



THE PARISH OF OUR LADY OF HOPE

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 [pcar60@aol.com](mailto:pcar60@aol.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: [fpi@ladyofhopeparish.org](mailto:fpi@ladyofhopeparish.org)

1. Date of Initial Interview _____ <input type="checkbox"/> Sign and date wedding guidelines <input type="checkbox"/> Dispensation/Permission needed? _____ <input type="checkbox"/> Initial Installment of Church Fee (\$300 made payable to Lady of Hope Parish)
2. Schedule Pre-Cana (at least <b>nine months</b> before wedding date) <input type="checkbox"/> Check Diocese of Trenton's website for schedule at <a href="http://dioceseoftrenton.org/precana">dioceseoftrenton.org/precana</a>
3. Contact Deacon Lou to sign up for FOCCUS (schedule at least <b>six months</b> before wedding date) <input type="checkbox"/> Submit Baptismal Records w/Notations to the Parish Office
4. Contact Deacon Lou for Second Interview (schedule at least <b>three months</b> before wedding date) <input type="checkbox"/> Discuss FOCCUS results <input type="checkbox"/> Submit Pre-Cana Certificate <input type="checkbox"/> Second Installment of Church Fee (\$300 made payable to Lady of Hope Parish)
5. Contact Parish Office to schedule Third Interview with pastor (schedule at least <b>one month</b> before wedding date) to discuss: <input type="checkbox"/> Wedding Liturgy Plan <input type="checkbox"/> Music and Reading selections <input type="checkbox"/> All Paperwork should be received by Parish Office at this time <input type="checkbox"/> Submit Final Installment of Church Fee (\$300 made payable to Lady of Hope Parish)
6. Apply for Marriage License ( <b>two weeks</b> before wedding date) <input type="checkbox"/> If convalidating marriage, need Certificate of Remarriage from town
7. Rehearsal Date and Time: _____ <input type="checkbox"/> Bring Marriage License
8. Wedding Date and Time: _____ SMILE and RELAX, YOU'RE ON!!