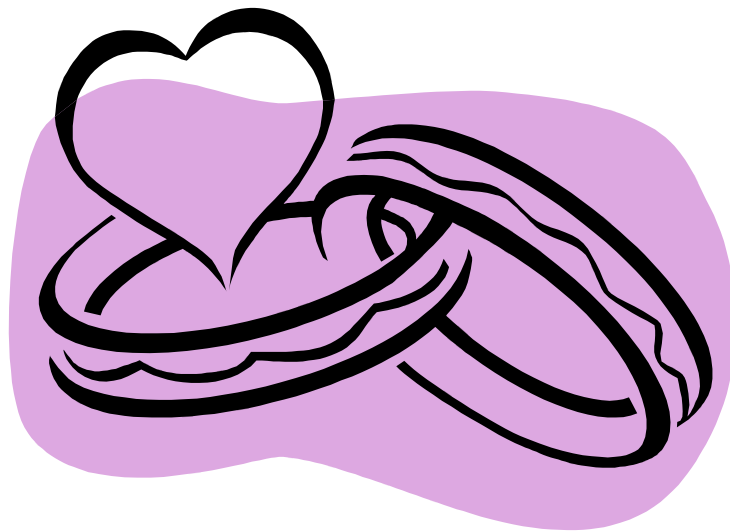


*Thinking about
getting MARRIED?*



*What you need to know about
weddings and premarital counseling through
Heartland Community Church*

Congratulations!

Congratulations on beginning this new and exciting chapter in your life! It is our hope that we can help make your time of engagement, as well as your wedding day, special for you. Even more importantly, we hope to help you build a foundation for a strong and healthy marriage.

This document should answer most of the questions you will have as you enter the wedding process and move toward your wedding day. If you have questions about this information, you are welcome to contact Heartland's wedding coordinator by leaving a voice message at 913-341-5820, ext. 319.

What Now?

Now that you're engaged, it's time to start taking care of some of the bigger wedding details – booking the location, choosing a pastor, and setting the date.

As you start to think about these details, it will help you to know:

- Heartland's pastors are happy to perform your wedding ceremony either here at Heartland or at another local site of your choosing.
- Heartland's Gallery may be reserved for weddings or receptions of up to 100. Heartland's Auditorium may be reserved for weddings of 200-800. *Please see the last three pages of this document for more very important information you will need to know if you would like to have your wedding here at Heartland.*
- If you prefer to have the ceremony at another location, you'll need to find out if they allow outside pastors to officiate at weddings held at that location. Some churches do not allow this...and others allow outside pastors but have some requirements that must be met. Please explicitly ask both whether they allow outside pastors *and* what requirements they have of an outside pastor. (It's better to find out about this when you are making the site reservation than to be surprised later on!) We will expect you to let us know of any requirements that apply to our pastors by noting them on your Wedding Request Form.

Once you've thought about where you'd like to have the ceremony, the date you'd prefer, and which pastor you hope can officiate, you're ready to officially enter Heartland's wedding process by completing a Wedding Request Form.

Your First Step: The Wedding Request Form

The Wedding Request Form is the first step on the road to having one of Heartland's pastors involved in your wedding, whether here or at another location. This application is the very important document which helps us schedule your premarital counseling, the wedding rehearsal, and ceremony; and keep everything moving smoothly toward your wedding day. You may pick up a copy by asking for it at the Information Center on Sunday morning, New Community Service or at the Front Office during regular office hours. This form may also be downloaded from www.heartlandchurch.org.

If you are interested in premarital counseling only, you may request this by completing a Wedding Request Form and marking the box to indicate 'counseling only.' We encourage all couples to start the premarital counseling sessions as early as possible. These requests may be submitted at anytime. Sorry, we are not able to handle premarital counseling with fewer than 90 days notice.

You may submit your wedding request as early as six months before the date you would like to be married. Sorry, we are not able to handle weddings with fewer than 90 days notice. Please allow us two to three weeks to process your wedding request. The confirmation process on weddings will be two-fold. First, we will tentatively confirm that the pastor is available to perform the ceremony. Then, after you have taken the Prepare Inventory and have had your first premarital counseling session with the pastor, we will give the final confirmation. This process has been established so that our pastors can in good faith advise you on your decision to get married.

Step Two: The Prepare Inventory

Prepare, Prepare-MC and Prepare-CC are tools which Heartland's pastors use in counseling couples preparing for marriage. Prepare is for couples without children, Prepare-MC is for couples in which one or both people have a child or children and Prepare-CC is for couples who are living together. These inventories are designed to help you learn more about yourself and your partner as well as identify areas of strength and areas for growth in your relationship.

When your Wedding Request Form has been processed and the dates have been tentatively confirmed, you will need to come by the church with your partner to take the appropriate Inventory (Prepare, Prepare-MC or Prepare-CC) that will be used during your premarital counseling sessions. The inventory will take about 45 minutes. Please contact the wedding coordinator to set-up an appointment. When you come to take the inventory you will need to bring with you a check for \$150.00 payable to Heartland. After the forms are completed we will send them in for processing. We also have the option to administer the Prepare Inventories online to accommodate busy schedules. The fees are the same and must be received at Heartland's office before you can begin. Please let the wedding coordinator know your preference.

Once the results are received, we will contact you to set-up your counseling appointment. Each Heartland pastor handles premarital counseling in a slightly different manner. The number of counseling appointments to be scheduled varies according to the preference of the pastor you selected.

Step Three: Tailoring the Wedding Order of Service

The pastor performing your wedding will work with you on the wedding order of service. Each Heartland pastor handles the process of tailoring the order of service in a slightly different way. You may contact the pastor's assistant for details on this or ask the pastor about it at your counseling session(s).

The order of service normally used by the pastor performing your wedding will be given to you when you receive confirmation of the date. This order of service can be used as a starting point. Couples are encouraged to fill in details and make desired revisions to the order of service provided. We will need you to have your order of service changes finalized by two weeks before your wedding date.

A Crucial Step: Getting Connected

Your marriage can grow stronger by connecting with other couples that are committed to strengthen their relationship with each other and God through Heartland's HomeBuilders Ministry. HomeBuilders is our ever growing community for engaged and married couples. They meet in Connect Groups and then gather collectively for events and service projects such as Canoe Trips, Theaters in the Park, Marriage Retreats, Football and Chili Nights, and more. These couples have great fun together and are serious about building community and establishing Christ-like marriages.

If you would like to know more regarding Homebuilder activities and meeting times, please call Heartland's Front Office (913-341-5820). The front office staff can then connect you with the staff person or volunteer handling the details.

Final Steps: Taking Care of the Remaining Details

Lining up a Wedding Coordinator

If your wedding will be at Heartland, we'll line up a Heartland wedding coordinator for you. This will help your rehearsal and wedding ceremony run more smoothly and help the pastor officiating at your wedding.

When one of Heartland's pastors is officiating at a wedding off site and there is not an official wedding coordinator supplied by the facility, we require that you use a Heartland wedding coordinator. This will help your rehearsal and wedding ceremony run more smoothly and help the pastor officiating at your wedding. If you need a Heartland coordinator for your off site wedding, let us know ASAP, to give us time to get your wedding on the coordinator's calendar.

Getting the Marriage License

Our pastors cannot perform a legal wedding without a marriage license! Contact your county government (see the government pages in the phone book) to find out what you'll need to know about getting a marriage license.

One Month Before The Wedding

If wedding will be at Heartland, this is the time to get your checks for damage deposit and wedding fees to the wedding coordinator. (The last page of this document details Heartland's wedding fees.)

Two Weeks Before The Wedding

Get a copy of the finalized order of service to the wedding coordinator and pastor. The wedding coordinator will be in contact with you about the ceremony details, so she will have all the details she needs to help make your rehearsal and wedding ceremony run as smoothly as possible.

At the Rehearsal

Bring the Marriage License and honoraria check for the pastor (and coordinator, if using a Heartland coordinator for an off site wedding) and give them to the wedding coordinator or pastor, so you don't have to worry about forgetting them on the big day! Suggested honoraria amounts for weddings at Heartland are listed on the last page of this document. For weddings at locations other than Heartland, the suggested honorarium for pastors is \$200. If you use a Heartland wedding coordinator for your off site wedding, suggested honorarium for the coordinator is \$250.

Your Wedding Day

This is it! Just relax and have fun on your special day!

Details You Need to Know About Weddings Held at Heartland

If you choose to have your wedding (and/or reception) here at Heartland, you'll need to be aware of the following details. We know our policies don't make for the most exciting reading, but looking over this section will help answer some questions that you'll have as we get closer to your wedding day...and maybe even answer some questions you wouldn't yet know to ask.

Wedding Coordinators

For weddings held at Heartland, we require you to use a Heartland wedding coordinator. This will help your rehearsal and wedding ceremony run more smoothly and help the pastor officiating at your wedding.

Building Use & Availability

The building will be opened 30 minutes before your rehearsal. Rehearsals should be kept to 1 hour. If rehearsal runs longer, a fee of at least \$75 (to cover the extra time required of the coordinator, tech person, etc.) may be incurred.

If you are having pictures taken before the wedding ceremony, the building will be opened 3 hours prior to the wedding. If pictures are being taken after the wedding, the building will be opened 2 hours prior to the wedding.

Because we must have sufficient time to get the facilities ready for services on Sunday mornings, Saturday weddings with receptions to be held at Heartland should begin no later than 3 p.m. Weddings with receptions to be held elsewhere may begin as late as 4 p.m. In either case, we ask that the wedding/reception be concluded and the building be vacated no later than 7 p.m.

Since special times in the church year (like Easter and Christmas) mean increased demands on Heartland's building, we are not able to make our facilities available for weddings close to such holidays.

Outside Clergy

Because Heartland's facilities are so heavily used by the various ministries at Heartland, we are unable to make them available for weddings performed by outside clergy.

Borrowed or Rented Items

Borrowed and/or rented items must be removed from the building promptly after the wedding/reception. We have no facilities for storage of such items. While every reasonable effort will be made to insure their safety, we cannot be responsible in this regard.

Sound System

Due to the complexity of the sound system in the Auditorium, use of Heartland sound equipment by those other than a Heartland-provided technician is prohibited. Please do not make changes or adjustments to any part of the sound system.

Musical Instruments

Heartland does not provide keyboards or other musical instruments for use in weddings/receptions. You are welcome to bring in your own instruments or rent them, but such instruments must be removed from the building promptly after the wedding/reception. We don't have the space to store such items, and we will not take responsibility for their safety.

Photography & Videotaping

The couple is responsible for hiring and directing persons who will photograph and/or videotape the wedding. We have no specific rules against photography or videotaping during the ceremony, so just let your photographer/videographer know what you would or would not like done during the ceremony.

Rice, Birdseed, Etc.

Throwing of rice, birdseed, confetti, etc., inside or outside the church is not permitted. Sparklers, fireworks, etc., are also prohibited.

Smoking & Alcohol

Smoking is not permitted inside the church building or on the surrounding church property at any time. Alcohol is not permitted in the building or on the surrounding church property.

Marriage Licenses

You will need to get your own marriage license. Be sure to bring the license (and any other certificates the pastor needs to sign) to the wedding rehearsal. The pastor cannot perform a legal wedding without the marriage license!

Dressing Rooms

We will provide you with two rooms with mirrors for a men's and a women's dressing room. We need you and others who use the dressing rooms to remove all personal items (including hangers, garment bags, etc.) promptly after the wedding. (You may want to ask a friend or family member to help by handling this for you.) Please leave these rooms in the condition in which you found them. If the rooms are not left in good condition, additional cleaning fees of \$75 or more may be incurred.

Heartland Community Church does not accept responsibility for lost or stolen items. Please do not leave personal items unattended.

Flowers & Decorations

We need you to inform your florist and/or those decorating of these guidelines:

- Decorations may not be attached to the walls or furniture by pinning, tacking, gluing, nailing, or taping.
- Please use dripless candles—or be sure your candleholders will hold all the melted wax that your candles produce during the time they will be lit.
- Please take care to protect Heartland's carpets and furnishings from candle wax, moisture, dirt or other damage.
- Because real flowers and leaves can stain when ground into the carpet, please have flower girls drop silk flowers or snips of ribbon instead.
- Decorations, flowers, candles, etc., should be removed from the building promptly after the wedding/reception. (It is wise to ask a friend to take care of this for you.)
- Please clean up all debris resulting from decorative or floral arrangements. (Again, it's a good idea to ask a friend or relative to take care of this detail.)
- In the event of damage to Heartland's facilities or furnishings, the couple is responsible for the repair of the damage to the satisfaction of Heartland's facilities director.

Fees and Honoraria

FEES

Checks for fees should be made payable to Heartland Community Church.

	<u>Member</u>	<u>Guest</u>
Prepare/Enrich Inventory processing fee	\$150	\$150
Base Fee for Gallery – Reception Off-Site	\$550	\$650
Base Fee for Gallery – Reception in Gallery	\$700	\$800
Base Fee for Auditorium – Reception Off-Site	\$700	\$800
Reception in the Gallery – Wedding Off-Site	\$250	\$350
Damage Deposit (required and refundable)	\$200	\$200

Fees listed above include room rental and base fees for wedding coordinator, tech person, facilities coordinator and custodian. A fee of \$75 or more may be incurred for weddings requiring extra tech/coordinator support. Additional fees of \$75 or more may be incurred for extended room use, extended rehearsal times, and/or additional cleaning fees. Fees should be mailed one month prior to wedding date to:

Heartland Community Church
Attn: Wedding Coordinator
8301 Lamar, Overland Park KS 66207

Please also include a separate check for the damage deposit. Assuming nothing is damaged and the rooms used are left in good condition, the damage deposit check will be voided and destroyed after the ceremony.

In addition to the fees above, it is customary to provide an honorarium for persons assisting with the wedding service. Suggested honoraria amounts are listed below.

HONORARIA

The check for any honorarium should be made payable to the pastor and may be given to them at the wedding rehearsal.

Pastor – Honorarium for any wedding location within the immediate Kansas City area including HCC. The location should be no more than a 20 minute drive from Heartland.	\$200
Pastor – Honorarium for a wedding further than a 20 minute drive from Heartland.	\$250
Heartland Coordinator – Off-Site Wedding	\$250