

Greetings!

_____ (Bride First Last) and

_____ (Groom First Last)

wish to be married in the Chapel of the Incarnate Word in San Antonio, TX, on

_____ (Date & Time of Wedding)

The Chapel requests a letter from you, the presider of the wedding ceremony. You can mail or email the Chapel at the address below:

Chapel of the Incarnate Word
ATTN: Wedding Coordinator
4503 Broadway
San Antonio, Texas 78209
Email: iwchapelweddings@gmail.com

In your letter, please indicate the following, and include the names of the couple and the date of the wedding:

1. You attest that both parties are free to marry in the Catholic Church
2. You will commit to witnessing this marriage and you will arrive at the Chapel at least 30 minutes prior to the ceremony start time
3. You understand it is your responsibility to ensure that marriage preparation occurs, and all necessary paperwork is completed, **even if the marriage preparation is not taking place at your parish.**
4. All couples who prepare outside of our archdiocese must have their packets & all necessary paperwork sent from their respective archdiocese to the San Antonio Archdiocese Tribunal at least **2 months prior to their marriage ceremony.** Couples who prepare outside of the St. Peter Parish boundary, but are within the Archdiocese of San Antonio must have their packets & all necessary paperwork completed and sent to St. Peter Prince of the Apostles Catholic Church (address below) **2 months prior to their marriage ceremony.**
5. If you are from outside the Archdiocese of San Antonio, prior to making this commitment, you will have the Bishop of your diocese send a letter directly to the Archbishop of San Antonio, indicating that you are a priest in good-standing in your diocese. (The office of the Archbishop of San Antonio will notify both you, and the Chapel of the Incarnate Word of his response to the request.)
6. You will request delegation of authority from:
Fr. Jorge Campos-Covarrubias
St. Peter Prince of Apostles Church
111 Barilla Place, San Antonio, TX 78209
Email: church@stpeterprince.org

Please feel free to email the Chapel Wedding Coordinator at any time with any questions.