St. Thomas Aquinas
Marriage Preparation Information
For Couples Who Plan to be Married
At St. Thomas
Marriage Preparation Checklist for Marriages at St. Thomas Aquinas

**STEP ONE**

☐ A. Schedule and attend the *Marriage Orientation and FOCCUS Instrument Meeting.*

**STEP TWO**

☐ B. Schedule, but do not yet attend, *Engaged Encounter, An Introduction to Natural Family Planning,* and *Constructive Conflict Communication.* See our St. Thomas Aquinas website (stadallas.org) to sign up for the *Introduction to Natural Family Planning* and *Constructive Conflict Communication* seminars. Registration information regarding the *Engaged Encounter* weekend is handed out at the FOCCUS Meeting.

☐ C. Obtain documents for the *First Meeting* as listed on the next page.

☐ D. Once you have completed Checklist Requirements A, B and C and have documents in hand, please contact Kim Campise at 214-821-3360 or email her at campise@stadallas.org. If you know that you will be working with Deacon Ken or Deacon Rick, please call Dianne Dozier at 214-821-3360 or email her at dozier@stadallas.org.

**STEP THREE**

☐ E. Attend *First Meeting.* Bring documents & required payment of $200 (see marriage manual online for details).

**STEP FOUR**

☐ F. Attend the *Engaged Encounter* weekend, *Introduction to Natural Family Planning,* and *Constructive Conflict Communication* seminars within 4 months of today’s date, which will be by:_____________________

☐ G. Once you have completed the required classes, if your first meeting was with Fr. John, contact Kim Campise at 214-821-3360 or email her at campise@stadallas.org to set up your second meeting. If your first meeting was with Deacon Ken or Deacon Rick, contact Dianne Dozier at 214-821-3360 or email her at dozier@stadallas.org. The second meeting must occur no later than 5 months from today’s date, which will be by:_____________________.

☐ H. Attend *Second Meeting.* Bring certificates from the *Engaged Encounter Weekend, Natural Family Planning,* and *Constructive Conflict Communication*.

**STEP FIVE**

☐ I. Schedule your *Music Director Consultation* with Michael Conrady through Tracy West (west@stadallas.org) preferably 90 days prior to the wedding. See marriage manual online for details.

☐ J. Complete liturgical choices and obtain, if necessary, letter of good standing for visiting clergy. Then, schedule the *Third Meeting* to occur within 30 days of your wedding by contacting Kim Campise or Dianne Dozier at 214-821-3360 or via their email addresses listed above.

☐ K. Acquire marriage license, which can be obtained within 90 days of your wedding but not closer than 72 hours prior to the wedding.

☐ L. Attend *Third Meeting.* Bring marriage license and final payment of $400 payable to St. Thomas Aquinas for the Church fee and $300 payable to Michael Conrady for the music fee. If you are considering a clergy gift (appreciated but not expected), this would be an appropriate time to do so.
Required Documents

The First Meeting can’t take place until you have these documents in hand.

1) **Baptismal Certificates:** Each Catholic party must have a *newly issued* baptismal certificate *with notations*, which should include your 1st Holy Communion date and your Confirmation date. (Separate Holy Communion and/or Confirmation Certificates are also acceptable.) The Baptismal Certificate must be dated no more than six months prior to the time it is turned in at your *First Meeting*. Please call the Church of your baptism and ask them for this. **You must have the actual certificate when you come to the First Meeting (no faxes or e-mails).** If you run into an obstacle obtaining your certificate, please contact Dr. Anne Lucchetti (see below).

Non-Catholics must have some form of proof of Baptism. It does not have to be newly issued and it can be a letter from the Church where you were baptized or even a copy of the bulletin from your Church with your name on a list of those who were baptized. Another possibility is to obtain a letter from a parent or relative who actually witnessed your baptism and can verify that you were baptized with water and that you were baptized in the Name of the Father, and the Son, and the Holy Spirit.

2) **Two Completed and Signed Affidavits of Free Status:** Each of you…bride and groom…must have one of these completed and signed. The Affidavit of Free Status is a form which asks one of your parents or another person/relative who has known you since early adolescence to be a witness to the fact that you are free to marry. You will receive this form at the *Marriage Orientation and FOCCUS Instrument Meeting*. This document needs to be signed by one of your parents (or other appropriate representative), but **does not have to be taken to a Church for a priest or minister to sign**.

3) **Final Letter of Annulment** (if applicable): If one or both parties have had an annulment, please bring the final letter which decrees the freedom to marry, including the lifting of any stipulations.

4) **A check for $200** made payable to St. Thomas Aquinas.

*Please contact Dr. Anne Lucchetti (lucchetti@stadallas.org) with questions.*
DIOCESE of DALLAS

WITNESS AFFIDAVIT of FREEDOM TO MARRY

(cc. 1067; 1069)

Purpose: To seek your understanding of the bride/groom’s intention and readiness to enter into a sacred marriage (including convalidation).

If required, witnesses are necessary for the bride and for the groom.

Witnesses ideally should be family members or friends who have known the bride/groom since early adolescence.

