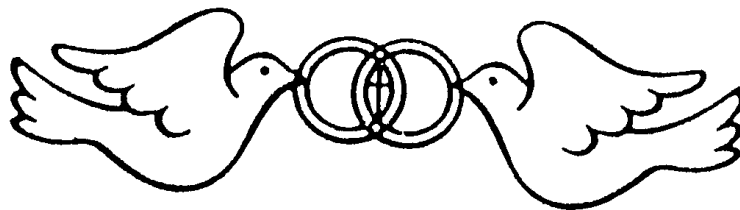


The Rite of Christian Marriage



Forms



170 BOUNTYLAND ROAD, SENECA, SC 29672
SAINTPAULSENECA.ORG 864.882.8551

REV. WILLIAM S. HEARNE, PASTOR
WH@SAINTPAULSENECA.ORG 864.886.2419



Wedding: Initial Information

Completed during initial interview with the Pastor

Bride:

Name: _____ Email: _____

Telephone:(Home)_____ (Cell) _____

Groom:

Name: _____ Email: _____

Telephone:(Home)_____ (Cell) _____

Wedding:

Date: _____ Time: _____ Location: Saint Paul_____ Saint Francis_____

Celebrant: _____ Ceremony to be: Mass_____ Outside of Mass_____

Rehearsal:

Date: _____ Time: _____

Church Use Fee: \$_____

Pastor's signature of approval: _____ Date: _____



AGREEMENT FOR WEDDING

Submit at time of reserving Wedding Date

GROOM

BRIDE

Full Name:	_____	_____
Street Address:	_____	_____
City, State & Zip:	_____	_____
Phone:	_____	_____
E-Mail:	_____	_____
Religion:	_____	_____
Current Church: <small>Or Synagogue or Mosque</small>	_____	_____
Street Address:	_____	_____
City, State & Zip:	_____	_____

REQUESTED Date and Time for Marriage Liturgy: **Date:** _____ **Time:** _____

REQUESTED Date and Time for Rehearsal: **Date:** _____ **Time:** _____

LOCATION of wedding: ☐ Saint Paul the Apostle ☐ Saint Francis of Assisi

We have read the guidelines concerning the celebration of weddings at Saint Paul the Apostle Catholic Parish. We agree to comply with these and any subsequent additions to the approved policy of the Parish and/or Diocese of Charleston. We understand and accept the conditions that we and all persons attending our wedding and/or rehearsal must follow regarding personal conduct and the use of parish facilities. Furthermore, we release The Parish and the Diocese of Charleston, as well as their agents, from any and all claims and demands for injuries and/or damages that may or shall result while in said facilities or anywhere on the premises. We assume full responsibility for any lost, stolen or damaged personal, communal or church properties.

_____ Groom's Signature	_____ Bride's Signature
_____ Date	_____ Date

Please complete this form and return it to the parish office. Please include a check for the Use of the Church fee and the Pastor's Agreement to Prepare the Couple (if applicable) and Sacramental/Canonical Pre-Nuptial Documents. The signatures of both groom and bride are required on this form. Thank you.



**PASTOR'S AGREEMENT TO PREPARE COUPLE
AND CANONICAL/SACRAMENT PRE-NUPTIAL DOCUMENTS**

Submit at time of reserving Wedding Date

If you are not a parishioner of Saint Paul the Apostle Parish, this form must be completed by your pastor (or his designee) and returned to Saint Paul Church Office with your Church Fee (if applicable) and the signed Agreement for Wedding form. Please mail these items TOGETHER. Separate mailings may only delay your request. Thank you.

Groom: _____

Bride: _____

Requested Wedding Date: _____

Today's Date: _____

Dear Pastor of Saint Paul the Apostle Parish:

I hereby attest to the following:

1. I shall take full responsibility for preparing the above-named couple for marriage. This includes their Pre-Cana instruction and the completion of all sacramental and canonical pre-nuptial documents.
2. I shall forward said documents to Saint Paul Church Office or to the appropriate diocesan Chancery (as the case requires) **no less than one month prior** to the wedding date.
3. I request canonical delegation to preside at the wedding liturgy. _____ Yes _____ No

Please Print:

Pastor's Name: _____

Designee's Name: _____

Parish/Institution: _____

Address: _____

City & State: _____ Zip: _____

(Seal) Phone: _____

Email: _____

(Signature of Pastor or his designee)



CHURCH FEES FORM

Submit at time of reserving Wedding Date

Church Fee (*if applicable, due with Agreement for Wedding form*):

- Active, registered parish members (for at least one year), or the child of an active member, pay no fee for the use of the church.
- The Administrative fee of \$500.00 is to be submitted no later than two weeks prior to wedding date.
- **Non-parishioners** pay a non-refundable fee of \$500.00 to reserve and use the church. This is due at time of the reservation of the church, along with your Agreement for Wedding form.

Please make your check/s payable to: *Saint Paul the Apostle Catholic Church.*

Groom's Signature

Bride's Signature

Date

Date

Please complete this form and return it to the parish office. Please include the following as applicable: a check for the Use of the Church fee, the Pastor's Agreement to Prepare the Couple, and Sacramental/Canonical Pre-Nuptial Documents. The signatures of both groom and bride are required on this form. Thank you.



INFORMATION CONFIRMATION FORM

Submit 60 days prior to Wedding Date

Marriage of _____

(Name of Bride and Groom)

Marriage date and time _____

Dear Father:

To assist you in final arrangements for our wedding, we are submitting the following information:

1. We confirm that our rehearsal time is at _____ p.m. on _____. We understand that one hour is allotted for the rehearsal. Further, we understand that it is our responsibility to have the wedding participants at the church **15 minutes before the scheduled beginning time of the rehearsal.**
2. We have met with the Director of Music and the Ministry Coordinator and have begun making music and liturgical wedding preparations for our wedding liturgy.
3. We understand that we are to turn in the church fees (as applicable) to the parish office when reserving the wedding date and the administrative fee at least two weeks prior to the wedding.
4. We have contacted our florist who is _____.

