

Your Wedding

Your Wedding at Eastminster

Congratulations on your engagement! We are excited to partner with you as you begin your new life together. Our desire is to help you create a wedding that is a special and holy worship service which honors the Lord. To do this, we've prepared the following policies and practices. These steps will ensure a beautiful wedding day for you and a worshipful wedding service at the church. We look forward to working with you as you begin your marriage!

How To Contact Us

The address of Eastminster Presbyterian Church is:

1958 N. Webb Rd.
Wichita, KS 67206

Phone Number

Phone: 316.634.0337
FAX: 316.634.1496

Office Hours

Monday through Thursday: 9 a.m. to 5 p.m.
Friday: 9 a.m. to 4 p.m.

Building Hours

Eastminster is open the following hours throughout the week:

Monday—Thursday	6:30 a.m.—8 p.m.
Friday	6:30 a.m.—5 p.m.
Saturday	1:00 p.m.—5 p.m.
Sunday	6:30 a.m.—8 p.m.

On the day of your wedding, the building will be opened four hours before your wedding begins for the convenience of the florist, the wedding party and the photographer.

Wedding Policies

We are pleased that you are considering Eastminster as the place for your wedding. Weddings solemnized in this church are Christian, and thus are worship services. Your wedding is a sacred gathering of worshipers invoking God's blessing and spiritual guidance on those being united in holy matrimony and should be conducted with reverence and dignity. In order that you may have a sacred and dignified ceremony, you are asked to make careful and thorough preparation, practically and spiritually.

The use of the Eastminster campus is regulated by the session, under the policies described in this booklet. A couple may petition session for an exception to these policies, provided that the exception is not in violation with the *Book of Order*. The request must be presented in writing to the Clerk of Session no later than two months before the wedding.

Marriage is a gift God has given to all humankind for the well-being of the entire human family.

Marriage is a civil contract between a woman and a man. For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

The Directory for Worship, the Presbyterian Church (U.S.A.)

Reserving the Church

Weddings are conducted in the church Sanctuary or Chapel beginning anytime from 10 a.m. to 6 p.m. Saturday weddings will not be scheduled past 5:00 p.m. If multiple weddings are on the same day, they must begin at least four hours apart. Weddings will not be scheduled on Easter weekend, Christmas Eve or Christmas Day.

Your first step in reserving the church is to meet with the Community Coordinator to select a date which is available on the church calendar. To reserve your wedding date on the church calendar, you will be required to leave a non-refundable deposit of \$200.00. Each date change will be an additional \$200 non-refundable fee.

Wedding Personnel

The Minister

A Christian marriage is a covenant in God's sight. No person is more capable or eager to guide you to a truly mature, Christian marriage than the minister. With this in mind, the session has determined that all weddings will be conducted by one of the ministers of Eastminster.

If you would like another minister to also participate in the service, let your Eastminster minister and the Community Coordinator know at least three months in advance. You will need to request session's approval in writing. When session has approved your visiting minister, our minister will extend an invitation to him or her to participate and will designate the parts of the wedding service in which he or she may be involved. Participation by an ordained Eastminster minister is required for all wedding rehearsals and weddings conducted at Eastminster, even when a visiting minister is participating. When an invitation is extended, please note that the outside minister is a guest of Eastminster.

The Community Coordinator

This church staff member is well versed in the various aspects of worship services at Eastminster, including wedding services. She can be of valuable assistance in determining the suitability of music, decorations and elements of worship in your wedding service.

The Community Coordinator will be your initial contact as you begin to plan your wedding and will discuss with you the church guidelines and fees and your minister's availability. After receiving your non-refundable deposit she will schedule your wedding on the church calendar. The Community Coordinator will also assign you a Wedding Coordinator and explain the premarital counseling process required for all couples. Billing of wedding fees is the responsibility of the Community Coordinator.

