

WEDDING AND RECEPTIONS

(CCC Wedding Policy is located in church office)

Statement of Policy:

The family at Concord Christian Church believes that a wedding ceremony should be a beautiful occasion and Christ-centered. A wedding is a celebration of a man and a woman that God has brought together. The wedding and its preparation shall be done in a way that will bring honor and glory to God.

“For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.” Ephesians 5:31

Procedures:

1.0 COUNSELING

.01 All engaged couples being married at Concord Christian Church are required to schedule counseling sessions with the presiding minister on our staff. The counseling must be completed prior to the wedding. If the couple fails to complete these sessions, the wedding will be canceled. The Church believes that these counseling sessions are essential in providing a Christ-centered wedding. If it is desired to have a non staff minister officiate the service, it must first be approved by the Worship Minister and proof of counseling must be provided.

2.0 MAKING RESERVATIONS

.01 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 dates are not secured until the **Wedding Application** and **Wedding Application Agreement** forms are filled out and turned into the church secretary along with the wedding deposit. The couple contemplating marriage will arrange for a conference with the Minister far in advance of the wedding dates.

.02 The Wedding Application will include:

- Groom/Bride membership status, address, phone, email, parents
- Dates for rehearsal, wedding and reception

- Concord Christian Church facilities desired
- Officiating Minister
- Names of wedding director, musicians, florists, decorators, photographers, etc.
- Records of fees received
- Other pertinent information.

.03 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 and no time constraints were violated . A CCC sound technician or staff member will go through an End of Ceremony check list 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

.04 All weddings at Concord Christian Church must be conducted by one of the ministers on staff or a former minister of Concord Christian Church. A minister of another Church may conduct or assist in a wedding upon approval from the Concord Christian Church Senior Minister or Worship Minister.

3.0 REHEARSAL

.01 Rehearsals are customarily held on the evening prior to the wedding day. The rehearsal must begin promptly on the hour agreed upon and will be under the direction of the minister. Rehearsal time is not to exceed 1 hour, 30 minutes from the agreed starting time. If a rehearsal exceeds this time limit, refund of part or all of the security deposit may be forfeited.

.02 All members of the wedding party are to be present at the rehearsal.

.03 There will not be time during the rehearsal for soloists to rehearse songs. Rehearsal with the accompanist shall be arranged at another time. A short run through is allowed if time permits.

.04 If a rehearsal dinner is to be held at Concord Christian Church in the Family Life Center, a representative of the Kitchen Ministry Team 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 rehearsal dinner in accordance with the Kitchen Ministry Team and Concord Christian Church

member assigned to the wedding. A separate fee applies for use of the Family life Center. See Fee Schedule.

4.0 FEE SCHEDULE

.01 The security deposit is in place to assure the proper care of the facilities in the event of damage to facilities or equipment or if extraordinary cleaning is warranted following a wedding.

.02 Fees for the use of the various Church facilities are in place to cover the normal wear and tear on the facilities and equipment as well as costs for electricity and additional normal cleaning. It does not include fees or honorariums for ministers, musicians, coordinators, or sound technicians

4.1 Fees for active Concord Christian Church Members

.01 Security deposit - \$200.00. Due with the **Wedding Application and Wedding Application Agreement**. Minimum 30 day cancellation notice to guarantee refund.

.02 Worship Center Usage - \$150.00. Due one month prior to wedding

.03 Family Life Center Usage for reception - \$75.00. Due one month prior to wedding.

.04 Family Life Center Usage for rehearsal dinner - \$75.00. Due one month prior to wedding.

4.2 Fees for Non-Members

.01 Security deposit - \$500.00. Due with the **Wedding Application and Wedding Application Agreement**. Minimum 30 day cancellation notice to guarantee refund.

.02 Worship Center Usage - \$250.00. Due one month prior to wedding

.03 Family Life Center Usage for reception - \$150.00. Due one month prior to wedding.

.04 Family Life Center Usage for rehearsal dinner - \$150.00. Due one month prior to wedding.

5.0 HONORARIUMS

.01 Honorariums for the minister, pianist, musicians, vocalists, and sound technicians are not included in any of the fees. A wedding party should discuss any fees with these individuals separately. Many do not have a set fee and simply accept an honorarium.

.02 It is common practice and accepted etiquette to give any gifts of thanks to the participants of the wedding at the time of the rehearsal.

6.0 MUSIC

.01 Since a wedding is a worship service, the music must promote worship. All music should be either sacred, contemporary Christian, classical or instrumental. However, there are selections that do not fall into these categories that do not take away from worship and must be dealt with on a case by case basis. Therefore, the Worship Minister must approve all music. His judgment will be based on the word content of the song as well as intent by the writer. All music shall be approved at one month before the wedding.

.02 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. Only a qualified CCC sound technician is to operate all sound equipment and wiring.

.03 The Bride or Groom is responsible for contacting pianists, soloists and any other musician that they wish to play/sing for the wedding. If the piano in the sanctuary is to be used, an appointment must be made at least two weeks prior to the wedding for the musicians to practice or become familiar with the instrument.

