



MARRIAGE CHECKLIST

Groom: _____ Bride: _____

Priest or deacon officiating your marriage ceremony: _____

Planned location of your marriage ceremony: _____

Wedding date: _____

STEPS TO PREPARE FOR MARRIAGE

FIRST STEPS

Step 1 - Complete Wedding Application

The wedding application may be found on the St. Thomas website and should be turned in, along with answers to the reflection questions and a recent photograph, via email: stthomaswedding@sta2.org.

- Wedding application
- Reflection questions
- Photo (optional)

Step 2 - Meet with Priest or Deacon

Once the wedding application is received, the wedding coordinator will set up a meeting with a priest or deacon to complete the Marriage Assessment. This meeting is to determine the couple's freedom to marry within the Catholic Church.

Step 3 - Complete Reservation Agreement

*Once the couple has met with the priest or deacon, the wedding coordinator will send the reservation agreement for the church. This includes a comprehensive list of fees and **must** be completed in order to secure a wedding date. If the couple would like to reserve the parish hall, either for the rehearsal dinner or the reception, complete the [event request form](#). Please note that the hall may only be reserved if the church is reserved.*

- Reservation agreement
- Check for initial deposit



Step 4 - Begin Marriage Preparation

The first step in the marriage preparation process is to take an inventory; this is not related to compatibility but rather designed to strengthen the relationship and open conversations about areas of potential conflict and growth. Once completed, reports must be sent to stthomaswedding@sta2.org. There are two possible inventories the couple can take; choose one of the following options:

- [Prepare/Enrich Inventory](#)
- [Dynamic Catholic - Better Together](#)

PREPARATION PROCESS

Step 5 - Complete Marriage Preparation

The next steps in the marriage preparation process include completing the Witness to Love program, taking a course in Natural Family Planning, and participating in the Diocese of Lansing's Love Takes Learning course. Certificates are provided at the end of each program and must be sent to stthomaswedding@sta2.org. It is also strongly recommended that the couple watch two videos on formed.org and write a reflection for each.

- Witness to Love
- [NFP](#)
- Love Takes Learning
- formed.org (strongly recommended; use the parish code J8KTVM)

Step 6 - Provide Baptismal Certificates

*Copies of the bride and groom's baptismal certificates **must** be requested from the church where the baptism took place. The church then sends these certificates to St. Thomas the Apostle; please ask that they include "Attn. Wedding Coordinator" in the address. This step should be completed **six months prior to the wedding**.*

- Bride's baptismal certificate
- Groom's baptismal certificate



ONE MONTH PRIOR TO THE WEDDING

Step 7 - Obtain Marriage License from Michigan County Clerk's Office

The Marriage License should be sent to the parish within two weeks of the wedding. Visit the Washtenaw County Clerk [website](#) for more information on this process. It is legally required that St. Thomas have a copy of the Marriage License on the wedding day.

- Marriage License

Step 8 - Complete the Liturgy Planning Sheet

The liturgy planning sheet will be provided by the wedding coordinator. To discuss music for the wedding, contact our Director of Music, Jeanne Marie Gerig: jmgerig@sta2.org.

- Liturgy planning sheet

Step 9 - Pay Remaining Fees

All outstanding fees must be paid one month prior to the wedding as stipulated in the reservation agreement. Checks should be made out to St. Thomas the Apostle Catholic Church. If mailed to the church, please include "Attn: Wedding Coordinator" on the address.

- Check for remaining fees