

## Wedding Planning Guidelines King Street Church

# Weddings



*at  
King Street Church*

# *A Planning Guide*

Congratulations on your recent engagement!

We recognize and celebrate the excitement and joy that comes with an upcoming wedding. We are so pleased that you have chosen to have your 'special day' here with us at King Street Church. Our desire for you is that your wedding day will be all that you envisioned it to be.

The following Wedding Planning Guide has been designed to assist you in your planning. It has been thoughtfully prepared to help you organize the details of this very special time in your life so that you can have great confidence that all of the necessary arrangements have been adequately cared for so you can enjoy your wedding day.

Caring for the details in this booklet should help put to rest much of the administrative concerns that can occupy our attention during the busy season of wedding planning.

Our prayer for you is that you will genuinely and consistently receive the love and grace of God so that you can in turn extend it to your future spouse!

Enjoy this wonderful time in your lives and may God's gracious peace guard your hearts and minds as you join together in this brand new union!

Congratulations!

Rev. David K. Larmour  
KSPC Senior Pastor

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## Scheduling

In order for us to make your 'special day' a priority on our church calendar, please contact Christine Boshart [church@kingstreet.org](mailto:church@kingstreet.org) at the church office (905 433-8100 x.29) to reserve your wedding and rehearsal dates/times.

Many of the pastors on staff at KSPC would count it a privilege to officiate at your wedding ceremony. If you desire a certain pastor to preside at your wedding ceremony, please feel free to make this request of them personally.

The pastor will set up an appointment with you to talk about the possibility of conducting your wedding and the details of the ceremony.

At KSPC, we value and promote healthy marriages that last a lifetime. Investing in your relationship is a prerequisite for a marriage that stands the test of time. In order to be more adequately prepared for marriage all couples planning to be married at KSPC will need to participate in pre-marital counselling.

If alternative and outside counselling is required, the pastor officiating at your marriage ceremony must approve the Premarital Counselling Course. In order to make an appointment for pre-marital counselling, please contact the officiating Pastor.

## Schedule of Fees

In order to avoid last minute confusion, fees are to be paid one week before the date of the rehearsal. The church office will distribute funds to the parties involved. This will help you avoid unnecessary administrative details on your wedding day.

Please make all cheques for the minister, sound technician, custodian and musicians to the individuals who are serving at your wedding in that capacity. Any rental fees are payable to KSPC.

*Auditorium	\$250
Officiating Minister	\$250
**Host Pastor	\$200
Musician	\$150
Sound Technician	\$100
Custodian	\$ 75
Candelabras (dripleless candles)	\$ 10/set
*Refundable Deposit	\$150

\*Auditorium fees may be waived for church members and regular adherents at the discretion of the Pastor of Operations and the Senior Pastor.

\*\*When the King Street Church building is being used, a King Street Church Pastor will host the couple at both the rehearsal and wedding day. This fee will be waived if a King Street Pastor is the Officiating Pastor.

## Refundable Deposit

The refundable deposit is a cheque payable to KSPC one month before the rehearsal, post dated for the day of the wedding.

- Out of consideration for the personnel who have agreed to help you with the ceremony, if the ceremony begins 30 minutes late, the couple will forfeit their \$150 deposit. It is requested that all parties are diligent in maintaining a prompt schedule. Please encourage your wedding party to arrive on time.

## **Facilities**

KSPC is a busy church and because of our many ministries, it is unavailable for receptions.

In order to help us with our weekend services and the delicate nature of the platform equipment, it is strongly recommended that furniture and equipment on the platform not be moved.

We do recommend that the ceremony take place on the main floor at the front of our auditorium and not on the platform. This will create a warmer climate for the ceremony.

If you have any questions, please feel free to discuss them with the officiating pastor.

## **Decorations**

**The delivery of flowers and decorations** can take place on the day of the rehearsal if the church is available. Please confirm this with the special events coordinator, Gaie Payne [gaie@kingstreet.org](mailto:gaie@kingstreet.org) 905 433-8100 x.29, a few days prior to your wedding.

**Candles** are provided for use in the church's candelabras. The candles that we provide are white drip-less candles of the highest quality. Because of the nature and possible damage of dripping candle wax, only drip-less candles are to be used.

## **Other Notes**

Please do not use confetti inside of the church.

## **Who can be married at KSPC?**

Based upon the scriptural principles of the marriage relationship, we will make provision for the marriage of individuals according to the following requirement:

1. Couple of like faith – where both have the same commitment to Christ
2. First-time marriage (both parties)
3. Widow/widowers with no previous divorce
4. Those who have been previously married and divorced will be considered after a meeting with a member of our pastoral staff to discuss the special circumstances in view of the Bible's teaching.

## **Who may use the facilities?**

Due to the many requests to be married at King Street Church, only after a King Street Church Pastor has agreed to marry a couple will the wedding be approved and booked in our church calendar.

## Wedding Rehearsal

In most weddings it is customary to have a rehearsal. This helps to ensure a well organized ceremony of celebration with few embarrassing surprises. The time and date for your wedding rehearsal are to be confirmed with the pastor officiating at the ceremony and harmonized with the church calendar. The pastor is responsible for showing leadership at the rehearsal and will work with the couple and their wedding coordinator (when applicable) to ensure that the rehearsal runs as smoothly as possible and honours the appropriate requests of the couple being married.

## Bulletin

Wedding bulletins can be a wonderful reminder of the beautiful day marking the beginning of your marriage. If you choose to have a bulletin or program, it is the responsibility of the engaged couple to create and duplicate the bulletin.

## Decorations

The personal touch of decorations can go a long way in creating a climate of celebration! Any decorations that are desired for the wedding ceremony are the responsibility of the couple being married. We have an attractive 'signing of the register' table which is available for your use during the ceremony.

## Communion

Some couples desire to celebrate communion as part of their wedding. If you choose to share communion together, we will provide a silver goblet, but the couple is responsible for the grape juice and bread. Please confirm these details with the pastor officiating your wedding.

## Marriage License

As marriage is both a spiritual and legal binding decision, each couple will be required to obtain their marriage license and ensure that they meet all its legal requirements. **No ceremony will be conducted without a valid license.** The marriage license should be given to the officiating pastor at least one week prior to the wedding date.

## Musicians

You may wish to choose your own musician(s). However, if you require a musician, KSPC **will endeavour to provide one for you but cannot guarantee it.** Any other special music is your responsibility. (Please refer to the fee schedule)

## Technicians

Due to the complexity of our sound system, a KSPC approved technician is required to operate our system. Because of the size of our auditorium, we do recommend that the sound system be used to make sure that every part of the ceremony is celebrated by the community who have gathered to show their support of your marital union. (Please refer to the fee schedule)

## Piano/Drums/Other Instruments

Because of the nature of musical instruments and their need to be constantly tuned, the piano and drums are not to be moved. Other instruments are owned by people other than the church and should only be moved by the sound technician.