

# *Prince of Peace Catholic Church*

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16000 West 143rd St.  
Olathe, Kansas 66062

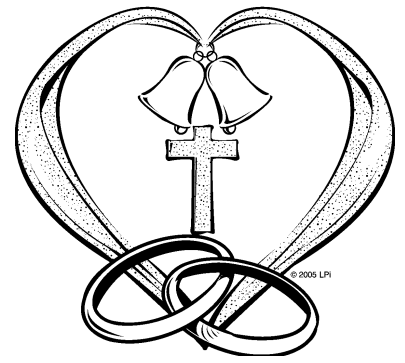
913-782-8864 (Office) / 913-780-9658 (Fax)



## *Guidelines for Marriage Preparation*

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## *Order of Celebrating Matrimony*



Dear Bride and Groom,

We extend sincere congratulations on your engagement!

To marry sacramentally in the Catholic Church is one of the many options a couple has to marry in our society, but is what God calls all Christians to seek. The Sacrament of Marriage is a vocation to serve God by serving one another and the Church.

This time before your wedding day provides each of you an opportunity to prepare for married life and the celebration of the Sacrament of Marriage. Serving others involves sacrifice and putting yourself into the hands of God. The sacrifice involved in marriage is also involved in marriage preparation.

These next few months we look forward to guiding you through the marriage preparation process that is necessary to receive the Sacrament of Marriage. Before any sacrament may be administered in the Catholic Church, the permission of the Bishop must be gained and therefore marriage preparation is necessary.

As soon as a couple announces to their friends that they plan to be married, everyone asks, "Have you set the date?" That implies that this is the first thing to do. In actuality, however, there are many things to consider before setting the exact date. The first thing a couple must do is to pray that this is truly God's will for them to marry, and then also pray that it is His will and theirs that they desire to receive the grace of the Sacrament. No date to marry in the Catholic Church may be set until a meeting with the priest has occurred and the priest has decided that the couple is free to enter into the marriage preparation process.

Marriage preparation in the Catholic Church is designed to help the couple discern if they are being called to marriage, and within the Catholic Church, which also involves participating in the wedding Liturgy. A Catholic wedding is not the 'couple's' wedding but it is a prayer of the Church. Therefore, the guidelines of the Catholic Church and the parish must be respected and followed. It is important for a couple to know that any wedding ceremony in the Catholic Church must follow Church guidelines and respect Church traditions and not society.

This booklet is designed to assist you in preparing to receive the Sacrament of Marriage to help prepare you for a lifelong commitment. It will also help you in planning for your wedding celebration. Please read it carefully and completely, as we have tried to address all of your questions.



# *First Things First*

## **ELIGIBILITY FOR MARRIAGE AT PRINCE OF PEACE**

- **According to Canon Law, any person seeking the Sacrament of Marriage at Prince of Peace must be a registered parishioner and/or living in our parish boundaries.** At least one of the persons seeking to receive the Sacrament of Matrimony at Prince of Peace should have a connection to Prince of Peace whether they grew up in our parish, or their parents live within our boundaries. They should be registered and active in a parish prior to contacting the Parish Office to begin marriage preparations.
- **Non-Parishioners**  
If someone wishes to enter into the Sacrament of Matrimony at Prince of Peace but has no connection to our parish or the Olathe area, only under special circumstances would they be allowed to receive the Sacrament at this parish. Certain permissions or dispensations would be needed according to the guidelines of the Archdiocese, and Canon Law of the Catholic Church.
- **Both parties must be legally free to marry under Church and civil law.** Since marriage is a permanent bond, any previous marriage by the bride or groom, Catholic or non-Catholic, no matter where or how it was celebrated, must be reviewed with the Priest. We are unable to set a wedding date until all previous marriage situations are resolved.

## **INITIAL CONSULTATION**

The newly engaged couple will meet with one of the Priests at Prince of Peace for an Initial Consultation. At this meeting, various components of the Marriage Preparation process will be reviewed and discussed. The mandatory **Marriage Preparation program takes at least six months to complete.** A marriage cannot be witnessed by the Church without completion of this program.

