

# Cathedral-Basilica of the Immaculate Conception

2 South Claiborne Street  
Mobile, Alabama

## Matrimony Policies and Preparation Guidelines



### PARISH OFFICE

Ms. Sandra Finkley, Parish Secretary  
Mr. James Wetzel, Sacristan/Bookkeeper  
307 Conti Street, Mobile, AL 36602  
Phone (251) 434-1565  
[cathaom@bellsouth.net](mailto:cathaom@bellsouth.net)

Reverend Monsignor Michael L. Farmer, V.G., Rector  
[vicargeneral@mobarch.org](mailto:vicargeneral@mobarch.org)

Jesus performed his first public miracle at the wedding feast in Cana.  
According to Venerable Fulton Sheen, this was no accident. The Archbishop observes, “...***There’s a beautiful mystery hidden somewhere in the marriage feast of Cana. . . . a human marriage is like the union of Our Lord and the Church. When, therefore, the bride and groom stand at the altar and we read to them the marriage ceremony, we are informing them: ‘You, the bridegroom, stand for Christ. And you, the bride, stand for the Church.’ That is the mysterious grace that is conferred upon you. How beautiful marriage becomes!***”

# Cathedral of the Immaculate Conception

## Guide for Matrimony Preparation

**Couples and Preparers please note: Natural Family Planning Course is HIGHLY RECOMMENDED AND ENCOURAGED for the Sacrament of Holy Matrimony in our Cathedral.**

The following requirements are part of the overall preparation for those who marry in the Cathedral. We expect priests, deacons and other pastoral ministers preparing a couple to marry at our Cathedral to understand and follow these requirements.

- ✓ Marriage preparation should *begin at least six (6) months before the wedding date.*
- ✓ The couple meets with the priest/deacon to review and complete the necessary paperwork.
- ✓ **ALL** programs described below must be completed before the wedding.

**FOCCUS:** This instrument assists the couple in evaluating their relationship and communicating openly about many things that are important for married couples. It helps the couple target the topics they need to talk about before their marriage. These discussions occur with the priest/deacon.

**ARCHDIOCESAN MARRIAGE PREPARATION:** The Archdiocese of Mobile offers two programs for Marriage Preparation; participation in any one of the following will meet the requirements. The first is **Catholic Marriage Prep Online** [www.catholicmarriagepreponline.com](http://www.catholicmarriagepreponline.com), which is an excellent web-based interactive marriage preparation program run through the Archdiocese of Denver. The second is **Engaged Encounter** where engaged couples meet during a weekend retreat to learn basic communication skills needed to form and maintain good Christian marriages. To register call the Office of Evangelization and Family Life at the Archdiocese of Mobile at (251) 433-6991. Resources can also be found at [www.mobilefaithformation.org](http://www.mobilefaithformation.org).

**HIGHLY RECOMMENDED AND ENGOURAGED NATURAL FAMILY PLANNING COURSES:** Natural Family Planning has proven itself to be safe, effective, and a moral way for couples to plan their families. It is a method which respects the meaning of human sexuality as God created it and thus marital love is enhanced and strengthened. Several online courses are available: Northwest Family Services [www.nwfs.org/](http://www.nwfs.org/), Couple to Couple League <http://ccli.org/>, Marquette University Model <http://nfp.marquette.edu/>, Natural Family Planning International, Inc. (NFPI) <http://www.nfpandmore.org/>, or Creighton Model System (CrMS) <https://www.hopewomansclinic.com/fertility/creighton-model/>.

I have read, understand and agree to all policies on this page. \_\_\_\_\_

# Wedding Documents

## Required by the Cathedral-Basilica of the Immaculate Conception and the State of Alabama

Your preparation for the Sacrament of Holy Matrimony is most important and is designed to help you develop a strong base on which to build your life together. We expect the priest, deacon or pastoral minister who is supervising your preparation to understand and follow the requirements of the Cathedral. To help you insure timely delivery of all necessary documents, we provide below the requirements of the Cathedral, Archdiocese of Mobile and the State of Alabama.

