



SACRED HEART *of* JESUS
CATHOLIC PARISH AND SCHOOL

– THE SACRAMENT OF –

Holy Matrimony

Guidelines for the celebration of
Marriage at Sacred Heart of
Jesus Catholic Parish



SACRED HEART *of* JESUS

CATHOLIC PARISH AND SCHOOL

**FR. JAIME ZARSE**

PASTOR

913-422-5700 X 204

JENNIFER.PEAVLER@SHOJ.ORG

**DCN. NICHOLAS MORAGUES**

PASTORAL ASSISTANT

913-276-3176

DCNNICK.MORAGUES@SHOJ.ORG

**TARA GREEN**

WEDDING COORDINATOR

913-422-5700 X 253

TARA.GREEN@SHOJ.ORG

**KERRY O'KEEFE-OWENS**

PARISH OFFICE SPECIALIST

913-422-5700

KERRY.OKEEFEOWENS@SHOJ.ORG

DIRECTOR OF MUSIC MINISTRY

913-422-5700



Letter from the Pastor

Congratulations on your engagement! I realize this is an exciting time and want to assure you we will work diligently to make your celebration the best day of your life. In order for that to happen, you need to do your part. Please understand that as a Pastor and physician of souls, I take the covenant of Holy Matrimony seriously, and I am counting on you to do the same.

In this document you will find the steps necessary to be approved for marriage in the Catholic Church. You will also find helpful insight, as well as parish policies for having your ceremony at Sacred Heart of Jesus Parish. What this booklet cannot do, is make your marriage successful; that's up to you. That said, I'm confident you will be on the right track after the preparation process.

It is crucial to know the most important aspect of marriage is not the ceremony (as exciting as it will be), but living out the promises you make. By stating your intentions and reciting your vows, you will be entering into a sacred covenant with God. With that in mind, this newly formed relationship with your spouse can be the most amazing thing you've ever experienced, if you engage in this process and place God at the center of your lives.

I have been blessed to experience many beautiful, healthy marriages involving couples who understand the huge responsibility of the marital commitment. Namely, that it requires a lot of hard work anchored in Jesus and his Church. Thus, marriage is something that can only succeed by selflessly giving 100% to your spouse. It demands patience, understanding, compromise, determination, fortitude, fraternal correction...and so many other virtues. Of course no one is perfect, but these virtues, along with a happy, healthy marriage will happen if you take this process to heart.

It is not just a cliché saying that a family that prays together stays together; it is very real. So begin today praying with your future spouse. Go to Mass together and relish the Sacraments. In short, take this process seriously and seek to learn from it. If you do, you will live happily ever after. This I promise!

Again, congratulations and please know we are praying for you.

In Christ,

Fr Jaime Zarse

Fr. Jaime Zarse
Pastor



Getting Married in the Catholic Church

Getting married in the Church is not only a beautiful and sacred tradition, but it also holds profound spiritual significance. Marriage in the Catholic Church is a sacrament, meaning it is a visible sign of God's grace. By choosing to marry in the Church, you are inviting God into this important moment of your lives, acknowledging that your union is not just a personal commitment, but also a reflection of God's love for you and your spouse.

This sacramental understanding of marriage transforms it from a simple contract into a sacred covenant, one that mirrors the love between Christ and His Church. Getting married in the Catholic Church also helps to strengthen your relationship with the Church community. Marriage, according to the teachings of the Church, is a vocation that requires support, prayer, and guidance from the faith community. By marrying in the Church, you are making a public commitment not just to each other, but also to the Church and its teachings. This act connects you to a larger tradition that has sustained Catholic marriages for centuries, allowing you to deepen your faith as a couple and receive the grace needed to live out your marriage vows faithfully.

Moreover, the wedding ceremony itself is a powerful expression of the Church's teachings on marriage. It is a liturgical celebration that emphasizes the sacred nature of the vows you will make to one another. It is a moment where you can pray together, ask for God's blessing, and begin your life as a married couple with the Church's prayers and support. Celebrating your wedding in the Catholic Church is not just about the beauty of the ceremony, but about aligning your marriage with God's will and the Church's vision of love, faithfulness, and service.

Finally, a Catholic wedding is an opportunity to model Christ's love to the world. By getting married in the Church, you are publicly witnessing to the truth that marriage is a holy union, meant to be a sign of unity, fidelity, and love. Your marriage will stand as a testimony of God's presence in your life, and it can inspire others to reflect on the sanctity and depth of their own relationships. In this way, your decision to marry in the Church is an act of faith, hope, and love, deeply rooted in the Catholic understanding of what marriage is truly meant to be.