## **Wedding and Rehearsal times at Prince of Peace are FIRM:**

**The exact date and time for a wedding cannot be scheduled until the engaged couple has had their Initial Consultation with one of the parish Priests. NOTE: DO NOT schedule a reception venue prior to this Initial Consultation.** Catholic weddings in the Archdiocese of Kansas City in Kansas cannot be celebrated on Saturday evenings, Sundays, Holy Days of Obligation or on certain Solemn Feast Days such as All Souls Day (November 2) or during the penitential season of Lent.

Since there can be more than one wedding per weekend, couples are limited to certain times for both a rehearsal and for use of the parish facilities to include either the Church or Chapel (used for small weddings only, of no more than 75 total attendees) on the day of the wedding.

## **AVAILABLE WEDDING TIMES IN THE CHURCH:**

**Fridays, at 6:00 PM or 7:00 PM -- or -- Saturdays, at 10:30 AM or 2:00 PM**

- **For a Friday evening wedding (6:00 PM or 7:00 PM),** the Church and parish facilities are available from 5:00 - 9:00 PM. The rehearsal will take place on Thursday, at 6:00 PM.
- **For a Saturday morning wedding (10:30 AM),** the Church and parish facilities are available from 9:00 AM - 12:00 NOON. The rehearsal will take place on Friday, at 5:00 PM.  
**(IMPORTANT NOTE: If a Friday evening wedding is scheduled, the rehearsal time may change.)**
- **For a Saturday afternoon wedding (2:00 PM),** the Church and parish facilities are available from 12:00 NOON - 3:15 PM. The rehearsal will take place on Friday, at 6:00 PM.  
**(IMPORTANT NOTE: If a Friday evening wedding is scheduled, the rehearsal time may change.)**

## **AVAILABLE WEDDING TIME IN THE CHAPEL:**

The Chapel may be an option for a 'small wedding' of no more than 75 total attendees to include the Bridal Party, family and guests.

The following guidelines apply:

- **Saturday at 2:00 PM is the ONLY available option for a Chapel Wedding.**
- **The Chapel is available to the Bridal Party from 12:00 NOON - 3:15 PM.**
- **No other rooms are available** to the Bridal Party for any prep, dressing etc.
- **Music - An organist and cantor are required for a full Mass.** Music must be coordinated with the parish Director of Music and Liturgy, Melissa Jakmouj.
- **The parish Wedding Coordinator will not be required.**  
**IMPORTANT NOTE: Due to the nature of the Catholic Liturgy, we DO NOT ALLOW outside Bridal/Wedding Coordinators or Consultants** to be used for any wedding here at Prince of Peace.
- **The Rehearsal will be conducted by the Priest one (1) hour before the start of the wedding, at 1:00 PM.**



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## *Important Steps in the Marriage Prep Process*

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We thank you for making participation in Marriage Preparation process an important priority in your busy lives. Moving forward, it is very important that you not delay in responding to the program coordinators as they contact you to set-up and schedule required courses. We also ask that required certificates be turned in to the Parish Office in a timely manner.

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### **FOCCUS© Pre-Marriage Inventory -- (Completion Certificate Required)**

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A premarital assessment and discussion, **the FOCCUS© Pre-Marriage Inventory must be taken.** It is not a test, but a tool designed to help engaged couples appreciate their unique relationship, learn more about themselves, and discuss topics important to their lifelong marriage.

- **The FOCCUS© Pre-Marriage Inventory is taken with the Priest.**
- When the Inventory is completed by the couple, it is scored. The Inventory results will be shared and discussed with you at a follow up meeting. A certificate of completion is provided.

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### **Baptism Certificate(s) -- (Required)**

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- **A Catholic bride or groom must obtain a certified copy of their Baptism Certificate** from their Church of Baptism. This certificate must be dated no more than a year prior to the wedding date. Contact your Church of Baptism and ask the secretary to send to Prince of Peace an “updated Baptism Certificate with NOTATIONS”. This cannot be a photocopy of your original Baptism certificate.
- If the bride or groom is non-Catholic, and Baptized, the Church asks for a photocopy of their Baptism certificate.
- Please send these certificates to the Parish Office as soon as possible.

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### **Witness Forms -- (as Required)**

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- Witness forms are required for both the bride (2) and groom (2), for any marriage taking place outside of our Archdiocese. Witness Forms are also required for those under 21 years of age.
- These forms must be notarized.
- Return all notarized copies to the Parish Office as soon as possible.

## **Regional Marriage Preparation Program -- (Course Completion Certificate Required)**

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**The engaged couple is required to complete the Archdiocesan Marriage Preparation program entitled “Preparing to Live in Love”.** Engaged couples work with lead couples in this skills oriented program that provides a relevant, positive approach to marriage preparation. The Archdiocesan Regional Coordinator schedules this required program. **Cost:** Please note – session fees may vary, this will be discussed with you by the Archdiocesan Regional Coordinator – general costing is between \$100–175.00. Fees are paid directly to the Family Life Office; make your check payable to: Jo. Co. Family Life.

**A certificate of completion will be provided and must be sent to the Parish Office as soon as possible.**

Other options for Marriage Preparation are possible. These will be discussed during the Initial Consultation with the Priest.

## **Natural Family Planning (NFP) Introduction Course -- (Completion Certificate Required)**

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**Engaged couples are required to take an approved introductory course in Natural Family Planning (NFP).** Visit [www.archkck.org/prescription](http://www.archkck.org/prescription) for information on the Archdiocesan sponsored NFP Intro Course 'Prescription', and other approved NFP courses, fees and registration.

**A certificate of completion will be provided and must be sent to the Parish Office as soon as possible.**

## **State Marriage License**

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Visit, <http://courts.jocogov.org> for **specific information** on applying for, and obtaining your State Marriage License. The Marriage License is only valid in Kansas. The current application fee for the license is \$85.50. There is a three (3) business-day waiting period after application is made before you may pick up the license. The license expires six (6) months from the date of issuance.

**The Marriage License must be delivered to the Parish Office, 30 days before the wedding.**

## **Wedding Coordinator**

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**Due to the nature of the Catholic Wedding liturgy, we DO NOT ALLOW outside Bridal/Wedding Coordinators or Consultants to be used or involved in any way with the Church/liturgical aspects of the wedding.**

**A Parish Wedding Coordinator must be employed by the couple to be married.** After your Initial Consultation with the Priest, you will be notified by e-mail and provided the contact information of our parish Wedding Coordinator. The Wedding Coordinator assists the Priest with ceremony (liturgy) planning; conducts the wedding rehearsal and is present on the day of the wedding. The Wedding Coordinator meets with the couple a minimum of three times; (for an initial ceremony planning consultation, the Rehearsal and on the Wedding day). We encourage you to contact your Wedding Coordinator early to begin ceremony (liturgy) planning.

## **FEES AND STIPENDS**

1. No registered member of the Parish will ever be denied the use of the Church for a wedding because of financial hardship. Fees for registered members of the Parish are as follows:
  - \$300 for a wedding in the Church.
  - \$150 for a small wedding, of no more than 75 total attendees in the Chapel.
  - \$200 to the Priest.
  - \$150 to the Wedding Coordinator.
  - Musicians fees as noted below.

**Fees are to be paid in 'SEPARATE CHECKS' and are DUE 30 days prior to the wedding.**

- 1). The check for the Church or Chapel should be made payable to 'Prince of Peace' and delivered to the Parish Office.
- 2). The check for the Priest should be made payable to that person, and delivered to the Parish Office.
- 3). The check for the Wedding Coordinator is made out to that person and given directly to the Coordinator.

If the wedding is canceled, all parish fees will be returned.

