



**Information
Regarding
Weddings at
Wakonda Christian
Church**

3938 Fleur Drive
Des Moines, Iowa 50321
515-285-8394

Your Wedding At Wakonda Christian Church

The marriage ceremony is one of the most sacred rites of the church. It is always a ritual in which two persons invoke the blessing of God and pledge themselves to each other in holy wedlock. It is never primarily a social event.

It is the desire of Wakonda Christian Church, its ministers, and its staff, to make every wedding a memorable event, beautiful and meaningful, and to extend every possible courtesy to the wedding parties.

The following steps have been instituted in order to establish a regular procedure in regard to weddings in Wakonda Christian Church, Des Moines, Iowa, and to make available to bridal parties the accepted customs of the church.

First Steps For All Wedding Arrangements

1. Make reservations through the church office (285-8394). This will include:
 - a. Conference with Senior Minister
 - b. Conference with Organist, Larry Conn (848-5549).

Additional Facts Regarding the Church

Seating capacity of the sanctuary is 300. Approximately 36 folding chairs can be placed in the back of the sanctuary, making a total seating capacity around 336.

Length of aisle runner needed — is 35 - 40 feet. (The church does **not** provide an aisle runner — check with your florist.)

A kneeling bench is available at the church.

The church has two 7-candle candelabras, which you are welcome to use. You will need 14 candles. We feel 14-inch candles look best. All candles used in the sanctuary must be **dripleless**.

PreWedding Checklist

To assist you in taking care of all the arrangements at the church prior to your wedding, the following check list is provided:

- 1. I have reserved the church for my wedding date. (*Note: A \$150.00 refundable security deposit must be made to reserve the church*).
- 2. I have contacted the organist.
- 3. I have written checks for:
 - a. \$250.00 - use of the sanctuary
 - b. \$100.00 - organist (\$25.00 additional if accompanying vocalists)
 - c. \$50.00 - custodial services (wedding only)
\$100.00 - custodial services (wedding and reception)
 - d. \$50.00 - audio technician
 - e. \$150.00 - suggested appreciation/honorarium for officiating minister
 - f. \$150.00 - fee for staff minister onsite/acting as host minister, if not officiating at the wedding

Guidelines:

- a. Mail your checks or bring them to the church office during the week preceding the wedding.

Best Wishes to You!!

Making the Reservations

A reservation will be confirmed through the administrative secretary of the church with a consultation with the minister of Wakonda Christian Church to follow. The bride and groom, or the party reserving the church for the wedding, must agree to be responsible for clean up of, or repair of damage to, the church building occasioned by the wedding. The responsible party will post a security deposit of \$150. If the participating staff minister determines that the church building has been left in a clean and undamaged condition following the wedding, the deposit will be refunded by check within two weeks after the wedding. If participating staff minister determines that the church building has not been left in a clean and undamaged condition after the wedding, then the cost of cleaning and repair will be deducted from the security deposit, and the balance, along with an explanation of deductions, if any, will be returned within two weeks after the completion of the clean-up and repair. Should the security deposit be insufficient to cover the cost of cleaning and repair, the responsible party shall be responsible for the additional costs.

Tentative dates may be cleared by telephone. No date should be announced until this conversation is held and the security deposit paid. This is necessary in order to reduce to a minimum the possibility of misunderstanding or error on the part of any of the person involved.

It is requested that no weddings or rehearsals be scheduled during Holy Week, Sundays, New Year's Day, the day following Easter Sunday, Mother's Day, Father's Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day. It is requested that weddings for non-members be scheduled no later than 4:00 p.m. if the wedding is on a Saturday.

Pre-Wedding Conference

The minister will perform the wedding ceremony only after a conference with the bride and groom. It is desirable for this conference to be held at least ninety days before the wedding, and all couples are urged to make every effort to make an appointment with their minister at least that far in advance.

Music

In keeping with the service, only music of a religious nature is to be permitted, and it should have the same dignity as the spoken ceremony.

Selection of the wedding music must be discussed with the officiating Minister and approved by him as far in advance of the wedding date as can be conveniently arranged.

It is suggested that the organist of this church be employed to play for the wedding. The organist of Wakonda Christian Church is familiar with the church organ and is familiar with the wedding ceremony. If you desire another organist, the organist must be trained on a classical organ and familiar with the wedding ceremony. Experience has clearly taught the advisability of this policy. The Minister must approve any prospective organist.

The bride may choose any soloist she wishes, giving due consideration to the experience of the singer and to the size and nature of the Sanctuary.

The Rehearsal

The minister representing the church is always in complete charge; wedding services, bridal secretaries, and other persons with similar positions must confer with the minister regarding all plans.

The rehearsal shall begin promptly at the time scheduled.

The bride and groom should insist that all members of the wedding party be as prompt for the rehearsal as for the wedding.

The following suggestions will guide you as you prepare for the wedding rehearsal:

1. The minister will schedule the time of the rehearsal, usually on the day before the wedding. The rehearsal will require a minimum of one full hour.
2. All members of the wedding party shall be present at the rehearsal.
3. Please have lists prepared with the following information:
 - a. Names of attendants and order in which they stand
 - b. Names of candles lighters, if any
 - c. Names of ushers who will seat the mothers
 - d. Number of family pews to be reserved
 - e. Number of grandparents to be seated
4. The marriage license should be delivered to the minister
5. If it is planned that a child will be in the wedding, it is suggested that the child be at least 5 years old.
6. No smoking will be permitted in the building
7. No alcoholic beverages will be permitted in the building or on the church grounds

The bride is responsible for determining at what hour the dresses are to be delivered to the church. She will then report this information to the minister's secretary. The church's responsibility is limited to receiving the dresses and providing a dressing room where they may be left.

The church will not be responsible for any personal items, nor shall the church be liable for such items if lost, stolen, or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such property.

Flowers and Decorations

Florists or companies who decorate the Sanctuary shall be responsible for damage of any kind, caused either by their employees or their equipment.

A beautiful Sanctuary requires very little decoration.

The use of greenery is discouraged except in the decorating of the candelabra stands. No decorations shall be used which will hide from clear view the worship symbols in the Chancel, such as the cross and the communion table. Decorations that hide the beauty of either the Sanctuary or destroy the appeal of the church setting, de-emphasize the symbols in the church, and detract from the simple dignity and elegance, which should characterize the wedding service, should not be used.

Following is a list of detailed regulations. The church expects full cooperation:

1. Nails, tacks staples, pins or anything, which can mar the woodwork or walls, must not be used.
2. It is assumed that no candles or other decorations other than pew ribbons with small fern and/or flower décor attached shall be used outside the Chancel area.
3. Only wrapped wire or ribbons that will be not mar the pew ends shall be used to fasten bows.
4. The florist shall call the church office a week in advance to set a time for decorating.
5. The florist is expected to remove all decorations and equipment immediately following the ceremony, unless other arrangements are made.
6. Birdseed is NOT to be thrown inside the building! And should be distributed outside the building.
(Rice may not be used at all.)
7. The church properties must be left in the condition in which they were found.

Photographs

At no time and under no circumstances shall photographs or pictures be made from the floor of the Sanctuary while the sacred service is in progress. This is understood to be from the time the music starts. Under no condition shall this policy be relaxed as it relates to pictures from the floor of the Sanctuary.

The photographer may take pictures before or after the ceremony in any part of the building. The Sanctuary, however, must be cleared of all photographic equipment **at least 30 minutes** prior to the beginning of the wedding. The photographer is permitted to take pictures freely in the foyer of the Sanctuary.

Picture are permissible during the recessional, but must not slow down the recessional process. The photographer may stand in the foyer door leading from the Sanctuary to the foyer for these pictures. The bridal party may reassemble in the Sanctuary after the ceremony to pose for any parts of the ceremony or to take any other wedding party pictures desired.

The photographer is cautioned about marring the furniture by standing, or by placing camera equipment on the pews or furniture in the church. The photographer will be held responsible for any damage so caused.

A tape recording may be made if it is not detrimental to the service.

Amateur photographers must follow the same rules as the professional photographers.

Guest Ministers

An ordained minister from another church is welcome to participate in the ceremony. A staff minister from Wakonda will, however, be in charge of the rehearsal and will be involved in the wedding ceremony.* It is suggested that the bride consult with the local minister prior to the invitation being made to the guest minister.

*unless special arrangement are made.