

GUIDELINES FOR YOUR WEDDING  
AT  
SOUTHMINSTER PRESBYTERIAN CHURCH

The marriage ceremony in the church is a worship service. All aspects of the ceremony, including the vows, music, prayers, readings, and decorations, are for the purpose of glorifying God in a reverent, joyous atmosphere. The pastors and staff of Southminster Presbyterian Church wish to assist you in making your wedding a meaningful and memorable experience.

SCHEDULING YOUR WEDDING

After reading through the policy, call the church office to check the availability of the desired date and to verify that you are on the church calendar. With this information verified the couple should complete their reservation form and return it with the deposit (nonmembers only) to secure their reservation. Upon receipt, the date for your wedding and your rehearsal will be officially scheduled. All scheduling is subject to the approval of a pastor of the church. Soon after receipt of the reservation form, the wedding coordinators will be in contact with you for a brief meeting. Under no circumstances should dates be announced or invitations ordered until this process is completed.

**MEMBERS.** For the purposes of this policy, members will be those listed on our membership roles as active members (at the time of the booking), and their immediate families (children of members are entitled to the member fee schedule). Members may schedule weddings as far in advance as desired. At least three months is preferred. All persons other than members and their children shall be considered non-members for the purpose of our fee schedule.

**DEPOSIT. Non-Members:** A non-refundable deposit of \$100 and the enclosed wedding reservation form will need to be returned to the church at the time your wedding is placed on the church's calendar. The deposit will be applied to wedding fees.

**Members:** There is no deposit for members of Southminster Presbyterian Church but the wedding reservation form will need to be returned to the church at the time your wedding is placed on the church's calendar.

**PRE-MARITAL COUNSELING.** Premarital counseling is required with the pastor who performs the ceremony. It is the responsibility of the couple to make contact with the presiding pastor's office three to four months before the wedding to set up premarital counseling appointments. Usually three or more sessions of approximately one hour each can be anticipated. Through this counseling the Christian interpretation of marriage and the basic meaning of the marriage relationship with its joys and problems will be discussed. If during pastoral counseling, the pastor determines that he or she is unable to preside over the service, the church may sever all agreements under the guidelines and cancel the reservation. Neither the church or the pastor shall be liable for any cost or damages incurred by the engaged couple related to such a cancellation.

SCHEDULING EXCEPTIONS. Saturday weddings cannot be scheduled after 6:00 pm. Please note: The church can be available for flower deliveries and dressing rooms will be available three (3) hours prior to the wedding. The picture taking, etc. will need to be completed by 8:00 pm.

Weddings will not be scheduled on the following dates:

Christmas Eve or Christmas Day                      New Year's Eve or New Year's Day  
During Holy Week including Easter Sunday      Thanksgiving Day

Occasionally there are church events that make it impossible to schedule a wedding because of the building usage.

### THE PASTOR

Ordinarily, all weddings at Southminster Presbyterian Church will be conducted by a pastor of Southminster.

### WEDDING MUSIC

Couples to be married at Southminster should meet with the organist/pianist at least three months prior to the service to begin planning service music. The wedding ceremony in the church is a religious service. Southminster Church believes the service music should be used to create a reverent, yet joyous, atmosphere for your sacred ceremony.

In most circumstances, our organist/pianist will serve at all weddings in the church. If you request a guest organist, the organist and the officiating pastor must approve him/her. For instrumental music in place of or in addition to the organ, you will be responsible for the necessary arrangements with the approval of the organist and coordinating with the officiating pastor.

### VOCAL MUSIC

A soloist may be able to be provided through the church or you may know a vocalist you wish to perform. When the church secures a soloist, arrangements will be made with the soloist through the organist. When you select the soloist, your soloist should contact the church organist/pianist to arrange for a rehearsal time. All music rehearsals must be scheduled for a time other than the wedding rehearsal. Before or after the wedding rehearsal may be possible, if arrangements are made in advance.

The organist and the pastor will have the final decision in all organ service music.

### THE WEDDING PARTY

**Child care is not provided before, during or after the ceremony or for the rehearsal.**  
Parents are responsible for the supervision of their children at all times.

Members of the Wedding Party are expected to recognize that the church, sanctuary and chapel are places set aside for the worship of God and are expected to conduct themselves appropriately. Any damage to any part of the church or grounds from the wedding party or guests will be considered the responsibility of the couple.

NO ALCOHOLIC BEVERAGES will be allowed on any part of the church premises at any time. This includes the parking lots and the grounds of the church. The wedding rehearsal or wedding will not be performed if any member of the wedding party is under the influence of alcohol.

SMOKING IS PROHIBITED in the building and grounds of the church.

NO BIRDSEED, GRAIN, CONFETTI, RICE, SILLY STRING OR COLORED ROSE PETALS will be allowed inside or outside the church or on the church premises. White rose petals only may be used outside. Silk flower petals only may be used for the flower girl basket.

IT IS THE RESPONSIBILITY OF THE BRIDE AND/OR GROOM TO INFORM THE WEDDING PARTY AND SERVICE PROVIDERS (i.e. florists, photographers, etc.) OF ALL THE ABOVE RULES. Please inform the florists no early flower deliveries. The church will be unlocked three (3) hours before the ceremony.

#### FLOWERS/CANDLES/DECORATIONS/BULLETINS

DECORATIONS. Please advise your florist that decorations cannot be fastened to furniture by nails, staples, screws, wires, clamps, gluing or pinning. Decorations may not obstruct the view of the chancel worship symbols, such as the communion table, candles, pulpit and lectern. Worship symbols and furniture are not to be moved or rearranged without permission from the wedding coordinator.

CANDLES. The church has two seven-branch brass candelabras that may be used in your wedding. See the fee schedule for the use of the candelabra. The couple provides the unity candle if this is a desired part of the service. Dripless candles must be used.

BULLETINS. Wedding bulletins are the responsibility of the couple. Final order of worship needs to be approved by the pastor performing the ceremony.

The wedding party is expected to arrange for the removal of all decorations and equipment promptly following the ceremony. We are not responsible for removing or storing decorations and are not responsible for any damage that might occur should equipment have to be removed by our staff. Please make arrangements with family or wedding party members to see that this is taken care of immediately following the service.

#### PICTURES/VIDEOTAPING

Since the wedding ceremony is a religious service of worship, all photographers, amateur and professional, are requested to observe the reverence of the ceremony, the sanctuary, and the church facilities.

Photographers and videographers must meet with the Pastor prior to the start of the ceremony. Photographers may take pictures during the processional and the recessional and in any part of the building. Photographs during the service may be taken from the rear of the sanctuary from a stationary position, but only as prearranged with the officiating pastor. Discretion must be exercised for photographs taken during the ceremony. Changing of film and lenses is unacceptable during the ceremony.

It is recommended that all pictures be taken prior to the ceremony. The wedding party may reassemble in the sanctuary after the ceremony and “stage” any part of the ceremony. Pictures that include the officiating pastor need to be taken first. The photographer is cautioned about marring furniture (by standing on chairs or any other pieces of furniture or by placing camera equipment on the chairs or furniture of the church) and will be held responsible for any such damage.

It is permissible to videotape the wedding if it is done in a manner that is not distracting to the wedding ceremony. Only low-light equipment may be used. Videographer must consult with the officiating pastor about a stationary camera placement prior to the wedding. We are unable to accommodate last minute requests.

PLEASE INFORM YOUR GUESTS THAT PICTURES ARE NOT TO BE TAKEN DURING THE SERVICE.

#### PERSONAL ITEMS, DRESSING ROOMS

The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver & glassware, etc., brought to the church for use in the wedding; nor shall the church be liable for any such items if lost, stolen, or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such items.

Dressing rooms are provided without extra charge. The bride and groom are responsible for arranging for the care of the property of the wedding party before, during and after the wedding and for the removal of all items immediately following the service. Dressing rooms should be cleaned up prior to leaving. Again, no alcoholic beverages in dressing rooms or any part of the church premises.

The wedding ceremony is a joyful worship service and the wedding attire should be appropriate for a worship service.

#### THE REHEARSAL

For a beautiful and less stressful wedding ceremony, everyone in the wedding party should be present for the rehearsal, including the parents of the bride and groom, the ushers, all attendants and any musicians.

The rehearsal will begin at 6:00 PM unless otherwise scheduled. All members of the wedding party are expected to be as prompt for the rehearsal as for the wedding. Please allow one hour for your rehearsal.

The wedding coordinator in consultation with the officiating pastor is in charge of the rehearsal. Prior to the rehearsal, you will need to furnish the wedding coordinator with the following information:

1. Who will light the candles for your service?
2. Who will seat the mothers (and grandmothers or other special family members, if they are to play a part in the formal service)?
3. How many seats will need to be reserved for family members?
4. Who will be the head usher?
5. Who are your attendants and in what order do you want them to process and recess?

The church facility is not available for rehearsal dinners.

#### WEDDING LICENSE

The pastor can only perform weddings that are in full accordance with the laws of the State of Kansas. The license is obtained at the Olathe Court House, 126 S. Cherry, Olathe, KS. No blood tests required. No witnesses necessary in applying for the license. Application must be made and picked up by one or both parties. If application is made by one party only, that party must have proof of age for both parties. The minimum age for obtaining a license is 18. There is a three-day waiting period from the time of applying for the license to the wedding ceremony.

**REMINDER: A PASTOR CANNOT OFFICIATE AT A WEDDING CEREMONY WITHOUT THE LICENSE.**

WEDDING RESERVATION FORM AND DEPOSIT

Name of Bride:

Address:

Phone: h)

w)

c)

E-mail address:

Name of Groom:

Address:

Phone: h)

w)

c)

E-mail address:

DATE OF WEDDING:

Time of Wedding:

Proposed Date and Time for Rehearsal:

Estimated Guest number:

Pastor Requested:

Additional Information:

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Groom's Signature

A non-refundable deposit of \$100 for non-members must be attached when returning this form. Your date will be placed on the church calendar only after this form and deposit have been received. Deposit will be applied to wedding fees. Make check payable to Southminster Presbyterian Church.

SOUTHMINSTER PRESBYTERIAN CHURCH  
6306 Roe Avenue  
Prairie Village, KS 66208  
913/432-3505

SCHEDULE OF FEES FOR MEMBERS

Pastor	Honorarium (directly to pastor)
Organist	\$125.00 (includes 1 hour rehearsal & wedding) \$ 15.00 per hour for additional rehearsals with soloists, instrumentalists, bride/groom
Wedding Coordinator	\$200.00 (2 meetings with bride/groom prior to rehearsal, wedding). Price varies with additional services
Custodial Services	\$ 85.00 (Sanctuary or chapel only) Use of Fellowship Hall price varies
Sanctuary	No charge
Chapel	No charge
Standing Candelabra	No charge
Audio Technician	Price varies according to needs. Minimum \$50.00

**ALL FEES ARE DUE 30 DAYS IN ADVANCE OF THE WEDDING**

Please leave your checks at the church or mail to the above address. Make Checks payable as follows:

1. Pastor: Rev. Jeffrey C. Clayton
2. Organist: Mark Ball
3. Wedding Coordinator: Molly Jorgenson (319/488-0006)
4. Custodial Services: Southminster Presbyterian Church  
memo: Custodial services for wedding
5. Audio Tech: Southminster Presbyterian Church  
memo: B&G wedding acct

SOUTHMINSTER PRESBYTERIAN CHURCH  
6306 Roe Avenue  
Prairie Village, KS 66208  
913/432-3505

SCHEDULE OF FEES FOR NON-MEMBERS

Pastor	\$500.00
Organist	\$350.00 (includes 1 hour rehearsal & wedding) \$ 15.00 per hour for additional rehearsals with soloists, instrumentalists, bride/groom
Wedding Coordinator	\$300.00 (2 meetings with bride/groom prior to rehearsal, wedding).
Custodial Services	\$ 85.00 (Sanctuary or chapel only)
Sanctuary	\$800.00
Chapel	\$300.00
Standing Candelabra	\$ 30.00
Audio Technician	Price varies according to needs. Minimum \$150.00

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WEDDING WORKSHEET  
Southminster Presbyterian Church  
Prairie Village, KS

WEDDING DATE: \_\_\_\_\_

Time: \_\_\_\_\_

Rehearsal: \_\_\_\_\_

NOTE: *Church available three (3) hours before the ceremony*

Church available at: \_\_\_\_\_

Photography starts at: \_\_\_\_\_

Florist to be here at: \_\_\_\_\_

BRIDE: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone) \_\_\_\_\_ cell) \_\_\_\_\_

GROOM: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone) \_\_\_\_\_ cell) \_\_\_\_\_

BRIDE'S Parents: \_\_\_\_\_

GROOM'S Parents: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Use of: Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_

ATTENDANTS for Bride: \_\_\_\_\_  
Maid/Matron of Honor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTENDANTS for Groom: \_\_\_\_\_  
Best Man \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will male attendants accompany the female attendants down the aisle? \_\_\_yes\_\_\_no

Ushers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ring Bearer: \_\_\_\_\_ Age \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Age \_\_\_\_\_

Candlelighter(s) \_\_\_\_\_

Guest Book Attendant: \_\_\_\_\_

Gift Table Attendant: \_\_\_\_\_

Personal Attendant: \_\_\_\_\_

Wedding Consultant: \_\_\_\_\_

Liturgist (Scripture): \_\_\_\_\_

Grandparents (bride's) \_\_\_\_\_  
\_\_\_\_\_

Grandparents (groom's) \_\_\_\_\_  
\_\_\_\_\_

Musicians: \_\_\_\_\_  
Organist Soloist  
\_\_\_\_\_  
Other

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

Will ushers escort guests out of sanctuary? \_\_\_\_\_ Or will Bride/Groom dismiss? \_\_\_\_\_

Notes: