

MARY QUEEN CATHOLIC CHURCH  
ARCHDIOCESE of GALVESTON-HOUSTON  
606 Cedarwood Drive • Friendswood, Texas 77546 • (281)482-1391

WEDDING RESERVATION FORM

GROOMS full legal name: \_\_\_\_\_  
(Last Name Full First Name Full Middle Name)

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone--Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date/Place of Birth: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Religion: \_\_\_\_\_ Rite: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Religion: \_\_\_\_\_ Rite: \_\_\_\_\_  
(Include also mother's maiden name.)

Is the groom a Catholic:  Yes  No

→If yes, provide the name of the Catholic parish where the groom is a *registered* member:

Name of Catholic Parish \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

→If **no**, has the groom been baptized?  Yes  No If yes, in which denomination? \_\_\_\_\_  
What is the groom's current religious affiliation? \_\_\_\_\_

Has the groom been married previously in any type of union recognized by the State:  Yes\*  No

If yes, number of times: Married: \_\_\_\_\_ Divorced: \_\_\_\_\_ Widowed: \_\_\_\_\_ \*See NOTE, Page 2.

BRIDES full legal name: \_\_\_\_\_  
(Last Name Full First Name Full Middle Name)

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone--Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date/Place of Birth: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Religion: \_\_\_\_\_ Rite: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Religion: \_\_\_\_\_ Rite: \_\_\_\_\_  
(Include also mother's maiden name.)

Is the bride a Catholic:  Yes  No

→If yes, provide the name of the Catholic parish where the bride is a *registered* member:

Name of Catholic Parish \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

→If **no**, has the bride been baptized?  Yes  No If yes, in which denomination? \_\_\_\_\_

What is the bride's current religious affiliation? \_\_\_\_\_

Has the bride been married previously in any type of union recognized by the State:  Yes\*  No  
If yes, number of times: Married: \_\_\_\_\_ Divorced: \_\_\_\_\_ Widowed: \_\_\_\_\_ \*See NOTE, Page 2.

**\*NOTE:** If any groom and/or bride, whether Catholic or non-Catholic (baptized or non-baptized), have been married before, NO wedding date may be scheduled until *each and every* previous marriage has been reviewed by the Catholic Church through some type of nullity process. This includes any previous marriage(s) of any kind [religious, convalidation, civil court (justice of the peace, etc.) common law, etc.] that ended in divorce or a civil annulment. The **ONLY** exceptions are if the former spouse is deceased OR the previous marriage has already been declared null by the Catholic Church. For each previous marriage, either a death certificate and/or an affirmative decision for nullity rendered by the Catholic Church must be on file in this parish office before a wedding date may be scheduled. No "tentative dates" are allowed. There are NO exceptions! Please contact a member of the clergy (priest or deacon) from Mary Queen Parish for a meeting to be scheduled as soon as possible to discuss any previous, unresolved marriage situation.

Are you receiving marriage preparation through Mary Queen Parish:  Yes  No

If NO, provide information about the priest or deacon who is preparing you for marriage:

Rev.  Deacon      *Last Name*                      *First Name*                      *Middle Name*

Name of Catholic Parish \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

We understand *clearly* that if someone other than Mary Queen Parish is preparing us for marriage, a letter from that Catholic parish or (arch) diocesan entity must be sent to Mary Queen *immediately* verifying we are enrolled in marriage preparation, and then a final letter and the complete marriage file must be sent to Mary Queen six weeks prior to the wedding date verifying that we have *fully* completed marriage preparation.

We understand *clearly* that we as an engaged couple, in addition to securing a valid marriage license issued by civil authorities, *must* receive marriage preparation approved by the Catholic (arch) diocesan guidelines; that we will complete *fully* the marriage preparation program *prior* to our scheduled wedding date; and that if we do not complete it, our wedding date may be postponed or cancelled! If this occurs, the Archdiocese of Galveston-Houston and/or Mary Queen Catholic Church will not be held financially liable.

Who will be officiating at your wedding?

Mary Queen Clergy

Other \*

\*If other, provide the following information:

Rev.  Deacon      *Last Name*                      *First Name*                      *Middle Name*

(If the priest/deacon is not currently serving in the Archdiocese of Galveston/Houston, he must request and present a letter of good standing from his respective bishop or Religious Superior for your marriage file.)

(A priest/deacon not assigned to Mary Queen Parish, must also request a letter of delegation from the Pastor of Mary Queen Parish.)

Name of Catholic Parish \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Two Witnesses: \_\_\_\_\_ and \_\_\_\_\_

(Normally, these are your best of man and maid/matron of honor. They may be any other two adult witnesses.)

**The Rite of Marriage may be celebrated:**

—During Mass (Nuptial Mass)

OR

—Outside of Mass (Liturgy of the Word with no Holy Communion)\* (Nuptial Service)

- Rite of Marriage during Mass is the norm when both the bride and the groom are practicing Catholics.
- Rite of Marriage outside of Mass (Liturgy of the Word with no Holy Communion) is the norm when a Catholic marries a baptized Christian of another faith. (Circumstances may allow exceptions.)
- Rite of Marriage outside of Mass (Liturgy of the Word with no Holy Communion) is the norm when a Catholic marries a non-baptized person.

\*The norm is that an ordained deacon officiates at a Rite of Marriage outside of Mass.

\*Since a non-Catholic groom/bride and guests do not receive Holy Communion, we celebrate what unites and not what separates.

**Saturday Wedding Date:** \_\_\_\_\_

(Month, Day, Year)

10:00 am (Your allotted usage of the Church is 3 hours prior to wedding until 1 hour afterwards.)

12:00 pm (Your allotted usage of the Church is 3 hours prior to wedding until 1 hour afterwards.)

2:00 pm (Your allotted usage of the Church is 3 hours prior to wedding until 1 hour afterwards.)

→For the above four time slots, Rite of Marriage during or outside of Mass may be celebrated.

→Special weekday wedding dates are permitted if the parish schedule allows.

If a special weekday has been selected, provide: \_\_\_\_\_

(Day of Week; Month, Day, Year)

**Friday Rehearsal Date:** \_\_\_\_\_ (The wedding coordinator will schedule the rehearsal time.)  
(Month, Day, Year)

5:30 pm

6:00 pm

6:30 pm

→ Only 60 minutes is allowed per rehearsal.

→ On the First Thursday of the month, no 4:45 or 5:30 pm rehearsal time is allowed.

→ On the First Friday of the month, no 7:00 pm rehearsal time is allowed.

→ Special non-Friday wedding rehearsal dates are permitted if the parish schedule allows.

**Non-Friday Rehearsal Date:** \_\_\_\_\_ (The Coordinator of Ministries and Functions will schedule the rehearsal time.)  
(Day of Week; Month, Date, Year)

5:30 pm

6:00 pm

6:30 pm

**We understand *clearly* that our wedding date may be postponed or cancelled at the discretion of the Archbishop or his Delegate in the event of a natural disaster, other life threatening event or other *force majeure*. If this occurs, the Archdiocese of Galveston-Houston and/or Mary Queen Catholic Church will refund any deposit but not otherwise be financially liable.**

**MARY QUEEN RESERVATION AND FEES AGREEMENT**

Groom/Bride: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Mary Queen Catholic Church is pleased to have your marriage ceremony take place in our parish. As with everything else, there are costs associated with keeping these beautiful structures operational and properly maintained. The fees noted below do not cover the entire costs of having your wedding here, but they do help defray the expenses of hosting your ceremony.

**CHURCH USAGE FEES:**

**Main Church with Rooms for Bridal and Groom Parties:**

**Mary Queen Catholic Church \*Parishioner Fees (registered with stewardship): \$590.00**

- \$200.00 - Reservation Deposit
- \$350.00 – Church Usage Fee
- \$40.00 - PMI Processing Fee

**Mary Queen Catholic Church \*Parishioner Fees (registered non-stewardship): \$740.00**

- \$200.00 - Reservation Deposit
- \$500.00 – Church Usage Fee
- \$40.00 - PMI Processing Fee

**Newly-Registered (less than twelve months) Parishioner Rate: \$1,240.00**

- \$200.00 - Reservation Deposit
- \$1,000.00 – Church Usage Fee
- \$40.00 - PMI Processing Fee

\* A parishioner is defined by stewardship: time, talent and treasure.  
 • Time and Talent: Offering your time and talent to the parish (participation at Sunday Mass, parish events, ministries, etc.)  
 •Treasure: Using your church envelopes or Faith Direct faithfully for the previous year. *You must have been registered and contributing using your church envelopes or Faith Direct for an entire year PRIOR to scheduling the church.* Registering and contributing at the time of scheduling the church is not accepted.

