

# St. Nicholas & St. William Parish



## MARRIAGE PREPARATION & WEDDING GUIDELINES

*Revision 2.0*

**St. Nicholas Church**  
473 Lincoln Avenue  
Los Altos, CA 94022  
stnicholasandstwilliam.org

**St. William Church**  
611 S. El Monte Avenue  
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# 1. Introduction

Congratulations on your engagement! St. Nicholas & St. William Parish welcomes you and are delighted that you are considering using our services for your upcoming wedding! This time of a couple's life is a time of love and intense preparation. It is a happy time, full of enjoyment, special memories, and expectations. It will be our pleasure to assist you.

A Catholic marriage consists of two parts: marriage preparation and the wedding ceremony. Our parish offers both a Catholic Marriage Preparation Program and Wedding Services.

This introduction provides an overview of these two sets of services. Section 2 and Section 3 of this document provide details relating to the marriage preparation program and wedding services, respectively. Section 4 contains: marriage preparation and wedding/rehearsal checklists, a summary of fees, and a contact list.

- If you are planning to be prepared and hold your wedding in our parish, you will want to use both sets of services. Please begin with section 1.1., below.
- If you need to be prepared in our parish, but plan to hold your wedding elsewhere, then you will only need our Marriage Preparation Program. Please also begin with section 1.1, below.
- If you are being prepared elsewhere and only want to use our parish facilities for your wedding, you will only need our wedding services. Please begin with section 1.2, below.

## 1.1. Catholic Marriage Preparation

This begins with a face-to-face interview with a priest or deacon at least six months before your desired wedding date. While a couple may have a date in mind, please know that a date cannot be secured until the initial interview is complete and the couple is deemed free to marry.

The Marriage Preparation Program consists of several meetings with the priest or deacon, a questionnaire filled out by both the bride and groom, the collection of important documents, an engagement retreat, and a natural family planning session.

The fee for the Marriage Preparation Program is \$500. This payment can be applied towards the \$1,000 fee for the exclusive use of the church for the wedding, if you decide to hold the wedding at St. Nicholas Church or St. William Church.

In addition to the preparation fee, there are also fees associated with the FOCCUS questionnaire, the retreat, and the natural family planning session. These will all be explained at your initial interview and are detailed in Section 2 of this document.

To set up your initial interview, please contact Carol Thornton, our Director of Liturgy, at (650) 948-2158 x2204 or email [carol.thornton@dsj.org](mailto:carol.thornton@dsj.org).

## 1.2. Wedding Services

The parish offers rental of the church building and on-site coordination services for your wedding. There is a \$1,000 fee for the exclusive use of the church building for your rehearsal and wedding including all on-site wedding coordination. Music services for your wedding are also available at an extra cost.

Details describing our Wedding Services can be found in section 3.

Important Note: Per our diocesan guidelines, our Wedding Services are only available for couples where either the bride, groom, or both are Catholic. In addition, if the couple are not being prepared by a member of the clergy from our community, then documentation will be required from an authorized minister showing that they have been properly prepared. A list of this documentation can be found in section 2.2

For more information about our services please contact Carol Thornton, our Director of Liturgy, at (650) 948-2158 x2204 or email [carol.thornton@dsj.org](mailto:carol.thornton@dsj.org)

**Congratulations again!**

**Our community welcomes you and looks forward to celebrating your wonderful day with you!**

*Grant, O Lord,  
that, as they enter upon this sacramental union,  
they may share with one another the gifts of your love  
and, by being for each other a sign of your presence,  
become one heart and one mind.*

*— Nuptial Blessing, Rite of Marriage*

## 2. Catholic Marriage Preparation

This section describes your preparation for a beautiful marriage.

This time of a couple's life is a time of love and intense preparation. History shows that the most successful marriages are ones in which God is an integral partner with the couple in the marriage. So, this should also be a time of deeper dialogue, reflection, prayer, and sharing of your deepest and most personal values both with each other and with God.

