



Wedding Handbook



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LCF WEDDING HANDBOOK TABLE OF CONTENTS..... 1

What Marriage Means At LCF:.....2

Expectations At LCF:2

Who Can Get Married At LCF:2

First Steps:2

 1) Complete a form:3

 2) Select a date:3

 3) Select a pastor:3

 4) Sign a contract:4

 5) Enroll in premarital counseling:.....4

Other Information4

 Wedding Liaison:4

 Rehearsals:5

 Rehearsal Dinner and/or Wedding Reception.....6

 Ceremony:6

 Sample Order of Service:.....6

 Arrival Time:6

 Photographer & Photos6

 Videographer7

 Music & Musicians:.....7

 Decorations:7

 Flower Petals:8

 Candles/Candelabra:8

 Facilities:.....8

 Dressing Rooms:.....8

 Snacks:8

 Clean-Up of Dressing Rooms:8

 Clean-Up of Sanctuary.....8

 Other Events on the Day of the Wedding:9

 The Multi-Purpose Area and Kitchen:9

 Kitchen Coordinator.....9

 Caterer.....9

 Alcoholic Beverages9

 Smoking9

 Tossed items9

 Fee Schedule10

 Suggested Honorariums10

 Cancellation Policy10

What if my wedding isn't at LCF?.....11

 1.) Complete a form11

 2.) Select a date11

 3.) Select a Pastor.....11

 4.) Enroll in premarital counseling.....12

Other Information

 Off Site Rehearsals:.....12

 Off Site Ceremony:13

 Sample Order of Service:13

 Suggested Honorariums:13



LCF Wedding Handbook

What Marriage Means At LCF:

Marriage is designed by God to be a parable of His awesome love for His people. We believe that the most profound happiness in marriage can happen only as Christ is at the center. That's why we take marriage and preparation for marriage so seriously at LCF—deeply wanting you to experience the profound joy that comes from God-centered marriage in which Jesus is honored.

Marriage is a sacred covenant entered into by two persons in the presence of God. The marriage relationship in Scripture is characterized as:

- exclusive (forsaking all others)
- mutual (becoming one flesh)
- permanent (till death do us part)

A wedding ceremony is a worship service, expressing gratitude to God and celebrating the promises of marriage as an expression of Christian commitment and faith. Therefore, couples who are looking for a “church wedding” but have not devoted their lives to follow Christ could feel uncomfortable being married at LCF. When Jesus is seen for who He is, then His lordship over and in our marriage becomes the desire of our heart, and the Scriptures become the blueprint of our marriage. (If you are not at this point, we would love to do whatever we can with God's power to help you get there!)

Expectations At LCF:

- Minimum of 4 months between request and wedding date
- Completion of the Prepare-Enrich program
- Couples who are living together and/or sexually active find separate residences and commit to sexual purity prior to marriage.

Who Can Get Married At LCF:

Anyone who is willing to agree to LCF expectations and to the terms and limitations of our building use.

First Steps:

For every couple interested in the following:

- Having their wedding at LCF
- Having an LCF pastor perform your wedding ceremony
- Having LCF provide premarital counseling

1) Complete a form:

Couple should first complete and submit a Wedding Request form. This can be done by going to our Web site (www.lcfliberty.org) and choosing the Wedding Request form under “About/Weddings”. You may also call our church office and we can email/mail it to you.

2) Select a date:

Choose a date at least 4 months in advance. Our Church Administrator or Secretaries can advise whether your requested date is available. Your deposit will reserve your wedding date.

Your request will be received in the church office, and then forwarded to a pastor. You will be contacted shortly. (If you haven’t been contacted within two weeks, please verify with our church office that we’ve received your form.)

Each couple must have an initial meeting with one of our LCF pastors. This initial meeting is to establish agreement with the wedding plans and to review the church’s premarital program (PREPARE-ENRICH).

3) Select a pastor:

Many couples choose to have an LCF pastor perform their wedding ceremony. The premarital couple will need to contact the church office for information about their availability. You may contact the church office (816) 781-3831, Monday through Thursday from 9am to 5pm, or by e-mail to lcf@lcfliberty.org. Electing to have the wedding at LCF does NOT guarantee that an LCF pastor will perform the ceremony. (Pastors usually will not perform out-of-town weddings.)

Generally, an LCF pastor will not be able to confirm with certainty that he will perform the wedding until he has an initial meeting with the couple. In the qualifying session, you should expect the pastor to ask you about:

***Your Christian faith:** When did you become a Christian? What does it mean to be a Christian? What is the place that Christian faith has in your life? Are you both actively involved as members in a local church?*

***The Nature of Your Relationship:** What is the history of your relationship? How do your friends and family feel about it? What do you perceive to be the greatest strengths and greatest weaknesses of the relationship? Are you living together? Have you maintained sexual purity? Have there been relationships in the past that are unreconciled (i.e. if you’ve been married before)?*

Our pastors are not compensated by the church to officiate weddings. Their involvement in this monumental event in your lives (attendance at rehearsal and wedding, message preparation, consultations with bride and groom, etc.) requires that they forego other obligations, commitments and family time. A generous honorarium from you is in order. (See fee schedule.)

Couples who choose to have a non-LCF pastor perform their wedding ceremony should be aware that an LCF pastor may contact them to ascertain their views on the marital vows. LCF reserves the right to deny a person the right to perform a wedding ceremony if their views are not in alignment with LCF's values.

4) Sign a contract:

Once a date and a pastor have been secured, you will need to complete a Building Use Contract, and a Building Use Agreement. You must read and agree with all the guidelines and instructions.

5) Enroll in premarital counseling:

All couples whose ceremony is officiated by an LCF pastor are required to complete the PREPARE-ENRICH premarital inventory or survey. We will need your email addresses in order for our Senior Associate Pastor to direct you to the appropriate mentor couple. Once your wedding date is confirmed, you will be contacted by one of our Prepare-Enrich counselors. They will set you up for online testing, which costs \$30/couple, payable online. The survey takes about 30-45 minutes to complete. This MUST be done individually. The number of sessions depends on how many growth areas turn up on your survey, but usually range from 3-6 two hour sessions. The sessions with our team are free. Focus is on conversation, communication and conflict resolution, as well as reinforcing strengths and giving tools to deal with potential problem areas. The sessions typically meet every other week and starting early is emphasized.

Other Information:

Wedding Liaison:

LCF utilizes several persons who act as liaison between the Wedding party and LCF in communicating needs and requests.

Wedding liaison responsibilities include:

- Contact prospective bride/groom/families to arrange a tour of building
- Contact with bride approximately 2 weeks ahead of wedding rehearsal
- Assist sound team in setting up stage and sanctuary for wedding
- Open/close building for rehearsal, day of wedding
- Set up for groomsmen in Loft
- Set up for bridal party in Rock Room
 - Put up clothes rack
 - Put large mirror in room
- Communication link between the sound team and Wedding party regarding
 - Lighting needs
 - Special music—is it prerecorded or live? Will you be using the keyboard, a guitar, or other? Will you have a soloist? *You are responsible for providing the music and/or musicians.*
 - Videos—If you would like a video DVD played, please inform the Wedding Liaison or the sound team *when* you would like it played (i.e. before/during/or after the ceremony).

- Assist in restoring church building to normal by putting away bridal accessories, including clothes rack, large mirror, stage screens, etc.

Wedding Liaison (WL) is NOT:

- responsible for directing rehearsal.
- responsible for determining entrance times or order of Wedding party.
- responsible for arranging flowers or decorations, or receiving delivery for such.
- responsible for cleaning up after rehearsal or wedding. Extra fees will be assessed if items are left for the WL or other LCF employee to clean up.

Unless you have discussed these responsibilities with our WL and she has agreed to them.

The Wedding party is responsible for clean up, making sure all clothes, hangers, irons and ironing boards, hair products, etc. have been removed from rooms; kitchen is restored if food has been served; trash bags have been taken to dumpster, fresh trash bags put into containers. May we suggest that the Wedding party assign a person to have responsibility for these things.

Rehearsals:

Please plan your rehearsal dinner to follow the rehearsal. This will allow you the most flexibility with your evening.

Rehearsals are usually scheduled as follows:

- Rehearsal at 6:00pm Friday for a scheduled Saturday wedding.
- Rehearsal for Thursday evenings for a scheduled Friday wedding are subject to Sanctuary availability. The Worship Pastor will determine when the space is available.

The officiating pastor will direct your rehearsal, which will start at the scheduled time and last approximately one hour.

It is the responsibility of the bride and groom to ensure the following people are in attendance and on time for the rehearsal:

- All of the Wedding party
- All musicians
- The sound and light technician: if you wish for the technician to remain after the rehearsal to enable your musicians to practice you must make these arrangements prior to the rehearsal. There will be an additional charge for this time commitment.

Items to bring to your rehearsal:

1. Your programs
2. Unity candle (if using)
3. Payment envelopes for each wedding service i.e. Pastor's honorarium, musician's fee, etc.
4. Any pre-recorded music (CDs) that you wish to use in the ceremony. This includes music to be played before and after the wedding service, as well as any special music needed during the ceremony.
5. Any video DVD to be played at your service

Do not bring any bridal or bridesmaids dresses or any tuxes the evening of rehearsal. They cannot be stored at the church.

Rehearsal Dinner and/or Wedding Reception: *Maximum capacity: 80*

If you plan to hold your rehearsal dinner and/or wedding reception at LCF, the MPA will need to be reserved. A separate fee will be assessed. Round or rectangular tables and chairs are available – linens are **not** provided. You will need to contact the Kitchen Coordinator (Dori Buhlig-see facilities section.) You are responsible for restoring the MPA to its original state following your reception or rehearsal dinner.

Ceremony:

Sample Order of Service:

The following is a general outline for a wedding ceremony. There are many variations from which you may choose. This is provided simply to help you consider your preferences for the elements common in most ceremonies.

- Music Prelude (often begins 15-30 minutes prior to the ceremony)
- Candle lighters light candles on the stage (optional)
- Music for seating of grandparents/parents (could be continuation of prelude or special song)
- Seating of grandparents/parents
- Processional
- Giving of the Bride/Call to Worship/Welcome/Opening Comments and Prayer
- Special music: solo, song or hymn (optional)
- Scripture Reading
- Message
- Vows/Ring Exchange/Pronouncement/Kiss
- Unity Candle/solo or special music (optional)
- Prayer
- Presentation of Bride and Groom
- Recessional

*sample vows are available from your pastor

Arrival Time:

Please schedule the arrival time with the WL. The Church Building will not be available prior to 7:30am on Saturdays regardless of the start time of the wedding.

The sound team will arrive one hour before the scheduled service. They will do a sound check with the pastor and any musicians at this time.

The lighting technician's arrival time will be determined by the photographer's schedule.

Photographer & Photos:

We strongly encourage you to have some pictures taken prior to the wedding ceremony. You should plan to have the photo session *end 45 minutes prior to the ceremony*. (This will allow you to be finished and out of sight before your guests arrive and will give you an opportunity to have a few calm moments.) Communicate with the Wedding Liaison what time you will be taking pictures to ensure that the lighting technician will be available to you.

Plan at least one hour for photos. If you have extended family or a number of children, you should allow more time. A schedule of times for family groups, Wedding party, etc. should be communicated to those involved.

You may want to consider setting up a time for your photographer to meet with you at the church (approved time with the WL) so that you can discuss shooting and particular views and/or angles and backgrounds. The officiating pastor has the right to limit where the photographer may film from.

The Wedding party is responsible for contracting with photographers. LCF does not provide these.

Videographer

Many Wedding parties want to commemorate this momentous occasion by videotaping it. There is space in our sound booth for the set up of a stationary video camera. We ask that the videographer be respectful of the ceremony while filming. The officiating pastor has the right to limit where the videographer may film from.

The Wedding party is responsible for contracting with videographers. LCF does not provide these.

Music & Musicians:

Please keep in mind that this is a house of worship. Although we do not forbid secular music, all music should in some way have God and His plan for marriage as its theme.

The Wedding party is responsible for contracting with individual musicians and/or soloists. LCF does not provide these.

It is important to keep in mind that any musicians or soloists are not compensated by the church and an honorarium would be in order. This fee includes attendance at rehearsal, wedding prelude, ceremony and recessional. (See fee schedule for suggested honorarium ranges.)

We are equipped to play recorded music (CDs) of your choice, either instrumental music or accompaniment. Please bring this music to the rehearsal if you will be using it.

Decorations:

LCF reserves the right to review and approve all decorations.

Arrange with Wedding Liaison for when sanctuary will be available to decorate.

The church is often decorated seasonally i.e. Easter, Christmas, etc. As your wedding date approaches, please be in contact with your Wedding Liaison. She will share with you any information she has regarding upcoming decorations.

The Wedding party is responsible for cleaning up all decorations, immediately following the wedding, in order for LCF's stage to be restored for the upcoming Sunday Worship service. *Again, may we suggest that you ask or assign specific people to be responsible for this.*

LCF does not provide an aisle runner. These may be purchased from Michael's or Hobby Lobby or other crafts stores.

Flower Petals:

If you choose to have a flower girl use real petals to drop on the ground, they cannot be red due to staining of the carpet.

Candles/Candelabra:

If using a unity candle or candles you will need to provide your own. We require dripless candles if used. LCF has two black wrought iron, 5 pillar candle candelabras available for use. LCF does not supply the candles.

Facilities:

The sanctuary at Liberty Christian Fellowship is set up in a non-traditional manner, with rows of individual chairs following the semi-circular shape of the stage. There is a center aisle, which can easily be widened by removing chairs.

If you would like to view the facilities, please call the church office.

Dressing Rooms:

We provide dressing rooms for men and women. Bathrooms are nearby. All personal items must be removed from these rooms prior to the beginning of the ceremony. *Again, we strongly suggest that you ask or assign a specific person to be responsible for this task.*

Snacks:

We suggest that families consider providing a light snack for the Wedding party prior to the ceremony such as crackers and cheese or fruit and a clear beverage. Tables and chairs are available for your use in the MPA for refreshments. Let the Wedding Liaison know if this is something you would like available. The Wedding party will be responsible for setting up and tear down. You will be responsible for supplying any paper goods. You will also be responsible for clean-up, including emptying trash bags. Any food left over will be thrown away.

Peanut Allergies: We ask that you understand and agree to prohibit any peanut or peanut related product from being allowed in LCF's buildings. Please advise all attendees of this prohibition.

Clean-Up of Dressing Rooms:

All dressing rooms must have all personal items removed prior to the ceremony with the exception of the bride's going-away clothing and a small make-up bag. *We strongly suggest that you ask or assign a specific person to be responsible for this task.*

Please take care to dispose of all pins into proper receptacles.

Clean-Up of Sanctuary:

The Wedding party is responsible for removing all decorations that have been put in place. May we suggest that you supply a box for candles, remaining programs, guest book and pen. Anything remaining after the ceremony will be disposed of by the custodians. *Once again, we strongly suggest that you ask or assign a specific person to be responsible for this task.* All rental items must be returned to the rental company or arrangements made for pick-up by the company immediately after the wedding ceremony. They may not remain at the church beyond the day of the wedding.

Other Events on the Day of the Wedding:

There may be other church events scheduled in another part of the building on the day of your wedding. We will make every effort to see that events do not conflict with the areas of the building in use for the wedding.

The Multi-Purpose Area and Kitchen:

These areas are available for receptions serving up to 80 guests. (Please note that LCF does not allow alcohol on its premises.) All plans would need to be discussed with and approved by the Church Administrator and Kitchen Coordinator.

Kitchen Coordinator – Dori Buhlig

You must contact our Kitchen Coordinator, Dori Buhlig (816) 628-6353, for permission to use the church's kitchen.

Caterer:

If you wish to cater your reception, please discuss this with Dori.

Alcoholic Beverages:

The serving of alcoholic beverages is not permitted on the church property under any circumstances.

Smoking:

Smoking is not permitted in the building.

Tossed items:

Rice, birdseed, confetti, glitter, petals or any other similar substances are not permitted to be thrown in or out of the building.

Fee Schedule:

Wedding/Building Use Fee (payable to LCF) \$500 (plus a \$100 refundable damage deposit)

Fees are broken into 3 parts:

- \$100 security deposit. This reserves our space for your use. To reserve the church after verifying the building and pastor availability, please mail the \$100 security deposit check made payable to Liberty Christian Fellowship. Mail payment to: Liberty Christian Fellowship 1815 W. Liberty Dr. Liberty, MO 64068. Upon receiving the check, the Wedding Liaison will be notified and act as your connection with LCF from that point forward.
- Cancellation must take place at least 30 days in advance in order for the security deposit to be refunded.
- \$400 balance due 2 weeks prior to the wedding. This fee covers the utility costs to have the building open; the services of our Wedding Liaison, Sound Technician and our Lighting Technician.
- A damage deposit in the form of a separate \$100 check will be required. LCF will not deposit it unless there are damages to the building. We will destroy or return the check per your request after the wedding.

MPA Rental for rehearsal and wedding reception

- Minimum fee \$250. LCF reserves the right to access a greater fee for longer than 4 hours use.

Suggested Honorariums:

**Officiating Pastor	\$250-\$500
**Soloist	\$75-\$150
**Instrumentalist (each)	\$50-\$100

**These checks are made payable to the individuals and given to the LCF Wedding Liaison at the wedding rehearsal to distribute to the individuals. [If the wedding is not held at LCF, you will not have an LCF Wedding Liaison, and you will need to mail the check for the officiating LCF pastor to the LCF church office one week prior to the wedding rehearsal.]