**Non-Parishioner Rate: \$1,440.00**

- \$200.00 - Reservation Deposit
- \$1,200.00 – Church Usage Fee
- \$40.00 - PMI Processing Fee

**CHAPEL USAGE FEES:**

**Chapel with Rooms for Bridal and Groom Parties**

**Mary Queen Catholic Church \*Parishioner Fees (registered with stewardship): \$490.00**

- \$200.00 - Reservation Deposit
- \$250.00 – Chapel Usage Fee
- \$40.00 - PMI Processing Fee

**Mary Queen Catholic Church \*Parishioner Fees (registered non-stewardship): \$590.00**

- \$200.00 - Reservation Deposit
- \$350.00 – Chapel Usage Fee

\$40.00 - PMI Processing Fee

**Newly-Registered (less than twelve months) Parishioner Rate: \$990.00**

\$200.00 - Reservation Deposit

\$750.00 – Chapel Usage Fee

\$40.00 - PMI Processing Fee

\* A parishioner is defined by stewardship: time, talent and treasure.

• Time and Talent: Offering your time and talent to the parish (participation at Sunday Mass, parish events, ministries, etc.)

• Treasure: Using your church envelopes or Faith Direct faithfully for the previous year. *You must have been registered and contributing using your church envelopes or Faith Direct for an entire year PRIOR to scheduling the church.* Registering and contributing at the time of scheduling the church is not accepted.

**Non-Parishioner Rate: \$1,140.00**

\$200.00 - Reservation Deposit

\$900.00 – Chapel Usage Fee

\$40.00 - PMI Processing Fee

**PLEASE NOTE:**

\* A wedding date and time **CANNOT** be reserved without payment of the Reservation Deposit and completion of the wedding reservation form. If the church is left in good condition, nothing is damaged or taken, and provided **ALL the wedding guidelines of Mary Queen Catholic Church** have been followed, all church fees including the \$40.00 fee for the PMI processing fee have been paid 3 months prior to the wedding date, the Reservation Deposit will be refunded. **If you cancel your wedding reservation, we retain the Reservation Deposit and 25% of monies paid toward the church usage fee.**

→Use of Bride’s Dressing Room:

Yes

No

**Other possible fees**

**Optional Symbols:** If you plan to use the unity candle symbol in your wedding, you must provide your own unity candle set and use the parish unity candle stand.

\$25 – Unity Candle Stand

**Music:** The following payments are to be given directly to these individuals and NOT payable to Mary Queen.

\$250 – Organist/Pianist

\$75 – Cantor

**Other:**

\$50 – MQ Wedding Coordinator

A free will offering for the priest or deacon.

**By my signature, I affirm that I have read and understand the Marriage Guidelines and will abide by them and all the proceeding information.**

\_\_\_\_\_  
Signature  Bride  Groom  Other

\_\_\_\_\_  
Date signed

If the person signing this Wedding Reservation Form is not the bride or groom, complete the following:

\_\_\_\_\_  
*Last Name* *First Name* *Relationship to Couple*

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone--Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

(Office Use only)

### WEDDING BALANCE SHEET

Groom/Bride: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

**PAYMENT RESERVATION DEPOSIT:**  Yes  No

Date: \_\_\_\_\_

CHECK# \_\_\_\_\_ CASH \_\_\_\_\_ RECEIPT # \_\_\_\_\_

FROM \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

#### SCHEDULE of PAYMENTS:

_____	_____	\$ _____	_____	_____	_____	_____
Date	Payee	Amount	Check#	Cash	Receipt#	Initials

_____	_____	\$ _____	_____	_____	_____	_____
Date	Payee	Amount	Check#	Cash	Receipt #	Initials

_____	_____	\$ _____	_____	_____	_____	_____
Date	Payee	Amount	Check#	Cash	Receipt #	Initials

_____	_____	\$ _____	_____	_____	_____	_____
Date	Payee	Amount	Check#	Cash	Receipt #	Initials

**BALANCE PAID THREE MONTHS PRIOR TO WEDDING DATE:**  Yes  No

**REFUND of RESERVATION DEPOSIT:**  Yes  No

RECIPIENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_