



ST. HENRY CLUSTER

We're all in this together.

Wedding Checklist

- Reserve a date with the cluster office a minimum of 6 months prior
- Call office 1 year prior to wedding to schedule a wedding preparation interview
 - Complete a Myers-Briggs personality evaluation at meeting
- Review Wedding Overview in the blue folder
- Email engagement photo to office@sthenrycluster.com
- Receive Myers-Briggs results and contact information for FOCCUS mentor couple
- Register for a Genesis Retreat (Pre-Cana)
- Contact FOCCUS mentor couple
- Attend a Genesis Retreat (Pre-Cana)
 - This does not necessarily have to be done prior to FOCCUS, but may be beneficial
- Complete FOCCUS
 - Meet with FOCCUS couple and complete questionnaire
 - Meet with FOCCUS couple to review and discuss results of questionnaire
- Plan your ceremony using the Together for Life book and *Wedding Panning Form*
 - Read the Music Policy: Musicians are not provided by the church and need to be contacted by the couple.
 - A copy of the *Wedding Panning Form* needs to be submitted to Karen Heath music@sthenrycluster.com even if she is not your organist
 - Inform Cluster Office time chosen for wedding Mass and rehearsal via phone or email at least 3 months prior or as soon as possible
- Submit to the cluster office a *baptismal record with notations* from parish of baptism if outside the St. Henry Cluster
 - This must be dated within 6 months of the wedding. Please do not do this early.
- Obtain a Civil Marriage License from the courthouse in the county of residence within 60 days of wedding date.
- Complete *Couple Insert* Questions (both sides)

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Wedding Checklist cont.

- Call 6 weeks prior to wedding date to schedule a meeting with priest/deacon
 - Pre-Cana and FOCCUS must be complete
 - Return *Couples Insert* answers 1 week before meeting to allow time for priest/deacon to review

- Meet with priest/deacon
 - Bring all completed paperwork
 - Genesis (Pre-Cana) Certificate
 - Marriage License (must be in office a minimum of 1 week prior to wedding)
 - Wedding Planning Form
 - Suggested donation of \$150
 - This covers parish expenses, but does not cover priest, musicians or ministers/servers provided by the parish

- Email wedding photo to office@sthenrycluster.com

NOTES

- ♦ Reserve church basement for rehearsal dinner and/or wedding day preparation.
Contact: **SH**-Jean Siefring 419-852-9200 **SB**-Lisa Homan 419-852-0948
SF – Steve & Mary Watercutter 419-925-5036

- ♦ The church sanctuary is not available for decorating, pictures, etc. before 11:00AM the day of the wedding.

- ♦ Generally, the couple provides lectors, servers, and ministers of communion, but parish can provide if need be. A monetary compensation is always a nice gesture for those provided by the church.

- ♦ An aisle runner may be used, but is not provided by the church

- ♦ Mass times are typically 1:30PM. Church needs to be cleared of people and decorations by 3:15PM to allow for confessions at St. Henry church

- ♦ Rehearsal times are typically 6:30PM, the Friday evening before the wedding

- ♦ Live Stream is available at St. Henry and St. Wendelin churches for a small fee.
Contact Alex Fullenkamp: 419-733-2490.

Congratulations on your upcoming marriage!

Revised August 2021