



covenant chapel

COVENANT CHAPEL WEDDING POLICIES

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:

- Teri Chinery at teri.chinery@covenantchapel.com | 913-663-3095

as early as possible to secure the date you want. Reservations are accepted eight months in advance. The Office Manager will confirm your date with our pastor, the wedding hostess and sound technician. Saturday weddings may be scheduled between the times of **11:00 a.m. and 5:00 p.m.** The sanctuary is available for decorating, photography, etc, **3 hours** prior to your ceremony. Rehearsals are scheduled on Friday evenings at **5:30** in the sanctuary.

THE PASTOR

The pastor of Covenant Chapel normally officiates at weddings. 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 contact the pastor to schedule these meetings once your wedding date has been confirmed. 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 one of the church's wedding hostesses. 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, a wedding hostess will be assigned to assist you from this point on. All further inquiries should be made directly to your

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 bride and her attendants may dress at the church; however, we recommend they arrive with their hair and makeup done. We recommend that the groom and his attendants dress prior to coming to 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 hostesses 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.

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 church building will be open 3 hours prior to your ceremony for decorating, dressing and photos and must be exited 30 minutes following the service. All decorations must be removed directly after the ceremony 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.

PHOTOGRAPHS

The church is open 3 hours prior to the ceremony for the photographer to set up and begin taking pictures. It is helpful to plan in advance the number of photos you want and the order in which they may be taken. A recommendation is to start pictures with the groom and groomsmen while the bridal party finish getting dressed. Pictures need to be completed 45 minutes prior to the ceremony. The wedding hostess will arrange a private meeting for the bride and groom prior to, or during the photo session. Pictures taken prior to the ceremony eliminate much of the pre-wedding tension and enable everyone to go directly to the reception after the ceremony.

No flash photos are permitted after the processional and before the recessional. The photographer should remain as unobtrusive as possible. At no time during the processional, ceremony or recessional may the photographer walk down any of the aisles to the front of the sanctuary. During the processional and recessional, photos may be taken three or four rows from the back in the center aisle.

VIDEO

A professional videographer may videotape your ceremony from the back of the sanctuary. When videotaping, a tripod must be used and the videographer must remain stationary throughout the ceremony. No videotaping along the aisles or in the front of the sanctuary is allowed. Family members and guests should be informed that they are not permitted to photograph or videotape during the ceremony.

MUSIC

It is the responsibility of the bride and groom to arrange for music and 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. You are welcome to bring your own instruments, but such instruments must be removed after the ceremony. It is strongly suggested that you use professional live music for your ceremony. At no time should any of Covenant Chapel's musical instruments on stage be moved or played with. Please help to keep children clear of this area.

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 be 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. Please arrange with your musician(s) for a minimum of 20-30 minutes of prelude and postlude music.

FLOWERS AND DECORATIONS

The Church will be open 3 hours prior to the ceremony for any decorating. 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. You can arrange with your florist as to how to decorate these items. 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.

WEDDING INFORMATION SHEET
PLEASE RETURN WHEN COMPLETE WITH DATE DEPOSIT

Wedding Date: _____ Rehearsal Date: _____

Time of Ceremony: _____ Time of Rehearsal: _____

Bride's Name: _____

Address: _____

City: _____ ST: _____ 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): _____

Ring Bearer(s): _____

Candle lighter(s): _____

Scripture Reader(s): _____

Bride's Personal Attendant: _____

Other Participants: _____

Unity Candle: Yes/No

Communion: Yes/No

Aisle Runner: Yes/No

Officiating Pastor: _____ Church: _____

Phone Number: _____

Special Details/Requests:

Deposit Enclosed: Yes / No

Date _____

Please mail Information Sheet and deposit (Payable to Covenant Chapel),

Attn: Wedding Hostess

Covenant Chapel

13300 Kenneth Road,

Leawood, Kansas 66209

Questions/Inquiries: **Lynda Cox** (913) 837-3114

Email lyndacox@mokancomm.net