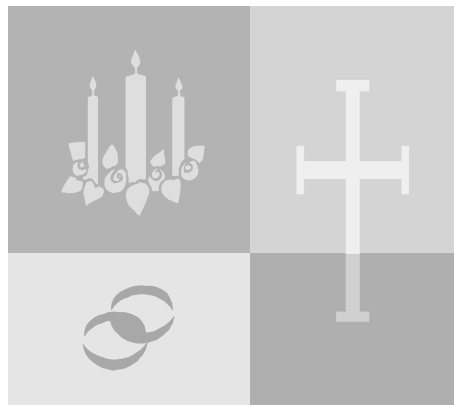


Weddings at Harvest Ridge

Policies and Procedures



Harvest Ridge Covenant Church

22015 Midland Drive
Shawnee, Kansas 66226



VERSION: 082509

INTRODUCTION

Weddings at Harvest Ridge are undertaken as both joyful and sacred responsibilities. Our desire is to strengthen marriages and encourage family life. Next to our relationship with Christ, marriage is the most important and sacred of our lives.

Every wedding service is a worship service. Therefore, each part of the service is carefully and prayerfully planned. We ask that every member of the wedding party act maturely and respect both the church and the sacred nature of the service. We want Jesus Christ to be honored in what is both said and done.

PROCEDURE SUMMARY

Step 1

Read this manual carefully. It is important that you know the position of the church regarding weddings and that you are in agreement.

Step 2

Call or talk with a member of the pastoral staff. Before we will place a date on the church calendar, a pastor will meet with you to talk about your plans. They will confirm a wedding date on the church calendar in consultation with the administrative staff and will contact the Wedding Coordinators on your behalf.

Rev. Eric Sparrman	913-441-5500	ext. 11
Rev. Mark Peterson	913-441-5500	ext. 13

Step 3

Begin pre-marital counseling with a member of the pastoral staff.

Step 4

Meet with the Wedding Coordinator assigned to begin planning the details of your wedding. These details include, but are not limited to florists, photographers, ushers, rehearsal, seating of family and guests, time-lines, receiving line, positioning of wedding party, reception, dressing rooms, food and protocol. Your coordinator will have a list of suggestions to help you prepare, but feel free to come with questions and ideas of your own!

PROMISES



There are several foundational principles which support marriage. These principles take the form of “promises” and need to be honored by both the church and the married couple. Therefore...

the church promises to:

1. Assist in every way to make your wedding as meaningful and joyful as possible.
2. Provide marriage enrichment resources to you such as counseling, classes and retreats.
3. Present marriage as sacred, binding, and for life.
4. Present marriage as consisting of one man and one woman.

and you promise to:

1. Worship regularly. If it is not possible to worship with us, then we hope you will worship with a church appropriate to your circumstances.
2. Not rush into marriage – allowing an adequate period for courtship and pre-marital counseling.
3. Understand the Biblical perspective that keeps the intimate sexual and emotional bond between a man and woman as preserved for and within the vows of marriage.
4. Actively strive to strengthen your marriage: seeking mature counsel, retreats, “dating your spouse,” praying, worshipping, and serving alongside one another.

WEDDING PRACTICES AND CHURCH RULES

Determining a date: A date will be placed on the church calendar by a pastor after an initial meeting. To adequately plan for a wedding, the church prefers at least six months lead time before the wedding.

Who can be married at Harvest Ridge? Our practice is to marry only those people who are part of our church community. This includes members, active attendees, and their children. Exceptions will be considered by the pastoral staff.

Who can perform weddings: It is our general practice that weddings are conducted by one of the pastors of Harvest Ridge. In the case of weddings couples “coming from another church,” our pastoral staff will determine who may conduct a service in their stead.

Wedding coordination: All weddings at Harvest Ridge are coordinated by our volunteer staff of Wedding Coordinators. Two coordinators (lead and assistant) will be assigned to your wedding. They will contact you for an initial meeting at least three months prior to the wedding.

Wedding rehearsal: A rehearsal is necessary if the wedding is larger than a bride and groom and immediate family. This is usually held the evening before the wedding and the best time is 6:00 p.m. if a formal dinner is to follow. The rehearsal takes about one hour from the time we begin. All wedding fees should be brought to the church the night of the rehearsal.

Using the piano: We ask that those using the grand piano be respectful of the instrument. If you do not have someone else in mind, we are glad to help you employ an accompanist for your wedding. If you desire the instrument be tuned prior to your wedding, the church will contract our tuner at your expense (but tuning is generally not necessary).

Appropriate music: All weddings are worship services and the music should reflect this purpose.

Saturday night weddings: The latest possible starting time is 7:00 p.m. This allows enough time to set up for Sunday services. You will be responsible for resetting the building for worship as our custodian doesn't work late on Saturdays.

Available wedding equipment: The church can provide kneeling benches and plant stands. The church does not own candelabras, aisle candleholders or candle lighters. These are available through party rental stores at your expense.

Decorating: When decorating, we ask that you respect the church's property by not using nails, tacks, or glue to decorate. We also ask that nothing be placed on the piano for decoration. If you need help with ideas on how to decorate, or about what is appropriate, please contact your Wedding Coordinator.

Photography: We recommend that all pictures be taken before the service, not after. This honors your guests and will not force them to wait for a receiving line or reception. Photographs using flash may be taken only during the processional and recessional. Pictures without flash

man be taken during the ceremony as long as the photographer does not call attention to him/herself. Video cameras may be set up in the back of the sanctuary only.

Tobacco and Alcohol: Alcoholic beverages are not to be used on church property. Smoking is not allowed inside the building. It is the responsibility of the wedding party to insure that all guests comply with this.

Rice, confetti...or birdseed: Please do not have rice or confetti thrown on the bride and groom when they leave the church. You may, however, use birdseed, bubbles or flower petals – and outside of the building only.

Appropriate dress: We ask that care be taken in selecting bridesmaids' dresses and wedding attire that are appropriate for a worship service.

Nursery care: The church does not provide nursery care, but you are welcome to use our nursery and provide your own attendants. We ask that you comply with our nursery guidelines, which can be supplied by your Wedding Coordinator.

Lighting and sound: Only Harvest Ridge technical staff are permitted to use the sound console. They will work with you, the Wedding Coordinators and pastor to ensure a quality sound and lighting experience.

Invitations: Please send an invitation to the pastor performing your wedding and to your Wedding Coordinators.

Inviting the whole church? If you wish to invite the entire church family via the bulletin, send a copy of the invitation to the church office at least one week prior to it appearing in the bulletin.

Small receptions at the church: Small receptions that are held at Harvest Ridge will be closely planned with your wedding coordinator. If you are interested in a small reception at the church, please contact a member of the wedding coordination ministry team for more details.

FEES

Non-Harvest Ridge

- If you are coming from another church and “renting” Harvest Ridge for your wedding, please consult the Harvest Ridge Facility Use Policy for a list of associated fees (available from the church office).
- THE KEYBOARD ACCOMPANIST FEE is a minimum of \$75.00, but should be more if there is significant music or rehearsal time required.
- THE TECHNICAL (sound and light) FEE is \$75.00. If requested, the technical team will provide you with an audio recording (tape or CD) of your service.
- The WEDDING COORDINATOR FEE of \$75.00 includes introductory and planning meetings, up to two hours for the rehearsal and up to four hours on the wedding day. If more time is required, the fee is \$25 for each additional hour. (The presence of a Wedding Coordinator is required whenever the church is in use.)

Harvest Ridge Church Community

- There is no rental charge for the use of the building by members or active attendees of the church or by their children.
- THE KEYBOARD ACCOMPANIST FEE is a minimum of \$50.00, but should be more if there is significant music or rehearsal time required.
- THE TECHNICAL (sound and light) FEE is \$50.00. If requested, the technical team will provide you with an audio recording (tape or CD) of your service.
- THE PASTOR charges no fee to perform a wedding. It is however, appropriate to give the pastor an honorarium. This is not a fee for services rendered, but a gift of appreciation.
- The Wedding Coordinators donate their time. If you would like to express your appreciation for their service, they would accept an honorarium as well.

All checks should be made out directly to the individuals involved and presented on the night of the rehearsal.