

Church of Saint Anthony of Padua

85 Harrison Street, West Harrison, NY 10604 (914) 948-1480 Fax: (914) 948-0488 Email: frtom@sapwh.org
website: www.sapwh.org

Weddings at Manhattanville College's O'Byrne Chapel.

Congratulations on your engagement! We sincerely pray that your preparations for the Sacrament of Matrimony will benefit your spiritual life and make for a joy-filled ceremony. We are happy to help you with any and all steps in this process, including officiating at your wedding if you so choose. Some information and guidelines are provided below to assist you with your wedding preparation.

Why is St. Anthony's Parish involved in your marriage preparation? In accordance with the *Code of Canon Law* of the Catholic Church, since the O'Byrne Chapel at Manhattanville College is located within the parish boundaries of St. Anthony of Padua Parish here in West Harrison, New York, we are responsible for the oversight of your marriage preparation and the celebration of your wedding ceremony. All of your paperwork and the official record of your marriage is kept in our parish as well. The marriage certificate will be issued from St. Anthony's with a notation that the wedding took place at Manhattanville College.

Your *first consideration* would be to inquire as to the availability of both the O'Byrne Chapel at Manhattanville College and the prospective Catholic priest or deacon who will be officiating at you wedding. Although we are most happy to make ourselves available to you, you are most welcome of course to invite any Catholic priest or deacon to officiate at your wedding with whom you may have a special connection. Please keep in mind when determining a date for your wedding that the Catholic Church recommends a space of at least six months prior for adequate planning and preparation.

Your *second consideration* would be to decide who you would like to work with in regard to your marriage preparation prior to your wedding day. Customarily it is the same priest/deacon but that is not always the case. Again, if you would like to work with one of us here at St. Anthony's even if someone else is going to officiate, we can help with that as well.

What do you do next? Just give us a call! I would *prefer* an in person meeting at the very beginning of the process, however, if circumstances make that difficult other arrangements can certainly be made. At that time we would walk through the process, answer any of your questions, and ensure that everything is in order. The following is a basic checklist of what will be required of you and/or the priest or deacon officiating and/or preparing you.

Initial Steps:

1. Get in contact with Manhattanville College with regard to the availability of the O'Byrne Chapel.
2. Determine the availability of a Catholic priest/deacon to officiate on that day/time.
3. Get in touch with St. Anthony of Padua Parish to either:
 - a. Request an officiant (if needed)
 - b. Request a priest/deacon to provide marriage preparation (if needed)
 - c. Inform the parish of the date of the wedding and your officiant and preparer
 - d. To arrange an in person meeting to review the process

Next Steps

4. If not from St. Anthony's Parish, obtain letters of permission from the pastor of the respective Catholic parishes within which each of you reside if applicable. This letter is required of anyone arranging a wedding outside of the parish where he/she resides. Simply call or visit the parish office of your local Catholic Church to request this letter.
5. Baptismal records (with notations) must be obtained. Since it must be an officially issued copy within six months of your wedding a photocopy of an original you might have will not suffice. This entails getting in touch with the Church of your baptism and mentioning that you are getting married and requesting a copy of your baptismal record with notations. For baptized non-Catholics a photocopy of your baptismal record is fine. If this document cannot be found, you must submit a notarized affidavit signed by a witness who was at the Baptism. *
6. Copies of your First Communion and Confirmation Certificates are also needed. Photocopies are sufficient. If you cannot locate these records, you can simply call the Church where these sacraments were celebrated and they will be happy to issue new certificates for you.*
7. Signed affidavits substantiating your freedom to marry.
8. Provide certificates of completion of the Archdiocesan pre-Cana program.**
9. A marriage license must be obtained from any city, town, or village hall in New York State within 60 days of and 24 hours before your wedding. This is to be given to the officiant at the wedding rehearsal.
10. Fees are set by Manhattanville College with respect to the use of their chapel and other services provided. With regard to St. Anthony's Parish, a donation of \$50.00 (check payable to St. Anthony of Padua Church) is most helpful with regard to

defraying the cost of clerical work and the proper filing of your documents. If St. Anthony's will also be preparing you for your wedding and/or providing an officiant an additional donation will be discussed at that time. Please note that we will never allow financial hardship to be an obstacle for assisting you with preparations for your marriage.

Priest/Deacon

1. Must contact St. Anthony's upon agreeing to officiate at your wedding.
2. If not of St. Anthony's Parish in West Harrison, the New York Archdiocesan officiant must obtain delegation.
3. If outside of the Archdiocese of New York, in addition to delegation, officiant must provide an up-to-date letter of good-standing.
4. Must collect all of the records/documents listed above.
5. Provide any necessary dispensations or permissions.
6. Take care of the P.M.I. using the New York Archdiocesan form. ***
7. Submit all documentation to St. Anthony's Parish prior the wedding.
8. A photo-copy of the New York State Marriage License completed and signed by all parties – including the officiant. The original license should be mailed by the officiant to the respective city, town, or village hall.

* Unless you are picking-up your certificates/letters in person, it is best to request that it be mailed directly to *your* address and not to St. Anthony's Church.

** Here is the link to the pre-Cana program for the Archdiocese of New York:
<https://nyfamilylife.org/marriage-preparation/>

***The Pre-Marital Investigation Forms can be found in English and Spanish at:
<https://archny.org/tribunal>

REQUEST FOR DELEGATION

Delegation is requested for the marriage of:

BRIDE _____

GROOM _____

DATE _____

PRIEST/DEACON _____

CHURCH/INSTITUTION _____

STREET _____

CITY, STATE/ZIP CODE _____

TELEPHONE _____

TODAY'S DATE _____

.....
DELEGATED BY _____

Please mail this completed form as soon as possible to:

**Father Thomas Byrnes
St. Anthony of Padua Church
85 Harrison Street
West Harrison, NY 10604**

The form will be signed and returned to you. Please keep this delegation form in the manila envelope with the required documents. Thank you.

Form A *Submitted by Couple to St. Anthony's Parish for approval.*

Bride:

Name (First and Last)

Phone Number:

Email:

Address (Residence):

Officiant:

Name (First and Last)

Phone Number:

Email:

Parish Address (or Residence):

Date of Wedding: _____

Date of Rehearsal: _____

Mass or Ceremony: _____

Groom:

Name (First and Last)

Phone Number:

Email:

Address (Residence):

Preparer (if different than officiant):

Name (First and Last)

Phone Number:

Email:

Parish Address (or Residence):

Time of Wedding: _____

Time of Rehearsal: _____

St. Anthony's Clergy Signature & Date: