

**Celebrating Your Wedding At  
Holy Trinity  
Catholic Church  
Lenexa, KS**



*For this reason a man shall leave his father and mother and be joined to his wife, and the two will become one flesh. This is a great mystery, and I am applying it to Christ and the Church.  
(Ephesians 5:31-31)*

Holy Trinity Catholic Church  
9150 Pflumm Rd  
Lenexa, KS 66215  
Office: (913) 888-2770

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***(updated: Nov 15, 2016)***

## HELPFUL PHONE NUMBERS & ADDRESSES

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**If, at any point in the marriage preparation process, either the bride or groom changes his/her personal, cell or business phone number or address, or email address, please let the marriage prep coordinator know as soon as possible! We will be phoning, writing, or emailing you with important questions during the marriage preparation process.**

**IT IS IMPORTANT THAT WE BE ABLE TO REACH YOU!**

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# Holy Trinity Catholic Church

9150 Pflumm

Lenexa, Kansas 66215

office (913) 888-2770 fax (913) 888-4403

Dear Bridal Couple:

Congratulations on your engagement! Our Holy Trinity Parish family rejoices with you as you prepare for this life-long covenant of love. This time now before your wedding day provides an opportunity to **Prepare for Married Life**. It also provides an opportunity to reflect on your sacramental marriage as a beautiful living witness of God's love for us. These months will be filled with the many details of planning a prayer-filled wedding celebration. The Marriage Preparation process here in our faith community is designed to assist you in both of these dimensions.

At the initial visit, various components of the Marriage Preparation journey will be discussed. These include reviewing the FOCCUS communication tool, participating in a marriage preparation program, attending an introductory session for Natural Family Planning, as well as completing the pre-nuptial papers needed by the church before your wedding celebration. Thank you for taking the responsibility to initiate the scheduling of various visits with those who are assisting in this process and for making participation in Marriage Preparation an important priority in your busy lives.

This booklet is designed to assist you in planning for your wedding celebration. Please read it carefully and completely. Here at Holy Trinity, we have many beautiful and prayerful wedding liturgies; always keeping in mind that God is the central figure in the Catholic wedding. We have tried to address all of your questions within this booklet; however, you may have questions that we didn't anticipate. For these please call Marsha Holland, our Marriage Preparation Coordinator, at (913) 895-0608. She will try to answer any questions you may have regarding your preparation and wedding.

**Sometimes couples get so caught up in the marriage preparation for a wedding that they lose sight of the sacredness of the occasion and the impact it can have on friends and families.** It is a communal experience which goes far beyond the bride and groom. My prayer for you during these months of preparation is that you may come to an ever deeper appreciation of your marriage vocation and celebrate on your wedding day this call to be living sacraments of God's love. Together may you follow the way of love as Christ loved you. (*Ephesians 5:2*). **We invite you to view this video online produced by the United States Conference of Catholic Bishops that walks you through the Rite of Marriage. Go to <http://www.foryourmarriage.org/saying-i-do-what-happens-at-a-catholic-wedding/>**

In Christ,

Rev. Mike Koller, Pastor



# What is a Christian Marriage?

The Catholic Church believes that Christian marriage is the union of a man and woman who freely enter into a covenant of love with each other in Christ for the purpose of giving and receiving love, and for the procreation and education of children.

Married couples live their sacrament by the way they care for one another, love one another, and are enthusiastic for one another as husband and wife. In their daily love for each other, their children, and the larger community, they become a living sign (a sacrament) for all of how much Jesus loves us and wishes to embrace us as His brothers and sisters. As they work their way through marital and family crises and struggles, they witness to the power of the Holy Spirit at work in all our lives.

In order to live out this ideal Christian marriage, couples must have the ability to give and receive love and to sustain an intimate relationship. They must also have a personal relationship with Jesus Christ and His body the Church.

In the previous description of Christian marriage, there are several important points:

Marriage is a covenant relationship (I will love you unconditionally), and not just a contractual relationship (I will love you if you love me).

The principal goals of marriage are the mutual love of husband and wife and the openness to new life.

The sacrament of marriage has two important community dimensions:

Couples, by their love for each other, become living signs of how God loves and how He wants to embrace us as a family.

A Christian wedding is a celebration of the entire Christian community and not simply a private family function.

Christian marriage assumes that a couple has a relationship with Jesus Christ and His church.

The Council Fathers of Vatican II spoke of marriage as a union of life and love, which comes from the spring of divine love and is modeled on Christ's love. This being so, there is a tremendous dignity associated with Christian marriage, which demands that we adequately prepare each couple that seeks to be united with Christ in marital love.

Pope John Paul II made this point when he wrote,

*"The Church must therefore promote better and more intensive programs of marriage preparation, in order to eliminate as far as possible the difficulties that many married couples find themselves in, and even more in order to favor positively the establishing and maturing of successful marriages."*

The Holy Trinity Catholic Community, therefore, commits itself to do all we can to foster loving and healthy marriages at their beginning, and thereafter.

# WHAT NEEDS TO BE DONE?

**“A wedding is for a day; a marriage is for a lifetime.”**

With this in mind, the following policies have been established for all weddings to be celebrated at Holy Trinity Catholic Church located in Lenexa, Kansas.

## **Weddings are reserved according to a preset schedule for Friday evenings and Saturdays:**

Friday evenings at 6:00 pm or 7:00 pm.

Saturdays at 1:00 pm or earlier in either **Church** or the **Stone Chapel (only one wedding scheduled on Friday and Saturday)**

***(Saturday evening weddings are not possible in this archdiocese)***

Weddings are **not** allowed on Sundays, Holy Days of Obligation, All Souls Day (November 2) or during the penitential season of Lent.

**Both parties must be legally free to marry** under Church and civil law. Since marriage is a permanent bond, any previous marriage, no matter where or how celebrated, must be reviewed with the Priest, or his designee. No date can be set until all previous marriage situations are resolved.

**Catholics must have a Baptismal Certificate**, issued within the last six months, from the original Church of their Baptism. If a person was baptized at Holy Trinity, he/she would not need to secure a certificate as the record is contained in our parish files.

**Premarital assessment and discussion. FOCCUS**, is the acronym for “Facilitating Open Couple Communication, Understanding and Study.” It is used internationally and is considered a very good marriage preparation inventory. It is not a test and is never to be perceived as such. Answers are not determined to be right or wrong but are used to give an overall understanding of the areas of agreement between the engaged couple regarding key issues that are a part of every marriage. It is a tool to help couples see themselves more clearly as individuals and as a couple in relationship. The inventory is filled out separately by each of you, responding “Agree,” “Disagree,” or “Uncertain” to statements that cover the pertinent areas of strong marriages. Once the inventory is scored, then a trained facilitator will share with you the strengths and possible weaknesses that the inventory reflects. It is up to you, then, to build on those strengths and strengthen your weaknesses. Discussion on how to take this inventory is done at the Church office, usually on your first visit.

**The couple will be enrolled in one of the Marriage Preparation program.** Weekend Engaged Encounter, is available for particular situations. The goal is to complete marriage preparation **four** months prior to the wedding date, and for the couple to give this **preparation high priority** in their scheduling.

**The Pastor, or his designee has the responsibility** of helping those desiring marriage to assess their readiness for the Sacrament of Marriage as understood by the Church. The purpose of the initial meeting is to assist the pastor, or his designee in developing a helpful relationship with each couple. The couple will be responsible for scheduling a time with the Pastor or his designee to complete the FOCCUS readiness assessment tool. Review of the FOCCUS instrument should take place within 14 - 21 days of completing this assessment tool.

***If a couple desires a certain priest or deacon to assist or preside at the wedding, the Pastor's permission must be obtained before inviting that individual.*** For inter-faith marriages, Protestant ministers and Jewish Rabbis are welcome to participate in the ceremony. The presiding Priest or Deacon will secure the necessary permissions from the Chancery in order for the marriage to take place.

**We provide the guidance of a Ceremonial Coordinator** at both the rehearsal and the wedding. Approximately two months before the wedding, the Ceremonial Coordinator will help you set the date and time for your rehearsal (generally this is the day before the wedding at 5:30 pm, but can be done on other days and times). Many weekends we have multiple weddings; cooperation is essential scheduling the rehearsal. The Ceremonial Coordinator will conduct your rehearsal and be available on the day of your wedding to make sure that everything runs smoothly. Professional coordinators **MAY NOT** be used at Holy Trinity Catholic Church during the ceremony.

**A Kansas Marriage License** is valid for six months from the date of issuance and **MUST** be obtained from a Kansas Courthouse. This License (both copies) with the return envelope should be brought to the Church Office to be placed in your file at least a month before the wedding.

**Make arrangements with the Music Director** of our Church concerning all music and musicians; see pg 17.

**Availability of a Reception Hall** is usually the final determinant of the wedding date. If you need a different wedding date after obtaining a reception hall, contact the parish Marriage Preparation Coordinator at (913) 895-0608 immediately! If you wish to consider our Fr. Quigley Faith Formation Center for your reception, contact Stan Nill, Parish Life Coordinator at (913) 895-0605 for availability and fees

**Contact the Florist.** Make sure that your Florist is aware of what can and cannot be done, see pg. 19.

**Contact the Photographer.** Make sure that your photographer is aware of the rules we have in place, pg. 21. Provide Photographer/Videographer a copy of the letter on page 23. They must sign and return to the Marriage Prep Coordinator. (*See page 20 if you desire having your wedding videotaped as well.*)

**Contact providers of whatever printed materials are needed:** Invitations, Programs, Napkins etc

**Make arrangements for Rehearsal Dinner**, if desired.

**The address for the STONE CHAPEL**

**HOLY TRINITY CHAPEL  
9130 PFLUMM RD.  
Lenexa, Kansas 66215**

**The address for the MAIN CHURCH**

**HOLY TRINITY CHURCH  
13615 W. 92<sup>nd</sup> ST.  
Lenexa, Kansas 66215**

**Please Note  
Different  
addresses**



# WHAT IS NOT NEEDED

**Professional Wedding Coordinators**—While you may want to use a wedding coordinator for things outside of the ceremony please know that we **do not allow** professional wedding coordinators to be used at the rehearsal or the wedding ceremony.

**Video Cameras** - for a nominal fee the Church will videotape the ceremony with our own unobtrusive cameras **(not available for chapel weddings)**. Other equipment or videographers are not needed; however you are welcome to make that choice if it suits your purpose.

**Aisle Runners are not permitted as** they are a safety hazard and flower petals (flowers) cannot be dropped as they stain the carpet. (Artificial petals are permissible, though they cannot be strewn anywhere; only dropped by a flower girl)

**A multitude of decorations:** our Church is beautiful and needs little or no enhancement. Save money!!

**Candelabra** - we provide them, if you want them, for a small fee. (You may not bring in your own candles)

**Attendants**—Bridesmaids and groomsmen should be kept within a reasonable number, between (1) and seven (7) for the Main Church and between 1 and 4 for the Stone Chapel. Children in the wedding party should be an appropriate age (5).

**Receiving Line**—No receiving lines are held at the church

**Remember, this celebration is a Sacrament, not a production. That which adds to the reverence and sacredness of the liturgy is generally permitted. When you are considering things like pulling wagons, or using ring bearers and flower girls that are too young to walk on their own, please know that they will not be allowed. (*Children with walking disabilities are the exception*). It would be a good rule of thumb to ask the liturgy office if there are things you are considering that may be questionable.**

## SOME COMMONLY ASKED QUESTIONS

### **WHO CAN BE MARRIED AT HOLY TRINITY CATHOLIC CHURCH?**

According to Church Law the priests of Holy Trinity can marry only those persons who are members (registered) of Holy Trinity. And by Church Law only the pastor/associate of the parish, in which the bride/groom resides, has the bishop's permission to marry the couple. Therefore, **belonging to a parish** is VERY important. Church membership is determined by the boundaries of parishes that are assigned by the Archdiocese.

It is usually recommended that you marry in your own parish. If you are not a registered Holy Trinity parishioner, and we do accept handling your marriage ceremony, you **must** obtain a letter of permission from your parish to get married here.

If you live in our boundaries, you must register. **You can register after most weekend Masses.**

On most Sundays, they are located in the lobby of the Church after the Mass or you can call the parish office (913-888-2770).



## WHAT IF MY FIANCE IS NOT CATHOLIC?

To have a Catholic wedding ceremony requires that **only one party is Catholic**. If one party is not Catholic the only question asked is, are they baptized? If so, they just need to provide proof of their baptism (such as a baptismal certificate). If one cannot provide that proof, or is not baptized, then a Witness Form needs to be completed. If one party is not baptized the Wedding Ceremony without a Mass will be celebrated.

## DO I NEED TO HAVE RECEIVED THE SACRAMENT OF CONFIRMATION?

Within the Archdiocese of Kansas City in Kansas, and Canon Law, if it can be done without grave inconvenience, Catholics are to be Confirmed before they are admitted to marriage. If you are Catholic, and have not been Confirmed, please let your Marriage Coordinator know so that you can be put in touch with those who can help. It is the sacrament of Confirmation that strengthens the baptized and enriches the gift of the Holy Spirit, binding you more perfectly to the Church.

## WHO IS ALLOWED TO PERFORM THE MARRIAGE CEREMONY?

According to Church Law the parish priests and deacons at Holy Trinity are the **ordinary ministers** (witness) of a Catholic wedding held here. It is possible through permissions or delegations for priests or Catholic deacons in good standing, with faculties to marry in Kansas, and who are not assigned to our parish, to be the ordinary minister; but it cannot be guaranteed. Permission must be granted by the pastor and approved by the Archbishop.

## DO WE HAVE TO WAIT THE NINE MONTHS BEFORE GETTING MARRIED?

Yes, the only time the nine months is waived is at Fr. Mike's, our pastor's, discretion.

## CAN WE ASK OUR OWN PRIEST OR DEACON TO PERFORM THE MARRIAGE?

Yes. If he is not from our diocese, he **MUST** have a letter from his Bishop stating that he is a priest or deacon in good standing and that he has faculties to marry in his diocese.

## CAN ANOTHER DENOMINATION'S MINISTER HELP WITH THE CEREMONY?

Usually, this is not a problem. There are particular parts of the ceremony that the Catholic priest or deacon must preside over – please ask the assisting minister to contact our Liturgy Office.

## AT WHAT TIME ARE WEDDINGS HELD?

**Weddings are reserved according to a preset schedule for Friday evenings and Saturdays:**

Friday evenings at 6:00 pm or at 7:00 pm.

Saturdays at 1:00 pm or earlier in either **Church** or the **Stone Chapel(only one wedding scheduled on Friday and Saturday)**

**(Saturday evening weddings are not permitted in the Kansas City, Kansas Archdiocese)**

Weddings are **not** allowed on Sundays, Holy Days of Obligation, All Souls Day (November 2) or during the penitential season of Lent.

## HOW EARLY CAN WE GET INTO THE CHURCH BEFORE THE WEDDING?

On most weekends we have multiple weddings and/or other Church community functions for which the Church is reserved. This challenges all individuals to be most cooperative while in the Church space particularly when other functions are taking place. **All wedding parties have no more than 1 1/2 hours prior to wedding time and a 1/2 hour after the wedding.** Our fees are based on this time frame. This includes the brides room too; not just the sanctuary.

## ARE WEDDINGS PERMITTED IN THE OLD, ORIGINAL HOLY TRINITY CHAPEL?

Due to its limitations (*see below*) and frequent lack of availability, fewer weddings are allowed to be scheduled in the Chapel; but it is possible. (*Also see page 24 for Chapel limitations*).

*The Chapel has:*

- Limited seating capacity.
- A very small lobby for greeting guests.
- Inadequate dressing and waiting space for the bride, bridesmaids, groom and groomsmen.
- Not handicapped accessible.

It is ONLY used with these limitations being understood by the wedding couple.

## IS THERE A HALL AVAILABLE FOR THE REHEARSAL DINNER AND/OR THE WEDDING RECEPTION?



We have a very beautiful, Fr. Quigley Faith Formation Center, available for rent. Also available is our Parish Center. All information, and scheduling, is done through our Parish Life Coordinator, Stan Nill. You can reach him at (913) 895-0605, or email at [snill@htlenexa.org](mailto:snill@htlenexa.org).

## I HAVE SEEN THE USE OF A UNITY CANDLE AT CATHOLIC WEDDINGS; IS THIS STILL PERMISSABLE?

While in the past we have allowed the use of a unity candle, the Bishops of the United States have reminded us that the celebration of ritual gestures that are not approved by the Conference of Bishops constitutes an abuse, even if perhaps well-intentioned. So the answer is **NO** we do not allow it.

**Can Rice, Birdseed, Confetti, Flower Petals, etc., be thrown?** This is not allowed under any circumstances to be done on the Church grounds or inside the Church building.

## OTHER IMPORTANT CONSIDERATIONS

**Couples approaching the Church for Marriage** must examine their own lives before God and His Church as they seek permission to marry in the Church. It is unwise to set a wedding date until the Church has declared a previous marriage invalid (this is true for the non-catholic as well). Sr. Mary Ann Bartolac, (913) 894-1456, is the advocate for annulments for those needing help in this area.

**Co-Habitation:** Sometimes couples begin to live together before marriage to see if they are compatible, which is a mistake. “Trial marriages” can cause a number of problems. Not only is such an arrangement morally wrong, and very seriously sinful according to the explicit teachings of Jesus, but it also becomes an obstacle to a stable and happy marriage. Indeed, statistically, those who live together before marriage have a higher divorce rate than those who do not. The reasons are multiple. Sometimes, after living together for a year or so, one person wants marriage, while the other is satisfied with the status quo. As a result, one person ends up—sometimes subtly—pressuring the other to get married. That can be a catastrophe. Resentment can develop. And if any decision should be made freely, it is the decision to marry. Living together outside of marriage is an ambiguous relationship. It is always confusing to the couple themselves. They have a commitment to each other, yet they are not really committed. “Is it my money, or our money? Is this my home, or our home? Am I committed to you, or am I still independent? Are you responsible to me and to my expectations, or not?” When a problem arises it is often much easier to split up rather than to try and work it out. When couples marry after having lived together, after the wedding they often go back to the same relationship they had before. It feels the same. They have the same attitude toward each other, the same habits and the same understanding they had before marriage. Often there is no new commitment. When troubles arise, they often do not have the depth or mutuality of commitment to work it out. They are living the life of married singles. Living together without the commitment of marriage jeopardizes the possibility of a happy permanent marriage.

Even the sexual relationship, often a major reason for living together, is robbed of its fulfillment and beauty. The meaningfulness, the beauty and fulfillment of sexual union is found only in the marriage bed where there is the commitment of permanent and faithful love. Any sexual relationship without that kind of commitment is not only against God’s law, but is also perverted and destructive. The couple may never learn the fullest possibilities of real love. When Jesus teaches that when you make a commitment, really make a commitment. And when you make important life commitments, be prepared to live them out. If you are living together the ideal would be that you separate during your marriage preparation time and be reconciled with the Church as the best possible way to prepare for a lasting marriage. Unfortunately we do not always live the ideal life to which God calls us. The Church has shared with you the tremendous danger that exists when couples live together prior to a committed marriage. If this is your situation please know that we will not condemn you or refuse to provide your wedding ceremony (a mass will not be celebrated) but we will help you become aware of the pitfalls.

**In the Sacrament of Marriage, God calls couples to lives of holiness. During the period before marriage, we ask couples to evaluate their morals, the truths they live by and their response to a God who**

has clearly revealed His will to us in regard to many things. The Church strongly encourages all Catholics to celebrate the Sacrament of Reconciliation (Penance or Confession) prior to marriage. In some instances the sacrament will be made available after your rehearsal.

## Suggested Planning Schedule

Time Frame		Completed
<b>2 weeks after initial contact with Parish</b>	<b>Meeting with Marriage Preparation Coordinator (MPC)</b> [ ] Receive <i>Marriage Preparation Handbook</i> [ ] Receive NFP information [ ] Begin filling out Prenuptial form [ ] Register to take the online FOCCUS Instrument	<input type="checkbox"/>
<b>2 to 3 weeks after initial interview with MPC</b>	<b>FOCCUS Reflection session with MPC</b> [ ] Bring signed receipt of <i>Marriage Preparation Handbook</i> [ ] Receive <i>Liturgical Norms &amp; Marriage Rite</i> booklet [ ] <b>Church/Chapel Facility Usage Fee - 1/2 paid</b> [ ] Meet with Liturgy Office to begin planning ceremony	<input type="checkbox"/>
<b>6 months before wedding date</b>	<b>Baptismal Certificates (newly issued) and/or Witness Forms</b>	<input type="checkbox"/>
<b>3 months after initial meeting with MPC</b>	<b>Started Marriage Preparation</b>	<input type="checkbox"/>
<b>4 months before the wedding date</b>	<b>Marriage Preparation, with certificate received</b>	<input type="checkbox"/>
<b>4 months before the wedding date</b>	<b>Give Annulment/Defect of Form Data (if required) to Marriage Preparation Coordinator</b>	<input type="checkbox"/>
	<b>Natural Family Planning Introduction Session (attended)</b>	<input type="checkbox"/>
	<b>Counseling at Catholic Social Services</b> (if required)	<input type="checkbox"/>
	<b>Outside Priest/Deacon confirmed</b> (if using)	<input type="checkbox"/>
<b>2 months before the wedding date</b>	<b>Liturgical Celebration Planning mtg. with Priest/Deacon and Liturgy Office staff</b> <i>Liturgical Norms &amp; Marriage Rite</i> book completed	<input type="checkbox"/>
	<b>Meet with Music Director to finalize music selections</b>	<input type="checkbox"/>
<b>1 month before the wedding date</b>	<b>Remaining payments due to the Church office for:</b> [ ] Church/Chapel (remaining half of facility usage fee) [ ] Priest/Deacon - gift [ ] Videographer – see pg 14 [ ] Ceremonial Coordinator – see pg 14 [ ] All Musicians (includes cantor) – see pg 17 [ ] Altar Servers – see pg 14	<input type="checkbox"/>
	<b>Give Marriage License to Marriage Preparation Coordinator</b>	<input type="checkbox"/>
<b>Day of the Wedding</b>	<b>Wedding party arrives at church/chapel 1 1/2 hours before the ceremony begins for pictures</b>	<input type="checkbox"/>
	<b>Photographs conclude 30 minutes after the ceremony ends.</b>	<input type="checkbox"/>

# WEDDING CEREMONY FEE GUIDELINES

There is no charge for the Sacraments in the Catholic Church; however, our parish incurs expenses such as heating/air conditioning, maintenance and clean-up after weddings. To help defray these expenses you are asked to pay a church usage fee.

## **CHURCH or CHAPEL:**

### **Use of the Church (for 1 ½ hours before celebration and ½ hour after):**

Registered members .....	\$350
Out of Parish .....	\$1,000



## **Marriage Preparation Fees:**

- Preparing to Live in Love ..... \$100 (plus \$25\* for NFP Introduction course)
- School of Love ..... \$150 (includes NFP Introduction course)  
(This School of Love option for Marriage Preparation is temporarily on hold)
- Catholic Engaged Encounter..... \$225 (plus \$25\* for NFP Introduction course)
- Agape Catholic Marriage Prep online (extraordinary form)..... \$165\*\* (plus \$25\* for NFP Introduction course)

*(Catholic Engaged Encounter fees include meals, lodging and supplies, to be sent with reservation form. For weekend availability please call the Reservations Couple: Eric & Debbie Zayas (913) 782-1603*

## **Weddings that take place outside Holy Trinity.....\$150\*\*\***

**Priest / Deacon Gift: (free-will offering — suggest commensurate with other fees)**

**Ceremonial Coordinator (Rehearsal for 1 hour and wedding day for 1 ½ hours before celebration and ½ hour after) .....** \$175

**Musicians, Cantors .....** see pg. 17

**Videographer .....** \$300

**Altar Servers .....** \$20/ea

**Candelabra .....** \$35 (for the set)

## **When are fees to be paid?**

Half of Church/Chapel usage fee is paid at the time of the 2<sup>nd</sup> meeting with the Marriage Preparation Coordinator. The remainder of the usage fee as well as all other fees required are due ONE MONTH prior to the wedding date.

\* This is the cost of the Archdiocesan Introduction Course paid by the couple upon online registration. Other providers set their own costs.

\*\* This cost is set by the provider of the marriage preparation course and is subject to change

\*\*\* processing fees (administrative time, FOCCUS scoring & other paperwork) payable to Holy Trinity

# THE MARRIAGE PREPARATION PROGRAMS

## PREPARING TO LIVE IN LOVE:

“Preparing to Live in Love” is a mentor-based program that seeks to invite engaged couples to enter more deeply into the life of the Church and to integrate the teachings of the “Theology of the Body” into your relationship and future marriage. It is usually presented over seven weeks with a lead couple presenting to one engaged couple at a time. Due to a current shortage of lead couples there is an alternate version available where a lead couple will present to a small group of engaged couples over 4 sessions (each session takes more time). This marriage preparation program does not include the required introduction to Natural Family Planning session.

## SCHOOL OF LOVE

“School of Love” is a public association of Christ’s faithful in the Archdiocese whose mission it is to assist in preparing engaged couples for marriage for marriage, helping married couples strengthen their vocation and promoting natural family planning. School of Love’s Marriage Preparation program emphasizes doctrinal catechesis and deep spiritual formation in a way that is human and accessible to today’s engaged couples. All teaching is done by catechists with advanced degrees and experience in the marital field. Catechists are joined at marriage preparation programs by mentor couples who lead small group discussions. The course is offered once a week for 8 weeks at various locations and includes sessions on Natural Family Planning. **Please note that School of Love is temporarily on hold as a marriage preparation option.**

## CATHOLIC ENGAGED ENCOUNTER

“Catholic Engaged Encounter” is a marriage preparation retreat. It is a quiet weekend specifically designed to give couples the opportunity to talk honestly and intensely about their future together. In Kansas City there are eight weekends annually. Again, this option is available for couples who cannot commit to a weekly preparation meeting. Weekend begins on Friday evening at 7:00 pm and finishes with mass beginning approximately 1:30 pm on Sunday (yes you stay overnight, and it includes meals). The couple **MUST STAY** the entire time to derive the full benefit from the weekend. Certificates of attendance will be presented after Mass. The weekends are held at Savior Pastoral Center in Kansas City, Kansas. For weekend availability please call the Reservation Couple: Eric & Debbie Zayas at (913) 782-1603 -- [Email: debbie.zayas@att.net](mailto:debbie.zayas@att.net) Or you can write them at: **Catholic Engaged Encounter, P.O. Box 992, Olathe, KS 66051-0992**

## AGAPE CATHOLIC MARRIAGE PREP ONLINE (AN EXTRA ORDINARY FORM OF PREPARATION)

Catholic Marriage Preparation Online is the online version of a program created in Colorado by Christian and Christine Mert under the direction of Archbishop Chaput. This course 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 the standard process. **This course is not intended to be an alternative for couples who simply find the other courses inconvenient.** The format for this option is for the couple to register for the course and then receive materials with comprehensive and reflective questions via email. After the couple answers the questions, they receive a personal reply from their mentor which includes affirmation and clarification on any answers they may have not understood fully.

