

As your wedding date approaches. . . .

Our records show that your wedding date is fast approaching and we know that you are probably frantic with last minute details. Some times it helps to have a check list of what needs to be done so that you can check them off as you go and be sure not to overlook anything.

With that in mind, we have put together a “check list” of things that are important for you to do about 3 months before your big day arrives. Please take a moment to look down the list and be sure you have done, or have plans to do, what is listed below.

- Meet with the priest or deacon who is preparing your paperwork.
- Book your Pre-Cana class. Check with your church to make arrangements to attend this one-day class. A certificate of completion will be issued and must be given to the priest or deacon who is preparing your paperwork.
- If you are bringing in a priest or deacon to perform your ceremony, all marriage paperwork must be completed and mailed to St. Ann’s **one month** before your wedding date.
- If you are using a priest or deacon from outside St. Ann Parish, make sure that the priest or deacon has contacted Rev. C.J. Waitekus to obtain permission to perform your wedding here. While this is a courtesy, it is necessary. Also if your celebrant is from outside Massachusetts, permission must also be obtained from the Commonwealth of Mass. A page of clergy information is included in St. Ann’s Wedding Guidelines found on our website, www.stannlenox.org, or can be mailed or faxed to you. This page for clergy has all addresses and phone numbers needed.
- Contact Pauline Vreeland, (St. Ann’s music director) 413-637-1082 regarding your wedding music. Pauline **must** be contacted regardless of who will be providing the music at the church. **This phone call should be made no later than 3 months before your wedding date. ALL SELECTIONS OF MUSIC MUST BE PROVIDED TO PAULINE IN WRITING**, prior to your wedding date.
- If you are a non-parishioner, the balance of the rental fee for use of the church should be mailed to St. Ann’s 30 days prior to your wedding date (St. Ann Church, 134 Main St., Lenox, MA 01240).

- Your wedding rehearsal **date & time** must be set and confirmed with the church secretary, the priest or deacon, as soon as you know it.
- Has your mailing address and phone number changed since you first booked your wedding? If so, please call or email the church office ASAP and provide this updated information. The new information can be emailed to stannlenox@verizon.net.
- Your marriage license should be picked up just prior to your wedding date. In Massachusetts, you must by state law apply for it together, although only one of you needs pick it up. Your license is valid for up to 60 days from the day you apply, but there is a three-day waiting period, so don't wait until the very last minute to apply, please leave enough time to accommodate this waiting period. Also remember, the city hall in Massachusetts where you pick up your license, will forever be the location of where your marriage record is recorded. For your information, the priest or deacon normally provides the newly married couple with a church certificate, the day of the ceremony.
- It is *very important* that you bring your marriage license with you to the rehearsal the night before the wedding. Please give it to the priest or deacon who is there. By state law, the priest or deacon must have it in order to perform your wedding ceremony. **WITHOUT IT, YOU CAN NOT GET MARRIED AS SCHEDULED.**
- After your marriage, will you be living in the area? If so, do you plan to be an active member of St. Ann Church? If you do and have not already done so, you need to phone the church office to register as parishioners, as a married couple. Having just been married in St. Ann Church ***does not*** automatically make you registered members of the parish. The office is open Mon.-Fri., 8:30 to 3:30 and the phone number is 637-0157, or you can register online: www.stannlenox.org.
- An often asked question: Who must be present at the wedding rehearsal? Answer: Just the immediate wedding party who will be walking down the aisle, who will be *formally* walking down the aisle, including parents. Readers, musicians etc. do not need to attend.