



5011 WHITE OAK AVE, ENCINO, CA, 91316

## REQUIREMENTS FOR WEDDINGS

“The intimate community of life and love which constitutes the married state, has been established by the Creator and endowed by Him with its own proper laws...God Himself is the author of marriage.” -(Catechism of the Catholic Church, 1603 § 371)

To start off your journey for this preparation you would need to submit:

1. A completed wedding application (enclosed) and the Sacramental file for bride and groom (certificates of Baptism, First Holy Communion and Confirmation, **original and recent copies, dated within the recent 6 months.**) These must be turned in person at the Parish Office.
2. In the event that either the bride or the groom has been married before to another person, then please call the parish office to determine what steps to take for your marriage to be annulled. This applies even if the previous marriages were of civil ceremony only.
3. In the case that the bride and the groom are married to each other civilly, then a copy of their marriage license must be enclosed along with the application and the Sacramental files. These types of marriages are best known as “convalidations.”
4. In the case of either the bride or the groom is a non-baptized, non-Catholic, please consult with the office for guidance in getting the appropriate approvals by the Archdiocesan Marriage Tribunal.

Next steps:

1. Once the parish office receives the aforementioned documents (according to your situation), then the first meeting with the priest is set up. It is during that meeting that the date and time for the ceremony are confirmed.
2. If either the bride or groom are not active registered parishioners, then a permission letter from your local church must be turned in. This is asked for jurisdiction purposes only.
3. Please note that this process takes a **minimum of 6 months to complete**. Requests that do not meet this guideline are at risk of being postponed fitting this guideline.
4. Weddings are celebrated on Saturdays only, at either 1:00 pm or 2:30 pm. We offer them in English, Spanish, and Bilingual. The priests are the ones who confirm the date and time.
5. A FOCCUS exam is required. This is set up on the prenuptial meetings with the priest.
6. A Natural Family Planning (NFP) course is also required. This is by the second meeting with the priest and have an additional fee. The NFP instructors will contact the couple directly to schedule the date and time of the course.
7. The couple must complete a prenuptial retreat. It is recommended that couples doing the convalidation track complete the 1-day retreat at a participating San Fernando Valley Catholic church. You can check the available dates and times at: <https://familylife.lacatholics.org/marriage-preparation/>. For couples that are getting married for the first time, then you also have the option of a weekend retreat, however the spaces fill up quickly, so the sooner you sign up the better. You can check availability



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here: <https://ceeofla.org/>. Once you complete your retreat, then send the certificate of completion to the parish office at [olgencino@gmail.com](mailto:olgencino@gmail.com)

**8. Donation breakdown:**

- Church: \$500 for registered parishioners (registered and active donors) or \$750 for non-parishioners (not registered and not currently donating).
- Wedding preparation: \$350 (this is for those who just want the prenuptial prep but are getting married elsewhere. Does not apply to couples getting married at OLG)
- Music: \$200 per musician
- Wedding Liturgical Coordinator: \$200

***Additional Costs:***

- NFP (Natural Family Planning Course: \$170 (approximately)
- FOCCUS Test: \$25 per person

**NOTE: \$350 are due on the first meeting with the priest, for all couples wishing to prepare at Our Lady of Grace. All stipends must be paid by the rehearsal date.**

9. Music: Music is required at all weddings, due to the solemnity of the Holy Sacrament of Matrimony. OLG provides the musician and the music selection. The Parish Office will connect the couple with the Director of Music, once the prenuptial preparation is complete. The couple is required to notify the Parish Office BEFORE hiring the services of non-OLG musicians (ex: mariachis, classical musicians, musicians from other parishes). The Director of Music is responsible for approving non-OLG musicians to play at weddings. The rate is \$150 if only audio technical support is required; however, this is subject to approval by the music director, who will confirm accordingly.
10. Our Lady of Grace respectfully requests that parents, other family members, and wedding coordinators non-affiliated with the parish, direct their requests/questions to the preparing couple, to avoid miscommunications. Our Lady of Grace generally does not decide with a third party other than the preparing couple and will not share prenuptial preparation information with people other than the requesting couple.
11. Couples are responsible for obtaining a Marriage License from the Office of the Registrar of the Los Angeles County, by the wedding rehearsal day.  
Please visit: <https://www.lavote.gov/home/county-clerk/marriage-licenses-ceremonies/apply-for-a-marriage-license/apply>
12. FOR APPLICABLE COUPLES: Please note that this preparation process DOES NOT prepare a Non-Baptized, Non-Catholic to enter the Catholic Church. Any person wishing to enter into full communion with the Church must complete the Order of Christian Initiation (OCIA). See our website for more information on this program. For couples marrying a non-Catholic person, please note that your wedding ceremony will not be Sacramental. Please consult with the parish office about the required steps.

