



Congratulations on your engagement and upcoming marriage! Holy Spirit Parish rejoices with you as you prepare not only for your wedding day, but most importantly for a lifetime of marriage to each other. Together with you, we desire to do all we can to make your wedding day pleasing to God, happy for you and a day for all to remember. Some points to remember as you come to Holy Spirit seeking God's blessing upon your union:

1. **Pray** with and for one another.
2. **Prepare.** You get out of marriage what you put into it.
3. **Prioritize** your marriage over your wedding day.

The celebration of the sacrament of marriage is a sacred celebration of the entire Church and is fundamentally an act of sacred worship offered to God. In the wedding liturgy, we praise God for what he has done in creating man and woman and we ask his blessings as he unites the two in marriage. We are also reminded by the couple that, just as they are laying down their lives for one another, Jesus laid down his life for his bride, the Church. We give thanks to God for giving his life for us and filling us with his own life.

## **Wedding Times**

Most Friday evenings at 4:00 pm

Most Saturdays at 10:00 am and 1:00 pm



# Reserving the Church & Meeting With the Parish Priest

## Step One: Initial Meeting with Parish Priest

*Time Frame: At least 6 Months before the wedding, although 6+ months is preferred.*

The couple begins marriage preparation at Holy Spirit by meeting with one of the parish priests. The goals of this initial meeting are:

- Getting the couple and the priest acquainted
- Discussing Marriage as a Sacrament (marriage is a sacrament when both bride and groom are Baptized Christians)
- Acquainting the couple with the marriage preparation process.
- Giving the couple information about FOCCUS Prenuptial Inventory
- Gathering information for necessary paperwork
- Scheduling a tentative wedding date. Note: The couple should not give deposits on reception venues or services until a wedding date is reserved at the parish

## Step Two: Second Meeting with Parish Priest

*Time Frame: after the couple independently completes the FOCCUS Prenuptial Inventory.*

The goals of this second meeting are:

- Reviewing information from the couple's FOCCUS Prenuptial Inventory.
- Giving the couple more information on Marriage Prep Courses and Introduction to Natural Family Planning courses.

## Step Three: Marriage Preparation Course

*Time Frame: After the couple has reviewed their FOCCUS Survey results with a parish priest; approximately 6-8 months before the wedding date.*

The purpose of the marriage preparation course is to provide valuable information for a successful marriage, allow time for the couple to reflect on their relationship, and lay out the Church's vision for Christian marriage and why this is important. The following marriage preparation courses are available:

- **Preparing to Live in Love (preferred):** Facilitated by a specially trained married couple who is a living, credible witness of what the program teaches. They are themselves striving to live in love and share personally from their own lives to motivate and inspire the engaged to embrace the vision for matrimony that the Church holds up for its sacramental couples. Topics include marriage as a sacrament, sexuality, planning of children, and spirituality. Approximately 1-2 hours of homework is assigned before each meeting. This program is free, although there may be a charge for materials.

- **Various Weekend Retreat Programs:** Weekend marriage preparation retreats are offered through the Archdiocese. Times, locations, and costs vary.
- **Agape Online Program:** Catholic Marriage Preparation Online is an online course that makes it possible for couples in difficult circumstances to complete their marriage preparation. Such circumstances include military deployment, separation by distance or living in a rural area with no access to standard courses. With this program, the engaged couple interacts with a mentor via email using articles and reflection questions. Special permission from the priest is needed for a couple to take this course.

## **Step Four: Natural Family Planning Introductory Course**

*Time frame: At least 4-6 Months before the wedding*

Natural Family Planning (NFP) is the general title for the scientific, natural, and moral methods of family planning that can help married couples achieve a pregnancy or, if life circumstances dictate, temporarily postpone pregnancy.

NFP methods are based on the observation of the naturally occurring signs and symptoms of the fertile and infertile phases of a woman's menstrual cycle. No drugs, devices, or surgical procedures are used to avoid pregnancy. Since the methods of NFP respect the love-giving (unitive) and life-giving (procreative) nature of the conjugal (marital) act, they support God's design for married love!

All engaged couples in the Archdiocese of Kansas City in Kansas are required to take at least an introductory course on Natural Family Planning (NFP). NFP is a research-based method of spacing births that is not only effective but healthy for the woman and the couple's relationship. This requirement can be fulfilled by:

- **Prescription for a Long and Happy Life:** This online presentation explains the physical, psychological, and relationship benefits of NFP. While this presentation will not teach a couple to use an NFP method, it is crucial background knowledge for any couple. There is a fee of \$65 per couple for this course.
- **Fertility Care KC Introductory Session:** The Fertility Care Center of Kansas City offers introductory sessions in the Creighton Model of NFP. These introductory sessions are offered in a group setting and give couples all the information they need to understand how to get started. Only the introductory session is required for Marriage Preparation, but couples desiring to continue using the method would work individually with an instructor afterward in order to gain confidence with the system. Cost: \$40 Format: Live, online class with personal follow-up.

- **Full Course of any NFP Method:** If a couple decides to go beyond just an introductory session and actually learn an NFP method, this will fulfill the NFP requirement of marriage preparation. More information on these options can be found at [www.fertilitycarekc.com](http://www.fertilitycarekc.com).

To register for an introductory NFP course, please visit <https://archkck.org/nfp/find/intro-to-nfp/>

## **Step Five: Wedding Workshop**

This is an opportunity for couples to meet in person with the pastor, music director, and accompanist to plan the music for their wedding and answer any questions concerning their ceremony.

## **Step Six: Final Meeting with Parish Priest**

*Time frame: 1-3 Months before the wedding*

To complete the marriage preparation process, a couple meets with the priest celebrating their wedding once they have completed all the other steps of marriage preparation. The purpose of these final meetings are to:

- Discuss your wedding vows and your marriage commitment
- Review your wedding liturgy plans
- Complete the Pre-Nuptial Investigation paperwork required by the Archdiocese





## Necessary Documents

- **Baptismal Certificate** must be issued within six months of wedding and must be obtained from the church of Baptism. All marriages are recorded at both the church of the Wedding and the church of Baptism. For Christians of other denominations, a photocopy of proof of Baptism may be submitted. Please be prepared to provide the Church name and address to the Pastor, and the parish secretary will obtain the certificates.
- **Marriage Preparation Certificate** will be mailed to the parish to become part of your file as soon as you finish the classes. Visit [www.archkck.org/family/engaged/](http://www.archkck.org/family/engaged/)
- **Natural Family Planning (NFP) Certificate** to be submitted by you after attending classes. Register at [www.archkck.org/nfp](http://www.archkck.org/nfp)
- **Marriage License** can be obtained six months prior to wedding date from any county of the State of Kansas. The Marriage license is ONLY valid in Kansas. No Marriage License can be issued before a three (3) business day waiting period. The Marriage License should be submitted to the parish office at least two weeks prior to the wedding date. Please do not separate contents of the gray envelope you receive; rather give the envelope in its entirety to Father. He will give your copies to you on your wedding day and the parish secretary will mail a copy back to the County Clerk. More information can be found at <https://www.kscourts.org/Public/Apply-for-Marriage-License>



## **Celebrant, Wedding Coordinator, & Music Director**

### **Visiting Priests and Deacons**

One of the Holy Spirit Priests or Deacons will preside at marriages celebrated at Holy Spirit. If you have a relative or friend who is a priest, he may be invited to preside. Discuss this with the pastor early in the preparation process. The visiting priest must receive delegation from the Pastor. Visiting priests are asked to observe local regulations and parish customs regarding the celebration of the sacraments.

All documentation required by the Catholic Church must be filed at Holy Spirit (the person preparing you for your wedding will help you with this).

A Pre-Nuptial Investigation and any dispensations required must be on file with us at least 30 days before the wedding.

### **Parish Wedding Coordinator**

One of our parish wedding coordinators will contact you after initial meeting with Father. She will work through your wedding ceremony checklist with you and be available to answer planning questions and provide guidance regarding the use of the Church. Our coordinator will be with you both at the wedding and wedding rehearsal to facilitate communication and direction. Other tasks include setting up presider needs for the ceremony, showing the wedding party to their assigned areas, and guiding florists and photographers. While her tasks and responsibilities lie within the church, she will be as helpful to you as possible. However, please do not rely on her for such tasks as program distribution and flower pinning.

### **Director of Music and Liturgy**

After your first meeting with Father, Denise Slaven will contact you by email or phone to discuss your wedding ceremony. She will assist you in hiring a Catholic Accompanist and Cantor who know the Catholic Rite of Marriage and can keep the flow of the wedding going. Denise will approve all music used during the ceremony and proof your wedding program before you send it to the printer.

If you have a friend who plays piano, or another instrument, he/she may play music during the prelude as your guests are being seated, but please allow our Holy Spirit musicians to provide music for your ceremony. Background music or accompaniment music by CD is not allowed in the church. If you have a friend who sings, he/ she may do an appropriate song before the ceremony begins, or an after Communion meditation. It is distracting and therefore discouraged to have one of your attendants as a cantor.



