

KA HALE PULE 'O KAUMAKAPILI KA 'EKALESIA HUI PU 'IA O KRISTO

766 NORTH KING STREET at PĀLAMA STREET
HONOLULU, HAWAI'I 96817 KE'ENA 845-0908

NĀ KAHU HO'OMANA

Reverend Richard K. Kamanu, Ke Kahunapule
Ms. Kahau Schoenstein, 'Okana



Your Wedding
at
Kaumakapili Church

KAUMAKAPILI CHURCH

MISSION STATEMENT

Kaumakapili Church thankful for the gifts received from God, founded in 1838 for the maka‘āinana, the common folk, rich in Hawaiian tradition and diverse backgrounds, bounded in covenant with all in the United Church of Christ, led by the Spirit, declares its mission to glorify God by bearing the fruits of God’s aloha and gifts and so proving to be faithful disciples of Christ who are equipped for the work of the ministry of proclaiming the good news for all people: by witnessing in word and deed, by serving those in need, by welcoming and receiving all people into the church fellowship, and by nurturing and equipping the church members for the growth of the Body of Christ.

VISION STATEMENT

Kaumakapili Church united and uniting our Christian faith and our Hawaiian cultural values proclaims the reign of God on earth as it is in Heaven.

Your Wedding at Kaumakapili Church

Dear Friend,

Welcome to Kaumakapili Church! We are delighted that you have chosen to celebrate your wedding here. This is a wonderful place to begin a marriage, for in Kaumakapili Church deep traditions continue in their vitality, beauty, and strength. We are prepared to do all in our power to make your exchange of vows and the celebration of your love an event you will long cherish. You will be assigned to one of our Wedding Facilitators, who will assist you with your wedding program at Kaumakapili Church. Please call to set up an initial meeting once you have reviewed the following comprehensive description of our wedding program. We look forward to meeting with you as you begin a new chapter in your lives together.

This booklet will answer your questions regarding our wedding policy, procedures, and expenses which will be incurred. After you have read the material carefully, please follow the check list below.

Feel free to discuss with the Wedding Facilitator any matters not discussed in this booklet. Also, complete the enclosed worksheet for the Wedding Facilitator as soon as possible.

Aloha Pumehana (Warm Regards),

The Staff
at Kaumakapili Church

Check List

Return the completed Facility and Grounds application to the Church Office to reserve the facility on the church calendar, with necessary deposits.

1. Meet with the Wedding Facilitator and return the wedding information sheet at this time.
2. Schedule with Kaumakapili Church's secretary a Pre-Marital Counseling session with our minister.
3. A deposit of \$300.00 is required at the time the reservation is confirmed. Please contact our offices for a full schedule of fees. Fifty percent (50%) of the wedding fee is due at 90 days before the day of the wedding and the remaining balance (50%) is due at 30 days before the day of the wedding. Please read the Facility and Grounds Use Application for elaboration on the deposit.
4. Schedule a wedding rehearsal with your wedding facilitator. Bring your Marriage License at that time.

The Intention of the Ceremony

We ask that you take seriously the fact that you have chosen to be married in a building that is not merely lovely, but is a holy, spiritual place – appropriate to the vows and covenant that join your lives. We ask you to consider why you wish to be married in a religious ceremony, and what role religious tradition, spiritual practice and faithfulness will play in your life together. We intend to avoid insincere and careless dealing with you, and we respectfully ask you to consider the important personal issues between you. In order to help you with these reflections, which unfailingly strengthen a couple's understanding and commitment, you will have to arrange an appointment for premarital counseling with the Kahu (pastor) of Kaumakapili Church prior to your wedding day.

Kaumakapili Church Kahunapule

The Kahu who officiate at Kaumakapili Church weddings will be The Reverend Richard K. Kamanu, Kahu Mua (Senior Pastor) of the church. Kahu Kamanu is a graduate of the Kamehameha Schools, Olivet College (B.A.), and the Chicago Theological Seminary (M.Div). He was ordained into the Christian Ministry as a United Church of Christ minister in September of 1982 and has served as a pastor for 30 yrs.

It is the policy of Kaumakapili Church that only ordained United Church of Christ minister will be allowed to officiate at a wedding ceremony held in our sanctuary.

Assisting Clergy

We welcome non-United Church of Christ clergy to assist in your ceremony. However, the Kahu Mua of Kaumakapili Church must approve of this request. The Kahu assigned to your wedding will give the opening greeting and the final blessing and he/she *must be the clergy to preside over your vows*. The Kahu will sign your marriage license, but assisting clergy will also sign our church wedding book and ceremonial certificate that you receive. In addition, we require that the assisting clergy contact our Kahu Mua no later than 6 WEEKS prior to your wedding day to discuss your ceremony. If the assisting has not contacted our Kahu Mua by then, you will not be permitted to have an assisting clergy at your wedding.

Wedding Schedule

The designed times for weddings at Kaumakapili Church on weekdays (according to availability) and Saturdays are 10 am, 1 pm, 3 pm and 5 pm. Each couple has the use of the church for TWO hours, e.g. for a 5 pm wedding, the couple may use the church from 4 pm to 6 pm.

Reserving the Church

You and your fiancé(e) must first contact the church office at 845-0908 to request a date with the church secretary. Wedding dates are only booked within six months of the wedding day. Upon agreement of the date and the payment of the required deposit, the church secretary will contact and assign a wedding facilitator for your requested date. You and your fiancé(e) will meet with the Wedding Facilitator. At your initial meeting with the Wedding Facilitator, you will be provided with the information about the wedding. You will make arrangements for your premarital counseling at this time. The initial meeting is approximately 1 ½ hours. *You will be asked to leave a \$300 deposit that will become non-refundable 4 weeks prior to your schedule wedding date.* We will hold your reservation and deposit from the time you

make the arrangements to give you time to find a location for your reception. By the 4th week prior to the wedding”, you should notify us whether you would like to maintain your reservation, we will send the deposit to the Church Treasurer. *Once we have sent the deposit to the Church Treasurer, you are confirmed on our calendar.* Once you are confirmed, the Wedding Facilitator will send a copy of the Wedding Reservation Form as confirmation that space and time in the Church has been reserved for you.

Fees

Please contact our offices for full schedule of wedding fees. The fee for the wedding program covers the reservation and use of the Church, the services of the Wedding Facilitator, Sound Technician, Janitor, premarital Counseling and Kahu as well as overhead for the use of the church and its administrative staff. Fifty percent (50%) of the Wedding Program Fee is payable ninety (90) days in advance of event. Balance is due thirty (30) days before event. Check should be made payable to **Kaumakapili Church**.

Marriage License

Both bride and groom must appear together before at the State Department of Health Marriage License registrar to obtain a marriage license at least a month prior to the date of your wedding. Premarital blood tests are not required by the State of Hawai‘i.

Length of Wedding Service and Arrival Time for the Wedding Party

The Church is scheduled to allow each wedding a two-hour time block – one (1) hour prior to the wedding for dressing and photographs and one (1) hour for the ceremony and any additional photographs taken after the wedding. *The date and hour indicated on the Wedding Reservation Form is the date and time of the wedding ceremony is to begin.*

The availability of the church is not guaranteed earlier than one hour before the ceremony is to begin. It is imperative that you inform your photographer and florist of this. Men may arrive already dressed and meet in the Deacons Room one hour prior to the ceremony.

Dressing in the Church

There are no facilities for men to dress in the Church. The Auxiliary Hall is available for the bride and her attendants as a dressing room. If the women wish to dress at the church, the Auxiliary Hall is available one (1) hour before the ceremony. The Auxiliary Hall must be cleared out as quickly as possible as a courtesy to the wedding party which may arrive following yours.

Decorations

We do not permit cloth runners in the aisle. Please, NO rice, confetti, birdseed are to be thrown inside or outside of the church. If you have questions regarding flowers or pew decorations, feel free to discuss this with the Wedding Facilitator.

The Photographer

No guest photography of any kind is allowed during the ceremony. Professional Photography during the ceremony is permitted. However, the rules governing professional photography are definite and designed to uphold the sanctity of the ceremony. Pictures may be taken in the church 30 minutes prior to the

ceremony, e.g., in the case of a 5 pm wedding, from 4:15 to 4:45 pm. Every photographer is also permitted to “stage” shots in the church up to 15 minutes past the designated closing hour, e.g., 6:15 pm. Pictures taken outside the church in the front lawn must NOT intrude upon a prior or subsequent ceremony, nor crowd the front entrance to the church, nor impede any guest attending a wedding at Kaumakapili Church. Please keep a respectful distance away from the church if you come earlier than the designated time. Flash photography is permitted for the processional and recessional but the photographer is NOT permitted forward of the wide center aisle that intersects the chancel. During the ceremony, the photographer must operate with available light only and be stationed at the end of the center aisle by the vestibule doors or upstairs in the balcony. Once seating of guests commences, videographers and photographers are requested not to roam about the church floor.

The Videographer

Videotaping is permitted from the Balcony or far right of the Choir loft only. To avoid distracting participants and guests, they should maintain their position throughout the ceremony. Videographers are asked not to use their wireless microphones in order to avoid potential interference with the systems in the church. They should also bring headphones to monitor the audio at their recorders. Standard 120-volt AC power is available in each of the galleries. Camcorder frequently exhibit humming and noise in their audio in the church because of ground loops when they are connected to AC power. Use of battery supplies is recommended to avoid this problem. Videographers must check in the Sound Technician, who arrives 30 minutes before the scheduled start of the ceremony. The Sound Technician can assist with position selection and audio connections, until about 10 minutes before the scheduled start. A sound check can be made when the Organists starts to play approximately 15 minutes before the ceremony begins. Videographers should report promptly any audio problems to the Sound Technician, preferably during the sound check. (Extensive videoing will require the videographer to attend the rehearsal to meet with the sound technician)

Sound Arrangements

Kaumakapili Church has equipment for recording and/or amplifying both the music and the service. Arrangements must be made with the Sound Technician who will arrive 30 minutes prior to the ceremony. Depending on sound needs, a sound technician will require a sound check at the wedding rehearsal.

Parking

The church does not have parking available for guests. Street parking is available. There are spaces for six cars belonging to the wedding party to park in front of Hale Kamika. The Parking Lot on the Tamashiro Market side of the Church is **NOT AVAILABLE** for guest parking. These lots are leased by Tamashiro Market. If your guests park there, they will be subject to be towed. It will be your responsibility to inform your **guests by designating a person to monitor parking.**

Seating

The capacity seating for the Kaumakapili Church sanctuary is 275. If you expect fewer than 50 guests at your wedding, you may wish to seat everyone near the front of the church. For larger weddings, guests are seated in the front of the Church on either side of the main aisle. If you have family or friends who should be formally seated, please inform the Wedding Facilitator; this will be explained and practiced at the rehearsal.

Music

The Kaumakapili Church Organist will play at all weddings. YOU should email or fax your musical requests at least four weeks prior to the wedding. *Only sacred classical music (or music from your religious and cultural tradition) chosen by the organist in consultation with the couple will be played and sung.*

If you choose to have a soloist or singers (other than those made known to you by the organist) for your wedding, you must: (a) clear your selection with the organist by providing a recording of a performance by your chosen artist(s), and (b) make arrangements for piano accompaniment.

The Wedding Rehearsal

The rehearsal is usually scheduled the afternoon or the evening one to two days before the wedding and takes approximately one hour. It is important that all members of the wedding party be present and ON TIME. It is at this time that the Wedding Coordinator will run through the ceremony and organize the details with the wedding party. One hour only is allocated for your rehearsal; it will *not* be possible to extend this time if you are late. Please bring any programs or candles you wish to use at your wedding and we will keep them over-night in the Church.

PLEASE REMEMBER TO BRING THE HAWAII MARRIAGE LICENSE TO THE REHEARSAL.

Alcohol

Alcohol is **not permitted** on the immediate campus of Kaumakapili Church. This no-drinking policy applies to Kaumakapili Church and its surrounding area, and of course, to the events of the rehearsal and the wedding.

Rehearsal and Wedding Facilitator
Leave message at Church Office
Monday-Friday 8:00-4:30 p.m.

Other applicable rules for sanctuary use

1. No food or drinks (including beverage containers)
2. No gum chewing
3. No smoking
4. Church furniture may not be moved or rearranged without prior consultation with the Kahu
5. No one is allowed to play the organ or piano without permission of Church Organists.
6. No stapling, taping, or hanging of anything anywhere in the sanctuary. Floral clips are to be used on pews only.
7. Use of candles, flowers, or any other worship aids will need to be approved by the Kahu or the Standards committee prior to event.
8. Choir loft area is off limits. Discretion for access or use of the choir loft must be approval by the Kahu.
9. Sound system and fans will be preset.
10. Lights will be preset.