

By signing this agreement, all parties agree to the terms as described below. Alterations to this agreement brought by the engaged couple can only be made by the Pastor in consultation with the Manager of Liturgy and the Director of Liturgical Music and must be in writing and signed by all parties. All parties will receive a printed copy of this agreement and will be responsible for upholding its terms.

☐ Bride and Groom complete Intake Forms and email them to the Fr. Eilen (or return them to the parish office), who will contact the couple to set up an Introduction to Marriage Prep meeting.

☐ Freedom to Marry (Form 2) completed and returned to priest/deacon.

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 a priest or deacon.

☐ Once the priest/deacon gives permission, the couple may secure their wedding date with a:

☐ Signed Marriage Preparation and Wedding Contract Agreement.

☐ \$300 non-refundable deposit (check or online)

☐ \$100 damage deposit (must be a check so that it can be returned to the couple after the wedding)

The damage deposit will be returned to you, uncashed, after the wedding, unless damage has occurred. Checks should be turned in at the parish office. **Your date will not be secured until we receive these payments. It will be marked as tentative until payments are received.**

Within one month of officially reserving a wedding date:

☐ Manager of Liturgy or Pastor contacts the engaged couple and helps them set up their FOCCUS Inventory. Couple completes their FOCCUS Inventory.

☐ Register for the Archdiocesan Marriage Retreat Pre-Marriage Weekend, **“Living God’s Love.”** Call 651.291.4488 or go to archspm.org/marriage for more information. (If there is a conflict, please contact the Pastor for approval, if another marriage retreat option is deemed necessary.)

☐ Register for an introductory **NFP class**. NOTE: There will be a series of follow-up classes after the introductory class. See the Archdiocese of St. Paul-Minneapolis website for dates and locations,

www.archspm.org/resource_downloads/naturalfamily-planning-class-schedule/.

Over the course of a year:

☐ Meet with the priest/deacon who will guide your marriage preparation and celebrate your wedding. The number of meetings and preparation process may be unique to each couple.

At least six months prior to wedding date:

- ☐ Contact the Director of Liturgical Music, Jaclyn Schwartz, to discuss music selections and musicians. **Only St. Mary's liturgical musicians are contracted for weddings. Both a cantor and accompanist must be contracted.**
- ☐ Schedule the wedding rehearsal with the presider and the parish office.

At least three months prior to wedding date:

- ☐ Secure the following documentation for the Church to have on file:
 - ☐ Baptismal Certificate

Catholics must contact the parish of baptism to obtain a recent copy. The copy must be issued within the last 6 months. Other Christian faiths may provide a copy of their baptismal certificate.

- ☐ Certificate of Completion from Living God's Love Marriage Retreat
- ☐ Certificate of Completion for NFP Course
- ☐ Marriage License

Apply at any Minnesota courthouse. The marriage license is valid for a period of 6 months from the date of issuance. The engaged couple will receive a signed "reduced Marriage License Fee Form" from the priest or deacon.

Two months or more prior to wedding date:

- ☐ Meet with priest to ensure all ceremony details are in order, to process the final paperwork, and review theology of Marriage.

One month in advance:

- ☐ Turn in the completed **Wedding Coordinator and Wedding Liturgy Planning worksheets** for approval by the Manager of Liturgy and the Music Director. Forms may be emailed.
- ☐ Turn in the following fees to the Parish Office:
 - ☐ \$300 Final Church installment (check or online)
 - ☐ Musician Fees (Each musician receives a check written out to them.)
 - ☐ Cantor Fee \$200 (required)
Cantor Name: _____
 - ☐ Accompanist Fee \$200 (required)
Accompanist Name: _____
 - ☐ Additional Musician TBD
(Upon request, we can check availability and fees for additional musicians, such as violin, cello, harp.)
Musician Name: _____
 - ☐ \$150 Priest or Deacon Stipend (written out to the priest or deacon)
 - ☐ Marriage License
 - ☐ The Wedding Coordinator contacts the couple two weeks prior to the wedding to discuss rehearsal and wedding details.

Additional Agreements:

- ☐ At the rehearsal and on the day of the wedding, any evidence of drug or alcohol use by the bride or groom will result in cancellation of the wedding. Anyone else under the influence will be asked to leave the premises.
- ☐ The couple is accountable for informing themselves about the information contained in the St. Mary of the Lake wedding binder and being aware of policies and procedures for celebrating your wedding at our parish.

Fr. Eilen may request you to use the following resources:

Men, Women and the Mystery of Love: Practical Insights from John Paul II's Love and Responsibility, Edward Sri, Franciscan Media, 2015.

Beloved, on FORMED.org. Go to Formed.org. Click *Formed for Individuals*.

On the *Create a New Account* page, enter St. Mary of the Lake, then click our parish. Then enter your information. Note: St. Mary's has a paid membership. No payment is necessary to gain access to this website.

Session 1: Does Marriage Matter?

Session 2: Entering the Story of Marriage

Session 3: Love Revealed

Session 4: The Total Gift of Self

Session 5: A Sacramental Bond

Session 6: Real Challenges, Real Love

Signatures

Date

Signature of Bride _____

Signature of Groom: _____

Signature of Presider _____

Signature of Manager of Liturgy: _____