We hope you will enjoy these programs and find it beneficial. Your parish marriage preparation coordinator will assist you in determining which program would be best for you. Feel free to call on them at any time if you have questions or special concerns.

## Natural Family Planning

It is a requirement of the Diocese that in our marriage preparation program for engaged couples they attend an introductory session on **Natural Family Planning**. These are a 3-hour “date night” that will answer your questions about what NFP is and present medical and psychological evidence of its effectiveness and benefits to both a woman’s health and a couple’s relationship. Wine, appetizers, coffee and dessert are served. Dr. Laurie Heap’s presentation style is dynamic and engaging. Cost #25.

One of the most widely misunderstood teachings in the Church today is contraception. Many are unaware of the beautiful, natural, and effective method known as Natural Family Planning which allows couples to responsibly postpone or achieve pregnancy. Interestingly enough, while the divorce rate in America hovers around 50% during the first five years of marriage, those who use Natural Family Planning (also known NFP) have a divorce rate of about 0.6% according to the Couple to Couple League and between 2-5% according to research conducted by California State University. The Catholic Church promotes NFP as a moral way to plan for children in accordance with God’s will. Not only is it highly effective, being almost 100% effective when used correctly (U.S. Department of Health, Education and Welfare), it’s also extremely healthy, practically free, and statistically proven to strengthen marriages and improve sexual satisfaction!!!

**An informative website is: <http://www.usccb.org/prolife/issues/nfp/>**

If the marriage preparation program chosen does not contain an introductory session for Natural Family Planning, then it is the engaged couple’s responsibility to attend and approved session at their additional cost. For upcoming dates and to register go to [www.archkck.org/prescription](http://www.archkck.org/prescription). If you have further questions feel free to contact Brad DuPont at the Archdiocesan Family Life Office: [bdupont@archkck.org](mailto:bdupont@archkck.org), or 913-647-0301.

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# **WEDDING MUSIC GUIDELINES**

## **Holy Trinity Catholic Church, Lenexa KS**

### **August 2015 Clarification**

**ALL ARRANGEMENTS FOR WEDDING MUSIC AND MUSICIANS ARE MADE WITH OUR DIRECTOR OF MUSIC, Dr. Chloë Stodt, (913) 895-0682. Couples are asked not to schedule any other musicians before meeting with Dr. Stodt.** Group wedding music meetings, scheduled approximately twice/year, provide a helpful introduction to our planning process prior to the couple's individual music consultation with Dr. Stodt.

**CHOOSING MUSIC-** The revised *Order of Celebrating Matrimony (OCM), Second Edition* (1990, 2015, 2016) envisions the music sung by the congregation as the most important music at the wedding, just as at Sunday Mass. Solo or ensemble-only music may be offered as a prelude, during the Preparation of Gifts, or after the congregational Communion hymn/song. A list of music recommendations plus other music planning resources may be found online at [www.htlenexa.org/wedding-music](http://www.htlenexa.org/wedding-music).



Secular, pop, or personal love songs that mention God only peripherally or not at all are best reserved for the rehearsal dinner, reception, or dance. As with all of the church's ministries, music is offered by ministers present at the celebration; pre-recorded music is not used.

Our evaluation of wedding music is guided by instructions in the revised OCM, the U.S. Bishops' document, *Sing to the Lord: Music in Divine Worship* (2007), and the *General Instruction of the Roman Missal* (2010). The parish music director, in consultation with the parish liturgist and pastor, exercises final discretion regarding the suitability of all wedding music selections.

### **CHOOSING MUSICIANS**

**ORGANIST/PIANIST** - As the parish Director of Music, Dr. Stodt is the assigned organist/pianist who plays for all Holy Trinity weddings. If she is not available, she will engage a qualified substitute/guest organist.

Family and friends of the couple who are keyboardists are welcome to participate (e.g., prelude, preparation of gifts, postlude, solo accompaniment), but **they may not replace the music director's role**. A couple who desires that an outside organist/pianist play the entire wedding must first secure the music director's permission, and is still expected to pay the music director the full Organist fee (see MUSICIANS' FEES: Holy Trinity Organist-Music Director, "a" below). A music planning meeting with the music director is still required.

**CANTOR** - A parish cantor is present for every marriage at Holy Trinity. Any non-Holy Trinity vocalist requested by the couple is expected to demonstrate competence in the role of the cantor in Catholic liturgical practice, as well as vocal proficiency (e.g., by submitting a CD) before being approved by the Director of Music.

**OTHER INSTRUMENTALISTS** - Additional instrumentalists (e.g., string quartet, flutist, guitarist, etc.) are welcome. If you would like additional instrumentalists, the Director of Music will guide and audition your selection before approval. All non-keyboard instrumentalists recruited and scheduled by the Director of Music shall be paid according to the Holy Trinity wedding music fee schedule. **Fees paid to non-Holy Trinity musicians engaged by the couple shall be negotiated directly between the musician/s and the couple.**

**MUSICIANS' FEES** - All musicians' fees are payable directly to the musician/s. Holy Trinity musicians' fees are due in advance in the church office one month prior to the wedding.

#### **Holy Trinity Organist-Music Director:**

- a) \$275 includes music consultation and coordination, rehearsal with a Holy Trinity cantor, formatting and printing the wedding worship aid (up to 200 copies), and the wedding. The organist typically is not present for the wedding rehearsal.
- b) \$50/hour rehearsal fee for collaboration with non-Holy Trinity cantors and/or instrumentalists (other than organists). All musicians are expected to have their music learned prior to this rehearsal.

