

## Marriage Guidelines for Non-Parishioners

### St. Teresa of Calcutta Parish

Serving:

- *Our Lady of Sorrows Church, Essex*
- *St. Joseph's Church, Chester*

---

If you are not a member of our parish and would like to be married at St. Teresa of Calcutta Parish, please follow the steps outlined below:

#### Step 1: Obtain Your Pastor's Permission

To reserve a wedding date:

- Print this letter: [Click here.](#)
- Meet with your pastor and request a letter that includes:
  - His agreement to complete your marriage preparation.
  - Oversight of all required documentation, including the pre-marital inventory
  - any necessary dispensations, and
  - His permission for you to marry outside your home parish.
- Submit this letter to our parish office.

#### Step 2: Contact Our Parish Office

- Reach out at least six months before your desired wedding date:
  - Essex Office: (860) 767-1284
  - Chester Office: (860) 526-5495
  - Email: [officeolos@comcast.net](mailto:officeolos@comcast.net)

#### Step 3: Complete the Marriage Information Form

- Fill out the Marriage Information Form found in the Marriage Webpage

#### Step 4: Meet with Our Pastor

- Schedule an appointment with the pastor at either Our Lady of Sorrows Church, Essex or St. Joseph's Church, Chester.

#### Step 5: Complete a Mandatory Marriage Preparation Program

- You may fulfill this requirement in one of two ways:
  - Through your local parish, contact your pastor or
  - A weekend retreat or an online Pre-Cana program offered through the Diocese of Norwich
- You will receive a certificate upon completion, which must be submitted to our office.
- Visit the [Diocese of Norwich Marriage Prep Page](#) for more information.

#### Step 6: Music Arrangements

- Contact the appropriate organist at least three months before your wedding:
- Our Lady of Sorrows, Essex: Irene Listorti – (860) 388-9884 | [musicessex@stocpct.org](mailto:musicessex@stocpct.org)
- St. Joseph's, Chester: Wendy Hummel – (860) 559-9807 | [musicchester@stocpct.org](mailto:musicchester@stocpct.org)
- Note: Fees for music services are arranged directly with the musicians. If you choose an alternative music/musician, a \$50.00 fee is still payable to the parish organist.

**Step 7: Marriage License**

- Obtain your marriage license from the Town Hall where the wedding will take place.
- Licenses are valid up to three months before your wedding date.

**Step 8: Scheduling Notes:**

- Sunday weddings are NOT permitted under diocesan regulations.
- Saturday weddings must be scheduled no later than 2:00 PM.
- For weekday weddings, please contact the parish office.

**Fee Schedule:**

- Total Donation for the Church: \$1000.00
  - Due at Registration: \$300.00
  - Due at Rehearsal: \$700.00