Cancellation Policy:

If you desire to change or cancel your contract, you must notify the Church Administrator or Secretaries as soon as possible. A cancellation fee may be charged.

What if my wedding isn't at LCF?

Sometimes a bride wants to be married in a different setting than LCF provides, but still wants to have an LCF pastor officiate. Here are the steps to follow and information regarding this decision that may help make the process easier.

1.) Complete a form

Couple should first complete and submit an Offsite Wedding Request form. This can be done by going to our Web site (www.lcfliberty.org) and choosing the Offsite Wedding Request form under "About/Weddings". You may also call our church office and we can email/mail it to you.

2.) Select a date

Choose a date at least 4 months in advance.

Each couple must have an initial meeting with one of our LCF pastors. This initial meeting is to establish agreement with the wedding plans and to review the church's premarital program (PREPARE-ENRICH).

3.) Select a Pastor

Generally, an LCF pastor will not be able to confirm with certainty that he will perform the wedding until he has an initial meeting with the couple. In the qualifying session, you should expect the pastor to ask you about:

Your Christian faith: *When did you become a Christian? What does it mean to be a Christian? What is the place that Christian faith has in your life? Are you both actively involved as members in a local church?*

The Nature of Your Relationship: *What is the history of your relationship? How do your friends and family feel about it? What do you perceive to be the greatest strengths and greatest weaknesses of the relationship? Are you living together? Have you maintained sexual purity? Have there been relationships in the past that are unreconciled (i.e. if you've been married before)?*

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4.) Enroll in premarital counseling

All couples whose ceremony is officiated by an LCF pastor are required to complete the PREPARE-ENRICH premarital inventory or survey. We will need your email addresses in order for our Senior Associate Pastor to direct you to the appropriate mentor couple. Once your wedding date is confirmed, you will be contacted by one of our Prepare-Enrich counselors. They will set you up for online testing, which costs \$30/couple, payable online. The survey takes about 30-45 minutes to complete. This MUST be done individually. The number of sessions depends on how many growth areas turn up on your survey, but usually range from 3-6 two hour sessions. The sessions with our team are free. Focus is on conversation, communication and conflict resolution, as well as reinforcing strengths and giving tools to deal with potential problem areas. The sessions typically meet every other week and starting early is emphasized.

Other Information

Off Site Rehearsals:

Please plan your rehearsal dinner to follow the rehearsal. This will allow you the most flexibility with your evening.

Rehearsal are usually scheduled as follows:

- Rehearsal at 6:00pm Friday for a scheduled Saturday wedding.

The officiating pastor will direct your rehearsal, which will start at the scheduled time and last approximately one hour.

It is the responsibility of the bride and groom to ensure the following people are in attendance and on time for the rehearsal:

- All of the Wedding party
- All musicians
- The sound and light technician: if you wish for the technician to remain after the rehearsal to enable your musicians to practice you must make these arrangements prior to the rehearsal.

Items to bring to your rehearsal:

1. Your programs
2. Unity candle (if using)
3. Any pre-recorded music (CDs) that you wish to use in the ceremony. This includes music to be played before and after the wedding service, as well as any special music needed during the ceremony.
4. Any video DVD to be played at your service

Off Site Ceremony:

Sample Order of Service:

The following is a general outline for a wedding ceremony. There are many variations from which you may choose. This is provided simply to help you consider your preferences for the elements common in most ceremonies.

- Music Prelude (often begins 15-30 minutes prior to the ceremony)
- Candle lighters light candles on the stage (optional)
- Music for seating of grandparents/parents (could be continuation of prelude or special song)
- Seating of grandparents/parents
- Processional
- Giving of the Bride/Call to Worship/Welcome/Opening Comments and Prayer
- Special music: solo, song or hymn (optional)
- Scripture Reading
- Message
- Vows/Ring Exchange/Pronouncement/Kiss
- Unity Candle/solo or special music (optional)
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- Presentation of Bride and Groom
- Recessional

*sample vows are available from your pastor

Suggested Honorariums:

**Officiating Pastor	\$250-\$500
**Soloist	\$75-\$150
**Instrumentalist (each)	\$50-\$100

**These checks are made payable to the individuals. You will need to mail the check for the officiating LCF pastor to the LCF church office one week prior to the wedding rehearsal.