

# WEDDING POLICIES

## Christ Church Anglican

Congratulations from Christ Church! Wherever you are married, we pray that God blesses you and your family and that you enjoy married life beyond your wildest expectations. Because of the space and the people involved in celebrating a wedding, Christ Church has some guidelines for using the church facility, and they are outlined below.

### Who Can Get Married at Christ Church?

At Christ Church weddings are celebrations of Christian worship because we believe marriage, the lifelong union of one man and one woman, "... was established by God in creation, and our Lord Jesus Christ adorned this manner of life by his presence and first miracle at the wedding in Cana of Galilee." (*Book of Common Prayer*, pg. 423) We host weddings for our own parish members or those who are currently in an Alpha course, our membership course, or are planning to join the church before the wedding. Weddings may be scheduled for all parishioners, past or present, their children, or for those who have served on staff or summer staff. If you do not fit one of these categories, we are happy to offer a list of referral churches.

### Scheduling Your Wedding

To inquire about scheduling your wedding at Christ Church, please call the church office at 913.648.2271. After the date has been confirmed, the two of you will be asked to come into the church office for a short meeting to begin the process of planning your wedding.

Because of the schedule of worship, Christ Church does not accommodate weddings during Lent, Holy Week, all of Advent through New Year's Day, and other Saturdays as scheduled.

### Required Counseling

There are two additional requirements to be met before a wedding is performed at Christ Church Anglican:

1. Pre-marital sessions (minimum of 3 sessions including a compatibility test) must be scheduled with Anthony Dummermuth, Licensed Professional Counselor at 913.439.9922. The total cost of this counseling is \$300.
2. The couple is required to schedule at least one appointment to meet with the pastor at Christ Church who will be performing the ceremony. The number of sessions is up to the pastor.

If one or both of the parties to the marriage has been previously married, the matter must be taken to the Bishop, by the Senior Pastor, for consent. This requires an additional two weeks of time.

# WEDDING FEES

## Building Usage & Fees

Fees are used to cover custodial services, Wedding Coordinator, media services, utilities, etc.

NAVE (max capacity 300)	\$650
CHAPEL (max capacity 25)	\$425
Suggested Honorarium for Presiding Clergy (This is a separate check payable to the pastor's Discretionary Fund)	\$350

The clergy of Christ Church are happy to serve at offsite weddings. The fee for this is \$450 plus travel.

Because of our worship schedule and ministry calendar,  
we do not accommodate wedding receptions at Christ Church.

## Music Expenses *(couple pays directly to musicians)*

Service Accompanist / Organ or Piano ... OR ... Worship Leader	\$250
Solo Vocalist	\$150/ea
Worship Band Musicians (contact Micah Huebner – micahhuebner@gmail.com)	\$150/ea

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- ♦ Couples are to make separate arrangements for flowers, guest book, photographer, videographer, and musicians – and pay for them directly.
  - ♦ In addition to the Clergy who officiate at the wedding, one or more members of the Altar Guild will be present to ensure that the service goes smoothly.
  - ♦ Wedding fees are to be paid to the church office by the end of the last business day before your wedding. An invoice will be sent to you 30 days prior to your ceremony. Please make checks payable to **Christ Church Anglican**. Office hours are 9am-4pm, Monday thru Thursday, and 9am-2pm on Friday.
  - ♦ Rates subject to change without notice.

## The Service

The liturgy or order of service for all weddings at Christ Church is from the *Book of Common Prayer* when the ceremony takes place in the Nave or the Chapel. It is appropriate, but not mandatory, for the marriage to be celebrated with the Holy Eucharist (commonly referred to as Holy Communion). When communion is part of the service, all those present are invited to participate in receiving communion with the newly married couple.

Clergy of other denominations may assist in the service at the request of those getting married and at the invitation of the Christ Church clergy staff (often referred to in the ceremony as the *Celebrant*). At least one clergy person from Christ Church is expected to participate in any wedding at Christ Church; this person is responsible for administering the vows and Holy Communion.

The *Book of Common Prayer* encourages couples to select someone special to read the lessons from the Bible. Our lectern (podium) has a microphone so the reader can be heard throughout the church. We will provide these reading scripts in advance so they can be rehearsed. At your initial meeting, you will be provided with a booklet containing suggestions for scripture readings from which you may choose for the ceremony.

## Music

Music plays an important part in setting a sacred and uplifting tone for your wedding. At Christ Church we want to help you choose music that is both especially beautiful to you personally yet appropriate to the occasion and setting.

If you choose to have music at your wedding that utilizes the organ in the sanctuary, we recommend that you then contact the preferred organist *at least 8-10 weeks in advance of the wedding date* to review and approve your music selections.

Forms of music that may be used include: hymns sung by the congregation; organ or other instrumental music; sacred song(s) sung by a soloist or a small group. *These songs should be spiritual in nature with a related focus on God's role in forming the union.* Suggested uses of music include: an instrumental work or works at the procession of bridal party and the bride, the lighting of the unity candle (if applicable), the offertory (if applicable), and the departing procession (recessional).

The use of CD music during the ceremony must be approved by the Media Director. CD music may be used only sparingly, if at all.

We strive to be a helpful resource in the planning of your wedding ceremony. If there is any question whether your chosen songs are congruent with prayer or scripture, please ask for guidance through your Wedding Coordinator who will then refer the matter to the appropriate staff person.

## Flowers / Decorations

The church needs only simple decorations to enhance the ceremony. Appropriate decorations for weddings consist of any combination of the following: altar flowers, small flowers or greenery attached to the pews and pew candles.

### ALTAR FLOWERS

- ♦ We provide vases and vase liners for the altar flowers.
- ♦ **Required dimensions for the altar arrangements are 18" high and 15" across. The liners are 8" wide and 5" deep.**
- ♦ Flowers are to be delivered to the church on the day of the wedding.
- ♦ Altar flowers must be real and not artificial.
- ♦ The flowers on the altar may remain for the Sunday service in thanksgiving for your marriage if you so choose. It will be acknowledged in the service bulletin for that Sunday.

Christ Church provides altar candles for the Nave or Chapel.

White aisle runners may not be used.

Flower pedals or other décor may not be laid or thrown on the carpeted aisles or floors of the church.

We regret that nothing may be thrown outside the church, including rice and/or birdseed.

## Photographs / Video

We strongly suggest that all pictures of the bridal party and the family be taken before the wedding. If desired, pictures of the bride and groom may be taken in the church for a period not to exceed 30 minutes following the ceremony. *During the ceremony, photographs and videos may be taken from pre-approved locations only.* The photographer and videographer are to speak to the Wedding Coordinator in advance of the service to receive instructions about permissible locations. After the procession has entered the Nave, no flash equipment may be used during the ceremony as it distracts from the sacredness of the moment.

## Rehearsal

The rehearsal normally is scheduled for the day before the service. We ask that all principals involved in the wedding be present and on time. This includes attendants, parents, readers, ushers, and any others directly involved in the service. The rehearsal usually takes only 45-60 minutes.

## Marriage License

We would like to complete the Kansas marriage license before your ceremony. Please bring your license and the duplicate copy – along with the mailing envelope – to the church office at least seven (7) days before the rehearsal during normal church office hours (Monday thru Thursday, 9am–4pm and Friday, 9am–2pm). This license is the legal authorization to perform the marriage. After the service, the Wedding Coordinator will mail the signed license to the appropriate county office and return the duplicate copy and remaining paperwork to you.

## Space

The sanctuary holds about 350 people (max), and there are 16 complete rows of pews. We provide a dressing room and a bathroom for the bride and her attendants. If needed, we also provide dressing space for the groom and his attendants in the church basement. The bridal party may have access to the east end of the building three (3) hours before the ceremony start time (and no earlier).

Christ Church is not responsible for any lost or stolen articles/personal effects.

There is to be **NO SMOKING** anywhere inside the building, including the rest rooms.

## Who's Who of Participants

**Wedding Coordinator** - The Wedding Coordinator will assist you in planning all the details of the wedding ceremony itself. This person will also serve as a liaison between you and the various liturgical personnel at the church and will be present at the rehearsal as well as the day of the wedding. She/he will be on hand to assist the wedding party and families, to instruct the service participants in their roles, serve as the liaison between you and the officiating priest, and will keep your wedding running smoothly and on schedule.

*All of the following individuals will be contacted on your behalf (you are not responsible to arrange their participation):*

**Clergy** - Clergy will be assigned after your initial meeting with the Service Planning Director. Preferences for the Officiant will be honored where schedules allow.

**Verger** - The Verger serves as the interface between clergy and other ministries during the wedding service. The Verger acts as a silent "master of ceremonies."

**Altar Guild Services** - The Altar Guild will prepare the sanctuary for the rehearsal and the service, including the placement of candles and the preparation for Communion (when applicable).

**Acolytes** - Acolytes assist if Communion is to be served at your ceremony. They light the altar candles, lead the procession, help to prepare the table for Holy Eucharist, and assist at Communion. The Acolytes and Verger lead the procession.

**Office Staff / Service Programs and Bulletins** – Christ Church provides bulletins that contain the service order for the wedding ceremony entitled "The Celebration and Blessing of a Marriage." Customized programs listing your wedding party, service participants, etc., are your responsibility to prepare. Please note that the Wedding Coordinator must proof and approve the customized program before you take it to the printer of your choice. As a general rule, order as many programs as wedding invitations.

**Custodial Service** - Christ Church-contracted custodians will clean the church Nave and/or Chapel, foyers, and dressing rooms before and after the rehearsal and wedding. Because of our worship schedule and ministry calendar, we cannot accommodate wedding receptions at Christ Church.

**Sound/Lighting Technicians** – A Media Tech will be available at weddings where there are special requirements for sound to reinforce vocalists or instrumentalists who are performing during your ceremony. Please make these requirements known as soon as possible. No additional sound equipment other than that available in the Nave will be used. Please contact our Media Director with questions.

## CONTACT INFORMATION

Senior Pastor ..... Patrick Wildman / pgwildman@gmail.com

Lead Pastor / CCM ..... Dean Behrens / deanbehrens@gmail.com

Executive Director ..... Trish Nelson / patricianelson1@gmail.com

Pastor of Community Care ..... Amanda Goin Burgess / amandalgoin@gmail.com

Deacons ..... Mel Clymer / melanieclymer@gmail.com  
Beth Dixon / beth.dixon8@gmail.com

Director of Traditional Worship / CCOP ..... Nicholas Good / nicholasgood.cca@gmail.com

Director of Contemporary Worship / CCOP ..... Micah Huebner / micahhuebner@gmail.com

Director of Worship / CCM ..... Greg LaFollette / greg@greglafollette.com

Verger & Acolyte Contact ..... Wendy Buzzard / wendybuzzard@gmail.com

Media/Technical Services ..... Carson Swisher / carsonswisher@yahoo.com

Service Planning Coordinator ..... Nicole Newlan / nnewlancca@gmail.com

Calendar/Custodial Service/Keys ..... Trish Nelson / patricianelson1@gmail.com

Wedding Coordinators ..... Lindsay Perrey / lindsayperrey@gmail.com  
Denise Jones / denisejones313@gmail.com

Christ Church Accountant ..... Kim Dekker / kdekker.cca@gmail.com

Licensed Professional Counselor ..... Anthony Dummermuth / 913.439.9922  
dummermuth.counseling@gmail.com



# FACILITY GUIDELINES ACCEPTANCE

*(To be filled out, signed, and returned to the Christ Church office.)*

This agreement covers the event entitled \_\_\_\_\_  
to be held at Christ Church Anglican, 5500 West 91<sup>st</sup> Street, Overland Park, KS, in the room(s)  
known as \_\_\_\_\_ on the following date and time:  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_.

I, the undersigned designated sponsor of this event have received a copy of the policy document regarding usage of the Christ Church Anglican facility, and I agree to abide by the conditions set forth.

If Facility User is not required to provide a certificate of insurance to protect Christ Church Anglican from any claim arising from said event above named, then the Facility User agrees to protect, defend, hold harmless, and fully indemnify Christ Church Anglican for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the identified Date(s) of Facility Usage that is brought against Christ Church Anglican by the Facility User or its employees, agents, partners, family members, students, customers, function attendees, guest, invitees, organization member or associates, even if such claim arises from the alleged negligence of Christ Church Anglican, its employees, or agents, or the negligence of any other individual or organization.

FACILITY USER:

Name: \_\_\_\_\_ Dated: \_\_\_\_\_  
*(please print)*

Signed: \_\_\_\_\_