Getting Married at Sacred Heart

1

COMPLETE THE MARRIAGE REGISTRATION FORM

- **Registered Parishioners** (those formally registered at the parish for 6 months) can schedule a date up to eighteen months in advance.
- **Non-Registered Individuals** can schedule a date up to six months in advance.

2

PRE-NUPTIAL INTERVIEW

The Parish Office Specialist will review the form and contact you via phone in order to gather any additional information needed to assess your circumstances. Based on the information gathered, the Parish Office will finalize the date. The Parish Office Specialist will contact you with next steps. A deposit of \$500 is due upon finalization of date. (*The check should be dated for the date of the wedding.*)

Please note: We will do our best to secure the Pastor requested for your wedding. If the Pastor is not available at the time of the wedding, we'll ensure there is a Pastor to fill in.

3

GATHER NECESSARY DOCUMENTS

- **BAPTISMAL CERTIFICATES FOR CATHOLIC PARTY:** For Catholics, a new certificate or letter from the Church of baptism dated within six months of the date of marriage is required since all marriages are recorded in your Church of baptism. Please give this to the Parish Office Specialist.
- **FOR THE NON-CATHOLIC PARTY:** A baptized non-Catholic should also obtain a Baptismal certificate or a letter documenting the Baptism from the church of Baptism (NOTE: when documentary proof is not available, affidavits of parents or other trustworthy persons are acceptable).
- **MARRIAGE LICENSE/WITNESSES:** The State of Kansas requires that a license for marriage be obtained. Such a license may be obtained in any county of the State of Kansas and is valid for six months following the date of its issue. Important: The Marriage license should be submitted to the Parish Office Specialist at least 30 days prior to the wedding date. Please do not separate contents of the envelope that you receive but give the envelope to the Parish Office Specialist in its entirety. If you receive an electronic license, for the email to the Parish Office Specialist. The license will be completed after the ceremony and submitted on your behalf by the parish office. To obtain a marriage License in Johnson County, KS, go to https://appengine.egov.com/apps/ks/oja/marriage_license. Witnesses must be at least 18 years old. A non-Catholic may be chosen as one of the witnesses.
- **CERTIFICATE OF NULLITY** (if either party has a prior marriage): You must have a certificate of nullity (an annulment) before the marriage preparation process can begin, unless the previous spouse is deceased (then death certificate is needed, as well). Please advise the Parish Office Specialist of either circumstance as we can help with the annulment process if necessary.

Getting Married at Sacred Heart



4

MARRIAGE PREPARATION

The Archdiocese requires that a couple preparing for marriage attend marriage preparation classes. You should have this finished at least 4 months before your wedding date. The preferred/recommended method at Sacred Heart is meeting One-on-One with a Mentor Couple.

- **One-on-One with Mentor Couple:** Normally, you meet at the home of the mentor couple for 7 sessions, each lasting anywhere between 1.5 - 2 hours. These are scheduled on mutually agreeable dates between you and them.
- **Marriage Prep Weekend Retreat:** This retreat covers the same curriculum but in a condensed time period within a group setting. The retreat is hosted at Savior Pastoral Center in Kansas City, KS, on Saturday from 8am-6pm and Sunday from 1pm-4:30pm. Specific dates for retreats can be found at www.archkck.org/marriageprepweekend.
- **Zoom Sessions:** As a last resort, there are couples in Johnson County that offer the 7 sessions via Zoom.

5

NATURAL FAMILY PLANNING SESSION

In addition to the marriage prep classes, a course in Natural Family Planning is required for the sacrament of marriage in the Catholic Church. Please use this link to get more information: <https://archkck.org/nfp/find/intro-to-nfp/> Evidence of completion needs to be submitted to the Parish Office Specialist at least 2 months before your wedding

6

MEET WITH WEDDING COORDINATOR

The Wedding Coordinator will contact you to schedule several meetings prior to the wedding. At the first meeting, you will be given a copy of "Together for Life", which will help you plan your wedding liturgy. You will also walk through a logistics document, fees, discuss music packages, next steps and what to expect at the rehearsal and wedding.



Getting Married at Sacred Heart

7

MEET WITH MUSIC DIRECTOR

Music is an important part of any celebration. Our Director of Music Ministry is prepared to help you plan beautiful and prayerful music that is appropriate for a liturgical celebration.

