



## ***WEDDING POLICIES AND PROCEDURES***

We are delighted to be a part of one of the most joyous occasions of your lives! A wedding can be held in any setting, but the choice of our Sanctuary or Chapel as the site for your wedding has some distinct implications. Our wedding and marriage ministries are here to assist you in planning your wedding and more importantly, to help prepare you for a lifetime commitment in marriage. We at Country Club Christian Church consider the ceremony to be a sacred event where the bride and the groom pledge themselves to one another in the presence of God.

Our wedding policies reflect our conviction that a wedding ceremony is a worship service. These policies apply whether the wedding is a large event attended by many persons, a small event attended only by members of the immediate family and regardless of church membership. The wedding introduction often says, “We are gathered here today in the presence of God...” this belief determines our wedding policies.

**PLEASE READ THE FOLLOWING CAREFULLY. YOUR DECISION TO SCHEDULE YOUR WEDDING AT COUNTRY CLUB CHRISTIAN CHURCH IMPLIES THAT YOU HAVE READ AND UNDERSTAND OUR POLICIES AND PROCEDURES AND AGREE TO ABIDE BY THEM.**

### **SCHEDULING YOUR WEDDING**

Schedule your wedding as early as possible to secure your preferred date, and to allow yourselves sufficient time for planning, attending your wedding workshop and couples communications classes, and meeting with your minister to plan the ceremony. Some holiday weekends are not available (such as Easter, Thanksgiving and Advent). Our Sanctuary can hold over 900 guests including the balcony, but its design works well for weddings of any size. The George Hamilton Combs Memorial Chapel is located just north of the church building and seats approximately 100 guests including the balcony.

Church members may schedule a wedding at any time and non-members may schedule a wedding as far as 18 months in advance of your chosen date. On the wedding day each wedding party has the use of the church wedding facilities which include the Sanctuary or Chapel, dressing rooms and outside gardens for a total of three hours (two hours prior to and one hour from the scheduled time of the ceremony). In order to secure your date you will meet with the wedding coordinator to review the church wedding policies, sign the request form which states that you have read, understand and agree to abide by our policies, and pay the deposit. The wedding coordinator will notify you when your date has been confirmed; however, the officiating minister has the right to give final approval for your wedding.

**We meet you where you are and walk alongside you in your spiritual journey to a life with greater meaning.**



### **OFFICIATING MINISTER**

Country Club Christian Church believes that both men and women are called to serve as ordained ministers; therefore our clergy consists of both men and women. A minister from the church staff will officiate at all weddings. The clergy officiate at non-member weddings on a rotating schedule and therefore requests for a specific minister are not allowed. If you are a member of Country Club Christian Church and wish to request a specific minister please do so by contacting him or her directly.

### **PREPARE ENRICH PREMARITAL INVENTORY**

We use a program called Prepare & Enrich for premarital counseling. PREPARE is a questionnaire designed to help you better understand yourself, your partner and your relationship. You will be asked to complete PREPARE either by attending a scheduled meeting at the church, or by taking the inventory online to accommodate your own schedule. Typically your Prepare links will be sent 6 months prior to your wedding ceremony.

### **CONFERENCE WITH OFFICIATING MINISTER**

In order for the minister to properly prepare for your wedding rehearsal and ceremony you must schedule one to two meetings with the bride, groom and minister. These conferences must be held at least two months prior to the wedding date. The responsibility for scheduling these conferences rests with the bride and groom. You may reach your minister by calling him or her at the church (816-333-4917) or by email to make the arrangements. Please note that even once a minister has been assigned, these assignments are subject to change due to church scheduling.

### **OUTSIDE WEDDING COORDINATORS**

Country Club Christian Church welcomes outside wedding coordinators for your personal needs. A Wedding Facilitator will be provided to you for your rehearsal and wedding day. Her services are required. She will assist the minister in directing your rehearsal. On the wedding day she will direct the ushers, line up the wedding party, direct the seating of the parents and special guests, oversee photography, videography and floral policies and assist with the wedding party's departure. She is knowledgeable in the wedding ceremony and procedures and will be in charge of all matters concerning the church and the wedding. To ensure that church policies and procedures are observed, outside wedding planners, coordinators, or consultants are not permitted to direct rehearsals and weddings at Country Club Christian Church.

**We meet you where you are and walk alongside you in your spiritual journey to a life with greater meaning.**



## **MUSIC AT YOUR WEDDING**

### ***Please Read This Section Carefully.***

We consider every wedding conducted in the Sanctuary or Chapel a sacred event. Therefore, specific guidelines exist for selection of appropriate music for your wedding.

***Your decision to hold your wedding at Country Club Christian Church implies that you have read and understand these policies and that you agree to follow them. If you feel strongly about the music to be selected for your wedding, you may wish to speak with the Director of Music before you make a final decision about the use of the Sanctuary or Chapel for your ceremony.***

Music is a very important part of your wedding and we are ready to help you plan that part of your service. You will be assigned an organist for your wedding. It is the policy of the church that only the Director of Music or their assignees are permitted to play the organ in either facility. As soon as possible, please contact the [Director of Music](#) to answer any specific questions you might have about your wedding music, and/or to make arrangements for a music consultation.

You **must complete the [online music worksheet](#)** no later than **one month prior to your wedding date**. Please take time to listen to the [sample online recordings](#) which correspond to the available music selections listed on the online music worksheet.

**Secular or “popular” music (show tunes, movie music, rock, top 40, easy listening, etc.), whether it is played or sung, is not allowed during the wedding service. This includes music played during the prelude and postlude.** A good option for the use of secular music is at your rehearsal dinner or wedding reception.

**Pre-recorded music (CD’s, digital files) may not be used during weddings. Only live vocal and/or acoustic instrumental music is permitted.** In addition to the difficulty of assuring precise timing and appropriate sound, recorded and/or amplified music does not reflect the formality and grace we prefer to communicate during weddings.

**We meet you where you are and walk alongside you in your spiritual journey to a life with greater meaning.**



### **VOCALISTS AND INSTRUMENTALISTS**

Please choose capable and experienced vocal and/or instrumental musicians. The organist is available to rehearse with musicians, but time does not allow for them to teach the music. It is the responsibility of the musician to contact the organist to schedule rehearsals (ideally should coincide with the wedding rehearsal, either immediately before or after the rehearsal, or prior to the wedding service). When planning for vocalists and/or instrumentalists please be aware of the following:

1. In planning your vocal music, we recommend no more than 1-2 songs, each no longer than about three minutes in duration accompanied on piano.
2. It is the responsibility of the couple to see that the vocalist contacts the organist in sufficient time to approve the music selections and to set up a rehearsal time. They are welcome to attend the rehearsal to receive cues, but they will not rehearse at that time.
3. It is the responsibility of the vocalist to provide legal digital PDF copies of the music to be sung (in the appropriate key) for use at the wedding.
4. See below for use of additional microphones.
5. Vocalists will be paid directly by the wedding couple. It is understood that the church is in no way responsible for any legal obligations that may arise from the hiring of such persons.

**Instrumentalists:** The use of outside instrumentalists (brass, classical guitar, harp, string quartet, etc.) is certainly permissible in both the Sanctuary and the Chapel. As with vocalists, we maintain a list of many players in the area and would be glad to give you names, depending on your budgets and needs. If you have questions about what portions of the wedding might be played by instruments other than the piano and organ, please contact our Director of Music, Dr. Matthew Thompson. Also, please be aware that only acoustic instruments may play for the weddings at Country Club Christian Church. This means no electric or amplified instruments may be used in either facility.

**We meet you where you are and walk alongside you in your spiritual journey to a life with greater meaning.**



### **USE OF THE SOUND SYSTEM**

Both the Chapel and Sanctuary have excellent sound systems. In each venue there are two stationary microphones available for your readers and/or singers. Because of the size of the Sanctuary, additional considerations apply.

1. If your singer needs to be close to the piano, and neither stationary microphone is close enough, we can arrange for an additional microphone on a stand for an additional fee (AV Technician required to operate). This option is not available in the Chapel.
2. Please be aware that we do not employ an audio person to monitor the sound board. Therefore, the sound system is run in automatic mode. This means, we can not do any mixing of vocal signals. This would apply particularly if you are having a duet sung. You may arrange in advance to have a technician present for an additional fee.
3. No one from your wedding party, your personal wedding coordinator, or videographer may touch the sound board for any purpose. If your videographer requires a sound feed for the tape of your wedding, you may arrange to have a technician present for an additional fee. In addition, should the videographer need this sound feed, they must make these arrangements in advance of the wedding date with the Director of Music and Director of Production.
4. You may not bring in any type of sound equipment (CD players, cassette deck, etc.) for the purpose of playing any recorded music during the wedding.