Marriage is a sign of God's loving presence in the world. It is also a thoroughly human institution. Marriage is the mystery where a man and a woman mutually grow together, in faith and love, becoming, as Jesus Christ says: "one flesh" (Mk 10:8, Mt 19:5). Marriage is the mystery where a man and a woman bound together by love become a true image of God himself.

In earlier, simpler times, expectations for marriage and the norms governing it were supplied by the culture itself. But in our mobile and diverse times, these cultural supports have largely vanished. The Church, as the loving mother of all, believes it is her role to help provide some of this missing support.

The Church actively seeks to do all she can to assist you in preparing for marriage. The more each partner knows about each other, about some of the challenges and issues they may face in their life together, about the importance of God and their faith life, and about communication skills for managing through the rough times, the more successful and fulfilling the marriage will be for both.

This preparation program has been designed to provide you just such support and aid.

### 2.1. Overview of the Marriage Preparation Program

The Marriage Preparation Program begins with the Initial Interview with a priest or deacon. Throughout the course of the preparation you will likely meet with him four to five times before the wedding. He will journey with you—the couple—through the process. His role is to get to know you both and guide you through the process. Your initial interview should be at least six months before your planned wedding date, to give sufficient time to the preparation process. There is a \$500 fee payable to "St. Nicholas & St. William Parish" due 30 days after beginning the preparation process. (If you also choose to have your wedding ceremony at St. Nicholas Church or St. William Church, 100% of this fee may be applied toward the rental of the facilities.)

The Marriage Preparation process can be visualized as consisting of four parts running largely in parallel. These consist of:

#### 1. Gathering the Required Documentation

The couple will work with the priest or deacon to fill out all the necessary paperwork and supply the documentation required by the Church for her to witness your marriage.

## 2. Completing the FOCCUS Questionnaire Process

The FOCCUS questionnaire—stands for “Facilitating Open Couple Communication, Understanding, and Study”—is an inventory for marriage preparation developed by the Family Life Office of the Archdiocese of Omaha. An online link will be provided for the questionnaire. You will work one-on-one with the priest or deacon in this process. The inventory provides the basis for a discussion of specific areas that will be important for a healthy and loving relationship with each other.

## 3. Attending an Engaged Encounter Weekend

This weekend experience, beginning on Friday evening and ending on Sunday afternoon, is held at one of the local retreat houses. It is led by two married couples and a priest and is designed to look beyond the wedding day and prepare you for your day-to-day living as a married couple. The priest or deacon preparing you will want you to have completed your FOCCUS Questionnaire Process before this weekend as this will allow you to use the weekend to discuss important open issues highlighted in that process.

## 4. Attending a Natural Family Planning Seminar

The Church believes that God designed marriage as a permanent and intimate partnership of life and love. As such, marriage is oriented to both the good of the spouses and to the creation and nurturing of new human life. Making decisions therefore, about when and how many children to have in marriage is a sacred responsibility that God has entrusted to husband and wife. This is the foundation of what the Church calls "Responsible Parenthood." It is a call to discern God's will for your marriage while respecting his design for life and love.

Natural Family Planning (NFP) is a set of methods that can assist a couple in performing this sacred duty. Because they respect God's design for married love, NFP is the only authentic approach to family planning available to husbands and wives because these methods can be used to both attempt or avoid pregnancy. The NFP Seminar is a two-hour orientation to these methods.

## 2.2. Required Documentation

The following documentation will be required prior to the date of the wedding:

1. **Baptismal Certificate(s):** A recent, original, baptismal certificate LESS THAN SIX MONTHS OLD must be provided by both the bride and the groom if they are Catholic or Christian. If you have questions as to how to obtain these, please discuss this with the priest or deacon.
2. **Self-Testimony Forms:** A personal information sheet will be filled out by the bride and groom together with priest or deacon. In the Diocese of San Jose, this information sheet is often referred to as “Form A.”

