

Your Wedding at the Cathedral of the Immaculate Conception



Table of Contents

Letter from the Rector of the Cathedral.....3

Scheduling the Wedding.....4

Times when the Cathedral is available for Weddings.....4

Dates when the Cathedral is not available for Weddings.....4

Reserving the Wedding date.....4

Wedding fees.....5

Music for your Wedding.....6

Music Fees.....7

Required Documentation to get Married.....7

General Consideration about the Wedding.....9

The Rehearsal and Day of the Wedding.....10

The Wedding Rehearsal.....10

Cathedral Wedding Coordinators.....10

Outside Wedding Coordinators.....10

Photography and Videography.....11

Arrival of the Wedding Party.....11

During the Ceremony.....11

After the Ceremony.....12

Flowers and Decorations.....12

Alcohol.....13

Guest Information.....13

The Wedding Liturgy.....14

The Wedding Party.....15

Readings and Liturgical Prayers.....16

Clean up.....16

Optional Parts of a Wedding Liturgy.....16

Sample Wedding Program.....18

Guidelines for Photographers and Videographers.....20

Letter from the Rector of the Cathedral

Dear Friends,

Congratulations on your engagement! This is a joyful and momentous time in your lives, one that brings hope to the Church as you prepare to be united in Christ through the Sacrament of Holy Matrimony.

Your decision to embark on this journey came after much reflection and prayer, marking the beginning of your preparation for a successful marriage. The love you share will now have the chance to deepen and mature as you explore the profound aspects of married life together.

This period of preparation and reflection is a precious gift for you as an engaged couple. I encourage you to make the most of this time to strengthen the foundation of your relationship through the process of Marriage Preparation. During this journey, you will have the opportunity to grow closer, reflecting on the inner realities of married life. You will be able to communicate more fully about the essential elements of marriage, and to root your future life together in the beautiful teachings of Jesus Christ and His Church. Remember, this process is about building a life together, rather than focusing solely on the wedding day.

As for your wedding day, we at the Cathedral want it to be sacred, beautiful, and memorable. This wedding binder has been created to assist you in achieving that goal. The following guidelines are designed to help you plan and prepare for the celebration of the Sacrament of Holy Matrimony. Inside, you will find comprehensive information about various aspects of your wedding preparation, which should answer many of your questions and give you a clear idea of what to expect.

As I mentioned earlier, this is a critical time in your relationship and for your future. I encourage you to use this period to build the strongest foundation possible for a lifelong marriage. Please know that you are in my prayers, and we at the Cathedral eagerly anticipate your wedding in the magnificent mother Church of the Diocese of Wichita.

Yours in Christ,

Rev. Gabriel A. Greer
Rector | Cathedral of the Immaculate Conception

Scheduling the Wedding

Times when the Cathedral is Available for Weddings

- Fridays at 5:00pm
- Saturdays at 11:00am and 2:00pm

Dates when the Cathedral is not Available for Weddings

- The Season of Lent through Easter Sunday
- When the Cathedral has been scheduled for Parish or Diocesan events
- To view a complete list of available times for weddings, visit:
www.wichitacathedral.com/weddingcalendar

Reserving the Wedding Date

Since the Cathedral is in high demand as a popular wedding space, it would be prudent to set the date for your wedding a year in advance.

- To schedule a wedding at the Cathedral, visit www.WichitaCathedral.com and click on “Your Wedding at the Cathedral” under the Quick Links on the left side.
- Click on the “Schedule a Wedding” link on the left side under Side Menu.
- Fill out the Wedding Request Form.
 - To choose a possible wedding date at the Cathedral, view the Wedding Availability Calendar (www.wichitacathedral.com/weddingcalendar), which is also available under “Your Wedding at the Cathedral,” to review available dates. While the calendar is a good guide, please do not assume that a date is available and begin reserving venues simply because the date is listed on the calendar.
- A Cathedral representative will contact you within three business days of your request to discuss your wedding at the Cathedral.
- If the date is unavailable, the Cathedral representative will assist you in finding another open date.
- If the date is available, the Cathedral representative will ask you which priest or deacon will be celebrating your wedding at the Cathedral and doing your marriage preparation.
 - For Cathedral parishioners (that have been registered at the Cathedral for at least 6 months prior to requesting your wedding date), you may request one of the Cathedral priests or indicate that the Cathedral may decide upon the priest.
 - For Catholics from outside the Cathedral parish, you must make arrangements with the pastor of your own registered parish, whereby your pastor (or another priest) agrees to not only celebrate the marriage at the Cathedral but also assist with the marriage preparation.

- Cathedral will tentatively hold the date you want for two weeks. If you do not have approval from the priest you have chosen to celebrate your wedding at the end of those two weeks, Cathedral will open that date back up to anyone choosing to use that date for a wedding.
 - Please note that the Cathedral representative will need to confirm with the four priest or priests before setting the date.
- Once the date and priest(s) are confirmed, the Cathedral representative will inform you of the Wedding Fee and non-refundable deposit. Please look below for the fees.
 - The non-refundable deposit must be received within three business days of scheduling the wedding date. Once this deposit is received, the date is confirmed.

Scheduling the Wedding Rehearsal Time

- The rehearsal time for the wedding is usually set when the wedding date is set.
- Rehearsals for Friday weddings are held on Thursday evenings. The usual time is 6pm, but this is subject to change due to the Cathedral's schedule.
- Rehearsals for Saturday weddings are held on Friday evening at 6:30pm and 7:30pm.
 - If no wedding has been scheduled on the Friday before your wedding within 4 months of your wedding date, you may request to move your rehearsal to an earlier time.
 - Requests to change your rehearsal time should be made to the Business Manager
- Rehearsals are 60 minutes in duration. Confessions may be heard afterward, or they be otherwise arranged with the Priest Celebrant.

