

St. Kevin Catholic Church

704 Cortland Ave.
San Francisco, CA 94110
415.648.5751
FAX: 415-648-4441

General Policy for Weddings

- The Sacrament of Matrimony will be celebrated at St. Kevin Church generally for a couple at least one of whom has a relationship to this parish and who is considered active in the Church, i.e. is a practicing Catholic.
- Except in the case of a mixed marriage (when either the bride or groom is not Roman Catholic), it is expected that both of the couple have received the Sacraments of Baptism, Confirmation and First Communion. Proof of reception of these sacraments is required. The Baptismal certificate should be newly issued from the church of baptism within the past six months.
- If either of the couple has been previously married by civil law, both a copy of that marriage license and the decree of civil divorce must be provided. If either of the couple was previously married in the Roman Catholic Church, a canonical annulment must have already been obtained before any date can be set for a future marriage.
- Church law insists on at least **six months** of marriage preparation.

This is the minimum time required to fulfill the Church obligations prior to the wedding.

- While there is no charge for the Sacrament of Matrimony, there is an expected minimum donation of **\$750** for the ongoing ministries of St. Kevin Church. In addition to the use of the church and church facilities, this contribution includes the time and work involved in the meetings between the couple and the priest, witness interviews, the preparation of all the required canonical papers, the FOCCUS assessment and interpretation of the results, the planning of the wedding liturgy, the rehearsal evening and the celebration of the wedding.

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General Outline of Preparation for the Sacrament of Matrimony

- Schedule an appointment with a priest to begin the preparation process and to discuss dates and times for your wedding ceremony. Make a deposit to secure the wedding and rehearsal dates and times.
- Begin the preparation of the canonical documents. Usually the priest will initially do what is called a pre-nuptial interview (**Form A**) with the future bride and groom. This is to assure the couple's right intentions and their external and internal freedom to marry.❶
- Couple gathers their sacramental documents by contacting the parishes where they were baptized, confirmed and where they made their First Communion. This includes a new copy of the Baptismal Record with annotations, plus evidence of having received the sacraments of Confirmation and First Communion.❷
- (**Form B**) Arrange to have a witness (one for the bride, one for the groom) come for a brief interview with the priest. These witnesses should be family members or someone who has known the couple well for a long time.
- Schedule a time to do the **FOCCUS** assessment and then schedule a time with the priest to go over the results.
- Arrange to attend an Engaged Encounter Weekend or some other Catholic Marriage Preparation (pre-Cana) program.
- Apply for the Civil Marriage License (within the final 90 days before the wedding). This must be brought in advance and added to the above canonical documents.❸
- Pay the balance of the church offering and the musicians' fee.
- Discuss and plan the liturgy (the Church wedding ceremony) with the priest, including what Scripture will be read and what symbols will be used (rings, unity candle, etc.).
- Schedule a meeting with the Director of Music to plan the music for the wedding.
- Rehearsal evening. All those involved as participants in the ceremony should be present.

Notes:

- ❶ If either of the couple has been previously married, evidence of the civil dissolution of these marriages must be proved. If it was a marriage in the Church, the annulment must have been obtained before any marriage date can be set.
- ❷ If the couple is already civilly married, a copy of the marriage license is necessary.
- ❸ Other paper work might be required depending on various circumstances, e.g., if one of the couple is not Roman Catholic or if the couple resides outside the Archdiocese of San Francisco.