



YOUR WEDDING

AT

KIRKWOOD BAPTIST CHURCH

The Kirkwood Baptist Church faith community celebrates with you as you prepare for the day of your wedding. Christian marriage is, first, a covenant of trust and love between a couple and God. That covenant is both witnessed and supported by the wider community of faith, family, and friends. On your wedding day, that wider community gathers with you to worship God, to witness the promises you make to each other and to God, and to offer encouragement and support.

This handbook will help you to prepare for your wedding day by focusing on the details that are part of planning your wedding worship service, using our building, and working with our support staff. Our hope is that, by clearly describing what the church does and expects, we can help reduce some of the stress and anxiety that surround a wedding.

Remember that the heart of a wedding is the covenant you are making with each other and with God. All the other things—flowers and candles, pictures and videos, dresses and tuxedos, receptions and parties—are ways to symbolize and celebrate that covenant and to bless the marriage you are beginning. All those things can be simple or elaborate, expensive or inexpensive. It's important, whatever you decide about all those things, not to allow them to crowd out the joy of your celebration; and whatever you do, I encourage you to experience your wedding with prayer and thanksgiving to God for the gift of marriage.

We're happy for you!

*Scott Stearman
Senior Pastor*

Kirkwood Baptist Church
211 North Woodlawn Avenue Kirkwood, MO 63122
Office: 314-965-2349, Fax: 314-965-9285 <http://www.kirkwoodbaptist.org>

ARRANGEMENTS

Before you finalize your wedding date or formally announce it, you need to clear the dates and times for the rehearsal and wedding service with the church office. Please call Leigh Porter at 965-2349 to determine if your desired date is available.

A deposit of \$50.00 is required before any wedding can be officially entered on the church's calendar. The other fees are due at the time of your wedding rehearsal.

ARRANGEMENTS WITH THE MINISTERS

After your date is cleared, please call a KBC minister to determine if his/her calendar is also clear on your chosen day. You will also need to set up times for premarital counseling. Our ministers believe in the importance of premarital counseling. For this reason we ask that you call the minister performing your ceremony several months before the wedding to make an appointment to begin counseling with him/her or with another trained counselor.

Kirkwood Baptist Church affirms the responsibility of its ministers to decide whom they will marry when their leadership is requested. *If you desire a minister other than one presently serving at Kirkwood Baptist Church to perform your ceremony, please request permission from one of our ministers and inform us of arrangements you've made for counseling.*

For active members, our ministers do not have a set fee. In order to recognize the hours they spend with you in premarital counseling, developing the format of your ceremony, writing a homily, and conducting the rehearsal and the actual ceremony, there is a suggested honorarium.

WEDDING HOST

KBC will provide a wedding host. He/she is available to discuss and assist with your wedding plans. During the rehearsal and wedding service they will make sure that every thing runs smoothly as far as ushering, processions, recessions, and arranging the receiving line if there is one.

Our wedding host knows the policies of KBC regarding weddings and the availability of decorations, equipment, serving pieces, etc., which will make your planning process easier. He/she will meet with you one time prior to the rehearsal and will assist you at the rehearsal and at the ceremony. Additional duties and responsibilities for the consultant, and any additional fees resulting, will be left to the bride and hostess to arrange.

MARRIAGE LICENSE

The laws of the State of Missouri require that each couple wishing to be married obtain a license from the Recorder of Deeds office. A three-day waiting period is required. A blood test is not required in Missouri.

THE FACILITIES

The sanctuary at Kirkwood Baptist Church will comfortably seat 350 people.

Weddings on Saturday may be scheduled to start no later than 2:00 p.m. if you are having your reception at KBC. You may schedule the ceremony at 3:00 pm if the reception is elsewhere. This provides plenty of time for our custodial staff to clean up after your ceremony and to set up the facility for Sunday services.

The building is open weekdays from 8:30 a.m. until 4:30 p.m. and on Saturdays from 8:30 a.m. until 11:00 am. Be sure to let the consultant know what time you feel you will need to be in the building the day of your wedding so that our custodial staff can make arrangements to be here.