### **Documents required by the Cathedral:**

The priest/deacon supervising your preparation will have detailed information on all items listed below. Please submit all documents below directly to him. He will send your completed file to the Cathedral no later than two (2) months before the wedding. *If you are being prepared outside of the Archdiocese of Mobile*, your marriage documents must be processed by the Chancery of your home diocese/archdiocese and then sent to the Archdiocese of Mobile Chancery for processing (400 Government Street, Mobile, 36604). Please allow additional time for these procedures.

- 1) Pre-Nuptial Inquiry (completed with the person supervising your preparation)
- 2) FOCCUS Pre-Marital Inventory
- 3) Marriage Preparation Seminar
- 4) Highly recommended and encouraged Natural Family Planning Course
- 5) Permission letters from your home parish priest if you are not parishioners of the Cathedral.
- 6) Baptismal Certificates provided by the Catholic parish in which you were baptized (*to be included in the preparer's completed file*). The bridal couple is responsible for securing these certificates which must be dated **within** six (6) months of the wedding. Please allow time for your request to be processed by the church parish. Do not wait until the last minute to do this! If either the bride or groom is not Catholic, please work with your wedding preparer regarding special instructions for baptismal documents.
- 7) If your officiant is not currently working in the Archdiocese of Mobile, he will have to provide a testimonial letter of suitability to the Chancery within 2 months of the wedding.
- 8) The Rector of the Cathedral will grant delegation **ONLY** after all sacramental records, documents and certificates are complete, correct and turned in to the Cathedral office.

### **Documents required by the State of Alabama:**

- 1) The couple must obtain a Marriage License from the State of Alabama within 30 days of the wedding. Bring the Marriage License to the rehearsal.

Online Application for Marriage: visit the Probate Court of Mobile County web site: [probate.mobilecountyal.gov](http://probate.mobilecountyal.gov)

I have read, understand and agree to all policies on this page. \_\_\_\_\_

## “First Step to the Altar” Cathedral of the Immaculate Conception

The Sacrament of Matrimony is a calling from God. By it, He infuses His grace into the lives of husbands and wives and this “First Step” will help organize your preparation for holy matrimony.

| Groom                  | Bride                  |
|------------------------|------------------------|
| Name _____             | Name _____             |
| Address _____          | Address _____          |
| City, State, Zip _____ | City, State, Zip _____ |
| Phone _____            | Phone _____            |
| Email _____            | Email _____            |
| Religion _____         | Religion _____         |

Contact your parish church if you need assistance in asking a priest or deacon to perform the ceremony.

| Meeting with Priest or Deacon   |
|---|
| <p>I, _____ Mobile (_____) _____ Email _____<br/>           (Please print name of both bride and groom, mobile phone number and Email), A priest /deacon have met with the couple named above. We have discussed: (initial please each item discussed)</p> <p>_____ the uniqueness of the bond of matrimony as a sacrament (to be reiterated at final meeting)</p> <p>_____ their canonical freedom from any prior bond of matrimony</p> <p>_____ the preliminary date of the ceremony and rehearsal</p> <p>_____ which matrimony preparation program is best for the couple (Catholic Marriage Prep Online, Engaged Encounter. Cathedral requires FOCCUS and highly recommends and encourages Natural Family Planning)</p> <p>_____ which priest/deacon will complete the Prenuptial Inquiry and officiate at the ceremony (see box below); which priest/deacon/lay preparation minister will oversee their matrimony preparation process, administer and analyze the pre-matrimony inventory.</p> <p>The couple named above has agreed to <b>complete</b> their matrimony preparation program <b>two months in advance of the ceremony</b>.</p> <p>Today's Date: _____ 20 _____</p> <p>Date of Ceremony: _____ 20 _____</p> <p>Date by which matrimony preparation program must be completed: _____ 20 _____</p> <p>Signature of above priest/deacon: _____</p> |

| The Officiating Cleric   |
|--|
| <p>Father/Deacon _____ Mobile (_____) _____ Email _____</p> <p>will be officiating the Ceremony at: _____</p> <p>Date &amp; Time: Rehearsal: _____ 20 _____ at ____:____ pm Ceremony: _____ 20 _____ at ____:____ am/pm</p> <p style="text-align: center;"><b>Note to Officiant: This form does not constitute delegation from The Cathedral Rector to officiate at this ceremony.<br/>           Once this form is received we will send Matrimony Delegation form for the Cathedral to be returned ASAP<br/>           Delegation will only be granted upon submission of <u>all</u> required documents and forms.</b></p> |

Upon completion of the above or before, a couple may either reserve the Cathedral or confirm their prior reservation with a monetary deposit. This form does not absolutely bind the Cathedral or the officiant to the ceremony date listed above if a canonical prohibition or other impediment to matrimony is discovered.

# Wedding Guidelines

- 1. Permission:** The Cathedral welcomes Catholic parishioners and Catholic non-parishioners to celebrate their weddings in our Archdiocesan church. Non-parishioners are accepted only with permission of their pastors and must arrange for their own priest or deacon for preparation and the wedding rehearsal and ceremony.
- 2. Times:** Weddings may be scheduled on Saturdays at 10:00 am, 2:00 pm and 6:30 pm or 7:00 pm. Rehearsal times are Fridays at 5:00 pm or 6:00 pm, except during Lent when rehearsals can be held at 6:00 pm or 7:00 pm.
- 3. Celebrant:** Non-parishioner couples must arrange for their own priest or deacon for the required preparation program and the wedding ceremony. Please give the wedding coordinator or parish office manager the name of the priest or deacon no later than one (1) month after reserving the church. It is the responsibility of the priest or deacon to request delegation and any other dispensations which may be required. The entire packet of the completed wedding requirements and documents must be submitted to the Cathedral two (2) months before the wedding. Delegation will be granted after the file is received, reviewed and it is determined that all paperwork, documents, and information is correct and complete.
- 4. Music:** The sacred nature of your wedding liturgy requires the selection of appropriate music. Our Director of Music fully understands the liturgical requirements. It is expected that the Cathedral Organist will play all weddings in the Cathedral. He will also oversee all music and musicians for the ceremony.

Mr. Clinton Doolittle, Director of Music (251) 377-8675  
[cathorganist@yahoo.com](mailto:cathorganist@yahoo.com) 804 Hawkins Street, Mobile, AL 36606

**Make arrangements with the Director of Music at least six weeks in advance of your wedding.**

He will help you to select music, and if desired, additional instrumentalists. If you would like a singer, he will suggest one.

For the meeting, you will have decided if you wish to use a soloist/cantor or other instrumentalists (no recorded music or amplified instruments). Non-staff musicians fees range from \$175.00-\$250.00 and it is up to the wedding party to negotiate and make payment arrangements. The Director of Music can provide contact information for non-staff instrumentalists and musical suggestions that are appropriate. His is the final determination. Music stands for instrumentalists will be provided. Organist fee is \$300.00 and the staff Soloist/Cantor fee is \$125.00 which must be paid in full two weeks prior to the wedding.

In addition, if you have special music selections you want performed at the wedding, please bring copies or recordings of these with you, *along with the scripture readings to be used.* Not all music is appropriate for sacred ceremonies and the Director of Music will need to review these. He will assist in choosing selections for *Seating of Mothers, Processional, Entrance of Bride, and Recessional.* Examples of are found on our website via this link: [music.cathaom.net](http://music.cathaom.net).

**Wedding Programs:** At the consultation meeting, the Director of Music will provide samples of appropriate wedding programs. These can be used to create your own programs for the ceremony. **The Director of Music must approve the final program before being printed.** Additionally, the program can be created in house by the Cathedral Staff. Fee for this service is variable and all information for the program must be to the Director of Music two weeks prior to the wedding.

I have read, understand and agree to all policies on this page. \_\_\_\_\_

**5. Flowers/Decorations:** Please help us to assure the safety of all in attendance and avoid damage to our church by observing the Guidelines for Wedding Florists on page 10.

For planning purposes, please remember the following:

- Do not block the entrance to pews with decorations and/or fabrics. Secure bows or other decorations on the pews with a proper plastic clip or ribbon. We do not allow tape or wire of any kind.
- Candles must be in an appropriate sized glass globe in candelabra. The flame may never be higher than the top of the glass. NEVER place candles directly on the floor, even when using a glass globe.
- We do not permit flower girls to sprinkle flower petals or anything else down the aisle.
- We do not allow rice, live doves, confetti, bubbles, birdseed, etc. anywhere on church grounds.
- Do not remove any seasonal flowers or decorations placed by the Cathedral-Basilica of the Immaculate Conception. Christmas poinsettias are in place from Christmas Eve to the Baptism of the Lord; Easter lilies decorate the altar from Easter Sunday through Pentecost Sunday. Please discuss this with the wedding coordinator to understand what decorations to expect.
- According to the liturgical norms, *flowers are permitted in the sanctuary during Lent, but MUST be REMOVED after ceremony.* Flowers should be subdued during Advent and Lent. Outside of Advent and Lent, flowers at the altar may be left after the ceremony.

