SAINT AGNES
CATHOLIC PARISH

WEDDING GUIDE

"...It is important to realize that this preparation process will help you create a strong foundation which you will build upon throughout your married life."

Father Bill Porter

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Saint Agnes

Catholic Parish

5250 Mission Road † Roeland Park, KS 66205 † (913) 262-2400

Dear Bride and Groom,

We extend sincere congratulations as you begin the preparation for the journey of uniting your hearts and souls in Christ through the Sacrament of Marriage.

As you look forward to your special day, it is important to realize that this preparation process will help you create a strong foundation you will build upon throughout your married life. It is a serious process, yet one you will enjoy if you remain relaxed and open. You may even learn something new or at least gain a better understanding of your future spouse.

This also is a time of great joy for your family, friends, and this community. As you prepare the liturgy, reflect upon the impact your wedding will have on those who will gather with you. Your marriage liturgy will touch the lives of all present, invite those married to renew their vows, and lead all present to a deepened faith. In the Catholic Church, there is no such thing as a private liturgy; all liturgies are communal. Just as your lives touch and affect others, so will your wedding. As you prepare the liturgy, never underestimate the impact your marriage and liturgy will have on those who gather to celebrate with you. Married couples will recall and renew their own marriage; couples experiencing a difficult marriage may be inspired to make a fresh commitment; and young people planning to marry will experience the dignity and sacredness of your liturgy and strive to model their own from yours.

Our wedding coordinator, Ellen Holzum, coordinates all weddings for Saint Agnes Parish. I think you will find her to be quite helpful as you plan your special day. For more details about the role of our wedding coordinator versus an outside wedding consultant, please refer to page 13 of this guidebook.

With our parish being home to more than 1,200 families, most likely there will be other events and liturgies scheduled the day and/or weekend of your wedding. We ask you to please ensure that these facilities are treated with the utmost respect and are left in the same condition as they were prepared for your arrival.

The parish staff is here to support and assist you as you prepare for this joyous day and its related festivities, as well as the days that follow throughout your married life. We hope you will feel free to call or stop by with any question or concern.

God Bless!

Fr. Bill Porter

Father Bill Porter

Eligibility for Marriage at Saint Agnes Catholic Parish

If you or your future spouse or either of your parents are members of the parish, you are eligible to seek marriage at Saint Agnes. To schedule a wedding, call the parish office to set up an appointment with the parish priest. Generally, weddings are booked one year in advance. Marriage preparation usually takes about six months.

Non-Parishioners

We generally do not schedule weddings for those who are not registered members of Saint Agnes. The one exception to this rule is for those we call "Legacy," and are persons with family ties, i.e., whose family are current or former members of Saint Agnes. This exception is made at the discretion of the pastor, Fr. Bill.

Place of Marriage

The appropriate place for a Catholic marriage is the bride's parish church. Archdiocesan regulations prohibit the celebration of weddings in private homes, parks, and so forth.

The church is a place of worship, not a "wedding venue". Preparations, photography, and celebrations are part of your "joyful experience," but please keep in mind that you are in the Lord's House of prayer. Please maintain an appropriate decorum, especially in the worship areas of the church. Do not bring food or drink into the worship areas of the church or allow children to play in the nave, sanctuary or around the altar.

Visiting Priest

Fr. Bill presides at wedding liturgies celebrated at Saint Agnes. If you have a relative or friend who is a priest, he may be invited to preside. Discuss this issue with Fr. Bill early in the preparation process. The visiting priest must submit a letter of suitability to the Chancellor of the Archdiocese of Kansas City in Kansas and receive delegation. Visiting priests will be asked to observe local regulations and parish customs regarding the celebration of the sacraments.

The following marriage preparation information must be clearly outlined in order to avoid problems in the future:

- Location for marriage preparation—in parish or with visiting priest?
- Who will complete the pre-nuptial investigation—parish or visiting priest?

Visiting Minister

For the interfaith couple choosing to celebrate the Rite of Marriage *without* a Mass, the non-Catholic pastor/rabbi from the non-Catholic's church is most welcome to participate by reading Scripture passages or offering prayers/blessings. The couple should discuss this choice with Fr. Bill early in the preparation process. He will discuss the liturgy with the visiting clergy.

Interfaith Marriage

Interfaith couples, consisting of a Catholic person and baptized person, have the option to celebrate marriage within a Mass or as a Rite of Marriage without a Mass. At this time, open Communion is not permitted by Church law. Only Catholics may receive the Eucharist. These guidelines for the reception of Communion are found in the missalette. Couples should be sensitive to their specific situation, discuss options with the priest, and make decisions with care. For interfaith couples, consisting of a Catholic person and a non-baptized person, the only option for the ceremony is the Rite of Marriage without a Mass. In a marriage between two Catholics, a nuptial Mass is encouraged.

Non-Catholic Bride

If the bride is not Catholic, permission may be sought for the marriage to take place in the church where she is a practicing member by obtaining approval from the Archbishop for the Catholic groom. The outlined marriage preparation is still necessary, but a Catholic priest need not be present at the wedding. When a Catholic priest participates at a non-Catholic service in a non-Catholic church/synagogue, he acts as a guest and simply fulfills any role the minister/rabbi requests, such as reading a Scripture passage or giving a blessing.

Convalidation

A convalidation takes place when an invalid or civil marriage is "blessed" or validated in the Catholic Church. This occurs when a Catholic person(s) did not follow the law of the church that requires every Catholic person to receive permission and preparation to be married in the Church. A convalidation is necessary for a Catholic to be in full union with the church and receive Sacraments.

In any case, the marriage may be validated, when both persons are free to marry in the Church, but no sooner than one year from the date of the civil union.

In keeping with this fact, the ceremony must be in keeping with the reality of the present condition. The ceremony may be celebrated with the following conditions: 1) after the reception of confession for the Catholic party(s), 2) on any weekday afternoon or Saturday at a convenient date for the couple, the church, and parish priest, 3) usually wedding liturgy only—with no Mass (see pg. 15), 4) close friends and family only, **5) attire may be formal but should not include a white or ivory dress or veil**, and 6) the couple will approach the altar together.

Marriage Preparation

A couple wishing to be married within the Archdiocese of Kansas City in Kansas must contact the parish priest **at least six months** before the desired wedding date. This early notification allows sufficient time for a couple to attend the required marriage preparation classes of our Archdiocese. No wedding date may be set before the initial interview with the parish priest. There will be three or four meetings with the priest before the wedding.

There are group meetings with the parish priest to discuss the Sacrament of Marriage.

1) Vocation or call from Christ
2) Sacrament or union with Christ
3) Prayer and natural family planning (NFP)

Marriage Preparation Program: In addition to your meetings with the priest, the Archdiocese requires that a couple preparing for marriage attend a multiple session marriage preparation program led by a trained married couple. The topics of discussion usually center around married love and family life, communication, sexuality within the family context, and spirituality. Other engaged couples preparing to marry will also attend these sessions with you.

In some cases, when one of the engaged lives out of town or when it is not possible for the couple to attend a weekly session, the couple may be allowed to attend a weekend program with approval of the pastor. Presently, the weekend marriage preparation program runs from 8:30 am to 5:30 pm on Saturday and from 8:00 am to 1:00 pm on Sunday, and those dates are preset.

FOCCUS: As a part of a follow up meeting with the priest or his designate, couples take an inventory known as FOCCUS which stands for Facilitating Open Couple Communication, Understanding, and Study. The point of FOCCUS is to help you as a couple discuss issues related to your future marriage, such as communication skills, problem solving, finances, extended family issues, sexuality, religion, children, etc. The priest will help you get started and will review your results at a future meeting.

NFP Intro Session: Couples are also required by the Archdiocese to attend an introductory session for Natural Family Planning. Please refer to the Archdiocesan website for complete information, including the dates and times of approved sessions at **http://www.archkck.org/NFP**.

Pre-Nuptial Interview: Once you have completed your required Marriage Preparation and NFP sessions you will meet with Fr. Bill one last time before your wedding rehearsal. At that time, the bride and groom will complete and sign the Archdiocesan prenuptial form (usually 2 to 3 months before the wedding). In addition to biographical information, this form contains questions about each person's beliefs, any dispensations that may be required, and the couple's freedom to marry according to the Catholic faith. You will also submit your selected readings, etc., for your wedding and go over those details with Fr. Bill.

When all your necessary forms have been brought to us, please call and set up an appointment to meet with Fr. Bill for this important meeting. After your paperwork is completed, your wedding file is then submitted for permission to marry.

Necessary Documents

Wedding Guide Agreement Signature Sheet

The Wedding Guide Agreement Sheet may be found on page 19 of this wedding guide as a separate sheet in your wedding packet folder. After carefully reading the guide, please sign and return this agreement signature sheet to the parish office within 30 days of the initial meeting with the parish priest.

Baptismal Certificate

A Catholic bride and groom must each contact his/her church of baptism to request a 'current original copy' of his/her Baptismal Certificate be sent directly to Saint Agnes. For those preparing for marriage who are Christians of other denominations, a photocopy of proof of Baptism is acceptable and must be submitted to Saint Agnes as soon as possible.

Marriage Preparation Certificate

After your scheduled marriage preparation session has been completed, the Archdiocese will send a certificate of completion to the parish office, which will be added to your file.

If marriage preparation sessions have been approved and completed outside of our Archdiocese, then you are responsible for sending a certificate of completion for the marriage preparation to the parish office as soon as possible.

