EASTMINSTER

Wedding Handbook

Eastminster Church
1958 N. Webb Road
Wichita, KS 67208

Office Hours
Monday - Thursday: 9:00 a.m. - 5:00 p.m.
Friday: 9:00 a.m. - 4:00 p.m.

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Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres.
1 Corinthians 13:4-7

Congratulations on your engagement! We are so excited to walk through this time with you as you seek to begin your new life together. Our desire is that we would not only be a part of your wedding day, providing you with a memorable and blessed wedding service which honors the Lord, we also hope to walk with you in marriage, helping ot prepare you both and to celebrate the covenant of marriage together.
We have prepared the following steps which will provide you with a beautiful wedding day and a worshipful wedding service at Eastminster Church. We look forward to working with you as you begin your marriage!

Eastminster Wedding Timeline

1. Temporary Hold Date
2. Secure an Eastminster Pastor
3. Secure the Wedding Date and Time
4. Premarital Counseling
5. Coordination Meeting
6. Secure the Marriage License
7. Wedding Rehearsal
8. Wedding Service

1. Temporary Hold Date

The first step in the process of having a wedding at Eastminster Church is to contact the Administrative Coordinator at the church office to fill out the Wedding Inquiry form. This is an online form that gathers basic information about your wedding.

Once your initial contact information has been received, the Coordinator will put a one month hold on the requested wedding date. The Coordinator will then put you in contact with an Eastminster Pastor. If you have a preference of pastor, please indicate that on your Wedding Inquiry form. All weddings need to be approved by Eastminster Pastor Staff and our Session of Elders before your wedding date can officially be reserved.

Eastminster hosts Christian wedding services in the Sanctuary or the Chapel for church members, visitors and members of the community. We make every effort to accommodate the desired time and location. This handbook only covers weddings held in the Sanctuary. For information on Chapel weddings, please contact the Administrative Coordinator.

The Sanctuary can accommodate approximately 625 on the floor level and 125-150 in the balcony.

Eastminster hosts weddings conducted between the hours of 10:00 a.m. and 5:00 p.m. on Friday and Saturdays. We are unable to host weddings on holiday weekends.

2. Secure an Eastminster Pastor

Once you have received a one month hold for your wedding date, you will need to next secure an Eastminster Pastor to preside over your Wedding service.

As Christian wedding services are worship services intended to bring glory to God, authority for all aspects of the service of worship is given to the officiating Eastminster Pastor. The Evangelical Presbyterian church defines Christian Marriage as “a covenant between one man and one woman and between the participants and God.” Eastminster affirms this position and as such will only conduct a wedding between one man and one woman.

Requests for the participation of an outside pastor to assist in the service may be made to the officiating Pastor at this time, who may extend such an invitation. Please contact the Administrative Coordinator with request for an outside Pastor. These requests must be approved by the Lead Pastor.

The officiating Pastor reserves the right at any point to refuse to perform the marriage ceremony, should they be convinced that genuine faith is absent, that full responsibility for one another is missing or that the blessings of God are not likely to rest upon such a relationship.

3. Secure the Date and Time

The next step necessary to officially reserve your wedding date and time on the church calendar is to submit a $250 refundable deposit. At this time, the Administrative Coordinator will permanently put your date on the calendar and schedule a coordination meeting

4. 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. Premarital counseling with your officiating Pastor has the added benefit of allowing quality relational time between you both and the Pastor.

Our Pastors require that you receive at least three hours of premarital counseling. After meeting with your officiating Pastor once, you may receive counseling through a licensed professional therapist or Pastor, provided the couple signs adn obtains a release of information which will allow your counselor to communicate the results of your premarital counseling with the Pastor. Outside counselors and facilitators ay charge their own fees and have scheduling requirements.

All premarital counseling is to be completed at least one month in advance of the wedding date.

5. Coordination Meeting

All wedding parties must meet with the Administrative Coordinator or other assigned Eastminster Church staff no later that 2 months before the wedding date.

At this meeting, the entire wedding event will be reviewed, as well as the event contract. Items to be discussed: setup details, order of worship, song selections, placement of wedding party, event decorations, send-off details and anything else pertaining to the wedding. Please bring copies of the wedding program and/or orders of worship. The Wedding Event Contract will also be reviewed, and event expectations will be discussed.

After collecting all the information regarding the wedding service and optional arrangements ,the Coordinator will be able to provide you with the final invoice.

6. Secure the Marriage License

Once you have completed all of the required premarital counseling, it is time to obtain your marriage license.
If you are in the Sedgwick County area, the marriage license can be submitted online. Please check with your officiating Pastor about specifics.

Please bring both the original and duplicate copy of your marriage license to the church at least 10 days before the ceremony. The Coordinator will prepare the marriage license for the officiating Pastor.

7. The Wedding Rehearsal

The wedding rehearsal is intended to help familiarize everyone with the service and is normally held in the the late afternoon or evening on the day before the wedding. Since the wedding rehearsal typically lasts about one hour, depending on the size of the wedding party and number of songs in the service, a 5:30 p.m. rehearsal should provide sufficient time for a rehearsal dinner afterward. For an additional fee, if a family wishes to have a rehearsal dinner at Eastminster, our policy is that 50 guests or less are allowed and the building must be cleared by 8 p.m. Please contact the Coordinator for more information about Rehearsal Dinners.

8. The Wedding Service

The family will be provided with access to a Bride's Room and a Groom's Room on the wedding day. At the Coordination Meeting, an arrival time will be set. Eastminster Staff will be there to greet the wedding party.

A typical wedding service includes the reading of Scripture, a homily of an appropriate passage of Scripture by the Pastor, prayers of thanksgiving, intercession and praise, and the singing of appropriate hymns and songs.

Appropriate military rites may be included in the service, please share these at the Coordination Meeting. It is not appropriate to include civic or fraternal rites in the service. If such rites are desired, they should be conducted at another time and place.

Before the couple leaves the church, the Pastor will gather the wedding party and parents of the couple to sign the marriage license. You will receive the duplicate copy of the license. The Coordinator will mail the original to the courthouse.

If family wishes to have a reception at Eastminster for an additional fee, our policy is that 50 guests or less are allowed and the building must be cleared by 8 p.m. Please contact the Coordinator for information and pricing about receptions.

Musicians and Vocalists

Music before, during and after the service is appropriate for a service of worship. Eastminster has a number of talented musicians (organ, piano, violin, guitar, etc.) and vocalists available for hire for the service. Outside musicians and vocalists may be used in consultation with the officiating Pastor. Outside organists must be approved by the Eastminster Organist. Please bring these requests to the Coordination Meeting.

Audio and Video Recordings

Eastminster provides an Audio Technician for each wedding service. The Audio Technician will record the audio of the service and provide the family with one complimentary USB of the wedding service. Additional CDs can be purchases for $5 each..

Videos or photo slideshows may be projected on the sanctuary screens before, during or after the service. Eastminster Technical Ministries must confirm that any such videos work on Eastminster's system on week before the service or they may not be able to be shown at Eastminster.

Service Preparation

This section is designed to help you prepare for your wedding service of worship. You may discuss any personal preferences, additional parts or parts that you would not linke to include with your Pastor during the premarital counseling process.

Once you have discussed and agreed upon an Order of Worship with your Pastor, please bring a rough draft copy of your Wedding Program to the Coordination Meeting. Please include the names of everyone that will be participating in the service, including the wedding party, ushers, greeters, scripture readers, etc.

Sample Order of Worship

Prelude
Preparing Our Hearts
Seating of the Grandparents and Parents
Entrance of the Pastor and the Groom
Bridal Party Processional
Flower Girl(s) and/or Ring Bearer(s)
Bride's Processional
Call to Worship
Prayer of Invocation
Statement on the Gift of Marriage Declaration of Intent
Presentation of the Bride
Affirmation of the Families
Affirmation of the Congregation
Bride and Groom's Chosen Scripture Reading/Special Music
Homily/Sermon/Message from the Pastor
Exchange of Vows
Exchange of Ring
Symbolism of Unity
Special Music
Blessing
Pronouncement and Kiss
Presentation of the Married Couple
Recessional
Postlude

Wedding Ceremony Fees

Sanctuary Wedding

Wedding Security Refundable Deposit: $250

- Member of Eastminster Church or Immediate family* of Eastminster Church Member: $1,000
  *Immediate family is defined as parents or siblings of the bride or the groom.
- Non-Member of Eastminster Church: $2,000

Chapel Wedding

Please inquire with the Coordinator for Chapel Wedding Prices.

Honorarium

Eastminster Pastors do not charge for pastoral services. Arrangements for giving an honorarium can be made through the Coordinator in the church office if you would like to bless the Pastor.

Optional Arrangements

Musicians and Vocalists: $200 a person

Music options include: Organist, pianist, violinist, guitarist.

Payment Arrangements

Following the Coordination Meeting (Step 5), the couple will receive an invoice via email regarding the total fees. Payments can be made through online payment link (included in the invoice email) or by delivering a check to Eastminster Church. All payments must be completed at least 10 days before the date of the wedding.

Any concerns with payment can be discussed with the Coordinator ahead o the due date.

Eastminster Church Provides:

- Eastminster Pastor
  - Premarital Counseling
  - Conducting the Wedding Service
- Use of Church Facility
  - Sanctuary or the Chapel
  - Bride and Bridesmaids dressing room
  - Groom and Groomsman dressing room
  - Candles and candelabras for the Sanctuary
  - Welcome Tables and linens
- Eastminster Coordinator
  - Ensure details are covered
  - Day of event coordinating for rehearsal and wedding service
- Eastminster Audio Technician
  - Ensure proper audio levels for necessary microphones
  - Recording audio of the service
- Eastminster Facilities Personnel
  - Set up and tear down candles and candelabras
  - Welcome tables set up and tear down
  - Reset church building for Sunday Worship services