



Cathedral of the Annunciation

"Gracious God you have made the bond of marriage a holy mystery a symbol of Christ's Love for his Church, hear our prayers for this woman and this man."

The Pastoral Ministry Team and Staff of the Cathedral are committed to make your wedding a beautiful and prayerful experience. We wish to extend to you every possible courtesy and assistance.

The following are required to reserve the Cathedral for a Wedding ceremony.

1. Please read the marriage information booklet: "The Celebration of the Sacrament of Marriage at the Cathedral of the Annunciation."
2. Complete the Financial Agreement (front and back) and Marriage Checklist. Submit both forms to the parish office.
3. The Wedding deposit of \$100.00 must accompany the completed forms.
4. Make an appointment with the priest or deacon you wish to witness your marriage. With the approval of the priest or deacon your date will then be confirmed on the Cathedral calendar.
5. Catholic parties must submit a Baptismal certificate. (This certificate must be issued within the 6-month period prior to your wedding.)
6. If either party has been previously married, a marriage record, a death certificate or an ecclesiastical declaration of nullity must be submitted.
7. ***If there has been a prior marriage, an appointment with a Priest should be made immediately.***
8. Dispensation from any marriage impediment must be obtained. The assistance of the priest is available.
 - a. If the non-Catholic is baptized Christian, a dispensation from mixed religion must be obtained. If non-Catholic is not baptized, a dispensation from disparity of worship must be obtained.
9. A parent of each party is required to fill out some brief paperwork.
10. You will be required to complete a Marriage preparation program, please contact this office for further information regarding this program.
11. It is the responsibility of the Bride and Groom to obtain a marriage license, which can be obtained from the County Offices.

Once you have read the Marriage Brochure and you agree to all the policies and procedures outlined in the brochure, please complete the Financial Agreement (front & back) and the Marriage Checklist *in their entirety* and return to this office with the \$100.00 deposit. This will place your name on the Church Calendar.



Cathedral of the Annunciation

Wedding & Financial Agreements with the Cathedral of the Annunciation

Bride's Name _____

Address _____

City _____ State _____ Zip _____

Day Telephone _____

Evening Telephone _____

Groom's Name _____

Address _____

City _____ State _____ Zip _____

Day Telephone _____

Evening Telephone _____

Date of wedding _____

Wedding Time _____

Date of rehearsal _____

Rehearsal time _____

Presider _____ Telephone _____

☐ PRIEST ☐ DEACON

PLEASE COMPLETE IF THE PRESIDER IS NOT FROM THE CATHEDRAL

Church _____

Address _____

City _____ State _____ Zip _____

Responsible party for billing:

Name _____

Address _____

City _____ State _____ Zip _____

Day Telephone _____

Evening Telephone _____

We have read ***The Policies and Procedures for Weddings at the Cathedral of the Annunciation*** and we agree to follow all of the policies and procedures. _____ . _____

INITIAL

INITIAL

We will complete the required Marriage preparation program by attending one of the following:

- ☐ Catholic Engaged Encounter *(Diocesan weekend retreat)*
- ☐ FOCCUS *(In-Parish 5 day session)*

We request that our wedding and location fee be based on our status as:

- ☐ Non-Parishioner Fee \$1,500.00

We understand that the attached deposit of \$100 is non-refundable. _____ . _____

INITIAL

INITIAL

We agree to complete all wedding fee payments by _____

The latest is 60 days prior to the wedding

We agree to pay the wedding fee in the following manner:

- ☐ Full fee and deposit are attached with this agreement
- ☐ To be paid in a single payment by _____
The latest is 60 days prior to the wedding
- ☐ Monthly. You will not be billed; it is your responsibility to make payments.

Signatures _____

Date _____

CATHEDRAL BUSINESS OFFICE APPROVAL _____

ADDITIONAL FORMS ON FILE

- ☐ MARRIAGE CHECKLIST

Financial agreement

Wedding Checklist

Date of Contact: _____

GROOM

Name: _____

Address:

City: _____ State: _____

Zip: (H) Phone:

Work Phone: _____

Religion:

Baptized: yes / no

Previous Marriage yes / no

BRIDE

Name: _____

Address:

City: _____ State: _____

Zip: (H) Phone:

Work Phone: _____

Religion:

Baptized: yes / no

Previous Marriage yes / no

e-mail address (for Music Department)

Regarding the Wedding

Wedding Date: _____ Time: 11:00 a.m./ 2:00 p.m. Mass: yes / no

Place: _____ Priest: _____

Rehearsal Date: _____ Time: _____

Best Man: _____ Maid of Honor: _____

OFFICE USE ONLY

Church Calendar: _____ Wedding List: _____ Accounting Department: _____

Church Fee: \$ _____ Deposit Paid: \$ _____ Date Paid: _____

Balance: \$ _____ Date Balance Due: _____

Additional Payments: \$ _____ \$ _____ \$ _____

\$ \$ \$

Notes: