



Christ CHURCH

CHRIST CHURCH WEDDING POLICY

Objective

The objective of our wedding ministry at Christ Church, PCA is to make each wedding personal, but with strong emphasis and understanding that marriage is an expression of worship, reflecting joy, celebration, community, respect, dignity, and love. The Bible gives no specific pattern or order of service to define exactly what should be included, so there is room for creativity and spontaneity, all while bringing glory and honor to the Lord Jesus Christ.

General Information

Each couple who is to be married at Christ Church, PCA (and their wedding party) is expected to comply with all the provisions of this policy. In return, Christ Church offers you our pastors, the use of the facilities, and the experience of our wedding coordinator, who will guide you in the preparation for your special day. It is expected that *all members of the wedding party (including children)* will conduct themselves with reverence and respect for the church and its furnishings. Members of the wedding party will refrain from smoking in the building, refrain from using alcoholic beverages in the building or anywhere on the property, and will monitor the activities of small or young children while in the building or anywhere on the church property.

Our pastors will guide you through counseling in the establishing of a Christian home; our wedding coordinator will make your planning much easier; our church family will help nurture you in your marriage; and our beautiful facilities will adorn your wedding day.

Scheduling Your Wedding

The Christ Church sanctuary is available for weddings on Saturdays between the hours of 11:00 a.m. and 5:00 p.m.; approval will be needed if the Saturday is a holiday. Sunday weddings are generally not allowed due to our worship schedule and preparation for those services.

- Call the church office, (309) 452-7927, to inquire about available dates for your wedding. The church office will contact the appropriate staff to confirm their availability.
- Christ Church provides a wedding coordinator to oversee the arrangement and details of the wedding service.
- Once the wedding date is confirmed on the calendars of the church and the officiating pastor, **an appointment with the wedding coordinator is required** to discuss Christ Church's wedding policy. Questions about arrangements, pastor, music, fees, and use of the facilities will be discussed at the appointment.
- A non-refundable deposit (building reservation fee) of \$50 is required to reserve your wedding date and time on our church calendar, if you are not a member. **The wedding date is not reserved until the \$50 is received by the church office.**
- **All fees associated with your wedding must be paid 30 (thirty) days prior to the date of the wedding** (see Wedding Fees section). The wedding coordinator will provide a list of assigned staff to which to make checks payable.

Officiating Pastor

- **All weddings at Christ Church are to be officiated by one of our pastors of Christ Church.** *Any exceptions will need to be approved by the pastoral staff.*
- All wedding candidates must meet with a Christ Church pastor before the wedding. (See Pastoral Premarital Counseling section). Appointments can be scheduled with the officiating pastor by calling the church office at (309) 452-7927.

Use of the Facilities

- Weddings at Christ Church will be restricted to members of the congregation, their children, and regular attendees. *Weddings involving children of regular attendees will need to be approved.*
- The building will be open for the wedding party's use three hours prior to the start of the wedding.
- The wedding party must vacate the building within one hour after the ceremony. If the reception is held in the multi-purpose room (the only room in which a reception is permissible), the building must be vacated by 8:00 pm.
- Bird seed, rice, confetti, or similar materials are NOT to be thrown or used on the premises. Bubbles should be distributed and used outside the building ONLY.
- If live rose pedals are used during the ceremony, an aisle runner must also be used to avoid damaging the church floor coverings.
- Smoking is not permitted anywhere in the building.
- Alcoholic beverages of any kind are prohibited. Any member of the wedding party who comes to the wedding under the influence of alcohol or drugs will not be allowed to participate.
- Church fixtures may only be moved by church custodians or the wedding coordinator (for example, cords, tables, banners, furniture, speakers, microphones, etc.).
- The church's sound system may only be operated by approved church personnel. *(No outside sound systems may be brought into the facilities for use).*
- Decorations shall be fastened to pews, chairs, walls, or church furniture with non-damaging hangers only. Your florist usually can provide these items.
- All decorations must be approved by the wedding coordinator. The wedding coordinator has the right to limit the amount and type of decorations.
- It is your responsibility to remove all decorations from the building. *Any items left may be discarded.* The wedding party will be responsible for repair or replacement costs of any facility items broken or damaged while using the church facilities.
- **Food and drink items are prohibited in the sanctuary any time.** The only exception is the Lord's Supper.
- You may place your personal effects in the assigned room, however, Christ Church, PCA is NOT responsible for items lost, stolen or left behind.

Fees

Fees associated with a wedding held at Christ Church total a minimum of \$600 (\$450 for members). For nonmembers, a non-refundable fee of \$50 is required to reserve your wedding date on the church calendar. **All remaining fees are to be received by the church office at least 30 (thirty) days prior to the wedding date.** If fees are not received, the use of the building is denied. Once fees are received, they become non-refundable.

The fees include: building reservation and use (non-member), wedding coordinator, worship coordinator, custodian, and sound technician. These fees DO NOT include an honorarium to the pastor. Additional fees can include: video projection equipment use, technician to run video projection, multi-purpose room for rehearsal dinner or reception, and foyer for rehearsal dinner.