The Wedding Coordinator

It is mandatory for an Eastminster Wedding Coordinator to be involved with all weddings at Eastminster. She is instrumental in making your wedding a wonderful experience, and will work with you from the

initial planning stages through the rehearsal and wedding. She is familiar with our building, personnel and policies, and will stand by you in assisting with the myriad of details and questions that often arise. If your rehearsal dinner or reception will be at the church, she will also coordinate those. If either the bride or groom has six or more attendants, a second Eastminster Wedding Coordinator will assist with the rehearsal and wedding.

Once assigned, the Wedding Coordinator will contact you to arrange a time to meet at the church and go over the details of your wedding. She will also give you a tour of the church and help you become familiar with the different equipment, such as candelabras and candles, available for use during your wedding.

Eastminster's Wedding Coordinators are the only wedding coordinators who may be involved in the rehearsal, wedding service or any other wedding activities at the church. Any time you are at the church for your wedding-related activities, the Eastminster Wedding Coordinator has the authority to make decisions and enforce guidelines regarding the elements of the service and related matters. It's important that you help your family, friends and wedding personnel (such as the florist and photographer) understand this. It is not the responsibility of the wedding coordinator to assist with decorating or the removal of decorations and equipment after the wedding. You must make arrangements for someone to be responsible for this task.

Premarital Counseling

We believe strongly in the value of premarital counseling for helping you as a couple prepare for a lifetime relationship with God as the foundation of your relationship as husband and wife. Because of this belief, counseling with both the Eastminster officiating minister and with a licensed professional therapist is required for all couples being married by an Eastminster minister whether at the church or at another location. At least three hours of counseling is required with a licensed professional therapist and should be completed at least one month in advance of the wedding date. The amount of counseling with your minister will be determined by you and the minister.

Listed below are counselors who have agreed to offer three one-hour premarital counseling sessions for \$150 to couples getting married by an Eastminster minister. You may make arrangements with them to have further sessions at a rate they will discuss with you. You may also choose to receive premarital counseling with a licensed professional counselor, licensed marriage and family therapist, or a clinical psychologist who is not on the list; in that case the requirement is still three hours. We strongly recommend that you work with a Christian counselor or therapist.

When you meet with the Community Coordinator you will receive a release form, which will allow your counselor to communicate the result of your premarital counseling with your minister. Please sign this form and give it to your counselor at the first session.

Recommended Premarital Counselors

Deborah Robe, LCMFT
Center for Hope, Healing & Health
8020 E. Central, Suite 130
Wichita, KS 67206
316-866-2800
darobe@centerforhhh.com

Randy Storms, LMFT
Triumph Ministries
400 N. Woodlawn, Suite 104
Wichita, KS 67208
316-260-2525
rstorms@cox.net

Anita Avers, LCMFT
1861 N. Rock Road, Suite 103
Wichita, KS 67206
316.688.1790

Deborah Von Stroh, M.S.W., LSCSW
1861 N. Rock Road, Suite 103
Wichita, KS 67206
316.688.1790

Meeting with your Minister

You will also meet with the Eastminster minister officiating at your wedding to discuss spiritual aspects of marriage and the order of worship for your wedding service. We hope you will welcome the opportunity to visit with the minister and enjoy talking about building a Christian marriage. There is no additional charge for meeting with your minister. As soon as your minister's availability is confirmed, you should contact the minister's coordinator at the church to set up your appointment(s); these are usually during regular business hours.

The Wedding Service

Weddings solemnized in this church are Christian worship services. The wedding service is a sacred gathering of worshippers invoking God's blessing and spiritual guidance on you as you unite in holy matrimony, and should be conducted with reverence and dignity. The ceremony and music are acts of the worship of God and will be planned and conducted with all due reverence and dignity.

Music Selections

Music in a wedding ceremony, like all music in Christian worship, serves to create a reverent atmosphere and to express the faith of the church. Music at a church wedding is for the sole purpose of glorifying God. The music at your wedding should be appropriate to the worship of God.

Our church staff musicians (Anna Jeter and Terry Glanville) are available to play for your wedding. Only the Eastminster organist, Anna Jeter, or an organist designated by her may play the church organs. If you wish to use an outside pianist or other instrumentalist, you must receive permission from the Community Coordinator.

