

not used outside.) Members and their families may set up and put away tables and chairs without cost. Otherwise, the custodian will do this for an additional fee.

Fees and Honorariums:

Facility Use Fees: *

Sanctuary	\$250
Wedding rehearsal.....	\$ 50
Fellowship Hall with serving tables only (no additional tables or chairs)	\$100
Fellowship Hall with only chairs set up.....	\$125
Fellowship Hall with tables and chairs set up.....	\$150
Kitchen	\$100
Chapel	\$ 50
Classrooms.....	\$ 25 each

**Facility Use fees are waived for BCMC members; Bethel College students, faculty or staff who are not BCMC members will be charged ½ of the above fees.*

Other Fees:

PA Operator (includes 1 CD)	\$ 35
Video Recording (provides 1 DVD).....	\$ 40
Additional CDs or DVDs (each).....	\$ 5
Organist—for rehearsal	\$ 50
Organist—for wedding.....	\$150
Facility Attendant (if applicable) per hour/\$25 minimum	\$ 10

Honorariums (suggested amounts listed below):

Pastor	\$200
Administrative Assistant	\$ 25
Custodian	\$ 25
Serving Committee for reception (depending on number of guests).....	\$100-200

Payment:

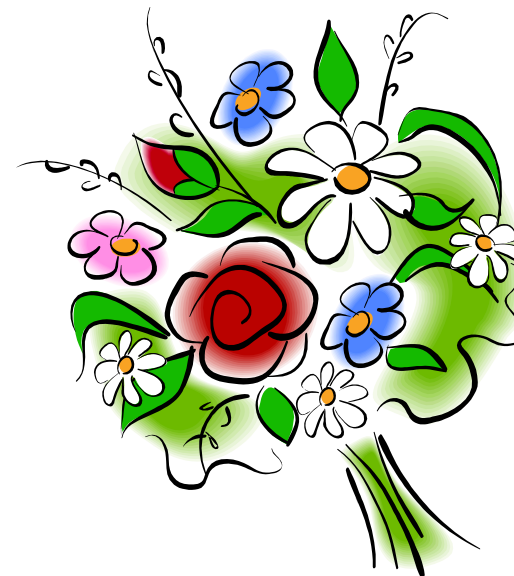
Facility Use Fees: An invoice will be provided. Make check payable to BCMC; full payment due at the time of the reservation.

All other fees and honorariums: An invoice will be provided. Make check payable to BCMC at time of event; BCMC will then forward fees and honorariums to appropriate individuals or funds.

When you're ready to schedule your event, contact the administrative assistant at BCMC to get your date on the calendar, have a facility tour, and complete your Facility Use Agreement form.

*revised December 2014; February 2015; June 16, 2016; October 2017
PA and recording fees revised May 20, 2010*

Planning Your Wedding



In the

BETHEL COLLEGE MENNONITE CHURCH

2600 College Avenue, Box 364, North Newton, KS 67117
316-283-3667 ~ office@bethelcollegemennonitechurch.org
Website: bethelcollegemennonitechurch.org

Pastors: Dawn Yoder Harms, John Tyson, Susan Wheeler
Administrative Assistant: Monica Lichti

We trust this brochure will be helpful to you as you plan for your important day.

Should you have any questions, please call.

God bless you as you prepare for your wedding and the establishment of your Christian home.

Welcome to Bethel College Mennonite Church!

Below are guidelines and instructions to assist you in planning your wedding.

Bethel College Mennonite Church, a member of Western District Conference of Mennonite Church USA affirms the *Mennonite Confession of Faith in a Mennonite Perspective* (1995). Also, it has adopted the following welcoming statement in 2001 which is on our website and printed in the worship bulletin: “*Bethel College Mennonite Church welcomes into fellowship and membership all persons who confess faith in Jesus Christ, without regard to their race, ethnic background, gender, age, sexual orientation, education, ability and other factors which give rise to discrimination and marginalization.*”

The Service:

All weddings held at BCMC are Christian in nature. BCMC honors legal marriages with a worship service of covenant-making and blessing. Non-members using our facility will recognize the sanctuary as a sacred space.

