



covenant chapel

COVENANT CHAPEL WEDDING MANUAL

Congratulations on your forthcoming marriage!

Please read the following carefully and thoughtfully. It is important that you understand and agree to abide by our policies before you make a final decision about the use of Covenant Chapel for your wedding.

SCHEDULING YOUR WEDDING

Please contact our Assistant to the Pastor:

- Amber Bailey at amber.bailey@covenantchapel.com | 913-663-3095, as early as possible to secure the date you want. Reservations are accepted one year in advance. The Operations Director will confirm your date with our pastor, the wedding hostess and sound technician. The times and needs of your wedding need to be discussed with the wedding hostess and then confirmed with the Operations Director and Pastor. We want to work with you to be sure your wedding goes exactly as you desire, however, the earlier the plans are made and the more thorough they are the more flexibility there can be. The sanctuary will be made available for decorating, photography, etc, 3 hours prior to your ceremony. Rehearsals can be scheduled on Thursdays or Fridays depending on the availability of the facility and the Pastor. Any requirements outside the guidelines set forth here need to be negotiated prior to the wedding day as additional fees may apply.

THE PASTOR

The pastor of Covenant Chapel normally officiates at weddings in our building. Guest clergy are welcome with the approval of the senior pastor. The ceremony planning sheet normally used by our pastor, if he is performing your wedding, is enclosed. Please bring this with you to your first counseling session. Our pastor will work through the wedding order of service with you. Please bring the completed ceremony planning sheet with you to your meeting with the wedding hostess. The pastor expects to spend counseling time with a couple planning to be married here. The couple must schedule at least 2 counseling appointments once your wedding date has been confirmed. Please contact the Operations Director to schedule your time with the Pastor. Guests to Covenant Chapel are encouraged to arrange counseling with their officiating clergy.

THE WEDDING HOSTESS

For weddings at Covenant Chapel, we require you to use our wedding hostess. The hostess represents the church, and will assist you and the officiating pastor with the details of your wedding rehearsal and ceremony. Once your wedding date has been confirmed and is on the church schedule, the wedding hostess will be assigned to assist you from this point on. All further inquiries should be made directly to the hostess. The wedding hostess will be at the church during your rehearsal and during the designated times on your wedding day.

THE WEDDING PARTY

You may want to provide your wedding party and family with an agenda for your rehearsal and wedding day activities. The wedding party may dress at the church. Please do not bring valuables into the church, and remove all personal items from the dressing room(s) prior to the ceremony. The church will not be responsible for any articles belonging to any person in the bridal party or any guest at the wedding. The bride should arrange to have a personal assistant (a family member or friend) on the day of her wedding. The church's hostess will not be available to fill this role. It is expected that members of the wedding party will conduct themselves at all times in a manner acceptable to a place of worship. It is also expected that any and all areas of the property and building that are used for the wedding be returned as they were found (or better).

THE MARRIAGE LICENSE

The pastor can only perform weddings that are in full accordance with the laws of the State of Kansas. The license is to be given to the pastor at the rehearsal. You can secure your marriage license from the Johnson County Department of Records, Olathe, Kansas, or from any County Courthouse in Kansas. State statute requires that after application is made, the Records Department must wait three days before issuing the license. Marriage licenses are valid for 30 days following their issuance. The wedding may not take place if more than 30 days have passed after the issuance of the license. Please do not overlook the necessity for careful compliance.

BUILDING USE AND AVAILABILITY

The Facility Usage fee includes 3 hours of time prior to your ceremony for decorating, dressing and photos. Additional time may be negotiated and is granted at a rate of \$50/ hour. Decorating taking place on the day before the ceremony can also be negotiated and is dependent on the schedule of the church. All decorations must be removed after the ceremony in enough time to allow for the sanctuary to be prepared for Sunday morning worship. The church cannot accept any responsibility for items rented or used for decoration, and therefore cannot store any of these items after the ceremony. Because of city ordinances and other restrictions, only confetti, bubbles, flower petals and birdseed may be thrown outside of the church. NO alcoholic beverages may be served or consumed on the church premises, including the parking lot.

PHOTOGRAPHY & VIDEO

The church is open 3 hours prior to the ceremony for the photographer to set up and begin taking pictures. Additional time may be negotiated for an additional fee. The church property has many excellent locations for photographs that you may want to consider. We simply ask that your photographer(s) and/or videographer(s) be as unobtrusive as possible during the ceremony and should not distract the Pastor or officiant.

MUSIC

It is the responsibility of the bride and groom to arrange for music and any musicians used during your wedding ceremony. It is also necessary to discuss any fees with those individuals and pay them directly. All music must be appropriate for a worship service. Musicians are welcome to use the concert grand piano for wedding ceremonies. Covenant Chapel does not provide any other musical instruments for use in weddings. We have excellent musicians and options to choose from and can be negotiated through our Worship Director. Set-up of the stage will be done by our staff and will be discussed with the Wedding Hostess during your meetings as additional charges may apply. If you choose to use pre-recorded music (CD's) for your wedding, please make sure all music selections are burned onto one CD in the order of service, and are queued properly. Also, all music selections must be chosen from professional recordings. A written order of music (who, what and when) should be given to the sound technician at the wedding rehearsal.

FLOWERS AND DECORATIONS

The Church will be open 3 hours prior to the ceremony for any decorating or as previously negotiated. Decorations may not be attached to the walls or chairs by pinning, tacking, gluing, nailing or taping. Rented candelabras with dripless candles can be placed on the platform, at the front of the sanctuary and/or on the center aisle. A small table is provided for communion elements and unity candle. The unity candle and tapers must be used with candleholders. The florist/wedding party will be responsible for cleaning any wax from furnishings and floor coverings. Because real flowers and leaves can stain the carpet, please have your flower girls drop silk flowers or snips of ribbon instead. The bride is responsible for having someone clean up all debris and floral arrangements, the removal of candelabra and any other decorations used inside the sanctuary as well as in the gathering area. Arrangements should also be made for transportation of gifts and guest book table items. You may use birdseed, flower petals, bubbles or confetti for your send-off, outside of the church, however, additional clean-up/ removal fees may apply.

CANCELLATION POLICIES

If circumstances arise that would cause the cancellation of your wedding, before 2 months prior to your date, your initial deposit will be reimbursed to you. Other payments can also be refunded if the cancellation is made by the 2 month deadline. After the 2 month mark all fees are non-refundable with the exception of extreme extenuating circumstances. The church reserves the right to determine if the circumstance is applicable to a reimbursement in each case (example: the death of a potential bride or groom). Other than extreme circumstances, we are unable to reimburse for any cancellations that occur within the 2 month window due to the many ministries offered at Covenant Chapel and the amount of work that it takes to plan a wedding within that framework.

Covenant Chapel Wedding Price Menu

	Members	Non Members
Basic Package	\$600	\$995
Includes hostess, pastor, sound technician, 3 hours of time prior to ceremony, setup before, and cleaning.		
Package Breakdown:		
Non refundable deposit	\$50	\$100
Hostess- 3 hours	\$150*	\$200
Pastor	\$150	\$150
Sound	\$100	\$150
Clean up set up	\$150	\$150
Facility Use - 3 hours	-0-	\$245
Total	\$600	\$995
Additional Items:		
Premarital Counseling	Included	2 included- \$50/ each additional
Additional Time	\$50/ hour/	per item for members/ non-members

Reception **\$150** **\$200**

Receptions are allowed only with wedding hostess present. The fee includes setup/ teardown of 100 chairs and tables for a cake and punch reception and cleaning of the area afterwards. Set up for more chairs & tables is \$.50/item. Additional time Additional chairs are an outside rental to be paid by the wedding participants. Catered receptions must be approved and negotiated with the wedding hostess and Operations Director. All services must be contracted through outside vendors that have a solid reputation and business licensing. All preparations and clean-up other than the above fees are the responsibility of the wedding participants to negotiate with us or the vendors prior to the wedding date.

The nonrefundable deposit is required to secure your date on Covenant Chapel's calendar. The deposit check is payable to Covenant Chapel, and sent to the attention of the Operations Director at the church's address. All remaining fees are due two weeks prior to your wedding. Your wedding hostess will assist you with this process.

- Any additional time needed outside the parameters of the time frame negotiated prior to the wedding will result in an additional fee of \$50 per hour to the wedding hostess.

WEDDING INFORMATION SHEET
PLEASE RETURN WHEN COMPLETE WITH DEPOSIT

Wedding Date: _____ Rehearsal Date: _____

Time of Ceremony: _____ Time of Rehearsal: _____

Bride's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Date of Birth: _____

Place of Employment: _____

Church Background: _____

Currently Attending: _____

Member: Yes / No

Parents: _____

Siblings: _____

Groom's Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Date of Birth: _____

Place of Employment: _____

Church Background: _____

Currently Attending: _____

Member: Yes / No

Parents: _____

Siblings: _____

Location of Reception: _____

Receiving Line at Reception: Yes / No

Maid/Matron of Honor: _____

Best Man: _____

Bridesmaids: _____

Groomsmen: _____

Flower Girl(s): _____