### **2. Music is coordinated with the Director of Music and Liturgy, Melissa Jakmouj:**

- A base fee for the Parish accompanist/organist which includes a consultation appointment with the couple is normally \$150.
- The fee for a Parish cantor is \$150.
- There are additional charges for rehearsals with instrumentalist and soloists.
- Fees for the Organist and Cantor and any extra instrumentalists should be paid directly to the individual at the time of the consultation.

### **3. For a CONVALIDATON, (the blessing of a marriage), a \$100 tithe to the parish is appropriate.**

- The check should be made payable to 'Prince of Peace' and delivered to the Parish Office.



# *Guidelines for a Catholic Wedding Liturgy*

## **YOUR CATHOLIC WEDDING**

To marry in the Church is special and unique. As the official witness for the Church, we wish to guide you through the planning of the wedding ceremony to insure that your marriage will be blessed with dignity and spirituality. The Catholic marriage ceremony involves participation in a liturgy and does not follow the ordinary prescriptions of our culture. Our teachings and beliefs regarding marriage differ vastly from our American culture and so, too, does our manner of celebrating a wedding Liturgy.

Popular books written on preparing the "perfect wedding" follow codes and customs that are frequently not consistent with the Church and are often inappropriate for the wedding Liturgy. You are about to plan your wedding Liturgy. This is far different from a "marriage ceremony." **God is the central figure in the Catholic wedding**, sharing a sacred moment with the bride and groom who vow in the Sacrament of Marriage to model their relationship upon the love of Christ for the Church. The bride and groom invite their families and friends to join with them in prayer through and in Jesus Christ; praising God for His goodness; thanking God for the gift of each other; asking God to unite them in the power of love; claiming God as the foundation and source of their marriage; promising God to be faithful in marriage; hoping in God that this marriage will find its ultimate fulfillment in the Kingdom of Heaven.

Often times we get so caught up in the preparation for a wedding that we lose sight of the sacredness of the occasion and the impact it can have on our friends and families. **It is a communal experience which goes far beyond the bride and groom.** Married couples witnessing the marriage may use the wedding Liturgy to renew their own marriage; couples who may be experiencing difficulty in their marriage may be inspired to renew their determination to improve their marriage; young couples planning to be married will see the dignity and sacredness of your wedding Liturgy and wish to model their own on yours. Even more significant is the opportunity for those who have drifted away from the Church to be so profoundly affected by the Liturgy that they look again to renew their faith. **All of this is possible when the wedding Liturgy is kept sacred.**

Marriage is so revered by the Catholic Church that we call it a sacrament. Our faith holds marriage in such high regard that we understand the commitment of marriage is to be lived out in permanence. A wedding Liturgy done in a prayerful spirit enables the Church to teach the dignity and holiness of marriage and emphasize the role of married persons to be God's servants of love in the world.

All of this means that we have a responsibility to maintain the sacredness of this occasion. We should also avoid the temptation to plan a "staged production" that emphasizes the ceremony rather than God's love for all of us, your love of God and your love for one another. Due to the nature of this Liturgy, **we do not allow outside Bridal/Wedding consultants or coordinators to be involved in any way with the Church aspects of the wedding. A Parish Wedding Coordinator must be employed by the couple to be married.**

With all this in mind, we have prepared this guide to help you plan the wedding Liturgy. This wedding guide is not intended to be restrictive, but to help you prepare for the most special and holy moment in your lives. Please share this guide with your families and those who will be joining you in this celebration.



## **THE LITURGY** / The Ceremony

1. All liturgy and worship within the Catholic Church is characterized by the principles of simplicity and appropriateness. This means that good liturgical prayer focuses attention on those things which are truly primary and most important, with a minimum of clutter or distraction. **In the wedding Liturgy, the bride and groom are primary, and their most important action is the exchange of consent.** Liturgically, the entire assembly is the witness to this primary action.
  
2. A couple may want to honor special friends by including them as attendants, flower girls, and ring bearers. The resulting wedding party can sometimes become so large that it distracts from what is truly primary: the bride and groom and their exchange of consent. It also can send a signal that the witness role of the whole assembly is somehow less important than the role of the attendants. The size and arrangement of the Church and Sanctuary and the assembly's need to see and hear in order to fulfill their proper ministry should be considered.
  
