

## **CONCORD CHRISTIAN CHURCH**

# **WEDDING POLICY**

A church wedding is a solemn, sacred and beautiful service of worship. Properly prayed for, planned, and conducted, it will be an unforgettable event.

The perfect wedding for any engaged couple is a Christ-centered wedding. For Christian couples, the marriage service is much more than a social occasion or a civil ceremony. It is a worship service in which vows are made, a covenant is sealed, prayers offered, promises exchanged and God's blessing is sought.

The following guidelines and policies are provided to assist you in your wedding plans:

1. The date for the wedding and rehearsal must be cleared through the church secretary to avoid conflict with the church calendar. This should be done well in advance of the wedding date, preferably six months. The couple contemplating marriage will arrange for a conference with the Minister far in advance of the wedding date.
2. A security deposit of \$200.00 for members and \$500.00 for non-members is required at the time of reservation to hold the date on the calendar. The deposit is fully refundable following the wedding provided the facility is free from damage and no undo clean up or set up is required by Concord Christian Church personnel. A CCC sound technician or staff member will go through an End of Ceremony checklist with a representative of the wedding party to ensure facility conditions. The couple agrees to accept all liability for damage to church property (building content, equipment, etc.) during the time of rehearsal and service. Be certain to leave a forwarding address with the secretary so that we may refund your deposit following the wedding.
3. The Minister will schedule conferences designed to provide pastoral guidance in premarital preparation. The couple will have the opportunity to explore Christian principles, clarify objectives, and anticipate possible problems in marriage. If it is desired to have another minister officiate or assist in the service, the Senior Minister or Worship Minister must approve such arrangements.
4. Rehearsals are customarily held on the evening prior to the wedding day. The rehearsal will begin promptly on the hour agreed upon and will be under the direction of the minister. If a wedding coordinator is used, he/she will need to coordinate with the minister. Rehearsal time is not to exceed 1 hour and 30 minutes from agreed starting time.
5. The stage area is arranged for Sunday services and is not to be changed. This includes furniture, music stands, cables, instruments, or any type of audio, visual, or lighting equipment. If there is a specific need, please make the requests known on the "Audio Request and Set Up" form and coordinate with the CCC member assigned to the wedding.
6. If the reception is to be held at the church in the Family Life Center, a representative of the Kitchen Staff must be contacted at least one month prior to the wedding to go over separate kitchen policies. The wedding party is responsible for set up and tear down of the reception in accordance with the Kitchen Staff and CCC member assigned to the wedding.
7. No receptions will last longer than 4 hours, including your personal item removal. Do not forget to assign someone for this task in advance.

8. If the wedding party wishes to conduct a rehearsal dinner in the Family Life Center, an additional fee of \$75 for members and \$150 for non-members applies. This must be coordinated with a member of the Kitchen Staff and the wedding party is responsible for set up and tear down.
  
9. During special events, Concord Christian Church will be specially decorated. It is understood that these decorations, props, or banners will not be removed for weddings.
  
10. Music: The Concord Christian Church "Music Statement" form must be completed and returned to the Worship Minister at least one month prior to the wedding. If a guest musician is to be used, the Worship Minister should be notified at this time and an appointment made at least two weeks prior to the wedding for the musicians to practice or become familiar with the instrument. Also, the Worship Minister must be consulted concerning the choice of music for the wedding. Only a qualified CCC sound technician is to operate all sound equipment.
  
11. Decorations: The Worship Center is a sacred place. The following guidelines are offered to preserve the intended use of the facility and to safeguard the furnishings.
  - You may use the greenery that is present on the stage the days of your rehearsal and wedding. However, CCC does not provide any other decorations or candle holders.
  - No decoration may block, disguise, or hinder access to any door.
  - Decoration placement must be approved, i.e., no tacks, pins, staples nails, tape, glue, etc. on the furniture or building.
  - Decorations are not to be attached to the Baptistry, the Pulpit, or the Communion Table.
  - If candles are to be used, they must be the dripless type or white metal candles with wax inserts. Use of candles in the windows is discouraged.
  - Arrangements should be made to remove decorations promptly after completion of the wedding service.
  
12. Photography: Photography during the ceremony should be taken in a discrete manner. Other photos, such as time exposures and videotapes may be made at any time.
  
13. Miscellaneous: In order to maintain reverence and respect for the facility, the members of this congregation, and to honor their relationship with the Lord through Jesus Christ, the following requirements are noted.
  - Smoking is not permitted anywhere in the church facilities. It is the responsibility of the bride and groom to see that their guests observe this policy.
  - A wedding or rehearsal will not be conducted when any member of the wedding party is under the influence of alcoholic beverages or drugs.
  - Alcohol and drugs are not permitted on the property and will not be used by the wedding party.
  - Rice or confetti is not allowed for use inside or outside of the facility. Birdseed may be thrown outside the facility. The bride and groom should arrange for birdseed and litter to be removed from the sidewalks and grounds.
  - Reminder to family and friends: No Cool Whip, shaving crème, confetti, or shoe polish is to be used inside or outside of CCC.
  - When the officiating minister is required to wear formal attire, the bridal couple will bear the expense.
  - Please make arrangements for the delivery of flowers at a time convenient to the CCC staff or member assigned to the wedding.
  
