

Marriage Checklist for the Bride and Groom

First & foremost, Congratulations! Our Marriage Process begins when you meet with one of our Priests. After that, you will be able to confirm the date of your marriage and begin the checklist below.

Meeting with one of our Priests

- ___ 1. Make an appointment to meet with one of our Priests to assist you in your marriage preparation by calling the Parish Office and ask for Martha Wilbur. FYI - this meeting is a prerequisite before securing a date. *This is Step 1 of the Archdiocesan pamphlet you received.*

6-12 Months Prior to Wedding Date

- ___ 2. Make a check payable to St. Norbert Church for \$300 (or \$500 if non-parishioner) to confirm and hold the church date for your wedding. At this time, we will also confirm the rehearsal date and time (typically held at 5:00 P.M. the day before your wedding) and your wedding date and time (no earlier than 4:30 P.M. on Friday and no later than 2:00 P.M. on Saturday).
- ___ 3. Attend a Marriage Preparation Course through the Archdiocese of Philadelphia. *This is Step 2 of the Archdiocesan pamphlet you received.*

6 Months Prior to Wedding Date

- ___ 4. Register with Martha Wilbur (Parish Office) for the Pre-Marital Inventory. *This is Step 3 of the Archdiocesan pamphlet you received.*
- ___ 5. Request Original Baptismal certificate from Parish where Baptism was performed for Bride and Groom (photocopies not accepted); submit to Parish Office – dated within 6 months of wedding.
- ___ 6. Register and complete the Natural Family Planning Class. *This is Step 4 of the Archdiocesan pamphlet you received.*

5 Months Prior to Wedding Date

- ___ 7. Have Completed Witness Forms (2 forms for Bride & 2 forms for Groom) sent to the Parish.

3 Months Prior to Wedding Date

- ___ 8. Contact St. Norbert Director of Music Ministries (Mark Griswold) to schedule an appointment to plan music. This must be done regardless of who will be singing/playing at your wedding.
- ___ 9. Contact our Wedding Coordinator (Kit Hatting) to plan liturgy (either Mass or ceremony) and rehearsal. At this meeting you will review Readings, Prayer of Faithful, flowers, photography, etc. This meeting should be in person and takes approximately one hour. *Please refer to the "Together for Life" booklet you received when you first met with our Priest.*

1 Month Prior to Wedding Date

- ___ 10. Schedule the Final Meeting with Your Priest and receive the Sacrament of Reconciliation. *This is Step 5 and 6 of the Archdiocesan pamphlet you received.*
- ___ 11. This is the deadline for **all paperwork** to be submitted to Parish Office (Attn: Martha Wilbur)
- i. Original Baptismal Certificates for both Bride & Groom
 - ii. Pre-Cana Course certificate
- ___ 12. Obtain a Marriage License from County Office.
- ___ 13. Confirm current addresses of Bride & Groom

1 Week Prior to Wedding Date

- ___ 14. All payments due to Parish Office (Attn: Martha Wilbur). Fees are listed below:
- i. Priest = \$100
 - ii. Wedding Coordinator = \$100
 - iii. Organist = \$250
 - iv. Cantor/singer = \$225
 - v. Altar Server = \$25 (must be cash)

Wedding Team Contact Information

Martha Wilbur	mwilbur@parish.stnorbert.org	610-644-1655
Mark Griswold	mgriswold@parish.stnorbert.org	610-644-1655; x. 114
Kit Hatting	khatting@parish.stnorbert.org	

“For this reason, a man shall leave his father and mother [and be joined to his wife], and the two shall become one flesh. So, they are no longer two but one flesh.”

- Mark 10:7-8

