

## **Notes about the Church**

#1 Flower petals or runners are not permitted! It is a requirement of the Insurance Company of the Archdiocese of New York!

#2 Photographers are never to enter the sanctuary area

#3 We ask that you do not throw rice, bird seed or confetti or flower petals or other items which may cause a mess outside the church and require additional clean-up outside the church.

#4 No tape are to be used on the pews.

Please check our website for additional information for planning your wedding:  
Marriage Preparation | The Parish of St. John Henry Newman | NY ([stjohnnewman.org](http://stjohnnewman.org))

#5 For communication with us, please use our office phone number (845) 359-0078, (845) 359-1230 or email address: [admin@stjohnnewman.org](mailto:admin@stjohnnewman.org) and for mailing: Parish of St. John Henry Newman, 120 Kings Hwy, Tappan, NY 10983. All of these is on our website [www.stjohnnewman.org](http://www.stjohnnewman.org) or weekly bulletin.

### **List To-Do and the Documents for the Marriage ceremony:**

<b><i>To Do Items</i></b>	<b><i>Check off</i></b>
1. <i>Permission to use Sacred Heart Chapel if applicable</i>	
2. <i>Pay Deposit Fee</i>	
3. <i>Pay Balance to Church for the Wedding (3 months prior to wedding)</i>	
4. <i>Sign PMI Documentation</i>	
5. <i>Certificate of Baptism (dated within 6 months of wedding)</i>	
6. <i>Certificate of First Communion</i>	
7. <i>Certificate of Confirmation</i>	
8. <i>Notarized letter from parents</i>	
9. <i>Letter of Freedom to Marry (If not marrying in home parish)</i>	
10. <i>Completion of PreCana</i>	
11. <i>Online Cath Couple Checkup / Prepare Enrich Completed</i>	
12. <i>Canonical Dispensation (If necessary)</i>	
13. <i>Priest Delegation request in writing (if Fr Tom Kunnel not witnessing the marriage)</i>	
14. <i>Call Music Director</i>	
15. <i>Marriage License with all signatures</i>	
16. <i>Let Florist know expectations</i>	
17. <i>Select Readings</i>	
18. <i>Select Readers for Wedding</i>	
19. <i>Select Eucharist Gift Bearers (2)</i>	
20. <i>Bring to Rehearsal: Unity candle, Programs, other items for wedding</i>	