St. Maximilian Kolbe Church
Wedding Preparation Requirements

- *The Archdiocese of Miami requires six-month preparation time.*

- *Meet with Wedding Coordinator to make wedding arrangements.*

  Church Wedding Fee:$400; *$200 Deposit to book/confirm date/time*
  $200 Balance due 30-days prior to wedding

- *Submit updated copies of Baptism Certificate with Notations for Catholics.*
  (Must be dated within 6 months of wedding date with Church Seal)

- *Make appointment to take Foccus Test at Church Office*
  (Test will take approximately 45 min. to 1-hour; Office hours 8:30-4:30, Monday - Friday)

- *Submit completed, signed and notarized Witness Forms (pink; 2 each)*

- *Attend Engaged Encounter (or Pre-Cana II). Submit Certificate to Church Office.*

- *Read Together For Life book; Complete form in back of book; select Readings, Prayers, etc.*
  Bring completed form to rehearsal along with Civil Marriage License. To obtain Civil License, contact Clerk of the Courts Office, Marriage License Bureau, at the Broward County Courthouse at 954-712-7899 Opt. # 2, code # 7842, for location, price information, etc.

- *Contact Music Director, Mike Eimer, 954-548-1358, 2 months before wedding to make arrangements for your music.*
  Fee for Organist and Solist: $ 225.00, payable directly to Music Director.

- *Promptness is required. We must begin your Rehearsal and Wedding at the time agreed upon. Due to other scheduled items for the Church or Chapel, the contracted time must be observed.*

- *If you were baptized in the United States, and do not have your Baptism Certificate, we can obtain an updated certificate if you can furnish us with the name of the Church/City/State and Date of Birth. Please advise if you will need this assistance.*

- *If, for any reason, your plans change, please advise us as soon as possible. We have many requests for wedding dates and this information will assist us in making arrangements for others.*

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(Rev. 11/11/08)