

Kings Highway Christian Church

Wedding Policy

Kings Highway Christian Church

(Disciples of Christ)



806 Kings Highway
Shreveport, LA 71104
Phone: 318•222•3684
Fax: 318•226•8800
khccdoc@khcc.org



Guest Booklet

INTRODUCTION

Kings Highway Christian Church is pleased that you are considering having your wedding in our sanctuary. We share in your joy and pray for your continued happiness together. In this booklet we have attempted to answer most of the questions usually asked concerning wedding arrangements. This booklet is an expression of the church's wedding policy.

A wedding is a joyous occasion. It is one of the most significant events in your life. The church and the minister will help you to make your wedding a meaningful experience. We want to join with you in making your wedding as beautiful as it can be, an experience that will always live in your memory.

The following guidelines will assist you in achieving your wedding goals. All decisions should be made by you and your partner in consultation with the minister.

Wedding policies are designed to ensure a reverential, worshipful, and sacred ceremony. They also help us maintain our facilities for use of others and the church programs. Non-compliance with these policies can result in extra charges to cover property damage or abuse.



PLANNING THE WEDDING

Clergy: An ordained or licensed minister of Kings Highway Christian Church must perform the wedding ceremony. A marriage in the church is a service of worship. A clergy person not on staff at KHCC may assist in the service as requested, however, he/she must obtain prior approval and an invitation from the Senior Minister of KHCC.

Reservations: Your wedding should be scheduled at least 90 days prior to the wedding. All dates must first be cleared with the Church Secretary and Senior Minister. They will assist you in scheduling the time and date. A wedding date is ONLY reserved by submitting a completed wedding application form and the \$500 refundable damage deposit. Once approved by Senior Minister the date is official and placed on calendar.

No weddings may be scheduled on Sundays or recognized church holidays. For example: New Year's Eve, New Year's Day, Easter Weekend, Memorial Day Weekend, July 4th, Labor Day Weekend, Thanksgiving, Thanksgiving Weekend, Christmas Eve and Christmas Day.

Facilities: Available for your use are the church sanctuary (seats 300), the Bridal Room on the 2nd floor, and the Keystone Room for the men (behind Fellowship Hall).

The Family Life Center is available on a rental basis.

All of us at Kings Highway Christian Church want to work with you as you plan for your special day. The policies outlined have been developed over many years, and we find that they will assist you in having a beautiful wedding ceremony where everything will run smoothly.

WEDDING STAFF 222-3684

Ministers:

Dr. David Brice	Ext. 13
Rev. Ellie Bulnes	Ext. 12
Rev. Jesús Bulnes	Ext. 14

Organist:

Jean Rowell	572-1258
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Church Secretary:

Christy Duggan	Ext. 10
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Wedding Hostesses:

Trish Krippner
Dorothy Semon

Sound Technicians:

Greg Renfro
Thomas Butler

RULES

1. **The church facility will be open and available two hours prior to the scheduled start time of the wedding.** For purposes of decorating, the sanctuary will be available on weekdays from 8:00 - 5:00. As much decorating as possible should be done during these hours or the Friday before the wedding.
2. NO EATING, DRINKING or SMOKING is permitted in the sanctuary.
3. The church is not responsible for personal items.
4. Absolutely no alcoholic beverages will be allowed in the facility. No rehearsal or wedding will be performed if any member of the wedding party is clearly under the influence of alcoholic beverages or drugs. This will be the minister's call. No refunds will be given under these conditions, and no future wedding will be scheduled in our facilities or with our ministers.
5. A nursery will not be provided for rehearsals or weddings.
6. If you would like your flowers to be used in the Sunday services following your wedding, please let Elli Boyd know as soon as possible at 469-9315. She maintains the church's flower donation schedule. If noted prior to the Thursday morning before the wedding, a notation can be printed in the church bulletin.
7. Only one wedding per day will be scheduled.
8. No throwing of rice or confetti is allowed in the church. Birdseed or bubbles may be substituted and used outside.
9. The wedding party should arrive at least 15 minutes prior to the rehearsal's scheduled start. Rehearsal will start on time even if people have not arrived. Rehearsals are scheduled for a maximum of one hour.
10. The hymnals, pulpits, flags, organ, and piano are not to be moved.
11. No runners allowed.
12. No aisle candles (on end of pews) allowed.

DECORATIONS

Sanctuary furniture and/or furnishings are not to be moved or rearranged without prior approval of the Senior Minister. No nails, tacks, screws, or tape are to be inserted into or on any part of the building, pews or floors. All decorations and items not owned by the church must be removed from the building immediately following the ceremony and/or pictures. This includes flowers. The church assumes no responsibility for florist's property.

During the Advent/Christmas seasons and the Lent/Easter seasons the decorations of the church will remain in place.

Simplicity of flowers and/or greenery is usually the most attractive. Flowers are not to be placed on the communion table. You may use the Unity Candle that we provide on the communion table or you may provide one of your own and the communion table may be pushed back to the wall. However, the cross and candles may not be removed.

The flower girls may **not** drop real petals, only silks are permissible.

Glitter and confetti may not be used on church property.

Candelabra must be equipped with dripless candles and a plastic covering must be used to protect the carpet. Two 7-branch candelabra and a kneeling bench are available at the church.

Aisle candles are not allowed. Acolytes must use the KHCC candle lighters.

Aisle runners may not be used.

Normally, deliveries must be no earlier than 2 hours prior to the wedding.

MUSIC: Our church organist will play at all weddings unless she is unavailable. Arrangements need to be made well in advance of the service. Music should be discussed with the minister and organist. If a soloist is to be part of your special day, planning for rehearsals is important. The bride and groom should negotiate with the organist directly regarding availability, expectations, and honorarium. Sacred or classical music is appropriate at the celebration of a wedding. Music is a very important part of the ceremony and should be in keeping with the sacredness and reverence of Christian worship.

The church will provide a sound technician who will run the sound system. No one else is allowed to operate the equipment. A complementary audio tape of the ceremony will be provided to you following the ceremony. The technician needs the taped music (if applicable) at least two weeks prior to the wedding. He also needs an order of service.

PHOTOS: The photographer should discuss the taking of pictures with the minister. There is a standard procedure which will enhance the service. **No pictures** are allowed during the service except those that can be taken from the balcony using the existing light. **Guests** should be advised that they may **not** take pictures during the service so the wedding hostess does not have to embarrass them by asking them to leave. It would be well to consider taking pictures prior to the service, completing the process at least thirty minutes before the service is to begin. If pictures are to be taken following the service, you will need to allow ample time, usually one hour. Video recordings of the service are permissible. All video must be shot from the balcony using available lighting.

NON-MEMBER FEES

- \$2500 For use of the church facilities on the night of the rehearsal and the day of the wedding. This includes compensation for the wedding hostess, the soundperson, the custodian and the minister. The fee must be paid in full 30 days prior to the wedding date.
- \$500 Damage / cleaning deposit which must be submitted with application, in order to receive your requested date. This will be refunded 2 weeks after the wedding if there is no damage to the facility or unusual cleaning required.
- Organist fees must be negotiated separately.

VIDEOGRAPHER POLICY

Our main concern is to maintain the reverence of the wedding service, which is a service of worship.

- * A video tape of the wedding ceremony may be made from the balcony. Operators are to be inconspicuous.
- * An UNMANNED stationary video camera on a tripod may be located in the pulpit area or in the pulpit side by the first pillar.
- * All equipment must be placed and ready to video no less than 30 minutes prior to the wedding.
- * All equipment must be removed within 2 hours of the start of the ceremony.
- * The church will be open 2 hours prior to the ceremony.
- * The video operator is not to move around the sanctuary with a camera during the ceremony.
- * The operator is responsible for providing all electrical cords / connections with may be needed. All wiring must be kept off aisles and the ceremony area.
- * Only existing lighting in the sanctuary is to be used for videotaping. The use of strobe / movie lights is strictly prohibited.
- * KHCC is not responsible for your equipment or any damage.

Note: The videographer is a guest of the congregation of KHCC and, out of courtesy, should abide by the policies of the church. Videographers who defy the policies of the church will not be allowed to return.

Wedding Hostess: After the dates for your wedding have been approved and placed on the calendar, a wedding hostess will be assigned to you. You must use one of the Kings Highway Christian Church hostesses. The hostess will be your primary contact person with the church. She will make an initial call to you to establish communication and give you a phone number at which she can be reached. At this point, she is the person you should contact with all questions regarding arrangements for your wedding except those more properly addressed to the minister performing the ceremony.

The Service: The minister normally uses the traditional service out of the Book of Common Prayer. Some alteration in the service is acceptable providing it is consistent with the Christian tradition of the church and minister. All decisions will be made prior to the rehearsal.

Pre-marital Counseling: Pre-marital counseling is required for all couples being married at Kings Highway Christian Church. The ministers of Kings Highway Christian Church may require that you take a PREPARE inventory, which will be used as the focus of your counseling. The instrument takes about 75 minutes to complete, and will require 10 - 14 days to be scored and returned. All pre-marital counseling must be completed no later than 30 days prior to the wedding. The minister cannot make a firm commitment until the counseling is complete. Do not send out any invitations until you have completed your counseling. It is important to start your pre-marital counseling as soon as possible . . . DO NOT PUT THIS OFF UNTIL THE LAST MINUTE! In some cases, a referral for additional counseling may be required. Failure to comply will result in the wedding being cancelled.

FLORIST POLICY

- The church will open two hours prior to the ceremony on the day of the wedding.
- Florists will pick up their equipment immediately after the wedding or up to 2 hours after the scheduled start time of the wedding. After this, the custodial staff locks the church and equipment will not be available for pick-up.
- If equipment is not picked up on the wedding day, arrangements must be made with the church office for pick-up during regular office hours. In the event that pick-up is made after the wedding day, a handling and storage fee of \$25 per day will be charged before the equipment is released.
- KHCC is not responsible for lost, damaged, or stolen items. The florist assumes all responsibility. In the case that the florist charges a penalty for damaged equipment, that is the responsibility of the wedding party.
- Glitter and confetti are not considered acceptable forms of decorations.

Thank you for your help in removing all equipment as soon as possible. Other questions about wedding policies may be addressed to the Church Secretary at 222-3684.

Note: The florist is a guest of the congregation of KHCC and, out of courtesy, should abide by the policies of the church. Florists who defy the policies of the church will not be allowed to return.



PHOTOGRAPHER POLICY

- The Kings Highway Christian Church wedding hostess has the authority to direct the photographer not to take pictures at any time if she feels it would detract from the reverence of the wedding service.
- Pictures may be taken just outside of the narthex when the processional begins.
- The photographer will not be permitted to take pictures in the sanctuary after the bride's mother is seated.
- During the ceremony, pictures may only be taken from the balcony with available light (no flash).
- The photographer should remain in the narthex or balcony during the wedding ceremony.
- Pictures are permissible during the recessional. The photographer may stand just outside of the narthex entrance for these pictures.
- Should the bride request pictures in the sanctuary before the ceremony, all photographic equipment must be removed no later than 30 minutes before the ceremony is scheduled to begin.
- All pictures must be completed no more than one hour after the ceremony is completed.

Note: The photographer is a guest of the congregation of KHCC and, out of courtesy, should abide by the policies of the church. Photographers who defy the policies of the church will not be allowed to return.

SANCTUARY USE AGREEMENT

We have met with the Church Secretary of Kings Highway Christian Church (KHCC) and have read the policies concerning weddings at the church.

It is our desire to be married at KHCC and we agree to abide by the policies.

We agree that KHCC is not liable for the loss or damage to the possessions or property of the wedding party, guests or any professional vendor hired by us.

The fees which apply to us will be paid in the manner outlined in the policies.

(Bride's signature)

(Date)

(Groom's signature)

(Date)

King's Highway Christian Church
Wedding Application
806 Kings Highway
Shreveport, LA 71104
Office (318)222-3684 Fax (318)226-8800

Please fill out both sides of this form and return to office with deposit. Date will then be approved and placed on calendar.

Today's Date _____
Date of Rehearsal _____ Time of Rehearsal _____
Date of Wedding _____ Time of Wedding _____

Bride's Name _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____

Groom's Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____

Is the bride or groom a member of KHCC? ____ Yes ____ No
If no, please list the church where you are a member _____

Minister's name performing the service _____
Address/Phone if not KHCC minister _____

Bride's Parents _____
Groom's Parents _____

Florist _____ Videographer _____ Photographer _____
Number of Bridesmaids _____ Groomsmen _____

Place of Reception _____
Would you like the KHCC organist/pianist? ____ Yes ____ No

Did you receive a copy of the Wedding Policy? ____ Yes ____ No

***The fees must be paid in order to reserve a date.**

For Office Use Only:	
Hostess Assigned _____	Deposit Paid \$ _____
Soundman _____	Balance Due \$ _____
Recorded on Calendar by _____	Date _____
Minister Approval _____	