3. **We strongly recommend that young children, especially those under the age of five, not be included in the wedding party.** A wedding Liturgy is sacred and young children can distract from the prayerful atmosphere. It is also important to consider the fact that the experience may be terrifying for the child.
  
4. In the marriage of two Catholics, a nuptial Mass is celebrated. In a marriage between a baptized Catholic and a non-Catholic, the rite for celebrating Matrimony without Mass should be used.
  
5. The **Ushers** meet guests as they enter the Church and lead them to their seats. As ministers of hospitality, Ushers help set the tone for the wedding; the Church is sacred space. The ushers should encourage a quiet, respectful atmosphere. They should remind guests with cameras that no pictures are to be taken. Ushers should be present, with the assembly, for the entire ceremony and be ready to help if there is an emergency. Ushers should direct the order of leaving the Church as expediently as possible. **It is also their responsibility to be certain the Church, after the ceremony, is left in a clean and orderly condition:** Replace kneelers to their proper position; pick up papers, tissues, prayer booklets, etc., left in the pews or on the floor.
  - 5a. **While the guests are assembling,** Ushers should encourage everyone to be silent once they are escorted into the Church. The doors leading from the Gathering Area into the Church should remain closed as much as possible to keep noise from entering the Church. Vocal or instrumental music is recommended during the gathering. The purpose of this prelude music is to gather and unite the thoughts of all present and to prepare them for the celebration of the marriage Liturgy.
  
6. If you have trained **Altar Servers** among your family and friends and you wish to include them in the Nuptial Mass, it will be necessary for them to be present at the rehearsal. If not, **Servers are not necessary.**

7. The wedding Liturgy prescribed by Vatican II, recognizes that **marriage is a union of families** – not just bride and groom. Liturgically, this is expressed throughout the ceremony. The USCCB in December of 2017 published a revised Rite of Marriage.

**The entrance procession will take the following form:**

- Bridesmaids and groomsmen enter the church as couples.
- Flower girls and ring bearer (age 5 and older).
- Priest and Altar Servers.
- Groom and his parents.
- Bride and her parents.

**This is the ideal procession.** If the bride and groom choose to not enter with parents, parents will be seated after the grandparents before the procession, and the groom will enter with the priest.

8. Friends or family members who are experienced **Lectors** or **Extraordinary Ministers of Holy Communion** may be honored to take part in the Liturgy. It is important for the Lectors to practice the readings so that they feel comfortable with the acoustics of the Church. It is important that they be experienced and be confident in proclaiming God's word. Inexperience can create embarrassing confusion and can also be a stressful experience for participants.
9. The **scriptural readings** are selected by the bride and groom from an approved list of appropriate readings which can be found in the 'Order of Celebrating Matrimony' booklet. Poetry and personal verses are appropriate for the reception, but not for the ceremony. **Once the readings and prayers are chosen by the couple, the selections are to be given to the Pastor and the Wedding Coordinator.**
10. At this time, "open" communion is not possible. **Only Catholics may receive the Eucharist.** This should be explained to non-Catholic members of the wedding party.

**OTHER CONSIDERATIONS**

1. **BUBBLES, Rice, birdseed, etc., are not permitted** inside or outside the Church. This is an unnecessary cleaning issue for the Church. Insurance companies discourage this practice as the Church would be liable if any injuries occurred.
2. **Flower girls** are not to drop petals, real or artificial. This creates extra cleaning issues for the Church.
3. **Aisle runners** are not permitted.
4. Remember this is a sacred Liturgy. **The consumption of any type of alcoholic beverage before or after the ceremony is not allowed anywhere on the premises. If any alcohol is present, the wedding will be canceled.** Food or drink is not permitted anywhere on the Church premises without permission. **Smoking is not permitted in any of the buildings.**
5. In contracting a **photographer**, the sacredness of the Church space and the Liturgy should be explained. The Church is a sacred space and should not be treated like a photo studio. Please remember that on Saturdays, **everyone must be out of the Church by 3:15 PM** so that we may prepare for Confessions

which begin at 3:30 PM and the Vigil Mass at 5:00 PM. **It is preferred that all pictures be taken before the ceremony out of respect for your guests after the ceremony.**

