

*As they are no longer two, but one.  
Therefore what God has joined  
together, let no one separate.*

*Mark 10:8-9*



# *Wedding*

## *Policy and Procedures*

**The Presbyterian Church of Stanley**

14895 Antioch Road  
Overland Park, KS 66221

Church Office: 913-681-8180

[www.stanleypres.org](http://www.stanleypres.org)

**As they are no longer two, but one. Therefore what God has joined together, let no one separate."**  
Mark 10:8-9

*Congratulations on your engagement and upcoming wedding! Thank you for considering the Presbyterian Church of Stanley as part of your plans.*

*Your wedding is the Christian celebration of your love and commitment to each other and to Jesus Christ, and an invitation to the Holy Spirit to knit you together as husband and wife. At the Presbyterian Church of Stanley, we want to serve you*

*through your wedding and marriage. Marriage is a covenant with Jesus Christ and one other. By choosing to use a representative of Jesus and His Church, you are inviting the Holy Spirit's presence into your wedding and purposely asking for His leadership in your marriage.*




We have three basic convictions that underlie our wedding policies and procedures:

- ◆ Marriage is a union between a man and a woman where the two become one flesh. (Genesis 2:24)
- ◆ Marriage is for a lifetime. Although we will work for both, we are more concerned with building a strong marriage than a beautiful wedding.
- ◆ A Christian wedding service is first a service of worship of Jesus Christ and second a union between a man and a woman.

**And, basic requirements include the following:**

- ◆ Regular presence in worship or a discipleship group at PCOS or, if you live out of town, regular attendance at your local church.
- ◆ Completion of at least three sessions of Premarital Counseling with a Christian minister or a licensed Christian counselor.
- ◆ Meeting(s) with the assigned pastor prior to the ceremony.
- ◆ Presentation of a properly-executed marriage license at the rehearsal. Licenses in Kansas may be acquired six months prior to the wedding and no later than three days before the ceremony.
- ◆ A waiting period of at least six months following a divorce or death of a spouse shall be observed to allow for healing.
- ◆ 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

Your first step is to contact the Wedding Coordinator Leslie McMillian, at 913-897-3264, as soon as possible regarding the date you wish to schedule. This may be done for PCOS members up to 18 months prior to the wedding. When the date is confirmed, a non-refundable scheduling fee will be collected.

To allow our staff to spend special time with their own families, weddings are not scheduled on holiday weekends. (Christmas, New Year's, Easter, Fourth of July, and Thanksgiving)

Weddings are normally scheduled on Saturday afternoons but other times may be open. Friday rehearsals for Saturday weddings will begin no later than 5:00 p.m.



## Wedding Coordinator

The Wedding Coordinator represents the church in coordinating the many details of the wedding and rehearsal.

Her responsibilities include:

- ◆ Putting the wedding on the church calendar
- ◆ Scheduling the pastor
- ◆ Assisting with the rehearsal
- ◆ Ensuring the wedding venue is ready for the rehearsal and wedding
- ◆ Coordinating audio set-up
- ◆ Arranging guest book podium and gift table
- ◆ Monitoring time schedules related to the ceremony
- ◆ Orchestrating processional and recessional
- ◆ Ensuring the church is cleaned after the wedding, and overseeing any other facilitation needs within the church.



## Pastor

Our pastors normally officiate at weddings. Guest clergy may assist with the approval of the PCOS Senior Pastor.

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, that pastor may not be available on the wedding date.

The Wedding Coordinator will assist you with scheduling the pastor.



### **Sanctuary**

Most weddings at the Presbyterian Church of Stanley are held in the



Sanctuary.

This warm and inviting facility seats approximately 450 guests.

### **Memorial Garden**

The Memorial Garden is available, weather permitting, from spring until fall. This area is limited to no more than 50 guests.

### **Offsite**

Pastors also perform offsite weddings, outside of the Presbyterian Church of Stanley, with the assistance of the Wedding Coordinator.



The wedding is a service of worship of Jesus Christ, and, as such, should contain only sacred solos. Secular solos may be used before the service with the approval of the officiating Pastor and/or the Organist/Pianist. All music played or sung during the wedding should express a Christian message appropriate to the occasion.

The selection of all music is accomplished in consultation with the Organist and Wedding Coordinator who will have final approval of all wedding music.

Taped or pre-recorded music is not allowed, therefore, the services of an organist/pianist are included. There is a standard bench fee regardless of guest soloist and/or instrumentalist (see Schedule of Fees). It is the bridal couple's responsibility to contact the Organist as soon as possible to make these arrangements.

The bride and groom are responsible for the purchase of any sheet music not currently found in the church's music library. Discuss your choices with the Organist as she has quite a few pieces in her personal music library. No photocopied music is allowed. Suggestions can also be made for soloists and or/instrumentalists.



The pastor can only perform weddings in full accordance with the law. The wedding cannot take place without a marriage license. The license is to be given to the Wedding Coordinator at the rehearsal.

## **Wedding Contract**

This contract is required to clarify the agreement between the parties: The Presbyterian Church of Stanley and the Bride and Groom. The scheduled dates and times are plainly stated as well as the names of the bride and groom. The contract will be provided by the Wedding Coordinator and must be returned with the initial deposit.

## **Photographers / Videographers**

Couples are encouraged to employ a professional photographer for the wedding. Because the wedding is a service of worship, we ask that you kindly follow these guidelines:

- ♦ 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 arrive any earlier than the designated times listed in the paragraph entitled, "Scheduling the Wedding," on page 3.

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 location.

## **Flowers and Decorations**

All flowers In the Sanctuary are to be provided by the couple.

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 paragraph entitled, "Restrictions," on the next page.

## Dressing Rooms

The bride and her party and the groom and his party may dress at the church in designated dressing rooms. It is the responsibility of the bride and groom to arrange for the care of the personal property of the wedding party before, during, and after the wedding, as well as the removal of personal 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.

## Wedding Party

It is important to follow the established time schedule indicated for the rehearsal and for the wedding. *Rehearsals and the service will begin on time no matter how many members of the party are present*, therefore care should be taken to have all members of the wedding party in their places at the times indicated.

All members of the wedding party, vendors, and friends should be reminded of the following restrictions.

## Restrictions

- ♦ Smoking is not permitted inside the church building.
- ♦ Alcoholic beverages are not permitted anywhere on the property or grounds.
- ♦ Due to safety concerns, aisle runners are not permitted.
- ♦ Because of city ordinances and other restrictions, only birdseed, flower petals, or bubbles may be thrown outside the Church building.

Bubbles may not be used in the Memorial Garden.

- ♦ **There is a maximum of five (5) hours allowed for the wedding.** This allows for pre-wedding activities such as photographs and preparation, the ceremony, and clean up.

For example, if your wedding is at 5:00 p.m., you will need to allow for decorating, dressing, photography, the actual ceremony, and clean up to be done within those five hours. Always confirm your timeframe with the Wedding Coordinator.





## Financial Responsibilities and Schedule of Fees

The \$50.00 non-refundable scheduling fee and \$125.00 pre-marital counseling fee are required at the time the wedding is scheduled with the Wedding Coordinator.

An invoice of financial responsibilities for all other fees will be sent a minimum of two weeks prior to the wedding date. 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 Presbyterian Church of Stanley” and include a copy of the statement with your payment.

### On-site

Facility Fee.....	\$ 200.00
Scheduling Fee .....	\$ 50.00
Premarital Counseling Course .....	\$ 125.00
Organist/Bench Fee .....	\$ 205.00
Wedding Coordinator .....	\$ 175.00
Custodial Services .....	\$ 150.00
Audio Technician .....	\$ 50.00
(if needed, to be determined with wedding coordinator)	
Pastor’s Services (suggested)	<u>\$100.00</u>
	<u>\$1055.00</u>

### Off-site

Scheduling Fee .....	\$ 50.00
Premarital Counseling Course .....	\$125.00
Organist, if needed .....	\$205.00
Wedding Coordinator.....	\$175.00
Pastor’s services (suggested)	<u>\$100.00</u>
	<u>\$655.00</u>

At this time, we are not hosting receptions in the building.

### Wedding Coordinator

Leslie McMillian

E [lesliem@stanleypres.org](mailto:lesliem@stanleypres.org)

H 913-897-3264

C 913-634-4306

### Organist

Carole Ingram

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H 913-390-5442

C 913-302-6112



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*To know Christ and make Him known*