

Marriage

AT CHURCH OF THE ASCENSION



DOCUMENTS REQUIRED FOR PRENUPTIAL PAPERWORK

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BAPTISMAL CERTIFICATE(S) WITH NOTATIONS:

Call the churches where each of you were baptized and request a "Baptismal Certificate with Notations." All pertinent sacramental information (even if your baptism was in a different parish from subsequent sacraments) will be notated on this form. Please note that the baptismal certificate that you were given as an infant will NOT suffice; these certificates must be dated less than 6 months prior to your wedding date. Please have these paper certificates mailed directly to Ascension.

☐ **Catholic Baptismal Certificate with Notations for Groom**

☐ **Catholic Baptismal Certificate with Notations for Bride**

If the Bride or Groom was NOT Baptized in the Catholic Church, please confirm one of the following:

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OTHER BAPTISMAL CIRCUMSTANCES:

☐ **Reception into the Church:** If you entered the Catholic Church through RCIA, please contact the church where you attended RCIA and request your "Certificate of Reception with Notations."

☐ **Christian (non-Catholic) Baptism:** If you or your spouse was baptized in a Christian (non-Catholic) church, basically any record of your Baptism will suffice. You can contact the church where the baptism occurred and ask for a letter confirming the date and other basic information or for a photo of the pertinent page of their Baptismal record book. You could also submit an old church program, bulletin, or newspaper listing – basically any written documentation will suffice.

☐ **Christian (Non-Catholic) Baptism without written proof:** If record of your Baptism cannot be obtained (see above), that is fine – just discuss this with your priest during your final meeting.

☐ **Bride or Groom never baptized:** Please discuss this with your priest.

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MARRIAGE PREP CERTIFICATE:

Once your Marriage Prep Course (small group, weekend retreat, or online course) is complete, send us the digital certificate of completion. Note: if your Marriage Prep Course was completed through Ascension, you do not need to obtain a certificate – we will automatically add it to your file.

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INTRODUCTION TO NATURAL FAMILY PLANNING (NFP) CERTIFICATE:

Once you have completed an Introduction to Natural Family Planning Session, send us the digital certificate of completion. Note: if your Intro to NFP session was completed through Ascension, you do not need to obtain a certificate – we will automatically add it to your file.

DOCUMENTS FOR OTHER (LESS COMMON) CIRCUMSTANCES

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4 WITNESS FORMS:

If you are getting married outside of our Diocese (the Archdiocese of Kansas City in Kansas), you will need to have 2 witness forms completed by two friends or family members for each of you (4 forms total). These forms do NOT need to be notarized. You can mail the original paper forms or simply scan and email them to us.

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CIVIL MARRIAGE CERTIFICATE:

If you are civilly married and seeking a convalidation, please scan or send us a non-original copy of your civil married certificate.

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DECREE OF NULLITY:

If you are seeking marriage after a previous marriage was annulled, please scan or send us a non-original copy of your Decree of Nullity.

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DEATH CERTIFICATE:

If you are seeking marriage after the death of a spouse, please scan or send us a non-original copy of the Death Certificate.

MAIL PAPER CERTIFICATES TO:

Church of the Ascension
C/O Elizabeth Whitehead
9510 W 127th Street
Overland Park, KS 66213

EMAIL DIGITAL CERTIFICATES TO:

Elizabeth Whitehead
ewhitehead@kcascension.org

PLEASE REFERENCE BOTH OF YOUR NAMES AND WEDDING DATE WITH ANY DOCUMENTATION THAT YOU SEND TO US.

Your Next Steps

**AFTER YOUR SECOND
MEETING WITH YOUR
PRIEST**

AFTER YOU HAVE REVIEWED THE RESULTS OF YOUR FOCUS SURVEY WITH YOUR PRIEST, YOU CAN SIGN UP FOR MARRIAGE PREP AND INTRO TO NATURAL FAMILY PLANNING. CONTACT THE MARRIAGE PREP COORDINATOR IF YOU NEED UPDATED COURSE INFORMATION. KEEP IN MIND THAT THESE TWO STEPS CAN BE COMPLETED IN ANY ORDER.

YOUR ACTION STEPS

○ **MARRIAGE PREP COURSE:**

Sign-up for and complete a Marriage Prep course. Ideally, Marriage Prep is completed 4-8 months prior to your wedding date. Small groups (meeting 1 night a week for 5 weeks) and weekend retreat formats are available. An online format is available for special circumstances. Find listings for upcoming marriage prep courses at kcascension.org/marriage/#prep. Contact the Marriage Prep Coordinator with additional questions.

○ **MARRIAGE PREP COURSE COMPLETION CERTIFICATE:**

Email a copy of your course completion certificate to the Marriage Prep Coordinator. Note: if your Marriage Prep Course was completed through Ascension, you do not need to obtain a certificate – we will automatically add it to your file.

○ **INTRODUCTION TO NATURAL FAMILY PLANNING (NFP) COURSE:**

Sign-up for and complete an Introduction to NFP Course. Ideally, Intro to NFP completed 4-8 months prior to your wedding date. Various options and formats are available; typically only a single session is required. Find listings for upcoming intro to NFP courses at kcascension.org/marriage/#NFP.

○ **INTRO TO NFP COURSE COMPLETION CERTIFICATE:**

Email a copy of your course completion certificate to the Marriage Prep Coordinator. Note: if your Intro to NFP course was completed through Ascension, you do not need to obtain a certificate – we will automatically add it to your file.

○ **MEET WITH ASCENSION'S MUSIC DIRECTOR:**

Contact Ascension's Music Director 6 months prior to your wedding date to begin planning for the musical needs of your wedding. Even if you plan to bring in outside musicians, it is still necessary that you contact Ascension's Music Director to make arrangements.

MEET WITH YOUR WEDDING LITURGY COORDINATOR

- Our wedding Liturgy Coordinators are assigned based on their availability. Your coordinator should reach out to you directly, but you are welcome to contact your coordinator if you have not heard from her 6 months prior to your wedding. Ideally you would meet 6 months prior to your wedding date. Your wedding liturgy coordinator will help you schedule a date/time for your wedding rehearsal. She will also help you finalize liturgy options for your wedding ceremony.

WEDDING LITURGY COORDINATORS:

TRICIA BALDWIN

913-742-0038

tbaldwin@acseagles.org

FRAN ESPOSITO

913-575-0655

ftespo@hotmail.com

MUSIC DIRECTOR:

DOROTHY BRANDWEIN

913-681-3348 x154

dbrandwein@kcascension.org

MARRIAGE PREP COORDINATOR:

ELIZABETH WHITEHEAD

913-681-3348 x142

ewhitehead@kcascension.org

Your Final Steps

**BEFORE YOUR FINAL
MEETING WITH YOUR
PRIEST**

YOUR ACTION STEPS

- ☐ **CONTACT INFORMATION UPDATE:**
Update our church database to reflect your soon-to-change contact information. Complete a short digital form at kcascension.org/marriage/#final. This information is for internal purpose only.
- ☐ **LIVE-STREAM:**
Church of the Ascension is currently offering live-stream options for weddings. Complete a short digital form at kcascension.org/marriage/#final to select a live-stream option.
- ☐ **SEND IN ALL REQUIRED DOCUMENTS:**
See the "Documents Required for Prenuptial Paperwork" Handout; turn in all paperwork to the church office **BEFORE** your final meeting with your priest. Find more information: kcascension.org/marriage/#paperwork.
- ☐ **COMPLETE PAGE 1 OF THE MARRIAGE PREP REGISTRATION FORM:**
open your saved Marriage Prep Registration Form, and complete page 1 (page 5 should already be complete). Save the PDF as YYYY-MM-DD GroomLastName-BrideLastName (with YYYY-MM-DD as your wedding date). Email the PDF to the Marriage Prep Coordinator. If unable to access the smart feature of the PDF, you may print the form and write in your answers. Scan or take a clear photo of the form and email it to the Marriage Prep Coordinator. If you cannot locate your original form, download one at: kcascension.org/marriage/#final
- ☐ **SCHEDULE YOUR FINAL MEETING WITH YOUR PRIEST:**
After you have completed Marriage Prep, Intro to NFP, and the steps listed above, schedule your final meeting with your priest. Plan for the meeting to last 60 minutes.

FR. GARY PENNINGS, PASTOR

Set up appointment through Susan Roth
sroth@kcascension.org
913-681-3348 x132

FR. VIET NGUYEN, ASSOCIATE PASTOR

Call or email directly
frviet@kcascension.org
913-681-3348 x138

ELIZABETH WHITEHEAD

Marriage Prep Coordinator
ewhitehead@kcascension.org
913-681-3348 x142