- The use of flash, or lights is not permitted during the ceremony. Photographs may be taken during the ceremony from a **stationary position** in the back of the Church.
- At no time may the photographer come closer to the altar than the front pew. The photographer is definitely not allowed in the Sanctuary or on the steps leading up to the Sanctuary.
- Once the wedding begins, photographers are not to move around the Church.
- Please arrange for pictures to be completed at least ½ hour before the start time of the wedding.

**We request that in the wedding Liturgy prayer book, which you prepare for your family and guests, include the following: "We request that no pictures be taken during the wedding ceremony."**

**Videotaping** is permitted only from the back of the Church or a side area outside of the Sanctuary. **The camera must be stationary.** There should be no movement that will distract from the primary focus of the liturgical action. Basically, the same rules apply to videographers as to photographers.

6. **For a Wedding in the Church, the Dressing area** for the bride and attendants will be in the St. Mark/Luke Room located downstairs in the Parish Hall. The groom and groomsmen usually come dressed, or may dress in Conference Room #1.

**PLEASE NOTE: NO Rooms are available for a Chapel Wedding.**

## **IMPORTANT THINGS TO REMEMBER**

**For a Wedding in the Church, a rehearsal for the ceremony will be held the day before the ceremony.**

**Everyone having a role in the wedding Liturgy should be present to begin the rehearsal at the scheduled time.** No others are required to attend the rehearsal. It is appropriate to begin the rehearsal with prayer, thanking God for his gifts to the couple and to the Church and asking God's blessing upon their marriage.

**The prayer booklets for the wedding Liturgy are to be brought to the wedding rehearsal and given to the Priest or the Wedding Coordinator** so that they are available on the wedding day.

**The State Marriage License must be delivered to the Parish Office (30 days) PRIOR to the wedding date or at the very latest, the license must be presented to the Priest BEFORE the start of the rehearsal.**

The **Unity Candle** (*which is to be used only within the marriage of a Catholic and a non-Catholic*) will be placed on a stand within the Sanctuary and **not on the altar.**

## **CHURCH ENVIRONMENT: Flowers, Candles, Etc.**

**The use of flowers and candles should enhance the Liturgy and not detract from it.** Simplicity in Church decor enhances the Liturgy and emphasizes the unity between God, the bride and the groom.

The florist you select should be advised to contact the Wedding Coordinator directly to arrange the time and procedure for preparing the Sanctuary.

It is an appreciated gesture to leave altar flowers in the Church after the wedding Liturgy. Although not mandatory, it is a sign to the community at large that a marriage has taken place. The Liturgy documents of the Church state that **real flowers should be used, not silk or plastic.**

If you choose to decorate with flowers, we recommend two arrangements - one on either side of the altar which can be placed on stands behind the altar where they are visible yet do not obstruct movement in the Sanctuary. The florist should also be advised that the Church and Sanctuary are holy places. Care should be taken to insure that prior arrangements have been made for the return of any florist's equipment.

Prince of Peace has a set of **candelabras** that may be used without cost. If you choose to rent candelabras, dripless candles must be used. Only one set of two is to be used for the wedding. **No other candles (aisle, windows, etc.) are permitted due to fire code. If you have people light the candles as part of the procession, they should be at least a teenager in age, and tall enough to do so.**

**Please do not move/remove any Church decor, i.e. flowers, banners, liturgical art, etc. The environment for the liturgical season should be respected, so if the wedding is in the season of Advent, purple will remain in the Church along with any other special environment.**

**PEWS:** The use of any type of **tape or wire** is not allowed on any surface - i.e., pews, floors, pillars. **Bows** may be tied to the pews with ribbons, pipe cleaners, or rubber bands. Nothing should obstruct the entrance to the pews on either side.

