**Immaculate Heart of Mary Church Wedding Reservation & Contract**

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| --- | --- |
| Groom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Bride: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 Name of Priest/Deacon preparing the couple: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Priest/Deacon presiding at the ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceremony date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steps of Marriage Preparation policy at IHM parish:

1. Documents:
2. If neither the bride nor the groom is a member of Our IHM Parish, you will need a letter from your pastor attesting to the fact that you are a practicing Catholic.
3. If you are having a priest or deacon officiate at your marriage who is not on the Parish staff, we require that the officiating minister complete all of the marriage preparation and the necessary paperwork, including receiving the Marriage License from the County. This paperwork (the marriage file) should be submitted to a pastor of IHM Parish prior to the beginning of the rehearsal.
4. If you are a Catholic, you will need a recent copy of your baptismal certificate (dated within six [6] months of presenting it to the minister preparing you for marriage). Your Baptismal certificate can be obtained from your parish of baptism. When requesting the Baptismal Certificate, be sure to ask for all notations of Sacraments to be on the Certificate. This is one of the proofs of your freedom to marry, which the Church requires of you. If you are not a Catholic, but have been baptized, we ask that you provide some documentation about your baptism. If you are not baptized, no documentation will be required.
5. Education component:
6. FOCCUSS (Facilitating Open Couple Communication Understanding & Study.
7. Diocesan-base marriage preparation: Engage encounter weekend in person or virtual (you must also include the Natural Family Planning on your package). For virtual preparation, please, check the following website: <https://www.catholicmarriageprep.com/course-info/courses-info>

Please, print this sheet and bring it with you at your first introductory meeting:

1. Important dates and meetings required by the IHM pastor:
2. Introductory meeting with couple: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date and time

1. FOCCUSS test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date and time

1. Engage encounter weekend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date and time

1. Meetings with pastor:

1fist meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date and time

2nd meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date and time

3rd Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date and time

4th Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date and time

5th Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date and time

Notes: Couples are responsible of keeping up with the meetings and if necessary to cancel, please, let the pastor know at least a day before and reschedule the meeting. Pastor has also the obligation to call the couple if something happens at least a day before the meeting.

**If you are having a priest or deacon officiate at your marriage who is not on the Parish staff, call him to schedule your meetings.**

**Groom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bride: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pastor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**