

CANAAN

Wedding

Guidelines

INTRODUCTION

Congratulations on your upcoming marriage! We believe that marriage is God's creation and that He created marriage to be a covenant relationship between one man and one woman. We hope that your wedding day is very special, and we want to help you make your marriage a wonderful, lifelong commitment. God intended marriage to be a relationship of oneness, intimacy and profound connectedness.

The following explains how weddings at Canaan Christian Church work. We believe that marriage is a holy and sacred institution created by God. As a church, we believe that it is a responsibility that God has entrusted to our care. The Canaan wedding guidelines and standards reflect the level of importance of this special relationship.

Please carefully read the following and don't hesitate to contact the church if you have any questions. 502-459-5578 ext.109

THE 5 STEPS

THE FIVE STEPS TO HAVE A WEDDING AT CANAAN CHRISTIAN CHURCH

1. Enroll and Complete Canaan's Pre-Marriage Counseling program.
2. Review the Canaan Christian Church Wedding Guidelines to determine whether your wedding plans will work through Canaan.
3. Complete and submit the Wedding Request Form found on our Church Website (canaanchristian.com). This form is located under the 'Connect Menu' on the 'family ministry' page. **Your wedding date reservation process will begin once Canaan receives your completed form.** An available Minister will be identified by the church to officiate your wedding.
4. Once you've submitted your request form, someone from the Wedding Ministry will be in contact with you to discuss any special needs. (Food Service, Audio/Visual, Music, etc.)
5. Meet with your wedding director 1 month out to finalize wedding details.

REQUIREMENTS TO GET MARRIED AT CANAAN CHRISTIAN CHURCH

- Bride or Groom must be a member at Canaan Christian Church.
- There must be a minimum of three (3) months between the time that your wedding date is requested and the actual date of your wedding. This provides ample time to adequately fulfill the church's premarital requirements.
- Cleaning & Audio/Visual fees must be paid to secure date. Payments should be remitted within 14 days after confirmation of wedding date availability.
- You must complete the Canaan Christian Church Pre-Marriage counseling program.
- You must have your own Wedding Coordinator.
- You must meet with your Canaan Wedding Director one (1) month prior to the wedding. You will need to provide a copy of your program and music at this time.
- You must turn in your Marriage License at your wedding rehearsal.

WEDDING SERVICES

WEDDING DIRECTORS

Wedding Directors have been established at Canaan to assist all of our couples during the rehearsal and wedding. The couple will meet with the director to discuss details about the facility, equipment use, and the order of the ceremony. The director does not assist in planning the wedding; he or she facilitates the rehearsal and is present on the day of the wedding to ensure that everything runs smoothly. You must have your own wedding coordinator/planner.

AUDIO/VIDEO TECHNICIANS

An audio and/or video technician(s) will be assigned to your wedding to ensure your audio/video needs are met during the wedding rehearsal and ceremony.

DATES AND TIMES

HOLIDAYS

No weddings will be scheduled on weekends when a holiday is on a Friday, Saturday, Sunday or Monday: Easter, Mother's Day, Memorial Day, Father's Day, July 4th, Labor Day, Thanksgiving Weekend, Christmas Eve, Christmas and New Year's Eve, New Year's Day.

REHEARSAL TIMES

No rehearsal will start before 6pm.

RECEPTION/REHEARSAL DINNER SPACE

Reception/Rehearsal Dinner space can be made available on Fridays from 7:00pm to 9:30pm; Saturdays from 10:00am to 10:00pm.

DECORATIONS

Canaan Christian Church provides a setting for a beautiful service. All decorations must be approved by your Wedding Director, who will work with you to arrange time for setup and decorating. Please note that all couples are responsible for providing floor coverings for candelabras if used. If candles are used, they must be drip-less or mechanical.

WEDDING FEES

The use of the church is made available at **no cost**. As members of the church we expect that you respect the church campus and facilities; couples will be held responsible for any damages. There are fees for audio/visual technicians and custodial services for all weddings at Canaan. Full payment of the A/V and Custodial fees is required to secure your wedding date. All fees must be paid by cashiers check and made out to Canaan Christian Church. Please remit fee payments to the church office to secure your date once you receive notice that your date is available.

CANAAN FEES

Custodial Fee – There is a \$100 non-refundable facility-cleaning fee.

Audio/Visual – The fee for audio/visual services is \$75. This covers your audio/visual needs for both the rehearsal and the ceremony.

These Canaan fees must be paid in full to secure your wedding date. Please be mindful that a month out from your wedding date, these fees become non-refundable. Please see the refund schedule below.

MONTHS	DAYS	PERCENTAGE	DOLLAR AMOUNT
4 or Greater	91 or Greater	100%	\$175
3	90-61	75%	\$131.25
2	60-31	50%	\$87.50
1	30-0	0%	\$0.00

OPTIONAL FEES

Receptions & Rehearsal Dinners – The services and fees for catering will be arranged directly by the couple.

(All receptions and rehearsal dinners will be assessed an additional custodial and setup fee, which must be paid to secure the space based on availability)

OTHER FEES

Musicians – The services and fees for musicians are arranged directly by the couple.

ADDITIONAL INFO

ADDITIONAL ITEMS

- Your wedding date is considered tentative until you and your fiancé' have completed the Pre-Marital Counseling sessions.
- All wedding guest, along with food and drinks, must stay in the area designated by the wedding director.
- The wedding party must remove all personal decorations immediately following the ceremony.
- A Canaan Christian Church Associate Minister will be assigned to perform your wedding.
- No confetti, rice, birdseed, etc., may be thrown within the church building.
- No alcohol is permitted on church property. No smoking is permitted in or outside the church grounds.
- Sexually suggestive, violent, and / or profane music is not permitted during wedding ceremonies or wedding receptions held at Canaan.
- Canaan Christian Church is not responsible for lost or stolen property.
- The Sanctuary and the Chapel are made available for weddings.

JEFFERSON COUNTY MARRIAGE LICENSE REQUIREMENTS

1. Both applicants must be a minimum of 18 years old.
2. Birth certificates or valid driver's license with current address information must be presented at the time of application as proof of age.
3. All applicants must appear in person at the time of application.
4. The marriage license fee is \$35.50 cash. This allows you to be married anywhere in the state of Kentucky. No personal checks accepted.
5. The license will be given to you at the time of application. There is no waiting period and it is good for 60 days. You may marry anywhere in the state of Kentucky.
6. You may apply Monday through Friday, 8:00am to 5:00pm.
7. You may apply at any of the 8 Branches of the Jefferson County Clerk's Office.