NFP Introduction Certificate

After you have attended the introduction session for NFP, please contact the parish office to confirm that a certificate of completion has been received.

When all the required paperwork has been received and a couple has met to sign the pre-nuptial forms with the pastor, the couple's file will then be mailed to the Chancery Office to request permission from the Archbishop to conduct the wedding.

Marriage License and Witnesses

- Please obtain a State of Kansas Marriage License and ***bring it to the parish office no later than 30 days before your wedding date.***
- Witnesses must be at least 18 years old.
- A non-Catholic may be chosen as one of the witnesses.

Additional Documents in case of Previous Marriage

In situations where there has been a previous marriage, one of the following documents is required:

Death Certificate: Required if previous spouse is deceased.

Annulment Decree: When either party, whether Catholic or not, has been previously married, a church annulment must be granted prior to entering marriage preparation in the Catholic Church.

Ceremony: Second marriage celebrations should be carried out in a manner befitting the occasion. They should be smaller in nature with close friends and family. **Attire can be formal but should not include a white or ivory dress or veil. Proper business attire is most appropriate**.

Wedding Times

Weddings that are set for Friday evening are scheduled for 6:00 pm. Wedding times available for Saturday are 10:00 am and 1:00 pm. **The church is available for one hour before the wedding and one hour after the wedding.** Please note that all pre-wedding pictures must conclude no later than 30 minutes before the start of the ceremony. Please notify your florist and photographers of these times. Weddings are not celebrated in the Archdiocese of Kansas City in Kansas on Saturday evening or at any time on Sunday. In addition, weddings are not celebrated on Holy Days of Obligation, on All Souls Day (November 2nd), nor during Lent.

Wedding Rehearsal

A wedding rehearsal helps to assure a smooth flowing ceremony. The parish wedding coordinator guides the wedding party through the rehearsal. Questions about the ceremony may be addressed at this time or by emailing or prior to the rehearsal by contacting the wedding coordinator. The wedding coordinator's contact information is listed on page 17 of this guide. The rehearsal generally takes no more than one hour. It is essential that all persons having a direct role in the wedding be present and on time. To achieve this end, please notify all persons directly involved of the importance of punctuality. Musicians need not attend the rehearsal.

For Friday 6:00 pm and Saturday 1:00 pm weddings, rehearsals will normally be at 5:00 pm the evening before. Rehearsals for Saturday 10:00 am weddings will normally also take place at 5:00 pm the evening before. A rehearsal may be moved to an earlier date and/or time if additional sacraments are scheduled for the same weekend. If a change is necessary, then the time will be changed by the Director of Parish Ministries.

Bride and Groom

In the Roman Catholic tradition, the bride and groom minister the Sacrament of Marriage to one another. A priest and at least two witnesses — best man, maid of honor, or matron of honor — also must be present.

Wedding Party

It is recommended, but not required, that both witnesses are practicing Catholics, as they are the only two in the wedding party, in addition to the bride and groom, who will remain in the sanctuary throughout the liturgy. Other wedding party members will usually be seated in the front pews for the remainder of the liturgy. It is strongly encouraged that children under the age of five years not be included in the wedding party. Young children can become frightened and disruptive, especially if mom and dad also are in the wedding and unavailable to tend to them.

Appropriate Dress

Wedding fashions often are determined through personal taste and fashion trends. However, in celebrating a wedding as a religious ceremony, care should be taken that dress is appropriate to the sacred nature of the liturgy. Revealing necklines or fabrics that are see-through and not lined are not suitable for church and should not be chosen for the wedding party. **Shoulders and backs should be covered. If the dress is strapless, a shawl or cape should be worn.**

Liturgical Ministers

Friends or family members who are Extraordinary Ministers of Holy Communion or Lectors may be honored to exercise their particular ministries in the wedding liturgy. Extraordinary Ministers, of course, must be Catholic and trained in that ministry. Lectors at Mass must be Catholic; however, at a non-Mass wedding liturgy, they need not be Catholic. If your marriage is celebrated at a Mass, members of the family or friends may wish to bring up the gifts at the offertory time.

Servers

Having altar servers is preferable. If you have trained servers among your family or friends, you may wish to include them in the wedding. It is not necessary for them to attend the rehearsal, but the priest will visit with them 20 minutes prior to the service. If you don't know any servers, the parish can provide them.

Ushers

Ushers are ministers of hospitality and help set the tone for the wedding. Because the church is a sacred space, ushers should encourage a quiet, respectful atmosphere. The best way to encourage this attitude is to demonstrate it. Ushers meet people as they enter the church, lead them to their seats, and distribute wedding programs if necessary. They also may direct the order of people leaving the church.

Other usher responsibilities are to ensure the church pews are left clean and orderly; to replace kneelers to their proper positions; and to check for and remove papers, tissues, booklets, etc., left in the pews or on the floor. Ushers also should be attentive to the needs of the congregation throughout the entire ceremony and be prepared to respond if an emergency or other urgent situation arises.

The couple must inform the ushers of these responsibilities. You are encouraged to copy the above list from this booklet and provide the list to your ushers. Ushers must be at least 16 years of age, although 18 years of age is preferable.

Planning the Ceremony

The Scripture readings, prayers, vow formula, and so forth are selected in advance by the bride and groom from a liturgy planning booklet, *Together for Life*, given to you by the priest. Your selections must be made and brought to the meeting with the wedding coordinator. You may personalize your wedding by composing your own Prayers of the Faithful.

Examples of the Prayers of the Faithful are found in the Together for Life book. The Liturgy for a Roman Catholic wedding may not be changed in any way, and so a couple may not compose their own wedding vows. The use of poetry and personal verse are appropriate at the reception.

Wedding Music

Please consult our Director of Music, Kristen Beeves, for approval of all wedding music decisions, and before scheduling your musicians. Kristen will provide you with wedding music planning materials and assist you with selecting the music for the ceremony.

Wedding Ceremony Music
Music is required at all Saint Agnes wedding ceremonies in order to support the liturgical action and to lend to the festive character of the celebration. All music should be appropriate and should express the faith of the Church. Secular music is not appropriate for the ceremony and recorded music is not allowed at the ceremony. All music selections will need to be approved by the Director of Music. Music is reviewed based on the criteria in the *Order of Celebrating Matrimony, Second Edition* (2016) and the U.S. Catholic Bishops' document, *Sing to the Lord: Music in Divine Worship* (2007).

Wedding Musicians
An organist/pianist and a vocalist are required at all Saint Agnes wedding ceremonies, whether within a Mass or outside of Mass. Kristen Beeves is available to serve as your organist/pianist or your vocalist. Saint Agnes also has other well qualified musicians, and you are encouraged to use their services. A list of wedding musician contacts will be provided. If the Mass is celebrated at your ceremony, a Catholic organist/pianist and vocalist is required.

Organists/pianists and vocalists must meet the following criteria:

- Familiarity with the Catholic liturgy and a wedding ceremony
- Experience playing at Catholic liturgies and wedding ceremonies
- Technical proficiency on the organ/piano (keyboardists)
- Vocal proficiency (vocalists)

All guest keyboardists and vocalists who wish to provide liturgical music at a wedding ceremony must return a statement of qualification, signed by their pastor, stating that the musician has experience playing or singing at sacred liturgies. This document will be provided. Musicians who do not have experience playing or singing liturgical music (e.g. Gloria, responsorial psalm, memorial acclamation, Lamb of God), may be allowed to play or sing solos that are not part of the liturgical action.

Guest musicians may rehearse in the church by contacting Kristen Beeves to schedule a rehearsal.

Instrumentalists
You are welcome to have additional instrumentalists (trumpeter, violinist, flutist) at your ceremony, and a list of instrumentalist contacts can be provided.

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Wedding Music *(continued from previous page)*

Musician Fees
Musician fees should be negotiated between you and each musician, and the fee should be paid directly to each musician. The fee will vary based on experience and qualification. Below is a reference of the standard rates for professional musicians.

Vocalist: $150 - $175
Organist/Pianist: $200 - $250
Instrumentalist: $125 - $175

Bench Fee
If the organist/pianist is a guest, then there is a "bench fee" of $100, due 30 days before the ceremony, payable to the Director of Music as compensation for coordinating and assisting the visiting musician(s).
Kristen Beeves, Director of Music, **beeves.kristen@stagneskc.org** 913 -766-9755

Flowers & Candles

The use of flowers and plants should enhance the liturgical celebration and not detract from the primary symbol of the marriage: the bride and groom. Flowers are a symbol of honor and thanksgiving to God.

- Seasonal flowers and other items of decoration in the church may not be moved or rearranged.
- During the Christmas and Easter seasons, the church already will be decorated beautifully with flowers and plants befitting the liturgical observance. These decorations may not be removed or moved. Therefore, the addition of wedding flowers will be limited.
- You may use flower arrangements provided by Saint Agnes (consult the wedding coordinator to discuss) or arrange for your own to be placed on either side of the back altar, with the seasonal exceptions previously noted.
- Flowers or bows used to decorate the ends of pews may be attached with ribbon, tulle or pipe cleaners. NO tape, wire, glue, nails or tacks may be used. Please remove the decorations from the pew ends immediately after the ceremony to avoid leaving watermarks or causing any damage.
- Glitter is prohibited on any decorations in the church, as well as on a person's body, hair or clothing.
- Aisle runners are not allowed as they can slide easily on the church carpet and cause an injury.
- For weddings, flower deliveries may be made no earlier than 1 1/2 hours before the ceremony starts.
- The church has two candelabra that may be used on pedestals on each side of the arch over the Sanctuary. Small votive candles may be used in these candelabra, and the church will supply these votive candles.
- No candles or candelabra are permitted in the carpeted area of the church, even with plastic under them.
- No "hurricane" candles are permitted in the church aisles or on pews.
- The Unity Candle is **not** a Catholic symbol, and the Church discourages its use.

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Flowers & Candles *(continued from previous page)*

- We welcome any floral arrangements you wish to leave in the church after your wedding. These flowers would continue to enhance parish worship, would be a fine gift to Saint Agnes, and would announce your sacramental union to the weekend congregation.
- **Bouquet to Blessed Mother**: A couple may wish to place a bouquet of flowers and spend a quiet moment of prayer at the statue of the Blessed Mother. For centuries, couples have asked for Mary's prayers because it was she who interceded to her Son on behalf of a newly married couple at their wedding feast in Cana (John 2:1-11). This visit usually takes place after Communion.
- **Roses for the Parents**: Couples may wish to give a single rose to the mothers of the bride and groom. This acceptable practice usually takes place during the sign of peace. Bride and groom share first with the parents of the bride and then with the parents of the groom. This moment provides an opportunity for parents to congratulate the newly married couple.
- If you plan to have a flower girl or boy as part of your wedding party, please be aware that the use of real flower petals is prohibited. Only silk flowers may be strewn on the floor which must be removed by the ushers immediately after the wedding. Consult our wedding coordinator for full details.
- The following list identifies some of the colors used in the church during specific times of the year:
  - Easter (usually early to mid-March until early June): white and gold
  - Pentecost (usually early June): red
  - Ordinary Time (usually mid-June to December and early/mid-January until mid February): green
  - Advent (Thanksgiving until December 24): purple
  - Christmas (Christmas day until early/mid-January): white and gold

  There are other feast days that will have special decorations, but most of those feast days use white as the symbolic color.

Wedding Program

Some couples choose to print a wedding program inviting all guests to participate fully in the liturgy. The information in the wedding program must be approved by the wedding coordinator but need not be approved by the celebrating priest. Two examples providing the correct order of the ceremony are found on pages 14 and 15 of this booklet. Page 14 is for marriage *within* the Mass; page 15 is for the Rite of Marriage *without* a Mass.

Postponements and Cancellations

Any postponement or cancellation should be called to the attention of the Director of Parish Ministries immediately by phone with written follow up as soon as possible.

Photographer

(in this document photographers refers to all persons taking photographs or video)

The following are our church's guidelines for taking pictures or video at your wedding celebration. Please provide Photographer & Videographer attachments (pg. 20a-b) to your photographers for review and signature.

- Photographers and the wedding party should keep in mind that the church is a sacred space. While in the church, all are expected to keep their voices soft and to be reverent and respectful. No sanctuary furnishings are to be moved, with the exception of the kneelers. Kneelers are to be moved back into position a minimum of 30 minutes before the ceremony begins.
- Any pre-wedding pictures MUST conclude no later than 30 minutes before the start of the ceremony.
- The church will be open one hour prior to the start of the ceremony and will remain open one hour after the ceremony ends for pictures.
- Photography during the ceremony is allowed only from the side aisles (no further forward toward the front than the first pew), from the rear center doorway into the church from the vestibule, and from the choir loft. The choir loft is a shared space, and music has priority in the choir loft. If the photography is a disturbance to the music, photographers will be removed from the choir loft.
- Photographers must not be in the direct line of sight of the congregation. This means they must not come in front of the pews, into the front 1/2 of the building's center aisle, into the front area of the church, or into the sanctuary where the Altar is located.
- The process of photography must be as silent and as discrete as possible. Digital cameras should not have the "shutter sound" or other sound signals activated.
- Videographers are allowed at the ceremony, but they may not use our equipment or connect to our sound system.
- Video equipment should be mounted on a fixed support, such as a tripod, and if the video camera must be hand held, the photographers should make at most one or two trips to record from different locations.
- Photographers wishing to photograph the attendants as they enter may do so by stepping into the center aisle briefly, but the photographers are not to halt or obstruct the procession.
- The recessional may be photographed from the rear 1/3 of the center aisle, but care is to be taken not to halt or obstruct the procession.
- Flash photography is not allowed during the ceremony (except for the processional and recessional). Only the lighting already available in the church may be used for pictures taken during the wedding liturgy. No additional lighting may be used.
- The photographers should move around the church as little as possible during the ceremony and always do so quietly and unobtrusively. Standing on the pews or on chairs in the church is not allowed.
- The parish's wedding coordinator or the officiating priest will be available to answer any questions the photographer has about these guidelines before the ceremony. The priest will ordinarily be available in the sacristy area at least 20 minutes before the ceremony, if unable to be contacted earlier by phone or in person.
- For fire safety, do not obstruct the pews, aisles, steps or exits with camera or recording equipment.
- Saint Agnes Church is not responsible for any equipment left behind following the wedding.

Donations and Wedding Fees

The following fees and suggested minimum donations are listed below with the respective due dates.

- The FOCCUS fee is $35.00 and due within a week of your initial meeting with the priest.
- The Marriage Preparation session fee is $125 for the small group session. Payment is to be made within a week of your initial meeting with the priest. Please note that, if a weekend session is deemed necessary, the fee is $175, and the balance will be due immediately to reserve a spot for the weekend session.
- NFP intro session fee is paid directly to the Archdiocesan approved provider when you register for the session.
- The fee for the use of church space and provision of servers for a wedding celebration is $620. This amount may be paid in two payments of $310 each. The church fees for non-member "Legacy Couples" is $1,500.00 and is paid in full within 10 days of meeting with Fr. Bill. This exception is allowed by Fr. Bill only, for brides or grooms with existing family ties to Saint Agnes Parish, and a letter of permission must be provided by your current pastor.
- The Wedding Coordinator fee at Saint Agnes is $150. This payment may also be made in two installments, the first being due within a week of your initial meeting with the priest, and the second payment being due a minimum of 30 days before the wedding.
- For the fees and information regarding payments to musicians, please refer to page 9 of this booklet.
- The suggested gift for the priest celebrating your wedding is $200 plus mileage, if he is traveling here to witness your wedding.
- There is a $40 processing fee, and a $100 donation to the church for a Convalidation. A suggested minimum of $100 gift for the priest is appropriate. Other fees will apply when marriage preparation sessions are being taken. Please refer to Marriage Preparation in the box to the right.

Fees due a week after initial priest meeting	
• FOCCUS	$35
• Saint Agnes Marriage Preparation (with Lead Couple)	$125
• Preparing to Live in Love (Weekend @ Savior)	$175
• Catholic Engaged Encounter (Weekend @ Savior)	$275
• Prescription for a Long and Happy Life Introduction to NFP Session (other options available refer to **www.archkck.org/NFP** for information)	$50
• Use of Church Space *(first payment)*	$310
• Wedding Coordinator *(first payment)*	$75
• **The Church Fee for a "Legacy Couple" is $ 1,500.00 and is paid in full within 10 days of 1st meeting with Fr. Bill.**	
Fees - Balance due 30 days before wedding	
• Use of church space *(second payment)*	$310
• Wedding Coordinator *(second payment)*	$75
**Gift paid the day of the wedding* *The Marriage License is due at this time as well.*	
• Suggested minimum gift to the priest for celebrating your wedding *(Cash or Check made out to the priest)*	$200
Convalidation Fees	
• Convalidation Processing Fee	$40
• Donation to the church	$100
• Suggested minimum gift to the priest *(Cash or Check made out to the priest)*	$100

Other Important Considerations

Please advise the appropriate people of the following guidelines:

- During marriage preparation, if a change of address or phone number for the future bride or groom occurs, please notify the parish office as soon as possible.
- For safety reasons, rice, birdseed, confetti, etc., are not permitted to be thrown on the property.
- **Consumption of alcohol by members of the wedding party is not permitted before either the rehearsal or the wedding. Anyone consuming alcohol prior to the wedding will not be allowed to participate in the ceremony.**
- Food and soft drinks are permitted in the Parish Center only and not in the church. All areas are to be cleaned and trash disposed of before leaving.
- Smoking is not permitted in the church building.
- It is suggested that the bride and attendants arrive at the church with make-up and hair complete as we have limited accommodations for those things.
- For the bride and attendants who do not dress at home, our bridal dressing room is available. This room is located on the lower level of the church at the east end. From the vestibule, stairs lead down to this room, outfitted with a full length mirror and seated mirror areas. This room will be available for use 90 minutes before the wedding time. We cannot be held responsible for your personal items, and so arrange to have someone remove all valuables from the dressing room BEFORE the ceremony. Storage bins can be provided. Please ask the wedding coordinator for details.
- For the groom and groomsmen who do not dress at home, a groom's dressing room is available 90 minutes before the ceremony begins. The groom and his groomsmen may use the sacristy on the north end at the front of the church. Please arrange to have someone remove all valuables from the room BEFORE the ceremony. Storage bins may be provided—see the wedding coordinator for details. Again, no food, tobacco products, or alcoholic beverages are permitted.
- A handicap accessible restroom is located on the lower level in the Parish Center. Please note that there is no handicap accessible restroom on the church level.
- No outside sound system equipment or CD players will be allowed.
- We do have a Parish Center and "The Alley" available to rent for rehearsal dinners and receptions. Please contact Mike Gomez in the parish office for details on availability and pricing. Any reception on a Saturday in the Parish Center may not begin until after 5:30 pm.
- The parish wedding coordinator is in charge of rehearsals and ceremonies in the church. She will prepare the altar, assist the families, and ensure that things move smoothly. If you hire an outside wedding consultant, he or she is welcome at Saint Agnes; however, the **Saint Agnes parish wedding coordinator is responsible for the liturgy and all things at Saint Agnes.** If your wedding consultant is here for the ceremony, his or her function is to assist the bride personally, and he or she must not interfere with the rehearsal, wedding day preparation, or ceremony.

