

# St. Joseph Honey Creek Catholic Church

## Marriage Intake Form

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*Welcome!*

The St. Joseph Honey Creek Parish family is very happy to assist you as you prepare to receive the Sacrament of Marriage! This is a very important step in both your lives and in the life of the Church. We want to ensure that you have a wonderful experience preparing for the celebration of the Sacrament of Matrimony with the solemnity and sacredness it deserves.

The first step is to fill out the attached Marriage Intake Form below and return it to the Parish Office or to the Marriage Coordinator. You may drop it off at the front desk or send it by email to [weddings@stjhc.church](mailto:weddings@stjhc.church). We **cannot secure the date for your wedding** on our Parochial calendar until we receive your completed form. Information regarding our Fee Schedule is provided after the Intake Form.

After reviewing the information, and if there are no impediments to the celebration of your marriage, we will call you or email you to set a date and to discuss options for marriage preparation. The Marriage Coordinator will be your contact for important information regarding the timeline you must follow to prepare for this sacrament, the paperwork and documents you will need to present, the requirements for marriage preparation, the parochial policies, and for answering any other questions you may have.

Once again, congratulations on your engagement! We are looking forward to serving you! Be assured of our support and prayers as you prepare to receive the Sacrament of Marriage.

*In Christ's love,*

The Clergy & the Pastoral Staff

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**Saturday Church weddings are at 2 PM**

Today's Date: \_\_\_\_\_ Desired Date: \_\_\_\_\_ Desired Time: \_\_\_\_\_

Facility:  Church  Chapel

**Please note: Wedding date is not secured until the fees specified in the Fee Schedule have been received.**

Ceremony type:  Mass  Liturgy of the Word  Convalidation

Preferred language:  English  Spanish  Bilingual

	Bride	Groom
Full Legal Name:		
Address:		
DOB:		
Place of Birth:		
Phone:		
E-mail:		
Parent's Names:		
Are you Catholic?	<input type="checkbox"/> Yes <input type="checkbox"/> No Baptized: <input type="checkbox"/> Yes <input type="checkbox"/> No First Communion: <input type="checkbox"/> Yes <input type="checkbox"/> No Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Baptized: <input type="checkbox"/> Yes <input type="checkbox"/> No First Communion: <input type="checkbox"/> Yes <input type="checkbox"/> No Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a registered parishioner?	Baptism faith if not Catholic:  <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your envelope number and which Mass do you normally attend?	Baptism faith if not Catholic:  <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your envelope number and which Mass do you normally attend?
	If not, which Parish and/or Diocese do you belong to?	If not, which Parish and/or Diocese do you belong to?
Previously Married:	Civilly: <input type="checkbox"/> Yes <input type="checkbox"/> No Church: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has annulment been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Civilly: <input type="checkbox"/> Yes <input type="checkbox"/> No Church: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has annulment been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Are you currently married civilly?  Yes  No

Are you requesting a particular Priest or Deacon?  Yes  No If yes, who?

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Are you going to invite a visiting Priest or Deacon (from another Parish or Diocese) to celebrate your wedding?

Yes  No If so, please provide name and contact information:

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Are you planning to marry in another Catholic Church in Texas, in the US or in another country and the only thing you are requesting is help with the marriage paperwork and sacramental preparation?

Yes  No If yes, please provide name and address of the Church:

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What is the preferred email to be used for communication with you?

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**Congratulations! You have completed the first step toward planning your wedding at St. Joseph Honey Creek. Please email the completed form to [Weddings@stjhc.church](mailto:Weddings@stjhc.church). If you prefer, you may drop off the completed form at the Parish Office or mail it to the attention of "Weddings."**

**As long as there are no impediments; one of our staff members will email you to set-up your initial interview with the Marriage Coordinator. At this meeting you will receive the St. Joseph wedding guidelines to assist you in completing your marriage preparation and in planning your ceremony. Payment is required on this day to secure your wedding date; however, the amount is not known at this time as it is dependent on membership status verification.**

### For Office use only:

Member status verification: Envelope # \_\_\_\_\_ Family # \_\_\_\_\_

Wedding scheduled on: \_\_\_\_\_ Rehearsal Date/Time: \_\_\_\_\_

Presider: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Reservation Fee/Fee Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Balance Due by: \_\_\_\_\_

Invoice #: \_\_\_\_\_

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### Fee Schedule – Church or Chapel Weddings

#### Member Definition

An **Active Registered Member** of St. Joseph Catholic Church Honey Creek is someone who has been registered in our Parish for one year and whose contribution file indicates Mass attendance and support or is active in at least one of St. Joseph's ministries or organizations. Children of Active Registered parishioners are considered members for the purpose of marriage.

A **Non-Registered or Non-Active Member** is anyone who does not meet the definition of an Active Registered Member described above.

#### Weddings Fees for Active Registered Members

- \$100 – This non-refundable fee must be paid to reserve the use of the Church or Chapel. This fee is applied to the Rental Fee.
- \$200 – Rental Fee for the use of the facilities and the Church or Chapel. This fee also covers the Event Coordinator who will serve as Sacristan.
- \$25 – Marriage Preparation course plus materials (not required if you are completing Marriage Preparation elsewhere).
- 3% administrative fee if paid online. To be invoiced.

#### Weddings Fees for Non-Registered or Non-Active Members

- \$500 – This non-refundable fee must be paid to reserve the use of the Church or Chapel. This fee is applied to the Rental Fee.
- \$1500 – Rental Fee for the use of the facilities and the Church or Chapel.
- \$200 – Event Coordinator who will also serve as Sacristan.
- \$25 – Marriage Preparation course plus materials (not required if you are completing Marriage Preparation elsewhere).
- 3% administrative fee if paid online. To be invoiced.

#### Music

- Fees for St. Joseph musicians are negotiated through the Music Director.

**Marriage Preparation only** – \$100. For couples preparing at St. Joseph's for a wedding at another parish.