

**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
Office: 9150 Pflumm Rd
Lenexa, KS 66215
(913) 888-2770

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(updated: September 18, 2025)

HELPFUL PHONE NUMBERS & ADDRESSES

- *Fr. Mike Koller, Pastor: 913-895-0600*
[Email: frmichael@htlenexa.org](mailto:frmichael@htlenexa.org)
- *Pam & Dave Brill, Marriage Coordinators: 913-895-0608*
[Email: marriage@htlenexa.org](mailto:marriage@htlenexa.org)
- *Parish Offices: 913-888-2770*
[Email: holytrinity@htlenexa.org](mailto:holytrinity@htlenexa.org)
- *Joe Heron, Director of Music: 913-895-0682*
[Email: jheron@htlenexa.org](mailto:jheron@htlenexa.org)
- *Dan Klein (Fr. Quigley Center Rentals):*
913-888-2770 or [Email: dklein@htlenexa.org](mailto:dklein@htlenexa.org)
- *Jeff Ely, videographer: 913-624-4229*
[Email: ely.jeffd@gmail.com](mailto:ely.jeffd@gmail.com) or churchav@htslenexa.org

If, at any point in the marriage preparation process, either the bride or groom changes his/her cell phone or email address, please let the Marriage Prep Coordinators know as soon as possible! We will be calling, texting or emailing you with important questions during the marriage preparation process and it is important that we are able to reach you in a timely manner.

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Holy Trinity Catholic Church

Office: 9150 Pflumm Road, Lenexa, Kansas 66215

phone (913) 888-2770 ~ fax (913) 888-4403

Dear Engaged Couple:

Congratulations on your engagement! Our Holy Trinity Parish family rejoices with you as you prepare for this lifelong covenant of love. This time 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 prayerful wedding celebration. The Marriage Preparation process 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. 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 **Pam & Dave Brill, our Marriage Coordinators, at (913) 895-0608**. They 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:**

<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:

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, the marriage preparation coordinators (trained facilitators) will meet with you to discuss 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.

Marriage Preparation Program

- The program used by Holy Trinity is Witness to Love. This is a virtue-based program that is included in the wedding fees. Engaged couples will be paired with a mentor couple within the parish and will meet in the mentor couple’s home at mutually agreeable dates/times. There is an introductory session and six sessions in the program.
- EverMore in Love Weekend retreat is available through the Archdiocese for circumstances when Witness to Love is not an option. There is an additional fee (currently \$175) for the weekend.
- The goal is to complete marriage preparation **three** months prior to the wedding date, and for the couple to give this **preparation high priority** in their scheduling.

Natural Family Planning

- An introductory course in NFP is a requirement for couples getting married in the Church. Holy Trinity offers a spring and a fall “date night” that will fulfill this requirement and is included in the fees.
- There are alternate options available if necessary; please note these may have an additional fee.

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.

Baptismal Certificate with Notations

- **Catholics must have this** issued within six months of their wedding date 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.

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.

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. 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 can be completed online. Once you receive it forward the entire document to marraige@htlenexa.org. This way the marriage license will be printed and ready for your wedding day.

Make arrangements with the Music Director of our Church concerning all music and musicians (p. 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 Coordinator at (913) 645-1833 immediately! If you wish to consider our Fr. Quigley Faith Formation Center for your reception, contact Laura Weber, Director of Administrative Services, at (913) 888-2770 for availability and fees.

Florist. Make sure that your Florist is aware of what can and cannot be done (p. 19).

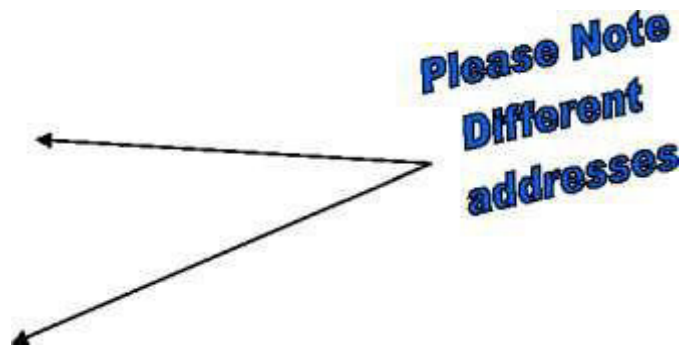
Photographer. Make sure that your photographer is aware of the rules we have in place. (p. 20)
Provide Photographer/Videographer a copy of the letter on page 23. They must sign and return to the Marriage Prep Coordinator. (See page 20 if you desire having your wedding videotaped as well.)

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. 92nd ST.
Lenexa, Kansas 66215**



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 everywhere; only dropped by a flower girl. Please designate someone to pick up the petals once the ceremony is finished.

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

Candelabra - we provide them, if you want them.

Attendants—Bridesmaids and groomsmen should be kept to a reasonable number. Keep in mind the Stone Chapel is a small area.

Receiving Line—No receiving lines are held at the church

Remember, this celebration is a Sacrament. That which adds to the reverence and sacredness of the liturgy is generally permitted. It would be a good rule of thumb to ask the Marriage Coordinator 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. 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 at Holy Trinity. Please note that your marriage prep should be coordinated with your home/registered parish if it is geographically possible.

If you live within our boundaries, you must register. **You can register after most weekend Masses** in the lobby of the Church or you can call the parish office(913-888-2770).

The marriage ministry coordinators can also assist in registering you when you come for your initial meeting.

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 Coordinators 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. It is possible through permissions or delegations for priests or Catholic deacons in good standing, with faculties to marry in Kansas 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 AT LEAST SIX MONTHS BEFORE GETTING MARRIED?

Yes, the only time less than six months is waived is at our pastor Fr. Mike'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 Marriage Office.

AT WHAT TIME ARE WEDDINGS HELD?

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

- Friday evenings at 5:00 pm, 6 pm or 7:00 pm.
- Saturdays at 1:00 pm (or earlier) in either the **Church** or the **Stone Chapel**
- **Saturday evening weddings are not possible in the Archdiocese of Kansas City in Kansas)**
- Weddings are not permitted 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 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 bride's room as well.

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; no more than 180 guests.
- A very small lobby for greeting guests.
- Inadequate dressing and waiting space for the bride, bridesmaids, groom and groomsmen.
- Not handicapped accessible.
- Restrooms are located in the basement.

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 Dan Klein, _____. You can reach him at (913) 888-2770, or email at DKlein@htlenexa.org.

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

No. 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.

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). Speak to the marriage coordinators regarding the potential need. They will direct you.

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 and the beauty 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
2 weeks after initial contact with MPC	Meeting with Marriage Preparation Coordinator (MPC) * Filled out Prenuptial Form * Received Marriage Preparation Requirements * Receive NFP information * Registered to take the online FOCCUS Instrument * Receive Liturgical Norms & Marriage Rite Booklet	☐
2 to 3 weeks after initial interview with MPC	FOCCUS Reflection session with MPC - Complete FOCCUS online marriage inventory - Set up Meeting with MPC to review FOCCUS	☐
1-3 months after meeting with MPD	Started Marriage Preparation	☐
6 months before wedding date	Baptismal Certificates (newly issued) and/or Witness Forms	☐
4 months before wedding date	Send Certificate of Completion of Marriage Preparation to MPC	☐
4 months before wedding date	Give Annulment/Defect of Form Data (if required) to Marriage Preparation Coordinator	☐
	Natural Family Planning Introduction Session (attended)	☐
	Counseling at Catholic Social Services (if required)	☐
	Outside Priest/Deacon confirmed (if using)	☐
2 months before wedding date	Review Liturgy Worksheet with Priest/Deacon/MPC <i>Liturgical Norms & Marriage Rite book completed</i>	☐
	Meet with Music Director to finalize music selections	☐
1 month before the wedding date	Remaining payments due to the Church office for: [] 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	☐
	Give Marriage License to Marriage Preparation Coordinator	☐
Day of the Wedding	Wedding Party arrives at church/chapel 1 1/2 hours before the ceremony begins for pictures	☐
	Photographs conclude 30 minutes after the ceremony ends.	☐

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 \$1000

(includes FOCCUS Marriage Inventory, Introduction to NFP Class, Witness to Love Marriage Preparation Classes, Liturgy Worksheet, Music Director-Principal Organist/Pianist, Cantor, Wedding Ceremony Coordinator, programs, Administration & Paperwork to Archdiocese Tribunal Office)

*An additional fee \$50 per rehearsal hour is added to this total when the Music Director serves as wedding keyboardist with non-Holy Trinity cantors and/or instrumentalists.

Out of Parish \$1,500



Marriage Preparation Fees for weddings taking place outside of Holy Trinity: \$275

Processing fees (administrative time, FOCCUS scoring & other paperwork) payable to Holy Trinity

When are fees to be paid?

Half of Church/Chapel usage fee is paid at the time of the 2nd 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.

THE MARRIAGE PREPARATION PROGRAMS

Witness to Love Couples Marriage Prep Program – Offered at Holy Trinity

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 is paired with a mentor couple. 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.

EVERMORE in Love – offered through the Archdiocese:

The program provides in-depth understanding of interpersonal relationship at the most intimate level and provides the tools necessary to nurture that relationship through all the changing circumstances of married life. Topics are practical and relevant giving couples a sense of control over their own destiny and the confidence that they have the tools to live the life they desire.

Each engaged couple has the opportunity to experience the immediate benefit and then put into practice the skills taught in Marriage Prep. Each session includes exercises that personalize the content for the engaged and helps them to learn by doing under the guidance of their mentor couple. Homework assignments reinforce the program content with everyday activities that drive home the practical reality of living in love amidst the chaos of life, allow the engaged to adopt helpful behaviors, and practice the skills they have learned.

AGAPE CATHOLIC MARRIAGE PREP ONLINE (An Extraordinary 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

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

If you have further questions feel free to contact Brad DuPont at the Archdiocesan Family Life Office: bdupont@archkck.org, or 913-647-0301.

Holy Trinity may offer a Natural Family Planning Class twice a year depending on availability of presenter and engaged couples.

WEDDING MUSIC PLANNING PROCEDURES

Holy Trinity Catholic Church, Lenexa KS ~ April 3, 2023

To assist your planning, the Holy Trinity Director of Music serves as the coordinator of music and musicians for all on site Holy Trinity weddings. A music planning meeting with the Music Director is required, and should take place two to three months before the scheduled wedding date. **Joe Heron, (913) 895-0682/ JHeron@htlenexa.org**

Please give your attention to the helpful information that follows:

CHOOSING MUSICIANS – Holy Trinity is blessed with many fine musicians. Couples are encouraged to choose parish musicians, since they are most familiar with our protocols, environment, and equipment. **All requested non-Holy Trinity musicians must also be coordinated by the Music Director.**

ORGANIST/PIANIST - The parish Music Director-Principal Organist/Pianist is the assigned Holy Trinity wedding organist/pianist. If s/he is not available, s/he will engage a qualified substitute/guest organist from within or outside the parish.

CANTOR - A cantor/song leader 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 emailing a brief recorded sample) before being approved by the Music Director.

CONTEMPORARY/FOLK ENSEMBLE – If you desire music in the contemporary Christian or folk idiom, the parish Music Director will coordinate the required music planning meeting with the couple AND the respective Musician/ Ensemble Leader attending.

OTHER INSTRUMENTALISTS - Additional instrumentalists (e.g., string quartet, flutist, guitarist, etc.) are welcome, and the Music Director will guide your selection. Instrumentalists engaged by the Music Director are paid by the couple according to the fee schedule below.** Guest musicians within/outside Holy Trinity engaged by the couple negotiate their fees directly with, and are paid by, the couple.***

CHOOSING MUSIC - Our evaluation of wedding music is guided by instructions in the revised *Order of Celebrating Matrimony* (OCM), Second Edition (1990, 2015, 2016), the U.S. Bishops' document, *Sing to the Lord: Music in Divine Worship* (2007, rev. 2019), and the *General Instruction of the Roman Missal* (2010).

- **Songs that speak directly of the divine/religious dimension of love are most suitable at Christian marriage.**
- **Songs that negate either explicitly or implicitly the divine/religious dimension of love are unsuitable at a Christian marriage, and are best reserved for the rehearsal dinner or reception.**

The Church, as reflected in the above-mentioned documents, 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. The Music Director will collaborate with the couple in preparing a printed worship aid, at no extra charge, to encourage and support participation in the wedding liturgy. As with all liturgical ministries, music is offered by music ministers who are present at the celebration; pre-recorded music is not used.

Couples will want to review the parish wedding music webpages at <https://htlenexa.org/wedding-music>. Here you will find downloadable music planning outlines, explanations of music used in the various parts of the wedding liturgy (within or outside Mass), music links, and cantor vocal samples. **Please note:** the posted music links represent music that is consistent with the guidelines mentioned above, but are not the only options. All music requests will be evaluated according to these same Guidelines. **The final decision regarding the suitability of any wedding music selection belongs to the parish Music Director in agreement with the Pastor.**

MUSICIANS' FEES

Checks payable to Holy Trinity-connected musicians are due ONE MONTH PRIOR TO THE WEDDING DATE.

