

St. Joe's Wedding - Couple Checklist

(REV. 7/8/14)

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 Wedding Registration Form and submitted it to Michelle Miller at St. Joes at our initial meeting. <i>Our meeting with Michelle is on:</i>
	Decided on a Wedding Date and confirm that date and time is available with Michelle <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)
	Schedule and completed initial meeting with Fr. Andy Boyer for our Pre-Nuptial interviews. <i>Our meeting with Fr. Andy is on:</i>
	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 our parish Music Director, Jamie Loback to go over the Music for your ceremony. <i>Our meeting with Jamie is on:</i>
	Within 1-2 months of your wedding, schedule 2 nd and final meeting with Fr. Andy Boyer to go over your ceremony details. - Complete and bring "Wedding Liturgy Planning Sheet" to this meeting. Planning sheet is available on our website. <i>Our final meeting with Fr. Andy is on:</i>
2 months before the wedding, ALL the below documentation should be into the Parish Office to the ATTN of Michelle Miller.	
	St. Joe's Wedding Registration Form and payment (Michelle 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)
	Groom "Freedom to Marry" statement (see Wedding Guide)
	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 (avail online at parish website). Usually given to Fr. Andy at final meeting with him. He will give to Michelle.
	Bride Interview Form 1 (Michelle will get from Fr. Andy)
	Groom Interview Form 1 (Michelle will get from Fr. Andy)
	Michelle - FORM 5 (if needed)

Our Paperwork Deadline is: