

(Please COPY/PASTE onto Your Official Parish Letterhead)

(Date)

Attn: WEDDINGS  
Very Rev. Fr. Roger Arnsparger, Rector and Pastor  
The Basilica of St. Lawrence  
P.O. Box 1850  
Asheville, NC 28802

RE: **Letter of Approval and Pre-Cana Preparation for a Wedding at the Basilica of St. Lawrence**

Dear Father Arnsparger,

Parishioners from our parish have requested permission to celebrate their wedding at the Basilica of St. Lawrence. We understand that the Basilica of St. Lawrence does not provide Pre-Cana preparation or a celebrant for the weddings of non-parishioners.

I give my permission for the wedding of \_\_\_\_\_ and \_\_\_\_\_ of my parish to be celebrated at the Basilica of St. Lawrence in Asheville, NC. on the date of \_\_\_\_\_. I agree to prepare the couple for the wedding by assuring that:

1. I, or my cleric delegate will officiate at the wedding. I will have a Letter of Suitability for the Celebrant sent no later than three months prior to the wedding date to:

Very Rev. Patrick Winslow, V.G.,  
Diocese of Charlotte  
1123 South Church Street  
Charlotte, NC 28803

2. All Pre-Cana preparation and documentation will be handled at our parish. The Marriage File with Pre-Nuptial Investigation Form, Baptismal Certificates, Affidavits of Freedom to Marry, Pre-Cana Preparation Certificate, FOCCUS Certificate or its equivalent and any other necessary documentation will be completed at our parish and sent to the Chancery of the Diocese of Charlotte at least three months before the proposed date of the wedding. Please mail complete pre-cana file to:

Very Rev. Patrick Winslow, V.G.,  
Diocese of Charlotte  
1123 South Church Street  
Charlotte, NC 28803

3. The policies and procedures of the Basilica of St. Lawrence will be followed.
4. The couple will obtain a North Carolina Civil Marriage License and provide it to the Basilica of St. Lawrence at least one week before the wedding rehearsal.

Thank you for assisting us in celebrating the wedding of \_\_\_\_\_ and \_\_\_\_\_ at the Basilica of St. Lawrence. We look forward to preparing and celebrating their wedding.

Sincerely yours in Christ,

(PARISH SEAL)

(Rev.) \_\_\_\_\_  
Pastor