**6. Young Children in the Bridal Party:** Flower girls and ring bearers should be at least 4 years of age on the day of the wedding. *Discuss details with the wedding coordinator.* An adult with whom the child is very comfortable must remain in the back of church with the child until he/she processes up *and must be willing to escort the child down the aisle if needed.* Flower girls and ring bearers are to sit with a family member during the wedding ceremony. Limit four children in the wedding party.

**7. Photography:** The celebration of the Sacrament of Marriage is a sacred moment in the life of a couple. The Cathedral-Basilica of the Immaculate Conception allows photographers and videographers during the Mass and Ceremony; however, they must NEVER enter the Sanctuary and should not obstruct the proceedings in any way. The sacred nature of this event should be respected at all times. Your officiating priest/deacon will let you know what is acceptable for them. Please see the Guidelines for Wedding Photographers/Videographers on page 11 for more details.

**8. Unity Candles:** The Cathedral does not allow unity candles, it is not a part of a Catholic marriage rite.

I have read, understand and agree to all policies on this page. \_\_\_\_\_

**9. Rehearsal and Punctuality:** As a courtesy to your coordinator, celebrant, guests and parish staff, it is important that we start both the rehearsal and the wedding *on time*. **If late, the \$100.00 deposit is forfeited.**

- **Rehearsal:** We open the church thirty (30) minutes before and allow one (1) hour for the rehearsal. It is most important that everyone (bridal party, ushers, parents, readers, and gift bearers) involved in the ceremony arrive at the church *at least 15 minutes before the reserved rehearsal time*. The only children allowed at the rehearsal are flower girls and ring bearers. If you have printed a program, please bring it to the rehearsal. Bring your Civil Marriage License and all stipends as well. Rehearsals are usually scheduled on the Friday before the wedding at 5:00 pm or 6:00 pm, except during Lent (6:00 pm or 7:00 pm).
- **Wedding:** On the day of the wedding, the groom, groomsmen, ushers and the person who will pin corsages and boutonnieres must arrive forty-five (45) minutes prior to the wedding time. All other members of the bridal party must be in the church thirty (30) minutes prior to the wedding time.

**10. Courtesy:** Please remind the wedding party to turn off or silence cell phones at all times when in church. Please do not bring food, beverages, gum or candy into the church; nothing may be consumed inside the church. **Alcohol on the church grounds is prohibited at all times.** No smoking is allowed. We appreciate your cooperation.

**11. Maintenance Disclaimer/Acts of God/Outside Events:** There may be times when unforeseen circumstances force us to attend to maintenance and other repairs, which in extreme cases may involve scaffolding and other materials which cannot be removed. Please be assured that we will make every effort possible to minimize disruption to your wedding. In addition, we are not responsible for any events that occur in Cathedral Square in front of the church or surrounding the building.

If it is deemed necessary to cancel a wedding in our church due to circumstances beyond its control (hurricanes, unexpected major repairs, etc.), the Cathedral will give as much advance notice as possible. We will reschedule to an available date. Depending on time before the cancelation, we will refund any monies paid to the parish after any/all expenses of church/staff are paid. No other expenses incurred by the wedding party will be reimbursed.

**12. Wedding Coordinators/Sacristan:** They open and close the church for the rehearsal and organize the wedding party in consultation with the celebrant, bride and groom. On the day of the wedding, they open the church one (1) hour before the ceremony, set up the altar for Mass, assist guests and the wedding party as needed and close the church after the ceremony. They will make an appointment with you to answer your questions and will discuss all details with you. If you use an outside coordinator to plan the wedding, please be aware that he/she does not coordinate the church ceremony; they may assist if cleared *in advance* with our coordinator. Cathedral Wedding Coordinator is Rennie Brabner, 251.377.0259, [RennieBrabner@bellsouth.net](mailto:RennieBrabner@bellsouth.net).

