



Step One: Initial Meeting & Paperwork

- ☐ Contact the Pastoral Associate at (262) 754-0158
- ☐ Set the date and time for the wedding rehearsal.
- ☐ Set the date and time for the wedding ceremony.
- ☐ Expect a call from a Celebrant to schedule an initial meeting.
- ☐ Provide sacramental records (see back for more info):
 - ☐ For the Bride.
 - ☐ For the Groom.

Rehearsal Date

Wedding Date

Meeting Date

Step Two: Preparation

- ☐ Participate in the *Joy-Filled Marriage* Program through the Archdiocese of Milwaukee (see back for more info).
- ☐ Give a completion certificate to the Pastoral Associate.
- ☐ Complete the FOCCUS Inventory (see back for more info).
- ☐ Give a completion certificate to the Pastoral Associate.

Step Three: Plan the Wedding Mass/Ceremony

- ☐ Select Scripture readings from the **United in Christ** book. Fill in the **Liturgy Planning Sheet** with your selections.
 - ☐ First Reading (Old Testament) pgs 1-19.
 - ☐ Second Reading (New Testament) pgs 29-57.
 - ☐ Gospel Reading pgs 61-81.
- ☐ Contact the Director of Liturgy & Music at (262) 754-0160 to schedule a meeting to select music. Have the left side of the **Liturgy Planning Sheet** completed BEFORE your meeting.

Meeting Date

Step Four: Final Preparation (One Month Prior to the Wedding)

- ☐ Schedule a final meeting with your Celebrant.
- ☐ Apply for a marriage license (see back for more info).
- ☐ Participate in the Sacrament of Reconciliation.
- ☐ Have a check ready to pay the fees at the rehearsal (fees will be sent by the Pastoral Associate in advance).

Meeting Date

Fees Due



Sacramental Records

You will need to provide the following certificates to the Pastoral Associate:

- Catholics must obtain an **“annotated” baptismal certificate** from the parish where they were baptized. It must be **issued within the last six months**.
- Non-Catholics must obtain a copy of their baptismal certificate.

To obtain these certificates, write or call the church where the sacrament was celebrated and request a copy. There is usually no charge for these certificates.

Archdiocesan Joy-Filled Marriage Program

Go to www.archmil.org/marriagepreparation and register for the Archdiocese of Milwaukee’s Joy-Filled Marriage program. You should register six months prior to the wedding date and complete the program within three months of the wedding date.

FOCCUS Inventory

The **FOCCUS** (Facilitating Open Couple Communication, Understanding, and Study) inventory will involve a series of meetings: one to take the survey and two or more meetings to discuss the results. The survey is not a test, but rather an opportunity to see how well couples are communicating about important marriage issues.

A married couple from our parish, trained for this ministry, will work with you to schedule time to take and discuss the **FOCCUS** inventory.

Marriage License

Apply within the County where the wedding will take place. For Weddings at Holy Apostles:

Waukesha County Clerk’s Office (262) 548-7010
515 Moreland Blvd., www.waukeshacounty.gov/marriagelicense
Waukesha, WI. 53188

Marriage licenses are issued by appointment only.

Monday-Thursday 8:30am-3:30pm or Friday 7:45am-3:30pm.

In addition, they have extended hours. Check their website for more information.

When to Apply: It is advisable that you apply for your license 2-3 weeks before your wedding day and not more than two months prior to the ceremony. Both applicants must appear together and in person. Please allow for 30 minutes to complete the application process.

Waiting Period: Once the marriage license is issued, it is valid for 60 days (in the State of Wisconsin). There is a three day waiting period before a newly issued marriage license can be used.

Fee: The marriage license fee is \$110 payable at the time of application; cash and debit or credit cards are accepted.

Documentation Required: Both applicants must present some form of identification and a document verifying their current address. The easiest way to prove your identification and address is with a current, non-expired Driver’s license or State ID. Both applicants must also present a certified birth certificate.