

**Country Club**  
United Methodist Church

*Wedding Guide*

*400 West 57<sup>th</sup> Street  
Kansas City, Missouri 64113*

*Church Phone 816-444-1616  
Fax 816-444-4180  
[www.countryclubumc.org](http://www.countryclubumc.org)*

*Rev. Jennifer W. Klein, Pastor*

*Revised October, 2010*

## ***WEDDING INFORMATION***

We are pleased that you are considering Country Club United Methodist Church for your wedding ceremony. Our beautiful sanctuary, convenient location, and helpful staff will help make this special day one of the most wonderful times in your life together. This Wedding Guide provides necessary information and answers questions commonly asked by couples.

Weddings at Country Club United Methodist Church are a Christian ceremony where the two of you will make a sacred covenant in the presence of God, your families and guests. United Methodist tradition provides several Christian wedding ceremonies, and each couple will purchase a manual from which to create a fitting ceremony. It is this church's belief that a wedding based on the sound principles of Christianity provides a strong and healthy starting point for a successful marriage and a life-long relationship with each other.

The Wedding Section of our web site ([www.countryclubumc.org](http://www.countryclubumc.org)) has helpful pictures of the sanctuary, chapel, dressing areas, and recent weddings as well as other information about Country Club United Methodist Church.

## ***BEGINNING YOUR PLANS***

### **Step One**

Contract our Administrative Assistant who will meet with you, show you our sanctuary, and provide you a Facilities Request Form.

### **Step Two**

Carefully review this Wedding Guide.

### **Step Three**

Call the church office to schedule a meeting with the pastor to discuss the information in the Guide. **After this first meeting the wedding date can officially be placed on the church calendar.** Please note that weddings are not normally scheduled during holiday weekends, Holy Week, or during certain church programs and special events.

### **Step Four**

Meet with our Wedding Coordinator, who will help you plan the many details of your wedding ceremony. Her experience with planning for weddings will be of great assistance in making your wedding more enjoyable. It is permissible to engage someone to work with our coordinator.

## ***OFFICIANT/S***

Wedding ceremonies at Country Club United Methodist Church will be performed by the pastor or by one of the ordained United Methodist clergy related to this congregation. If you wish other clergy to participate in the ceremony, please discuss this with our pastor.

## ***PREPARING FOR YOUR WEDDING***

One of the primary purposes of Country Club United Methodist Church is to call persons to enter into relationship with God through Jesus Christ in three primary areas of life:

- Inner and personal prayer life,
- Worship, study and fellowship with others of the church family,
- Service to others in the name of Christ.

It is the expectation of Country Club United Methodist Church that those who are to be married, whether members or not, will enter into the following compact for the duration of their wedding preparation period:

- Attend worship (minimum of once a month ) on a regular basis;
- Purchase and read material provided by the pastor; see page 5 under schedule of fees for the cost of these materials;
- Counsel with the pastor for three times using the materials purchased concerning your wedding plans, pre-marital issues, and personal spiritual growth;
- Participate in at least one community service project or church-related service project.

## ***OBTAINING A MARRIAGE LICENSE***

A valid marriage license issued in the State of Missouri must be presented to the pastor prior to the beginning of the ceremony. In Kansas City application can be made at City Hall, 415 East 12 Street, Room 104. There is a three-day waiting period after application and the license is good for 30 days. The current cost is \$50.00 (if the bride doesn't change her name; otherwise it is \$60.00 which includes a copy for use in changing the bride's name). This fee must be paid in cash. Proper identification is required. If you have further questions, you may call the License Bureau at 816 881-3191 or 816 881-3198.

## ***SEATING IN THE SANCTUARY AND THE CHAPEL***

The main floor of the sanctuary comfortably seats 240. When the balconies are used, the sanctuary will accommodate 320. The chapel will comfortably seat 75 persons.

## ***DECORATIONS***

- Only fresh flowers may be used on the altar, and the arrangements on the altar in the sanctuary should be less than 34 inches tall.
- Bows and decorations on pews or other furnishing must be attached so as to avoid damage to wood or other surfaces. Please avoid tape.
- The center aisle in the sanctuary is 65 feet long and the center aisle in the chapel is 30 feet long.
- If an aisle runner is not used, the petals dropped by the flower girl must be silk.

Our wedding coordinator or a member of our Altar Guild will meet with you to show you what the church can provide in furnishings and equipment.

Please let our administrative assistant know if you wish to leave flowers in the sanctuary for the Sunday worship service. This way we can plan appropriately and acknowledge the gift of your flowers in the worship bulletin.

## ***PHOTOGRAPHS***

Your wedding is a sacred ceremony. Flash pictures may not be taken during the ceremony. Pictures may be posed before or after the ceremony. If they are taken before the ceremony, all posed photography should be completed one hour before the ceremony. Your wedding may be videotaped from a stationary position outside the chancel area.

## ***RECEPTIONS IN FELLOWSHIP HALL***

Fellowship Hall, our meeting and dining area, has been updated and is available by reservation for a rehearsal dinner and for use before or after the ceremony. Please consult our administrative assistant regarding availability and for ideas on how this space can best serve your needs.

## ***POLICY REGARDING ALCOHOLIC BEVERAGES AND SMOKING***

Alcoholic beverages may not be consumed on church property, and our church is a non-smoking facility.

## ***PARKING AND HANDICAP ACCESS***

The circle drive on the 57<sup>th</sup> Street entrance allows for easy access to the sanctuary and the chapel as well as other space normally used for weddings. Fellowship Hall may be accessed by stairs or an elevator. Primary parking is on 57<sup>th</sup> Street with additional parking on Westover Road and Wornall Road.

## ***MUSIC***

Music appropriate for a sacred wedding ceremony should be selected in consultation with the pastor and organist. The church organist is available and will be a valuable resource for planning music. He will also be present for the wedding rehearsal and will rehearse with your soloist(s) or other musicians.

A list of wedding music selections is shown after the schedule of fees.

## ***SCHEDULE OF FEES***

Wedding fees shown below include the following services:

- Use of the sanctuary or chapel for a rehearsal and the ceremony,
- Custodial services in preparation for and cleaning up after the wedding,
- The church organist for consultation, rehearsal, and the ceremony,
- The pastor for pre-marital counseling, planning, rehearsal and the ceremony,
- The wedding coordinator,
- Wedding equipment available at the church.

A non-refundable deposit of \$226.50 payable to Country Club United Methodist Church is due at the time the wedding is placed on the calendar. This covers the deposit for the sanctuary and the costs of the books used to prepare for your wedding. The amounts below are to be paid two weeks prior to the ceremony. They should be given directly to our Administrative Assistant and are in addition to the deposit. If you write checks, make one out to the church for the use fee, and the others are to be made out to the individuals listed below except for the custodian. Those names for the checks can be obtained from the Wedding Coordinator or Administrative Assistant.

- |  |          |
|--|----------|
| • Country Club United Methodist Church Sanctuary Wedding<br>(This includes \$200 deposit, \$26.50 books plus the balance of \$600) | \$826.50 |
| • Country Club United Methodist Church Chapel Wedding<br>(This includes \$200 deposit, \$26.50 books plus the balance of \$300)    | \$526.50 |
| • Wedding Coordinator  | \$300.00 |
| • Organist/Pianist   | \$200.00 |
| • Pastor   | \$300.00 |
| • Custodian (cash)   | \$100.00 |

Choir chairs can be moved from the chancel for a \$100.00 (cash) custodial charge.

Your wedding service can also be held in our Chapel. The maximum seating is 65 people. The wedding party can have two attendants on each side only.

Candles may be purchased from the church for \$1.80 each. Our wedding coordinator will help you in making this decision. If you write a check to cover the cost of the candles, you would make the check out to Country Club United Methodist Church.

An honorarium is appropriate if you request that another minister assist in your wedding. You would give this directly to the minister involved.

Members of the church are not required to pay the \$800.00 church use fee. However, you would need to purchase the books used to prepare for your wedding. The cost of the books is \$26.50. As a member of the church an honorarium to the pastor is voluntary. You should give an honorarium of \$300.00 to the wedding coordinator, an honorarium of \$200.00 to the organist, and \$100.00 (cash) to the custodian. The choir chairs can be moved from the chancel for an additional fee of \$100.00 (cash).

## ***FELLOWSHIP HALL AND REHEARSAL DINNERS***

Fellowship Hall is available for a rehearsal dinner or a reception for a fee of \$150.00 and a custodial charge of \$100.00 for each event.

**REMINDER: After you have filled out the Facilities Request Form, signed it, received your information, and talked with the administrative assistant, you should call the office to request an appointment with the pastor. This will help to assure that the date you want your wedding is reserved.**

## ***SUGGESTED WEDDING CEREMONY MUSICAL SELECTIONS***

Below is a list of places in the ceremony where you might wish to have music, with an example of a piece of music that works well for each:

Prelude (about 20 minutes)	various
Seating of mothers/grandmothers (optional)	Jesu, Joy of Man's Desiring
Processional music for bridesmaids	Canon in D
Fanfare or chiming of the hour (optional)	
Processional music for the bride	Trumpet Voluntary
Hymn (optional)	Praise to the Lord, the Almighty
Solo (optional)	The Lord's Prayer
Lighting of the Unity Candle (optional)	When Love Is Found
Recessional	Allegro Maestoso

## *WEDDING MUSIC SAMPLER*

- |     |                                     |                          |
|-----|-------------------------------------|--------------------------|
| 1.  | Air from Suite No. 3                | J. S. Bach               |
| 2.  | Air (from Water Music)              | George F. Handel         |
| 3.  | Allegro Maestoso (from Water Music) | George F. Handel         |
| 4.  | Arioso (Air on the G String)        | J. S. Bach               |
| 5.  | Bourrée (from Water Music)          | George F. Handel         |
| 6.  | Bridal Chorus                       | Richard Wagner           |
| 7.  | Canon in D                          | Johann Pachelbel         |
| 8.  | Coro (from Water Music)             | George F. Handel         |
| 9.  | Finale (from Fireworks Music)       | George F. Handel         |
| 10. | Jesu, Joy of Man's Desiring         | J. S. Bach               |
| 11. | Largo (from Xerses)                 | George F. Handel         |
| 12. | Now Thank We All Our God            | Sigfrid Karg-Elert       |
| 13. | Ode to Joy                          | Ludwig van Beethoven     |
| 14. | Prelude from Te Deum                | Marc-Antoine Charpentier |
| 15. | Psalm 19                            | Benedetto Marcello       |
| 16. | Rigaudon                            | André Compra             |
| 17. | Rondeau                             | Jean-Joseph Mouret       |
| 18. | Sheep May Safely Graze              | J. S. Bach               |
| 19. | Spring (from Four Seasons)          | Antonio Vivaldi          |
| 20. | Trumpet Tune and Air                | Henry Purcell            |
| 21. | Trumpet Voluntary                   | Jeremiah Clarke          |
| 22. | Wedding March                       | Felix Mendelssohn        |

To use music that is not on the above list, just talk with our organist, and the pastor. If our organist does not have the music you would like, we request that you purchase it.

## *WEDDING CONTACTS*

Lynn Bruch, Administrative Assistant 816-444-1616  
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