**Please address questions pertaining to anything that will happen in the church (or on church grounds) to our wedding coordinator. Our coordinator must be used at all weddings and rehearsals in Cathedral. There are no exceptions.**

I have read, understand and agree to all policies on this page. \_\_\_\_\_

**13. Church Fees:** The fee for the church is \$1775.00. The fee includes the wedding coordinator and the sacristan and a late start deposit (\$100.00), but does not include any musicians. The late start deposit is refundable if the rehearsal and wedding start on time. The total is due in full two (2) months before the wedding. Please plan to compensate each altar server (please check with your priest, we can coordinate them) \$25.00-\$35.00, depending on number of servers. You should also plan to offer your officiant a stipend, typically \$150.00 - \$200.00. Please bring stipends for altar servers, the celebrant and any other stipends or fees to the rehearsal.

**14. Reservation/Deposit:** In order to confirm reservation of your wedding date, the Cathedral-Basilica of the Immaculate Conception requires:

- A. a deposit of \$675.00, refundable if the wedding is canceled, up to two months before the wedding; the signed Wedding Agreement and initialed agreement pages, no. 2, 3, 5, 6, 7 and 8 of these guidelines;
- B. the name of the person supervising your marriage preparation within thirty (30) days of your reservation. This is page 4, First Step to the Altar and should be returned ASAP. Please read these guidelines carefully and ask any questions you have before you sign the document.

I have read, understand and agree to all policies on this page. \_\_\_\_\_



# Cathedral-Basilica of the Immaculate Conception

## Wedding Agreement

In order to reserve your wedding date, the Cathedral-Basilica of the Immaculate Conception requires:

- A deposit of \$675.00
- This signed agreement of the guidelines with pages 2,3,5,6,7 and 8 initialed (Deposit will not be cashed and date will not be secure without the initialed pages)
- The name(s) of your officiant and the person supervising your marriage preparation (if different) no later than one (1) month, thirty (30) days from the day you sign this document. (page 4)

Your signature below and initials on the above listed pages of this document confirm that you agree to the guidelines and the attached guidelines for florists, photographers and music. Please read them carefully and ask any questions you have before you initial and sign the document. Signed contracts for florists and photographers/videographers are due six (6) weeks before the wedding.

I/We \_\_\_\_\_, wish to reserve the Cathedral-Basilica of the Immaculate Conception for our wedding on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.

(PRINT DAY/DATE OF WEDDING)

Further, I agree to inform my florist, photographer and videographer of the guidelines for weddings in the Cathedral.

### BRIDAL COUPLE

Name (Bride): \_\_\_\_\_ Name (Groom) \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

C/S/Z: \_\_\_\_\_ C/S/Z: \_\_\_\_\_

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Religion: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature \_\_\_\_\_

### PARISH PRIEST/OFFICIANT

Priest/deacon responsible for marriage preparation and all paperwork (if not officiant):

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

The officiant will be:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### PLEASE RETURN TO:

Cathedral-Basilica of the Immaculate Conception  
307 Conti Street  
Mobile, AL 36602

# Cathedral-Basilica of the Immaculate Conception

## Guidelines for Wedding Florists

**Return this signed agreement no later than six (6) weeks before the wedding.**

### Planning Decorations

1. Do not block the entrance to pews with decorations and/or fabrics. Secure bows or other decorations on the pews with a proper plastic clip or ribbon. We do not allow tape or wire of any kind.
2. Candles must be in an appropriate sized glass globe in candelabra. The flame may never be higher than the top of the glass. *NEVER* place candles directly on the floor, even when using a glass globe. *The florist agrees to pay for the cost of professional clean-up of wax spills, should this be necessary.*
3. We do allow aisle runners that are not a trip hazard. We do NOT permit flower girls to sprinkle flower petals or anything else down the aisle.
4. We do not allow rice, live doves, confetti, bubbles, birdseed, etc. anywhere on church grounds.
5. Do not remove any seasonal flowers or decorations. Christmas poinsettias are in place from Christmas Eve to the Baptism of the Lord; Easter lilies decorate the altar from Easter Sunday through Pentecost Sunday. Please discuss this with the wedding coordinator to understand what decorations to expect. During Advent and Lent flowers should be subdued and **MUST** be removed after the ceremony. Flowers at the altar outside of Advent/Lent may remain.
6. Since unity candles are not a part of a Catholic marriage rite, the Cathedral does **NOT** allow unity candles.

