



For Couples Who Plan to be Married Elsewhere

For a couple, **where at least one member is a registered member of St. Francis Xavier parish or who lives within the parish boundaries**, we will be happy to do the preparation (paperwork) that is required for the wedding, provided sufficient time is allowed for that preparation, usually six months.

Because of the time and postage required both here and at the Archdiocesan offices, we ask for \$250.00 for this service.

- In addition, if a dispensation is required, we ask for an additional \$50.00.
- And if the mailing must be done internationally, the Archdiocese asks an additional \$150.00.

When all the materials are gathered, they will be sent to the New York Archdiocese and then to the Diocese in which the wedding will take place. Then that diocese will send the materials to the church of the wedding. A letter of permission to be married elsewhere will be included in the wedding materials. All this requires that the materials be gathered at the latest one month before the wedding date.

If neither party is a registered member of St. Francis Xavier, and does not live within the parish boundaries, it might be possible to gather the required materials here. This will require a letter of permission from your own parish to be included. You might also register here if you do so 6 months before your wedding.

I ask that the following procedure be followed. This cannot be done any more on an individual basis. Also, you will need to consult the priest who will officiate at your wedding as well. Therefore what needs to be done here can easily be done in a larger group setting.

Below I give the dates for these group settings. Please plan your own schedule so as to follow these dates so that we may prepare the materials properly. **I will not be able to depart from these dates.** The time for Session I is 6:30 pm to 7:30 pm, or until finished. The time for Session II is 6:00 pm.

Session I: Fact finding session

- A brief preliminary prayer
 - ... Assumption 1: at least one of you must be a baptized Catholic
 - ... Assumption 2: you are free to be married in the Church
 - ... if needed, a word about annulments
- A business piece
 - ... Fill out the required information sheet.
 - ... Please be prepared to present the required fee(s):
 - = \$250.00 for the service provided by the church
 - = An additional \$50.00 fee if a dispensation is involved
 - = A further \$150.00 for international mailing.
- More than paperwork
 - ... The human requirements of marriage: friendship and honesty
 - ... The spiritual hopes for marriage: holiness and sacrament.
 - ... Distribute texts for the wedding
- Now, things that are required:
 - ... recent baptismal certificates (6 months)
 - ... programs for pre-Cana
 - ... pre-Nuptial Investigation
 - ... freedom to marry witnesses
 - ... dispensation if needed (explain the permission and dispensation)
 - ... letter from the parish to the church of the wedding
 - ... Any further requirements from the church or diocese of the wedding
- A note on obtaining the Marriage License

- Time to complete the pre-Nuptial investigation

Session II: Preparing the folder to be sent.

- A brief preliminary prayer
- Gathering all required materials
- Walking through the Marriage ritual (if needed)
- Look at selected *check lists*
- Assurance that the presiding priest has been consulted
- Prepare the letter of permission from SFX
- a spiritual journey ahead.

Beginning June 12th 2014 the schedule of sessions is as follows; Session I (Things Required) begins at 6:30 pm. On the same evening, but beginning at 6:00 pm, Session II (Sending Materials) will take place. For those seeking Session II, please make sure everything required is in order.

2017	2018
January 12	January 11
February 9	February 8
March 9	March 8
April 6	April 12
May 11	May 10
June 8	June 14
July 13	
August 10	
September 14	
October 10	
November 9	
December 14	

PLEASE E-MAIL WHEN YOU PLAN TO COME.

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 212-627-2100 ext. 206
 55 West 15th Street
 New York, NY 10011

Getting married elsewhere than St. Francis Xavier Church

Date of the Wedding: _____

Place of wedding: _____

Bride's Information: Name:

Address:

Phone:

e-mail

Groom's Information: Name:

Address:

Phone:

e-mail

Church to be married in - give full address:

A registered member of the parish, or those who live within the parish boundaries, may choose to be married elsewhere.

Required fees:

– If all you require is a letter of permission to marry in the other place, this can be done without cost.

Person to whom materials will be sent:

– If the full marriage preparation is to be done here at St. Francis Xavier, we ask \$250.00 for this service.

– If a dispensation is required, we ask an additional \$50.00

– if international mailing is required, the Archdiocese asks an additional \$150.00

Priest (Deacon) who will officiate:

– Note: The marriage preparation materials will be sent to the Diocese where the wedding will take place through the Archdiocese of New York. All materials therefore must be completed and sent at least one month before the wedding.

Phone:

e-mail:

– Additional Note: Attendance at St. Francis Xavier church for Sunday Mass does not in itself constitute being a registered member. Registration is available via our website, www.sfxavier.org.

For office use only:

Items needed to be married at SFX

Service for the church: _____

Dispensation: _____

International mailing:..... _____

Baptismal certificates _____

Pre-Marital Investigation .. _____

Pre-Cana _____

Dispensation (if needed).. _____

Freedom to marry _____

Permission from Parish of residence, if not SFX ... _____