

**CHURCH OF ST. ANN**



**101 Cromwell Ave., S.I., NY 10304 (718)351-0270**

Additionally, please give a refundable late fee of \$100 which will be given back to you if your wedding is not late by 20 minutes or more in starting.

The offering to St. Ann’s Church for a non-parishioner couple is \$750.

10. **Your Wedding Mass/Ceremony** (circle one) has been reserved on our calendar for:

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_

The priest arranging your wedding is:

\_\_\_\_\_

Please contact him for all appointments and questions.

11. **Wedding Anniversary:**

The Wedding Anniversary of newly married couples is celebrated in St. Ann’s Church in the spring with a Mass and refreshments. Please contact the rectory at 718-351-0270 for details.

Dear Friends,

Congratulations! Welcome as you begin your marriage preparation here with us in St. Ann’s Church. We are happy to have this opportunity to serve you and help you plan your wedding celebration that will be prayerful, joyful, and memorable.

In this brochure, you will find the information you need concerning Church requirements. Our role is to make your preparation as easy as possible. The priest you meet with will be your personal contact for questions and appointments.

As you prepare for your wedding day, we sincerely hope you will come to a deeper awareness of the sacred nature of marriage and grow closer to each other with Jesus in your life. We pray that we will be able to help you live a long, happy, married life together.

God bless you,  
Priests and Staff

**Marriage Preparation Process**

1. **Reserving the date and time of your wedding:**

Please know that weddings are usually scheduled at least six months in advance. Weddings may be scheduled in our parish for the following times:

Saturday 1:00pm Mass/Ceremony

2:00pm Mass/Ceremony

Sunday 3:30pm Mass/Ceremony

4:30pm Mass/Ceremony

Other Days: Please check with the priest

**2. Documents Needed:**

- a. A special Baptism certificate issued for the purpose of marriage and dated no earlier than six months before your marriage.
- b. Date and place of Communion and Confirmation.
- c. The pre-marriage course certificate stating that you completed the classes.
- d. If you are not a parishioner of St. Ann's, the bride will need a letter of permission and a letter of freedom to marry from her home parish. (The parish in which you have been living the past six months is your parish.)
- e. A marriage license from the State of New York (it is valid for 60 days).
- f. In cases where there has been a previous marriage (civil or religious) or when marrying a non-Catholic, often additional documents are needed. Please discuss this with your priest.

**3. Appointments you need to Schedule:**

- a. The post "marriage course" appointment: The pre-marriage questionnaire (PMI) will be answered and signed at this time. Also, all the documents you have obtained will be collected from you at this meeting.
- b. The "one-month away" meeting: The liturgy will be reviewed based on the readings and prayers you have selected for your ceremony. Please bring the marriage license and the balance of the offering for the Church to this meeting.
- c. Please know that it is your responsibility to set up all appointments and have all paperwork in a month before the wedding date.

**4. Rehearsal:**

Rehearsals are scheduled with your priest.

**5. Music:**

All plans for music will be made by our Parish Music Minister, Noreen Neilson (646-573-5548 or 718-979-1471), even if you have your own musicians.

**6. Flowers:**

Please discuss with your priest your wedding décor. Remind your florist that the Church is ready for set-up a ½ hour prior to the time of your wedding. We cannot be responsible for flowers left outdoors.

**7. Photographs:**

Please inform your photographer to speak with the priest before the ceremony to discuss any Church particulars. Discuss with the priest if you plan to take pictures after your wedding ceremony.

**8. Accessories:**

Please discuss with your priest if you plan to use runners. Certain types of runners can be slippery on our marble floor. Please use only silk flower petals or bubbles, if necessary.

**9. Offerings:**

The total offering for the Church is \$650, including the deposit. This covers the fee for the Church, our parish musicians, sacristan and altar servers. There may be an increase in the offering for the weddings taking place in subsequent years.