### Wedding Day Setup/Cleanup

1. The Church will be open during normal hours at which time the florist may set up floral arrangements. Exception is 4:30-5:30 pm Vigil Mass on Saturday and any special masses or ceremonies already scheduled. Check with the Parish Office.
2. Never use the altar as a work table to assemble arrangements.
3. The florist will label all corsages and boutonnieres individually and will provide a matching, detailed list of recipients to the wedding coordinator. The bride/groom will ask the florist, a family member or friend to pin corsages and boutonnieres on the wedding party. The florist will provide two (2) pins for each corsage.

**We agree to follow the decorating/setup/cleanup guidelines as stated above.**

Name of Bride/Groom: \_\_\_\_\_ Date of Wedding: \_\_\_\_\_ 20\_\_\_\_

Bride/Groom Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

Name of Florist: \_\_\_\_\_ Telephone: \_\_\_\_\_

(Please print. Indicate NONE if there is no florist.)

Florist (print name): \_\_\_\_\_

Florist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Cathedral-Basilica of the Immaculate Conception

## Guidelines for Wedding Photographers/Videographers

Return this signed agreement no later than six (6) weeks before the wedding.

If it is more convenient, you may send in separate forms for the photographer and videographer.

The celebration of the Sacrament of Marriage is a sacred moment in the life of a couple. The Cathedral Parish allows photographers and videographers during the Mass and ceremony; **your officiating priest/deacon will provide the final guidelines regarding what is acceptable to him.**

1. The bridal couple will discuss photography guidelines with the officiating priest/deacon before or during the rehearsal.
2. Photographers/videographers will check-in with the wedding coordinator upon arrival at the church. They will ask the celebrant for and follow his guidelines regarding use of flash, placement of equipment and where they may stand before and during the ceremony.
3. The photographers/videographers must not be conspicuous or obstruct the proceedings in any way. They should respect the sacred nature of the event at all times.
4. For photographs inside the church, church policy allows a group picture of the wedding party at the end of the ceremony. Please discuss this with the wedding coordinator, if needed.
5. Photographers and videographers must be considerate of each other when positioning themselves for picture taking. Do not obstruct the view of your colleague!
6. Due safety and insurance reasons, **the use of drones inside and outside of the church is strictly forbidden.** In addition, because of the proximity to the downtown airport, the Cathedral is located in a flight restriction zone.

**We agree to follow the photography/videography guidelines as stated above.**

Name of Bride/Groom: \_\_\_\_\_ Date of Wedding: \_\_\_\_\_ 20\_\_\_\_

Bride/Groom Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

Name of Photographer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Photographer Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

Name of Videographer: \_\_\_\_\_ Telephone: \_\_\_\_\_

(Please print. Indicate NONE if there is no videographer)

Videographer Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

# Cathedral-Basilica of the Immaculate Conception

## Wedding Preparation: Time Line/Check List

### **The early preparation:**

1. Sign Wedding Agreement and Initial pages 2, 3, 5, 6, 7 and 8 and return to Parish Office with deposit.
2. Meet with your parish priest/deacon regarding preparation for the sacrament of Matrimony. (First Step to the Altar)
3. Give our wedding coordinator/ church office the name of your officiant and (if different) the priest/deacon supervising your marriage preparation no later than one (1) month after reserving your wedding date.
4. Select and reserve your date with our Director of Music.
5. Select the florist, photographer, videographer and outside wedding coordinator, IF you plan to use such services.
6. Select your wedding party. Please see the guidelines regarding flower girls, ring bearers and seating of attendants.

### **Six (6) months before the Wedding:**

1. Marriage preparation with your parish priest or celebrant begins. Please make sure that the priest supervising your marriage preparation is aware of all of the requirements of the Archdiocese of Mobile as well as the recommendation of the Cathedral to attend a Natural Family Planning course. Preparation must begin at least six (6) months before the wedding. Our wedding coordinator must have all required documents no later than two (2) months before the wedding.
2. Obtain copies of your Baptismal Certificates (no more than 6 months prior to the wedding).