***There are NO exceptions to any of the above music policies.***

**We meet you where you are and walk alongside you in your spiritual journey to a life with greater meaning.**



### **THE WEDDING PARTY**

It is expected that the members of the wedding party will conduct themselves at all times in a manner acceptable to a place of worship. No alcoholic beverages are allowed in the church or on the church grounds. Members of the wedding party are also expected to refrain from using alcoholic beverages immediately prior to the rehearsal and wedding. The wedding rehearsal or wedding will not be performed if any member of the wedding party is under the influence of alcohol. Smoking is not permitted in the building. It is the responsibility of the bride and groom to communicate these policies to the wedding party.

You may want to provide your wedding party and family with an agenda and time schedule of your rehearsal and wedding day activities, so all involved will know what is expected of them.

### **REHEARSALS**

Rehearsals are scheduled closely together on Friday evenings and are limited to forty-five minutes; therefore, it is important to begin on time. Everyone involved in the wedding including the bride and groom, attendants, ushers, candle lighters, scripture readers, parents and grandparents should be present. Only processional and recessional music will be played at the rehearsal. Vocalists and instrumentalists are welcome to attend to receive cues regarding timing of their music, but need to schedule separate rehearsal times.

### **THE WEDDING DAY**

You will have the use of the wedding facilities at the church, including dressing rooms, for three hours on the day of the wedding ceremony. The bride and her attendants may dress in the Bride's Room at the Church or the Chapel; however, they should arrive with their hair and makeup done. We recommend that the groom and his attendants dress prior to coming to the church. Please do not leave valuables unattended. Remove as many personal items as possible from the dressing rooms prior to the wedding ceremony. Country Club Christian Church is not responsible for any missing items.

**We meet you where you are and walk alongside you in your spiritual journey to a life with greater meaning.**



### **PHOTOGRAPHERS**

To record the priceless memories created on your wedding day, it is important that you choose a **professional** photographer with good credentials, as well as artistic ability. It is equally important that your photographer has a temperament conducive to creating and maintaining a joyful atmosphere and that he/she understands our policies and time schedule and agrees to abide by them. It will be the responsibility of the couple to instruct the photographer that no flash photography is permissible in the Sanctuary or the Chapel after the processional and before the recessional. A timed exposure of the ceremony may be taken from the balcony or back of the Sanctuary or Chapel. Photographers are to remain as unobtrusive as possible by not positioning themselves between your guests and the chancel. They may not walk up and down any of the aisles during the processional, ceremony or recessional. During the processional and recessional, photos may be taken three or four rows down the center aisle from the back. Other photographs may be taken before or following the ceremony either in the Sanctuary or Chapel, or on the outside grounds within your scheduled time. Please provide a name and address of your photographer, a Photography Agreement stating the above policies will be mailed to your photographer to be signed and returned to the wedding coordinator at the church.

**Please inform family members and guests that they are not permitted to photograph or videotape during your wedding ceremony.** It is distracting to the officiating minister and an intrusion to the sacredness of the service.

### **VIDEOGRAPHERS**

Your ceremony may be videotaped from the balcony and/or chancel using available light only. When videotaping from the chancel, a tripod must be used and the videographer may not be seen. Videographers must approve where they would like to set up with the Wedding Facilitator prior to setting up their equipment. Videographers will not be allowed to plug into the audio systems of the Sanctuary or Chapel. If sound is required they must contact the Director of Music prior to the wedding date to make arrangements. Please provide a name and address of your videographer, a Videography Agreement stating the above policies will be mailed to your videographer to be signed and returned to the wedding coordinator at the church.

### **VIDEO STREAMING & RECORDING**

The sanctuary is fully equipped with high-quality video streaming capabilities. If you would like for your ceremony to be streamed or recorded, you may arrange to have technicians present during your ceremony for an additional fee. Arrangements are made through the Director of Production. A streaming link will be provided prior to the date of your wedding, and a recording will be available for download afterwards. Technicians will be paid directly by the wedding couple. It is understood that the church is in no way responsible for any legal obligations that may arise from the hiring of such persons.

