

Marriage Checklist for the Bride and Groom

After you have met with the priest or deacon and set the date for your marriage in our parish, the following checklist will aid you in the requirements that must be completed.

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- ___ 1. Make a check payable to St. Norbert Church for \$300.00 (\$500 for non-parishioners) and mail it to St. Norbert Church, 50 Leopard Road, Paoli, PA, 19301 to confirm and hold the church date for your wedding.
- ___ 2. Complete Witness forms and send to parish:
Two (2) witnesses for the bride
Two (2) witnesses for the groom
- ___ 3. Provide to presider your copies of Baptismal Certificate (Bride and Groom) received from the baptismal parish - *dated within 6 months of the wedding.*
- ___ 4. Register for and attend Pre-Cana. Programs are available with the Archdiocese of Philadelphia; at Villanova University; as well as St. Elizabeth and St. Anastasia parishes. Please contact the programs directly for availability and registration.
- ___ 5. Send completed Pre-Cana certificate to presider and to the Parish Admin, Ann Simpson at ASimpson@parish.stnorbert.org.
- ___ 6. Contact Ceil Frack at CFrack@parish.stnorbert.org to meet about items related to the mass or ceremony, flowers, and photography. Afterwards she will give you some written guidelines as a reminder of what was discussed at the meeting.
- ___ 7. Contact Ceil Frack, our wedding music coordinator at CFrack@parish.stnorbert.org as soon as possible to schedule an appointment to plan the music for your wedding service. *This must be done regardless of who will be singing/playing for your wedding.*
- ___ 8. Schedule your wedding rehearsal with the priest or deacon who will preside at your wedding AND contact Ann Simpson at the parish office (610-644-1655 ext. 110; ASimpson@parish.stnorbert.org) to book the church (oratory) for your rehearsal. **This should be done as early as possible to make sure space is available.**
- ___ 9. If you are having a Nuptial Mass please provide (2) \$25.00 checks for the altar servers, made out to "cash."
Deadline: at final marriage preparation meeting with Saint Norbert priest.
- ___ 10. Please pay the fees for wedding personnel: wedding coordinator/sacristan-\$100; priest-\$100; cash or checks made out to "cash."
Musicians: Organist - \$250; Cantor - \$225; any other musicians as arranged with music coordinator.
Deadline: at final marriage preparation meeting with Saint Norbert priest or deacon.
- ___ 11. Obtain your marriage license (*at least THREE (3) days, but no more than 60 prior to the wedding date*) and deliver it to presider at the parish office.

Church/oratory

- \$300 (parishioners)

- \$500 (non-parishioners)

Priest - \$100 Cantor - \$225

Organist - \$250

Wedding coord/sacristan -\$100

Altar servers (2) - \$25 each