Name of   Bride or Groom: __________________________________________________________

1) Do you agree to answer the following questions truthfully insofar as you are aware?

   Yes   No

   How are you related to this person? __________________________________
   Year you met this person: __________________________
   (father, mother, brother, sister, friend, etc.)

2) Does this person intend in this marriage:

   a) To give sacrificially of self for the total well being of each other and the marital partnership? (c. 1055, §1)
      Yes   No*
   b) To accept children lovingly from God and see to their upbringing? (c. 1055, §1)
      Yes   No*
   c) To make an unconditional, permanent commitment, lasting until the death of his/her spouse? (cc. 1056; 1102, §1)
      Yes   No*
   d) To be faithful to his/her spouse? (c. 1056)
      Yes   No*

3) Was this person ever baptized? (c. 1086)
   Yes   No   Uncertain
   If yes, which denomination: ____________________________________________

4) Has this person ever been married at any time in his/her life by a priest, deacon, minister, rabbi, civil official, common law, etc.? (c. 1085)
   Yes   No
   If yes, how many times? ______________________________
   List the full name(s) of previous spouse(s): ________________________________
   How did the marriage(s) end?  Divorce  Death of spouse  Catholic annulment  Other: ________________________
   If married previously, is this person meeting his/her moral/civil responsibilities to the former spouse(s) and any child/children? (c. 1071, §1, 3º)
   Yes   No*

5) Is this person related to his/her intended spouse by blood, marriage or legal adoption? (cc. 1091-1092; 1094)
   Yes*   No

6) Has this person been ordained a Catholic priest/deacon or been in a Catholic religious community? (cc. 1087-1088)
   Yes*   No

7) Is any person or circumstance forcing or putting pressure upon the bride/groom to marry? (cc. 1057; 1103)
   Yes*   No

8) Does this person have or has ever had any physical, mental or emotional, alcohol and/or drug related difficulties? (cc. 1057; 1084; 1095)
   Yes*   No

9) Do the parents (guardians) of the bride/groom have any reservations about this marriage?
   Yes*   No

*Explain any previous response that included an asterisk (*).

If you know any reason(s) why this marriage should not occur or information you believe should be made known about this proposed union, explain:
________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Signature of Witness

Type/print name

Signature of Priest or Deacon or Lay Pastoral Assistant

Type/print name

Parish

City/State

Date signed

***PARISH SEAL***
DIOCESE of DALLAS

WITNESS AFFIDAVIT of FREEDOM TO MARRY
(cc. 1067; 1069)

Purpose: To seek your understanding of the bride/groom’s intention and readiness to enter into a sacred marriage (including convalidation).

If required, witnesses are necessary for the bride and for the groom. Witnesses ideally should be family members or friends who have known the bride/groom since early adolescence.

Name of Bride or Groom: __________________________________________________________

1) Do you agree to answer the following questions truthfully insofar as you are aware?
   Yes No
   How are you related to this person? __________________________
      (father, mother, brother, sister, friend, etc.)
   Year you met this person: __________________________

2) Does this person intend in this marriage:
   a) To give sacrificially of self for the total well being of each other and the marital partnership? (c. 1055, §1)
      Yes No*
   b) To accept children lovingly from God and see to their upbringing? (c. 1055, §1)
      Yes No*
   c) To make an unconditional, permanent commitment, lasting until the death of his/her spouse? (cc. 1056; 1102, §1)
      Yes No*
   d) To be faithful to his/her spouse? (c. 1056)
      Yes No*

3) Was this person ever baptized? (c. 1086)
   Yes No Uncertain
   If yes, which denomination? __________________________________________________________

4) Has this person ever been married at any time in his/her life by a priest, deacon, minister, rabbi, civil official, common law, etc.? (c. 1085)
   Yes No
   If yes, how many times? __________________________
   List the full name(s) of previous spouse(s): __________________________________________________________
   How did the marriage(s) end? Divorce Death of spouse Catholic annulment Other: __________________________
   If married previously, is this person meeting his/her moral/civil responsibilities to the former spouse(s) and any child/children? (c. 1071, §1, 3º)
   Yes No*

5) Is this person related to his/her intended spouse by blood, marriage or legal adoption? (cc. 1091-1092; 1094)
   Yes* No

6) Has this person been ordained a Catholic priest/deacon or been in a Catholic religious community? (cc. 1087-1088)
   Yes* No

7) Is any person or circumstance forcing or putting pressure upon the bride/groom to marry? (cc. 1057; 1103)
   Yes* No

8) Does this person have or has ever had any physical, mental or emotional, alcohol and/or drug related difficulties? (cc. 1057; 1084; 1095)
   Yes* No

9) Do the parents (guardians) of the bride/groom have any reservations about this marriage?
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If you know any reason(s) why this marriage should not occur or information you believe should be made known about this proposed union, explain:

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Signature of Witness

Type/print name

________________________________________________________________________________________________________

Signature of Priest or Deacon or Lay Pastoral Assistant

Type/print name

Parish

City/State

Date signed

***PARISH SEAL***