

MARRIAGE PREPARATION CHECKLIST

First Meeting with Father	First things first!
Complete Online FOCCUS Inventory & FOCCUS Review with Father	After first meeting with father-you will receive your sign-up details via email. To be completed by noon, two business days, before your second meeting with Father.
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 big day, 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 big day, depending upon your length of engagement. The sooner the better, so you have time for questions
Complete St. Michael Prep (Mini-Retreat)	As soon as possible -we have 2 current offerings, a winter or late-summer session.
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.)
Paperwork & Preparation Completion	Kansas Weddings: <u>30 days</u> before your big day . Out-of-state Weddings: <u>45 days</u> before your big 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!)