

<p>Done √</p>	<p style="text-align: center;">SACRAMENT OF MARRIAGE AND WEDDING PREPARATION CHECKLIST</p> <p style="text-align: center;"><u>Requirements to marry in the Catholic Diocese of Memphis are listed below.</u></p> <p>All steps and documents must be completed and given to your presider in Saint Ann’s Parish Office before marriage. If you have any questions, contact the parish office at (901)373-6011. IT IS STRONGLY RECOMMENDED TO HAVE YOUR MARRIAGE PREPARATION COMPLETED WITHIN FIRST 3 - 6 MONTHS OF SETTING YOUR WEDDING DATE TO ALLOW DIOCESE TIME TO APPROVE.</p>
	<p>Finalize the wedding date and plan wedding day details with the Wedding Coordinator, Melodee Pohl, melodee.pohl@stannbartlett.org.</p>
	<p>As you collect your documents below, email them to melodee.pohl@stannbartlett.org or give them to your presider so they can be placed in your marriage file to be approved by the Diocese.</p>
	<p>Attend Scheduled Meetings with your presider or deacon preparing you for marriage</p>
	<p>MARRIAGE PREP COURSE: www.catholicmarriageprep.com, Click on REGISTER, and pay \$194 to complete the course. Contact Sharon Kowalke @ 901-373-1234 to receive a discount on the marriage certificate. Email the certificate to your presider or melodee.pohl@stannbartlett.org.</p>
	<p>NATURAL FAMILY PLANNING COURSE: All engaged couples are required to take the Billings Ovulation Online Class: https://learnnfponline.com/billings-ovulation-method-2/ Contact: Sharon @ 901-373-1234 with questions. Email certificate to melodee.pohl@stannbartlett.org</p>
	<p>BRIDE: Copy of Baptism Certificate (with notations of all other sacraments received)</p>
	<p>GROOM: Copy of Baptism Certificate (with notations of all other sacraments received)</p>
	<p>WITNESS AFFIDAVIT FORMS - 2 for bride. (2 forms completed by the parents, family, or friends who know the bride well.) Email completed forms to your presider or to melodee.pohl@stannbartlett.org</p>
	<p>WITNESS AFFIDAVIT FORMS - 2 for groom. (2 forms completed by the parents, family, or friends who know the groom well.) Email completed forms to your presider or melodee.pohl@stannbartlett.org</p>
	<p>Bride – take the FOCCUS SURVEY alone. (Call the Parish Office and ask to have the survey link emailed to you). Non-members of the Parish will pay the “couple fee” to take the survey.</p>
	<p>Groom – take the FOCCUS Survey alone. (Call the Parish Office and ask to have the survey link emailed to you).</p>
	<p>Death Certificate of previous spouse - If applicable</p>
	<p>Declaration of Nullity Decree – if applicable (previous marriage successfully annulled)</p>
	<p>If NOT a registered member of Saint Ann Parish, must obtain permission to marry a letter outside of your parish prepared by your pastor.</p>
	<p>Coordinate wedding music with Ryan Cooper, call him at @901-833-9807, or email him @ ryan.cooper@sascolts.org</p>
	<p>Presider must send completed Sacrament Preparation Packet to: Catholic Diocese of Memphis, Attention: Office of the Tribunal</p>