### **MUSIC: ORGANIST AND CANTOR**

1. **The couple should contact the parish Director of Music and Liturgy, Melissa Jakmouj, at 913-747-7741 or [mjakmouj@popolathe.org](mailto:mjakmouj@popolathe.org), to arrange a music consultation appointment as soon as the Initial Consultation with the Priest has taken place.**

**Melissa Jakmouj is the primary organist for the Parish.** The Parish has other organists who are familiar with the Catholic Nuptial Liturgy and the instruments used in the Church as well as vocalists who can assist with the ceremony. We encourage you to choose musicians who have the talent and ability to do your wedding justice, not because they are friends or family. If you desire a guest accompanist or soloist, please know that they will have to follow all requirements of the Parish and they must be familiar with the Catholic Liturgy. Fees are as listed above for parish musicians.

A trained cantor is necessary to lead the song of the assembly for the celebration of the Eucharist or the Liturgy of the Word. A relative or friend may sing a solo(s) before or during the Liturgy. The primary concern is that a practicing Catholic, familiar with the accompanist, minister as cantor for the celebration. Fees are as listed above, or those given to you by that person.

2. **Only vocal music with sacred texts and classical instrumental music may be performed at the wedding. Again, only approved liturgical and classical music may be used in the Church.** Care should be taken in the selections to encourage prayer. Congregational singing is essential, and is a beautiful way to include your guests in your prayers of thanksgiving and joy. **Secular songs are not appropriate in the Church** but to be used at the reception. **Pre-recorded music may not be played in the Church.**
3. Additional instruments may be employed for the wedding following the same musical criteria.
4. It is not necessary for the Organist to be present for the wedding rehearsal. Proper rehearsal time will be arranged with the musician(s) if needed.

## CLOSING NOTE

We share your joy in preparing for this holy and happy event. It is our intention to offer you the benefit of our experience and training. We wish to assist you in every way we can in your wedding preparations to insure a day that is dignified as well as prayerful and meaningful.

## CHECK LIST:

- \_\_\_\_\_ Initial Consultation with a Priest.
- \_\_\_\_\_ Date / Time of Wedding and Rehearsal scheduled with the Priest.
- \_\_\_\_\_ Follow the important steps in the Marriage Prep process as outlined in the beginning of this booklet.
- \_\_\_\_\_ If desired, the Parish Hall may be rented for the reception or rehearsal dinner. Contact the Facility Scheduler, at 913-782-8864 for rental rates and availability.
- \_\_\_\_\_ Parish Wedding Coordinator contacted.
- \_\_\_\_\_ Music Consultation with Melissa Jakmouj, Director of Music and Liturgy.
- \_\_\_\_\_ Readings and Prayers chosen for the Liturgy from *The Order of Celebrating Matrimony* booklet.
- \_\_\_\_\_ Cantor contacted.
- \_\_\_\_\_ Lector(s) / Eucharistic Ministers of Holy Communion
- \_\_\_\_\_ Florist
- \_\_\_\_\_ Photographer / Videographer contacted and given Parish guidelines for review.
- \_\_\_\_\_ 'Updated' Baptism Certificates for the Bride and Groom delivered to the Parish Office.
- \_\_\_\_\_ Course Completion Certificates delivered to the Parish Office.
- \_\_\_\_\_ Apply for the Marriage License.
- \_\_\_\_\_ Marriage License - **Deliver to the Parish Office, 30 days PRIOR to the Wedding date.**
- \_\_\_\_\_ Fees and Stipends - Checks (separate checks) -  
**Deliver to the Parish Office, 30 days prior to the Wedding date.**
  - \_\_\_\_\_ \$300, Church / \$150, Chapel (small weddings only) payable to 'Prince of Peace'
  - \_\_\_\_\_ \$200, payable to the Priest
  - \_\_\_\_\_ \$150, payable to the Wedding Coordinator