

MARRIAGE PREPARATION CHECKLIST

First Meeting with Priest	First things first!
Complete Online FOCCUS Inventory & FOCCUS Review with Priest	After your first meeting, you will receive your sign-up details via email. To be completed by noon, two business days, before your second meeting with a priest.
Baptism Certificate (current with-in 6 months)	4-6 months Catholic Baptism– SMA will call your Church of Baptism and request your record. Non-Catholic Baptisms– you need to obtain a copy of the certificate and mail it to SMA.
Complete Archdiocesan Prep (Lead Couple/Agape/Weekend etc.)	6-8 months before your wedding, depending upon your length of engagement, wedding date, and resource availability. May vary by couple.
Attend Natural Family Planning (NFP) classes	5-12 months before your wedding, depending upon your length of engagement. You will complete <u>two</u> NFP classes.
Complete St. Michael Prep (Mini-Retreat)	6-12 months before your wedding- This is only offered a couple times each year, so get this on your calendar! Check the St. Michael Marriage Preparation webpage for up-coming dates.
Witness Letters (if your wedding is taking place in another Diocese.	3-4 months before The Bride/Groom will each need 2 Witness Letters. Forms and Instructions will be emailed to you by our Wedding Coordinator.
Liturgy Planning Meeting.	3-4 months before your big day. Our Wedding Coordinator will contact you to set up a time to plan all processional and liturgical details. (readings, music, order of bridal party, guest seating etc.) <i>Payment/wedding fees are due</i>
Paperwork & Preparation Completion	Kansas Weddings: 30 days before your wedding day Out-of-state Weddings: 45 days before your wedding day. All preparation should be completed with certificates turned into office by this timeframe to meet the Archdiocesan paperwork deadline. Their review of your paperwork can take up to a month for in-state ceremonies, and longer for out-of-state as paperwork is transferred between dioceses.
Marriage License Drop-Off	To get it off your mind and hands, we ask that you turn your marriage license over to the Wedding Coordinator at your Rehearsal. (the entire gray envelope-we'll take care of the rest!)