

**COUPLE'S CHECKLIST OF  
REQUIRED ACTIONS & DOCUMENTS**

Date:

- \_\_\_\_\_ The wedding should be scheduled with the parish office at least one year before the anticipated actual date and the one-year marriage preparation process started.
  
- \_\_\_\_\_ A celebrant must be chosen. At the Ave Maria Parish can assist you with this if needed. An initial meeting with the parish priest/deacon will need to be scheduled.
  
- \_\_\_\_\_ Both Catholic party(s) will need a newly issued baptismal certificate (within 6 months of the date of the wedding).
  - \* This certificate can be obtained from the parish of baptism. It is one of the proofs of your freedom to marry which the Church requires. It is the responsibility of the engaged couple to obtain this documentation. The parish office can assist in obtaining addresses and telephone numbers of other Catholic churches, if needed.
  
- \_\_\_\_\_ The engaged couple will each need a witness, usually a parent or sibling, to attest to their freedom to marry.
  
- \_\_\_\_\_ Speak/meet with the parish's FOCCUS couple.

Date:

- \_\_\_\_\_ Documentation of completion of FOCCUS training.
  
- \_\_\_\_\_ Speak/meet with couple/team hosting the Natural Family Planning (NFP) classes.
  
- \_\_\_\_\_ Documentation of completion of Natural Family Planning (NFP) classes.
  
- \_\_\_\_\_ Speak/meet with the couple/team hosting the Marriage Preparation classes.
  
- \_\_\_\_\_ Documentation of completion of Marriage Preparation classes.
  
- \_\_\_\_\_ Speak/meet with the couple/team hosting the Engaged Encounter weekend or equivalent.
  
- \_\_\_\_\_ Documentation of completion of Engaged Encounter weekend or equivalent.
  
- \_\_\_\_\_ Contact the Marriage Coordinator and parish Music Director (if needed) (through the Parish Office), at least 6 to 8 weeks before the wedding, to make arrangements for:
  - \_\_\_\_\_ Lectors/Proclaimers.
  - \_\_\_\_\_ Extraordinary Ministers of Holy Communion.
  - \_\_\_\_\_ Altar servers
  - \_\_\_\_\_ Musicians (organist/pianist, cantor, etc)
  - \_\_\_\_\_ Obtaining a list of fees for the cantor, organist/pianist, etc.

Date:

\_\_\_\_\_

A final meeting with parish priest/deacon  
(no later than one month prior to the wedding).

\* All required documents must be prepared  
and submitted to the parish office before  
this final meeting with the priest/deacon.

\_\_\_\_\_ A newly issued baptismal certificate  
within 6 months of the date of the  
wedding obtained from the church of  
baptism).

\_\_\_\_\_ *Regardless* of the faith of BOTH the  
bride and groom-to-be, pre-nuptial  
testimony and testimony from a  
witness is needed for each party;  
testifying to their freedom to marry.

\_\_\_\_\_ For an Interfaith Marriage, a diocesan  
document of approval (handled by the  
Ave Maria Parish Pastor).

\_\_\_\_\_ The FOCCUS questionnaire and  
evaluation.

\_\_\_\_\_ Proofs/certificates of completion for all  
of the portions/phases of the marriage  
preparation (e.g., Engaged Encounter  
Weekend (or equivalent); Marriage  
Preparation classes and Retreat(s);  
Natural Family Planning (NFP) classes;  
etc.).

\* This is the time to also discuss the details  
of liturgy and your choice of scriptural  
readings with the priest/deacon.

Date:

\_\_\_\_\_

The engaged couple will need to obtain  
a marriage license from the Douglas County  
Clerk's Office, sometime during the **30 days**  
**prior to the marriage**. PLEASE bring the  
marriage license to the rehearsal and give it  
to the celebrant. Without the license, your  
marriage **cannot** take place.

\* Upon completion of the ceremony, the  
parish office will imprint the license with  
our church's official seal and sent it to the  
County Clerk's Office for recording. The  
County Clerk's Office will then send the  
certificate of marriage to your home address.

\_\_\_\_\_

Confirmed Date and Time of Rehearsal: \_\_\_\_\_

Confirmed Date and Time of Wedding: \_\_\_\_\_

Name of Presiding Priest/Deacon: \_\_\_\_\_

Confirmed Musicians/Cantor: \_\_\_\_\_