3. **Witness Forms:** A close relative of the bride and close relative of the groom, ordinarily a parent, will meet with the priest or deacon to fill out a witness form. In the Diocese of San Jose, this witness form is often referred to as “Form B.”
4. **Dispensation:** In the case where either the bride or groom is not Catholic or has not been baptized, a “Dispensation” document will be required. The priest or deacon will assist you in this process. As part of the application for either of these dispensations, the Catholic party will be required to sign a promise to have any children baptized and raised in the Catholic faith.
5. **Letter of Permission:** If neither the bride nor groom is from St. Nicholas & St. William Parish, a letter of permission from either the bride’s or the groom’s pastor is required. (Only one permission letter is required.)
6. **Marriage License:** Within 90 days of the wedding, the couple must have been issued a marriage license from any county in California. Immediately following the wedding, the priest or deacon and the witnesses—the best man and the maid-of-honor—will sign the license and the priest or deacon will have it sent to the County Clerk-Recorder’s Office.

The contact information for Santa Clara and San Mateo Counties is shown below. Note: Both parties must appear together before the County Clerk-Recorder’s representative with a picture ID. In both jurisdictions, you can save time by downloading and filling out the form prior to the office visit. No appointment is needed to apply for a marriage license.

**Santa Clara County:**

70 West Hedding Street, San Jose, CA (Corner of N. First & Hedding)

(408) 299-5688

<https://www.sccgov.org/sites/rec/services/Pages/vitals/marriage-cert-apply.aspx>

**San Mateo County:**

555 County Center, First Floor, Redwood City, CA

(650) 363-4500

<http://www.smcacre.org/applying-marriage-license>

## 2.3. FOCCUS Questionnaire Process

The couple completes the questionnaire after meeting with the priest or deacon at the church offices.

It is not expected that you discuss all the areas covered by this questionnaire in detail. The object of this exercise is to illuminate important areas so that you can discuss them with each other.

Once the questionnaire is completed, the couple meets with the priest or deacon who will unpack each section of the questionnaire; itemizing areas where you are both substantively in agreement with one another and the areas where you are not.

Plan on two or three meetings with the priest or deacon to fully work through your questionnaire.

## 2.4. Engaged Couples Weekend

The Engaged Couples Weekend begins on a Friday evening and ends on the following Sunday afternoon. It is usually held at a local retreat house and is led by two married couples and a priest. There is a fee and sessions can fill up quickly. Needless to say, both parties must attend.

For information and registration please go to [www.eesanjose.org](http://www.eesanjose.org)

## 2.5. Natural Family Planning Sessions

Modern methods of Natural Family Planning (NFP) are versatile and usable in any stage of a woman's reproductive life; (regular, irregular cycles, breast feeding, etc.) to either achieve or avoid pregnancy. It is based upon the couple's own knowledge of their naturally occurring cyclic phases of fertility and infertility. Natural Family Planning is not contraception. It offers a highly reliable, morally acceptable, and healthy means of shared family planning in which the couple values, respects, and understands their combined fertility. The Creighton Model System of Natural Family Planning offered through the Diocese of San Jose is also highly beneficial for those couples facing infertility concerns.

The diocese offers two types of sessions. There is the standard "introductory session" which is taken with other couples preparing for marriage. There is also the option for a private session.

The priest or deacon assisting you in your Marriage Preparation Program will provide you with the latest session registration form.

For more information about the NFP program please see the website

<https://www.dsj.org/evangelization/family-life/natural-family-planning/> or contact Dolores Moreno, Certified Fertility Care Practitioner, at (408) 983-0130 or [dolores.moreno@dsj.org](mailto:dolores.moreno@dsj.org).

## 3. Your Wedding at St. Nicholas or St. William

In addition to being a beautiful liturgy, a Catholic wedding is an occasion for God's people to gather together, to ask for God's blessing on the union of husband and wife, and to give thanks to God for the many blessings bestowed on us, his people. Marriage is sacred because it is a union that images both the love Christ has for his Church and the union between the Father, the Son, and the Holy Spirit in the Holy Trinity.

The purpose of this section is to acquaint you with the logistics, costs, and procedures associated with having your wedding at St. Nicholas church or St. William church, both in Los Altos.

### 3.1. People you will need to Know

In addition to the priest or deacon who will be presiding at your wedding, you will work with three different people from our parish:

- The Director of Liturgy who will be your main contact for planning your wedding.
- The Director of Music who can assist you with the music for your wedding.
- The Wedding Coordinator who will host the on-site wedding rehearsal and coordinate all the on-site activities on your wedding day.