- | | |
|---|--|
| • Holy Trinity Music Director-Principal Organist/Pianist | Paid by the Parish |
| • Substitute Keyboardist when Music Director is unavailable | Paid by the Parish |
| • Holy Trinity Cantor | Paid by the Parish |
| • **Additional Instrumentalists (flute, trumpet, violin, etc.) | \$150 minimum each; Paid by the Couple |
| • ***Guest Keyboardist/Other Instrumentalist
(within/outside HT) engaged by the Couple | Negotiated and Paid by the Couple |

CEREMONIAL COORDINATOR & REHEARSAL GUIDELINES

Rehearsals **generally** are scheduled on Thursdays or on Fridays, 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 Pam & Dave Brill** 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 or Chapel.
- 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.
- During Ceremony or when mass is included will be the master of ceremonies.

The fee for these services is **included**. ***(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, grandparents, special guests, readers, ushers, ring bearer, flower girl, candle lighters, Extraordinary Ministers of Holy Communion if it is a mass, non-Holy Trinity clergy presiding at wedding are expected to be prompt and dressed appropriately. **IT IS IMPERATIVE THE REHEARSAL BEGINS AND ENDS 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 emailed to the Marriage 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. The rehearsal and 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 any time 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.

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 Gast Social Room (North side of the lobby).

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. The Parish Office Conference Room could be reserved if needed.

Please be responsible and 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 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 Sacrament of Matrimony. 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 6 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 (if requested).
- Record your wedding, starting at least 5 minutes prior to wedding and until closing music has ended.
- Start YouTube stream at same time (if requested).
- Adjust audio inputs to video system (add additional musician mics to mix if needed).
- After ceremony has ended, save file as editable mp4 (uncompressed 1080p) and send file link to the email supplied by church office. (The Church only retains the video file for a short amount of time).

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.

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

Family or friends may also serve as readers, 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.

You may provide Altar Servers when having a mass. They 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 used at the discretion of the bride and groom. Only candelabras provided by the Church may be used.

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 expecting over 250 guests, we ask the wedding party to provide at least one additional Extraordinary Minister of the Eucharist, or three if the wedding party desires the Eucharist under both species (host & chalice) be distributed to the people.

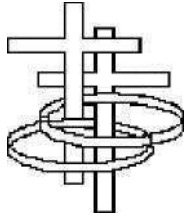
In a marriage between two Catholics, a nuptial mass is encouraged. It completes the promises of your baptism as you marry and share the Eucharist with each other and your loved ones. In a marriage between a Catholic and non-Catholic we encourage the Wedding Rite celebrated within the Liturgy of the Word. 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 pictures during the ceremony or of moving about the Church during the wedding ceremony. Remember, this is a sacred event.

At one of your early meetings a booklet called *Liturgical Norms and Marriage Rite* will be emailed 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. In the back of the booklet you will find handy sheets to plan your ceremony.

<i>Wedding within Mass</i>	<i>Wedding outside Mass, No Communion</i>
I. Opening Prayer	I. Opening Prayer
II. First Reading	II. First Reading
III. Responsorial Psalm	III. Responsorial Psalm
IV. Second Reading	IV. Second Reading
V. Gospel Acclamation	V. Gospel Acclamation
VI. Gospel	VI. Gospel
VII. Rite of Marriage & Consent	VII. Rite of Marriage & Consent
VIII. Blessing & Exchange of Rings	VIII. Blessing & Exchange of Rings
IX. Universal Prayer (Intercessions)	IX. Universal Prayer (Intercessions)
X. Liturgy of the Eucharist	X. Lord's Prayer
XI. Lord's Prayer	XI. Nuptial Blessing
XII. Nuptial Blessing	XII. Solemn & Final Blessings
XIII. Communion	
XIV. Prayer after Communion	
XV. Solemn & Final Blessings	

To determine estimated time of service, calculate 45 minutes for a Wedding within Mass, then add the minutes the musical selections will take. For a Wedding outside Mass, calculate 30 minutes for the service, then add the music time.



Holy Trinity Catholic Church

Office: 9150 Pflumm Rd, Lenexa, Kansas 66215

Phone (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

Photographer

Videographer

LIMITATIONS on USAGE of HOLY TRINITY STONE CHAPEL

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

- **SIZE OF WEDDING** - The Chapel has a very limited seating capacity, **seating capacity of 180. Weddings expecting more than 180 must use the larger Church facility.**
- **RESTROOMS** -- Restrooms are very limited and are located in the Chapel basement. The stairs to the basement are very steep.
- **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. If available, the Parish Office Conference Room may be reserved for the groom & his groomsmen.
- **HANDICAPPED ACCESSIBILITY** - The chapel is NOT handicapped 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.
- **VIDEOTAPING LIMITATIONS** - The Chapel has certain videotaping **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 Main 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.
- No one is to change the heating and cooling settings in the building for any reason.