7.0 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.

.01 No furnishings may be moved from other parts of the building. Facilities staff/sound technicians will remove any furnishings customary for all weddings.

.02 You may use the greenery that is present on the stage the days of your rehearsal and wedding. However, Concord Christian Church does not provide any other decorations or candle holders.

.03 Decorations are not to be attached to the Baptistry, the Pulpit, or the Communion Table (i.e. no nails, tacks, staples, screws, pins, tape, or anything that will mar the woodwork, pews and wall finishes.)

.04 No decoration may block, disguise, or hinder access to any door

.05 Decoration placement must be approved by the Worship Minister.

.06 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.

.07 Arrangements should be made to remove decorations promptly after completion of the wedding service. No equipment, candelabras, etc. may be left at the Church after the wedding. It is the family's responsibility to take them home with them if the florist/caterer is unable to pick them up.

.08 The Church properties must be left in the condition in which they were found, otherwise the deposit will not be refunded.

.09 Facilities staff will not load or off-load equipment or decorations to be used in the wedding.

.10 It should be understood that during special events, Concord Christian Church will be specially set up with decorations, props, or banners. These are not to be removed for weddings.

.11 Any request to use the tables or furniture in the atrium should be made through the Worship Minister. If they are used, they must be set up exactly as they were prior to the wedding and all materials returned to their place atop each piece.

8.0 DRESSES AND VALUABLES

.01 The bride is strongly urged not to leave her wedding dress or bridesmaids dresses in the bride's room on rehearsal night. The Church will in no way be responsible or liable for personal items such as dresses, wraps, purses, silver, glassware or cameras brought to the Church for use in a wedding or reception.

9.0 PHOTOGRAPHY

.01 Photography during the ceremony should be taken in a discrete manner. Be sure to discuss any photography to be used during the ceremony with the officiating minister. Other photos, such as time exposures and videotapes may be made at any time.

10.0 CATERING

.01 Concord Christian Church's kitchen is only available if arrangements have been made with a member of the Kitchen Ministry Team and kitchen policies are followed.

.02 Kitchen appliances, including dishwasher, utensils and tableware are not available for use unless arrangements have been made with a member of the Kitchen Staff.

.03 Caterers must leave the kitchen as clean as they found it or the fee to clean it will be taken out of the security deposit.

.04 All caterers must meet with the Worship Minister and a member of the Kitchen Ministry Team one month prior to the wedding. If no caterer is being used, the bride or responsible party will be required to meet with the Worship Minister and a member of the Kitchen Ministry Team to go over the guidelines for using Concord Christian Church's kitchen/reception facilities.

.05 No receptions held at Concord Christian Church will last longer than 4 hours, including your personal item removal. Do not forget to assign someone for this task in advance

11.0 AUDIO/VISUALS

.01 The Bride and Groom should fill out an **Audio Request and Set Up form** at least one month prior to the wedding. This form provides the sound technician information on microphones, CD, tape and other Audio/Visual needs, as well as specific stage set-up requests.

.02 The stage area is normally arranged for Sunday services and is not to be changed without **Audio Request and Set Up form** approval. This includes furniture, music stands, cables, instruments, and/or any type of audio, visual, or

lighting equipment.

.03 The **Audio Request and Set Up form** also is used for Audio/Visual requests for any reception held at Concord Christian Church.

12.0 CHILD CARE

.01 Due to insurance liabilities, no child care may be provided at Concord Christian Church for weddings.

13.0 OTHER IMPORTANT INSTRUCTIONS

.01 Alcohol and illegal drugs are not permitted on the property and will not be used by the wedding party.

.02 A wedding or rehearsal will not be conducted when any member of the wedding party is under the influence of alcoholic beverages or drugs.

.03 No smoking is allowed anywhere in the Church facilities. It is the responsibility of the Bride and Groom to see that their guest observe this policy.

.04 No unsightly or inappropriate materials shall be used to decorate the wedding car (beer cans for example).

.05 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.

.06 A reminder to family and friends: No Cool Whip, shaving crème, confetti, or shoe polish is to be used inside or outside of Concord Christian Church.

.07 All members of the wedding party must attend rehearsal.

.08 The Officiating Minister will direct the rehearsal. If a Wedding Coordinator is used, he/she should meet with the Minister prior to the rehearsal.

.09 When the Officiating Minister is required to wear formal attire, the bridal couple will bear the expense.

.10 The number of ushers should be in keeping with the anticipated attendance. Usually, four are sufficient. If you cannot have four, use some of the

Groomsmen.

.11 All musicians must attend rehearsal.

.12 All members of the wedding party shall be at the Church no less than one hour prior to the ceremony.

.13 Please make arrangements for the delivery of flowers at a time convenient to the Concord Christian Church staff or member assigned to the wedding.

.14 During special event, Concord Christian Church will be specially decorated. It is understood that these decorations, prop, or banners will not be removed for weddings.