

Wedding MINISTRY

THE UNITED METHODIST CHURCH OF THE RESURRECTION
13720 Roe Avenue • Leawood, Kansas 66224 • www.cor.org

WEDDING POLICY AND PROCEDURES

The United Methodist Church of the Resurrection is pleased and honored to offer the Wedding Ministry for the very special occasion of holy marriage. Weddings are available for both our members and visitors to the congregation. The wedding ceremony is a worship service where the bride and groom pledge themselves to one another in the presence of God and begin their marriage with Christ as the foundation. The following policies and procedures have been formulated to help your wedding go as smoothly as possible.

REQUIREMENTS FOR MARRIAGE AT RESURRECTION

- Worship attendance is required of non-members to enable an understanding of our denomination and our church.
- Completion of the Premarital and Newlywed Class.
- Meeting(s) with assigned pastor prior to the ceremony.
- Presentation of properly executed marriage license at the rehearsal. If you are marrying in Kansas, the license must be issued in Kansas. Likewise, if your venue is in Missouri, the license must be issued in Missouri.
- A waiting period of at least six months following a divorce or death of a spouse shall be observed to allow for healing following the end of a previous marriage.
- The church grounds are alcohol-free and the buildings are alcohol and smoke-free. If alcohol is present on the premises, the officiating pastor reserves the authority to cancel the service.

SCHEDULING THE WEDDING

Please contact the Wedding Program Director as soon as possible regarding the date you wish to schedule. She will mark your date with a tentative notation. This may be done for members up to 18 months prior to the wedding. Non-members are welcome and may reserve their wedding date up to 12 months in advance. The Program Director will confirm wedding dates only after the non-refundable scheduling fee has been received.

Currently weddings are planned using the following schedules:

FRIDAY WEDDINGS

<u>TIME OF CEREMONY</u>	<u>USE OF BUILDING</u>
7 pm	5 pm to 8 pm

SATURDAY WEDDINGS

<u>TIME OF CEREMONY</u>	<u>USE OF BUILDING</u>
1 pm	11 am to 2 pm
5:30 pm	3:30 pm to 6:30 pm

THE VENUES

Most weddings at Resurrection Leawood are held in the Wesley Covenant Chapel. This warm and inviting facility seats approximately 350 guests and is available year round. If the guest list exceeds 350, we can request usage of the main Sanctuary. Please discuss this option with the Wedding Program Director. The Memorial Garden is available, weather permitting, from spring until fall. This area would be limited to no more than 50 guests. The Firestone Prayer Chapel is also available for the very small wedding with no more than 40 people in attendance and at more limited times. Our pastors, with the exception of Rev. Hamilton, also perform offsite outside of Resurrection.

We do not offer wedding receptions at the Leawood campus.

continued

Wedding MINISTRY

THE PASTOR

The pastor(s) of the Church of the Resurrection officiate at weddings at his or her campus venue. Guest clergy may assist with the approval of the Senior Pastor or his designee.

At the Leawood campus the pastors rotate in officiating duties. A pastor will be assigned depending on the date of the wedding. A particular pastor may be requested; however there is no guarantee that pastor will be available on the date of the wedding.

The United Methodist Church of the Resurrection does not discriminate based on gender; we do ordain women clergy. It is possible you will be assigned a woman pastor as your officiant. If there is an issue with this policy, perhaps you should consider another church.

The pastors expect to spend one or more sessions in conference with a couple planning to be married here. It is his/her responsibility as a pastor to function in this capacity as a counselor. This will include discussions of both the service and the marriage itself. The couple must contact the pastor's administrative assistant to schedule this session(s). At the discretion of the pastor additional outside counseling may be required.

Communion is not offered at a Resurrection wedding but the couple may share the marriage cup. Please discuss with the pastor.

PREMARITAL AND NEWLYWED PREPARATION CLASS

The Church of the Resurrection requires premarital preparation classes prior to being married by a Resurrection pastor. There are several courses scheduled throughout the year. Topics include communication, conflict and resolution, financial management and experiencing God, among others. Please contact the Wedding Program Director for more information.

