

254 Wall Street

W. Long Branch, NJ 07764

Phone: 732-222-1424 Fax: 732-222-2291

**Marriage Preparation Timeline and Checklist**

**BRIDE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GROOM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contacts:

Wedding Coordinator: Pat Carvalho [pcarweddings@gmail.com](mailto:pcarweddings@gmail.com) – 848-466-0807

Deacon Lou: [shawdowlakekids@aol.com](mailto:shawdowlakekids@aol.com) – 732-741-2620

Georgie Mandica: [office@ladyofhopeparish.org](mailto:office@ladyofhopeparish.org) – 732-222-1424

Father PJ: [fpj@ladyofhopeparish.org](mailto:fpj@ladyofhopeparish.org)

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| 1. Date of Initial Interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Sign and date wedding guidelines  Dispensation/Permission needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initial Installment of Church Fee ($300 made payable to Lady of Hope Parish)  Choose an organist: Rob MacReynolds – [arrowkeys@robmac88.org](mailto:arrowkeys@robmac88.org) 732-685-7944  Mary Zeffiro – [marysingsforjesus@gmail.com](mailto:marysingsforjesus@gmail.com) 732-939-0596  Chris Adams – [csadams@csadams.com](mailto:csadams@csadams.com) 732-807-5665 |
| 1. Schedule Pre-Cana (at least ***nine months*** before wedding date)   Check Diocese of Trenton’s website for schedule at dioceseoftrenton.org/precana |
| 1. Contact Deacon Lou to sign up for FOCCUS (schedule at least ***six months*** before wedding date)   Submit Baptismal Records w/Notations to the Parish Office |
| 1. Contact Deacon Lou for Second Interview (schedule at least ***three months*** before wedding date)   Discuss FOCCUS results  Submit Pre-Cana Certificate  Second Installment of Church Fee ($300 made payable to Lady of Hope Parish) |
| 1. Contact Parish Office to schedule Third Interview with pastor (schedule at least ***one month*** before wedding date) to discuss:   Wedding Liturgy Plan  Reading selections  All Paperwork should be received by the Parish Office at this time, including Form C-1 (Residence of  the Couple After They Are Married)  Submit Final Installment of Church Fee ($300 made payable to Lady of Hope Parish) |
| 1. Apply for Marriage License (***two weeks*** before wedding date)   If convalidating marriage, need Certificate of Remarriage from town |
| 1. Rehearsal Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Bring Marriage License |
| 1. Wedding Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   SMILE and RELAX, YOU’RE ON!! |