

Outline - Marriage Preparation

At St Augustine/St. Joseph Egypt Cluster the following will be required as part of the preparation for every marriage:

1) Step 1: Please contact Parish Office @ 419-628-2614.

- a) Please be prepared to leave your Name, Phone Number that is best to call you back and your email address. This information will be forwarded to the deacon or priest assigned to you.
The deacon or priest will return your call and set up a date to meet with you.

As soon after the couple is engaged

2) Step 2: Initial meeting held at rectory offices. Please set aside 1.5 to 2 hours for this meeting

- a) The initial meeting is used to determine that each party is free to marry.
- If each person is free to marry- the couple can then set a wedding date and be added to wedding calendar.
 - If an impediment exists – such as divorce or waiting on approvals from Rome or Archdiocese, a wedding date cannot be set. Tentative dates cannot and will not be put on calendar. Any and all impediments must be resolved and final before date can be reserved.
- b) Selection of Celebrant / Presider
- If both parties of couple are Catholic,
 - A Priest (Fr Frankline or other) will preside and Mass is included.
 - A Deacon can also perform Marriage ceremony – Mass will not be part of ceremony
 - Interfaith marriages -
 - A deacon will be assigned as presider/celebrant of your ceremony
 - When a Catholic chooses to marry someone from a different religious tradition, the couple is required to take special instructions about the Catholic faith. The intent of these instructions is not to convert the non-Catholic party, but merely to provide some appreciation of what the Catholic party believes and how their beliefs differ.
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 - If there is no connection to the parish (Does not apply if parent and or grandparents are parishioners of St Augustine currently.)
- c) Marriages outside the normal process - Issues that must be worked out with the Archdiocese of Cincinnati or with Father.
- Review the Archdioceses Marriage preparation Handbook.
 - If one or both of the parties have been previously married: We must go through the annulment process. Work with Father and with the Archdiocese of Cincinnati.

- A Catholic marrying a non-baptized: We must get approval from the Archdiocese of Cincinnati. This information is sent after the M-1 information is completed, have baptismal certificates, complete the M-2 form. This information can be sent 6 months before the wedding. Under normal circumstance the Archdiocese does not reject the wedding.
- If St Augustine does all the preparation work for the couple and the wedding is in another parish, we must ask for approval from the Archdiocese of Cincinnati who will forward it to the Archdiocese of the parish the wedding will be celebrated in. Need to send in entire file with a completed M-2 form.

d) Myers-Briggs instrument administered.

- This inventory helps couples understand how each tends to experience life and to make decisions. This is completed at the initial meeting with the Priest or Deacon who completes the intake meeting/process

At least 9 months before the wedding

3) Step 3: Conference with the Director of Music.

- Jared Post, Director of Music, should be contacted at least 9 months prior to the date of your wedding and will help you plan the music for the wedding ceremony.
- All musicians and all music have to be approved by the Director of Music.
- The Archdiocese has a number of restrictions that the Director of Music will explain to you at the meeting. *Contact information: Telephone: 419-852-2911; Email: musicstaugie@gmail.com*

12 to 6 months before the wedding

4) Step 4: Pre-marital Enrichment (Pre-Cana)

- a) The Archdiocese requires the couples to attend a formal program as part of their preparation for marriage.
- b) The Pre-Cana Marriage Preparation Program is intended to help strengthen your relationship as you prepare for the vocation of marriage. A certificate of completion will be distributed at the end of the program and must be turned into the parish office for your wedding file. Periodically, there will be enrichment opportunities offered that you can participate in at no extra charge.
- c) Registration should be made 14 days prior to the event. Please enter your required information and program date below. Sessions fill up quickly !!!!
- d) The Archdiocese will accept the following:
 - Genesis (2019 Pre-Cana) – Register online at genesismarriage.org. Cost: approx. \$150.00. Program Time: 8:30 am – 4:00 pm. Offered at various locations including Maria Stein.
 - Cana II (for widows, widowers, and those receiving an annulments) email to: familylife@catholiccincinnati.org for upcoming dates.
 - Ruah Woods: God's Plan for a Joy-Filled Marriage & Living a Joy-Filled Marriage. Located in Cincinnati. Register online at ruahwwods.org.
 - Catholic Engaged Encounter - 2 or 3 day marriage preparation weekend retreat in Cincinnati. Register at cincinnati-covington.engagedencounter.com.

Seven months before the wedding

5) Step 5: Meet with your assigned Focus Couple

- a) A Focus Couple (a couple from the parish who will assist you in wedding preparation) is assigned to you by the deacon or priest. Your Focus couple will contact you to set up a meeting date and administer the “The Fully Engaged: Growing towards Lasting Fidelity” inventory. This instrument “Builds upon Pre-Cana Program” and includes the following areas:
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| Differences, | Division of Labor, | Recreation, |
| Family of Origin, | Communications, | Conflict Resolution, |
| Catholic Identity | Finances | Intimacy |
| Infertility and Adoption | Catholic Parenting | Vocation and Career |
| Sacrament of Marriage | Ecumenical Marriage | |
| Second Marriage and Blended Family, if applicable. | | |
- b) The instrument is scored based on answers given and once results are recorded, the information is passed onto your Focus Couple. Your Focus Couple will contact you to meet and review the results.
- c) The number of times a couple meets with focus couple assigned to them is dependent upon the readiness of the couple. During two or more conferences with your assigned facilitating couple, you will be asked to discuss the Fully Engaged results and to respond to certain questions.

Must get within 6 months of the wedding unless there are extenuating circumstances.