The flowers will be delivered at (time) _____ on (date) _____. We understand that floral arrangements are a gift to the parish and will remain in the church after the wedding.

5. We understand that it is our responsibility to designate people to remove floral boxes, coat hangers, etc. from the church buildings. We promise to leave the church buildings in a clean and tidy state.
6. We understand that we have a limit of **30 minutes** from the time of the end of the wedding liturgy to complete all photographs.
7. We understand we must have the three (3) copies of the wedding license into the parish office at least one week prior to the rehearsal.

8. **Our official witnesses** are _____ and _____
Best Man *Maid/Matron of Honor*

Groom's Signature

Bride's Signature

Date

Date



SAINT PAUL
THE APOSTLE
CATHOLIC CHURCH

Rev. 4 3 February 2021

LITURGICAL AND MUSICAL SELECTIONS

Submit 60 days prior to Wedding Date

Marriage of _____
(Name of Bride and Groom)

Marriage Date: _____

Which form of celebrating matrimony? _____ Within Mass _____ Without Mass

Who will receive communion: _____ Groom _____ Bride _____ Best Man _____ Maid/Matron of Honor?

Communion under both kinds: Yes No

Musical Selections

Prelude Music: _____

Prelude Music: _____

Processional Music: _____

Processional of Bride: _____

Recessional Hymn: _____

IF YOU ARE CELEBRATING MASS

THE LITURGY OF THE WORD

First Reading: _____

Second Reading: _____

Gospel Reading: _____

THE LITURGY OF THE EUCHARIST

Offertory Hymn: _____

Communion Hymn: _____

Meditation Hymn: _____



WEDDING ORDER OF PROCESSION, PAGE 1 of 2

Submit 4 weeks prior to Wedding Date.

Marriage of _____
(Name of Bride and Groom)

Marriage date and time _____

Five minutes before the wedding -

Seating of Grandmothers and Mothers

As a courtesy, once the seating of grandmothers and mothers begins, all other arriving guests are to be directed to take a seat via the side aisles.

In order:

Paternal Grandmother: _____ Escort: _____

Maternal Grandmother: _____ Escort: _____

Mother of Groom: _____ Escort: _____

Mother of Bride: _____ Escort: _____

Mother of the Bride is to stand when the bells are rung to begin the main procession.

All of the congregation stands when she stands.

Notes:



WEDDING ORDER OF PROCESSION, PAGE 2 of 2

Main Procession

Altar



Cross Bearer _____ *(Parish Altar Server)*

Altar Server _____ *(Parish Altar Server)*

Celebrant _____

Fill in Names in order in which they will walk

Groomsmen _____

Best Man _____

Groom _____

Bridesmaids _____

Maid of Honor _____

Matron of Honor _____

Ring Bearer _____

Flower Girl _____

Bride with Escort _____



ADMINISTRATIVE FEES

Submit two weeks prior to Wedding Date

Marriage of _____
(Name of Bride and Groom)

Marriage date and time _____

Administrative Fee

- A single Wedding Administrative Fee of \$500.00 is required of **all couples** and covers the services of the Pastor, Administrative Staff, Director of Music, Cantor, and Ministry Coordinator, as well as, a gift for the Altar Server. This is due two weeks prior to the wedding date.

Please make your check payable to: *Saint Paul the Apostle Catholic Church.*

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POST WEDDING ADDRESS

Please provide your post wedding address along with how you would like your mail addressed. This is the address Saint Paul's will use to mail your Marriage License and Marriage Certificate.

Addressee: _____

Address: _____

Phone: _____

Email: _____



SAINT PAUL THE APOSTLE CHECKLIST

FOR OFFICE USE ONLY

Marriage Check List:

- ☐ Wedding Initial Information
- ☐ Wedding Agreement
- ☐ Pastor's Agreement to prepare couple
- ☐ Church use fee received
 - Date Received _____ Check # _____
- ☐ Staff person notified to begin preparation
- ☐ Pre-Nuptial Conference/Questionnaire
- ☐ Affidavit of Freedom (if required)
 - ☐ Bride ☐ Groom
- ☐ Baptismal Certificates
 - ☐ Bride ☐ Groom
- ☐ Confirmation Certificates
 - ☐ Bride ☐ Groom
- ☐ Annulment(s) filed with Diocese (as required)
- ☐ Dispensations filed with Diocese (as required)
- ☐ Marriage License
- ☐ Dispensation(s) Decision(s) received from Diocese (as required)
- ☐ Annulments(s) Decision(s) received from Diocese (as required)
- ☐ Information Confirmation forms returned (60 days before wedding)
- ☐ Pre-Marriage Inventory test taken
- ☐ Pre-Marriage Inventory test scored
- ☐ Completion of Pre-Cana Instruction or Proof of Completion Received
- ☐ Administrative Fee received
 - Date Received _____ Check # _____
- ☐ Marriage License received



Ministry Coordinator:

___ Initial contact made with Ministry Coordinator Date: _____

___ Liturgical Selections form returned

___ Wedding Order of Procession returned

___ General Intercessions prepared

Director of Music:

___ Initial contact made with Director of Music Date: _____

___ Music Selections made

___ Extra musicians arrangements made (as required)

___ Guest Cantor/Musician fees paid (as applicable)

Final Forms:

___ Marriage certificate completed

___ Signed Marriage licenses mailed

___ Marriage recorded in parish register

___ Marriage Notifications sent

___ Data Envelope created/ forms filed

Notes: