



KPC EVENTS

Step-by-Step Guide to Getting Started

*Weddings, Funerals, Baptisms, Dedications,
Special Events (ie. Room Requests, Concerts)*

Weddings

1. Weddings at KPC are for members or regular attendees only.
2. The first step is for the bride, or couple, to set-up an appointment with Gary Walter, Director of Gathering by calling his assistant Kathy Daugherty, at 495-1913 x272. At this meeting they will receive two sets of paperwork, a "Policies and Procedures Manual" and 2 packets of forms and information covering the bride and grooms personal information and facility use. If you need to drop paperwork off for Gary Walter, please do so at the front desk and be sure that the package is TO THE ATTENTION OF: Gary Walter, Gathering Director.
3. The next step is to schedule a meeting with the officiating Pastor. At that meeting, the Pastor will review the Wedding Application with the couple.
4. Once the wedding is approved by the officiating Pastor, we schedule the rehearsal/wedding.

Funerals

1. Funerals at KPC are for members or regular attendees only.
2. The first step is for a family member to meet with a pastor. In case you do not know which pastor to call, contact Pastor Neil Ellison x230. At this meeting the pastor will go over all the necessary details to help you create a special tribute to your loved one that will honor a life well lived.

Baptisms/Dedications

The procedure for Baptisms/Dedications is presented on the application. Application forms are available in the Ministry Center and at the Receptionist's desk.

The applicant:

1. Fills out the form
2. Makes an appointment with one of our Pastors
3. Has the Pastor sign the form at that interview
4. Returns the form to the Gathering Ministry Director, Gary Walter at the front desk and be sure that the package is TO THE ATTENTION OF: Gary Walter, Gathering Director.

When the signed form is returned, we schedule the Baptism/Dedication. We try our best to limit these to the 4th Sunday of each month.

Special Events

Having an event at KPC is subject to appropriate KPC leadership approval and paperwork.

1. See the "**HOSTING AN EVENT AT KPC**" checklist.
2. Fill out the appropriate forms and return to contact person indicated on each form.