Please notify your florist and photographer of these times. We request you let the host know the time at which your florist and/or photographer will need to arrive to set up for your ceremony so that our custodial staff can be expecting them.

The church custodians will make sure that the necessary sanctuary furniture is removed before the rehearsal. The Sanctuary will be set up with the pulpit, benches and altar table removed. Carpeted steps will be placed where the altar table normally sits.

DRESSING ROOMS

A classroom will serve as the dressing area for the bride and her attendants. There is a well-lighted mirror and vanity area in this room as well as an ironing board and iron for any last minute touch-ups. This room is conveniently located across the hall from the women's restroom. The stairs leading up to the foyer are nearby. The groom and his groomsmen may dress in the church parlor.

THE WEDDING REHEARSAL

The rehearsal for your ceremony will usually occur the evening before your wedding. It is suggested that the rehearsal begin no later than 6:00 p.m. The rehearsal will last no longer than one (1) hour. Therefore, it is imperative that all people involved in the ceremony be at the rehearsal on time. Also, all details of your ceremony must have been set in conjunction with the officiating minister prior to the rehearsal. Details of the ceremony should be given in writing to the wedding host prior to the rehearsal. A copy of the service should be given to the musicians at the rehearsal.

THE WEDDING CEREMONY

All of our ministers are gifted worship leaders and are eager to work with you in planning your ceremony to create a wedding service, which is worshipful and personal. All aspects of your ceremony should be discussed and agreed upon prior to the rehearsal.

WEDDING MUSIC

Vocal

A wedding ceremony is considered to be a service of worship by the staff and members of Kirkwood Baptist Church. Therefore, any music used in the service should be appropriate for this type of worship.

The Associate Pastor for Music Ministries will be most willing to assist you in selecting appropriate vocal music for your ceremony. If you need help in securing a capable vocalist, an instrumentalist, ensemble, etc., he will be happy to assist you.

Instrumental

An organist and/or pianist is available to play for any weddings at Kirkwood Baptist Church unless other engagements prevent his/her doing so. No outside organist is allowed to play unless prior approval is obtained from the Associate Pastor for Music.

You should make arrangements to send the musician the music you wish to use in your ceremony six (6) weeks prior to your wedding. The musician will be glad to offer suggestions for prelude music as well as processional and recessional.

If you have a soloist in your ceremony, he or she should contact the musician no later than two (2) weeks prior to the wedding to make arrangements for rehearsing.

Sound

One of our audio technicians will be present at your service to provide microphones for those participating in the ceremony through the spoken and sung word. The technician will also record the service and you will receive a copy after the ceremony. *(Please contact the sound person prior to the rehearsal if you are using CDs during the ceremony.)*

WEDDING PHOTOGRAPHY

As the wedding ceremony is a service of worship, flash photography is not allowed during the ceremony. Flash photography may be used only by the photographer as the bridal party enters and departs the sanctuary. Existing light pictures may be taken from the balcony during ceremony. Formal wedding pictures may be made before and/or after the ceremony. All pictures made before the ceremony should be completed at least 45 minutes prior to the time of your wedding. This enables guests to be seated as soon as they begin to arrive.

If you desire your ceremony to be videotaped, the camera must be placed in the balcony. The camera may not be moved from the balcony area during any part of the ceremony. Video taping services are not available through Kirkwood Baptist Church.

WEDDING FLOWERS & DECORATIONS

Your florist will be responsible for decorating and removing decorations without interfering with other scheduled church activities, and is responsible for leaving the facilities uncluttered. Please ask the florist to contact the wedding host at least two (2) weeks before your ceremony with any questions they may have regarding decorating policy.

If you wish to leave one, or more, of your floral arrangements in the sanctuary to be displayed in the Sunday service, please indicate so on the wedding application. A note will be placed in the bulletin indicating that the flowers were from your wedding service.

If the florist is providing an aisle runner, our sanctuary aisle is 75 feet long. The sanctuary has twenty-two rows of pews.