WEDDING COORDINATOR

The Wedding Coordinator represents the church in coordinating the many details of the wedding and rehearsal within the church. Her responsibilities include: ensuring the wedding venue is ready for the rehearsal and wedding, unlocking rooms for the wedding party, coordinating audio set-up, arranging guest book podium and gift table, assisting pastor with rehearsal, orchestrating processional and recessional, monitoring

time schedules related to the ceremony, ensuring the church is cleaned after wedding, and overseeing any other facilitation needs within the church.

When the wedding date has been confirmed and placed on the wedding schedule by the Wedding Program Director, a Wedding Coordinator will be assigned (approximately three months prior to the wedding date). All inquiries after this point should be made directly to the wedding coordinator. The Wedding Coordinator will call to discuss plans and answer questions. She will assist with rehearsal and will be at the church during the designated times listed in the paragraph entitled Scheduling Your Wedding.

THE DRESSING ROOMS

The bride and her party may dress at the church in Room C131. Customarily, the groom's party dresses away from the church, however Room C141 is available. Both rooms are located in the far east hallway of the Building C. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, as well as the removal of such items immediately following the service. The church will not be responsible for any articles belonging to any person in the bridal party, any guest at the wedding or any vendor serving the wedding.

MARRIAGE LICENSE

The pastor can only perform weddings in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. The license is to be given to the Pastor or the Wedding Coordinator at the rehearsal.

If you are marrying in Kansas, the license must be issued in Kansas. Likewise, if your venue is in Missouri, the license must be issued in Missouri.

WEDDING MUSIC

The wedding is a service of worship. All music played or sung during the wedding should express a Christian message appropriate to the occasion.

The selection of all music is accomplished through consultation with the Wedding Program Director who will provide final approval of all wedding music. All music must have live accompaniment, therefore the

Wedding MINISTRY

services of a musician are included. There will be no taped or pre-recorded music.

For traditional organ and/or piano contact Barbara Eichenberger: musicaltouch@att.net or 816-803-2516.

For contemporary and traditional piano and/or guitar contact Nathan Johnson: nathan.johnson@cor.org or 913.991-8267

Please contact one of these musicians as soon as possible to make arrangements for his or her presence at your wedding. Suggestions can also be made for soloists and other instrumentalists.

The couple is responsible for the purchase of any music not currently found in the church's music library.

WEDDING PARTY

It is important the exact times indicated for the rehearsal and for the wedding are observed. Care should be taken to have all members of the wedding party in their places at the times indicated.

The suggested age for the ring bearer and flower girl is four years or older. We prefer the children are able to walk on their own and follow instructions. Younger children may participate following discussion with the Wedding Program Director. There will be no wagons or other forms of transportation permitted.

All members of the wedding party and friends should be reminded: Smoking is not permitted inside the church.

No alcoholic beverages are permitted in the church or on the church grounds.

PHOTOGRAPHERS/VIDEOGRAPHERS

Resurrection encourages the couple to employ a professional photographer for the wedding. No flash photos are permitted following the processional. The photographer must remain in one position at the rear of the sanctuary. Flash photos may once again be taken during the couple's recessional. The photographer may not come any earlier than the designated times listed in the section entitled Scheduling Your Wedding.

Requests are often made to videotape wedding services. The wedding party is responsible for providing personnel for this service. The camera must be placed on a tripod in an inconspicuous position. For more details "Guidelines for Photographers and Videographers" are available through the Wedding Coordinator.

FLOWERS AND DECORATION

In the Wesley Chapel altar flowers are to be provided by the bride or the church's silk arrangements may be used. The flower girl may only scatter silk flower petals. Decorations of any kind may not be attached to the pews, (chairs), or any other furniture by gluing, nailing, pinning or taping. The bride and florist should consult with the Wedding Coordinator about the way decorations may be placed on the ends of the pews along the center aisle. All decorations, flowers, candles, etc. must be removed from the building immediately following the service.