## WHAT TYPE OF PRENUPTIAL PREPARATION FITS YOU?

### FIRST TIME MARRIAGES:



1. Submit application (1) and sacramental files for both bride and groom. Turn in original and recently dated copies of Baptism certificate with notations
2. Attend the first meeting with a priest and set your date! There are 4 meetings in total
3. Complete FOCCUS, NFP and Couple's retreat (weekend or 1-day retreats)
4. By the third meeting, submit your love story and all documents given by the priest during the previous meetings.
5. Set your rehearsal date with the wedding coordinator!

### NOT FIRST TIME MARRIAGE



1. Submit application and an original and recently dated copy of Baptism certificate (for bride and groom). Must have notations
2. If previous marriage was already annulled, then submit proper documentation
3. If the previous marriage was only civil, then a lack of form is needed. Please contact the office to start off the process BEFORE beginning your pre-nup process.
4. If the previous marriage was Catholic, then contact the parish office to start off your annulment process with a priest and the Archdiocese Tribunal
5. See steps from first column and turn in all required documentation.

### CONVALIDATIONS



1. Submit application and an original and recently dated copy of Baptism certificate (for bride and groom) Must have notations.
2. Submit copy of your county marriage license.
3. Submit proper documentation for annulment of previous marriages (if any)
4. Attend the first meeting with a priest and set your date! There are 4 meetings in total
5. Complete FOCCUS, NFP and Couple's retreat (weekend or 1-day retreats)
6. See steps from first column and turn in all required documentation.

## MARRIAGE INTAKE FORM

Groom: \_\_\_\_\_ Bride: \_\_\_\_\_

Date of ceremony requested: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Time requested:  1:00 pm  2:30 pm

*Note: Date and time of ceremony is confirmed at your first meeting with the priest.*

Language:  English  Spanish  Bilingual  Other \_\_\_\_\_

*If other Church:* Name of Church \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Priest/Deacon officiating: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

### GROOM

Full Legal Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Best Time to Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Rite (*if other than Roman Catholic*): \_\_\_\_\_

Date of Baptism: \_\_\_\_\_ Church and City of Baptism: \_\_\_\_\_

Sacrament(s):  First Holy Communion  Confirmation  I need to complete 1 or both.

Registered Parishioner at OLG?  Yes, # \_\_\_\_\_

Other Parish; Permission Letter from your parish is required.

Not Registered at any Parish; Permission Letter from you're the parish of your jurisdiction is required.

First Church Marriage?  Yes  No *If no, was previous marriage*  Civil  Church  Annulled (*include supporting documents*)

### BRIDE

Full Legal Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Best Time to Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Rite (*if other than Roman Catholic*): \_\_\_\_\_

Date of Baptism: \_\_\_\_\_ Church and City of Baptism: \_\_\_\_\_

Sacrament(s):  First Holy Communion  Confirmation

Registered Parishioner at OLG?  Yes, # \_\_\_\_\_

Other Parish (a permission Letter from your parish is required.

Not Registered at any Parish; Permission Letter from you're the parish of your jurisdiction is required.

First Church Marriage?  Yes  No *If no, was previous marriage*  Civil  Church  Annulled (*include supporting documents*)

*Congratulations on your recent engagement and for selecting Our Lady of Grace to celebrate your wedding.*

Our wedding coordinator will contact you to schedule your first meeting with a priest.