6) Step 6: Obtain Baptismal certificates

- A recently dated baptismal certificate must be obtained from both parties.
 - For those baptized at St. Augustine or St Joseph Church, the baptismal certificate is on file and marriage prep team will look it up, make a copy and add to your Marriage file.
 - For those baptized elsewhere, you must contact the parish where baptism took place and ask for a copy of your baptismal certificate with notations. It can be mailed or dropped off at the parish office.
- Any additional paperwork to complete marriage prep such as dispensation must also be completed 6 months before marriage.

Three months before the wedding

7) Step 7: Conference with the Priest or Deacon – (When Pre-Cana and Fully Engaged are completed)

- a) During one or more conferences the priest or deacon will review the results of the Myers-Briggs, review results of Pre-Cana, review the results of the Fully Engaged, and fill out Archdiocese forms which assesses the couple’s readiness for marriage.

- b) If the priest/deacon needs the advice of parents, he will ask them to come in for a conference. If the couple would benefit from seeing a family counselor (such as in the case of pregnancy), then a referral will be made. Pregnancy is a reason for taking more time in preparation

Three months before the wedding

8) **Step 8: Wedding Planning Guide for Ceremony / Mass**

- a) Within the confines of solid liturgical principles, we encourage you and your families to create a sacramental experience that is personal. You may designate servers, lectors, readers, and gift bears for the offertory procession. Readers should be competent and practice beforehand, especially if they are not familiar with the public address system. You may design a printed program for the wedding ceremony. If Mass is not celebrated at the wedding ceremony you will not need servers.
- b) A copy of “Together for Life” will be given to you by the deacon/priest. The planning guide that is to be filled out and returned to the parish office is located in the back cover of the book. This will help you select readings and organize the ceremony.
- There are two local customs at St. Augustine and St. Joseph, which you may elect to follow and make additional notation of on your planning guide:
 - Lighting the unity candle. You will need to obtain your own candles (or perhaps even make them).
 - Presentation of flower/rose to the Blessed Virgin Mary’s Altar. This symbolizes the couples dedication to the Holy Family as a role model of Christian living.

Three months before the wedding

9) **Step 9: Filling out M1 Inserts and “A Letter : Why I love my Future Spouse”**

- a) Marriage coordinator will email each party an electronic copy of M1 inserts - Asking each to respond to questions - yes, questions you have seen these questions before during this process - and documenting answers for coordinator to review how couples insights and thought processes have changed since first meeting.
- b) We ask couples to write a letter to their future spouse - length depends on person writing it - many times it is used by the celebrant or presider to create and incorporate bits and pieces into their homily

Sixty days before the wedding

10) **Step 10: Marriage License**

- a) Call the probate court 60 days before the wedding (especially in light of the COVID issues) to set a date to pick up the marriage license.

- b) Marriage license must be secured within 30 days of wedding date/ceremony
- If you reside in Ohio: the marriage license must be obtained from the County Probate Court in which one of you reside.
 - If you live out of state: you must obtain your marriage license from the County Probate Court in Auglaize which is located in Wapakoneta.
- c) Bring marriage license to the parish office at least by 48 hours before the wedding if the wedding is being performed by the pastor or deacon for St Augustine. If the wedding is being performed by an outside clergy the marriage license should be at the rectory at least one day earlier.

Two days before the wedding

11) Step 11: Donation / Payment for Use of Church:

- a) Couples are to make a donation to the church to cover such expenses such as using the church, materials used in the preparation process, sacristan, and other miscellaneous services. The donation to the church is required even if arrangements are made for outside musicians and/or visiting priest. The expenses of the church remain the same.
- b) Please bring donation/payment to parish office with the marriage license. You can also make payment prior to that time if you wish. All checks are payable to St. Augustine Church regardless which church you select – St. Augustine or St. Joseph.
- Parishioners: **Donation - \$ 450.00**
Includes clergy and organist to play
Couple is responsible to pay fees to hired organist, musicians, vocalists, and visiting clergy separately. Payment to the church remains the same.
 - Non-parishioners: **Donation - \$ 600.00**
Includes clergy and organist to play
Couple is responsible to pay fees to hired organist, musicians, vocalists, and visiting clergy separately. Payment to the church remains the same

Rehearsal (day before wedding)

12) Step 12: Rehearsal with bride, groom, wedding party, & parents

- Couple should arrive at 5:30 pm (unless alternate time has been previously arranged) in the South Sacristy of church to meet with priest or deacon. This time is to go over the details prior to the wedding party's arrival.

- Wedding party should arrive at 6:00 pm in the main body of church. A wedding coordinator will be provided by the church to assist in lining up couples and facilitating the practice. Please allow an hour for practice.
- **Alcoholic beverages are not allowed on church property** on the day of the rehearsal, the wedding, or any other day for that matter. This includes the church, the rectory, the parking lot or adjacent areas.

Day of Wedding

13) Wedding Day!

- Weddings are performed on Saturday afternoons at 1:30 PM. The wedding party must be out of both churches by 3:45 PM. This includes removal of all personal items from the rectory conference room, basement and church.
- The rectory basement and the conference room are available for use except for the Sundays that First Communion and Confirmation take place. Kitchenette is available in the basement. Lunch may also be brought in, however ALL trash must be taken to the garage trash receptacles before Mass.
- Pictures may be taken in the church or on church property prior to wedding. No flash photography during the ceremony and photographer must limit movement while the Mass is going on. Photos from the balcony are permitted but not while music is being played.
- A wedding assistant is provided by the church on the day of your wedding to assist your party in photo alignment, timing, and facilitating the ceremony.
- Alcoholic beverages are not allowed on church property on the day of the rehearsal, the wedding or any other day for that matter. This includes the church, the rectory, the parking lot or adjacent areas before, during, or after the ceremony.