Wedding Fees

- Fees are determined by the level of stewardship participation in the Cathedral parish at the time of scheduling the wedding. Stewardship participation is defined as:
 - **Stewardship Parishioner:** Is registered at the Cathedral *for at least a year* and lives out the stewardship way of life through sharing time, talent, and treasure.
 - **Non-stewardship Parishioner:** Is registered at the Cathedral parish *for at least six months prior to requesting the date for the wedding* but does not live out the entire stewardship way of life.
 - **Non-Parishioner:** Is registered at another parish or is not registered at any parish.
 - **Stewardship Parishioner:** Total Fee: \$350 (\$50 Deposit + \$300 Fee) for cash or check payment. \$360.00 for online card payment through Vanco.
 - **Non-stewardship Parishioner:** Total Fee: \$1,050 (\$50 Deposit + \$1,000 Fee) for cash or check payment. \$1,080.00 for online card payment through Vanco.

- **Non-Parishioner:** Total Fee \$1,550 (\$250 Deposit + \$1,300 Fee) for cash or check payment. \$1,595.00 for online card payment through Vanco.
- **Security:** Total Fee \$120.00 (Only if security is desired for the event) for cash or check payment. \$123.50 for online card payment through Vanco.
- **Livestream:** If one of our livestream volunteers is available, we ask you pay them a stipend of at least \$50.00. *(please notify office staff as soon as possible for availability)*

- **Payment Requirements**

- The deposit must be paid within 3 days of the scheduling of the wedding date.
- Final payment is due 30 days prior to the wedding date. If payment is not received by this time, the Cathedral reserves the right to cancel the celebration.
- Payments must be made with cash, check, or card. Checks may be made payable to *Cathedral of the Immaculate Conception*. Payments may also be made on-line at the Cathedral website.
- It is customary for the couple to give a monetary gift to the Priest Celebrant and the altar servers.
- Payment to musicians should be made directly to them.

Music for your Wedding

The Cathedral Director of Sacred Music and Cathedral Organist serve as the principal musicians at all Cathedral weddings. As the principal musicians, they are entrusted with the responsibility of determining the suitability of musical selections within the context of the Roman Catholic wedding liturgy. They must approve all music and musicians chosen for the ceremony, and will assist with the arrangements for cantors, instrumentalists, and ensembles. Only the Cathedral organist may play the Cathedral organ.

The musical staff also bears the essential responsibility of ensuring the proper performance and timing of the various musical portions of the wedding liturgy. To prevent any hardship, **do not make any musical plans without consulting the Cathedral music staff.** Remember that the Sacrament of Marriage is a liturgical celebration. Therefore, one of the basic principles that should underlie the selection of music is whether the music is indeed liturgical music.

Popular songs and secular music, no matter how meaningful they may be, are not appropriate in the liturgy. They may be appropriately performed at the wedding reception. For the wedding liturgy, the appropriate emphasis is on sacred music, which derives its context from scriptural and liturgical sources. By its very nature, sacred music enhances the liturgical rites being celebrated. The music must also be fitting and appropriate for our liturgical space and within the norms of our regular parish music program. Contact information for Cathedral musicians will be given to you once your date is set.

CANTOR

A cantor (singer) is available for every wedding at the Cathedral. Only experienced Cathedral cantors may serve in this capacity. Cantors who are not affiliated with the Cathedral are not permitted. This ensures desirable continuity with the church's regular worship life and protects the parish's mission in terms of high-quality liturgy. It also helps guarantee that the liturgy will go smoothly because presider, cantor, organist, and instrumentalists are accustomed to collaborating with each other as well as with the specific acoustic demands of the liturgical space.

INSTRUMENTALISTS

Instrumentalists (trumpet, violin, oboe, flute, harp, trio, quartet, etc.) are arranged through the Director of Sacred Music and the Cathedral Organist. Only experienced Cathedral instrumentalists may play for weddings at the Cathedral. If individual instrumentalists are desired, the music staff will secure their services. Instrumentalists who are not affiliated with the Cathedral are not permitted. Instrumental quartets, trios, or other ensembles are contracted independently of Cathedral, and each ensemble likewise sets its fees independently. Names and contact information for approved music ensemble contractors will be given during your conversation with Cathedral musicians.

Music Fees

These fees are approximate, pending extraordinary requests.

Music in English

- Organ/Piano \$275
- Cantor/Singer \$150-200
- Violin/Trumpet/Etc. \$225
- String Quartet \$625

Music in Spanish

- Coro \$200-300

Required Documentation to Get Married

For Your Information

You have chosen to witness to your mutual promises of love and fidelity in the Catholic Church, and your faith is an important determining factor in how you will enter this intimate relationship of marriage. The Church is responsible for discerning your intentions and capacities for making this promise, and these documents aid the Church in doing so.

No less than nine months before the wedding date, you will meet with a priest to assemble your wedding paperwork and to be interviewed to determine your freedom and intention to marry.

During the process, you will need to submit:

BAPTISMAL CERTIFICATES

- A newly issued baptismal certificate dated within six months of the date you are to be married.
 - Catholics should contact their church of baptism and inform them of their date of marriage as well as request a copy of their baptismal certificate.
 - Photocopies of originals cannot be accepted for Catholics.
 - Non-Catholic Christians need to supply a record of Baptism. This can be done by contacting the church of Baptism.