Music

Music is an important part of the wedding ceremony and should be selected with great care. Our worship coordinator is an accomplished musician who has a significant library of music. She will be happy to offer suggestions. Because the wedding service is an act of worship, *music will be provided by musicians of Christ Church, PCA.* Only the worship coordinator will be able to approve any exceptions.

- You must contact the worship coordinator at least one (1) month prior to the wedding in order to make arrangements regarding music.
- Vocal music should be appropriate for a religious setting since it will be offered in our sanctuary.
- Our worship coordinator reserves the right to reject any music that appears inappropriate for a worship setting.
- A sound technician will be available to assist during the rehearsal and ceremony.

Pastoral Pre-Marital Counseling

Each couple is expected to meet with the officiating pastor at Christ Church. Our pastors are able to provide insight on biblical principles for building a relationship to withstand the challenges that life can bring into a marriage.

Rehearsal

- As we believe that the wedding ceremony is a service of worship, a rehearsal is recommended in order that the wedding party understands the importance of their supportive roles. Rehearsals start promptly and are intended to ensure a smooth ceremony, so all who have a role in the wedding are expected to be present. *Please be prompt* as staff members may have other church or family obligations as well.
- The rehearsal should last approximately 45 minutes to one (1) hour. Every person involved in your wedding should be present, making every effort to be on time.

Wedding Day Preparation

- The bride and her attendants will be provided a dressing room at the church. You may arrive at the church up to three hours before the wedding. All personal effects should be locked in this room during the ceremony.
- The groom and his attendants will also be provided a preparation room for the wedding ceremony.
- You may bring light snacks for the wedding party. However, these food items are to be kept in the rooms provided and discarded upon your departure from the building. **Food and drink items are prohibited in the sanctuary.**

Gifts

If gifts are brought to the wedding, someone should be appointed to receive them and see that they are taken to the appropriate area. The movement or security of the gifts is the responsibility of the wedding party, not the church. Remember, the church is open to the public at all times. *Christ Church assumes no responsibility for damaged or stolen gifts brought into the church.*

Legal Requirements

Before any wedding is performed, it is necessary and the responsibility of the bride and groom to secure a license in the county in which the ceremony is to occur. Both the bride and groom are required to be present at the office of the County Clerk to acquire a Marriage License. The County Clerk's office for McLean County (Illinois) is located in the Government Center Building at 115 E. Washington, Room 102, in downtown Bloomington.

You must bring the license to your rehearsal. The officiating pastor will complete the information required and have it prepared for your signatures following the ceremony. Official copies of the marriage license may be obtained from the County Clerk after the license is returned.

Miscellaneous

It is expected that the church building will be left in good order after the wedding ceremony. Our custodial staff will work to make our facilities beautiful for your special day; however, they will NOT be your personal maid. You and your wedding party will be responsible for the removal of all items and personal effects. Our custodian will begin cleaning the building within one (1) hour after the ceremony. Any items left unattended will be discarded.

Christ Church will have a qualified sound technician available for both the rehearsal and wedding ceremony. The technician's main responsibility is to provide technological assistance for sound production (microphones, soloist rehearsal, etc.) in order that the ceremony may be heard by the attending audience.

Our wedding coordinator's primary responsibility is to be available at the wedding for the bridal party to ensure a beautiful and stress-free day. We are happy to provide this ministry service for your wedding at Christ Church. The wedding coordinator will coordinate all communication with Christ Church staff members (officiating pastor, sound technician, music coordinator, church office, and secretary for scheduling). On the day of your wedding, the coordinator will be available to assist the bridal and wedding party with normal issues (for example, room assignment, flowers, advising the ushers of their duties), making suggestions for "transitional" events and suggesting "best practices," all while working to accommodate the reasonable wishes of the bride.



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CHRIST CHURCH WEDDING FORM

(This information will be retained by the wedding coordinator.)

Wedding Date _____ **Wedding Time** _____

Bride's Name _____ Phone _____

Groom's Name _____ Phone _____

Officiating Pastor _____

Category	Comments	Fee(s)	Amount Paid	Balance Due
Building Reservation Fee (building deposit non-refundable)	Waived for members	\$50		
Building Use Fee	Waived for members	\$100		
Multi-Purpose Room or Foyer for Rehearsal Dinner	Optional fee Discount for members	\$150 \$50 (member)		
Multi-Purpose Room for Reception	Optional fee Discount for members	\$250 \$50 (member)		
Wedding Coordinator		\$150		
Worship Coordinator		\$100		
Custodian		\$100		
Sound Technician		\$100		
Video Technician & Projection Equipment	Optional fee Discount for members	\$200 \$100 (member)		
Nursery Workers (Number _____)		\$15 per hour		
Candelabra/Arch		Local Rental Charge		
Total Due				
Payment Information (check #)				
Balances Owed				

We, the undersigned, will be responsible for any damage(s) to the building, grounds, or church property by members of the wedding party. No smoking is allowed in the building, or on church property. Alcoholic beverages may NOT be consumed on the premises.

We also acknowledge that we have received a copy of the Wedding Policy of Christ Church, PCA, and we agree to comply with all its provisions.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

Wedding Coordinator _____ Date _____