

Wedding Policy



of
Overland Park Christian Church
7600 West 75th Street
Overland Park, KS 66204
913.677.4646
www.opccdoc.org

For information on scheduling your wedding at
Overland Park Christian Church, contact our wedding
coordinator, Barbara Sheldon, at 913.677.4646, ext. 222.

revised August 2009

At Overland Park Christian Church we believe that a wedding is a special event, a worship service that signifies the beginning of a lifelong union between husband and wife. We will do all we can to ensure that your relationship grows and matures in Christ. Because we believe a wedding is an extension of Christian worship, we have established guidelines to help fulfill this intention. The information in this booklet will provide you with information about weddings at Overland Park Christian Church, as well as define our policies.

Scheduling Your Wedding

The first step in planning a wedding at Overland Park Christian Church is to make an appointment with the wedding coordinator. The wedding coordinator will answer any questions you may have, show you the church's facilities and equipment, and record information pertaining to your wedding. Confirmation of the wedding reservation for the church space is contingent upon receipt of a \$300.00 deposit. The deposit, less \$100.00, is refundable if written notice of cancellation is received by the wedding coordinator at least thirty (30) days prior to the wedding. We require you to schedule your wedding at least four (4) months in advance.

Weddings are scheduled for Saturdays and rehearsals are held on Friday evenings. Weddings are not scheduled for Sundays, holiday weekends, weekends that closely follow a holiday, or weekends the church has an event scheduled. The wedding coordinator makes the final decision.

Fees for use of designated facilities (sanctuary, bride's dressing room, and dressing room for the men) for weddings at the church are based on four (4) hours usage. You may have access to the designated space two (2) hours prior to the beginning of the wedding and one (1) hour after the wedding. Unless prior permission is granted, all materials and equipment must be removed from the premises immediately after the event. Areas that have not been reserved will not be used. This includes the Children's Wing, classrooms, basement, Fellowship Hall and kitchen, and Fireside Room and kitchen.

A \$125.00 damage deposit is due thirty (30) days before the wedding in addition to the remainder of the fees. This deposit is

refundable after the wedding if there is no damage or loss to the building or grounds, and if the terms of the wedding policy are followed. If there is damage or loss or the terms of the wedding policy are not followed, this deposit will be used to cover the cost of additional clean up, repair, or replacement. To the extent that it is not adequate, you will pay the excess.

Church personnel shall have full authority and control over all church property.

Smoking is not permitted in any area of the building. Smoking is not permitted in either courtyard. Alcoholic or malt beverages, including beer and wine coolers, are not permitted in or on church property NOR may such be consumed in or on church property. The bride & groom are directly responsible for informing the wedding party, family, and friends of this policy. Failure to comply will result in the loss of the damage deposit.

Furnishings available for sanctuary weddings include guestbook stand, gift table and tablecloth, two (2) seven branch candelabras including candles, large mirror on which to place your unity candle, and two (2) brass flower stands.

Since many of the sanctuary furnishings are aids or symbols of Christian worship, we ask that flowers, decorations, and other items not be placed on the piano, organ, or communion table, except around the unity candle on the mirror. Nothing may be hung from the cross in the sanctuary. Decorations may not be attached to the seats, pews, or other furniture by pinning, gluing, nailing, or super sticky tape that will deface church property. No modifications may be made on the chancel regarding moving or removal of the platform, musical instruments/gear, or banners and/or seasonal visual arts décor.

Marriage Preparation

Our first priority is to support you in establishing a healthy and long-lasting marriage. We need to specify that couples seeking marriage at Overland Park Christian Church are expected to attend a marriage preparation class. This will help us promote healthy communication and furthers the goal of spiritually enriched couples who get married here.

Wedding Staff

The wedding coordinator will assist you with all your plans and needs from the first meeting through your wedding. All plans, changes, and questions should be directed to the wedding coordinator. A wedding assistant will be present to assist you at your rehearsal and at your wedding. The wedding assistant will set up the aisle candelabra, seven branch candelabra, mirror for unity candle, etc. for the rehearsal (as time allows). A wedding assistant will open the church two (2) hours before the wedding.

Any guest minister will co-officiate with Overland Park Christian Church clergy and only with permission of the Overland Park Christian Church Senior Minister.

A sound technician will be present to operate the sound system and set up microphones for any soloists.

A custodian will be present during the wedding and afterward to ready the building for Sunday services.

Wedding Music

Overland Park Christian Church has organists who are available to play for your wedding. It is your responsibility to contact one of these musicians to secure their services for your wedding. It is important to do this as soon as your date has been calendared so scheduling is confirmed. Please let the wedding coordinator know which organist you have chosen.

You need to arrange a time to consult with the organist concerning your music. Fees include one hour planning with organist. If an additional rehearsal is necessary with a vocalist or other musician, there will be an additional fee of \$50.00. It is your responsibility to provide **original** copies of all music in the proper keys well in advance. Soloists and other musicians will be paid directly by the wedding couple. Our organist is Carol Mueller, (913) 341-5133

Rehearsals

All rehearsals for Saturday weddings are held on Friday evenings between the hours of 5:00 p.m. and 7:00 p.m. Rehearsal time is included in the fee. Time allowed is one hour. It is important that the time indicated for the rehearsal be observed. We ask that your

wedding party arrive promptly at the scheduled time. The officiating pastor will work with you in your wedding conference to design your ceremony in preparation for the rehearsal.

The Wedding Party

Members of your wedding party are expected to conduct themselves at all times in a manner acceptable to a place of worship. **Smoking is not permitted in any area of the building or either courtyard. Alcoholic or malt beverages, including beer and wine coolers, are not permitted in the building (this includes dressing rooms), either courtyard, or on church property, NOR may such be consumed in or on church property.** Failure to comply will result in the loss of the damage deposit.

Rice, birdseed, wheat, etc. is not allowed to be thrown either inside or outside the building. If you use bubbles, they may be handed out when guests are leaving the church. Any material used in decorating the "getaway" vehicle may not be thrown outside on the lawn or street. It is the responsibility of the bride and groom to communicate these policies to their wedding party and guests.

Our bride's room may be used by the bride and her attendants to dress. Purses may be locked in a cabinet in that room during the ceremony. The bride's dressing room will be locked at all times. Overland Park Christian Church is not responsible for lost or stolen articles.

Please bring your Kansas wedding license to the wedding coordinator one week before the rehearsal. The minister cannot perform a legal wedding without a valid wedding license. Also, please bring an order of service to the wedding coordinator one week before the rehearsal.

Please make arrangements for someone to take the guestbook, gifts, flowers, unity candle, and personal items from the dressing rooms. Unless prior permission is granted, all items must be removed immediately after the wedding.

Photographers

When you are planning your wedding, pictures will be an important consideration. We have established guidelines for these professionals that should be followed so your wedding will go

smoothly and stay on schedule, as well as to ensure the sanctity of the service.

Selecting a photographer who respects your wishes and our guidelines is very important. Be sure to give the name and address of the photographer to the wedding consultant so she can send them a copy of our guidelines by mail.

To safeguard your ceremony from undue distractions, there are no flash pictures allowed during the ceremony after the processional. Pictures during the ceremony may be taken from behind the last row of guests.

Most wedding videos are filmed from a small area in or near the choir loft. An unmanned camera controlled by remote and using available light may be used in this area. Videos may also be taken from the back of the church, behind the last row of guests.

We ask that neither photographer nor video technicians obstruct the wedding processional or recessional. The photographer may take pictures of the processional from halfway down the aisle.

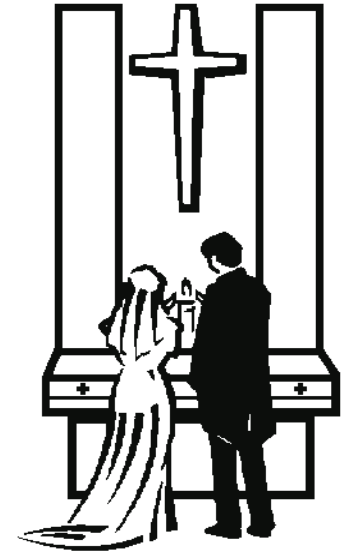
We encourage you to consider taking as many pictures before the ceremony as possible, but the photographer should be finished no later than 35 minutes prior to the starting time of the ceremony. This will allow time for candles to be lighted, and for the seating of your guests. Remaining pictures can be taken immediately following the ceremony. The photographer should have a list, in advance, of the pictures to be taken so that it can be done as effectively as possible. Your reception guests will appreciate your effort to proceed efficiently.

Flowers and Decorations

Since many of the sanctuary furnishings are aids or symbols of Christian worship, we ask that flowers, decorations, and other items not be placed on the piano, organ, or communion table, except around the unity candle. Nothing may be hung from the cross in the sanctuary. No tacks, nails, or super sticky tape that will deface church property can be used. We request no real flower petals be dropped on the carpet by flower girls. No modifications made on the chancel area regarding moving or removing or the platform, musical instruments/gear, or banners and/or seasonal visual arts décor.

Wedding Fees

of
Overland Park Christian Church
7600 West 75th Street
Overland Park, KS 66204
913.677.4646
www.opccdoc.org



Fees include:

Pastor Honorarium
Organist Honorarium
Sound Technician Honorarium
Wedding Coordinator
Wedding Assistant
Custodian
Marriage Preparation Classes
Two Seven-Branch Candelabra and Candles
Bride's Dressing Room
Gift Table and Cloth
Guestbook Stand
Two Flower Stands

Wedding Fees for OPCC Members = \$800.00

Wedding Fees for Nonmembers = \$1,100.00

For information on scheduling your wedding at Overland Park Christian Church, contact our wedding coordinator, Barbara Sheldon, at 913.677.4646, ext. 222.