

# St. Joe's Wedding - Couple Checklist (REV. May 22, 2019)

*This should be an enjoyable time! We are here to help but it is important that you complete the needed processes and paperwork in a timely manner.*

Date completed	To do
	Bride has read the St. Joe's Wedding Guide
	Groom has read the St. Joe's Wedding Guide
	Contacted the Chancery Office of the Archdiocese of Ottawa if either were married previously <i>(This includes previous marriages that were civil or religious ceremonies)</i>
	Completed <b>Wedding Registration Form</b> and submitted it to Andrew Pump at St. Joe's at our initial meeting. (also bring a copy of this checklist) <b><i>Our meeting with Andrew is on:</i></b>
	Decided on a Wedding Date and confirm that date and time is available with Andrew <i>Our Wedding will take place on: _____ at this time:</i>
	Paid the non-refundable fee of \$ _____ <i>We paid our fee on: _____ Cheque number: _____</i>
	Contact Church(es) of baptism to request NEW baptismal certificate (see Wedding Guide) (required for ALL Catholics. The copy from your baby book will not suffice.)
	Schedule and completed initial meeting with Fr. Richard Beaudette for our Pre-Nuptial interviews. <b><i>Our meeting with Fr. Richard is on:</i></b>
	Registered for St. Joe's Catholic Marriage Preparation program (see Wedding Guide) <i>(This is a separate fee and not included in the Wedding Fee)</i>
	Scheduled and completed meeting with St. Joe's Music Director, Jamie Loback to go over the Music for your ceremony. <b><i>Our meeting with Jamie is on:</i></b>
	Within 1-2 months of your wedding, schedule 2 <sup>nd</sup> and final meeting with Fr. Richard Beaudette to go over your ceremony details. - Complete and bring "Wedding Liturgy Planning Sheet" to this meeting. <b><i>Our final meeting with Fr. Richard is on:</i></b>
<b>2 months before the wedding, ALL the below documentation should be into the Parish Office to the ATTN of Andrew Pump.</b>	
	St. Joe's Wedding Registration Form and payment (Andrew should already have this)
	Catholic Marriage Preparation Completion Certificate
	Bride (if baptized) provides baptismal certificate (see Guide – specific guidelines if Catholic)
	Groom (if baptized) provides baptismal certificate (see Guide – specific guidelines if Catholic)
	Bride Catholic Confirmation certificate (if applicable)
	Groom Catholic Confirmation certificate (if applicable)
	If either were not baptized, provide letter from parent stating this to be the case
	Bride "Freedom to Marry" statement (see Wedding Guide, PDF available on our website)
	Groom "Freedom to Marry" statement (see Wedding Guide, PDF available on our website)
	Provided civil Marriage License (will be valid for 3 months from issue) from the City Hall of Ottawa, along with the provided envelope from City Hall. (you keep name change pages)
	Wedding Liturgy Planning Sheet - will be provided by Fr. Richard.
	Bride Interview Form 1 (Andrew will get from Fr. Richard)
	Groom Interview Form 1 (Andrew will get from Fr. Richard)
	FORM III (if needed)

## Our Paperwork Deadline is: