

**Parish of Athy
Church of Saint Michael, Athy & St. Mary, Barrowhouse
Provisional booking application for Marriage**

Name of Bride _____

Address _____

Telephone _____

Email _____

Religion _____

Parish of present residence _____

Have you ever contracted marriage previously in either a religious or civil ceremony in Ireland or in any jurisdiction? Yes/No

If "Yes" please provide full details. _____

Name of Groom _____

Address _____

Telephone _____

Email _____

Religion _____

Parish of present residence _____

Have you ever contracted marriage previously in either a religious or civil ceremony in Ireland or in any jurisdiction? Yes/No

If "Yes" please provide full details. _____

Proposed date of Marriage _____ Time _____

Church of Marriage: Athy () Barrowhouse () tick as appropriate

Name of Priest officiating _____

Address of Priest _____

Telephone No. _____

Signature of Bride. _____

Signature of Groom. _____

Date _____

This booking is provisional and is made on the understanding that both parties are free to marry in the Catholic Church and that no impediment to the marriage exists.

Early clarification on this point is essential.

N.B. It is essential to make contact with a priest of Athy Parish before completing this form.

The marriage cannot be entered in the Church diary until this form is received in the Parish Office.

ARCHDIOCESE OF DUBLIN
Statement concerning the Freedom to Marry
of

Name: _____

Name of other party: _____

Place of Marriage: _____

Date of Marriage: _____

1. Please state your relationship to the bride/groom*: _____

2. To the best of your knowledge has he/she ever been married before?: _____

(yes/no)

If yes, please give details: _____

3. Do you know of any reason which could prevent this marriage taking place? _____

(yes/no)

If yes, please explain: _____

Name and address of person making statement: _____

Tel.: _____

Signature: _____

Seal Signature of Priest: _____

Date and Place: _____

***To be completed by father, mother, brother or sister of the party**

ARCHDIOCESE OF DUBLIN

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(yes/no)

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(yes/no)

If yes, please explain: _____

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Signature: _____

Seal Signature of Priest: _____

Date and Place: _____

***To be completed by father, mother, brother or sister of the party**

Parish of Athy
Church of Saint Michael, Athy & St. Mary, Barrowhouse
Arranging a Marriage

Congratulations on your decision to marry. The priests of the parish wish you every joy and happiness. Your wish to marry in the Catholic Church is a public statement of your faith in Jesus Christ and in the Sacrament of marriage. Any of the priests of the parish will assist you in every way to arrange and prepare for your marriage.

A To arrange a Marriage in the Parish of Athy.

The following is a condensed memorandum to assist you in arranging and preparing for your marriage.

A minimum of three months notice is required in the Catholic Church in Ireland for marriage. Where either party is below the age of 18 years a minimum of 6 months notice is required together with the permission of the Civil Courts.

This three months notice should not be confused with “booking the Church” which is merely confirming that the date and time are free in the church diary. The initial “booking” of the Church is provisional and can only be confirmed when the priest responsible for the documentation and the preparation of the couple confirms that everything is in order for the marriage to proceed. **Only a priest of the Parish of Athy and not the secretary or sacristan or any other person may confirm a booking for a wedding in the parish of Athy. Only on completion of all church and civil documentation as well as marriage preparation can the date of the marriage celebration be confirmed.**

The priest responsible for the marriage documentation is a priest of the parish where the bride has a domicile (i.e. living in the parish for at least 6 months.)

Where the groom resides in a different parish he should have his Pre-Nuptial Enquiry form and any other relevant documentation completed by a priest of his own parish. This priest should forward the documentation to the relevant priest in the bride’s parish. The priest of the parish where the bride is resident is responsible for the completion of the Pre-Nuptial Enquiry form and any other necessary documentation for the bride. The priest of the bride’s parish is also responsible for ensuring that the groom’s marriage papers are in order. Where documentation is being prepared in another parish it must be received in Athy Parish at least 3 month’s before the proposed wedding date but at an absolute minimum of one month before the proposed wedding date.

B Documents required for completion of Pre Nuptial Enquiry form.

Each party to a marriage requires the following documents

A long form (i.e. giving the name/s of parent/s) Baptismal Certificate less than 6 months old.

A Confirmation certificate.

A letter of freedom from any parish in which the party has lived for more than 6 months since reaching the age of 18 years.

If a party has lived in many places in Ireland and/or abroad since age 18, and it is not easily possible to obtain letters of freedom, the party may instead supply a sworn affidavit prepared by a solicitor confirming their various addresses since age 18 and confirming on oath that he/she has not been married in any religious or civil ceremony in any jurisdiction during that time.

Completed "Statement Concerning the Freedom to Marry"

The Priest of the Parish where the bride is resident is responsible for the preparation of the couple for the marriage. A Pre Marriage course is necessary either with Accord (the Catholic Agency for marriage preparation) or another suitable Agency competent to prepare couples for a Sacramental Marriage unless the relevant Priest takes responsibility for the preparation of the couple.

Accord Dublin may be contacted at 01 4780866

Accord Carlow may be contacted at 059 9138738 / 059 9138700

Accord Portlaoise may be contacted at 05786 61581

*[A donation of €200 - €250 is customary if the couple are parishioners usually given no later than day of marriage. This is divided between Priest, Parish and Diocese
(It is also customary to give a small donation to the sacristan eg. €25 - €30)]*

C Marriage in a parish other than where the bride resides:

Where a couple intend to marry in a parish other than where the bride resides, a permission to be married outside the parish of the bride is required. This permission can be given by a priest of the bride's parish and generally does not present a difficulty. It should be noted however that booking a church in another parish does not fulfil the requirement of 3 months notice to marry which must be given to the priest of the parish where the bride has a domicile. If a couple intend to be married by a priest friend or relative either in the bride's parish or in another parish, the agreement of this priest to officiate at the ceremony is not notice of marriage no matter how far in advance such agreement has been made. **Only the priest of the bride's parish who is responsible for the documentation and preparation for marriage can confirm notice of marriage and confirm that everything is in order for the marriage to proceed.**

D Marriage in Athy Parish where one or both parties reside abroad

Where a marriage is to take place in Ireland and one or other of the party is resident abroad the documentation for the party/parties resident abroad must be completed by the priest responsible where the party/parties reside. The relevant documentation is sent to the Chancellery of the Diocese where the party/parties is/are resident. These in turn are sent when approved to the Chancellery at Archbishop's House, Dublin who in turn issue a "Nihil Obstat" i.e. approval for the marriage to take place in the particular church in the Diocese of Dublin.

E Marriages to take place abroad where either or both the bride or groom reside in Athy Parish

The priest responsible for the documentation is the priest of the parish where the bride is resident. If both bride and groom reside in the same parish their local priest is the priest responsible. If the groom resides in a different parish his local priest is responsible for the documentation of the groom and should forward it to the relevant priest of the bride's parish. All documentation for the marriage prepared by the priest responsible for the marriage in the Archdiocese of Dublin Ireland must be forwarded to the Chancellery office of the Archbishop who in turn forwards them to the office of the Bishop where the marriage is to take place. This Bishop issues a Nihil Obstat to the parish where the wedding is to take place.

It is the responsibility of the couple to ascertain and fulfil the requirements for civil validity in the country where they intend to be married and also, if necessary, to clarify how the validity of the marriage would be recognised in other countries.

The Department of Foreign Affairs in Ireland must be contacted in regard to the civil requirements for any marriage to take place abroad.

F Marriages in Athy parish where neither party reside in the parish.

The booking of the church no matter how far in advance is not confirmation that the wedding may take place. It is merely a confirmation that the church is free on the day and at the time requested. The priest responsible for the documentation and the preparation of the couple is the priest of the bride's parish. All documentation for the marriage must be received by the relevant priest in Athy parish at least 2 months before the date of the wedding. It is only when the documentation has been received that confirmation of the marriage can be given. Non parishioners wishing to marry in the parish of Athy must provide their own priest unless a priest of the parish agrees to officiate at the ceremony. There is a church fee of €300 for a marriage if neither the bride nor the groom is a parishioner of Athy. *(It is also customary to give a small donation to the sacristan)* Non parishioners of Athy parish must provide for approval to a priest of Athy parish a draft copy of the marriage booklet or leaflet they wish to use for the ceremony together with a list of the music at least one month before the ceremony.

G Previous Marriage

If either of the couple has previously been married in either a religious or civil ceremony in any jurisdiction and is not currently widowed approval for the contemplated marriage to proceed is required from the Archbishop. No booking of the church even provisionally may be made until such approval has been received.

H Marriage Ceremony

The couple should prepare their marriage ceremony, i.e. choosing readings, prayers, blessings and the form of vows. In the Rite of Marriage (i.e. the actual marriage within the ceremony), only the approved form of the Exchange of Consent may be used. There are a number of choices of Address and consent from which to make a choice. A useful book providing all of the possible choices of readings, prayers, blessings vows etc is: **A Wedding of your Own. Fr. Pdraig McCarthy, Veritas Publications.**

A sample for a marriage ceremony within Mass is attached. If a couple do not regularly attend Mass, it may well be more fitting to arrange a marriage ceremony outside of Mass. The couple should discuss this with the priest responsible for the marriage. A sample ceremony for Marriage outside of Mass is attached.

Civil Law in Ireland requires that a couple make a “**VERBAL DECLARATION OF NO CIVIL IMPEDIMENT**” not more than two days before the wedding in the presence of the two witnesses and the solemniser. This declaration will be made when the bride and groom arrive in the sanctuary of the church before the religious ceremony begins. The declaration is as follows:

(Name of Groom) Do you declare that you do not know of any civil impediment to the marriage you are about to enter with (Name of Bride)?

(Name of Bride) Do you declare that you do not know of any civil impediment to the marriage you are about to enter with (Name of Groom)?

J Music

Music for a wedding should serve the liturgy and be in keeping with its sacred character. It must therefore be religious music. Music or songs which express a purely secular or superficial understanding of marriage and love are not suitable.

K Interchurch and Interfaith Marriages.

A dispensation from the Bishop of the Diocese where the bride is resident is required in these cases. The catholic party must write to the Archbishop of Dublin to seek the dispensation. The priest responsible for the marriage will advise the catholic party on the necessary procedure.

A marriage ceremony outside of Mass may well be more fitting for an interfaith couple. The non catholic party and his or her family might prefer not to have Mass since they could not participate fully and might feel somewhat excluded from a ceremony in which they could not be fully involved. There is in addition considerably more scope for participation by a minister from of another Christian denomination in a marriage ceremony outside of Mass. The couple should discuss the possibilities with the priest responsible for the marriage. A sample marriage ceremony outside of Mass is attached.

Dispensation from canonical form:

If it is requested that the marriage take place in a non-Catholic Church, a dispensation from Canonical Form may be sought from the Archbishop. If the marriage is to take place in another diocese, then consultation must take place with the Bishop of that diocese before the Archbishop of Dublin grants a dispensation.

L Donation

It is the norm to make a donation to the priest for the Church and to the sacristan after the marriage. *A donation of €200 - €250 is customary if the couple are parishioners usually given no later than day of marriage. This is divided between Priest, Parish and Diocese It is also customary to give a small donation to the sacristan eg. €25 - €30)*

M Civil Law requirements for marriages taking place in Ireland

Marriage provisions of the Civil Registration Act, 2004 became law on 5th November 2007.

This law requires that all couples attend in person by prior appointment at the Registrar's office at least 3 months before the wedding date to give notification of their marriage, establish their identity and freedom to marry and sign declarations of no impediment. The couple may attend at any Registrar's office in the country, not necessarily in the area where they intend getting married. Marriage Notification Appointments can be booked at www.crsappointment.ie

The nearest offices to Athy of the Registrar are:

Civil Registration Office, Unit 5, Monread Office Complex, Naas, Co. Kildare.

Tel. 045 887660 from 9.30-12.30 & 14.00-16.00 Monday-Friday.

Civil Registration Office, Health Centre, Portlaoise, Co. Laois.

Tel. 057 8692800/799 10.30-12.30 & 2.00-4.00 Monday-Friday.

Civil Registration Office, Carlow Health Centre, Athy Road, Carlow.

Tel. 059 9136542 9.30-4.00 Monday-Friday.

All couples must bring with them to the meeting with the Registrar:

Photo ID (preferably a passport or driving licence)

Evidence of age.

If either party has been previously married the original divorce decree/s or the death certificate if widowed.

Name and address of the priest who has agreed to officiate at the marriage.

Name and address of the Church where they wish to be married.

Names and dates of birth of their witnesses who must be over 18 years of age.

Their PPS numbers (where either or both of the parties have one).

The couple will also both have to complete a declaration stating that they are not aware of any lawful impediment to the proposed marriage.

In very limited circumstances (where one or both of the couple is living outside the State or one or both is seriously ill) and only by prior agreement with the Registrar is it possible for a couple to post notification to the Registrar. In such cases a couple must still attend the Registrar's office at least 5 days before the marriage to complete the documentation and be issued with their Marriage Registration Form.

Persons aged under 18 years must obtain the permission of the Circuit Family Court or the High Court to get married.

Persons seeking an exemption from the 3 months notice must obtain approval from the Circuit Family Court or the High Court. Where such exemption has been granted by the Court, the couple must still attend the Registrar's office in person by appointment at least 5 days before the marriage to comply with the necessary requirements.

All couples must be issued with a Marriage Registration Form (MRF) by a Registrar before a marriage can proceed.

The priest solemnising the Marriage must be on the Register of Solemnisers for all marriages taking place on or after 5th November 2007.

For more information visit website: www.civilregistrationservice.ie

A marriage cannot proceed without a Marriage Registration Form having been issued to the couple and examined by the Solemnizer.

The couple must present the Marriage Registration Form to the Solemnizer in good time before the marriage so that he can check that the details are correct. If any changes are necessary the couple must contact the Registrar and have an amended MRF issued.

The couple must bring the MRF to the Church with them or give it to a priest of the parish prior to the ceremony.

The marriage cannot take place if the MRF is not available for completion immediately after the ceremony.

After their marriage the couple must return the completed MRF to the Registrar within one month so that the marriage may be registered civilly.

