

# The Basilica of Saint Mary Star of the Sea

## Key West

### Marriage Arrangement Guidelines for Parishioners

*How can one ever express the happiness of a marriage joined by the Church, strengthened by an offering, sealed by a blessing, announced by angels, and ratified by the Father? . . . How wonderful the bond between two believers, now one in hope, one in desire, one in discipline, one in the same service! They are both children of one Father and servants of the same Master, undivided in spirit and flesh, truly two in one flesh. Where the flesh is one, one also is the spirit. [The Catechism of the Catholic Church #1642]*

The Parish community of The Basilica of Saint Mary Star of the Sea congratulates you on your forthcoming nuptials and desires to assist you in preparing for the Sacrament of Marriage. We ask that you adhere to the following guidelines:

1. Please contact one of the Parish priests or Deacon to schedule a date and time for your Wedding and to begin the preparation for the Sacrament of Marriage.
2. The wedding times on Saturday are at 11:00 AM, 1:00 PM, or 3:00 PM, and on weekdays are from 12:00 Noon to 6:00 PM.
3. There are four parts in marriage preparation:
  - a. Once you have contacted one of the priests or deacon to schedule the date and time of your wedding, one of our Marriage Preparation Couples will meet with you in two sessions that you may deepen your understanding of the beauty of the Sacrament of Marriage.
  - b. Please contact one of the priests or deacons to complete the required forms:
    - 1). Two prenuptial investigation forms – one for the bride and one for the groom
    - 2). Two updated baptismal records, notating any additional sacraments received, issued within six months of the marriage (which you can obtain from your church of baptism) – one each for the bride and groom
    - 3). Two “Free Status” questionnaires or, in case of a minor, “Parental Consent” forms, filled out by the parents in the presence of a priest
    - 4). In the case of a “Mixed Marriage”, (that is a marriage between a Catholic and a Non-Catholic) a dispensation must also be obtained by the priest conducting the pre-marital investigation.

- c. Kathy Roberts serves as The Basilica of Saint Mary Star of the Sea Director of Music. As a staff member of this Church, Kathy Roberts has oversight of all music, including weddings. Therefore all musical arrangements are to be made with her and finalized one month before the wedding, along with her stipend. Our music director is very competent and dedicated; your cooperation with her is necessary for the well being of your wedding ceremony. She may be reached at (305) 296-8453 or [krbertskwf@hotmail.com](mailto:krbertskwf@hotmail.com).
- d. At the time of the wedding rehearsal we ask that you be on time - - there may be other events, or rehearsals scheduled to follow yours. Our Music Director is not required to attend the rehearsal.  
You need to present a valid Florida Marriage License at the start of your wedding rehearsal, unless you are already married civilly. The Key West Marriage License Bureau is located on 500 Whitehead St. (305) 294-4641. (Please see included form.)
4. Experience has shown the following to be detrimental for weddings:
  - a. placing paper or plastic runners on the carpeted aisle
  - b. dropping petals or flowers in the aisle and barricading the aisle with swags
  - c. throwing rice, confetti, birdseed, birds or other items
  - d. taping or tacking decorations to the pews. (Only ribbon may now be used to hang decorations on pews.)
  - e. arriving late and/or delaying the time of your wedding more than ten minutes will compromise the integrity of your planned ceremony and diminish the joy of your celebration.
5. As our principal purpose is to pray in Church, we ask that your photographer or videographer speak with the priest celebrant before the Wedding that all may pray in peace. The Basilica will be available to you for photographs until one half hour after your wedding.
6. The wedding ceremony will be performed by one of the Parish priests or Deacon. We welcome a family member who is a priest to celebrate the ceremony if you desire. Please have your invited guest priest call one of our parish priests for permission.
7. There is no 'fee' per se for a wedding of parishioners. However, we will welcome your offering which will extend your love to maintain and sustain our Basilica, School, and many Parish ministries to those in need.
8. Please call the Rectory office from 8:30 AM to 4:30 PM, Monday through Friday to let us know how we may be of service to you.

**YOUR CHECK LIST TO KEEP:**

Appointment with Priest or Deacon \_\_\_\_\_

Pre-nuptial Questionnaire filled out with Priest or Deacon \_\_\_\_\_

Appointment for Marriage Preparation \_\_\_\_\_

Baptismal Certificates turned in \_\_\_\_\_

Witness Forms turned in \_\_\_\_\_ Rehearsal Date set \_\_\_\_\_

Chosen Readings \_\_\_\_\_

Music Arrangements finalized with Kathy Roberts & her fee paid \_\_\_\_\_

Offering to the Church made \_\_\_\_\_

Offering for Altar Servers given \_\_\_\_\_

Marriage License obtained \_\_\_\_\_

(Reminder: please bring to Rehearsal)