



8412 W. 95th St.  
Overland Park, KS  
66212-3214  
913-642-4400

## **WEDDING AND RECEPTION POLICIES**

A church wedding is a religious service in which the bride and groom proclaim their commitment to each other and seek God's blessing on their marriage. Thus, the service is designed as a worship experience, complete with music, prayers, scripture, and meditation that celebrate and witness to God's role in the love shared by the couple.

It is our desire at Valley View that your wedding be meaningful and that memories of the occasion bring you joy and happiness. Therefore, we encourage you to read carefully through the policies and procedures detailed in these pages.

### **SCHEDULING YOUR WEDDING AND/OR RECEPTION**

To schedule your wedding and/or reception, contact the church office (913-642-4400) to speak with the scheduler. If your date is available, you should then contact a pastor to arrange for the marriage ceremony. With the permission of the pastor, the scheduler will tentatively put your date on the schedule. Your date will not be finalized until your fees are received along with a signed fee agreement.

Fees for non-members are due at the time of scheduling. For members, damage deposit and Wedding Coordinator fee are due at the time of scheduling. The remainder is due 10 days prior to the wedding.

Weddings are to begin before 4:00 PM on Saturdays. All receptions must be concluded by 7:00 PM on Saturdays and may not begin prior to 2:00 PM on Sundays. Weddings are not performed on the day preceding or on the day of the following holidays: New Year's Day, Easter, Labor Day, Independence Day, Memorial Day, Thanksgiving, and Christmas without the consent of the pastors.

At least four months before the wedding, call the Pastor to schedule counseling sessions. Meet with the wedding/reception coordinator as needed to answer questions and coordinate the details of the rehearsal, wedding, and/or reception.

### **THE PASTOR**

The pastor will assist you in preparing for the marriage as well as planning for the wedding. You may be expected to attend several sessions with the pastor. The pastors at Valley View are responsible for presiding over all services held within the church. The use of other clergy in assisting with a wedding requires the permission of a Valley View pastor.

## **THE MARRIAGE LICENSE**

The pastors of Valley View can only conduct weddings that are in full accordance with the laws of the State of Kansas. The license must be obtained and given to the pastor before the service can take place.

## **WEDDING MUSIC**

All music is under the guidance of the pastor, in consultation with the church music staff. The wedding service is a worship service therefore all music should be appropriate for a worship service.

The use of an outside organist is not permitted. The church music staff may assist as needed in contacting other musicians for the service.

The couple is responsible for the purchase of any music desired for the service that is not currently found in the church's music library. The pastor will have final approval of all wedding music.

## **PHOTOGRAPHY / VIDEOGRAPHY**

No flash pictures are permitted during the service. All other pictures (including video) must be without flash and without obtrusive movement. At no time should the photographer be in front of the congregation during the service.

The sanctuary is designed for a worship service, not for photography or video production. No additional lighting may be added for this purpose. Please have the photographer and/or videographer check with the event coordinator so that she may assist in directing their location during the service. All pre-wedding photography, regardless of the location, must cease 30 minutes before the service.

If you want a sound recording of your wedding service, please inform the event coordinator and bring a blank CD to the rehearsal.

## **BUILDING USAGE**

No food or drink is allowed in the sanctuary at any time. In other rooms, please encourage the wedding party to use trash cans and to leave the building in the same condition as when you arrive.

If using the kitchens, please leave them in the same condition as you found them. This includes wiping all countertops, washing and putting away all dishes, cleaning any large messes on the floor, and removing all food from the refrigerators.

On the day of the event, there is a 5 hour time limit on the use of the church for a wedding or a reception. For a combination wedding and reception, the time limit is extended to 8 hours. Dressing, decorating, photos, service, and cleanup must be completed within this time frame. Receptions must end by 8 p.m. and cleanup must be finished by 9 p.m. when the custodians will vacuum and reset the room.

On the rehearsal day, there is a 4 hour time limit on the use of the church. Decorating may not begin before 4 p.m., and all activities must be concluded by 8 p.m. Exceptions may be made for rehearsal dinners at the discretion of the church staff.

The wedding party and guests should not wander throughout the church building. It is the policy of the church that all children under the age of 16 be supervised at all times.

Any damages made to the church building or grounds by the wedding party or guests are the responsibility of the couple. The damage deposit will be refunded the week after the event if no damage has been made to the building. If the building is not left in the same condition as when you arrive, an hourly custodial charge of \$15 will be deducted from the damage deposit. This does not apply to vacuuming, emptying trash cans, general cleaning, or room setups that are already included in the fees.

### **DRESSING ROOMS / PERSONAL PROPERTY**

Rooms are available for the wedding party to dress for the service. Please indicate to the event coordinator if you will need these rooms.

It is the responsibility of the couple to arrange for the care and security of personal property in the church before, during, and after the event. The church is not responsible for any personal property of the wedding party or guests on the church grounds. This includes gifts, vehicles and property inside vehicles in the church parking lot. All personal property must be removed from the church before the wedding party leaves the building. Everyone who uses the church for a private event must sign a liability waiver. This is due at the time of scheduling.

### **FLOWERS AND DECORATIONS**

Decorations may be attached to pews with rubber bands, pipe cleaners, or ribbon. You may not use glue, nails, tacks, pins, wire, or tape. Care should be taken to avoid candle wax drippings on church furnishings and carpet. If you have a flower girl and want petals thrown, please consider the use silk or tissue paper petals as real petals can stain the carpet.

Decorating on the day prior to the event may be possible, but you must check with the event coordinator first to avoid conflicts. Any deliveries must be confirmed with the event coordinator to ensure that the church is open and the rooms available. All decorations must be removed immediately following the event. Church decorations or furniture may be moved only with consent of the pastor. The sanctuary banners are hung appropriate to the seasons of the church and may not be changed for a wedding.

### **CANDLES**

All candles must be provided by the couple. Please take care to purchase candles that will not drip excessively. "Dripless" candles are difficult to find, however, investing in more expensive candles will help ensure that they won't drip wax onto the carpet. The church has two candelabras that use 7 candles each, and candle-lighting implements that you may use. If you use a unity candle, it is your responsibility to provide the unity candle as well as two tapers with holders. The church does not have a unity candle holder. There are two altar candles that remain on the altar, and during Lent, there is an additional candle that must remain on the altar.

### **RICE, BIRDSEED, ETC.**

NO confetti, glitter, grain, or birdseed is to be distributed and/or thrown inside or outside of the building. Only bubbles outside of the building may be used for this tradition.

## **NO SMOKING OR DRINKING**

There is an absolute prohibition of possessing or consuming any alcoholic beverage or drugs on church property. You are responsible for the conduct of your wedding party. Please encourage them to respect the sacredness of the occasion and not to indulge in inappropriate or embarrassing behavior. No member of the wedding party should be under the influence of drugs or alcohol while on church property. The pastor reserves the right to postpone or cancel the wedding or reception if this occurs.

NO smoking is allowed inside the building. If someone smokes, please have him or her do so away from the entrances. Any damages to the church building or grounds by the wedding party or guests are the responsibility of the couple.

## **REHEARSAL**

The wedding party gathers on the evening prior to the wedding for a rehearsal of the service. The time will be set in consultation with the pastor. The rehearsal usually lasts no longer than one hour.

Please do your best to make sure that the wedding party arrives on time! The presence of everyone involved is essential to an effective rehearsal. All persons, including parents, involved in the service should attend.

Please bring to the rehearsal:

1. Marriage license, both the original and duplicate copies
2. Programs, if you are using them
3. All decorations and candles
4. Guest book(s) and pens, including a spare pen.
5. Consider bringing a basket for cards, and 2 baskets for distributing bubbles if you are using them.
6. Blank CD if you want a sound recording of the wedding

## **EVENT COORDINATOR AND OTHER STAFF**

Event coordinator: The event coordinator will facilitate your wedding and reception so that those involved can relax once you have arrived at the church. Her services are required for all weddings and non-member receptions, with the exception of “walk-in weddings” and small informal weddings that will not require the services of anyone except the pastor of the church. She will be at your rehearsal, will arrive before your wedding and stay until you leave.

Organist and/or Pianist: The church organist (or pianist) will play for your wedding. Should you not want organ or piano music for your wedding, let the event coordinator know. The organist/pianist will play the prelude for the seating of the guests, accompany soloists, and play the processional and recessional music. Please contact the organist to schedule a time to choose your wedding music. The event coordinator has contact information.

Custodian: The custodian will set up before and clean up after your event. All personal belongings, flowers, decorations, and any equipment you brought in must be taken with you when you leave.

Sound Technician: The sound technician will be at the rehearsal and the wedding to set up microphones and operate the sound system.