1. Music in the wedding service reflects the joy and celebration of such an occasion. The music of the church—classical, traditional and contemporary — should receive priority in your planning, rather than use of secular music, which may not be appropriate to the experience of worship.
2. A pastor of BCMC should be contacted before any date is reserved on the official church calendar. BCMC pastors invite couples to share proposed dates and review the wedding brochure as a first step in planning.
3. BCMC pastors who officiate marriages will require several sessions of pre-marital counseling of all couples.
4. It is the policy of BCMC that pastors may honor requests to officiate weddings or refuse to officiate weddings. The congregation grants the authority to make this decision to the pastor(s) with consultation by the Deacon Commission.
5. All weddings must have a credentialed minister as part of the wedding service. Credentialed ministers other than the pastors of this congregation are welcome to officiate if desired by the couple. If that is the case, the pastor of the Bethel College Mennonite Church should be contacted and requested to formally invite the desired officiant.
6. The wedding brochure will be posted on the BCMC website and the most current guidelines and instructions will be available for couples.
7. Marriages of members of Bethel College Mennonite Church will be announced in the church bulletin on the Sunday prior to the occasion.

Scheduling:

1. Contact the Administrative Assistant to schedule use of church facilities, and arrange for a time to tour the church facilities. Complete a Facility Use Agreement Form and turn it in to the Administrative Assistant. Weddings and receptions at the church facility should conclude prior to 5:00 p.m. on Saturdays; after this hour, you are requested to provide help for the Custodian in preparing the church facility for Sunday morning.
2. Weddings may be reserved by church members on a first-come, first-served basis. Non-church-members may reserve weddings up to six months in advance.
3. When you schedule the wedding, also schedule the rehearsal. The rehearsal normally takes one to two hours.

4. Inform your organist and/or other musicians that their rehearsal time needs to be scheduled with the administrative assistant.
5. Identify who will serve as the Facility Attendant for your wedding events. The Facility Attendant is present during all events to provide for the safety of participants, security for the property, and assistance if needed. This may be a BCMC member who is a part of your family or group. If not, a Facility Attendant Fee will be charged for a BCMC staff person or representative to serve as the Facility Attendant.

Decorating:

1. Pedestals for flower bouquets are available and may be placed in the chancel as desired. (No items or flowers are placed on the grand piano.) The communion table can be placed either at the top of the chancel steps or farther back in the chancel, but should not be removed from the chancel.
2. The church has candle holders with glass chimneys that fit on the ends of the pews. We also have 20-inch brass candle lighters. We do not have candelabra or four-foot lighters.
3. The church sanctuary is decorated for the seasons of Advent/Christmas and Lent/Easter. Couples planning their wedding during these times are advised that the policy of the church is to keep the decorations in the sanctuary during these special seasons.

Pictures:

1. Pictures are a significant form of memory of this occasion; however, they should not assume priority over the experience itself, or distract from the wedding worship serviced. Please advise photographer of this expectation.
2. Pictures may be taken in the sanctuary either before or after the service. If taken before, they should be completed forty-five minutes prior to the scheduled time of the service.
3. Videotaping: A stationary camcorder can be placed in the balcony, and also in the chancel area if desired. BCMC has a camera mounted just in front of the balcony and we can record the service – see fees below.

Other Facilities Available:

Classrooms are available as dressing rooms for the wedding party. We suggest room 14 for the bride and attendants and room 22 for the groom and attendants. See fees for rental of these rooms on page 4. It is assumed that the rooms used will be left in the condition in which they were found. Please put all trash in trashcans and remove your personal belongings. BCMC will dispose of any items left at the church.

Reception:

1. If you choose to have your reception in Fellowship Hall, plan the arrangement of tables, chairs, and receiving line and indicate this on the Facility Use Agreement Form.
2. It is the policy of the church that alcoholic beverages, smoking, illegal drugs and weapons are not permitted in the church facility or on the church grounds.
3. If you plan to have a reception on the grounds of BCMC (outdoors), 6' and 8' plastic white tables and unpadded chairs are available for use. (It is the policy of the church that the padded chairs are