# Preparing for your Wedding

## Wedding Symbols

In the marriage celebration, the primary liturgical symbols are the **bride and groom** pronouncing vows before all assembled. The exchange of **rings** is an important, but secondary symbol of the liturgy.

The couple may wish to place a bouquet of **flowers at the Holy Family Statue** after Communion during a Mass or after the Nuptial Vows at a Ceremony outside of Mass.

## The Wedding Party

- In the Catholic tradition, the **Bride and Groom** minister the Sacrament of Marriage to one another. A **Priest (or Deacon** if the Rite of Marriage is Outside Mass) and at least two witnesses, best man and maid/matron of honor, also must be present.
- **Marriage License Witnesses** must be 18 years old.
- **Flower Girls and Ring Bearers** should be old enough to walk down the aisle unassisted and then be seated with their families.
- **Grandparents and Parents** will be directed by wedding coordinator to seating placed outside the double doors 10 minutes prior to the start of the wedding. To assure the prompt start of the wedding procession, parents and persons in the wedding party should not greet guests in the narthex (gathering space) prior to the ceremony.
- A **Personal Attendant** is helpful for the bride and parish wedding coordinator. This person runs errands, communicates with the parish wedding coordinator, photographer, etc., and most importantly, sees that food items, personal items, boxes, wedding programs, etc., are removed from the church immediately following the ceremony.
- **Ushers/Greeters** help set the tone for the wedding as ministers of hospitality. Since the church is a sacred space, ushers should encourage a quiet, respectful atmosphere. They meet people as they enter the church to lead them to their seats. They also direct the order of people leaving the church. Other responsibilities include assisting with opening the doors for the bride's procession and ensuring that the church pews are left clean and orderly, with kneelers up, and removing anything left in the pews or on the floor.
- **Guest Book Attendee** It is best to have the guest book at the reception. If you choose otherwise, the guest book should be placed on the table in the narthex and closed *five minutes prior to the wedding time* so guests can be seated for the wedding procession.
- Couples often make a printed worship aid to assist their guests in

participating fully in their ceremony. This is especially helpful for those guests not familiar with a Catholic wedding. **Program Distributors** or ushers can hand them to guests as they enter the church.

- Christian family members or friends may serve as **Lectors**. It is best if they have been commissioned as such in their own parishes and are experienced in proclaiming the Word of God. Lectors proclaim the First and Second Readings and the Prayer of the Faithful.
- If the marriage is celebrated at a Mass, members of the family or friends may be invited as **Gift-bearers** to bring up the bread, water and wine for the offertory.
- If you are having a Mass, Catholic family members and friends who have been commissioned in their own parishes as **Extraordinary Ministers of Holy Communion** may help distribute Communion. Please let the Pastor know if you would like to have Communion in both forms, or just the sacred Host.

## Sacrament of Reconciliation

The Sacrament of Reconciliation is encouraged for all as a most fitting preparation for the wedding. Holy Spirit offers confession at the following times: Tuesdays – 4:15-5:15 pm | Fridays- 7:15-8:15 am | Saturdays- 7:15-7:45 am & 2:30-3:30 pm

## Wedding Rehearsal

The wedding rehearsal time is ***not scheduled more than four months before the wedding*** to allow other parishioners to have their weddings on Friday evenings if they so choose. Rehearsals typically take place at 6:00 pm.

- Call the parish office to set up a time within four months of your wedding. The priest/deacon and/or wedding coordinator will run the rehearsal. Rehearsals generally take no more than one hour and will begin promptly at the appointed time. No alcohol is to be consumed before or during the rehearsal.

## Clean Up

- Please leave the Church, School of Religion Office, Martha & Mary Room, and Cry Room as you found them.
- Extra programs, all boxes and miscellaneous articles must be removed by the family after the wedding. Ushers are asked to assist in the clean up of all areas used.
- Holy Spirit cannot be responsible for lost or stolen equipment or items left unattended in any part of our facility.





## Financial & Other Considerations

- Hospitality to guests requires that the ceremony begins on time. The Sacrament of Reconciliation begins promptly at 2:30 p.m., so all guests and belongings must be removed from church by then.
- Smoking is not permitted on church property
- NO alcoholic beverages allowed anywhere on the church property. Any consumption of alcohol by the bride or groom prior to the ceremony on the day of the wedding diminishes the consent of the individual to enter freely into the bond of marriage and may cause the Sacrament to be invalid. Evidence to the contrary may result in the person consuming the alcohol not participating in the wedding.
- Food, gum, soda and other drinks are not allowed in the church.
- There is no throwing or dropping of anything on church property for safety reasons. No rice, birdseed, confetti, flower petals, soap bubbles, sparklers, etc.
- **It is the responsibility of the bride and groom to communicate all Holy Spirit guidelines to your wedding party, photographers, and florists.**

### Videography

We have our own set-up for livestreaming and recording your wedding for those guests unable to attend. Our three cameras provide angles from the front, side and rear of the church, and are unobtrusive. Please notify your wedding coordinator as soon as possible if you would like to take advantage of this service.