NFP CLASS CERTIFICATE

- Couples are encouraged to begin these classes 4-6 months before the wedding. Please call the Office of Marriage and Family Life to register (316-685-5240). For more information, please visit the Diocesan website: www.catholicdioceseofwichita.org/nfp
- A certificate of attendance will be given to you when you complete the required Natural Family Planning class. A copy will be needed for your marriage paperwork.

ENGAGED ENCOUNTER WEEKEND

- The Engaged Encounter weekend is a quiet and relaxing experience, giving you as a couple an opportunity to talk honestly and intensively about your prospective lives together—your weaknesses and strengths, your desires and goals, your attitudes about God, education, money sex, children, and your role in Church and society.
- The weekend is required for all couples. It is optimal to attend at least 3 months before the wedding date. For information about registering for a weekend, please see the Diocesan website: www.catholicdioceseofwichita.org/marraige/marriage-preparation/engaged-encounter

CIVIL MARRIAGE LICENSE

- This is obtained from any courthouse in the State of Kansas. Application must be made at the courthouse, and then the license may be picked up three days later. PLEASE GIVE THE LICENSE TO THE PRIEST AT THE TIME OF THE REHEARSAL OR BEFORE.

Marriage License Information

For information about marriage licenses contact the Sedgwick County Courthouse (316-660-5800) or any County Court in the state of Kansas.

There is a \$85.50 fee for the license, payable by **cash only**.

Application form can be completed at the courthouse or found online at <http://www.dc18.org/info/forms/mlapplication.pdf>. Either one or both parties then bring the application to the Records Department at the courthouse. Information required at that time: full legal name, social security number, and date of birth. The clerks will give you an additional worksheet form. It must be completed and signed by both parties. There is a minimum waiting period of three days before you may return to purchase the license. At that time, bring the signed application back to pick up the license (allow about 15 minutes for preparation).

- Please note that a license is **necessary** for all weddings in which the couple is not already civilly married. We are unable to celebrate weddings in which a wedding license is not present.

FOR THOSE PREVIOUSLY MARRIED

- For couples who are already civilly married and have only ever been married civilly to their current spouse, a copy of the civil marriage license must be provided along with the other required documentation.
- For couples where one or both persons were previously married to another person than their current spouse (if already civilly married), a *Declaration of Nullity* must be provided for all prior marriages during the preparation process in order to demonstrate that you are now free to marry again in the Catholic Church. This applies to all forms of previous marriage, whether by a judge, by a religious leader in another faith tradition, or common law. If you have any questions, please speak with a priest, who will help you to inquire about the annulment process.

General Considerations about the Wedding

Because of the sacredness of the wedding ritual, and out of respect for God and the sacred space, which is the church building, a few things need to be explicitly understood and accepted without exception. **You agree to all parish wedding policies as presented in this policy and on our website by choosing to be married at the Cathedral of the Immaculate Conception.**

- The Cathedral of the Immaculate Conception is not a “venue” as are reception halls or restaurants, and it is not rented. It is a sacred space and the Mother Church of the Diocese of Wichita. As a result, there are specific policies and requirements that ensure the appropriate conduct of weddings within our Church.

- Respect, decorum and dignified behavior is always to be maintained and observed by you, your wedding party and all your guests regarding the church property and building, the sanctuary, and the entire staff.
- Pets are not allowed at the ceremony. If an individual has a service pet that they need to have present, paperwork will need to be filed with the Cathedral prior to the wedding verifying the pet is a service pet and the need for it at the ceremony.
- Punctuality for your rehearsal and ceremony is of the utmost importance.
- Respect for staff, especially the Cathedral Wedding Coordinators, is expected.

The Rehearsal and Day of the Wedding

The Wedding Rehearsal is an important part of the preparation for the ceremony. It allows members of the immediate wedding party to become familiar with the environment of our Cathedral campus and with the public roles they will assume as part of the liturgy. The rehearsal is conducted by a Wedding Coordinator that is provided by the Cathedral parish and/or the Priest Celebrant. Outside Wedding Coordinators are not allowed to conduct the rehearsal at the Cathedral. All decisions about the ceremony are to be made prior to the rehearsal in conjunction with the Priest Celebrant and/or the Wedding Coordinator. Appropriate dress and behavior are expected in the Church during the rehearsal. No food or drink of any kind are allowed in the Cathedral for the rehearsal or ceremony.

- Only those directly involved in the ceremony should be invited to the actual rehearsal in the Cathedral. All others should be directed to meet you at the site of the rehearsal dinner. Those who should be present at your rehearsal include the bride and groom, both set of parents, stepparents, grandparents (optional), bridesmaids, groomsmen, ushers, readers, Eucharistic ministers, and gift-bearers. At the rehearsal, a responsible adult must accompany any children who are in the wedding party. We ask that you require all these members of your wedding party to be present for the rehearsal and kindly remind them they **must arrive on time**. We suggest that you ask everyone to arrive 20 minutes before the scheduled time.
- The rehearsal itself is not the time for discussion and decision-making. These matters are to be determined beforehand by the couple, Priest Celebrant, and Wedding Coordinator
- Musicians are not present at the wedding rehearsal. Practice times for music for the wedding ceremony cannot be accommodated during the rehearsal.

Cathedral Wedding Coordinators will be present for all couples having their weddings at the Cathedral. The Wedding Coordinator will contact you approximately 6 weeks before your wedding date to inquire regarding servers, music, readings, and a variety of other topics. At the rehearsal and the wedding, the coordinator will answer questions, assist with the procession, and offer assistance and guidance.

