



# Ss. Mary and Joseph Church

2010 East First South Street – P.O. Box 647 – Carlinville, IL 62626  
Web: [www.ssmjc.org](http://www.ssmjc.org) Office: (217) 854-7151 Fax: (217) 854-9228

## Wedding Checklist

Groom: \_\_\_\_\_ C / NC / Prev / Parish  
 Bride: \_\_\_\_\_ C / NC / Prev / Parish  
 Date of Wedding: \_\_\_\_\_ Rehearsal: \_\_\_\_\_ Mass / No Mass  
 Convalidation / Renewal

Date/Initials

- \_\_\_\_\_ Initial Meeting – Tentative Wedding Date: \_\_\_\_\_
- \_\_\_\_\_ Pre-nuptial Investigation Complete
- \_\_\_\_\_ Questionnaire \_\_\_\_\_ Witness Affidavits / Certification
- \_\_\_\_\_ FOCCUS completed \_\_\_\_\_ FOCCUS reviewed
- \_\_\_\_\_ Baptismal Certificates \_\_\_\_\_ Pre-Cana completed
- \_\_\_\_\_ SSMJ Policies and Agreement Form reviewed/signed
- \_\_\_\_\_ SSMJ Wedding Fee
- \_\_\_\_\_ Wedding Date set on parish calendar
- \_\_\_\_\_ Liturgy Planner Completed and On File
- \_\_\_\_\_ Canonical Review of File
- \_\_\_\_\_ Pre-nuptial investigation complete
- \_\_\_\_\_ Jurisdiction confirmed or Delegation Letter received/granted
- \_\_\_\_\_ No Outstanding Marriages/Attempts at Marriage
- \_\_\_\_\_ Dispensations sought/given, *if necessary*
- \_\_\_\_\_ Tribunal Paperwork on file, *if necessary*
- \_\_\_\_\_ *Nihil Obstat, if necessary*
- \_\_\_\_\_ Civil Marriage License on File
- \_\_\_\_\_ Copy of completed Marriage License to File
- \_\_\_\_\_ Original Marriage License to courthouse
- \_\_\_\_\_ Marriage Recorded in Parish Register
- \_\_\_\_\_ Notification to Baptismal Parishes
- \_\_\_\_\_ Acknowledgement received from Baptismal Parishes
- \_\_\_\_\_ File Reviewed and consigned to storage