If prerecorded music, including accompaniment tracks, will be used in your wedding service, this must be approved by the Community Coordinator in advance and the CD provided to Technical Ministries at least one week before the wedding to ensure that it will play on our system.

If you choose to have a vocalist, your Wedding Coordinator has a list of soloists available to sing at your wedding or you may have another vocalist in mind, either way it is your responsibility to contact them and agree upon a fee. You will also need to make sure they arrange a time to meet and rehearse with the church organist or pianist. The church staff musician must approve the use of any guest accompanist.

Below is a selection of vocal music appropriate for weddings at Eastminster. Any songs which are not on this list must be approved by the Community Coordinator. We suggest that you be ready to discuss your music selections when you meet with the minister officiating your wedding.

A Moment Like This - Clarkson	Love Divine, All Loves Excelling -
A Wedding Benediction - Austin Lovelace	arr. Bunjes
A Wedding Blessing - W. Peltz	Make Us One - Paul Johnson
Beginning Today - Darryl Ducote	May the Grace of Christ Our Savior: A
Charity - Kenn Guilliksen	Wedding Blessing - Ronald Schilling
Entreat Me Not to Leave Thee -	O Love That Casts Out Fear - Bach
Charles Gounod	On a Night Like This - Dave Barnes
The Father's Call - Tom Howard	O Perfect Love - Joseph Barnby
Flesh of My Flesh - Leon Patillo	Our Love - Scott/Coomes/North
The Gift of Love - Hal Hopson	Our Love in Christ - Kelly Willard
How Beautiful - Twila Paris	Parent's Prayer - Davis
I Can Only Imagine - Millard	The Prayer - Sager/Foster
In This Very Room - Harris & Harris	Take All of Me - Cooms/Endicott
Jesu, Joy of Man's Desiring - Bach	Taylor's Song - Nick Thurman
Jesus, Shepherd, Be Thou Near Me	This Is the Day - Scott Brown
- Bach	The Wedding - Michael Card
Knees to the Earth - Nockels	We Are Man and Wife - Featherstone
Laudate Dominum (O Praise the	Wedding Prayer - Fern Dunlap
Lord All Ye People) - Mozart	Wedding Song - Heinrich Schutz
Let Us Love One Another -	Where You Go - Mary Callahan
Arnold Scherman	With This Ring - Roger Copeland
The Lord's Prayer - Malotte	

Photography and Videography

The church will be glad to accommodate you in obtaining your wedding photographs; however, certain guidelines must be followed in order to maintain the reverence and dignity of the occasion. When you schedule your wedding you will receive a copy of the *Photography and Videography Guidelines for Weddings at Eastminster*. Your photographer will also be mailed a copy and must sign an agreement that their studio will comply with the guidelines when photographing your wedding. Procedures for your photographer should be discussed with the Wedding Coordinator one month prior to your wedding.

Wedding as a Worship Service

Every wedding at Eastminster is first and foremost a service of Christ worship. This service should be conducted with reverence and dignity, with the primary focus on God, rather than the wedding party. Five minutes prior to the beginning of the worship service, the minister will instruct the congregation that no videos or flash photos are permitted during the service.

Flash Photography

Flash photography is not permitted by professional photographers, family members or friends during the service. Flash photographs may be taken before or after the service.

Photography During the Service

One designated photographer may, from the center aisle at the back of the Sanctuary, take pictures of members of the wedding party, including the bride, as they enter the Sanctuary or Chapel. A photo may

be taken from the center aisle at the back of the church as the bride and groom kiss, as they are presented as husband and wife, and as they leave the front of the church at the end of the marriage service. With these exceptions, no photographers are permitted anywhere on the main floor of a Sanctuary wedding during the service. In the Chapel, the photographer must remain at the cut-out area in the back pew to photograph the wedding party and bride as they enter and then must remain at the back of the Chapel or the parlor door during the service. The Eastminster Wedding Coordinator will instruct the photographers where they may stand to take photos. All photographers must comply with the coordinator's directions. Time exposures, using no special lighting, are permissible from the balcony of the Sanctuary and the back or parlor door of the Chapel. These are the only photographs which are permitted during the service.

Photographs Before the Service

The wedding party will be allowed to arrive as much as three and a half hours before the service, and you may begin taking photographs at that time. Photography in the Sanctuary or Chapel should finish 45 minutes before the wedding service begins. Candles in the candelabras will only burn for four hours and will not be reloaded. Please make your photographer aware of this.

Videography

Our Technical Ministries team will gladly video your Sanctuary wedding service. In the Sanctuary we have multiple cameras to enable us to get the best shot. The basic video fee covers the technician and one copy of the raw footage in DVD format. Additional copies are \$5 each. An outside videographer may record the service from the Sanctuary balcony or the back of the Chapel. No videographers are permitted anywhere on the main floor of the Sanctuary wedding during the service. In the Chapel, the videographer must remain at the back during the service. One remote-controlled camera on tripod is allowed on the chancel of the Sanctuary or Chapel. Outside videographers may not use Eastminster's video equipment.

Projectors and Screens

No videos or still photographs will be projected on the screens before, during or after the service in the Sanctuary.

Unity Ceremonies

If you plan to include a unity candle in your marriage service, the church has available gold and silver unity candles. You may take the unity candle following the service.

If you wish to include a unity sand element in your marriage service, you will need to provide all sand and containers. These will be placed on a covered table (provided by the church) in the same general area designated for the unity candle.

Children in the Wedding Party

Please keep in mind that the wedding is a sacred and dignified service of worship. If you are uncertain that the children in your wedding party will be able to behave during the service, consider including them in the photos but not in the actual wedding service. Your Wedding Coordinator can help you with creative ways to include children if you desire.

Communion

Communion will not be served at weddings.

Rehearsal

Everyone participating in the wedding ceremony should be present and on time for the rehearsal. The rehearsal usually takes an hour, depending on the size of the wedding party. Please inform your musicians

(singers and instrumentalists) that they should be at the rehearsal and need to come 15 minutes early for a sound check with the Technical Ministries staff. Sound checks and rehearsals cannot occur the day of the wedding, so they must be done before the rehearsal time.

Facilities

Seating

Our Sanctuary seats 850 people on the main level; an additional 100 guests may be seated in the balcony. The Chapel will seat 100-120.

Decorations

Please remind your florist to have all decorating completed at least three and a half hours prior to the wedding so that pictures can be taken. Please note, however, that the need for some services cannot be scheduled in advance. In the event of a memorial or funeral service, the wedding will go on as scheduled, but the times for decorating may vary.

Flowers are to be provided by the couple. Pew bows or bouquets may be placed on the pews along the center aisle beginning at the 4th pew from the back only and attached with a ribbon loop or plastic hook. Only white petals or silk colored petals may be used for flower girls. You may not use scotch tape, nails, screws or wire in decorating.

Only dripless candles and fixtures approved by the church may be used. They must comply with fire codes and provide “ever-burning” light. If church fixtures are used candles will be provided.

Rented aisle candelabras must be attached in a manner that will not cause damage to church property. No flowers, candles or decorations of any kind may be placed on the wood rails, pulpit, piano, or organ. In the Sanctuary, the Bible and cross on the communion table should remain during the wedding service, and additional decorations for the communion table must not damage the wood surface. No vases filled with water or floating candles will be allowed on the communion table or anywhere in the choir loft area. Electric candles may be placed on the front railing of the choir loft only.

Your Wedding Coordinator is aware of the church policies regarding the moving or removal of fixtures in the Sanctuary or Chapel, such as the piano, pulpit, and communion table. These policies will be strictly enforced.

When floral arrangements and other decorations have been placed in the Sanctuary or Chapel for special liturgical days or seasons, they will not be removed for weddings. Special decorations or collections for seasons in the church will not be removed for weddings unless necessary for the flow of traffic.

All wedding and floral decorations must be removed from the church immediately following the ceremony. If you wish to keep any of the decorations, you must make arrangements to collect them immediately after the service; otherwise they will be disposed of. Any outside rented fixtures such as candelabras will not be set up or taken down by our facilities employees or the wedding coordinator. These fixtures must be removed from the church immediately following the wedding. We will not assume responsibility or liability for any fixtures that are not church property.

Table decorations for the rehearsal dinner are your responsibility. We do have mirror tiles available at the church, and you can arrange with your Wedding Coordinator to use them.

General Facility Guidelines

You and your wedding party may arrive three and a half hours before the wedding begins. You will need to be out of the church one hour following the end of your wedding service, unless the reception is being held at the church.

Smoking or consumption of alcoholic beverages is not permitted anywhere on church property. Individuals obviously under the influence of mind-altering substances will not be permitted to participate in the wedding. It is your responsibility to communicate this to the wedding party family and guests. If the following conditions are not met additional charges will be assessed:

- The facilities and dressing rooms are left as they were found, with the exception of trash in the trash receptacles.
- There has been no smoking or use of alcoholic beverages or illegal drugs by any of the wedding party or guests anywhere on the church campus.
- There has been no careless breakage of church fixtures or equipment by any of the wedding party or guests.
- The wedding party and guests have been only in areas designated for wedding activities (Sanctuary or chapel, restrooms, brides and groom's rooms, any rooms used for the reception and/or rehearsal dinner.) Wedding party and guests may not have use of the gym for any sport activities or the Middle School basement classrooms. No additional church electronic equipment such as TV/DVD's will be brought into the bride's or groom's rooms. Failure to comply with this guideline will result in additional charges being billed.

No rice, wheat, balloons, confetti, birdseed or sparklers are permitted inside or outside the church. This is a safety issue dictated by the church insurance policy. It is your responsibility to make this known to your wedding party, family and guests.

Any further questions you have concerning the facility or arrangements for weddings should be directed to your Wedding Coordinator.

Bride's Dressing Room

A bride's dressing room is available for both Sanctuary and Chapel weddings for the bride and her attendants. Located away from the regular flow of traffic, this room provides ample, carpeted space and mirrors. Let your Coordinator know if you would like to store your dresses overnight in a locked room. The church is not responsible for theft or for damage by vandalism, fire or natural disasters. It is your responsibility to see that the dressing room is left as clean as possible after the wedding. We suggest that you designate someone to be sure everything has been removed; items left at the church will be disposed of. If the Wedding Coordinator or Custodian determines that the wedding party has not made a reasonable effort to keep the room clean, additional charges will be billed.

Groom's Dressing Room

There is also a dressing room available for the groom and his attendants. Let your Coordinator know if you would like to store clothing overnight in a locked closet. The church is not responsible for theft or for damage by vandalism, fire or natural disasters. It is your responsibility to see that the dressing room is left

as clean as possible after the wedding. We suggest that you designate someone to be sure everything has been removed; items left at the church will be disposed of. If the Wedding Coordinator or Custodian determines that the wedding party has not made a reasonable effort to keep the room clean, additional charges will be billed.

Rehearsal Dinner and/or Reception

The Fireside Room, Fellowship Hall or Multipurpose room are available for the rehearsal dinner and/or reception. Your Wedding Coordinator will also coordinate the rehearsal dinner and/or reception if it is at Eastminster. Rehearsal dinners and receptions must conclude no later than 8 p.m. The maximum number of guests for a reception at Eastminster is 300. In the Fellowship Hall, the maximum seating at round tables is 180.

The only receptions which may be held at Eastminster are those limited to cake, mints, nuts, punch and other beverages (coffee, ice water, iced tea and/or lemonade) provided by the church. If you want to serve additional food, or plan to have anything else such as dancing or a photo booth, you may not hold your reception at Eastminster.

Use of the punch bowl and serving utensils is included in the facilities fee. Leftover food must be removed from the kitchen that same day, or it will be disposed of.

