



*Eastminster Wedding
Handbook*

Information

Address

1958 N. Webb Road, Wichita, KS 67206

Office Hours

Monday-Thursday: 9:00 a.m.-5:00 p.m. Friday: 9:00 a.m.-4:00 p.m.

Phone/Fax

Office Phone: 316.634.0337; Fax: 316.634.1496

Pastoral Staff

Rev. Dr. Stan Van Den Berg Senior Pastor
pastorstan@eastminster.org

Rev. Paul Bammel Associate Pastor
pbammel@eastminster.org

Rev. Michael Goolsby Associate Pastor
mgoolsby@eastminster.org

Rev. Richard "Dick" Gorham Associate
Pastor Emeritus

Administrative Wedding Coordinator

Louisa Markley
316.634.0337
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Weddings

"Haven't you read," he replied, "that at the beginning the Creator 'made them male and female, and said, 'For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh'?"

Matthew 19:4-5

Congratulations on your engagement! We are so excited to walk through this time with you as you seek to begin your new life together. Our desire is that we would not only be a part of your wedding day, providing you with a memorable and blessed wedding service which honors the Lord, we also hope to walk with you in marriage, helping to prepare you and celebrating the covenant of marriage together.

We've prepared the following steps which will provide you with a beautiful wedding day and a worshipful wedding service at Eastminster. We look forward to working with you as you begin your marriage!

8 Steps for an Eastminster Wedding

1. Temporarily Hold a Date
2. Secure an Eastminster Pastor
3. Secure the Date and Time
4. Premarital Counseling
5. Coordination Meeting
6. Secure the Marriage License
7. The Wedding Rehearsal
8. The Wedding Service

Step 1: Temporarily Hold a Date

The first step in the process of having a wedding at Eastminster is to contact the Administrative Wedding Coordinator in the church office at 634.0337 or fill out the initial contact information form online at <http://www.eastminster.org/needhelp/weddings>.

Once your initial contact information has been received, the Administrative Wedding Coordinator will put a one month hold on the wedding date you prefer. The Administrative Wedding Coordinator will then put you in contact with an Eastminster pastor of your choice as you'll need to meet with and secure the approval of an Eastminster pastor before your date can be officially reserved.

Eastminster hosts Christian wedding services in the Sanctuary or Chapel for church members, visitors, and members of the community and will make every effort to accommodate your desired time and location. This handbook only covers weddings held in the Sanctuary. If you would like information on a Chapel wedding please contact the Administrative Wedding Coordinator.

The Sanctuary can accommodate approximately 625 on the floor level and 125-150 in the balcony.

Eastminster weddings are conducted anytime from 10 a.m. to 5 p.m. Weddings will not be scheduled on holiday weekends or during the month of December.

Step 2: Secure an Eastminster Pastor

Once you have received a one month hold on your wedding date, you'll need to schedule a meeting with the Eastminster pastor of your choice. In this meeting, you will present your preferred date and time and ensure that the pastor is willing and able to be the officiant at your wedding.

As Christian wedding services are services of worship intended to bring glory to God, authority for all aspects of the service of worship is given to the officiating Eastminster Pastor. The Evangelical Presbyterian Church defines Christian Marriage as "a covenant between one man and one woman and between the participants and God." Eastminster affirms this position and as such will only conduct a wedding between one man and one woman.

Requests for the participation of an outside pastor to assist in the service may be made to the officiating pastor at this time; who may extend such an invitation. Contact the Administrative Wedding Coordinator with requests for an outside pastor. These requests must be approved by the Senior Pastor.

The officiating pastor reserves the right at any point to refuse to perform the marriage ceremony, should he be convinced that genuine faith is absent, that full responsibility for one another is missing, or that the blessings of God are not likely to rest upon such a relationship.

Step 3: Secure the Date and Time

After you have met with your pastor and he has confirmed his availability and willingness to conduct your wedding, your wedding date and time can be officially reserved on the church calendar. In order to do this, you will need to bring a deposit check of \$250 to the Administrative Wedding Coordinator in the church office. At this time the Administrative Wedding Coordinator will assign you an Eastminster Lead Wedding Coordinator who will oversee meetings, the rehearsal, and the wedding day.

Remember To Bring:

\$250 Deposit Check

Step 4: Premarital Counseling

We believe strongly in the value of premarital counseling for helping you, as a couple, prepare for a lifetime relationship with God as the foundation of your relationship as husband and wife.