N: Solemniser

The priests of the Parish are registered in the State as Solemnizers. If you plan to have a priest relative or friend officiate at your marriage you must ensure that he is a registered Solemnizer. If he is not a registered Solemnizer he cannot officiate at a marriage in Ireland. A priest may be registered by the State as a temporary Solemniser by applying to the Bishop of the diocese. This should be arranged well in advance of the wedding.

The Solemniser and the Parish Priest of the place of marriage will receive a notification from the office of the Civil Registrar concerning the marriage.

Prayer of an engaged couple

Lord Jesus,
You have called us to be
united in your love,
We thank you.
We thank you for the gift of each other,
For the joy and happiness we share.
We thank you for family and friends who support and encourage us.

We thank you for our faith in you,
May it sustain us and strengthen us
Through the ups and downs of our lives.
May the love we experience between us.
Become the bond of our commitment.
As we prepare for our wedding day, deepen that love,
And make it as the love you have shown us,
A love that will never end.
Amen.

September 2015

Contact Numbers

Fr. Frank McEvoy P.P. 059 8623154

Fr. Tim Hannon C.C. 059 8631698 / 086 2356015

Fr. Brendan Kealy C.C. 087 9117575

Parish Office 059 8638391

What must I do now?

- 1 Check with the Parish Office that the date and time for you wedding is free in the church diary. If you intend to marry in Barrowhouse Church you need to be aware that a cemetery adjoins the Church and there is always a possibility of a burial in the cemetery. We will endeavour where possible to avoid a clash of times.**
- 2 Have the “Statement Concerning Freedom to Marry” completed.**
- 3 Having first made contact with a priest of Athy Parish, complete the Provisional Booking Form and arrange to meet with a priest of the Parish as soon as possible**
- 4 AND PRIOR TO MEETING WITH THE REGISTRAR. Acceptance of this Provisional Booking Form is not a confirmation that the marriage will take place but merely confirms that the church is free on that day.**
- 4 Make a booking as soon as possible to arrange a Pre-marriage Course.**
- 5 Obtain the required documentation, certificates etc. as set out in this Documentation**
- 6 Arrange to meet with a priest of the parish at least 6 months before the proposed wedding date. A minimum of 3 months notice is required for a wedding in a catholic church. If you do not make contact with a priest of the parish within 3 months of the proposed wedding date, the priest cannot give approval for the wedding to take place and the couple has to apply to the Archbishop for permission for the marriage to take place.**
- 7 If we do not hear from a couple at a minimum of three months before the proposed wedding date, the provisional booking will be cancelled in the church diary.**
- 8 If a couple or one of the parties are having their marriage documentation completed in another parish, the completed documentation must be received by the relevant priest in Athy Parish 2 months before the proposed wedding date. The provisional booking of the marriage cannot be confirmed until all documentation for both parties has been received by the relevant priest in Athy parish.**
- 9 Parishioners and Non parishioners of Athy parish must provide for approval to a priest of Athy parish a draft copy of the marriage booklet or leaflet they wish to use for the ceremony together with a list of the music at least one month before the ceremony.**
- 10 If a priest relative or friend intends to officiate at the wedding he must be a registered Solemniser**
- 11 Arrange to meet with the Registrar to complete the civil requirements for marriage.**

The Celebration of Marriage within Mass (Outline of the structure of the ceremony)

Introductory Rites

- Entrance Song/Hymn and Procession
- Greeting & Welcome
- Lighting of 2 Candles (short hymn or music)
- Penitential Rite
- Gloria
- Opening Prayer

Liturgy of the Word

- First Reading
- Responsorial Psalm (may be sung)
- Second Reading
- Gospel Acclamation (may be sung)
- Gospel
- Homily

Liturgy of Marriage

- Address & Examination
- Declaration of Consent

Blessing of Ring/s

- Exchange of Coin/s (optional)
- Lighting of Marriage Candle
- Prayer of Newly Married Couple (optional)
- Prayer of the Faithful

Liturgy of the Eucharist

- Offertory Procession/Presentation of the Gifts
- Preparation of the Gifts (Hymn/music)
- Prayer over the Gifts
- Preface of Marriage
 - Sanctus (Holy, Holy) (may be sung)
- Eucharistic Prayer
 - Acclamation after Consecration (may be sung)
 - Great Amen (may be sung)

Communion Rite

- The Lord's Prayer
- Nuptial Blessing
- Sign of Peace (short hymn/music)
- Lamb of God (may be sung)
- Holy Communion
- Music/Hymns during Holy Communion

Prayer after Communion

Concluding Rite

- Solemn Blessing
- Dismissal

Signing of the Register (music/hymn)

Procession from the Church (Closing Hymn/Music)

During the Mass and Marriage Ceremony only Hymns/Music of a religious nature may be sung or played.