

Wedding Checklist

First in the process:

Note: You or your parents must be registered for at least 6 months prior to setting a wedding date.

Note: Weddings cannot be scheduled unless you are free to marry.

- _____ Contact Fr. Marcin Michalak at 630-922-0081, or frmarcin@hscs.us at least **6 months prior** to the wedding to arrange an initial meeting with the priest.
- _____ Schedule Wedding and Rehearsal dates at initial meeting
- _____ Schedule an on-line FOCCUS questionnaire to be completed by the bride and groom independently of each other; once the questionnaire is completed, you will be contacted to schedule a two-hour meeting to discuss the results of the inventory.

Six months prior to the wedding:

- _____ Decide which marriage preparation program you will complete:
- _____ Chicago Pre-Cana:
<https://pvm.archchicago.org/lifelong-formation/marriage/marriage-preparation-courses>
- _____ Diocese of Joliet Pre-Cana: <http://www.jolietee.org/register-for-a-weekend.php>.
- _____ Obtain **newly issued baptismal certificate, with notations**, dated not more than six months prior to your wedding date. Send to Holy Spirit Catholic Church, 2003 Hassert Blvd, Naperville, 60564 – Attention: Weddings
- _____ Obtain two witness affidavits for the groom and two witness affidavits for the bride. Send to Holy Spirit – Attention: Weddings



Three months prior to the wedding

_____ Schedule Wedding Music meeting with the Director of Music at ceubank@hscs.us

Please bring the following to the meeting:

_____ Wedding packet with selections (Music will be played during the planning session to assist you with choices; prepare questions or suggestions regarding accompaniment, vocals and instrumentals)

_____ Readings for the liturgy so the music director can help you choose music that connects to the themes you chose (either through the booklet or this link: <http://www.foryourmarriage.org/readings>)

_____ Fill out the Wedding Participant Sheet and the Wedding Order of Services Sheet with the Music Director.

Send to Holy Spirit—Attention: Weddings or e-mail to rbalsewicz@hscs.us

(No longer than two weeks after your meeting.)

One month prior to the wedding:

_____ Obtain a **Will County** Marriage License. A marriage license is valid for 60 days and must be valid on the date of the wedding.

_____ Submit marriage fee to Holy Spirit Catholic Church

_____ Meet with the priest or deacon

_____ Ensure that your wedding florist, photographer and videographer have a copy of the parish guidelines.

Two weeks prior to the wedding:

_____ Please bring your payments to the parish offices. (envelopes provided) You may bring in your marriage license at the same time; one less thing to remember for rehearsal.

One week prior to the wedding:

_____ The wedding host/hostess will contact you to confirm your participants and the rehearsal. Review **Parish Policies** concerning 1) the sacredness of the worship space, 2) alcohol and drugs, 3) smoking and 4) safety issues with the wedding party and others who will attend the rehearsal and wedding.

Wedding Rehearsal:

_____ Bring valid **Will County Marriage License** (as soon as you have it but no later than rehearsal day.)