Premarital counseling with your officiating pastor has the added benefit of allowing good quality relational time between you and the pastor.

Our pastors require that you receive at least three hours of premarital counseling. If Pastor Paul is the officiating pastor you can complete Prepare/Enrich with him. If you complete Prepare/Enrich with an outside counselor you will be required to receive three hours of counseling through Pastor Paul as well. If Pastor Stan is the officiating pastor you must meet with him once and then you may receive counseling through him or through a licensed professional therapist, provided the couple signs and obtains a release of information which will allow your counselor to communicate the results of your premarital counseling with the pastor. Outside counselors and facilitators may charge their own fees and have scheduling requirements. All premarital counseling is to be completed at least one month in advance of the wedding date.

Step 5: Coordination Meeting

You may schedule a coordination meeting with your Lead Wedding Coordinator as soon as you wish, but a meeting should be scheduled with them no later than 2-3 months before the wedding. The wedding coordinator may invite technical ministries staff to attend the coordination meeting.

At this meeting you'll go over your desired placement of the wedding party, setup details, the order of worship, and your song selections. If you have copies of your finalized wedding program and/ or order of worship please bring those. Please talk to your wedding coordinator about if anything is planned to be tossed during the Bride and Groom's send-off.

The wedding coordinator will need the name of your photographer so that we can contact them to have them fill out and sign our Photography and Videographer Guidelines. Pastor Paul strictly adheres to these guidelines, Pastor Stan has a bit more flexibility.

After collecting all the information regarding your wedding service and optional arrangements, the Administrative Wedding Coordinator will be able to provide you with the final invoice. Please bring or mail your check to the Administrative Wedding Coordinator in the church office at least 10 days before the wedding.

Musicians And Vocalists

Music before, during, and after the service will be appropriate for a service of worship. Eastminster has a number of talented musicians (organ, piano, violin, guitar) and vocalists available for hire for the service. Outside musicians and vocalists may be used in consultation with the officiating pastor. Outside organists must be approved by the Eastminster organist.

Audio And Video Recordings

Eastminster provides an audio technician for each wedding service. The audio technician will record the audio of the service and provide the family with one complimentary CD of the wedding service. Additional CDs can be purchased for \$5 each.

If the service is being held in the sanctuary and the family would like video of the service, a video technician may be hired to record the service. The family will be provided with one complimentary DVD of the wedding service. Additional DVDs can be purchased for \$5 each. The video technician can also live stream the service through the Eastminster website if requested.

Videos or photograph slideshows may be projected on the Sanctuary screens before, during, or after the service with approval from the officiating pastor. Eastminster Technical Ministries must confirm that any such videos work on Eastminster's system one week before the service or they may not be able to be shown at Eastminster. Therefore, families are encouraged to get such confirmation as early as possible.

Step 6: Secure the Marriage License

Once you have completed all of the required premarital counseling, it is time to obtain your marriage license.

If you are in the Sedgwick County area, the marriage license can be purchased at the Records Department (6th Floor) of the Sedgwick County Courthouse, located at 525 N. Main, Wichita, KS. Office hours are 8 a.m.- 4 p.m. Monday through Friday, excluding holidays. The phone number is 316.660.5787. The current (Jan. 2017) fee for a marriage license is \$85.50 payable by cash, credit card, or debit card (no checks). There may be an extra fee for payment by credit or debit card.

The bride and/or groom must apply in person for a marriage license. There, he/she will be asked for legal names, dates of birth, and social security numbers for both the bride and the groom. Also, during the application process, a worksheet will be given to the couple to take home and fill out. After waiting a minimum of three business days, the bride and/or groom will need to return the completed worksheet in person to the Records Department. A marriage license clerk will type the marriage license and you will leave with the marriage license that same day.

If an Eastminster pastor is performing your service, you will need to bring both the original and duplicate copy of your marriage license to the church at least 10 days before the ceremony. The wedding coordinator will then prepare the marriage license for the officiating pastor.

Step 7: The Wedding Rehearsal

The wedding rehearsal is intended to help familiarize everyone with the service and is normally held the evening before the wedding at 5:30 p.m. It is recommended that the rehearsal begin promptly at 5:30 p.m. in order that those who work in the area are able to arrive in time. Since the wedding rehearsal typically lasts about one hour, depending on the size of the wedding party and number of songs in the service, a 5:30 p.m. rehearsal should provide plenty of time for everyone to make their way to a 7 p.m. rehearsal dinner anywhere in Wichita. If a family wishes to have a rehearsal dinner at Eastminster our policy is that 50 guests or less are allowed and the building must be cleared by 8 p.m. Please contact the Administrative Wedding Coordinator for more information about rehearsal dinners.

Step 8: The Wedding Service

The family will be provided with access to a Bride's Room and a Groom's room on the wedding day. Discuss with your coordinator what time the Bridal Party plans to arrive. In addition to the Lead Wedding Coordinator, an Assistant Wedding Coordinator will be involved in all services held in the Sanctuary.

A typical service will include the reading of appropriate passages of Scripture from both the Old and New Testament, an exposition of an appropriate passage of Scripture by the pastor, prayers of thanksgiving, intercession, and praise, and the singing of appropriate hymns and songs.

Appropriate military rites may be included in the service, but it is not appropriate to include a civic or fraternal rite in the service. If such is desired, it should be conducted at another time and place.

Before you leave the church, the pastor will gather the wedding party and parents of the bride and groom and sign the marriage license. You will receive the duplicate copy of the license. The wedding coordinator will mail the original to the courthouse.

Once the marriage license has been received and processed by the state, you can pick up an official copy of your marriage certificate in the Records Department for \$1.25. If you are outside the Sedgwick County area you can contact Vital Statistics in Topeka at 785-296- 1400, and request an official copy of your marriage license be mailed to you for \$15.00, or you may visit their website at <http://www.kdheks.gov/vital/> and order your official copy online, fees will apply.

If a family wishes to have a reception at Eastminster our policy is that 50 guests or less are allowed and the building must be cleared by 8 p.m. Please contact the Administrative Wedding Coordinator for more information about receptions.

Service Preparation

This section is designed to help you prepare for your wedding service of worship. You may discuss any personal preferences, additional parts, or parts that you would not like to include with your pastor during the premarital counseling process.

Once you have discussed and agreed upon an Order of Worship with your Pastor, please bring a rough draft copy of your Wedding Program to the Coordination Meeting.

Please list the names of everyone that you are planning to have participate in the service, including ushers and attendants.

Sample Order of Worship

Prelude

Preparing Our Hearts

Seating of the Grandparents

Seating of the Parents

Entrance of the Pastor

Bridal Party Processional

Flower Girl(s) and/or Ring Bearer(s)

Bride's Processional

Call to Worship

Prayer of Invocation

Statement on the Gift of Marriage

Declaration of Intent

Presentation of the Bride

Affirmation of the Families

Affirmation of the Congregation

Bride's Chosen Scripture Reading

Special Music

Groom's Chosen Scripture Reading

Homily/Sermon/Message

Exchange of Vows

Exchange of Rings

Symbolism of Unity

Special Music Blessing

Pronouncement and Kiss

Presentation of the Couple

Recessional

Additional Comments/Notes

The Cost

Wedding Fees

- Wedding Security Refundable Deposit: \$250
- Member of Eastminster: \$400
- Immediate family* of Eastminster Member: \$800 (*Immediate family is defined as parents or siblings)
- Non-member of Eastminster: \$2000

Honorarium

Eastminster pastors do not charge for pastoral services. Arrangements for giving an honorarium can be made through the Administrative Wedding Coordinator in the church office.

Optional Arrangements

- Musicians and Vocalists: \$200 each
 - Organist
 - Pianist
 - Violinist
 - Guitarist
- Sanctuary Video Technician/Livestream: \$150
- CD/DVD of Ceremony: \$5 each (1 complimentary copy provided)

Payment Arrangements

Following Step 5: Coordination Meeting, you will receive an invoice regarding your fees. Please bring or mail your check to the Administrative Wedding Coordinator in the church office at least 10 days before the wedding. If finances are a concern, please discuss this.

What Eastminster Provides

- An Eastminster Pastor for
 - Premarital Counseling
 - Conducting the Wedding Service
- Use of the Facility
 - Sanctuary or Chapel
 - Bride & Bridesmaids dressing room
 - Groom & Groomsman dressing room
 - Candles and candelabras
 - Welcome tables and linens

- Eastminster Wedding Coordinators for
 - Ensuring all the details have been covered
 - Organizing everyone in the rehearsal and wedding
- An Eastminster Audio Technician for
 - Ensuring proper audio levels
 - Recording audio of the service
- Eastminster Facilities Personnel for
 - Set up and tear down of candles and candelabras
 - Operating bell tower bells
 - Reset for Sunday Worship services

August 2017