

# WEDDING CHECKLIST

## Couple:

- \_\_\_ Meet with Deacon Otto (contact info on back) at least six months before wedding.
- \_\_\_ **Complete the Pre-Nuptial Investigation form with a priest or deacon (VERY IMPORTANT!).**
- \_\_\_ Contact the Music Coordinator, Charlotte Lansberg, to set up the music (contact info on back).  
**Note: No recorded music (CDs, I-Pod, etc.) allowed!** Also, wedding music will be provided from the front right-hand side choir area (in front of the statue of St. Joseph). The rear choir loft will be locked during all weddings and funerals.
- \_\_\_ Download the readings from our website or, if unable to access website, pick up a copy of the wedding planning booklet, *"Together for Life,"* from the parish office.
- \_\_\_ Register for a one-day pre-marital class OR for the Engaged Encounter weekend (must attend one of these **at least three months before** the wedding).
- \_\_\_ Submit Certificate of Completion of pre-marital class or Engaged Encounter Weekend to office.
- \_\_\_ Attend our Natural Family Planning program (NFP). **(Classes held must be attended at least two to three months ahead of your wedding.)**
- \_\_\_ Submit the NFP Completion Certificate to the office.
- \_\_\_ Meet with the Wedding Liturgy Coordinator to plan your wedding ceremony and schedule your wedding rehearsal (at least three months before your wedding).
- \_\_\_ Apply for a Marriage License at the courthouse—**no more than 90 days before** your wedding Date (will expire after 90 days).
- \_\_\_ Submit the license to the office as soon as you obtain it—but **at least one week** before the wedding.
- \_\_\_ Submit the wedding fee (**\$1100**) to the office at the time the wedding date is scheduled. This amount includes the fees for the use of the church (\$500), the church organist (\$250), the cantor (\$200), and the celebrating priest (\$150).  
**Additional fees totaling (\$490) should be paid directly to the persons providing the following services:** 1) the Wedding Liturgy/Rehearsal Coordinator (\$200); 2) the NFP coordinator (\$250); 3) the two altar servers (\$20 each—\$40 total). The altar servers' stipends should be given to the wedding liturgy coordinator at the wedding rehearsal. Please note that we do not provide flowers.

## Groom:

- \_\_\_ Arrange to have two Freedom to Marry forms completed, signed, and witnessed before a priest.
- \_\_\_ Obtain and submit a recent copy (dated within the last six months) of your Baptismal Certificate.
- \_\_\_ Obtain and submit a copy of your First Communion Certificate (notation of such by the church of baptism on the back of the Baptismal certificate is sufficient).
- \_\_\_ Obtain and submit a copy of your Confirmation Certificate (notation of such by the church of baptism on the back of the Baptismal certificate is sufficient).

## Bride:

- \_\_\_ Arrange to have two Freedom to Marry forms completed, signed, and witnessed before a priest.
- \_\_\_ Obtain and submit a recent copy (dated within the last six months) of your Baptismal Certificate.
- \_\_\_ Obtain and submit a copy of your First Communion Certificate (notation of such by the church of baptism on the back of the Baptismal certificate is sufficient).
- \_\_\_ Obtain and submit a copy of your Confirmation Certificate (notation of such by the church of baptism on the back of the Baptismal certificate is sufficient).

# CONTACT INFORMATION

Pastor: Fr. Peter Mary Vecellio, OCD – (626) 282-2744 x 1+224 | pvecellio@@gmail.com

Associate Pastor: Fr. Robert Barcelos, OCD | (626) 282-2744, x225 | fremercy@gmail.com

Associate Pastor: Fr. David Guzman, OCD | (626) 282-2744, x 1 + 232 | davidguzman@live.com

**Wedding Paperwork Preparation:** Deacon Otto Lacayo | (626) 372-0809 | deaconottolacayo.sttherese@gmail.com

Music Coordinator: Charlotte Lansberg – credochoir1@gmail.com or (626) 282-2744, ext. 1 + 112 – to arrange the music and schedule the organist and cantor (no recorded music allowed).

Wedding Liturgy/Rehearsal Coordinator: Angie Sandoval – (626) 616-9416 or AngieSandoval06@gmail.com.

Natural Family Planning (NFP) Coordinators: Katrina Crow — (626) 292-1906 | jkcrowsnest@hotmail.com OR Martha Lacayo – (626) 570-8982 | malacay77@aol.com  
(Note: Martha speaks Spanish as well as English.)

## Marriage Preparation Classes

Choice of:

- Engagement Encounter Weekend: [www.ceeofla.org](http://www.ceeofla.org)
- One 1-day class OR four evening classes at a participating church.  
[www.la-archdiocese.org/familylife/marriage/pages/default.aspx](http://www.la-archdiocese.org/familylife/marriage/pages/default.aspx)

(Links for these can be found on our website under the link “Weddings”)