



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. Two letters of freedom (provided by the office) typically completed by a parent, attesting that neither the groom or the bride have been married before, to neither each other or to another person, by either civil or Catholic ceremony (**parents or witnesses must attest in front of a priest/deacon/or parish minister**)
3. In the case 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.
4. 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."

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

OUR
LADY OF GRACE

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8. Donation breakdown:


- Church: \$500 for parishioners or \$750 for non-parishioners
- 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

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.
10. Our Lady of Grace respectfully requests that parents, other family members, and wedding coordinator non-affiliated to the parish, direct their requests/questions to the preparing couple, to avoid miscommunications. Our Lady of Grace generally does not make arrangements with a third party other than the preparing couple and will not share prenuptial preparation information with people other than the requesting couple.

WHAT TYPE OF PRENUPTIAL PREPARATION FITS YOU?


FIRST TIME MARRIAGES:

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1. Submit application (1) and sacramental files for both bride and
 2. Complete 2 letters of freedom (one for bride and one for groom) in the parish office-witnesses have to be present in person
 3. Attend the first meeting with a priest and set your date! There are 4 meetings in total
 4. Complete FOCCUS, NFP and Couple's retreat (weekend or 1 day retreats)
 5. By the third meeting, submit your love story and all documents given by the priest during the previous meetings.
 6. Set your rehearsal date with the wedding coordinator!

NOT FIRST TIME MARRIAGE

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1. Complete 2 letters of freedom (one for bride and one for groom) in the parish office-witnesses must be present in person
 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 prenup 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

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1. Complete 2 letters of freedom (one for bride and one for groom) in the parish office-witnesses must be present in person
 2. Submit copy of your county marriage license.
 3. Submit proper documentation for annulment of previous marriages (if any)
 4. Submit application (1) and sacramental files for both bride and groom
 5. Attend the first meeting with a priest and set your date! There are 4 meetings in total
 6. Complete FOCCUS, NFP and Couple's retreat (weekend or 1 day retreats)
 7. 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.