#### **OR Substitute/Guest Organist Engaged by the Music Director:**

- a) \$175 Organist Fee
- b) \$50/hour Organist rehearsal fee for any collaboration with non-Holy Trinity cantors and/or instrumentalists. All musicians are expected to have their music learned prior to this rehearsal.
- c) \$100 Music Director/Coordinator Fee (consultation, preparation/printing of worship aid, coordination of other musicians)

**Cantor:** \$125 minimum per person

**Other instrumentalist (flute, trumpet, violin, etc.):** \$125-\$200 per person

# CEREMONIAL COORDINATOR & REHEARSAL GUIDELINES

Rehearsals **generally** are scheduled on Thursday's or on Friday's, if there are no weddings taking place, at **5:30 p.m.** (This time can be negotiated). It is not required to have a rehearsal the day before a wedding. Please note that when weddings and rehearsals are scheduled on the same evening, the weddings take precedence.

The use of one of our **Ceremonial Coordinators** to conduct the Rehearsal and attend to the wedding day **is required**. Professional wedding coordinators **may not** be used at Holy Trinity Catholic Community. The Rehearsal is looked upon as a prayer and as preparation for a Sacramental Covenant. It can be enjoyable, but, the seriousness of the wedding liturgy calls for this to be a time of prayer and final preparation. Gathering in the worship space demands that all persons conduct themselves in a reverent manner and that they dress appropriately. Currently we have more than one Ceremonial Coordinator. Contact Marsha Holland, at (913) 895-0608 to find out who has been assigned to your wedding and how to reach them.

## **Basic Responsibilities for the Ceremonial Coordinator**

- Confirm that all necessary arrangements have been made for your sacred ceremony in the Church.
- Conduct the rehearsal, making sure that all needed furnishings are there.
- Arrange the worship space for the service requested and return to original condition after the ceremony
- Assistance at the wedding ceremony and hospitality. (Please designate family member or friend to care for your personal items for security and safety. This includes clothing from dressing areas, flowers, and décor. All personal belongings must be removed from the dressing areas prior to the start of the wedding.

The fee for these services is \$175. Fees are made payable to the Ceremonial Coordinator one month prior to the Wedding (***Like the Church use fee this allows for 1 1/2 hours before the ceremony and 1/2 hour after, in addition to the Rehearsal***).

All persons involved in the Rehearsal, i.e., ***bride, groom, bridal party, parents, lectors, ushers, ring bearer and flower girl, if applicable, candle lighters, Extraordinary Ministers of Holy Communion, if it's a mass., non-Holy Trinity clergy presiding at wedding***, are expected to be prompt and dressed appropriately. Since more than one rehearsal may be scheduled on the same night, **IT IS IMPERATIVE THE REHEARSALS BEGIN AND END ON TIME**. Please remind your wedding party to give themselves sufficient travel time to arrive at the church 15 minutes before rehearsal begins. Rehearsals will last no more than one hour.

The Marriage License should be given to the Marriage Prep Coordinator one month prior to your wedding date. The Priest/Deacon will sign the one marked "Duplicate" prior to the ceremony and it will be given to the Bride and Groom to take with them the day of the Wedding. The Priest/Deacon will sign the "Original" License after the ceremony and return it to the County Courthouse. Obviously, the rehearsal and your wedding cannot proceed without a marriage license presented for our review.

## Behavior/Caring for Building

Please observe all no-smoking and parking regulations. **Liquor, alcoholic beverages, or recreational drugs are not permitted** on Church property **anytime before or after the ceremony. If you are caught with alcohol or drugs you will be asked to leave the church and your wedding will not be performed** here.

Informing the bridal party and guests is your responsibility. Please no gum chewing during the rehearsals or during the wedding ceremony. Please treat the Church facilities as you would your home. If any damage occurs, please report it to the Ceremonial Coordinator. The wedding party will be held responsible for any damage done to furniture or the building.

### Dressing Room

Dressing rooms are available for the bridal parties **90 minutes** before the ceremony. **This is NOT negotiable** because often the church/chapel has other commitments to fulfill. Food or drink is not allowed in the dressing rooms. If needed, please use the Church Social Room.

### Church

**Bride:** Dressing room adjacent to women's restrooms **Groom:** Liturgical Gathering Room

### Chapel

**Bride:** Basement

**Groom:** Nothing available for groom and groomsmen in the chapel

**Please accept the responsibility to remove all trash** and to leave rooms clean and tidy as they are used for Parish activities on a daily basis. All personal belongings must be removed from the dressing areas prior to the start of the wedding.

## Decorations

Church/Chapel decorations are not needed; however, if additional decorations are desired, please follow these guidelines. There are two possible locations for flower arrangements – in the sanctuary in front of the altar or the ambo; or on the back altar. Nothing is to be placed on the Altar of Sacrifice. Any church flowers that are moved must be moved back into the proper place. Garlands or pew ribbons may be fastened by rubber bands or plastic clips only. No tape, wire, tacks or staples are allowed, and no petals or flowers strewn on the floor; they pose a safety hazard. Artificial flowers may be dropped by flower girls during the procession only and **must be cleaned up after the wedding**. The use of rice, birdseed or confetti is not allowed in the church and on parish grounds. Bubbles may only be used outside the church. **Seasonal decorations are an important part of our worship area and may not be taken down**. Any questions regarding what seasonal colors will be in use at the time of your wedding may be referred to the Marriage Preparation Coordinator. An aisle runner is **not allowed**. Please be sure to notify your florist about these matters. Also, note that any acceptable decorations must be set up **during that 90 minute** window allowed before the ceremony and removed during the 30 minute time-slot following the ceremony.

# Photographer/Videographer

Photographs and videos provide lasting memories of the wedding ceremony. The taking of these photographs or videos however, must **never** distract the bride, groom and their guests at the wedding from the prayerful dignity of the liturgy of Christian Marriage. Since the wedding ceremony is a religious service **all photographers and videographers are required to reverence the ceremony and the place.** During the ceremony itself, the photographer/videographer is asked to remain outside the sanctuary and must remain as unobtrusive as possible. Generally this means remaining in the back of church. **The photographer is asked not to come close to singers or any liturgical minister once the service has begun.**

Though not required, if videotaping, use of our in house system and personnel is suggested. Since our house system has 5 cameras and is operated from a room outside the church proper, it allows for the proper reverence necessary in a Catholic liturgy. It also provides for a clearer audio recording, captured from our church sound system (**see pg. 14 for the fee — it is very reasonable**).

It is strongly encouraged that the majority of posed pictures are taken before the ceremony. Photographs taken in church prior to the wedding should cease 30 minutes before the ceremony is to begin. Photographers will be allowed an additional 30 minutes after the ceremony for remaining pictures in the Church. **No one, including the photographer can set up in the church/chapel earlier than 1 1/2 hours prior to the start of the wedding.** The photographer is not allowed in the **SANCTUARY** (altar area) for the taking of pictures or videos during the ceremony. A still-photographer is allowed to move as long as he/she remains out of view of the congregation.

## **Basic Responsibilities of the Church Videographer:**

- **Outfit** the groom with a wireless microphone
- **Display** wedding graphic on the message screen at church entrance.
- **Record** your wedding, preparation/setup, 20minutes before the ceremony and ending approximately 10 minutes after the wedding.
- **Adjust** audio inputs to video system (add musician mics if needed).
- Give two copies of the DVD to the wedding party immediately following the recording.

The DVD should be used for outside duplicating purposes. **The church keeps no archive of your recording.**

# Your Wedding Ceremony

To celebrate a wedding in the Catholic Church is a special and unique moment. In the Catholic wedding ceremony, the bride and groom invite their families and friends to join with them in prayer through and in Jesus Christ, asking Him to unite them in the power of his love, and promising God to be faithful in marriage.

It is so easy to get caught up in all of the preparation for a wedding that we lose sight of the sacredness of the occasion and of the impact that it can have on our friends and families.

Marriage is so revered by the Catholic Church that between two baptized adults it is called a **sacrament**. Our faith holds marriage in such high regard that we understand the commitment of marriage is to be lived out in **fidelity and permanence**. A wedding liturgy done in a prayerful spirit enables the Church to emphasize the role of married persons to be God's servants in the world.

Keeping this in mind we recommend that young children, especially those under the age of six (6) not be in the wedding party. A wedding liturgy is sacred and young children can distract from the prayerful atmosphere. The experience may also be somewhat terrifying for them.

The best man and maid or matron of honor does not have to be Catholic in order to be the witnesses at a Catholic Marriage.

Family or friends may also serve as lectors, gift bearers, and Extraordinary Ministers of Holy Communion at your wedding.

**Only readings from the Bible may be used at the wedding liturgy** The wedding guide is provided to you by the parish will give you much help in choosing appropriate readings.

Altar Servers are required when our parish priests are the ministers of the ceremony. Even if the ceremony is not contained within a Mass servers will be needed. Ordinarily we ask the wedding couple to provide altar servers (must be trained in serving at Mass). If that is not possible the parish can provide them.

Candle lighters **are not part** of a wedding ceremony, but may be employed at the discretion of the bride and groom. Only candelabra provided by the Church may be used (there is a small rental fee).

Church law prohibits communion to those not Catholic -- only Catholics in a state of grace can receive the Eucharist at a Catholic Mass. All others are welcome to come forward with arms folded across their chest to receive a blessing. For Nuptial Masses, we ask the wedding party to provide at least 1 additional Extraordinary Minister of the Eucharist, or 3 if the wedding party desires the Eucharist under both species (host & chalice) be distributed to the people.

In a marriage between two Catholics, a nuptial mass is encouraged. It completes the promises of your baptism as you marry and share the Eucharist with each other and your loved ones. In a marriage between a Catholic and non-Catholic we encourage the Wedding Rite celebrated within the Liturgy of the Word (No Mass). A wedding is a celebration of unity; excluding a major part of the congregation from sharing Holy Communion unduly accents the unfortunate incomplete unity of the Christian denominations.

The bride and groom should ensure that guests refrain from taking flash pictures during the ceremony or of moving about the Church during the wedding ceremony. Remember, this is a sacred event.

# Wedding Rite

At one of your early meetings a booklet called *Liturgical Norms and Marriage Rite* was given to you. The Church has provided for you a rich resource of Scripture readings, prayers, vows, blessings and other alternatives from which you can select those that personally seem most appropriate and attractive. They are arranged according to the order of the ceremony. You will find in the back of the booklet a handy tear-out sheet that couples use to plan their ceremony.

## Liturgy:

### Overview of Service:

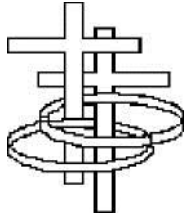
#### *If you choose a Nuptial Mass*

- I. Opening Prayer
- II. First Reading
- III. Responsorial Psalm
- IV. Second Reading
- V. Gospel Acclamation
- VI. Gospel
- VII. Rite of Marriage & Consent
- VIII. Blessing & Exchange of Rings
- IX. Prayer of the Couple
- X. General Intercessions
- XI. Liturgy of the Eucharist
- XII. Lord's Prayer
- XIII. Nuptial Blessing
- XIV. Communion
- XV. Prayer After Communion
- XVI. Final Blessing

#### *If you choose a Nuptial Service (without Mass)*

- I. Opening Prayer
- II. First Reading
- III. Responsorial Psalm
- IV. Second Reading
- V. Gospel Acclamation
- VI. Gospel
- VII. Rite of Marriage & Consent
- VIII. Blessing & Exchange of Rings
- IX. Prayer of the Couple
- X. General Intercessions
- XI. Nuptial Blessing
- XII. Lord's Prayer
- XIII. Final Blessing

*To determine estimated time of service, calculate 45 minutes for a Wedding Mass, then add the minutes the musical selections will take. For a Nuptial Service (without Mass) calculate 30 minutes for the service, then add the music time.*



# Holy Trinity Catholic Church

9150 Pflumm Lenexa, Kansas 66215  
office (913) 888-2770 fax (913) 888-4403

## Dear Photographer/Videographer,

Holy Trinity Church welcomes you. This is a holy and sacred space. We ask that you always respect and reflect this. So that this may be a pleasant experience for all concerned, we ask you to follow these simple guidelines set for this church, the surrounding ground and outdoor facilities.

The wedding ceremony is sacred and solemn. **During the ceremony we ask you to be unobtrusive** with as little distraction as possible. A still photographer is allowed to move as long as he/she remains out of view of the congregation.

Video cameras **should be stationary** and out of the way of wedding guests.

Extension cords may not be taped down or placed where they may cause stumbling or tripping.

During the ceremony the **Off limit areas are the sanctuary (in the chapel this includes the sacristy), choir area (in the church only, permitted in the chapel), and the center aisle**. The photographer may station themselves **half-way down the center aisle** for the procession only. **Under no circumstances** may a flash be used during the ceremony.

When making plans with the engaged couple please remember that you can set up in the church/chapel **no earlier** than 1 1/2 hours prior to the start of the wedding. We prefer that the majority of the photographs be taken prior to the ceremony. If there is a need to take photographs after the ceremony they must be completed within a 1/2 hour of the end of the ceremony; no exceptions.

Thank you in advance for complying with these guidelines.