14. Fees and Services

For active church members:

Security Deposit*	\$200.00
Worship Center Usage (due one month prior to wedding)	\$150.00

(The Worship Center fee covers the normal wear and tear on the building as well as costs for electricity and additional normal cleaning. It does not include any fees for musicians or honorariums for the Minister or sound technicians).

Family Life Center (due one month prior to wedding) \$ 75.00

Family Life Center for rehearsal dinner \$ 75.00

For non-members

Security Deposit\* \$500.00

Worship Center Usage (due one month prior to wedding) \$250.00

(The Worship Center fee covers the normal wear and tear on the building as well as costs for electricity and additional normal cleaning. It does not include any fees for musicians or honorariums for the Minister or sound technicians).

Family Life Center (due one month prior to wedding) \$150.00

Family Life Center for rehearsal dinner \$150.00

\*Security deposit reserves the church for that date. Minimum 30 day cancellation notice to guarantee refund. Other fees due no later than one month before the wedding. The Worship Center usage fee is due at least 30 days prior to the wedding.

15. The Wedding Application form is to be completed at the time of reservation. The Music Statement and Audio Request & Set Up forms are to be completed and turned in at least one month prior to the wedding.



**Concord Christian Church**  
**WEDDING APPLICATION**

**Please PRINT**

**GROOM:** \_\_\_\_\_ (Member/Non-Member)

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Parents: \_\_\_\_\_ Phone \_\_\_\_\_

**BRIDE:** \_\_\_\_\_ (Member/Non-Member)

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Parents: \_\_\_\_\_ Phone \_\_\_\_\_

**WEDDING DATE:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Dinner at CCC:  Yes  No If yes, time: \_\_\_\_\_

Reception Location: \_\_\_\_\_

**Minister:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Minister:** \_\_\_\_\_ **Phone** \_\_\_\_\_

Be sure to notify us when you have this information:

Wedding Director \_\_\_\_\_ Phone \_\_\_\_\_ (Must contact Minister)

Musician(s) \_\_\_\_\_ Phone \_\_\_\_\_ (Must schedule practice with Worship Minister)

Soloist(s) \_\_\_\_\_ Phone \_\_\_\_\_ (Submit music forms to Worship Minister early)

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Videographer \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_ (Contact Kitchen Staff if at CCC)

(If you do not have above information at this time, be sure to contact the Church Office with information ASAP)

**For Office Use**

Bride Called with Approval: \_\_\_\_\_

Facility Tour: \_\_\_\_\_

Wedding Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_

Wedding Fee \$ \_\_\_\_\_ Date \_\_\_\_\_

Family Life Center \$ \_\_\_\_\_ Date \_\_\_\_\_

We have read and fully understand the Concord Christian Church Wedding Policy and agree to adhere to all the guidelines and policies written in the policy and communicated verbally to us by the CCC staff and member assigned to our wedding.

Bride \_\_\_\_\_ Date \_\_\_\_\_ Groom \_\_\_\_\_ Date \_\_\_\_\_

**Please return completed form to the church office,  
CCC, 3101 Davidson Highway, Concord, NC 28027**



## Concord Christian Church **MUSIC STATEMENT**

*It is our hope that all music used, both vocal and instrumental, be sacred in nature and acceptable for a worship service. If music chosen is not classified as sacred, it should not be contradictory to Christian values.*

1. All music selections must be submitted to the **Worship Minister** at least one month before the wedding for approval. Include words of songs and attach a separate sheet.
2. If the reception is to be held at CCC, music selections during the Reception must also be submitted.
3. This form must be filled out and returned to the Worship Minister as soon as possible. *(At least one month prior to wedding.)*
4. Dancing is not permitted in Church buildings.

Names \_\_\_\_\_

Groom's Phone \_\_\_\_\_ Bride's Phone \_\_\_\_\_

**WEDDING DATE** \_\_\_\_\_ **Time** \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Pianists name \_\_\_\_\_

*(We recommend that you use Concord Christian Church's Pianist, however, this is not required. For instruments, Remember to schedule practice sessions two weeks before requested practice date.)*

Musician's name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Vocalist name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_



**Concord Christian Church**  
**AUDIO REQUEST AND SET UP**

Names \_\_\_\_\_

Groom's Phone \_\_\_\_\_ Bride's Phone \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

# Microphones for Minister(s) \_\_\_\_\_

# Microphones for Vocalist(s) \_\_\_\_\_

# Microphones for Musician(s) \_\_\_\_\_

# Microphones for Other \_\_\_\_\_ Please specify \_\_\_\_\_

CD or Tape Information and other Audio/Visual needs \_\_\_\_\_

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Special requests for set up, stage equipment removal, or arrangement (must be pre-approved by Worship Minister or Sound Technician) \_\_\_\_\_

