



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

Meeting One

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
- Acquainting the couple with the marriage preparation process.
- Giving the couple information about FOCCUS Prenuptial Inventory
- Gathering information for necessary paperwork
- Reviewing options and registering for introductory Natural Family Planning (NFP) class
- Reviewing Witness to Love
- 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

Meeting Two

The goals of this second meeting are:

- Reviewing information from the couple's FOCCUS Prenuptial Inventory.

Meeting Three

- Discuss and plan the Liturgy of Matrimony
- Prayer Lab
- Complete the Pre-Nuptial Investigation paperwork required by the Archdiocese

Marriage Preparation Course

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.

Witness to Love is a virtues-based, Catechumenate model of marriage renewal and preparation that integrates modern principles of psychology and the virtues to help couples facilitate an authentic dialogue about their relationship. What makes *Witness to Love* unique is that the engaged couple chooses their own mentor couple. This is a couple they both admire and see as a source of faith formation. This mentor couple gives them a concrete connection and integration into the parish. Through the sharing of the mentor couples' own marriage journey, the engaged couple inherits a "lifeline" of support in their commitment to Jesus and His Church. This portion of marriage prep entails 6 meetings with your mentor couple.

Requirements for a mentor couple:

- Has been married in the Catholic Church for 5 years or more
- Is actively practicing their faith
- Has a marriage and family you both admire
- Attends your current or future parish or the church where you will be getting married
- Is not immediate family

If you do not know a couple that fits these requirements, you are welcome to look through the portfolio of amazing couples at Holy Spirit who are excited to walk with you as your mentor couple. Once you have selected one, send an email to the following address with your choice of a mentor couple and their contact info:

marriageprep@hscatholic.org

Natural Family Planning Introductory Course

Natural Family Planning (NFP) is a way for a couple to monitor their fertility in order to postpone or achieve pregnancy. It is NOT your grandma's "rhythm method"! NFP is research-based, effective, free of harmful side effects and consistent with the Catholic understanding of the dignity of the human person.

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).

To register for an introductory NFP course, please visit

<https://archkck.org/nfp/find/intro-to-nfp/>

Wedding Workshop

This is an opportunity for couples to meet in person with the wedding coordinator, music director, and accompanist to plan the music for their wedding and answer any questions concerning their ceremony. You will be contacted and invited to attend a workshop.



Necessary Documents

- **Baptismal Certificate** must be issued and dated within **six months** of the wedding date, 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.
- **Marriage License** can be obtained six months prior to the 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. Please do not separate the contents of the gray envelope you receive; rather give the envelope in its entirety to Father at the rehearsal. 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>

Additional Reading Materials:

- You will be given a copy of “The Good News about Sex and Marriage” by Christopher West.
- Please purchase “**Forming Families, Forming Saints,**” by Fr. Carter Griffen and “**Be Devoted**” by Dr. Bob Schuchts.

* These books are easily ordered through Amazon.



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 the 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 knows 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 after Communion meditation. It is distracting and therefore discouraged to have one of your attendants as a cantor.



Preparing for your Wedding

Reading Selection and Prayer of the Faithful

You will receive the “Together for Life” book by Joseph M. Chaplin to help you plan.

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

- **Bride and Groom:** 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 the 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.
- **Personal Attendant:** 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.
- **Program Distributors:** 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.
- **Lectors:** Practicing Catholic family members or friends who have been trained as lectors in their home parishes and are experienced in proclaiming the Word of God may serve as lectors. Lectors proclaim the First and Second Readings and the Prayer of the Faithful. If you do not have someone who meets these requirements, Holy Spirit is happy to provide a lector for you.
- **Gift-bearers:** 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.
- **Extraordinary Ministers of Holy Communion:** 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 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**.

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| • Out of Parish: \$500 | • Priest Celebrant: Amount determined by couple |
| • Organist/ Pianist: \$250 | • Live Streaming: \$150 |
| • Cantor: \$200 | • Marriage Preparation Course |
| • Altar Servers: \$0-\$40 | |
| • Wedding Coordinator: \$50-150 (see next page) | |

Approximate Total for Parishioners: \$750

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 are 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 to not participate in the wedding.
- Food, gum, soda, and other drinks are prohibited in the church.
- There is no throwing or dropping of anything on church property for safety reasons. No rice, birdseed, confetti, flower petals, sparklers, etc.
- **It is the responsibility of the bride and groom to communicate all Holy Spirit guidelines to your wedding party, photographers, and florists.**

Marriage Convalidation Options

For when a couple has been married civilly and is seeking a Sacramental Marriage.

1. Outside of Mass

- Coordinator is not needed unless there will be a procession. \$150

2. Mass without music

- No procession
- Coordinator serves as sacristan.
- We will not have a rehearsal.
- Coordinator charges \$50

3. Mass with music

- If there will be a procession of bridesmaids and groomsmen, then the coordinator will charge \$150. Otherwise \$50
- If there will not be bridesmaids and groomsmen (and a procession), then we will not have a rehearsal.



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 a 4 PM wedding, photos may be taken from 2:30-3:30 PM and after the wedding until 5:30 PM. For a 10 AM wedding, photos may be taken from 8:30 AM-9:30 AM and after the wedding until 11:30 AM. For a 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.
- The photographer is not to move around during the Liturgy of the Eucharist (from when we kneel until the *Our Father*).
- 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.

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 **at least thirty days prior** to your wedding if you would like to take advantage of this service.



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.

Important Contacts

Pastor

(913) 492-7318 x.103

Senior Parochial Vicar

(913) 492-7318 x. 111

Parish Wedding Coordinator

(913) 492-7318 x. 125

Director of Music Liturgy

(913) 963-5633

Parish Secretary

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