



PLANNING YOUR WEDDING



CONGRATULATIONS ON YOUR ENGAGEMENT AND UPCOMING WEDDING!

Weddings are a Christian celebration of love and commitment between a man and a woman. Your wedding is also a worship experience, involving family and friends who desire to participate in your joy. The following guide will help you through the planning process.

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GETTING STARTED

IF NECESSARY, TOUR THE FACILITY

Contact the wedding program director at 816.358.0988 x 2041 to schedule an appointment.

SCHEDULE YOUR WEDDING DATE

Contact the wedding program director at 816.358.0988 x 2041 to discuss the date for your wedding. Weddings may be scheduled up to ten months in advance. Four time slots are available for weddings at KCBT:

- Fridays at 7pm
- Saturdays between 11am and 2:30pm
- Saturdays between 2:30 and 5:30pm (additional fees apply*)
- Sundays at 5:30pm (additional fees apply*)

All weddings are subject to approval by our pastoral staff. All requested dates are dependent upon the date being open on the KCBT facility schedule to perform a wedding. It is KCBT's policy to observe a waiting period following a divorce or the death of a spouse of at least six months to allow for healing.

DEPOSITS AND FEES

A \$150 refundable deposit is required to confirm your wedding date. Your deposit will be returned upon the wedding facility coordinator's approval, based upon your compliance with policies and procedures.

Premarital class registration is an additional \$100; please visit <http://kcbt.org/premarital> for class dates and to register. Additional information is available in the premarital counseling section of this document.

The member price is subject to accounting and pastoral approval. A member is someone who:

- Has an active membership with KCBT for at least six months
- Is faithful in tithing with KCBT for at least six months
- Is faithful in attendance with KCBT for at least six months
- Is faithful in ministry with KCBT for at least six months

SCHEDULE OF FEES*

KCBT Auditorium

- \$150: Refundable Deposit – this is required to reserve the facility
- \$100: Premarital Counseling class. See the Premarital Counseling section for more information; this registration fee is paid separately.
- \$250: Wedding Facility Coordinator
- \$150: Custodial Services
- \$150: Audio Technician
- \$100: Stage Preparation and Teardown

Total Member Cost: \$750 (not including refundable deposit)

Total Non-member Cost: \$1500 (not including refundable deposit)

A Video/Media Technician is available for an additional \$75.

*An additional \$1000 fee will be added for weddings scheduled after 2:30pm on Saturday or on Sunday.

Other KCBT Rooms

- \$150: Refundable Deposit – this is required to reserve the facility
 - \$100: Premarital Counseling class. See the Premarital Counseling section for more information; this registration fee is paid separately.
 - \$150: Wedding Facility Coordinator
 - \$100: Custodial Services
 - \$50: Audio Technician
- (continued on next page)*



Total Member Cost: \$400
(not including the refundable deposit)

Total Non-member Cost: \$750 (not including the refundable deposit)

* An additional \$500 fee will be added for weddings scheduled after 2:30pm on Saturday or on Sunday.

Reception Rooms

- \$150: Refundable Deposit – this is required to reserve the facility
- \$50: Wedding Facility Coordinator
- \$100: Custodial Services

Total Member Cost: \$150
(not including the refundable deposit)

Total Non-member Cost: \$300
(not including the refundable deposit)

An Audio Technician is available for an additional \$50.

Rehearsal Dinners

KCBT is unavailable for rehearsal dinners.

SUGGESTED HONORARIA

There are no fees for the following at KCBT. A list of suggested honoraria for participants in a wedding service is provided below; this list is merely a guideline. Honoraria are an expression of appreciation but not required.

- \$250: Officiating Pastor
- \$100: Assisting Pastor(s)
- \$75: Musician(s)
- \$75: Soloist(s)
- \$20 Gift: Groomsmen and Bridesmaids

Payment and/or gifts should be sent directly to the recipient(s).

PREMARITAL COUNSELING CLASS

Prior to being married at KCBT, couples are required to attend and complete premarital preparatory classes. We believe these classes help equip couples with the support and resources necessary to build a strong Christian marriage. There is a \$100 registration fee for the class, which must be completed prior to your wedding date. Please visit <http://kcbt.org/premarital> for class dates and to register.

WEDDING CONTRACT

Once your date has been confirmed, a wedding contract will be drafted with your names, the date and time. Upon receiving the contract, please sign and return the document to KCBT. We recommend you retain a copy for your records.

MUSIC

A KCBT wedding facility coordinator will be assigned to you once your deposit has been received. The coordinator will walk you through the ceremony, including the selection of music for your special day.

PHOTOGRAPHERS AND/OR VIDEOGRAPHERS

KCBT encourages the bridal couple to employ a professional photographer for their wedding. Flash photography is not permitted following the processional. Flash photos may be taken once again during the recessional. The photographer may not arrive any earlier than the designated times for the wedding. If you desire to videotape your wedding service, you are responsible to provide personnel for this service.





FLOWERS AND DECORATIONS

The couple is responsible to decorate for the wedding. Your wedding facility coordinator can provide you with ideas and suggestions for altar area flowers and aisle seat décor. Please keep in mind that nothing can be attached to church furniture, walls, structures or pews. We provide plastic clips for the main aisle pews. If a flower girl is used, she must scatter only silk petals unless an aisle runner is provided. The florist may not arrive before the designated times for the wedding.

Any use of sequins or related items will constitute an automatic forfeiture of your deposit.

Two brass candelabras may also be used; candles and the lighting torches are provided. If other candelabras are used, they must have hurricane enclosures for each candle.

A Unity Candle set may be used. The bridal couple is responsible for the purchase of drip-less, smokeless candles and candle holders for this part of the ceremony.

All decorations (flowers, candles, etc.) must be removed from the building immediately following the service. Due to city ordinances and building policies, only bubbles and birdseed may be used when you depart.

FOUR TO SIX MONTHS BEFORE YOUR WEDDING

COMPLETE YOUR WEDDING INFORMATION FORM

You will fill out the document with your wedding facility coordinator; it includes some of the detailed information about your wedding.

WEDDING FACILITY COORDINATOR

The role of the wedding facility coordinator is to help with KCBT facility issues, coordinating the ceremony, rehearsal and reception, and being on site during the entire process. A wedding facility coordinator will contact you within a week of being assigned to your wedding. She will set up an appointment to meet you at the church to discuss and finalize all details for your rehearsal and wedding. The wedding facility coordinator represents the church in managing logistics for your special event; they will be your contact with the church from now until your wedding day.

MARRIAGE LICENSE

The pastor can only perform weddings in full accordance with the laws of the state; weddings cannot take place without a valid marriage license. Please bring your license to the rehearsal and present it to the pastor or wedding facility coordinator for safekeeping. It is the responsibility of the bridal couple to complete the license with the exception of the signatures.

OFFICIATING

KCBT welcomes other pastors to officiate wedding ceremonies in our facility, upon approval of our pastoral team.





REHEARSAL

Rehearsals are generally scheduled the evening before the wedding. One hour is allocated and it is essential to other wedding parties that you begin and end promptly. KCBT cannot accommodate a wedding rehearsal in the auditorium for a Friday evening wedding.

WEDDING PARTY AND GUESTS

Due to the possibility of several weekend weddings, it is important that the exact times indicated for both the rehearsal and the wedding are observed. Care should be taken to have all participating members present and ready.

KCBT is a smoke and alcohol free property. Smoking is not permitted anywhere inside the buildings. Alcohol is not permitted anywhere on the church grounds.

BILLING AND FINAL PAYMENT

An invoice of financial responsibilities will be sent a minimum of two months prior to the wedding date. The balance must be in the church office one month before the wedding day. Please make all payments in the form of a check payable to "Kansas City Baptist Temple".

WEDDING POLICY

The complete wedding policy is available at <http://kcbt.org/weddings>.



KCBT

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Kansas City, MO 64133