No decorations belonging to the church may be moved. The florist may not arrive earlier than the designated times listed in the section entitled Scheduling Your Wedding.

There is no altar in the Memorial Garden and, therefore, no provision for altar flowers.

CANDLES

In the Wesley Chapel the worship candles on each side of the altar will be in place for the wedding. Resurrection has two brass standing candelabras, which may be used and decorated, if desired. The church will provide white candles for the worship candles and candelabras. The church will also provide candle lighting torches. If the couple chooses to rent candelabras other than those offered, the candles must be placed inside a hurricane glass. Aisle candles are permitted in hurricane lamps only.

If the bride and groom desire a unity candle, it will be their responsibility to provide the pillar candle. The church provides three crystal candlesticks and the two side tapers. The lighting will be officiated by the pastor.

Because there is no altar in the Memorial Garden there is no provision for a unity candle.

RESTRICTIONS

Because of city ordinances and other restrictions, confetti, rice and birdseed are not to be distributed and/or thrown inside or outside of the church. Only bubbles used outside the church may be used for this tradition. Bubbles cannot be used in the Memorial Garden.

WEDDING CONTRACT

The contract is required to ensure the agreement between the parties. The scheduled dates and times are plainly stated as well as the names of the bride and groom.

Wedding MINISTRY

FINANCIAL RESPONSIBILITIES & FEES

The \$50.00 non-refundable scheduling fee and \$100.00 pre-marital counseling fee are required at the time the wedding is scheduled with the Wedding Program Director.

An invoice of financial responsibilities will be sent a minimum of two weeks prior to the wedding date.

Offerings and tithes of the couple or their parents from a year prior to the receipt of the signed contract are applied to the room fee.

The balance must be in the church office on the Monday before the wedding day. Please make all payments in the form of a check payable to "The Church of the Resurrection."

SCHEDULE OF WEDDING FEES *

• WESLEY COVENANT CHAPEL

Scheduling Fee	\$50.00
Premarital Counseling Course	110.00
Use of Wesley Covenant Chapel*	400.00
(Offerings and tithes of the couple or their parents from a year prior to the receipt of the signed contract are applied to this fee, up to \$400.00)	
Services of pastor	300.00
Musician (Instrumental only)	175.00
Wedding Coordinator	175.00
Custodial Services (Rehearsal and Wedding)	50.00
Audio Technician	100.00
Total	\$1,360.00

• MEMORIAL GARDEN *Weather permitting*

Scheduling Fee	\$50.00
Premarital Counseling Course	110.00
Use of the Memorial Garden	250.00
(Offerings and tithes of the couple or their parents from a year prior to the receipt of the signed contract are applied to this fee, up to \$250.00)	
Services of pastor	300.00
Wedding Assistant	100.00
Custodial Services (Rehearsal and Wedding)	50.00
Total	\$860.00

• FIRESTONE PRAYER CHAPEL/CHAPEL A

Limited days and times

Scheduling Fee	\$ 50.00
Premarital Counseling Course	110.00
Use of Firestone Chapel	200.00
(Offerings and tithes of the couple or their parents from a year prior to the receipt of the signed contract are applied to this fee, up to \$200.00)	
Services of Pastor	300.00
Wedding Coordinator	100.00
Custodial Fee	50.00
	<hr/>
	\$810.00

• NEW SANCTUARY

Scheduling Fee	50.00
Premarital Counseling Course	110.00
Use of Sanctuary	800.00
(Offerings and tithes of the couple or their parents from a year prior to the receipt of the signed contract are applied to this fee, up to \$400.00)	
Services of Pastor	300.00
Musician (Instrumental only)	175.00
Wedding Coordinators (2 required)	350.00
Audio Technician	150.00
Lighting Technician	150.00
Custodial Fee (Rehearsal and Wedding)	100.00
	<hr/>
Total	\$2,185.00

*These fees are in effect as of May 25, 2016 and are subject to change until the Wedding Program Director receives the signed contract.