

Epiphany Catholic Church: ENGAGED COUPLES' CHECKLIST

- ❑ **Engaged Couple calls** Fr. Randy Hubbard (502-245-9733 x-29) to schedule initial meeting.
 - ❑ Couple receives wedding confirmation email (with video links)

At this first meeting Fr. Randy will give a general overview and orientation to the marriage and wedding preparation process, including:

 - ❑ Review the contents of the Marriage folder
 - ❑ Complete the referral form for the Mentor Couple process
 - ❑ Schedule the wedding
 - ❑ Schedule the rehearsal (at 6 months or less)
 - ❑ If appropriate, discuss with couple the possibility of Deacon Lucio celebrating the sacrament
 - ❑ If appropriate, inform the couple whom to contact for annulment
 - ❑ Explain contents of the Marriage folder
 - ❑ Explain the FOCCUS/Mentor Couple program
 - ❑ Schedule a second meeting with your Officiant

At the second meeting Fr. Randy or Deacon Lucio will continue with the specifics of your marriage preparation:

 - ❑ Begin the official paperwork (i.e. MA's)
 - ❑ Schedule appointment for "MB Form" to be completed
 - ❑ Discuss the spiritual aspects of marriage, review "A Guide to Catholic Weddings"
- ❑ **Engaged Couple contacts** Jim Read (502-245-9733 x-19 or jim@epiphanycatholicchurch.org) within two weeks of 2nd meeting with Fr. Randy or Deacon Lucio (your Officiant) to schedule a meeting. At this meeting Jim will:
 - ❑ Answer questions about the Engaged Encounter (EE) weekend and registration process
 - ❑ Review expectations for Marriage Prep
 - ❑ Ensure couple has contacted Lynne Webb (re: fees, etc. as appropriate)
 - ❑ Provides contact information to the Mentor Couple coordinator
 - ❑ Reviews Epiphany's marriage booklet
 - ❑ Explains how to arrange and schedule an engagement blessing, if desired (not at Mass)
- ❑ **Engaged Couple contacts** Lynne Webb (502-245-9733 x-10) within two weeks of 2nd meeting with Fr. Randy or Deacon Lucio to:
 - ❑ Explain the building space options (Church only, Nursery for extra space, Community Center for reception, etc.)
 - ❑ Explain the arrangements and fee collection
 - ❑ **Reception at Epiphany?**
_____ Yes _____ No _____ Undecided
 - ❑ If Yes, Lynne Webb will check availability
- ❑ **Engaged Couple** schedules their EE weekend **as soon as possible:** louisvilleree.org and/or www.engagedencounter.org
- ❑ **Engaged Couple** gives EE weekend date to Jim when confirmed
- ❑ **Engaged Couple contacts** Linda Thieneman (245-9733 x-15 or linda@epiphanycatholicchurch.org) within two weeks of meeting with Jim to give her the wedding date. Linda will:
 - ❑ Mark the date in her calendar
 - ❑ Talk about next steps for wedding planning (deciding on musicians desired, ceremony planning, etc.)

- ❑ **Mentor Coordinators** contacts Engaged Couple (within two weeks of meeting with Jim).
If you have not received contact within 4 weeks, please contact Jim Read
- ❑ **Engaged Couple contacts** Fr. Randy, Deacon Lucio or other wedding officiant after completing both Engaged Encounter Weekend and Mentor Program.
 - ❑ Couple brings the EE certificate to the meeting
- ❑ **Wedding Assistant Coordinator** Kathi Ley makes initial contact with the couple and updates the Wedding Schedule List. An Epiphany Wedding Assistant (EWA) is assigned for the couple's wedding by three months of the wedding date. If you have not received contact by this time, contact Jim Read.

THIS COMPLETES THE PREPARATION FOR A LIFELONG MARRIAGE

* * * *

ATTENTION TURNS TO PREPARING FOR THE WEDDING CEREMONY

- ❑ **Couple contacts** Linda Thieneman 4-5 months before the wedding date to discuss musicians desired and to schedule an appointment. At this meeting Linda will:
 - ❑ Answer questions about Epiphany guidelines for wedding ceremonies
 - ❑ Discuss and choose music (and musicians, if not already decided)
 - ❑ Discuss how musically gifted family/friends may participate
 - ❑ Discuss musicians' fees and how/when to pay them
 - ❑ Begin filling out planning form
 - ❑ Discuss details regarding the wedding worship aid
- ❑ **Epiphany's Wedding Assistant** contacts the couple 3-4 months before the wedding to:
 - ❑ Complete Maintenance Form.
 - ❑ Return form to Epiphany Office two months before the wedding.
 - ❑ Answer questions pertaining to the rehearsal or the wedding.
 - ❑ Confirm attendants (including the number, and ages of children involved).
- ❑ **Couple contacts Fr. Randy, or Deacon Lucio, one month before the wedding to schedule a meeting 3-5 weeks before the ceremony date to finalize the ceremony**
- ❑ **Wedding Program** is created about 3 weeks before the ceremony. Couple emails information for inclusion and proof-reads for final duplication.
- ❑ **Couple files for marriage license 30 days prior to wedding date** - Application is valid for 30 days within the Commonwealth of KY. Office of the County Clerk - 502-574-5884
- ❑ **Couple submits Marriage License to Fr. Randy or Deacon Lucio** as soon as it is purchased.
- ❑ **Couple submits building fees** to Epiphany Office (for use of Church and, if desired, Community Center) at least one month before the wedding date
- ❑ **All wedding participants are to attend rehearsal:** Couple, Maid/Matron of Honor, Best Man, Bridesmaids, Groomsmen, Flower Girl, Ring Bearer, Readers, Cross Bearer, Parents, etc.
- ❑ **Wedding Assistant opens** Epiphany buildings (florist, photographer and wedding party and any family or friends involved in ceremony) up to three hours prior to the wedding. Please contact your EWA with time.
- ❑ **Couple celebrates their wedding!**
- ❑ **After the wedding Erica Boland will:**
 - ❑ Mail license to the County Clerk as supplied by Pastor/Deacon
 - ❑ Collect and file all appropriate paperwork in Epiphany's Marriage Register