The flower girl may not drop petals or any other objects on the carpet. No tacks or nails for attaching decorations are allowed. Non-marring tape will serve the purpose and is required. There are hooks available on the Sanctuary doors for hanging wreaths.

Following the wedding service, all decorations and other equipment should be removed from the premises. The wedding couple will be liable for any damages to the building, carpet, walls, etc. Adequate care should be taken to leave the building in the same condition found.

Kirkwood Baptist Church owns the following equipment and is available for your use:

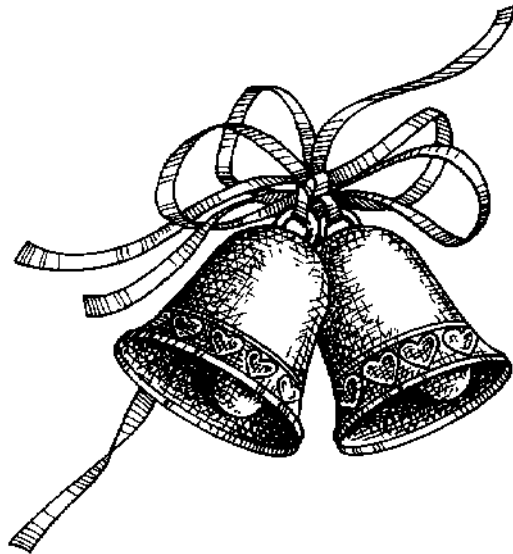
- Kneeling Bench
- 2 Brass Candelabras $\frac{3}{4}$ Holding Chase Candles (KBC dripless candles)
- 16 Brass Aisle Candles (*Note: Candles are **not** provided by the church.* You should purchase 10-12" dripless candles in the color of your choice.)
- 2 Brass Candle Lighters
- Unity Candle Holder (*Candles are **not** provided by the church.*)
- Window Hurricanes

MISCELLANEOUS POLICIES

- The use of alcoholic beverages is not permitted in the building. Smoking is likewise prohibited.
- A CD recording of your wedding service will be produced and you will receive this at the conclusion of your wedding ceremony.
- Should you desire it, we will be happy to print your wedding invitation in the *Kindler*, our weekly newsletter, two (2) weeks prior to the wedding.
- Printed orders of Worship for weddings can be arranged for through the church office. Please allow two (2) weeks for typing and proofing.
- Throwing birdseed or rice is not permitted on the church property.
- We ask that no wedding guest take flash pictures during the ceremony.
- Weddings typically will not be scheduled on holiday weekends nor will they be scheduled from Thanksgiving through New Years, and between the Saturday prior to Palm Sunday through Easter Sunday.

ONE FINAL NOTE

The ministerial staff and wedding host of Kirkwood Baptist Church reserve the right to deny any request made by the bride and groom that is not in keeping with church's established policy and guidelines, and are in direct opposition to Kirkwood Baptist Church's view of marriage, worship and music.



**KIRKWOOD BAPTIST CHURCH
WEDDING FEE SCHEDULE for MEMBERS**

WEDDING FEES:

Deposit <i>(Due with Wedding Reservation Form)</i>	\$ 50.00	_____
KBC Wedding Fee (The above fee includes wedding host, custodian, sound person and one musician - either organist or pianist.)	\$ 550.00	_____
Minister's suggested Honorarium	\$ 300.00	_____
Additional musician <i>(Due at Rehearsal)</i>	\$ 150.00	_____

TOTAL FEES _____

ALL checks other than reservation deposit are due in the Church Office at the time of your wedding rehearsal.

A LIST OF DEADLINES

- | | | |
|-------|--------------------|--|
| _____ | 6 months to 1 year | Place wedding date on KBC's calendar and fill-out reservation form. A deposit fee of \$50.00 is required at this time. |
| _____ | 6 months | Contact your minister to determine his/her availability. |
| _____ | 6 months | Contact the organist and/or pianist to determine his/her availability. |
| _____ | 4-6 months | Contact your minister about pre-marital counseling sessions. |
| _____ | 4-6 months | Contact the Wedding Host for a meeting. |
| _____ | 6 weeks | Provide the musician(s) with music. |
| _____ | 4 weeks | Submit special music requests to Minister of Music. |
| _____ | 2 weeks | Vocalist and/or Instrumentalist should make plans to rehearse with the Organist. |
| _____ | 3 days | Marriage license should be delivered to the officiating minister. |

EQUIPMENT CHECKLIST FOR WEDDING PARTY USE

- Kneeling Bench
- 2 Brass Candelabras ³/₄ Holding Chase Candles
- 16 Brass Aisle Candles (*Candles not provided*) *
- Brass Unity Candle Holder (*Candles not provided*) *
- 2 Brass Candle Lighters
- Audio Recording
- Guest Book Stand
- Gift Table
- Window Hurricanes

* 10 OR 12 INCH DRIPLESS CANDLES ARE TO BE USED.

OUR CHURCH STAFF

Ministerial Staff

Dr. Scott L. Stearman

Senior Pastor

sstearman@kirkwoodbaptist.org

Rev. Donna Watts

Assoc. Pastor for Christian Education

dwatts@kirkwoodbaptist.org

Rev. Greg Lundberg

Assoc. Pastor for Music

glundberg@kirkwoodbaptist.org

Rev. Daniel Johnson

Associate Pastor for Students

djohnson@kirkwoodbaptist.org

Support Staff

Becky Davidson

Accounting Manager

bdavidson@kirkwoodbaptist.org

Krista Pyle

Hospitality Coordinator

kpyle@kirkwoodbaptist.org

Leigh Porter

Pastoral Administrative Asst

lporter@kirkwoodbaptist.org

Mekea Johnson

Wedding Host

mekeajohnson@yahoo.com

Jody Clegg

Pianist

Tom Pearce

Organist

Maintenance Staff

Terrance Mitchell

Custodian

tmitchell@kirkwoodbaptist.org

(Following is a sample of the reservation form. This form is due in the office at your earliest convenience.)

Kirkwood Baptist Church Wedding Reservation Form

Date Received: _____

We are happy you are planning to be married at Kirkwood Baptist Church! We will do our best to make your wedding a beautiful and memorable occasion. Please provide the following information so we may assist you in this important event.

Wedding Date: _____ Time: _____ Rehearsal Date & Time: _____

Bride's Name: _____ Age: _____

Mailing Address: _____

E-mail Address: _____

Phone Numbers: home: _____ work: _____ cell: _____

Groom's Name: _____ Age: _____

Mailing Address: _____

E-mail Address: _____

Phone Numbers: home: _____ work: _____ cell: _____

What is your relationship with Kirkwood Baptist Church? _____

Presiding Minister: _____ Have you contacted him/her? _____

Organist: _____ Phone: _____

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

What will your address be after you are married? _____

Do you wish to leave your flowers for the Sunday Worship Service? (A note will be included in the bulletin noting that they are in your honor.) _____

Equipment Checklist for Wedding Party Use

- | | | | |
|----------|---|-----------|--|
| 1. _____ | Kneeling Bench | 6. _____ | Audio Recording |
| 2. _____ | 2 Brass Candelabras – Holding Chase Candles | 7. _____ | Guest Book Stand |
| 3. _____ | 16 Brass Aisle Candles (candles NOT provided) | 8. _____ | Gift Table |
| 4. _____ | Brass Unity Candle Holder (candles NOT provided) | 9. _____ | Window Hurricanes |
| 5. _____ | 2 Brass Candle Lighters | 10. _____ | Wedding Bells (Played through Steeple Bells) |

Your wedding date will not be confirmed until this form is returned to the church office with your reservation deposit - and your requested date has been cleared through the church calendar.

Your signature indicates you have read and accepted the wedding policies, as spelled out in the booklet you received, of Kirkwood Baptist Church. _____

(Bride's Signature)

(Groom's Signature)

OUR MISSION
*...together in freedom
to care and to reconcile
in Jesus' name...*