
KC FIRST CHURCH OF THE NAZARENE



WEDDING POLICY

Your wedding is one of the most joyous occasions of your life and we are delighted to be part of it. We consider the wedding ceremony to be a sacred event where the bride and groom pledge themselves to one another in the presence of God and begin to build a strong and rich Christian marriage. With this conviction in mind, we have established some important policies, gathered some important information, and retained a wedding coordinator, all in an effort to make your wedding go as smoothly as possible.

It is the wish of the ministry of First Church, as well as the church family, to make every wedding a beautiful and worshipful event, and to extend every possible courtesy to each wedding party. To this end, we are privileged to offer the services and facilities of the church in accordance with the policies and procedures outlined in these pages.

Scheduling

You will want to plan as early as possible so that the use of church facilities can be arranged without conflict. Call the church office and ask for available dates. The date of the wedding will be set after consultation with the pastor and the church building coordinator. Preference is given to members and persons associated with this church and their children.

Because of complicating factors, it is not possible to schedule weddings or receptions on Sundays or holidays. Also, December weddings are discouraged due to the many holiday events at the church. Saturday weddings must be scheduled no later than 3:00pm and the building must be released to the custodial staff by 4:30pm. This makes it possible for the building to be put back in order for Sunday services.

Ministers

A staff minister will participate in all weddings conducted in the church. Ministers other than the current ministerial staff of the church may also participate in such weddings, but must be approved by the staff pastor prior to contact with the other minister.

Ministers of the church may only perform wedding ceremonies for those having the legal and scriptural right to marry. Where divorce is involved, the couple anticipating marriage should consult the pastor about the nature of this obligation to their particular situation.

Wedding Coordinator

All wedding plans involving the church building and facility are to be worked out with the wedding coordinator. She knows about the facilities, the personnel, and the equipment available for your use. Her previous experience in arranging weddings will be invaluable as you work through the myriad of details.

Church Facilities

The church is a place of worship and celebration. Ceremonies in our sanctuary are to be conducted in that spirit. Our sanctuary seats 600 persons, but its design also works well for smaller weddings. For weddings of less than 150, the Westside Room is an available option, and the Prayer Chapel is an option for intimate groups of no more than 12-14.

A nursery room is available for infants and small children under five-years-old. If child care is desired, reservations must be made well in advance and arrangements made for two attendants. The fee for each attendant is \$10/hour, with a two hour minimum requirement. Any child left in the nursery must be picked up immediately following the ceremony.

Two dressing rooms will be provided for the wedding party and are included in the base rental fee.

Those persons using the church facilities must accept full responsibility for any damage sustained to the building or equipment during use. Building access for the wedding party should be arranged with the wedding coordinator. Also, First Church will not be responsible for any losses or damages incurred by the wedding party, guests, and visitors.

Smoking, dancing, and alcohol are not permitted on the church property. It is the responsibility of the bride and groom to make this clear to all in the wedding party.

Throwing rice is not permitted as it can be a safety hazard. We suggest the use of bird seed or bubbles. No throwing of bird seed or bubbles is allowed anywhere inside the church building. The use of glitter in decor is not permitted.

Furniture, musical instruments, and plants in the sanctuary are not to be moved at any time, unless previous arrangements have been made with the wedding coordinator.

It is expected that members of the wedding party will conduct themselves at all times in a manner acceptable for a place of worship. Pranks are out of order in the building. It is the responsibility of the bride and groom to communicate these regulations to the wedding party.

Premarital Counseling

Successful marriages and happy homes are not accidents. Many pitfalls can be avoided if a couple is aware and informed. To help lay foundations for success, when a staff minister is to conduct the ceremony it is required of all couples desiring to be united in marriage through the ministries of First Church of the Nazarene that they participate in premarital counseling presented by a Kansas City First Church pastor. Participation is a precondition for arranging a final date for the wedding. These arrangements can be made by calling the church office at 816.942.9022.

It is required that each couple meet with the officiating minister once prior to the premarital counseling and at least once more following, in addition to other possible meetings in preparation for the wedding.

The Marriage License

A Jackson County, Missouri marriage license is required (even if you are a Kansas resident) because the church is located in the State of Missouri.

Music at the Wedding

A Christian wedding is a worship service and a sacred event. All music used with the ceremony should be in accordance with all sacredness and dignity of a church wedding. Specific guidelines exist for selection of suitable music. Secular music is not normally appropriate during the wedding service—this is especially true with lyrics. Therefore, the wedding music must be approved by the pastor and wedding coordinator.

If our organist is required, please let the wedding coordinator know well in advance so an organist can be scheduled. Our organist can assist in helping to select music. Any other organists must consult with the First Church staff on the use of the organ and be approved in advance. Arrangements should be made with the soloists, organist, and other musicians in advance, to allow for adequate rehearsal time prior to the actual wedding rehearsal.

There is no organ available for weddings in the Westside Room.

Photography

Because the wedding is a sacred service, distractions should be kept to a minimum. It is suggested that all formal photographs be taken before the wedding ceremony. The photographer should complete all formal settings in the sanctuary 45 minutes prior to the scheduled time of the ceremony.

Flash photography is allowed during the prelude and entrance of the wedding party, including parents, bride and groom, attendants, and officiants. Once the minister welcomes the congregation, the worship portion of the ceremony has begun, and no further flash should be used. The photographer should not move on or around the platform during the rituals. Flash pictures are allowed once the recessional begins.

Video taping of the wedding ceremony is the responsibility of the wedding party. Video cameras are to be placed as inconspicuously as possible, with no movement across the platform during the ceremony. No video lights are allowed. Audio feed for video must be arranged in advance with the wedding coordinator and the sound technicians.

Pictures taken after the ceremony, prior to a reception, must be taken quickly in order that the wedding party may join the reception as soon as possible.

Proper attire is required for photographers and videographers.

Sound & Lighting

It is necessary for an authorized First Church technical assistant to be present at all church weddings. This will include the rehearsal as well as the ceremony. An audio recording of your wedding is included in the technical fees.

Florist & Decorations

It is customarily the responsibility of the bride's family to make arrangements with a florist for the wedding decorations. This should be discussed with the wedding coordinator. The bride must see that persons in charge of the decorations are made aware of the following guidelines:

- Arrangements should be made ahead of time with the wedding coordinator for the florist's admittance to the building
- Decorations in the sanctuary, or other ceremony site, are to be limited to flowers, candles, and/or greenery in proper containers. Balloons and other decorations may be used for the rehearsal dinner and/or reception.
- All candles must be placed in a candelabra or acceptable holders. If the candles are not drip-less, the furniture and floor must be fully protected at all times from candle wax. The florist will be held responsible for any damage from dripping candles.
- No tacks, nails, pins, tape, glue, or other material that will deface the property shall be used to fasten any decorations to the furniture or building.
- No glitter or confetti shall be used.

All decorations, including rented equipment, must be removed from the building immediately after the wedding. The building must be left in the condition in which it was found. A KCFC custodian will vacuum, take down tables, rearrange chairs, and take out the trash.

Rehearsal

The wedding rehearsal must be scheduled to take place one or two days prior to the wedding day. The entire wedding party should be present and on time for the rehearsal. The minister and wedding coordinator will conduct the rehearsal. Please bring the Jackson County, Missouri marriage license to the wedding rehearsal and give it to the wedding coordinator.

Rehearsal Dinner

Several locations in the church are available for a rehearsal dinner, if desired. The most common areas are the Atrium, Westside Room, Fellowship Hall, and Southside Room.

A full kitchen facility is available on the lower level of the building, near the gym. Partial kitchen facilities are available in the Westside Room and in both sections of the Fellowship Hall. A serving kitchen is located across the hall from the Fellowship Hall. If you wish to use the church's flatware and serving dishes for the rehearsal, rental costs are \$1 per place setting. The wedding coordinator can help to arrange the use of place settings and/or kitchens.

Outside caterers, and other kitchen users, should be directed to the wedding coordinator to discuss policies and available equipment in the kitchen areas. No equipment is to be taken from the building.

Food and drink are not to be taken from the rehearsal dinner into other parts of the building.

Reception

It is advised that you designate a reception coordinator to handle set-up, table preparation, food service, and clean up.

The following areas may be utilized for the reception:

- Westside Room (max occupancy: 150)
- Fellowship Hall (max. occupancy: 200)
- Sanctuary Foyer (max. occupancy: 300)
- Gymnasium (max. occupancy: 400)

Due to the staining nature of most beverages, a clear punch is required for the reception. Food and drink are not to be taken from the reception area into other parts of the building.

Wedding Fees

The scheduling fee must be submitted to the church office when the wedding has been approved and placed on the church calendar. All other fees must be submitted to the wedding coordinator at least two weeks prior to your wedding date.

Amounts vary for each singer and instrumentalist. For exact amounts, ask each participant. The wedding coordinator can recommend appropriate amounts for honoraria for the ministers.

Refund of the damage deposit, if appropriate, will be requested by the wedding coordinator and will be processed within two weeks after the wedding date.

Wedding Information

The wedding of:

_____ and _____

Wedding Date: _____ Time: _____

Reception at KC First? ___ Yes ___ No

Rehearsal Date: _____ Time: _____

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Bride's Name: _____ Phone: _____

Address: _____ Email: _____

Parents of Bride: _____

Phone: _____ Email: _____

Groom's Name: _____ Phone: _____

Address: _____ Email: _____

**(Please return this page to the church office with your deposit
to reserve your wedding date on the church calendar.)**

For Office Use Only

Date deposit paid: _____

Check number: _____

Paid by: _____

WEDDING FEES: SANCTUARY

Description	KCFC Attenders	Other Nazarene Church Members	Outside Friends
Scheduling Fee	NA	\$35	\$35
Damage Deposit (refundable)	\$200	\$200	\$500
Usage Fee (sanctuary & 2 dressing rooms)	\$100	\$200	\$200
Wedding Coordinator	\$150	\$225	\$225
Technician/Custodians	\$225	\$225	\$225
Total Set Fees	\$675	\$885	\$1,185

Optional Fees:

Description	KCFC Attenders	Other Nazarene Church Members	Outside Friends
Organ	\$100	\$150	\$150
Rehearsal Dinner	\$75	\$75	\$75
Reception	\$75	\$75	\$75
Additional Rehearsal	\$15/hr	\$15/hr	\$15/hr
Wedding Video Shown	\$50	\$50	\$50
Childcare (2 people, 2 hour minimum)	\$20	\$20	\$20
Total Optional Fees	\$310	\$395	\$395

WEDDING FEES: WESTSIDE ROOM

Description	KCFC Attenders	Other Nazarene Church Members	Outside Friends
Base Fee	\$0	\$100	\$100
Wedding Coordinator	\$75	\$100	\$100
Pianist	\$100	\$150	\$150
Total:	\$175	\$350	\$395