Outside Wedding Coordinators operate solely within the permission and instructions of the parish Wedding Coordinator and the Priest Celebrant. If you have contracted someone else to help with your wedding, please understand that this person's responsibilities do not pertain to the liturgy and that they are not to interfere in any way with the responsibilities of the Cathedral Wedding Coordinator or Cathedral staff, which includes the preparation, rehearsal and celebration of the liturgy.

Photography and Videography and their assistants will respect the sacredness of the religious event, and the church as a house of worship. They will act and behave discreetly and reverently, taking care not to damage furniture and environment by standing on pews or with their equipment. They will be held responsible for any damage caused. They will adhere to the policies of this handbook and **Guidelines for Photographers and Videographers**

- (please give copies of these pages to each). All photographers and videographers must meet with our Wedding Coordinator before the ceremony to review procedures and give her one of their business cards.
 - The following are the available times for photography in the Cathedral:
 - For 5:00pm Friday weddings, photography begins at 2:30pm and must conclude at 6:30pm
 - For 11:00am Saturday weddings, photography may begin at 9am and must conclude at 12:30pm
 - If the wedding takes place on the First Saturday of the month, photography may not begin until 9:35am due to First Saturday devotions.
 - For 2:00pm Saturday weddings, photography may begin at 12:30pm and must conclude at 4:00pm
 - These time restrictions must be strictly followed.

Arrival of the Wedding Party

The Cathedral campus will be ready for your arrival no earlier than follows:

- 5:00pm Friday Wedding = 2:00pm arrival
- 11:00am Saturday Wedding = 8:00am Arrival
 - Please note that all belongings must be out of the Bride's Room and Sacristy before the beginning of the 11:00am wedding.
- 2:00pm Saturday Wedding = 11:30am Arrival
- Areas available are limited to the Bride's Room, the southeast sacristy for groom and groomsmen, and the courtyards.

During the Ceremony

- Flash photography is prohibited during the ceremony, and no extra lighting equipment may be used while the ceremony is in progress.
- Photographers are not to set up in the center aisle.
- No one may be situated in the center aisle during the wedding processional or slow the wedding processional.
- Photographers and equipment in the sanctuary area must be confined to the area behind the first pillar on the east side and the second pillar on the west side.
- At the discretion of the organist, a single stationary video camera may be placed in the west corner of the organ loft 20 minutes prior to the ceremony. The camera must be removed immediately following the recessional at the end of the ceremony.

After the Ceremony

- The wedding party may return for pictures until the listed time.
- A late start to your wedding will result in shortened or no photograph opportunities. Weddings that begin late risk forfeiting time for pictures following the ceremony.
- Flash and other lighting equipment may be used at this time.

Flowers and Decorations

Flowers and decorations for the Cathedral should be discreet and complementary to the building's splendid architecture and interior artwork. At the Cathedral, "less is more" in this regard. See pages 21-22 of this policy for **Guidelines for Wedding Florists and Decorators**. Please give a copy of these guidelines to your florist.

General Guidelines for you and your florist:

- Arrangements may be placed in front of the marble sanctuary backdrop, to the side of the altar, and on the steps leading into the sanctuary. There may be no flowers placed on or in front of the altar, as the altar is the symbol of Christ himself and a permanent reminder of his self-sacrifice for our salvation.
- If stands are used, they must be placed in front of the marble sanctuary backdrop.
 - The Cathedral can provide two white pillars, or your florist may bring their own.
- Your florist must provide any stands or pedestals used.
- Church decorations, flowers, or arrangements already present for a particular liturgical season *may not be moved or removed* for any reason.
- Altar candles proper to the church may not be moved or removed, and for safety reasons, no additional candle stands are permitted.

- Due to safety concerns, flowers, rose petals, etc. may not be thrown in the center aisle or anywhere on Cathedral property at any time.
- All flowers must be removed following the Mass.

Pew-end Decorations may be used at regular intervals along the entire length of the aisle.

- Pews may never be blocked by ribbons, cords, strings, etc.
- Floor vases are not acceptable as they block the flow of the procession.
- Pinning, gluing, nailing, tacking, taping, or stapling are not permitted to attach pew decorations — elastic bands, plastic pew clips or ribbons must be used instead.

Aisle-runners are not permitted for liturgical and theological reasons, and due to safety concerns.

Rice, birdseed, confetti, flower petals, sparklers, balloons, birds, butterflies, bubbles, animals, etc. are not permitted inside or around the Cathedral due to safety, maintenance, and time concerns. This includes the entrance steps.

Alcohol consumption during the rehearsal or prior to the ceremony on your wedding day potentially jeopardizes the validity of the marriage and will not be tolerated under any circumstances. Alcohol of any kind is prohibited on the Cathedral campus.

Guest Information

○ **PARKING**

- Parking is available in the Cathedral lots to the south of the Cathedral, on the southwest corner of Central and Broadway, and in the Lord's Diner parking lot. Please do not leave cars in the Cathedral parking lot following the wedding, as the lot is used for large Cathedral events throughout the day.

○ **BUSSES, TROLLEYS, AND LIMOUSINES**

- Busses, trolleys, and limousines should not remain in the Cathedral parking lot throughout the day. They may arrive 30 minutes after the ceremony begins to await the party's departure.
- Buses, trolleys, and limousines may park on the south side of the parking lot on the south side of the Cathedral.

○ **CHANGING FACILITIES**

- The Bride and Bridesmaids are welcome to change in the Bride's Room, beginning at the time listed above for arrival. The Groom and Groomsmen should arrive dressed, as their waiting room is often used as a Server's Sacristy. Please note that all personal belongings must be removed from these rooms before the ceremony for 11:00am weddings. The Cathedral is not responsible for any lost or stolen items left on the Cathedral campus.

- **WHEELCHAIR AND DISABILITY ACCESS**

- From the outside: Via the doors to the Parish Office from the south parking lot. Once in the Cathedral, all areas are handicap accessible.

- **GUEST BOOKS**

- Guestbooks may be placed on the tables provided in the Cathedral vestibule or in the Gathering Space.

The Wedding Liturgy

The Liturgical Celebration of your Marriage

- The celebration of the Sacrament of Marriage, which is rooted in the Cathedral's regular worship life, is not a private family function, nor is it merely a social affair or a personal expression of your love for one another. Rather, it is an action of the entire Church in whose presence you commit yourselves to one another. Because the Sacrament of Marriage is worship, it is principally congregational. Because it is congregational, every effort should be made to enable the assembly to participate in a full and active manner. Liturgy is neither a show nor a performance and it is not enhanced by any design that creates passive observers. Everyone present should be encouraged to participate by being able to hear, see, speak, sing, and pray. If there is a need for extraordinary ministers of Holy Communion from outside the Cathedral Parish, they need to be commissioned ad hoc by the Cathedral Rector for that specific wedding liturgy only.

Nuptial Mass or Marriage Ceremony outside of Mass

- After meeting and consulting with the priest who will preside at the wedding, the couple will determine if the marriage will be celebrated in the context of a Nuptial Mass (with Communion) or a Marriage Ceremony (without Communion). The determining criteria will center on the religious background of the bride and groom, and which form of liturgy best accommodates the assembled guests to celebrate their unity.
- The Cathedral is fully committed to making all our guests feel welcome as brothers and sisters in God, joining in the prayer of this joyous occasion. At the same time, it would be a disservice to pretend as though differences and divisions within our Christian faith family and with other traditions do not exist. Specific concerns you must ask yourself:
 - Are those attending coming from the Catholic tradition, or will there be many other Christian or non-Christian traditions represented?

- Will the celebration of Mass with communion make a considerable number of your family and guests feel excluded from feeling fully welcome and participating?
- While we do all we can to overcome differences and divisions, we choose instead to focus on what unites us at this moment of joy, welcoming all to your celebration of unity. With this in mind, we recommend the following formats for your liturgical service:
 - **NUPTIAL MASS WITH COMMUNION**
 - For a Catholic marrying another Catholic.
 - The majority of both families should be practicing Catholics.
 - **MARRIAGE CEREMONY OUTSIDE OF MASS**
 - For a Catholic marrying a Non-Catholic Christian.
 -
 - For a Catholic marrying a person of another Faith Tradition.
 - For Catholic families which are largely non-practicing.

The Wedding Party

- **Best Man and Maid/Matron of Honor**
 - These individuals are special people in your life, and by custom they accomplish two things:
 - They witness to the words of fidelity and love you publicly exchange with each other.
 - They are to support and encourage you in the practice of the faith you are publicly professing.
- **Bridesmaids and Groomsmen**
 - The wedding party standing in the sanctuary **may not exceed sixteen (16) persons, including the bride and groom. If a bridesmaid and/or a groomsman is not of the traditional biological birth sex for that role, that bridesmaid or groomsman must walk up the aisle unaccompanied.**
- **Ushers**
 - The ushers are primarily the ministers of hospitality. As soon as your guests arrive at the church, they are welcomed by the ushers. The ushers are the ones who hand out your programs and seat your guests. The ushers should also assist in cleaning up programs and flowers after the wedding ceremony.

- **Altar Servers**

- If possible, altar servers should be provided by the family. If this is not possible, please inform your Wedding Coordinator and the Cathedral will provide one or two servers. A \$20 gift is customary per server.

- **Children or Godparents in the Wedding Party**

- We understand the desire of couples who wish sometimes to include very young members of their families in the wedding as flower girls or ring bearers. We simply ask you kindly to carefully consider the age of any children you might wish to include at your wedding party. Young children can sometimes be quite overwhelmed (and a little frightened) by the spectacle of the wedding ceremony, especially the opening procession. We recommend thoughtful planning in this regard. Children should be old enough to have a sense of the event and the importance and execution of the procession. Children must be able to walk the length of the aisle.
 - For those who choose to include godparents/padrinos, they will not be included in the procession. Only the bridal party will process.

Readings and Liturgical Prayers

- In consultation with the priest who will preside at the wedding, you will usually select three passages from Scripture. Non-scriptural readings or poems are not permitted in place of or in addition to the Scriptures.

- Weddings held at the Cathedral are celebrated according to the worship books of the Roman Catholic Church: The Roman Missal, the Lectionary, and the Rite of Marriage. In the case of weddings where ministers of other Christian denominations or other faiths are taking part, appropriate adaptations may be made after consultation with the Priest Celebrant. Keep in mind that the bride and groom may not read their vows, privately written. In order for the Sacrament of Marriage to be valid, the vows as prescribed by the Roman Catholic Church must be used.

Clean Up

- It is expected that each wedding party be responsible for cleaning up and removing their trash, in the Cathedral, in the Gathering Space, in the Server's Sacristy the Bride's Room, and on the front steps.

- A reminder that the Bride's Room and Server's Sacristy must be clean before the beginning of weddings at 11:00am.

-

Optional Parts of a Wedding Liturgy

Flowers to the Blessed Virgin Mary have been a custom retained by various Catholic cultures. You may choose to include this ritual in your ceremony if you have a devotion to the Blessed Mother. Please consult the Priest Celebrant if this is an option you wish to include in your ceremony.

Cultural Wedding Traditions: such as the “arras,” “lazo” are permitted at Catholic Weddings. Please consult the Priest Celebrant if this is an option you wish to include in your ceremony.

Sample Wedding Program

One of the things that will help your guests to participate and worship well together is a nicely designed, printed program. The Cathedral does not print programs, but hopefully the following outline can assist you in preparing one to be printed elsewhere.

SAMPLE PROGRAM FOR MARRIAGE CEREMONY (outside of Mass)

We ask you kindly to turn off all cell phones, pagers, and flash cameras during the ceremony.

PRELUDE

Music title/Composer

INTRODUCTORY RITE

PROCESSIONAL

Music title/Composer

GREETING

COLLECT

LITURGY OF THE WORD

FIRST READING

Scripture Passage/Lector

RESPONSORIAL PSALM

SECOND READING

Scripture Passage/Lector

GOSPEL ACCLAMATION

GOSPEL

Priest

HOMILY

RITE OF MARRIAGE

EXCHANGE OF VOWS

BLESSING AND EXCHANGE OF VOWS

PRAYERS OF THE FAITHFUL

LORD'S PRAYER

NUPTIAL BLESSING

CONCLUDING RITE

[FLOWERS TO THE VIRGIN MARY]

FINAL BLESSING AND DISMISSAL

Music title/composer

RECESSIONAL

Music title/composer

SAMPLE PROGRAM FOR NUPTIAL MASS (with communion)

We ask you kindly to turn off all cell phones, pagers, and flash cameras during the ceremony.

PRELUDE

Music title/Composer

INTRODUCTOR RITE

PROCESSIONAL

Music title/Composer

GREETING

COLLECT

LITURGY OF THE WORD

FIRST READING

Scripture Passage/Lector

RESPONSRIAL PSALM

SECOND READING

Scripture Passage/Lector

GOSPEL ACCLAMATION

GOSPEL

Scripture Passage/Priest

HOMILY

Priest

RITE OF MARRIAGE

EXCHANGE OF VOWS

BLESSING AND EXCHANGE OF RINGS

PRAYERS OF THE FAITHFUL

LITURGY OF THE EUCHARIST

OFFERTORY

Music title/Composer

EUCCHARISTIC PRAYER

LORD'S PRAYER

NUPTIAL BLESSING

SIGN OF PEACE

COMMUNION

Music title/Composer

PRAYER AFTER COMMUNION

CONCLUDING RITE

[FLOWERS TO THE VIRGIN MARY]

FINAL BLESSING AND DISMISSAL

Music title/Composer

RECESSIONAL

Policy for Photographers and Videographers

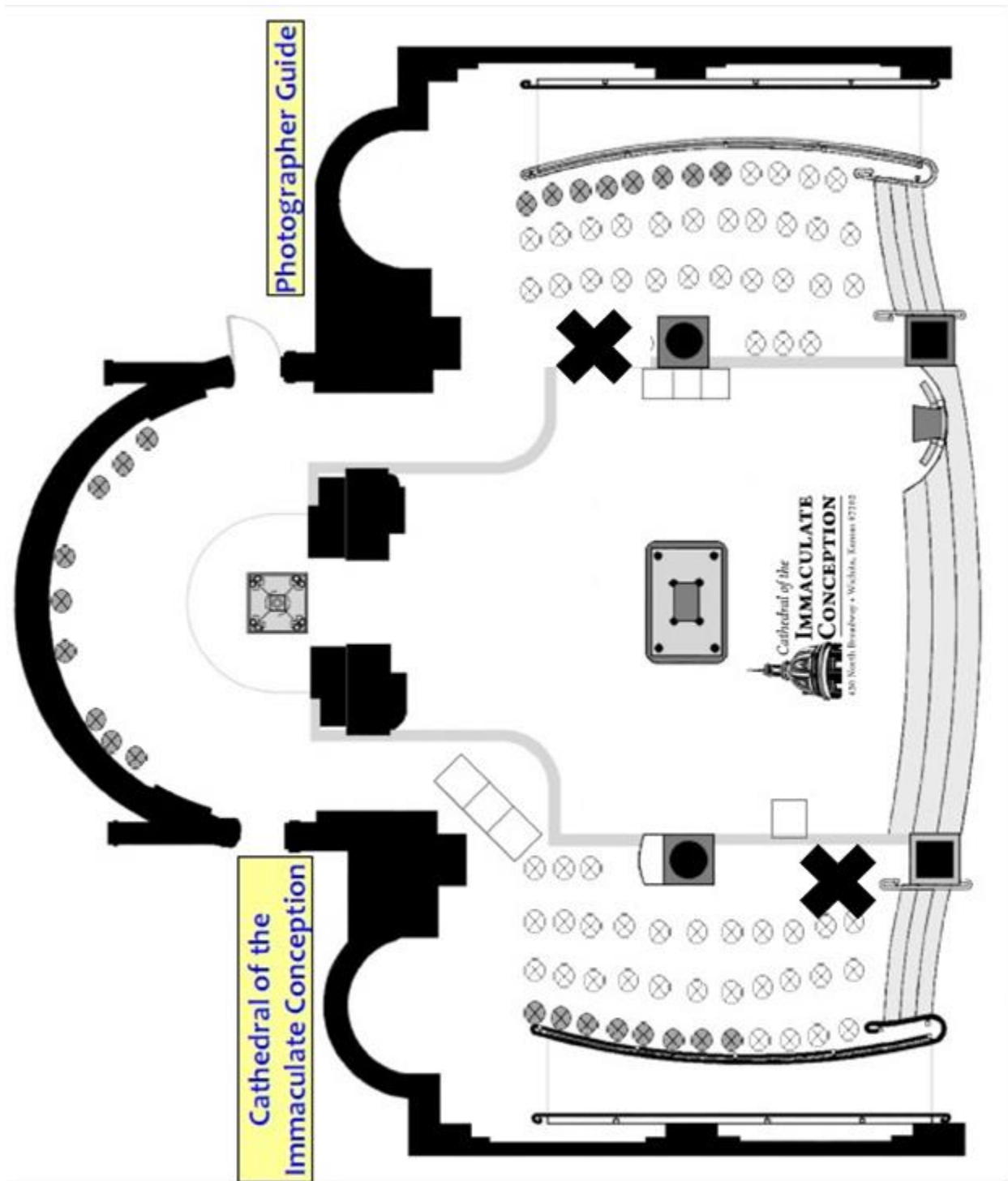
PLEASE PROVIDE A COPY OF THESE GUIDELINES TO EACH PHOTOGRAPHER AND VIDEOGRAPHER

1. Please check-in with our parish Wedding Coordinator upon your arrival. The coordinator will review our photo/video procedures with you. The coordinator will also request a copy of your business card for our files.
2. Weddings at the Cathedral are scheduled at 5pm on Fridays and 11:00am and 2:00pm on Saturdays. **Following are available times for photos in the Cathedral.**
 - Photography for a Friday 5:00pm Wedding may begin at 2:30pm beforehand and go until 6:30pm after the Wedding.
 - Photography for a Saturday 11:00am Wedding may begin at 9:00am beforehand and go until 12:30pm after the Wedding.
 - On the 1st Saturday of the month, photos may not begin until 9:35am due to First Saturday devotions
 - Photography for a Saturday 2:00pm Wedding may begin at 12:30pm beforehand and go until 4:00pm after the Wedding.
3. Photographers/video personnel and their equipment are to be as unobtrusive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. This includes but is not limited to not stopping the procession or recession as they come down the aisle. Posing during the liturgy, waving to the couple, or distracting from the ceremony is not allowed.
4. Flash photography or video lighting is not permitted during the liturgy.
5. Photographers/video personnel are not permitted in any other place deemed inappropriate by the Cathedral rector. Video equipment cannot be obtrusive and must remain stationary.
6. At the discretion of the organist, a single stationary unmanned video camera may be placed in the northeast corner of the organ loft 20 minutes prior to the ceremony. The camera must be removed immediately following the recessional at the end of the ceremony.
7. At the discretion of the organist, photographers may take pictures from the choir loft but must not interfere with the musicians. They may not stand behind the organist, or on the east side of the loft. They may not stand between any musicians, and they may not move through the loft while music is being played. They may not take any photographs of the musicians unless the musician gives permission. The musicians take no responsibility for photographers not adhering to this policy and endangering the quality of the music. Any non-cooperation will result in the immediate removal of the photographer/videographer from the loft.

8. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way.
9. Photo and video lighting racks are not permitted during the ceremony.
10. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. Nothing should be placed in or on the pews or chairs. Equipment also should not block entrances, exits, or aisles, and should not be placed around the crucifix area.
11. Standing on any pews for picture taking or posing is forbidden. The altar is a sacred place; nothing should be placed upon it, nor should it be used as a prop.
12. Altar candles and church decorations may not be moved or removed.
13. Musicians may not be photographed or videotaped without their explicit personal approval.
14. Because of the sacredness and formality of the wedding, proper attire is required by all personnel.
15. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds. Gum should not be chewed during the ceremony.
16. All voices must be kept down during photographic sessions. Shouting is inappropriate.
17. It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.
18. Any questions about these policies must be directed to the coordinator on duty, not to the deacon or priest.
19. Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the church. We reserve the right to prohibit problematic photographers and videographers from working at the Cathedral.