### 3.2. Things you need to Know

To be married in a Catholic church in the Diocese of San Jose, a couple must have been prepared by an authorized Catholic minister. If you are not being prepared by a member of the clergy from St. Nicholas & St. William Parish, you and the preparing minister will need to provide the required documentation to our Director of Liturgy, at least six (6) weeks prior to the date of your ceremony. Please see section 2.2. for a summary of what will be required.

### 3.3. Planning the Wedding Celebration

This section provides an overview of the celebration and the various planning aspects involved.

#### 3.3.1. Types of Celebration

The wedding ceremony can be performed either within or outside a Mass.

If both the bride and groom are practicing Catholics then, normally, the Rite of Matrimony takes place within the context of the celebration of Mass.

If either the bride or groom are not baptized or baptized in a different faith, the Rite of Matrimony Outside of Mass is typically used.

You should discuss these options with the Presider — the priest or deacon who will be presiding at your ceremony. In addition, any cultural elements or traditions that you wish to add to the wedding ceremony should be discussed with the Presider.

### 3.3.2. Who is involved?

The Catholic Rite of Matrimony is a beautiful, worshiping celebration bringing the community together both as participants and as ministers. There are a few ministerial roles contemplated by the liturgy, listed below. Please remember that all ministers and individuals with an active role in the liturgy must attend the rehearsal which is described in more detail in a subsequent section.

1. If both the bride and groom are baptized Christians, then the rite is a Christian Sacrament called the Sacrament of Matrimony, in addition to a wedding celebration. The bride and groom are the primary ministers of this Sacrament. The Presider—the priest or deacon—is the Church’s official witness at your wedding.
2. If the Presider is not a priest or deacon from St. Nicholas & St. William Parish, then please mention this to the Parish Director of Liturgy so that the appropriate ecclesiastical delegation can be secured. Visiting Presiders will be asked to observe Church Law and parish customs regarding the celebration of marriage.
3. If you wish to ask friends or family members to serve as a Lector (e.g. proclaim one or more of the readings from Scripture) you are encouraged to select members from the Roman Catholic tradition who have the gifts of proclaiming God’s Word effectively and reverently.
4. The groom’s attendants normally function as ushers and are responsible for the Ministry of Hospitality. They greet and assist members of the assembly as they gather for the celebration.
5. Musicians and vocalists are also liturgical ministers and can be arranged with the assistance of the Director of Music.

### 3.3.3. Setting the Date and Time

It is not possible to plan a specific wedding date until the preparation process has begun (either in our parish or at another). Once the couple is deemed free to marry, the wedding date may be selected in consultation with the Director of Liturgy and the desired Presider. A first non-refundable deposit of \$500 is due when the date is selected to hold the date and the remaining \$500 is due thirty days prior to the wedding date. If the couple will complete their Marriage Preparation program through St. Nicholas & St. William Parish, then the \$500 paid for that service may be applied as this first deposit.

Weddings are normally scheduled on Saturday to begin at either 10:00AM, 12:00PM, or 2:00PM. The church is available one hour before the scheduled start time and the church continues to be available for thirty minutes after the ceremony.

### 3.3.4. Choosing the Readings & Liturgy Preparation

There are many beautiful choices for the prayers, Scriptural readings, Gospel and Intercessory Prayers used in the Liturgy. The couple should choose these readings and prayers in consultation with the Presider. If the couple is completing their Marriage Preparation Program through St. Nicholas and St. William Parish then they will make their selections using the popular aide: *Together for Life*.

### 3.3.5. Choosing the Music

Liturgical music for weddings should reflect the joy and thanksgiving that you feel towards God for bringing you together. It may be instrumental or vocal and may include the assembly's participation. No pre-recorded music is permitted at weddings.

We recommend that you work with our Director of Music on the choice and placement of music that will best enhance the liturgy. Carefully selected music that relates to the Scripture readings and flows with the liturgy service can add dignity, joy, and beauty to the memorable quality of your wedding. In addition, they will also secure additional music ministers (i.e. musicians and/or vocalists), if needed. There is a \$350 stipend required for their services.

