St Patrick's Parish Kilkenny
Important Information for Couples planning their Wedding

St Patrick's Church

St Joseph's Church

St Fiacre's Church

BEFORE COMPLETING THE BOOKING FORM PLEASE READ THIS DOCUMENT CAREFULLY

Weddings in St Patrick's Parish must be booked at least six months in advance of the wedding

Congratulations!

Congratulations on your decision to Marry! Please read this document carefully and if you are happy to proceed please complete the **Booking Request Form and other documentation** which you should return to the address given below.

Civil Requirements

You must give at least three months **Notice to the State.** (See list of Registrar Offices overleaf). **However we would advise that you do this straight away.**

You will need to make an appointment to meet in person with any Civil Registrar to give notice of your intention to marry.

Among the documentation / details you will need to bring once you get an appointment are

- Photo Identity (preferably a passport or driving license)
- Names and Dates of Birth of witnesses
- Name of Church where you wish to be married
- Date of Marriage
- Name of Priest who will officiate at the Marriage
- Fee

You will be issued with a **Marriage Registration Form.** You will need to bring your Marriage Registration Form (in the green folder) with you when you meet Fr Kieran to fill in your Church Papers. You are also responsible for returning the signed marriage Registration Form to the Office of the Register. This has to be done within one month of the Wedding.

If one or both of you are currently living outside the state an application form must be obtained from the Registrars Office, then completed and returned to that Office. You must present yourselves before the Registrar at least 5 days before the Wedding. You will be given the Registration Form, which you must present to the Marriage Solemniser (Priest), otherwise the marriage cannot be registered.

Church Requirements for your Wedding

Being Free to Marry in the Roman Catholic Church

To be married in the Roman Catholic Church at least one party to the proposed marriage **must be Catholic, be both adults, 18 yrs or older.** Couples seeking to book one of our Churches must complete the **declaration confirming their freedom to marry.** Should a canonical or legal impediment arise the wedding cannot take place.

Regarding the Priest Officiating at your Wedding

BEFORE YOUR BOOKING CAN BE ACCEPTED YOU MUST HAVE CONTACTED THE PRIEST WHO YOU WISH TO CELEBRATE YOUR WEDDING MASS TO ENSURE HE IS AVAILABLE.
HIS NAME MUST BE ON THE BOOKING FORM.
COUPLES FROM OUTSIDE THE PARISH MUST PROVIDE THEIR OWN PRIEST

If you are a parishioner and require Fr Kieran or Fr Felix to celebrate your wedding please contact them at the Parish Office. You are also very welcome to have a priest who is a relative or family friend celebrate your wedding. Please ensure that the priest is registered as a solemniser with the state. He should also undertake to contact Fr Kieran well in advance of celebrating your wedding and provide documentary evidence (in compliance with safeguarding regulations) that he is in good standing with his diocesan Bishop or Religious Superior.

Pre-Marriage Course

Because your wedding is a special and important moment in your lives, the Church requires a couple to undertake an approved **Pre-Marriage Course,** details of which your local priest or the solemniser of your wedding will provide.

Pre-Marriage Papers

Both of you will need to fill out the pre-marriage papers **(Pre-Nuptual Enquiry Forms)** with Fr Kieran or Fr Felix if you are currently living in St Patrick's Parish. If you are living elsewhere you will fill them out with priest of the parish where you are currently living, and he will then forward them to Fr Kieran along with **Certificates of Baptism, Confirmation and Letters of freedom.** An appointment to meet Fr Kieran, Fr Felix or the priest where you live should be made **six months** before the date of the wedding.

In the situation of an Inter-Faith Marriage between a Roman Catholic & Member of another Christian Church or Non-Baptised person it is necessary to get a **dispensation from the Local Bishop**. The Priest dealing with your paperwork will direct you on this matter.

Failure to provide a civil marriage registration form and to satisfactorily complete and submit prenuptial wedding papers before the wedding may result in the wedding being unable to proceed.

For couples living abroad

If you are living abroad you will make an appointment with your local priest (at least six months in advance) who will complete your documentation and forward it to the local Bishops office, who will then forward your papers to the Bishop of Ossory i.e. the Bishop of the Diocese in which St Patrick's Parish is located. Please ensure that all documentation is processed in good time. Weddings cannot be celebrated without the necessary documentation.

The Wedding Ceremony

You will prepare the ceremony with the Priest who will celebrate your wedding. There are two kinds of service in the Catholic Church.

Wedding Service with Nuptial Mass. This is when the wedding itself takes place as part of the Mass.

The other is a ***Wedding Service without Mass.***

The part where you make your promises is the same in each and both are joyful celebrations. You may find it helpful to discuss the alternatives with your priest before making a final decision.