**We meet you where you are and walk alongside you in your spiritual journey to a life with greater meaning.**



### **FLOWERS, DECORATIONS & OTHER WORSHIP AIDES**

We recommend the use of a professional florist, rather than family and friends decorating the Sanctuary/Chapel. The amount of time involved and the amount of materials needed are often difficult for nonprofessionals to anticipate. As a result, important details may be overlooked, which can create undue stress on you, your family and our staff during one of the most important days in your life.

All floral or other decorative arrangements must be approved by the wedding coordinator. No decorations may be used that obscure the cross. The church provides two seven-branch candelabra on the chancel. Chancel furnishing may not be moved or rearranged without permission. Floral arrangements must have bases that will protect our carpeting and furnishings from moisture, dirt or other damage. No tacks, nails, or tape may be used to attach decorative items. Ribbons, rubber bands and pipe cleaners may be used to attach arrangements to the pews and candelabra.

The florist is responsible for cleaning up debris from floral or decorative arrangements. Any apparatus brought in by the florist must be removed immediately following the ceremony. Our staff will dispose of any items left after the wedding. Please provide a name and address of your florist, a Florist Agreement stating the above policies will be mailed to your florist to be signed and returned to the wedding coordinator at the church.

Unity candles and holders should be provided by the bride and groom as well as guest books, aisle runners and the communion elements if the couple chooses to take communion during the ceremony.

### **CELEBRATION EXIT**

You may exit out of the Sanctuary from the front (west) doors of the Church. A vehicle may wait for you at the south end of the sidewalk that runs north to south of the church. Vehicles are not allowed to park on Ward Parkway. Rice is not allowed anywhere on the grounds. Real flower petals, birdseed, bubbles, balloons, etc. are welcome. Nothing used for the celebration exit may be distributed inside the Sanctuary, Chapel or in their foyers. The wedding facilitator will assist you as to where to distribute them outside of the building. If you choose sparklers, you must also bring at least one metal pail with sand for the guests to discard used sparklers. It is the obligation of the bride and groom to make certain that these rules and made known to family and members of the wedding party.

**We meet you where you are and walk alongside you in your spiritual journey to a life with greater meaning.**



### **PARKING**

Weddings are scheduled a minimum of three hours apart so that parking can be accommodated. The Chapel parking lot will accommodate approximately 100 cars. Side streets may be used as well as parking around the main church building. Handicapped signs are not observed except on Sunday's. Parking is NEVER allowed on Ward Parkway on Saturdays. Valet parking may be enlisted at the expense of the bridal couple.

### **THE MARRIAGE LICENSE**

Country Club Christian Church is located in Kansas City, Missouri and therefore a Missouri Marriage License is required. The license can be secured from the Jackson County Courthouse, or from any county courthouse in Missouri. Wedding licenses in Missouri are valid for 34 days from their issuance. The wedding may not take place if more than 34 days have passed from the issuance date of the license. There is also a three day waiting period from the date of application before it is issued. Please bring the license to the church on the evening of the wedding rehearsal. The minister cannot perform the wedding without the marriage license.

### **FEES**

The fees for the use of the wedding facilities at the church include three hours of time in either the Church or Chapel (two hours prior to and one hour from the scheduled time of the wedding ceremony). The fee for the Sanctuary and the Chapel is \$2,500. Also included in the fees are the rehearsal, the wedding facilitator for the rehearsal and wedding day, minister, organist, custodian, Premarital counseling and candelabra. A non-refundable deposit of \$200 is required to be turned in with the Wedding Request Form, and will be applied to the total wedding fee. The balance of the fee is due one month prior to the date of the wedding. If you are a member of Country Club Christian Church please call the wedding coordinator at the church, 816-333-4917, to discuss the member fees.

### **NEXT STEPS IN GROWING TOGETHER**

Let us help you grow together spiritually as a couple. Opportunities for fellowship at Country Club Christian Church include Sunday School Classes, Home Fellowship Groups, Support Groups and social groups through our Adult Ministries and Programs. If you are looking for volunteer opportunities or would like to learn more about serving others, please contact the church office at 816-333-4917 or see our website at [www.cccckc.org](http://www.cccckc.org) for additional information.

**We meet you where you are and walk alongside you in your spiritual journey to a life with greater meaning.**