

St. Joseph Honey Creek Catholic Church

Marriage Intake Form

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. 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?

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:

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:

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

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. 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 Honey Creek Catholic Church is someone, or a child of someone, who has been registered in our Parish for at least one year and whose contribution file indicates mass attendance or who is active in at least one of St. Joseph's ministries or organizations.

Anyone who does not meet the definition of an Active Registered Member described above is deemed to be a **Non-Registered** or **Non-Active Member**.

Weddings Fees for Active Registered Members

- \$200 – Event Coordinator/Sacristan due at the time of reservation.
- \$21 – Marriage Preparation due at the time of reservation.
- \$100 – Cancellation fee if the event is cancelled within 30 days of the scheduled date. Will be retained from any refund due or invoiced if no refund is due.
- 3% administrative fee if paid with credit card; to be invoiced.

Weddings Fees for Non-Registered or Non-Active Members

- \$500 – Reservation fee due at the time of reservation and applied to the rental fee.
- \$1,500 – Rental fee; \$1,000 balance payable 30 days from event date.
- \$750 – Cancellation fee if the event is cancelled within 30 days of the scheduled date. Will be retained from any refund due or invoiced if no refund is due.
- \$200 – Event Coordinator/Sacristan due at the time of reservation.
- \$21 – Marriage Preparation due at the time of reservation.
- 3% administrative fee if paid with credit card; to be invoiced.

Music

- Outside musicians are acceptable; however, music must be liturgically appropriate. The Music Director will oversee and coordinate.
- St. Joseph's musicians are \$200 per musician.
 - Any combination of cantor (male or female) with piano or guitar and male violinist.
 - St. Joseph's will secure and pay the musicians.

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