

**Our Lady of Fatima Church
Ludlow, Massachusetts
Marriage Preparation Checklist**

- The date of the marriage is not formalized until the couple has been assessed for their freedom to marry within the Roman Catholic Church by the Friar- Priest during the completion of the **Pre-Marital Investigation form from the Diocese of Springfield.**

WHAT DOCUMENTS DO WE NEED TO OBTAIN?

- **Certificate of Baptism issued within 6 months of your wedding date** (it is your responsibility to contact the parish where you were baptized and request a “***Baptism Certificate with Notations***”, notations are listed on the reverse of the certificate. We do not want/need your original certificate. **Also, proof of Confirmation should be obtained by you.**)
- **FOCCUS© Pre-Marriage Inventory** As a key step in your marriage preparation, **The FOCCUS Pre-Marriage Inventory is a 151-item questionnaire with target discussion, on topics important to marital success. While FOCCUS is not a test and it is a report used by the Facilitator to help couples celebrate their relationship strengths and talk to each other about topics warranting further attention.** A Friar-Priest will register a couple at their first meeting; **the couple will receive an email with a link to the FOCCUS website with a username and password to initiate and complete Marital Inventory questionnaire. Once the couple has completed the inventory, the Friar-Priest will review the couple’s report with the couple and talk about the spirituality of the Sacrament of Marriage at this second meeting. The friar-Priest will print out a FOCCUS Pre-Marriage Inventory Certificate of completion for the Marriage File.**
- **Pre-Cana or Engaged Encounter Certificate** (the couple is responsible to register for the **Pre-Cana retreat** through the

Diocese of Springfield Marriage and Family Department website and then **provide the certificate of Completion of the program, to the Friar-Priest, who will in turn add the certificate to your wedding file.**

- **Testimonial Forms** (we sometimes need to request forms indicating one or both persons are free to marry.)
- **Permission/ Dispensation Forms** (should they be required by Canon Law for non-Catholic persons)
- **Massachusetts Marriage License Application Form** (or Civil Marriage Certificate if you are celebrating a Convalidation). The Marriage License should be obtained within 30 days of the date of marriage. **Please bring the Marriage License Application form to the Wedding Rehearsal.**
- **Music for Wedding Ceremony** It is the **couple's responsibility to contact our Church Music Director Mr. David Costa** and plan the wedding Ceremony music with him. It is expected that the couple inquiry and pay the fee associated with the Ceremony Music, directly to Mr. Costa; His contact information is (413)427-6508.
- **Church suggested Donation** is \$250.00 for registered parishioners (who are regularly financially supporting the parish in their weekly donations). Please know your donation helps the parish operate. It was always seen as an act of devotion to make an offering to God by donating to the work of the Church. If the donation is a hardship, please let us know, so that we may appropriately amend the offering. Checks are to be made payable to the "Our Lady of Fatima Church." You are asked to bring the \$250 check to the parish two weeks before the wedding date, or at your Wedding Rehearsal.