Peace,

Holy Trinity Parish

**My signature below indicates that I have read these instructions and will comply**

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**Photographer**

---

**Videographer**

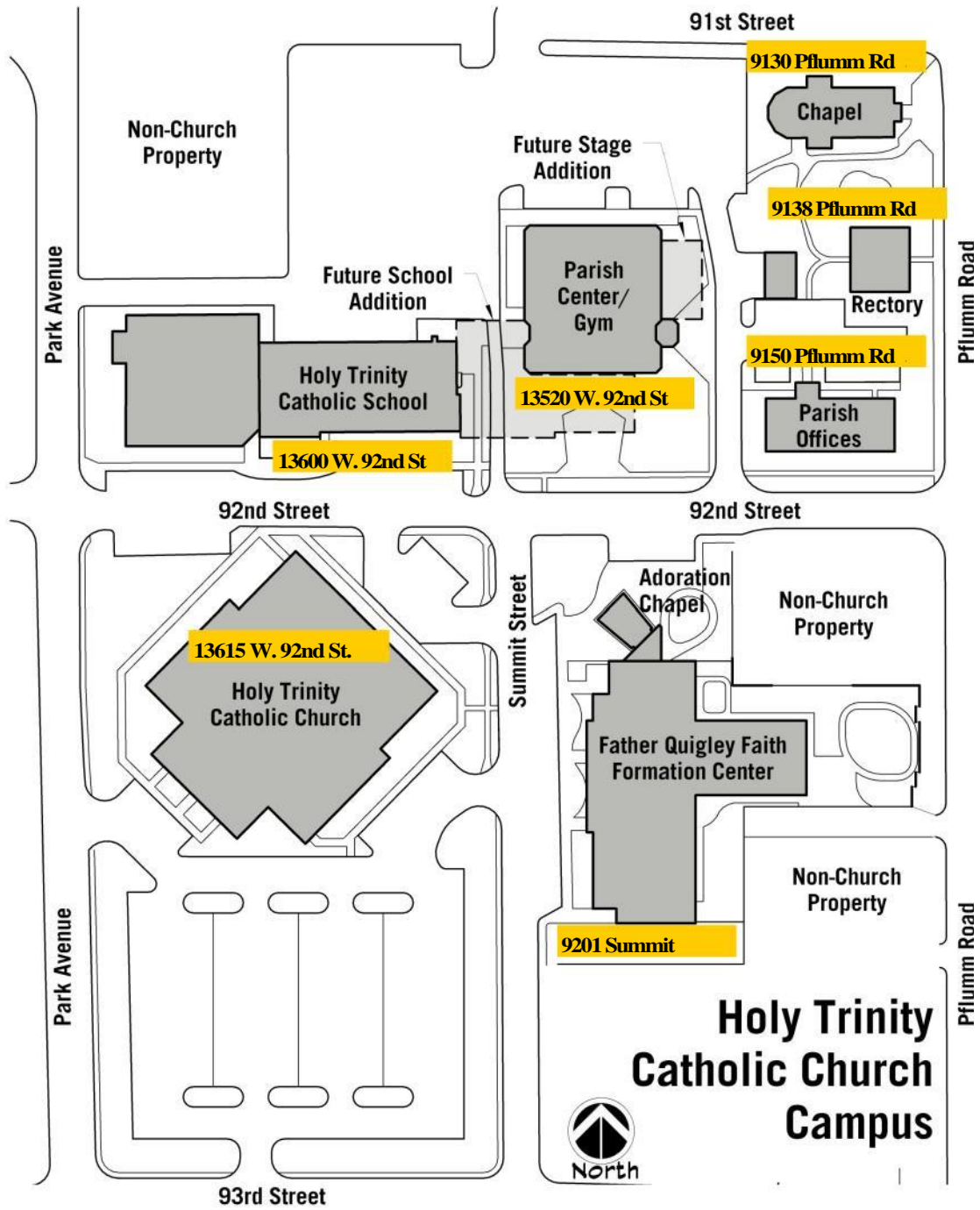
## LIMITAIONS OF USAGE OF HOLY TRINITY "CHAPEL"

Those wishing to use the Chapel must be aware of the following limitations of the Chapel:

- **SIZE OF WEDDING** - The Chapel has a very limited seating capacity, capacity seating of 200. Weddings expecting **more than 200 must use** the larger Church facility.
- **RESTROOMS** -- Restrooms are very limited and are located in the Chapel basement.
- **BRIDE'S DRESSING ROOM** - There is **NO** dressing room set aside for the wedding party. The bride/groom and wedding party must either come already dressed or use the chapel basement area, which is open to the public. Rental of the Chapel INCLUDES NO OTHER facility on the campus.
- **HANDICAP ACCESSIBILITY** - The chapel is **NOT** handicap accessible. Stairs are at both entrances. If you have a guest(s), with walking disability, assistance by your ushers will be required.
- **NO GATHERING AREA** - There is a very, very small gathering area. In the event of inclement weather, there is very little protection from the elements.
- **VIDEO TAPING LIMITATIONS** - The Chapel has certain video taping **RESTRICTIONS**. Videotaping in the chapel must be confined to the balcony throughout the Wedding Ceremony. No Video Cameras will be permitted within the seating area except for the Wedding entrance procession. The camera system in the other Church has the ability to videotape your wedding with close up shots and other niceties if this is what you are seeking. The chapel cannot offer this.
- **MUST BE FINISHED BY 3:30 PM** - Because of other Saturday Chapel commitments, the wedding party must be finished **COMPLETELY** and out of the chapel **by 3:30 pm** to allow time for clean-up for later use of the Chapel. This is not negotiable.
- No one is to change the heating and cooling settings in the building for any reason.



file: p:\marriage\campus map and addresses



Directions to Event



# HOLY TRINITY CHURCH or CHAPEL

## WEDDING RESERVATION REQUEST FORM

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY BY THE REQUESTING PARTY and returned to the parish office within **2-Weeks** of initial meeting in order to reserve your intended date of marriage (*realizing all other parish and Diocesan Requirements are met*).

WEDDING DATE: \_\_\_\_\_ STARTS AT: \_\_\_\_\_

CHURCH: \_\_\_\_\_ CHAPEL: \_\_\_\_\_

ENGAGED COUPLE NAME \_\_\_\_\_

NUMBER EXPECTED \_\_\_\_\_

PARISHIONERS' NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Please Sign and return with the appropriate fee (checks payable to Holy Trinity, see page 14 for user fees). Once records are verified a parish representative will sign and this request form will be returned to you.**

\_\_\_\_\_

**Wedding Party Parish Representative**

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

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

Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_

# Holy Trinity

## Preparation for Marriage

The signature below by the Wedding Party indicates that they have read the policies and guidelines contained within this booklet and agree to abide by them. It serves the purpose of ensuring our wedding celebration glorifies God and serves as a proclamation of the divine love. These guidelines also maintain that the Church facilities are preserved for the ongoing use of Holy Trinity parishioners.

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**Groom**

**Bride**