Sample Wedding Program for Celebration Within the Mass

PRELUDE (music)

SEATING OF THE FAMILY (music)

PROCESSIONAL (music) Attendants and Bride

WELCOME AND OPENING PRAYER

Gloria (sung)

LITURGY OF THE WORD
- First Reading
- Responsorial Psalm (sung)
- Second Reading (optional)
- Gospel Acclamation (sung)
- Gospel
- Homily

SACRAMENT OF MARRIAGE
- Declaration of Intentions
- Exchange of Vows
- Blessing and Exchange of Rings
- Universal Prayers

LITURGY OF THE EUCHARIST
- Presentation of the Gifts (offertory) (music)
- Eucharistic Prayer
- Holy, Holy, Holy (sung)
- Memorial Acclamation (sung)
- Great Amen (sung)
- Lord's Prayer
- Nuptial Blessing
- Sign of Peace (music)
- Lamb of God (sung)
- Communion (music)
- Presentation to the Blessed Virgin Mary (optional) (music)
- Final Blessing

RECESSIONAL (music)

This page is left blank for your notes.

Sample Wedding Program for Celebration Without a Mass

PRELUDE (music)

SEATING OF THE FAMILY (music)

PROCESSIONAL (music) Attendants and Bride

WELCOME AND OPENING PRAYER

LITURGY OF THE WORD
- First Reading
- Responsorial Psalm (sung)
- Second Reading (optional)
- Gospel Acclamation (sung)
- Gospel
- Homily

SACRAMENT OF MARRIAGE
- Declaration of Intentions
- Exchange of Vows
- Blessing and Exchange of Rings

PRAYERS AND BLESSINGS
- Universal Prayers
- Lord's Prayer
- Nuptial Blessing
- Sign of Peace (music)
- Presentation to the Blessed Virgin Mary (optional) (music)
- Final Blessing

RECESSIONAL (music)

Important Contact Information

Mike Gomez, Director of Parish Ministries ….……(913) 766-9758
gomez.mike@stagneskc.org
Kristen Beeves, Director of Music ……..(913) 766-9755
beeves.kristen@stagneskc.org
Teresa Youngstrom, Parish Secretary ……..(913) 262-2400
youngstrom.teresa@stagneskc.org
Ellen Holzum, Wedding Coordinator ……..……..……(913) 999-4299
ellenholzum@gmail.com
Carol Anderson, Assist in Marriage Preparation …...……(913) 568-6066
carol.m.anderson@gmail.com

Kristen Beeves is the Director of Music. Kristen must be contacted for approval of all music for your wedding ceremony. She will help you select experienced wedding musicians known to Saint Agnes, and assist you with selecting music for your ceremony. If you choose to use musicians from outside the parish, Kristen must still be contacted, and she is to be compensated through a bench fee. Please see pages 8 and 9 for details.

Ellen Holzum is the Wedding Coordinator. She represents the parish at all weddings. She will meet with you to discuss your ceremony, assist you in making arrangements for the church, and answer any questions you may have regarding your liturgy and wedding day. She also works with the priest to conduct the rehearsal and coordinate the wedding party on the day of the wedding. She will remain at the church until after the wedding party has departed. If you have hired an outside wedding consultant, please see page 13 for additional information.

Carol Anderson coordinates marriage preparation classes, and she will contact you shortly after your initial meeting with the priest.

Teresa Youngstrom is our Parish Secretary and responsible for managing the paperwork for your wedding.

Saint Agnes Catholic Parish
5250 Mission Road
Roeland Park, Kansas 66205

Parish Office: (913) 262-2400
Parish Fax: (913) 262-1050
Web: www.stagneskc.org

Forms to be Completed & Returned to Parish Office

- **Proof of Baptism**

  In order to marry in the Catholic Church, you must provide proof of baptism. Six months be fore your wedding date, you must contact your church of baptism and request a copy of your baptismal records. Catholics will ask for a 'Current Original with notations.' This routine request may be accomplished over the phone to the church of your baptism, at no charge to you. If you have any difficulties with obtaining a copy of your baptismal record, please contact Teresa imme diately. Non-Catholic Christians must provide an original Baptismal Certificate, which will be photocopied and returned to you.

- **Proof of Marriage Prep Session and Intro to NFP**

  Certificates of completion for Marriage Preparation and NFP and baptismal certificates should be sent directly to Saint Agnes Church. Be aware that there is a waiting period to obtain a marriage license in Kansas. So plan accordingly, and please ***bring your marriage license to Saint Agnes as soon as you receive it.*** And finally, the paperwork before your wedding called the "Pre-Nuptial Investigation" is to be completed with Fr. Bill two months before the date of your wed ding day.

- **Saint Agnes Wedding Guide Agreement Signature Sheet**

  After reading the complete Wedding Guide, please sign and return the agreement signature sheet in-dicating that you have read the material and understand the guidelines. This signature page should be returned within 30 days of your initial meeting with the priest.

- **Saint Agnes Guidelines for Photographer & Videographer**

  Please give your photographers and videographers a copy of these guidelines and have them review and sign the agreement. Return the signature page to the Parish Office at least one week before your wedding.

Saint Agnes Wedding Guide Agreement Signature Sheet

We have read the Wedding Guidelines for a Wedding at Saint Agnes Catholic Parish, and we agree to follow these guidelines in planning our wedding.

Date:_____

_____	_____
Print Groom's Name	**Signature of the Groom**
_____	_____
Print Bride's Name	**Signature of the Bride**

Please return this signature sheet and your first payment to the parish office within 30 days of your initial meeting with the priest.

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Guidelines for Photographers & Videographers

(in this document photographers refers to all persons taking photographs or video)

The following are our church's guidelines for taking pictures or video at a wedding celebration. Photographers and videographers must review the guidelines and sign the agreement page that follows.

- Photographers and the wedding party should keep in mind that the church is a sacred space. While in the church, all are expected to keep their voices soft and to be reverent and respectful. No sanctuary furnishings are to be moved, with the exception of the kneelers. Kneelers are to be moved back into position a minimum of 30 minutes before the ceremony begins.
- Any pre-wedding pictures MUST conclude no later than 30 minutes before the start of the ceremony.
- The church will be open one hour prior to the start of the ceremony and will remain open one hour after the ceremony ends for pictures.
- Photography during the ceremony is allowed only from the side aisles (no further forward toward the front than the first pew), from the rear center doorway into the church from the vestibule, and from the choir loft. The choir loft is a shared space, and music has priority in the choir loft. If the photography is a disturbance to the music, photographers will be removed from the choir loft.
- Photographers must not be in the direct line of sight of the congregation. This means they must not come in front of the pews, into the front 1/2 of the building's center aisle, into the front area of the church, or into the sanctuary where the Altar is located.
- The process of photography must be as silent and as discrete as possible. Digital cameras should not have the "shutter sound" or other sound signals activated.
- Videographers are allowed at the ceremony, but they may not use our equipment or connect to our sound system.
- Video equipment should be mounted on a fixed support, such as a tripod, and if the video camera must be hand held, the photographers should make at most one or two trips to record from different locations.
- Photographers wishing to photograph the attendants as they enter may do so by stepping into the center aisle briefly, but the photographers are not to halt or obstruct the procession.
- The recessional may be photographed from the rear 1/3 of the center aisle, but care is to be taken not to halt or obstruct the procession.
- Flash photography is not allowed during the ceremony (except for the processional and recessional). Only the lighting already available in the church may be used for pictures taken during the wedding liturgy. No additional lighting may be used.
- The photographers should move around the church as little as possible during the ceremony and always do so quietly and unobtrusively. Standing on the pews or on chairs in the church is not allowed.
- The parish's wedding coordinator or the officiating priest will be available to answer any questions the photographer has about these guidelines before the ceremony. The priest will ordinarily be available in the sacristy area at least 20 minutes before the ceremony, if unable to be contacted earlier by phone or in person.
- For fire safety, do not obstruct the pews, aisles, steps or exits with camera or recording equipment.

Saint Agnes Photographer & Videographer Agreement Signature Sheet

As the Photographer and/or Videographer, I am signing the following to acknowledge that I have read and agree to abide by the Saint Agnes Wedding Guidelines for Photographers and Videographers for Weddings at Saint Agnes Catholic Parish.

I will be providing photography and/or videography services at the

wedding of _____ and _____

at Saint Agnes Catholic Parish on _____.

I have read and agree to abide by the Wedding Guidelines of Saint Agnes.

Business Name: _____

Name: _____

Signature:_____

Date:_____

Please return this signed sheet to the Parish Office a minimum of one week before the wedding ceremony. We thank you for attention and cooperation.

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