

Getting Married at St. Matthew's

- 1) The **couple** calls the office to arrange for a meeting with the **pastor** on a given workday and time. At least six months are required from the day of registration & preparation, to the wedding day itself. **DO NOT** set the wedding date until you have spoken with the priest.
- 2) The pastor sees each party separately for a **Prenuptial Interview** according to the format of the Diocese of Richmond. Then, he sees them together to discuss related matters like their wedding date, time, etc.
- 3) Contact Norma Legaspi, wedding coordinator, @424-3865, Monday through Friday after 6 p.m., or anytime on Saturday or Sunday, **AFTER** your interview with the priest.
- 4) After the Prenuptial Interview, the couple attends the **full pre-marital class** at a Catholic Charities office.
- 5) **Documents needed:** (a) an updated (not the original) copy of each of the couple's **Baptismal certificates**; (b) **Confirmation certificate**; (c) **1st Communion certificate**, if available; (d) signed **affidavit of single status** (form supplied by the office); (e) **premarital class certificate**; (f) **marriage license**. These documents should be submitted to the office within the 6 months preparation period. The marriage license and the fees **MUST** be in the parish office not later than 2 weeks prior to the wedding date.
- 6) **Dispensations** for mixed marriages are processed from the office.
- 7) **Fees** a) **Music** - Policy requires the use of St. Matthew's musical staff: **Nancy Lerf** (482-4546), music minister/pianist/ organist - \$100.00: any contacted **soloist** - \$100.00 b) **Norma Legaspi**, (424-3865), wedding coordinator - \$100.00
c) **Church stole fee** - \$100.00
d) **Presider - priest or deacon** - \$100.00
e) **Altar Servers** - donation (suggested \$10 each)
- 8) **Confession or the Sacrament of Reconciliation**, a "must" for **Catholics**, should be done the **Saturday before** the wedding day, 3:30 - 5:00 p.m., in the reconciliation room.
- 9) **Rehearsal** with the **wedding coordinator** is on **Friday**, just before the wedding day, @ **5:30 p.m.** For a beautifully celebrated wedding liturgy, we require everyone who has a role therein to be present at the rehearsal: the couple, the bridesmaids, best men, readers, children, parents of both parties, sponsors, those doing the music and the altar servers.
- 10) For any **questions** about their wedding, the couple should contact the **parish office**, Monday through Thursday, @ 420-6310, OR, the **pastor** @420-6310 (or emergency # 523-1723, leave a message) OR the **wedding coordinator** @ 424-3865.