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**If reception is to be held at Concord Christian Church**

Reception requests \_\_\_\_\_

# Microphones \_\_\_\_\_ Purpose \_\_\_\_\_

CD/Tape player with sound system needed \_\_\_\_ Yes \_\_\_\_ No

**If Rehearsal Dinner is to be held at Concord Christian Church**

Reception requests \_\_\_\_\_

# Microphones \_\_\_\_\_ Purpose \_\_\_\_\_

CD/Tape player with sound system needed \_\_\_\_ Yes \_\_\_\_ No

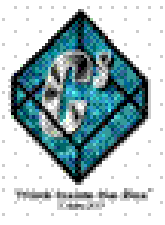
***Return form to the church office as soon as possible  
or at least one month prior to wedding.***



## Concord Christian Church **WEDDING AND FACILITY CHECK LIST**

NAME \_\_\_\_\_ WEDDING DATE \_\_\_\_\_

1. \_\_\_\_ Application & wedding deposit turned in to CCC office.
2. \_\_\_\_ Marriage counseling scheduled.
3. \_\_\_\_ Marriage counseling completed.
4. \_\_\_\_ Audio Request and Set Up form completed and turned in to Worship Minister at least one month prior to wedding date.
5. \_\_\_\_ Music Statement Form completed along with song list and lyrics to the Worship Minister at least one month prior to the wedding date.
6. \_\_\_\_ Worship Center Usage Fee turned in to CCC office at least one month prior to the wedding date
7. \_\_\_\_ If the reception is to be held at CCC, the Family Life Center Usage Fee turned in to the CCC office at least one month prior to the wedding date.
8. \_\_\_\_ If the Reception is to be held at CCC, a representative from the Kitchen Staff has been contacted and all arrangements made.
9. \_\_\_\_ If the Rehearsal Dinner is to be held at CCC, the Family Life Center Usage Fee turned in to CCC office at least one month prior to the wedding date.
10. \_\_\_\_ If the Rehearsal Dinner is to be held at CCC, a representative from the Kitchen Staff has been contacted and all arrangements made.
11. \_\_\_\_ Arrangements for all clean up and personal item removal made in advance of wedding.
12. \_\_\_\_ Guest musicians scheduled to practice at least two weeks prior to wedding.
13. \_\_\_\_ All members of the wedding party and guests informed of facility policies, especially concerning alcohol, tobacco, drugs, rice, confetti, birdseed, decorations, and litter.
14. \_\_\_\_ Arrangements made for opening and closing the facility for rehearsal, wedding, set up, decorations, and clean up.
15. \_\_\_\_ Arrangements made for wedding party representative(s) to go through an "End of Ceremony Check List" with the sound technician or CCC member assigned to the wedding following the ceremony.
16. \_\_\_\_ Address confirmed or updated so that CCC may refund the deposit following the wedding and End of Ceremony Check List.
17. \_\_\_\_ Marriage license applied for in the county where wedding is performed and given to the officiating minister within 30 days of wedding.



## Concord Christian Church **END OF CEREMONY CHECKLIST**

NAME \_\_\_\_\_ WEDDING DATE \_\_\_\_\_

### WEDDING COMPONENTS

1. \_\_\_\_\_ Stage, atrium, Worship Center returned to Sunday set up condition
2. \_\_\_\_\_ Decorations, flowers, and candles removed
3. \_\_\_\_\_ Worship center and atrium vacuumed if necessary
4. \_\_\_\_\_ Personal items removed from Worship Center, restrooms, and any rooms used for dressing and preparation
5. \_\_\_\_\_ Restrooms cleaned. (Wedding party is not expected to do normal restroom cleaning, rather to be certain that floor is clear of debris and that facilities are in the same working order as prior to wedding and rehearsal.)
6. \_\_\_\_\_ If necessary, vacuum any rooms used for dressing and preparation and return the room set u to the condition prior to the wedding and rehearsal
7. \_\_\_\_\_ Remove bird seed from grounds outside, as well as other debris left by wedding party or guests.

### RECEPTION/REHEARSAL DINNER COMPONENTS

1. \_\_\_\_\_ Tables and chairs cleaned off and put back on the racks
2. \_\_\_\_\_ Family Life Center vacuumed, if necessary, and returned to the condition it was in prior to reception/rehearsal dinner
3. \_\_\_\_\_ Decorations, flowers, and candles removed
4. \_\_\_\_\_ Personal items removed
5. \_\_\_\_\_ Trash taken out to the dumpster and cans relined
6. \_\_\_\_\_ If kitchen was used dishes washed and return to proper location, sink and counter wiped down, and floor mopped Everything returned to the condition it was in prior to reception/rehearsal dinner

\_\_\_\_\_  
Wedding party representative

\_\_\_\_\_  
CCC Sound Technician