Your Priest will help you choose the best option for you & assist you in choosing Bible readings etc. and help you decide on the form of the vows you will exchange.

Church Music

You will choose Church hymns or liturgical music that is suitable to the Church, to prayer and to the wedding ceremony and you are asked to talk to your priest when confirming your music choice. Musicians and singers are not permitted to assemble within the sanctuary area of the Church

Wedding Practice

It is the responsibility of the couple to arrange Wedding practices well in advance with the priest celebrating your wedding. To make arrangements for the day of your wedding and to ensure that the Sacristan has been informed etc. please contact Michelle in the Parish Office.

St Patrick's Parish Requirements

Decorating the Church

Each couple will have their own preference when it comes to decorating the Church for your wedding. Flowers are candles are welcome but because of health and safety concerns, natural candles are not permitted outside the Sanctuary area of the Church. A red carpet is permitted.
The use of Rice, confetti (even if biodegradable) etc is not permitted inside or outside the Church.
No objects including any kind of candles are permitted on the centre aisle especially on the floor. This area is to be kept clear to comply with health and safety regulations.

Photographers/ Video technicians

Photographs provide a wonderful remembrance of your special day. Please inform your Photographers that they should introduce themselves to the Priest before the ceremony begins. Group photographs on the Sanctuary / Altar area are not permitted under any circumstances before or after the wedding ceremony.

Offerings

Couples often ask is there a fee or how much should we give towards the Church or Priest?

The Parish…
While the cost of civil wedding ceremonies incuding the hire of a 'celebrant' can be excessive, we do not set a fee for our services and for parishioners already supporting the parish financially no contribution is expected. However all others are requested to make a contribution they consider appropriate which can be submitted at the same time as the booking form below. Contributions can be made via our online donate facility on the website or by contacting the Parish Office. In the ervneto a wedding being cancelled all contributions will be returned.

Priest and Church Sacristan…
It is also customary to give an offering to the priest (solemniser) conducting the ceremony and the sacristan on the day of the wedding.

Important Addresses & Information

All completed booking request forms & accompanying documentation are to be returned by post to..

WEDDING BOOKINGS
SAINTS PATRICK'S PARISH CENTRE
SAINT FIACRES GARDENS
BOHERNATOUNISH ROAD
KILKENNY
R95 RF97

Parish Office - Tel.056 7764400
For couples living outside St Patrick's Parish the priest who completed your wedding papers with you should forward them to Fr Kieran at the above address.

Pre Marriage Courses

For Pre Marriage Courses in your area please go to https://www.courses.accord.ie

Bishops Office

If you are living abroad your Church wedding papers, once completed by your local priest will be forwarded to the bishop of the diocese where you live and once approved there will be sent to the Bishop of the Diocese of Ossory, the Diocese to which St Patrick's Parish belongs.

Most Rev. Ger Nash
Bishop of Ossory
Ossory Diocesan Office
James's Street
Kilkenny R95 NH60
Ireland
+353 56 7762448

Registrar of Marriages

Offices where you may notify the State of your intention to Marry

Kilkenny
Community Services
County Clinic
James Green
Kilkenny
Phone: 056 778 4756 / 056 778 4711 / 056 778 4708
Email : crs.kilkenny@hse.ie

For a complete list of Marriage Registration Offices in Ireland please go to… https://www2.hse.ie/services/births-deaths-and-marriages/contact-a-civil-registration-service.html
If you are living in Ireland and intend to marry abroad you should contact the Department of Foreign Affairs for further Information https://www.dfa.ie/travel/our-services/marriage-and-civil-partnership-abroad/

St Patrick's Parish
Diocese of Ossory

Dear future Bride & Groom,

Congratulations on your decision to get married and I wish you every blessing as you begin planning your wedding day. I understand that you would like to book one of our Churches here at St Patrick's for the celebration of your wedding.

Before we can consider your booking request you are asked to **read carefully the attached leaflet *'Important Information for Couples planning their Wedding'*. Having read the document please indicate that you accept and agree with the requirements by signing the declaration on the Booking Request Form.**

As future Bride and Groom you are also required to provide evidence that you are feee to marry in Church. Please ensure that the **Declaration of Freedom** form is completed and returned with your Booking Request Form.

As your contact details / Marriage details will be held in this Parish I would also ask you to also read the **privacy note** on the back of the **Booking Request Form**.

When you have completed the **booking request form and the declaration of freedom** please return same addressed to me by hand or by post.

Once all your documentation has been received your request will be processed and within a few days and Michelle will inform you as to our decision in relation to your booking request.