Our participation in rehearsal dinners or receptions includes the following:

- Setup of tables and chairs.
- Placing tablecloths on tables if using those provided by the church. Please note there is a \$10 cleaning charge for each table cloth.
- Preparation of coffee, tea, ice water and/or lemonade.
- Custodial cleanup.

It is your responsibility to arrange for the following:

- All food preparation (including punch or other non-alcoholic beverages not listed above),
- Food and beverage service (cutting and serving the cake, replenishing serving trays, etc),
- Table decoration (except tablecloths). Because of fire prevention consideration, lighted candles may not be used as decorations.

Any Eastminster audio/video equipment used for the rehearsal dinner for reception will be operated by Technical Ministries. There is a set-up charge plus an hourly charge for the technician.

Smoking or consumption of alcoholic beverages is not permitted anywhere on church property. It is your responsibility to communicate this to the wedding party, family and guests. Failure to comply with this guideline will result in additional charges being billed.

Nurseries

No nurseries will be provided for any weddings or wedding-related activities.

Wedding License

The wedding license can be purchased at:

The Sedgwick County Courthouse

Probate Department located on the 9th floor

525 N. Main, Wichita, Kansas
316.660.5787

They are open 8 a.m. until 4 p.m. Monday through Friday, excluding holiday.

No blood test is required, but there is a three-day waiting period between the time you apply for the license and the time you go back to the courthouse to pick it up. The fee is \$69 and must be paid at that time in cash.

The wedding license can be purchased at any courthouse in Kansas, since it is a state license, and is good for six months. Bring your wedding license to the church at least 10 days prior to your wedding. After the wedding, you will receive the duplicate copy of the license, and we will mail the original to the courthouse. Once you are married, you may order a certified marriage certificate at www.kdheks.gov/vital.

Fees

We want the process of using the church facilities and the financial aspects of your wedding to be as simple as possible. Our facilities fee covers the costs of utilities, and equipment such as the kneeling bench, podiums, microphones, candles and candelabras. For a rehearsal dinner or wedding reception at Eastminster, the facilities fee covers the use of the rooms, including kitchen facilities. One check can be made out to the church. The Community Coordinator will see that all wedding personnel involved are paid.

If you have complied with the requirements and guidelines listed in this booklet there will be no additional charges added to your wedding fee. If not, additional charges will be determined and billed through the office of the Executive Director of Operations.

Payment Arrangements

Three to four weeks before the wedding, you will be mailed an invoice regarding your fees. Please bring or mail your check to the Community Coordinator in the church office at least 10 days before the wedding. If finances are a concern, please discuss this with your minister.

WEDDING FEES

NON-REFUNDABLE DEPOSIT \$ 200

WEDDING

Member Package Price: \$1600

Non-Member Package Price: \$2000

(Sanctuary or Chapel)

Package price includes the use of the following services or equipment:

Minister

Wedding Coordinator

Second Wedding Coordinator (*6 or more attendants*)

Audio Technician

Custodian

Organist or Pianist

Any EPC Wedding Candelabras w/candle

OPTIONAL FEES

Videographer	\$150
Soloist	

WEDDING REHERSAL DINNER FEES

Package Price: \$625 - includes the use of the following services and equipment:

Fellowship Hall or Multipurpose Room
Tableware for up to 300 guests
Wedding Coordinator for Rehearsal Dinner
Custodian

OPTIONAL FEES

2 nd Wedding Coordinator for Rehearsal Dinner	\$100
AV Setup	\$ 25
AV Technician (<i>per hour</i>)	\$ 25
Tablecloth cleaning (<i>per cloth</i>)	\$ 10

WEDDING RECEPTION FEES

Package Price: \$700 – includes the use of the following services and equipment:

Fellowship Hall/Fireside Room or Multipurpose Room
Tableware for up to 300 guests
Wedding Coordinator for Reception
Custodian
2nd Wedding Coordinator for Reception
Custodian

OPTIONAL FEES

AV Setup	\$25
AV Technician (<i>per hour</i>)	\$25
Tablecloth cleaning (<i>per cloth</i>)	\$10