### 3.3.6. Photography and Video

Photographic and video memories of your wonderful day are of course very important to us. However, we must also keep the solemnity and holiness of the celebration in mind. Our primary concern is that the activities of the photographer and/or video camera operator not intrude upon or distract from the Liturgy itself. For this reason, we ask that the following guidelines be followed:

1. Photographs may be taken on the church grounds before or after the ceremony.
2. The use of flash bulbs is restricted to the procession in and out of the church. Guests may NOT take flash photos during the wedding.
3. A formal picture taking period (not to exceed 20 minutes) after the ceremony is permitted in the church and should reflect the dignity and reverence of the ceremony and the setting.
4. Video recording is acceptable during the wedding Liturgy if there is no special lighting required.
5. We request that video cameras (and operators) position themselves behind the guests or in the choir loft during the entire ceremony.
6. Photographers should position themselves so as not to block the view of the couple from the assembly. This can be accomplished by using the side aisles only, except during the Processional and/or Recessional when the photographer may stand at the back or front of the center aisle. Photographers should not enter the center aisle at any time during the ceremony. Photographers are to check-in with the Parish Wedding Coordinator before the ceremony to review guidelines.

### 3.3.7. Flowers, Art, and Environment

Responsibility for procuring flower arrangements lies with the bride and groom. Please provide the Director of Liturgy with the name and contact information of the florist, and any special decoration plans you wish to use. In addition, you and the florist are asked to adhere to the following guidelines regarding decorating the Church for your wedding:

1. Please review your floral/environment plans with the Parish Director of Liturgy at least 3 months prior to the wedding date.

2. The decorations and banners used in the church for liturgical seasons may not be removed for the wedding.
3. Floral arrangements may be placed in the sanctuary (the raised area where the altar resides) provided they do not obstruct liturgical movement or obstruct the view between the assembly and the sanctuary. At St. Nicholas Church two flower arrangements may also be placed on the back altar; (there is no back altar at St. William Church.) The maximum size of these arrangements should not exceed three feet wide by three feet high.
4. No floral arrangements may be placed on the Altar, the piano, the Baptismal Font, or the Ambo (e.g. looks like a lectern).
5. Flowers should be delivered to the church no earlier than one hour before the wedding is scheduled to begin. If it is necessary to deliver them earlier, please discuss this with the Parish Director of Liturgy. In addition, those responsible for floral arrangements and decorations must have completed their setup tasks 45 minutes prior to the start of the ceremony.
6. The florist should only use plastic clips or soft ribbon to affix flower arrangements to the pews. No tape, glue or staples are to be used to affix any flowers, decorations or art to church walls or furnishings.
7. Aisle runners are not to be used. Because the floors are carpeted, runners become punctured.
8. For insurance, safety, and custodial reasons, throwing of rice, birdseed, flower petals, and/or confetti is NOT permitted anywhere on the church premises.
9. All floral arrangements, decorations and environmental art must be removed within 30 minutes of the ceremony concluding.
10. Except for the optional Unity candle, the church will provide all candles for the Altar/Ambo. If a Unity candle is desired, please discuss this with the Presider and the Director of Liturgy in advance. The couple must provide the Unity candle and the holder for it. The church will provide lighting tapers for lighting the Unity candle, if needed.
11. Because of the limited time for the wedding, receiving lines and guest book signing are best done at the reception.

### 3.4. Your Rehearsal

The church rehearsal is designed to acquaint the bride, groom, those serving as their attendants, and those serving as liturgical ministers, with the wedding ceremony and the Rite. The intent is to help all involved to become familiar with their roles so that they will feel more confident and relaxed on the day of the wedding. We provide the following information, so you may gain the most benefit from your wedding rehearsal:

1. At least one month prior to the wedding date, the Parish Wedding Coordinator will arrange with you the time for your rehearsal. Rehearsals are customarily held the evening before the wedding and last approximately one hour.
2. All those participating in the wedding celebration—the bride and groom, the parents of the bride and groom, all attendants, readers, gift bearers, and hospitality ministers—must be present at the rehearsal.
3. Everyone involved in the rehearsal must arrive on time. There may be multiple rehearsals the same evening and we need to be respectful of everyone’s time.
4. You need to bring the following items to the rehearsal:
  - a. Marriage license with mailing envelope
  - b. Wedding programs (if being used)
  - c. Unity candle with holder (if being used)
  - d. Envelopes with stipends and fees, if applicable.

### 3.5. Your Wedding Day

With all the planning and the rehearsal behind you—it is time to celebrate your new beginning together. The Presider and the Parish Wedding Coordinator will both be there to see that the church is ready for you. There may be other liturgies scheduled for the church that day, so it is imperative that the wedding party, the liturgical ministers, and all other participants in the ceremony arrive at least 30 minutes before the scheduled start of the wedding. This includes:

- Groomsmen and hospitality ministers to begin seating the guests
- The video camera operator and/or photographer
- The groom and best man
- The bride and her attendants
- The parents and liturgical ministers

In addition, those responsible for floral arrangements and decorations must have completed their setup tasks 45 minutes prior to the start of the ceremony.

Please remember that the wedding cannot move forward if the bride, groom, best man, or maid-of-honor are inebriated.

### 3.5.1. After the Wedding Ceremony

After the ceremony:

1. The newlywed couple together with the best man and the maid-of-honor should immediately proceed down the aisle, through the front entrance of the church, around the side, back in through the side door, and into the sacristy (where the priest or deacon vests) to sign the Marriage License.
2. After signing the license, the newlywed couple and wedding party will have 20 minutes to take pictures inside the church. It is strongly recommended that the wedding party not stop to greet guests in the front of the church as this will slow down the picture taking process.
3. Decorations and floral arrangements should be removed within 30 minutes of the ceremony concluding.

## 4. Summary Information

### 4.1. Fees

|   |                       |  |
|---|-----------------------|--|
| <b>Marriage Preparation Program Fee</b> | \$500                 | Payable to St. Nicholas & St. William Parish<br>473 Lincoln Avenue, Los Altos, CA 94022<br>Attn: Wedding Dept.<br><br>For the Marriage Preparation Program described in section 2<br><br>Due within 30 days of starting your Marriage Preparation program. May be applied to church reservation fee for St. Nicholas or St. William. |
| <b>FOCCUS Questionnaire</b>             | See Website           | Pay online directly to Foccus, Inc. Priest or deacon will provide this link.   |
| <b>Engaged Encounter</b>                | See Website           | Pay online directly to Engaged Encounter:<br><a href="http://www.eesanjose.org">www.eesanjose.org</a>  |
| <b>Natural Family Planning</b>          | See registration form | Pay directly to the NFP service provider:<br><a href="https://www.dsj.org/evangelization/family-life/natural-family-planning/">https://www.dsj.org/evangelization/family-life/natural-family-planning/</a>   |
| <b>Church Reservation Fee</b>           | \$1,000               | Payable to St. Nicholas & St. William Parish<br><br>For reservation of church building for the wedding and the rehearsal and for wedding coordination services.<br><br>First \$500 due to confirm date and time for wedding. Second \$500 due 30 days before the wedding date.   |
| <b>Director of Music Stipend</b>        | \$350                 | Pay directly to the Parish Director of Music<br><br>For consulting and performing music at the wedding ceremony<br><br>Due at the rehearsal or earlier   |
| <b>Extra Musicians</b>                  | ---                   | Please consult the Director of Music   |

## 4.2. Gifts

Although not expected, if you would like to provide a stipend for the Presider(s) they are typically in the range of \$100 to \$500.

## 4.3. Contact Information

| <b>Activity</b>                   | <b>Contact Information</b>  |
|-----------------------------------|---|
| Schedule Marriage Preparation     | Carol Thornton<br>(650) 948-2158 x2204<br><a href="mailto:carol.thornton@dsj.org">carol.thornton@dsj.org</a>  |
| FOCCUS Questionnaire              | Questionnaire and website information provided by Priest or Deacon after Initial Interview  |
| Engaged Encounter Weekend         | <a href="http://www.eesanjose.org">www.eesanjose.org</a>  |
| Natural Family Planning Session   | Form supplied by priest or deacon<br><br>Dolores Moreno<br>Certified Fertility Care Practitioner<br>Creighton Model Fertility Care System<br>408-983-0130<br><a href="mailto:dolores.moreno@dsj.org">dolores.moreno@dsj.org</a> |
| Reservation of Church for Wedding | Carol Thornton<br>(650) 948-2158 x2204<br><a href="mailto:carol.thornton@dsj.org">carol.thornton@dsj.org</a>  |
| Music Director                    | Gary Soals<br>(650) 948-2158 x2208<br>(408) 930-0550 Cell<br><a href="mailto:gary.soals@dsj.org">gary.soals@dsj.org</a>   |

## 4.4. Marriage Preparation Checklist

| <u>PREPARATION ACTIVITY</u>   | <u>BOTH</u>              | <u>BRIDE</u>             | <u>GROOM</u>             | <u>NOTES</u> |
|---|--------------------------|--------------------------|--------------------------|--------------|
| Initial Interview   | <input type="checkbox"/> |                          |                          | _____        |
| Baptism Certificate   |                          | <input type="checkbox"/> | <input type="checkbox"/> | _____        |
| Form A<br>Self-Testimony Form   |                          | <input type="checkbox"/> | <input type="checkbox"/> | _____        |
| Form B<br>Witness Form  |                          | <input type="checkbox"/> | <input type="checkbox"/> | _____        |
| Dispensation (if applicable,<br>only one needed)                            |                          | <input type="checkbox"/> | <input type="checkbox"/> | _____        |
| Permission Letter from Parish<br>Pastor (if applicable, only one<br>needed) |                          | <input type="checkbox"/> | <input type="checkbox"/> | _____        |
| FOCCUS Questionnaire<br>Meeting   | <input type="checkbox"/> |                          |                          | _____        |
| FOCCUS Follow-up Meeting<br>with Priest or Deacon                           | <input type="checkbox"/> |                          |                          | _____        |
| Engaged Encounter Weekend   | <input type="checkbox"/> |                          |                          | _____        |
| Natural Family Planning<br>Session  | <input type="checkbox"/> |                          |                          | _____        |
| Marriage License  | <input type="checkbox"/> |                          |                          | _____        |
| Pre-wedding Planning Meeting<br>with Presider (if applicable)               | <input type="checkbox"/> |                          |                          | _____        |

## 4.5. Wedding/Rehearsal Checklist

| <u>ITEM/ACTIVITY</u>  | <u>WORK WITH/NOTES</u>                                    |
|---|---|
| <input type="checkbox"/> Select date and time                                   | Presider and Director of Liturgy                          |
| <input type="checkbox"/> Select type of celebration                             | Presider  |
| <input type="checkbox"/> Letter of delegation for visiting Presider (if needed) | Presider and Director of Liturgy                          |
| <input type="checkbox"/> Select music, musicians, and vocalists                 | Director of Music   |
| <input type="checkbox"/> Select readings and prayers                            | Presider  |
| <input type="checkbox"/> Choose liturgical ministers for wedding ceremony       | Presider  |
| <input type="checkbox"/> Select floral arrangements and provide florist         | Your florist; provide contact info to Director of Liturgy |
| <input type="checkbox"/> Obtain Marriage License                                | County Clerk's Office; bring to rehearsal                 |
| <input type="checkbox"/> Schedule Rehearsal                                     | Director of Liturgy                                       |
| <input type="checkbox"/> Provide guidelines to photographer & videographer      | In this packet  |
| <input type="checkbox"/> Provide Marriage License                               | Bring to rehearsal  |
| <input type="checkbox"/> Presider stipend and music payment (if applicable)     | Bring to rehearsal  |
| <input type="checkbox"/> Wedding programs (if used)                             | Bring to rehearsal  |
| <input type="checkbox"/> Obtain Unity Candle with holder (if desired)           | Bring to rehearsal  |