

**Crown Heights Christian Church**  
4020 N. Western Avenue  
Oklahoma City, OK 73118  
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# **Official Wedding Handbook**



**Senior Minister**  
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Hello! My name is Aaron Krueger, and I am the Senior Minister at Crown Heights Christian Church. Let me start this letter off by telling you how honored we are that you are considering having your blessed day at our church. At Crown Heights, we realize that you are planning more than just a special day. You are planning the rest of your life, and we would be honored to partner with you on this journey.

I also want to let you know that we have been preparing for you and your day long before you have. Hospitality is something we take very seriously here, and we want to do whatever we can, within reason, to be hospitable to you and all those joining you for your celebration. We hope you feel welcomed, special and comfortable while you are in our church building.

I want to end this letter by reminding you that this day will be incredible. Everyone will have a great time celebrating your wedding. That is why I want to encourage you to enjoy the time you have preparing for the wedding. This can be a stressful period of your life, but try and savor every person that goes out of their way for both of you. Also, try your best to remember that you will spend hours getting ready for this one day, and this one day is the first day of the rest of your life. So, please take time to prepare for your marriage, not just your wedding.

Blessings to you,

Aaron Krueger  
Senior Minister, Crown Heights Christian Church

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**Wedding Fee Schedule**  
**Crown Heights Christian Church**  
**Oklahoma City, OK**

Crown Heights Christian Church (CHCC) has a flat fee for weddings that covers the use of the facility, Wedding Coordinator, audio technician, custodian and facility care. Any other fees are separate and discussed as appropriate. Wedding fees are as follows:

1. **Wedding Fee – Sanctuary**

<b>Non-member</b>	<b>\$1550</b>
<b>Member</b>	<b>\$750*</b>

  - a. This includes setup and cleanup for wedding and rehearsal in the sanctuary, dressing areas for wedding party and services of the Wedding Coordinator, audio technician and custodian.
  - b. Installment payment of 25% is required within 30 days after approval of the wedding and rehearsal dates to reserve the sanctuary. The remaining balance is due 30 days prior to the wedding date. Deposits are non-refundable if wedding is cancelled.
  - c. \*Member fees are designed to cover expenses and utilities only.
  
2. **Small Wedding Fee - Sanctuary** **\$550**
  - a. Small weddings have 50 or fewer guests and do not include a rehearsal.
  - b. This includes setup and cleanup for wedding in the sanctuary, dressing area for wedding party and services of the Wedding Coordinator, audio technician and custodian.
  - c. Installment payment of 25% is required within 30 days after approval of the wedding date to reserve the sanctuary. The remaining balance is due 30 days prior to the wedding date. Deposits are non-refundable if wedding is cancelled.
  
3. **Refundable Clean-up and Damage Deposit** **\$500**
  - a. Deposit is non-refundable if any damage to the church is incurred or any wedding policy is not followed.
  - b. Deposit is required within 30 days after approval of the wedding and rehearsal dates. This fee is in addition to all other fees and deposits, paid by separate check and retained by the Wedding Coordinator.
  - c. Deposit will be refunded within 10 business days if the facility is left in the same condition as when arrived and all wedding policies were followed.
  
4. **Reception Fee – Social Hall** **\$500**
  - a. Includes 3 hours usage, set-up and clean-up.

- b. If the reception extends beyond three hours after the time of the wedding, each additional hour is billed at \$50 per hour.
- c. Installment payment of 25% is required within 30 days after approval of the wedding and rehearsal dates to reserve the Social Hall. The remaining balance is due 30 days prior to the wedding date. Deposits are non-refundable if wedding is cancelled.

**5. Optional Fees**

- a. **CHCC Minister**
  - Non-member** **\$300**
  - Member** **Honorarium\***
  - i. Pre-marital counseling required and included in the fee.
  - ii. If another individual is to officiate the ceremony, this must be approved by a Minister of CHCC.
  - iii. \*Pre-marital counseling for a fee of \$150 required.
- b. **Organist** **\$200**
  - i. Includes wedding and one rehearsal.
- c. **Special music**
  - i. Available upon request for an additional fee.
- d. **Childcare**
  - i. Available upon request for an additional fee.
- e. **Rehearsal Dinner** **\$200**
  - i. You may have a catered rehearsal dinner in the Social Hall immediately following rehearsal. Additional information available upon request.

## **Wedding Policies and Information**

**Crown Heights Christian Church**  
**Oklahoma City, OK**

In order to establish a uniform and regular practice with regard to weddings at Crown Heights Christian Church (CHCC) and to make available the accepted policies of the church, the procedures outlined below have been established.

### **1. Reservation and Scheduling**

- a. The bride and groom must review Wedding Packet (includes Wedding Policies and Information, Fee Schedule and Wedding Information Form), available in the church office or on the church website ([www.chccokc.org](http://www.chccokc.org)).
- b. The Wedding Coordinator must be contacted regarding availability for the date desired. Approval of the wedding and rehearsal date will be requested at the next CHCC staff meeting. The Wedding Coordinator will notify you of approval, denial, or modifications to your request. Once your date has been approved and placed on the church calendar, it is secure as long as all deposits and paperwork are received within 30 days.
- c. If a CHCC minister is to officiate, he/she must be contacted and services of the CHCC minister confirmed prior to the confirmation of the wedding date.
- d. The Wedding Information Form must be filled out and submitted with the appropriate deposits in order to reserve wedding date.
- e. Weddings will be scheduled no earlier than 10:00 am and no later than 7:00 pm. Receptions must be concluded by 8:00 pm to allow time for cleanup or additional fees may be incurred.
- f. Rehearsals are scheduled for the evening preceding the ceremony and are limited to one hour. Rehearsals will be scheduled no later than 7:00 pm. Rehearsal dinners must be concluded by 8:00 pm to allow time for cleanup or additional fees may be incurred.
- g. If a wedding is scheduled over a three-day weekend, an additional \$100 is required to compensate custodial holiday pay.

### **2. Church Facilities**

- a. Sanctuary – Seats 350 (+50 in the balcony). A pipe organ and a grand piano are available for your wedding. The center aisle is 52 inches wide and 64 feet long. There are 44 pews.
- b. Social Hall – Seats 125. Standing 200. There are 15 five feet round table and 12 eight feet rectangle tables available for use.
- c. The building will be open three hours before the wedding and will be closed one hour after the wedding, unless the reception is held at CHCC. For small weddings, the building will be open one and a half hours before the wedding and will be closed 30 minutes after the wedding, unless the reception is held at CHCC. Additional time will incur additional fees and billed as appropriate.
- d. Dressing areas are provided for the wedding party.
- e. Cleanup following a reception should be completed within three hours after the time of the wedding. An additional charge will be assessed for each hour beyond this limit. Example: A 5:00 pm wedding with reception should vacate the building by 8:00 pm.

### **3. Minister**

- a. A CHCC minister is available for \$300 non-members and an honorarium fee for members. The check is written directly to the minister. This includes pre-marital counseling, directing the rehearsal and officiating the wedding.
- b. If you use a CHCC minister, pre-marital counseling is required and included in the non-member minister fee. The fee for members is \$150 as it is not included in the honorarium fee. You are responsible for calling the CHCC minister to schedule your pre-marital counseling sessions at least 60 days prior to your wedding. Payment of \$150 is due at the first session.
- c. If it is the desire of the bride and groom to have another individual officiate at the ceremony, this should be approved by a minister of CHCC.
- d. The wedding license must be presented to the minister before the wedding ceremony.

### **4. Wedding Coordinator**

- a. Our Wedding Coordinator is familiar with wedding etiquette and can assist by answering any of your questions.
- b. The Wedding Coordinator is required and works with each couple to coordinate the various physical details and procedures of the wedding. Coordinator duties include:
  - i. Meeting to go over the policy and discuss plans.
  - ii. Reviewing the facility and its use.
  - iii. Reviewing and approving decorations.
  - iv. Unlocking and locking the building for rehearsal and wedding.
  - v. Assisting at the rehearsal and wedding.
  - vi. Submitting staff requests to the Senior Minister. (Including scheduling of: custodian, organist, musicians, audio technician, nursery attendants, etc.)
  - vii. Answering all wedding related questions.

### **5. Music**

- a. All music selections must be approved by a CHCC minister. You may use the piano, guest soloists, taped music, or other instruments.
- b. Organist – It is the policy of CHCC to use our staff organist for all weddings.
- c. Soloists – The Wedding Coordinator can provide a list of church soloists available for an additional fee.

### **6. Flowers and Decorations**

- a. Times for decorating must be scheduled with the Wedding Coordinator.
- b. The cross and the communion table are to be left on the stage but can be pushed back.
- c. Decorations may not be secured by glue, tacks, pins, nails or adhesive tape.
- d. Neither rice nor birdseed may be used inside or outside the church building. Bubble liquid may be used outside only. Any other items must be approved by the Wedding Coordinator.
- e. Candle rentals must be approved by the Wedding Coordinator.
- f. The Wedding Coordinator will show candelabra and other items the church has available upon request.
- g. Flower girls may drop artificial flower petals only.
- h. All flowers and decorations are to be removed immediately following the ceremony and photography session.

**7. Schedule of Fees and Deposits**

- a. Please see the CHCC Wedding Fee Schedule.
- b. The CHCC Wedding Information Form must be completed and submitted within 30 days after approval of wedding and rehearsal dates. All changes to the agreement must be made 30 days prior to the wedding date.
- c. All deposits and installment fees should be submitted within 30 days after approval of wedding and rehearsal dates.
- d. Deposits are non-refundable if any damage to the church is incurred or any church wedding policy is not followed. A fee will be assessed and billed for damage to property and/or other disregard to persons and/or property if in excess of the aforementioned deposit. The person who schedules the wedding through the church office will be held responsible for any damage to church property.
- e. Deposit will be refunded within 10 business days if the facility is left in the same condition as when arrived and all church policies were followed.

**8. Miscellaneous**

- a. The use of alcohol, illegal substances, tobacco and firearms are prohibited on the premises of CHCC, as well as the use of any combustible items.
- b. Every reasonable effort will be made to protect your personal items. However, the church is not liable for items lost, stolen or damaged.
- c. It is expected that all bridal couples and their guests, members and non-members alike, will adhere to policies set forth by CHCC.
- d. Our trained audio technicians are the only people approved to operate the sound system in the Sanctuary.
- e. There is a video screen available for use before, during and after the wedding ceremony.
- f. A nursery may be made available upon request. Arrangements must be made at least 30 days in advance of wedding date with the Wedding Coordinator.
- g. Caterers for receptions must be approved by the Wedding Coordinator.
- h. For member weddings – The bride or groom must be an active member of the church or have parents or grandparents who are active members of the church for at least 6 months prior to reserving the wedding date.

I have read the above policies and agree to abide by them. I accept responsibility and agree to pay for any damage to church property.

Date: \_\_\_\_\_ Responsible Party Signature: \_\_\_\_\_.

## Wedding Information Form

Crown Heights Christian Church

Oklahoma City, OK

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Expected number of guests: \_\_\_\_\_

Bride: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Groom: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Couples address following marriage:

\_\_\_\_\_

Street City State Zip

Wedding Type (Member/Non-member/Small): \_\_\_\_\_

Reception at CHCC(Yes/No): \_\_\_\_\_

Rehearsal Dinner at CHCC (Yes/No): \_\_\_\_\_

Minister Officiating (CHCC or Other): \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Contact information: \_\_\_\_\_

Organist (Yes/No): \_\_\_\_\_

Special Music (Yes/No): \_\_\_\_\_

Childcare (Yes/No): \_\_\_\_\_

Responsible Party, if other than Bride or Groom: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip