of a relationship between a man and a woman, it is essential for the clergy to become well acquainted with the couples so as to best prepare them for that union. This is accomplished by a series of meetings scheduled at certain points in the months leading up to the wedding. **The engaged couple is responsible for taking the initiative to call and schedule the meetings.**

\*The celebrant is subject to change.

\*\* If it is determined either by you, or by our clergy, that you need to post-pone or cancel your wedding ceremony, or if you fail to complete the marriage preparation requirements, the reservation for using the church space will automatically be cancelled.

## **Fully Engaged Inventory:**

The Fully Engaged Inventory is a tool that is used with a facilitator (priest, deacon or mentor couple) as part of your preparation for the Sacrament of Marriage. It is not a test to determine whether you can marry in the Catholic Church. It is strictly a tool that will be used as a guide for facilitating discussions on areas that are important to married life. After your first meeting with the clergy, you will be given information to complete the online Fully Engaged Inventory.

## **Mentor Couple Meetings:**

After the receiving the results of the Fully Engaged Inventory, a Mentor Couple will be assigned to you. The engaged couple will have several meetings to discuss the results of your FULLY ENGAGED Inventory. This is a very important part of the marriage preparation and the engaged couples need to be flexible and available to meet with their mentor couples. This must be a priority for the engaged couple as it is a requirement. The mentor couple will contact the engaged couple to set up the first meeting.

## **Attend an approved Saint Paul and Minneapolis Archdiocese Marriage Preparation Retreat:**

This retreat will help prepare couples on subjects such as spirituality, sexuality, communication, inter-faith issues, and finances. Couples may sign up for a retreat at any time; they do not have to wait until they have secured a wedding date. **“Living God’s Love”** is a weekend retreat sponsored by the Archdiocese of Saint Paul and Minneapolis. To register visit their website: [www.archspm.org/marriage/marriage-preparation](http://www.archspm.org/marriage/marriage-preparation).

## **Attend the God’s Plan for a Joy-Filled Marriage:**

Couples must attend a one-day local retreat. This is in addition to the marriage preparation retreat listed above. This retreat will be offered 3 to 4 times (always on Saturday) each year. It’s the couple’s responsibility to attend one of the retreats PRIOR to their wedding date. It is recommended you attend as soon as you are engaged. You will receive a certificate of completion. The retreat fee is \$50. For registration info, please contact the parish office at 763-497-2474, Ext 1 or email [jwelter@churchofstalbert.org](mailto:jwelter@churchofstalbert.org) for dates and further details.

## **Attend Natural Family Planning (NFP) Classes:**

Artificial birth control is not an option for Catholics. Natural Family Planning offers a scientific, moral, and healthy means to delay or achieve pregnancy. Some medical insurance programs do cover these classes. Couples may sign up for these classes at any time; they do not have to wait until they have secured a wedding date. To receive a listing of current NFP classes or for more information, please contact the Office for Family, Laity, Youth and Young Adults at 651-291-4489 or visit their website [www.archspm.org/marriage/natural-family-planning](http://www.archspm.org/marriage/natural-family-planning)

# DOCUMENT CHECKLIST FOR COUPLE

## **Baptismal Certificates:**

Catholics: You must contact your parish of baptism to obtain a **recent copy** of your baptismal certificate. **The copy must be issued within 6 months of the wedding date.** If you were baptized at our church, please contact the administrative assistant directly and request that a copy of your baptismal certificate be given directly to the clergy (priest or deacon) you are working with. You will need to provide your date of birth and approximate (month/year) of your baptism. Other Christian faiths: Provide any form of your baptismal certificate.

## **Certificate of Completion:**

Provide a Certificate of Completion for both the Marriage Preparation Retreat with the Archdiocese and God's Plan for a Joy Filled Marriage Retreat.

## **Marriage License (Please keep this until your wedding rehearsal)**

You must obtain a marriage license valid in the state of Minnesota. You may apply for a marriage license at any county office in Minnesota. Verify on the State website to confirm current requirements. There is a 5 to 10 day waiting period after applying for the license. The marriage license is valid for a period of 6 months from the date of issuance. **The state of Minnesota gives a reduced [Marriage License] fee to couples who have completed 12 hours of premarital education.** You can obtain the *Premarital Education Confirmation Statement* to obtain the *reduced fee for your civil marriage license in coordination with the priest or deacon and/or administrative assistant.*

## **Pre-nuptial Questionnaire (Form 1)**

This document establishes the freedom and willingness of the parties to celebrate the Sacrament of Matrimony. It is filled out by the priest or deacon with the bride and groom and signed by them.

## **Affidavit (Form 2)**

An affidavit may be required testifying to the freedom to marry, this would need to be signed by a parent or other close relative, in the presence of priest or deacon.

## **Dispensation**

A dispensation (permission) will be requested by the priest or deacon from the Archbishop for the following cases:

- An inter-faith marriage to be held in a Catholic Church
- An inter-faith marriage to be held in the church of the party who is not Catholic.
- When there is a previous marriage.

## **Other Documents**

Other documents may be required depending on the status of the parties. The priest or deacon will inform couples if any additional documents are required.

# WEDDING CEREMONY DETAILS

## Wedding with Mass (both parties Catholic) – Wedding without Mass (only one party Catholic)

It is appropriate and encouraged that a Mass be celebrated when both members of the engaged couple are practicing Catholics. When only one party is Catholic, the Minnesota Catholic Bishops recommend that the wedding is celebrated outside of Mass in respect of the other party's faith tradition. The Sacrament of Holy Matrimony is not lessened when Mass is not chosen.

## Wedding Times

Standard wedding ceremony times are:

- Fridays at 4:00pm or 5:00pm
- Saturdays between 11:00am and 1:00pm

## Wedding Rehearsals

Wedding rehearsals are typically scheduled the night prior to the wedding ceremony at 5:00 or 6:00pm. We strongly encourage all participants in the wedding party, including the readers to attend the rehearsal.

## Parish Center for Pre-ceremony Preparations

The Parish Center, located across the street from the church, can be utilized for pre-ceremony preparations the morning of your ceremony and is complimentary (free of charge) when available. Use of this facility includes all activities related to your wedding such as dressing of bridal party, place to relax during pictures, and arrival of family. The time of opening the facility will be coordinated with your wedding coordinator.

## Wedding Coordinator

A Wedding Coordinator (WC) will be working with the couple throughout the wedding preparation process. In addition, the WC will contact the couple six weeks prior to the wedding to review the ceremony details and to provide instruction of how wedding ceremonies are handled at St. Albert's. The WC will be present at the rehearsal and wedding day, if available.

## Best Man and Maid of Honor

Minnesota State Law dictates that the official witness, the Best Man and Maid of Honor, must be at least sixteen years of age. We do not allow a "man of honor" or a "best woman" – we hold true to the tradition of traditional gender roles during our wedding ceremonies.

## Bridesmaids & Groomsmen

The bridal party should be comprised of family and friends who love the couple and will support them as husband and wife. Four to five attendants (bridesmaids and groomsmen) is an average in our church, but only two witnesses are required.

## Flower Girl & Ring Bearer

- Flower Girl: Please note that no flower pedals (real or artificial) may be strewn on the floor in the church.
- Ring Bearer: Please do not put the wedding rings on a pillow carried by the ring bearer; the Best Man and/or Maid of Honor, should be responsible for the rings.

## Ushers

The bride/groom should choose between **two-four** ushers to help escort family and friends into church, as well as dismissing guests after the ceremony. Ushers should attend the wedding rehearsal.

## Readers

The wedding ceremony can include up to three Readers at the Liturgy. Options for Readers are:

- One person for the 1<sup>st</sup> reading, one person for the 2<sup>nd</sup> reading, one person for the Prayer of the Faithful
- One person for the 1<sup>st</sup> and 2<sup>nd</sup> readings, one person for the Prayer of the Faithful
- One person for the 1<sup>st</sup> reading, one person for the 2<sup>nd</sup> reading, the Officiant reads the Prayer of the Faithful
- Generally, the Responsorial Psalm is sung, however, if not, a reader will be needed for this too

Please provide the readers with a copy of the readings prior to your wedding day so that they can prepare. It is strongly encouraged that the Readers attend the wedding rehearsal.

## **Gift Bearers**

If the couple is celebrating with a wedding Mass, they should choose two people to bring up the gifts [bread and wine] at the Preparation of the Altar.

## **Extraordinary Minister of Holy Communion (EMHC)**

Typically, if there is a wedding Mass, Father and one EMHC distribute Holy Communion. You may choose one person to assist with distribution of Holy Communion if they are trained and serve as an EMHC in their own parish. If they are not a member of our parish, they will need to meet with Father either the night of the wedding rehearsal (preferred) or thirty minutes prior to the ceremony in the vesting sacristy to be commissioned to serve in our parish and to get brief instructions on our procedures.

## **Altar Servers**

Please work with the Administrative Assistant to assign Altar Servers. You are welcome to have a family member or friend as an Altar Server(s) in your wedding; however, they must be a trained Altar Server in the Catholic Faith.

## **Personal Attendant(s)**

We strongly encourage the bride to have at least one person responsible for the bride's belongings and assisting the bridal party pre-ceremony, as well as for collecting items from the church after the ceremony.

## **Flowers**

Please schedule someone to receive your flowers on your wedding day; flowers may not be delivered prior to the day of your wedding. Coordinate with the custodial staff the time your florist plans to deliver your flowers to the church to ensure the church is unlocked.

- All seasonal environments (banners/church furnishings) are to remain in place.
- Flowers may be placed in front of the altar (not higher than the altar) and in front of the Ambo (pulpit).
- All Sanctuary decorations for Advent, Christmas, Easter, and Pentecost will not be modified for wedding ceremonies.
- Pew decorations are permitted, but please do not tape or use any adhesive on the pews. Your florist may be able to suggest other methods for securing floral decorations.
- You may choose to leave your flowers to adorn the church; otherwise, all flowers should be removed immediately following the ceremony.

## **Music**

While marriage is an intensely personal event in the lives of two people, Christian marriage is more than a private celebration of love. It is an act of worship and a Sacrament as well as a wedding ceremony. Because it takes place in the church, the marriage liturgy expresses the faith, not just of a particular couple and their family and friends, but of the whole church. Therefore, it is most important that all the elements of your wedding, including the music, reflect this faith. For this reason, couples must contact our music ministry coordinator to approve musical selections in advance of the ceremony.

Our music ministry coordinator is available for weddings and you are more than welcome to contact her to play/sing music at your wedding. If you have a family member, or friend, who is a musician, or who is trained as a cantor, they are welcome to assist you, with approval from Father or the Music Ministry Coordinator. Either way, you are required to pay the musicians directly based on your own negotiated fee. You are responsible for contacting the musicians you decide to use.

## **Photographer/Videographer**

Please work with the Wedding Coordinator when your photographer/videographer plans to set up their equipment in church.

- Photographers/Videographers must keep a quiet reverence in church.
- Equipment should be kept where it is not in the path of guests; it may not be in the aisles or placed on pews.
- Flash photography is allowed ONLY during the procession.
- Photographers are not allowed within the Sanctuary at any time. We ask that all movement be discreet so as not to intrude or draw attention away from the wedding ceremony.
- Any video equipment must be unobtrusive and must remain stationary, with the exception of the processional and recessional.

- All photography/videography must be concluded, and equipment removed from the church no later than 30 minutes following the ceremony, in addition, on a Saturday no later than 2:30pm due to Confession.
- Photos may be taken before or after the ceremony as long as it is within the timeframe of the use of the church (two hours prior to the ceremony, or half hour after the ceremony).

### **Unity Candle**

Unity candles are not recommended as they are not a part of the Catholic Wedding Ceremony.

### **Wedding Program**

Creating and producing a wedding program is the responsibility of the wedding couple. If you choose to provide a program for your guests, St. Albert's has the right to edit all materials distributed at the church. Please provide a copy of your wedding program prior to print for review and approval. Suggestions of what you might want to include in your program are:

- Music selections (Prelude, Processional, Gathering Song)
- Liturgy of the Word (First & Second Readings, Responsorial Psalm, Gospel, Homily)
- Sacrament of Marriage (Consent and Exchange of vows/blessing of the rings)
- Prayer of the Faithful
- Liturgy of the Eucharist (*if having a Mass*) (Preparation, Eucharistic Prayer, Lord's Prayer, Nuptial Blessing, Sign of Peace, Holy Communion)
- Presentation/Introduction of the Couple
- Final Blessing
- Recessional
- Names of parents, grandparents, wedding party, celebrant, musicians

If your wedding will be celebrated within a Mass, we recommend a brief paragraph in your program requesting non-Catholic guests not to present themselves for Holy Communion. Below is an acceptable formula:

*During Holy Communion, those practicing Catholics who are properly disposed, in a state of grace, and who have fasted for one hour may come forward to receive Jesus Christ in the Blessed Sacrament. All others are invited to come forward for a blessing, or to remain prayerfully in their place.*

### **Wedding Fees**

Wedding Fee = \$150.00 (must accompany Wedding Registration Form)

Priest/Deacon = \$125 (suggested stipend amount)

Music Fee = Negotiate directly with musician and paid directly to musician (\$200-\$350)

Altar Server(s) = Suggested stipend \$10-15 per server and paid directly to servers

Wedding Ceremony Coordinator Fee = \$150 due one month before the wedding ceremony.

Use of Parish Center for Pre-Ceremony Preparations (Dressing and Gathering) = No Fee - *Complimentary*

Use of Parish Center for Reception = Inquire for Rental Guidelines and Fees

## **AFTER YOUR WEDDING DAY**

### **Parish Registration:**

Please remember to register as a couple at your parish so that you can live out the responsibilities of your united commitment to God as an enrolled couple of that parish community. Even if you are remaining members of the Saint Albert Catholic Church, you must still register with us as a couple/family. This is not automatically processed.