### Financial Considerations

Money can never be an obstacle to the celebration of the sacraments of the Church. There are nevertheless direct costs involved in celebrating a wedding that are normally borne by the couple. Cases of hardship may be discussed privately with the priest or deacon celebrating the wedding. Please give all donations and fees to your wedding coordinator **thirty days prior to the wedding**.

- Out of Parish: \$500
- Organist/ Pianist: \$225-\$250
- Cantor: \$175-\$225
- Wedding Coordinator: \$150
- Priest Celebrant: Amount determined by couple
- Live Streaming: \$150
- FOCCUS Inventory: \$25. Payable at first meeting with the Pastor. Inventory will be administered and reviewed with the couple by the priest or deacon presiding at your wedding.
- Marriage Preparation Course: \$100-200

# Photography Guidelines

## Holy Spirit Catholic Church

- While photographs are important, the sanctity of the sacrament and the sacredness of the house of worship must also be taken into account. All are expected to keep their voices down and to be reverent and respectful.
- The time allotted for photographs is limited, yet sufficient for a well-organized photographer and wedding party. For 4 PM wedding, photos may be taken from 2:30-3:30 PM and after the wedding until 5:30 PM. For 10 AM wedding, photos may be taken from 8:30 AM-9:30 AM and after the wedding until 11:30 AM. For 1 PM wedding, photos may be taken from 11:30AM-12:30 PM and after the wedding until 2:25 PM. The Sacrament of Reconciliation starts promptly at 2:30 PM.
- The photographer must check with the wedding coordinator prior to the ceremony to be briefed on what is acceptable and unacceptable in our church. Rules of the church supersede all previous contracts. Photographers are NOT to be in the sanctuary area during the ceremony.
- No flash photography is allowed during the ceremony.
- Photographs may be taken during the ceremony in an unobtrusive, appropriate manner.
- No sanctuary furnishings are to be moved or removed under any circumstances.
- No standing on pews or chairs.
- Do not unplug the Baptismal Font to plug your equipment in.
- Receiving lines are discouraged at the church to allow more time for photos after the ceremony. Please have your receiving line at your reception.
- Photos may be taken outside of the church before and after the ceremony. Please do not block doorways.

### Important Contact Information

<b>Wedding Coordinator</b> .....	Libby Gunderman
(217)201-4596	egunderman@hscatholic.org
<b>Wedding Coordinator</b> .....	Pam Riordan
(785)218-5550	weddings@hscatholic.org
<b>Parish Secretary</b> .....	Ariel Winterhalter
(913)492-7318	awinterhalter@hscatholic.org
<b>Director of Music and Liturgy</b> .....	Denise Slaven
(913)963-5633.....	dslaven@hscatholic.org
<b>Pastor</b> .....	Fr. Andrew Strobl
(913)492-7318, x103	frandrew@hscatholic.org
<b>Senior Parochial Vicar</b> .....	Msgr. Tom Tank
(913)492-7318, x111	frtom@hscatholic.org



# Decorating Guidelines

## Holy Spirit Catholic Church

- The use of flowers and plants should enhance the celebration and must be living-no artificial flowers are allowed.
- During each of the seasons of the liturgical year, and especially at Christmas and Easter, the church will be beautifully decorated with flowers and plants as befits the liturgical observance. These may NOT be moved or removed; therefore, the addition of wedding flowers will be limited.
- Any pew decorations, such as bows and flowers, should be placed at regular intervals along the entire length of the aisle, and must be removed immediately after the ceremony. Only soft plastic or padded pew holders may be used when attaching flowers or bows. NO tape, wire, or tacks can be used.
- Archways are not permitted in the church.
- Glitter is prohibited on ANY decorations in Church as well as your body, hair and clothing.
- Flower girls are NOT permitted to drop real or artificial flower petals on the aisle.
- Aisle runners are NOT allowed as they can slide easily on our marble floors and cause injuries.
- Only two hours prior to the ceremony is guaranteed for the set-up of flowers. Please instruct your florist not to drop off/deliver flowers to the church prior to this. Should there be a funeral prior to your wedding, your flowers may get lost or removed.
- The two candles next to the altar will be lit for the ceremony by the wedding coordinator. No additional candles are allowed in the sanctuary.

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