When choosing musicians and music selections, every couple is required to attend a music planning session for your wedding with the Director of Music Ministry. With the couple, the Director of Music Ministry will complete a Music Planning Guide for the wedding. These guides must be completed at least six (6) weeks prior to the wedding date. The initial consultation with the Director of Music Ministry is part of the package fee. The Music Ministry of Sacred Heart Parish is comprised of professionally trained musicians, who know the Catholic tradition of our sacred space and will ensure a great liturgy.

The minimal musical requirements for a full Mass marriage ceremony are a cantor and accompanist/organist. For a ceremony that is not a full Mass, an accompanist/organist is required. At Sacred Heart, we recognize that weddings are deeply personal and sacred moments in the life of a family. As such, we welcome the involvement of family members or friends who wish to participate in the music for these liturgies. The Director of Music Ministry will also provide a list of vocalists, as well as other instrumentalists, such as violinists, cellists, trumpeters etc. See “Sacred Music fees” on next page.

From the Entrance Procession to the Recessional, all music must be liturgical music found in our hymnals, music with sacred texts, or classical music. The Director of Music Ministry, in consultation with the local pastor, has the responsibility of ensuring the appropriateness of all music selections. Care should be taken to ensure selections encourage prayer and reflect the nature of the scriptures and the liturgy.

Secular songs, pop songs, music off the radio, etc., are not appropriate for the liturgy. Recorded music is not permitted. Liturgical directives for the Universal Catholic Church are clear that music is to be live. Selections that do not meet the criteria such as recorded music and pop songs are best reserved for the reception and rehearsal dinner, but not in the sacred space of the church.

Sacred Heart does not provide wedding programs. The music content of the wedding programs created by the engaged couple should be approved by the Director of Music Ministry prior to printing to ensure accuracy of music titles.



Sacred Music Packages

\$400

- CANTOR
- ORGAN/PIANO

\$600

- CANTOR
- ORGAN/PIANO
- CELLO (VIOLIN)

\$1200

- CANTOR
- ORGAN/PIANO
- STRING QUARTET

*Each additional musician - \$200



Planning the Wedding Liturgy

VISITING CLERGY

- A priest other than the parish priest can celebrate your wedding and also be the one to do your marriage preparation (including all paperwork, meetings, etc. required by the Archdiocese of Kansas City in Kansas) if you so choose. If you use your own priest, you will be required to keep the Sacred Heart Pastor apprised of the process. Also, the priest performing the ceremony will have to get a letter of good standing/suitability from the diocese he's from. Sacred Heart Parish cannot guarantee one of the resident priests will be available if you use an "outside priest" who cancels prior to the wedding. This should be done 4 months prior to the wedding date and submitted to the Parish Office Specialist.

INTERFAITH WEDDINGS

- Although a Mass is permitted in the interfaith ceremony, the Church suggests a Catholic ceremony without a full Mass. The couple should discuss this carefully since the distribution of Communion at Mass may be more of a sign of disunity and possible source of confusion for guests of non-Catholic faiths.
- If a Mass is celebrated, HOLY COMMUNION needs to be considered: According to the laws of the Church, Communion is not allowed for a non-Catholic bride or groom and non-Catholic members of their families. It is important that the couple explain this to the non-Catholic members of the wedding party and family members. "Reception of the Eucharist by Christians not fully united within the Catholic faith would imply a oneness which does not yet exist, and for which we all must pray" (National Council of Catholic Bishops).

READINGS

- The proclamation of the Word of God and the homily are integral to the celebration of marriage. Three readings are chosen from the Scriptures: one from the Old Testament, New Testament, and the Gospels. These may be chosen from, but not limited to, those found in the "Together for Life". The Psalm Response is encouraged to be sung and can be chosen with the Director of Music Ministry.
- Lectors do not have to be Catholic, but it is preferable that it is someone who has read at a Mass or spoken publicly.
- You can have the same person do the first reading, second reading and petitions. Or you can use separate people for each.
- If you would like a reading that is not in the "Together for Life" book, it must be approved by the Pastor.