### **Three (3) months before the Wedding:**

1. Consult with your priest to ensure timely delivery of all required documents.
2. Call/meet with our wedding coordinator to discuss any questions you may have.
3. Provide the name of your florist, photographer and videographer to the wedding coordinator.

### **Six (6) weeks before the Wedding:**

1. Signed Florist Contract and Photographer/Videographer Contract due. Wedding music information due.

### **Two (2) months before the Wedding:**

1. Priest/deacon preparing you for marriage should submit all of your required wedding documents.
2. Church fees are due at the rectory office.

### **One (1) month before the Wedding:**

1. Contact Parish Office to determine if anything is lacking in your file.
2. Return the wedding information form that includes all members of your wedding party, family members in the processional and the readings you have selected. Ask the florist, a family member or friend to pin corsages and boutonnieres on the wedding party at church.
3. Obtain your marriage license. Make sure that you understand all requirements of the State of Alabama regarding your marriage license.

### **Rehearsal:**

1. Please insure that everyone arrives FIFTEEN MINUTES before the scheduled rehearsal time.
2. Please do NOT bring any children who are not part of the wedding party.
3. Plan to bring with you: a) marriage license,  
b) stipends for your officiant, altar servers and any other you may have  
c) programs (if using)

# Cathedral-Basilica of the Immaculate Conception

## WEDDING PARTY INFORMATION

Please return this form no later than one (1) month before the wedding.

The wedding coordinator will call you in the week before the wedding to review all paperwork and guidelines. Please allow approximately thirty (30) minutes for this call.

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Wedding Date/Time: \_\_\_\_\_ Rehearsal Date/Time: \_\_\_\_\_

Officiant: \_\_\_\_\_ Officiant Phone/Email: \_\_\_\_\_

Alter Server(s): \_\_\_\_\_

Parents of the Bride: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Parents of the Groom: \_\_\_\_\_

Contact Info: \_\_\_\_\_

### PREPARATION FOR THE NUPTIAL MASS

Will you have a Mass? Yes \_\_\_ No \_\_\_ Will you have Altar Servers? Yes \_\_\_\_\_ No \_\_\_\_\_ Number? \_\_\_

#### LITURGY OF THE WORD:

First Reading: \_\_\_\_\_ Reader: \_\_\_\_\_

Responsorial Psalm: \_\_\_\_\_ Reader: \_\_\_\_\_

Please write SINGER if the responsorial psalm will be sung.

Second Reading: \_\_\_\_\_ Reader: \_\_\_\_\_

Gospel: \_\_\_\_\_

Prayers of the Faithful: \_\_\_\_\_ Reader: \_\_\_\_\_

#### LITURGY OF THE EUCHARIST:

Number of Guests: \_\_\_\_\_ Approx. number to receive Communion: \_\_\_\_\_

Gift Bearer (wine): \_\_\_\_\_ Gift Bearer (bread): \_\_\_\_\_

Extraordinary Minister(s) of Communion: \_\_\_\_\_

Not required.

Altar Servers: \_\_\_\_\_

Not required.

Flowers for the Blessed Mother? Yes \_\_\_\_\_ No \_\_\_\_\_ Flowers for Mothers of Bride/Groom? Yes \_\_\_ No \_\_\_\_\_

# BRIDAL PARTY INFORMATION

**PROCESSION: ESCORT:**

Groom's Grandmother/Escort: \_\_\_\_\_

Groom's Grandmother/Escort: \_\_\_\_\_

Bride's Grandmother/Escort: \_\_\_\_\_

Bride's Grandmother/Escort: \_\_\_\_\_

Stepmothers (if applicable)/Escorts: \_\_\_\_\_

Groom's Mother/Father: \_\_\_\_\_

Bride's Mother/Escort: \_\_\_\_\_

Flower Girl/Age: \_\_\_\_\_

Adult escort must be prepared to walk down the aisle with child.

Ring Bearer/Age: \_\_\_\_\_

Adult escort must be prepared to walk down the aisle with child.

**Please list in the order in which they will walk:**

**BRIDESMAIDS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GROOMSMEN**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAID/MATRON OF HONOR \_\_\_\_\_

BEST MAN \_\_\_\_\_

BRIDE ESCORTED BY FATHER: \_\_\_\_\_

OTHER \_\_\_\_\_

USHERS: \_\_\_\_\_

\_\_\_\_\_

**NOTES:**