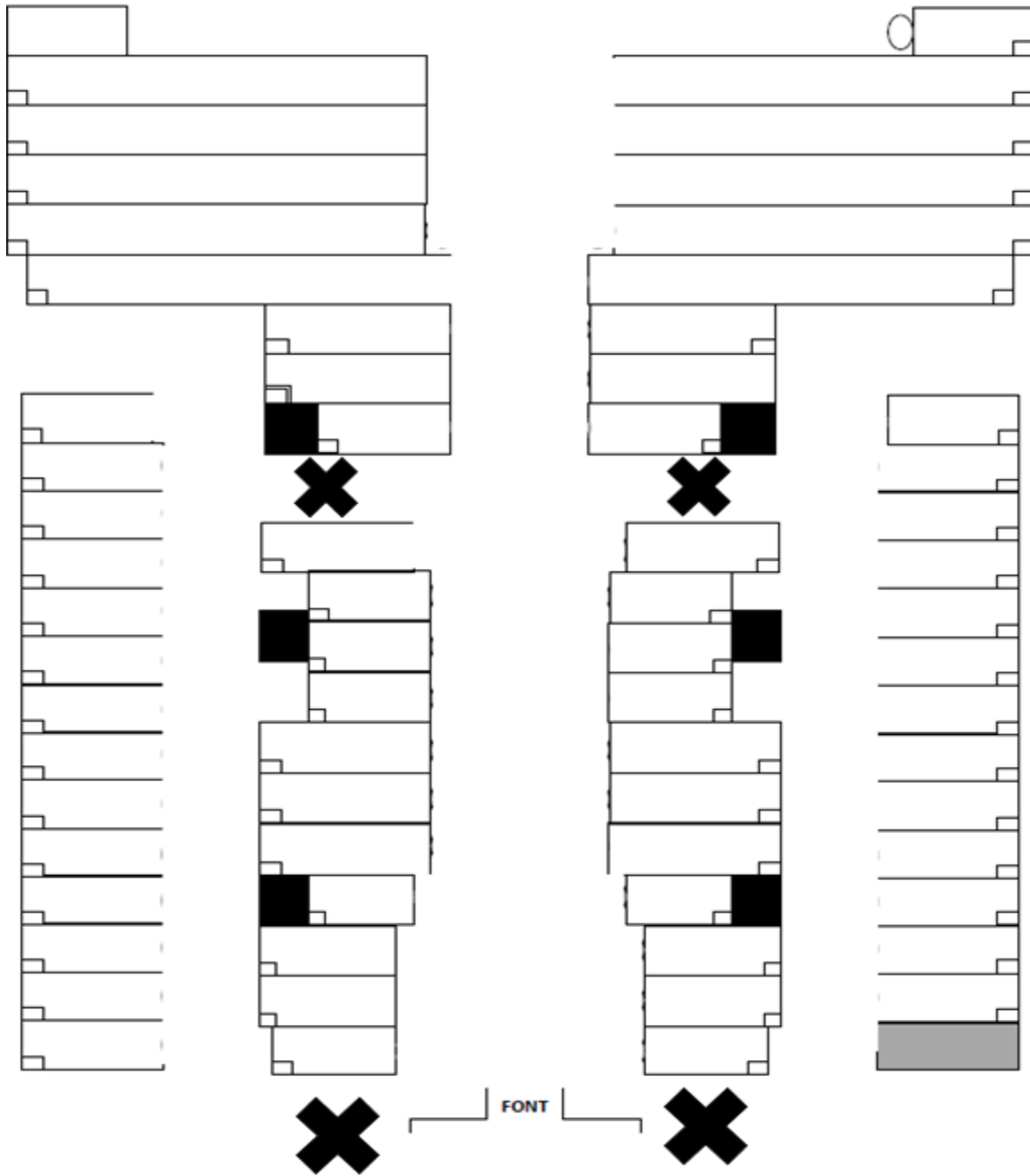
Should you have any questions, you can reach out to the Cathedral Business Manager at (316) 263-6574.





Indicates acceptable photographer location during the ceremony.

Sanctuary



Indicates acceptable location for photographer during the ceremony

Policy for Wedding Flowers and Decorations

Cathedral of the Immaculate Conception

Please provide a copy of these guidelines to your florist and/or wedding decorator

1. Please check-in with your Wedding Coordinator upon your arrival. She will review our floral/wedding décor guidelines with you. She will also request a copy of your business card for our files.
2. Please designate your florist, a family member, or a friend to pin and distribute flowers to those who will wear them. This is not the responsibility of the Wedding Coordinator.
3. Weddings at the Cathedral are scheduled for 5:00pm on Fridays and 11:00am and 2:00pm on Saturdays.
 - a. The set-up for Friday weddings may begin at 2:30pm
 - b. The set-up for 11:00am Saturday weddings may begin at 9:00am
 - i. On the First Saturday of the month, photography may not begin until 9:35am due to First Saturday devotions.
 - c. The set-up for 2:00pm Saturday weddings may begin at 12:30pm
4. Altar flowers are not required, but if they are used, they must be delivered and in place at least 25 minutes prior to the wedding liturgy.
5. Altar flowers may not be placed on or in front of the altar. They may be placed to the side if necessary.
6. The Cathedral can provide two pillars for flowers, or florists may bring their own pedestals or stands. These may be placed in front of the white marble backdrop.
7. Pew-end decorations may be used at regular intervals along the entire length of the aisle, but they may not be attached by pinning, gluing, nailing, tacking, taping, or stapling. Elastic bands, plastic pew clips, or ribbons must be used instead.
8. Pews may never be blocked by ribbons, cords, strings, etc.
9. Aisle runners are not permitted.
10. A professional florist must make sanctuary floral arrangements. Paper-mâché containers are not permitted. You must use flower containers that present no danger of leaking.

11. Sanctuary appointments such as the presider's chair, candle sticks, advent wreaths, Paschal Candle, and any art or liturgical environment may not be altered or removed under any circumstances.

12. Rice, birdseed, confetti, flower petals, sparklers, balloons, birds, butterflies, bubbles, etc. may not be used, thrown, or released in the Cathedral or outside the Cathedral. The Cathedral is in constant use, and because of safety, maintenance, and time concerns, these items are prohibited, including on the steps in front of the Cathedral.

13. The only candles permitted are those already in place by the Cathedral staff. Candelabra, lighted or unlighted, are not permitted in the Cathedral. Candles in the aisles or on pews are not allowed.

14. All containers used for corsages, flower arrangements, etc. must be removed from the vestibule before leaving the Cathedral. This is the responsibility of the attending florist, the ushers, and the family members, not the Cathedral staff. All trash must be placed in the proper trash receptacles.

15. No food or beverage is to be brought into the Cathedral. Alcoholic beverages are not permitted on Cathedral grounds.

16. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.

17. If you have any questions about these policies, they must be directed to the Wedding Coordinator on duty, not to the deacon or priest.

18. Any violation of these policies will be immediately addressed. Continued violations will result in the removal of inappropriate decorations and the dismissal of the florist from the building. We reserve the right to prohibit problematic florists from decorating at the Cathedral.



Revised 10/9/2025