

**WE ASK YOUR COOPERATION AND UNDERSTANDING IN THE FOLLOWING MATTERS:**

In order to avoid tripping or falling, certain runners are not permitted in church, Also, rice, confetti, bird seed, balloons etc, are not permitted inside the church.

**OFFERINGS** - The offering for the church is \$350 including a refundable \$50 late fee. Late fee of \$50 will be given back to you if your wedding ceremony begins on time. The offering for the church includes the fee for the musicians, and sacristan who sets up and cleans. It should be paid in cash at the one month away meeting. A personal offering should also be made to the altar servers on the day of the wedding. There may be an increase in the offering for the weddings taking place in subsequent years. The offering for a wedding ceremony without music is \$150.

The offering to Immaculate Conception for a couple in which neither party resides within our parish boundaries is \$400.

**YOUR WEDDING MASS - CEREMONY (PLEASE CIRCLE ONE) HAS BEEN RESERVED ON OUR CALENDAR FOR:**

---

DAY	MONTH	DATE	YEAR	TIME
-----	-------	------	------	------

**THE PRIEST ARRANGING YOUR WEDDING IS:**

---

**PLEASE CONTACT HIM FOR ALL APPOINTMENTS AND REFER ALL YOUR QUESTIONS TO HIM ONLY.**

**WEDDING ANNIVERSARY** -The Wedding Anniversary of Newly Married Couples is celebrated at Immaculate Conception in the **SPRING** with a Mass and refreshments. Contact the rectory for details.

**IMMACULATE CONCEPTION CHURCH**

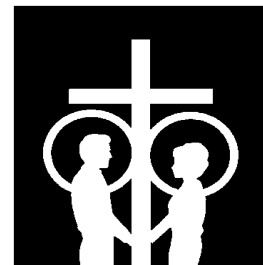
414 East 14th Street  
New York, NY 10009  
(212) 254-0200

Dear Friends,

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

In this booklet you will find the information you need concerning church requirements. A priest is assigned to guide you along these days of preparation. He 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 Jesus and to each other. We pray that we will help you to live a long a happy married life.



God bless you,

Priests and Staff

*TO LOVE FOR A LIFE-TIME*

## RESERVING YOUR DATE AND TIME OF WEDDING

Weddings may be scheduled in our parish at the following times:

SATURDAY		SUNDAY	
1:30 p.m.	Mass/Ceremony	3:00 p.m.	Mass/Ceremony
2:30 p.m.	Ceremony Only	4:00 p.m.	Ceremony Only

For weekday schedule check with the priest

Please know that there is a general policy to schedule weddings at least six months in advance

## PREPARATION FOR YOUR MARRIAGE

- (a) All couples must attend a marriage preparation offered by the Archdiocese of New York. It is suggested the course be finished at least two months before your marriage.

Couples must complete the pre-marriage investigation questionnaire . This will be done with the parish priest after you have attended the marriage preparation course.

## DOCUMENTS NEEDED

- (a) A special Baptism Certificate issued for the purpose of marriage and dated no earlier than six months before your marriage.
- (b) Dates and place of Communion and Confirmation.
- (c) If you are not parishioners of Immaculate Conception, the bride will need a letter of permission and a letter of freedom to marry from her home parish. The groom will need a letter of freedom from his parish. The parish in which you have been living the past six months is your parish.
- (d) The pre-marriage course certificate stating that you have completed the classes.
- (e) A marriage license from the State of New York (the marriage license is valid for 60 days).
- (f) In a case where there has been a previous marriage, or when marrying a non-Catholic, other documents are required which will be discussed with you by your priest.

**PLEASE KNOW THAT CERTAIN DOCUMENTS SUBMITTED TO US BECOME PART OF YOUR PERMANENT MARRIAGE RECORD AT THE PARISH OFFICE.**

## APPOINTMENTS YOU NEED TO SCHEDULE

1. The post "marriage course" appointment. The priest will discuss questions that may have arisen out of the course. The pre-marriage questionnaire will be handled at this time. All documents you have obtained should be brought in at this time.
2. The one-month-away-meeting. At this meeting the liturgy will be discussed so be prepared to discuss your selection of readings and any special considerations you may want for your ceremony. Please bring you marriage license and the offering for the church to this meeting.

**PLEASE KNOW THAT IT IS YOUR RESPONSIBILITY TO SET UP ALL APPOINTMENTS AND HAVE ALL PAPER WORK IN A MONTH BEFORE.**

REHEARSALS are scheduled on Thursday of Friday (except first Friday of the month). Please contact the priest making wedding arrangements at least one month before your wedding to schedule your rehearsal.

MUSIC All plans for music will be made by our Parish Director of Music, Ms. Elizabeth Frank. If you would like special selections, please contact her at (718-456-9741).

FLOWERS Please discuss flowers with your priest or deacon. Remind your florist that the church opens ½ hour prior to the time of your wedding. We cannot be responsible for flowers left outdoors. After your wedding it is customary to leave the flowers to beautify the altar.

PHOTOGRAPHS Please inform your photographer to speak with the priest before the ceremony to discuss any church particulars. **PLEASE TALK TO THE PRIEST IF YOU PLAN TO TAKE PICTURES AFTER YOUR WEDDING.**