

## Marriage Preparation Checklist

Name Groom \_\_\_\_\_ Bride \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

- I. Initial Meeting
  - Pastoral Interview
  - Explanation of Common Policy for Marriage Preparation
  - Pencil Date/Time Parish Calendar
  - Pencil Date/Time Priest Calendar
  - Complete Form 1 – Pre-Nuptial Questionnaire
  - Give Parish Wedding Policies
  - Give Engaged Enrichment Program Brochure
- II. The FOCCUS Inventory
  - Take the FOCCUS Inventory
  - Contact Parish FOCCUS Couple
  - Set Dates
  - Arrange for FOCCUS Discussions
- III. Discussion of the FOCCUS Inventory
  - Receive FOCCUS Report
  - Discuss FOCCUS Report and Graph
  - Recheck Wedding Date/Time, Rehearsal Date/Time
  - Record in Parish Calendar
  - Record in Priest Calendar
  - Give "Together For Life" Book
- IV. Instructional Program
  - Interfaith Marriage
  - Faith Enrichment and Discussion
  - History/Theology of the Sacrament of Marriage
  - Formation of Conscience – Morality in Marriage
  - Remind Couple of Need For Following Certificates: Baptismal, Affidavits, Civil License
- V. Liturgical Planning
  - Presider
  - If Visiting Presider, Letter of Delegation
  - Liturgy Planned
  - Ministers Informed
  - Lectors
  - Eucharistic Ministers
  - Ushers
  - Meet with Director of Liturgy and Music
- VI. Forms
  - Engaged Enrichment Day Certificate
  - His Baptismal Record
  - Her Baptismal Record
  - Form 1 – Pre-Nuptial Questionnaire
  - His Affidavit
  - Her Affidavit
  - Other Chancery Forms
- VII. Rehearsal
  - Date/time set
  - Fees collected