

Greetings!

\_\_\_\_\_ (Bride First/Last) & \_\_\_\_\_ (Groom First/Last) are to be married  
at the Chapel of the Incarnate Word in San Antonio, TX on \_\_\_\_\_ (Date & Time)

**The Chapel requests a letter (or an email) 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](mailto:iwchapelweddings@gmail.com)

**In your letter or email, please confirm the following:**

1. You attest that both parties are free to marry in the Catholic Church
2. You commit to witnessing this marriage and you will arrive at the Chapel at least 30 minutes prior to the ceremony start time. The duration of the ceremony shall be one hour.
3. 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.
  - a. 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)
  - b. 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.**
4. If you are from outside the Archdiocese of San Antonio, 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.
5. 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](mailto:church@stpeterprince.org)

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