

Checklist for Weddings at Holy Spirit

No later than 6 months before desired wedding date:

- complete the pre-nuptial investigation with the priest or deacon.
- review the parish guidelines and diocesan policy
- complete the FOCCUS premarriage inventory
- discuss with your priest or deacon the Church's vision of marriage, faith development, human sexuality, and vocation

4 to 5 months before:

- Marriage preparation class has been attended and completion certificate has been shown to Father
- Baptismal certificates have been given to Father
- Initial meeting with Music/Liturgy director to: discuss music and liturgy policies, readings, ministers (readers, gift bearers, etc.), decorations, unity candle, use of rooms, etc.

2 to 3 months before:

- final meeting(s) with Father
- Meet with Music/Liturgy director to finalize music choices
- Readers chosen and given scripture readings/petitions to practice
- Eucharistic Minister and Gift Bearers chosen if there is wedding WITH Eucharist

One month before

- Rehearsal time finalized
- provide draft of program to music/liturgist for review & suggestions
- Have wedding programs made; (use handout for service order)
- Inform your photographer/videographer about church policies
- give license to Father

Rehearsal night

- Fees paid to Father, church, musicians, servers
- Let Father/Liturgist know time you want church open on day of the wedding
- decide how you want reception line
- wedding day items can be locked in women's dressing room

wedding day

- Arrange decorations before pictures (can be done Friday afternoon if there is no funeral or other service)
- Readers practice
- pictures to be finished no later than 1/2 hour before ceremony
- wedding party line up 10 minutes prior to ceremony
- After ceremony, best man & maid of honor sign marriage license with Father
- have people designated to remove decorations and unity candle, clean up rooms and kitchen and check for left-behind items