

MARRIAGE PREPARATION PROCESS

PROCEDURE GUIDE

September 2005

1. Engaged couple makes appointment with coordinator.
 - a. All preliminary questions and paperwork completed.
 - b. All documents obtained.

*Documents required: current (within last 6 months) annotated Baptismal Certificate or Profession of Faith for all Baptized parties, Divorce papers/Decree of Annulment(s) for previously married persons, Marriage License for couples already married wishing to have their Marriage Convalidated.
 - c. Marriage Process explained.
 - d. Couple registered on the website (www.intercompub.com/couple) and given the password and their couple number to complete their PMI/RMI/VMI.
 - e. PMI/RMI/VMI administered over the Internet.
 - f. PMI/RMI/VMI reviewed by coordinator.
 - g. Couple assigned by coordinator to Sponsor couple.
 - h. Contact the Music and Liturgy Director (Shawnda Draeger) to reserve the date for music. 842-0001 x26.
2. Engaged couple contacts Sponsor couple for appointment to take place as soon as is feasible after taking PMI/RMI and resultant review.
3. PMI/RMI results are returned to coordinator who reviews them to take the necessary steps as follows:
 - a. If results indicate many concerns, then coordinator contacts engaged couple and sets appointment. He also contacts the Sponsor couple to inform them that he has done the review.
 - b. If results are OK, then coordinator will contact Sponsor couple who should pick up PMI/RMI and review it before appointment.
4. After PMI/RMI is reviewed by coordinator
 - a. The engaged couple is assigned a Sponsor couple
 - b. 2 evaluations are completed and returned to the coordinator.
 - c. PMI/RMI is also given to Sponsor couple

5. Engaged couple should contact the Sponsor couple for an appointment.
 - a. First meeting is a get-to-know each other meeting. All meetings are to follow our Manual format.
 - b. Set up next appointment.

6. After third meeting (Communications) the Sponsor couple should complete an evaluation form and return it to the coordinator. This may be done via email.
 - a. Engaged couples should contact coordinator prior to next meeting.

7. After fifth meeting (Covenant/Parenting) Sponsor couple completes final evaluation form and returns it along with PMI to the coordinator. This also may be done via email.
 - a. Engaged couple should contact the coordinator for the rest of process and complete their evaluation form of the Sponsor Couple.

8. An introductory meeting to NFP (Natural Family Planning) is required. Dates and notification will be made available.

9. Meet with the Pastor to go over the Liturgy and talk about any questions that the engaged couple may have.

10. Rehearsal and Wedding to follow.

11. In the event of a cancelled Wedding please call these 3 contacts as soon as possible.

842-0001	ex 10	Jolene Nelson (Fr. Bill's secretary/receptionist)
"	ex 14	Joe Finnigan (Marriage Prep Coordinator)
"	ex 26	Shawnda Draeger (Music and Liturgy Director)