In our society, one out of every two marriages ends in a divorce. However, for couples who attend church weekly together, the percentage is much less. Keep your marriage together with God's help, by keeping God in the center of your lives and an important part of your relationship.

# Wedding Registration Form

**Church of St. Albert**

**11400 57<sup>th</sup> Street NE; Box 127**

**Albertville, MN 55301**

**(763) 497-2474**

**Congratulations on your engagement!** Please complete and return this completed form to the parish office at the above address if you would like to request your wedding at the Church of St. Albert.

The bride/groom or their families **must** be registered members of the parish to receive the Sacrament of Marriage in our church. A minimum of 9 months is required for marriage preparation. Marriage preparation must be completed a minimum of 3 months prior to the wedding ceremony as required by the Archdiocese of St. Paul/Minneapolis. Inter-faith weddings are typically assigned to a Deacon.

**Wedding date will not be guaranteed until celebrant has confirmed date and reservation fee is received.**

**Standard wedding ceremony times: Fridays:** 4:00 or 5:00pm; **Saturdays:** Between 11:00am and 1:00pm  
Rehearsals are typically scheduled the night prior to the wedding ceremony at 5pm.

**Fees:** \$150 Wedding Fee due with the Wedding Registration Form  
\$100 Wedding Coordinator Fee due one month before Wedding  
Music Fee is handled separately and should be arranged with Music Coordinator, Alexis Barthel.

Name of parish member:		
*After the wedding date, you must register as a couple to be listed as a member of the parish.		
Wedding Date Requested:	Time of Ceremony:	Rehearsal Date/Time:
Other Requests:		
Are you and your fiancée currently living together or planning to live together prior to your wedding date? YES / NO		

## **BRIDE**

Full Name:		Email Address:	
Address:		City/State/Zip	
Home Phone:	Cell Phone:	Work:	
Religion:	Parish name and location:		
Have you received the Sacrament of Confirmation in the Catholic Church?		Yes / No	
Previous Marriage:	If yes, has annulment been granted?	If not, is it in the process?	

## **GROOM**

Full Name:		Email Address:	
Address:		City/State/Zip	
Home Phone:	Cell Phone:	Work:	
Religion:	Parish name and location:		
Have you received the Sacrament of Confirmation in the Catholic Church?		Yes / No	
Previous Marriage:	If yes, has annulment been granted?	If not, is it in the process?	

**Previous Marriage:**

If either of the engaged persons have been married previously, notification of a final declaration of nullity must be in hand in order to attest that there is not an impediment to a future marriage. Because of the variables regarding the time it takes actually to complete a case, **no future marriage may be scheduled in any Catholic Parish until the annulment procedure is completed.** While awaiting the outcome of the Tribunal’s actions, couples are advised to deepen their lives of faith and their relationship with Jesus Christ.

**Cohabiting prior to Marriage:**

**Prior to marriage, it is not appropriate to live together.** Sexual intercourse, as a beautiful and sacred gift from God, is intended for marriage. Outside the context of a committed sacramental union, it is sinful. Living together before marriage is also scandalous, which means it could cause another to fall into sin, by following your example. It is extremely important that the couple find a way of returning to living a single life style until their wedding day. You will be asked to maintain separate residence for a period of six months prior to your wedding.

*Couples are reminded that **Sunday Mass, sharing prayer** with each other, and celebrating the **Sacrament of Reconciliation** are powerful in having a blessed marriage.*

*As you prepare yourselves for Christian marriage, may you be strengthened by God’s blessings, grow in respect for one another, and cherish each other with a sincere love in the name of Jesus Christ, Our Lord.*

*May this time of preparation, as well as the wedding itself, be an experience of love, prayer, and holiness for both of you.*

*Please know that you, as an engaged couple of our parish, are remembered in the prayers of the parishioners and staff of the Church of St. Albert. Best Wishes and may God Bless You!*

**We have read the Wedding Registration/ Marriage Preparation contract and we agree to abide by its policies including completing all marriage preparation steps as presented.**

**We understand that our next step is to contact the celebrant assigned to schedule the first marriage preparation meeting, and this must be done within the next 30 days.**

Signature of Prospective Bride	Date
Signature of Prospective Groom	Date

Other comments:

**Office Use Only**

Date Form Received			Date entered on parish calendar and by whom
Fees Received			Date confirmed with couple and by whom (staff)
Celebrant Assigned			Date registration form/file given to celebrant
Date Confirmed with Celebrant			Mentor couple assigned (when determined)