Rite of Marriage

With Eucharist

INTRODUCTORY RITES

- Prelude
- Processionals
- Greeting
- Gloria
- Opening Prayer

LITURGY OF THE WORD

- First Reading (Old Testament)
- Responsorial Psalm
- Second Reading (New Testament)
- Gospel Acclamation
- Gospel (proclaimed by Priest or Deacon)
- Homily

RITE OF MARRIAGE

- Consent
- Exchange of Vows
- Exchange of Rings
- Prayers of the Faithful (Petitions)

LITURGY OF THE EUCHARIST

- Preparation of the Gifts
- Holy, Holy, Holy
- Memorial Acclamation
- Amen
- Our Father
- Nuptial Blessing
- Sign of Peace
- Communion Procession
- Prayer After Communion
- Devotion to the Blessed Mother (optional)

CLOSING RITES

- Final Blessing
- Introduction of the Couple
- Recessional

Without Eucharist

INTRODUCTORY RITES

- Prelude
- Processionals
- Greeting
- Opening Prayer

LITURGY OF THE WORD

- First Reading (Old Testament)
- Responsorial Psalm
- Second Reading (New Testament)
- Gospel Acclamation
- Gospel (proclaimed by Priest or Deacon)
- Homily

RITE OF MARRIAGE

- Consent
- Exchange of Vows
- Exchange of Rings

CLOSING RITES

- Prayers of the Faithful (Petitions)
- Our Father
- Nuptial Blessing
- Sign of Peace
- Devotion to the Blessed Mother (optional)
- Final Blessing
- Introduction of the Couple
- Recessional



Liturgical Environment



FLOWERS

- In general, not a great deal of floral ornamentation is required. Since floral arrangements need to be removed from the church, it is recommended that the couple consider using flowers that can be taken and used at the reception after the wedding.
- No floral arrangements can be on or taller than the altar. Arrangements on stands on either side of the tabernacle (behind the altar) are permissible, but need to be approved ahead of time.
- Plants or displays being used and owned by the church should not be moved; especially the Christmas and Easter displays. Please keep this in mind when planning your wedding date.
- Prior approval must be sought before you place anything on the pews. Typically, ribbon, rubber bands, etc. may be used as long as they do not damage the pews. Please do not tape anything to the pews.

AVAILABLE FOR USE

- Wooden cubes on rollers (return to where you found them)
- Tables for use in the Narthex (request in advance)
- Black or White table cloth for Narthex tables

PROHIBITED ITEMS

- Nothing may be thrown in or outside of the church. Insurance regulations prohibit the use of rice, grains, bird seed, confetti, sparklers, etc.
- Bubbles may not be used inside the church; they can be used outside the church.
- Aisle runners, glitter, sequins and real flower petals (i.e. thrown from the flower girl onto the tile) in the church are strictly prohibited! Silk flower petals are acceptable; however, they must be swept up directly after the ceremony by someone designated by the couple.
- Alcoholic beverages



Photography/Videography

While photographs are important, the sanctity of the sacrament and the sacredness of the house of worship must also be taken into account.

- Video cameras and still cameras may be set up in the open space in the pew area to the left of the altar or in the back of the church.
- All photography must be handled as unobtrusively as possible. There should be minimal movement throughout the ceremony.
- Photographers should not stand on the church pews.
- Photographers should be properly dressed and not “stand out”.
- Photographers are not allowed in the sanctuary area (near altar) during the ceremony.
- Please have the photographer(s) introduce themselves immediately to the Wedding Coordinator prior to the ceremony starts to make sure they understand the guidelines.
- All photos taken after a 1:00pm wedding ceremony/Mass must be finished by 2:45pm.

Alcohol Policy

At your wedding you will participate in a solemn sacrament and officially enter into your legal marriage. Your attendants will likewise be asked to sacramentally and legally witness this most important event. It is both necessary and appropriate that you and all members of your wedding party be unimpaired.

Therefore, the consumption of alcoholic beverages is not permitted at any time before or during the wedding ceremony. Moreover, no alcohol or illegal drugs are allowed on church property at any time. Likewise, your rehearsal is a time of prayer and preparation, taking place in a sacred space. The use of alcohol is prohibited before and/or during the rehearsal.

Abuse of this policy could result in cancellation of the wedding and is at the sole discretion of the celebrant. If a member of the wedding party smells of alcohol, that person will not participate. If either the bride or groom smells of alcohol, this will be cause for cancellation of the wedding on the spot. The bride and groom are responsible to see that all members of the wedding party comply with this policy.

Please encourage your family and friends to wait until after the ceremony/rehearsal to begin any celebrations.



Facilities



WEDDING TIMES: Fridays after 4:00 pm or Saturdays at 1:00

ACCESS TO THE FACILITY: Due to 8:15 am Mass on Saturday mornings, no decorating can take place until after 9:30 am on the day of the wedding.

WEDDING GOWNS: For modesty purposes, it is encouraged that brides wear either a shawl, short jacket or shell if the wedding gown is strapless.

REHEARSAL: Rehearsal is held the evening before the wedding at 5:00 pm and lasts from 45-60 minutes. It is very important that all participants in the ceremony be on time for rehearsal.

LENGTH OF CEREMONY: A wedding with a Mass usually lasts 60 minutes. A Marriage ceremony without a Mass usually lasts approximately 35-40 minutes.

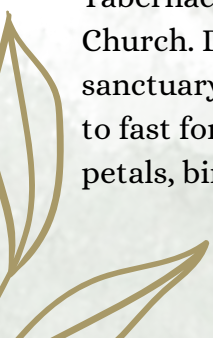
FLOWER GIRL/RING BEARER: If young children are in wedding, make sure to have an adult ready in the front pews to get the kids when they reach the front (NOT SOMEONE IN THE WEDDING PARTY).

ALTAR SERVERS: Altar servers are not required for your wedding unless you have a Mass. If you have family that can perform this function it is acceptable, or the parish can provide them.

BRIDAL DRESSING ROOM: The dressing area contains large mirrors, multiple plug-ins, chairs, and is attached to the women's restroom. It is also secured with a combo lock entry for the security of your items while the ceremony is going on or if you leave. Sacred Heart of Jesus Parish and its agents are not responsible for any lost, damaged or stolen items stored in this or any other room in the church during your rehearsal or ceremony. The code to the door will be given to you by the Wedding Coordinator.

GROOM'S DRESSING ROOM: We have a large meeting room off to the right of the Narthex that the men and others can gather. Please do not use any items in the cabinets or kitchenette area, or other items in the Meeting Rooms, to include but not limited to the A/V equipment. However, the refrigerator/freezer may be used, as well as tables and chairs. Please clean up and dispose of any food containers in the wastebaskets prior to the ceremony. Sacred Heart of Jesus Church and its agents are not responsible for any lost, damaged or stolen items stored in this or any other room in the church during your rehearsal or ceremony. The code to the door will be given to you by the Wedding Coordinator.

THE CHURCH: Please keep in mind that you are in the Lord's House where Jesus is truly present in the Tabernacle. 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 sanctuary. Food and non-alcoholic drinks are allowed in the bride and groom rooms. Please remember to fast for 1 hour prior to the ceremony if having a Mass. There is to be NO rice, confetti, fresh rose petals, birdseed, sparklers, etc. present before, during, or after the ceremony.



Fees

There is a **\$500 required deposit** to cover damages and incidentals for use of the church for both parishioners and non-parishioners, which is due upon agreement of the date. The deposit will be refunded after the wedding date, provided all guidelines in this handbook have been met; to be determined by Sacred Heart Staff. **All fees below are due 2 weeks prior to the wedding and can be paid to the Wedding Coordinator. Fees need to be paid with checks, cash, or Venmo to each individual separately.**

\$0	CHURCH RENTAL FOR PARISHIONERS (registered and active for at least 6 months prior to wedding); or children of current registered parishioners; or past parishioners who received their Sacraments at Sacred Heart.
\$1000	CHURCH RENTAL FOR NON-PARISHIONERS
\$200	PRIEST HONORARIUM
\$25	ALTAR SERVERS (if using; fee is per altar server)
\$250	WEDDING COORDINATOR FEE
\$100	BENCH FEE (if not using Sacred Heart Director of Music)
VARIES	VOCALISTS/INSTRUMENTALISTS (see Sacred Music Packages)
\$100	MARRIAGE PREPARATION FEE (if done at Sacred Heart)
VARIES	NATURAL FAMILY PLANNING FEE

After the Wedding

- After the wedding party exits, the ushers return to the front and help with escorting guests out.
- Check each row for any left behind purses, cameras, etc. Pick up any discarded tissues, flower boxes and/or fake flower petals, programs and other debris.
- The wedding party is responsible for cleaning up all areas used (bride and groom dressing rooms, church, etc.) prior to departure.
- In the event the church and spaces used by the wedding party and guests are not picked up and left as they were originally found, your \$500 deposit will be forfeited.
- Please leave our church as you originally found it. It is much appreciated!
- Please remember that Reconciliation and Adoration begin promptly at 3:00pm every Saturday. Be mindful of parishioners coming in at that time.



PHOTO CREDIT: JACKIE MARCO