If you require any further information please do not hesitate to contact Michelle here in St Patrick's Parish.

Thank you for considering our Church as the Sacred Space for your Wedding in the Roman Catholic Church.

with every good wish

yours sincerely

Fr Kieran O' Shea
Team Leader St Patrick's Parish

St Patrick's Parish Centre, Bohernatounish Road, Kilkenny R95 RF97
T: 056 7764400 *E: stpatricksparish@ossory.ie* *www.stpatricksparishkilkenny.com*

St Patrick's Parish
Wedding Booking Form

PLEASE PROVIDE THE FOLLOWING INFORMATION

BRIDE	GROOM
NAME	NAME
CURENT ADDRESS	CURRENT ADDRESS
HOW LONG HAVE YOU BEING LIVING AT THIS ADDRESS?	HOW LONG HAVE YOU BEING LIVING AT THIS ADDRESS?
TEL. NO	TEL. NO
EMAIL	EMAIL

PROPOSED DATE, TIME & CHURCH FOR CELEBRATION OF YOUR WEDDING

(The Minimum Amount Of Notice To Be Given Is Six Months)

Church you wish to book	Day / date / Month	Year	Time

YOUR CURRENT PARISH

Bride PARISH WHERE YOU CURRENTLY LIVE (Bride)	**Groom** PARISH WHERE YOU CURRENTLY LIVE (Groom)
DIOCESE	DIOCESE
BRIDE NAME OF PARISH PRIEST OF PARISH WHERE YOU CURRENTLY LIVE	**GROOM** NAME OF PARISH PRIEST OF PARISH WHERE YOU CURRENTLY LIVE

PLEASE GIVE DETAILS OF THE PRIEST YOU PROPOSE TO INVITE TO OFFICIATE AT YOUR WEDDING
PLEASE NOTE YOU MUST HAVE CONTACTED AND NAMED A PRIEST CELEBRANT BEFORE YOU SUBMIT THIS FORM

NAME OF PROPOSED PRIEST CELEBRANT

PRIESTS ADDRESS

NAME OF HIS DIOCESE /RELIGIOUS ORDER

PRIESTS TEL. NO
EMAIL

P.T.O.

DECLARATION

We declare that we have read the document *'Information for Couples…'* and that we accept and agree to observe the requirements therein.
Furthermore we declare that all the information given here is accurate and true and we understand that our application will only be considered on satisfactory completion & receipt of this Booking Request Form & the Statement of Freedom Form.

We understand that we will receive a response to our booking request via phone call within two weeks of receipt of application.

Signed

Bride_____**Groom**_____

Date of Application: _____

Note

Data Protection

This information is gathered to facilitate your wish to get married in the Roman Catholic Church.

The Pre-Nuptial Enquiry Form (PNEF) which you will complete later is normally completed by a priest in your parish of residence. It is his record of his preparation with you and your freedom to marry. The PNEF and supporting documentation (booking forms, baptism certificate, statement of freedom to marry, marriage preparation certificate etc.) are archived in the place of marriage and retained there for 75 years.

The entry in the Marriage Register is a permanent record. To facilitate the issuing of Marriage certificates, the information is also retained on Computerised record System. The information will not be used for any other purpose.

St Patrick's Parish

Diocese of Ossory

Declaration Concerning Freedom to Marry

Name of Bride: _____

Name of Groom: _____

Proposed Date of marriage: _____

Proposed Place of marriage:_____

TO BE COMPLETED BY A PARENT / BROTHER OR SISTER OF THE BRIDE OR GROOM

1. Please state your relationship to the Bride & Groom: _____

2. To the best of your knowledge has either of them 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 declaration: _____

_____

_____ Tel: _____

I declare the above to be true.

Signature of person making declaration: _____

SEAL

Signature of Priest: _____

Date Received and Place: _____

P.T.O.

Declaration by the Couple

	Yes	No
1. Are you both over the age of 18 years?		
2. Have either of you been married in any religious ceremony (Catholic or non- Catholic)?		
3. If yes, has a Church annulment been obtained?		
4.If yes, were there any conditions?		
5.Have you ever been married in any civil ceremony (Ireland of elsewhere)?		
6. Are you related to each other by marriage or adoption?		
7. Are you both Catholic? If not, please clarify? _____		
8. Are you willing to assume your responsibilities for the civil notification and registration of your marriage?		
9. Are you willing to attend a pre-marriage course?		

Signed: _____Bride Date_____

_____Groom Date_____

The Parish accepts this notification of marriage, subject to the accuracy of the above information, and the subsequent completion of the Pre-Nuptial Inquiry Form.

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