

Wedding Guidelines Procedure

Couples seeking to hold their wedding ceremony at King Street Community Church should be encouraged to plan well in advance of their wedding day by preparing as per the following guidelines:

1. AS SOON AS POSSIBLE THEY SHOULD CONTACT AND ARRANGE

- A) The ordained minister to conduct their wedding (outside ministers must be approved by the Lead Pastor).
- B) Musicians (pianist, soloists etc.).
- C) Book the church facilities and/or equipment they will need.

2. SETTING A WEDDING DATE

It is imperative that a wedding date be set for use of the church. This will avoid any confusion with the church calendar and other activities within the church. The KSCC Host Pastor or KSCC officiating Pastor looks after these arrangements.

3. PREMARITAL MEETING & COACHING

There must be an initial interview with the couple to be married and a pastor of the church, to determine whether the wedding will be performed by a King Street Community Church Pastor. In order to be more adequately prepared for marriage, all couples planning to be married at KSCC will need to participate in pre-marital coaching.

- A) If a couple is being married by someone other than a KSCC Pastor, then written proof of coaching should be submitted to the officiating Pastor. An email will be fine.
- B) If a couple is looking for a KSCC Pastor to perform the wedding – premarital counseling is required. An online inventory called SYMBIS is used and there is a fee that is the responsibility of the engaged couple. The fee for the inventory and coaching sessions will be determined by the officiating Pastor.

4. WEDDING LICENSES

No wedding will be performed without a valid Ontario Marriage License. This license must be in the hands of the officiating Pastor a minimum of one week prior to the ceremony date.

5. WEDDING CEREMONIES

Since a wedding ceremony is an important gathering, it is the responsibility of the officiating Pastor to approve the content and order of the gathering. The choice of wedding ceremony used is the prerogative of the officiating minister in consultation with the soon to be married couple. The officiating Pastor will discuss with the couple ways to personalize the wedding.

6. WEDDING REHEARSAL (OPTIONAL)

- The wedding rehearsal is optional depending on the complexities of the wedding and whether or not the bride and groom feel it is necessary. Quite often in a smaller wedding the participants can receive their instructions by simply meeting prior to the actual wedding.
- It is the responsibility of the bride and groom to ensure that in the event of a rehearsal all participants are notified of the date and time. The rehearsal time is limited to one hour from the starting time unless otherwise agreed to by the Host or officiating Pastor.
- The rehearsal is often the night prior to the wedding. However, this time should be scheduled as early as possible with the Host or officiating Pastor and church office, to avoid other conflicting engagements.

7. USE OF THE CHURCH FACILITIES

The church office will arrange for a KSCC approved sound technician and a custodian to clean up after the wedding. Because of the size of our auditorium we do recommend that our sound system be used. It is the Bride and Groom's responsibility to follow up with our office to ensure that these important areas are covered.

Financial Information:

Facility Fee based on Non-Profit rates in Facility Use & Rental Policy

Officiating Pastor (includes rehearsal).....	\$400
Pre-Marital Coaching (3 sessions as required).....	\$150
Custodial.....	\$200
Sound Technician (includes rehearsal).....	\$200
Media/Lighting Technician (includes rehearsal)	\$200
TOTAL.....	\$1150

If Required...

Host Pastor Fee (when an outside Clergy is used)..... \$200

* Musician/Pianist/Soloist (includes rehearsal)..... \$200

Stand-Up Reception (lobby/café) based on Non-Profit rates in the *Facility Use & Rental Policy*

* *This may vary depending on the nature of the musical requirements.*

- For the Officiating Pastor, Musician(s), Sound technician and Media/Lighting technician, please make the cheques payable to the individual performing the services. **Cheques must be delivered to the church office on the day of the ceremony.**
- *** When the King Street Community Church building is being used, a KSCC Pastor will host the couple at both the rehearsal and on the wedding day. When a King Street Community Church Pastor is officiating at the wedding, this fee will be waived.

8. GENERAL

- No confetti or rice is to be used in or around the church building.
- No alcoholic beverages or recreational cannabis may be brought into the church building or consumed on the property.
- All use of rooms must be booked by the officiating pastor.
- There is a gift available on behalf of the church family that Pastors can present to the bride and groom.
- * Wedding receptions will not be held at King Street Community Church, apart from very simple stand up receptions at the Café with the family providing their own light refreshments, but no meals will be catered at KSCC following the wedding ceremony. All food and beverage details will be looked after

