

TATES CREEK CHRISTIAN CHURCH

Wedding/Reception Policy

Tates Creek Christian Church rejoices with you in your decision to join together in marriage! God uses strong marriages to build strong families and build His Church. In fact, one of our core beliefs states, "We believe the family is God's basic building block to society and should be nurtured (Genesis 1:27-28)". Because of this, we want your wedding day to be special, but even more importantly, we want your marriage to be strong and successful over the course of life. With these goals in mind, we have developed the following policy and procedure to aid in this event in your life.

The facilities of the Tates Creek Christian Church are available for the celebration of a wedding ceremony, wedding rehearsal dinner, wedding reception, or other wedding related event only for Biblical marriages of our members. For purposes of this policy, a member is defined as a member of Tates Creek Christian Church or an immediate family member of a member, extending to the child or grandchild of a member. Nieces, nephews, cousins, etc. will not be considered immediate family members for the purpose of determining membership with Tates Creek Christian Church. Members of other Independent Christian Churches may be married at Tates Creek Christian Church with the permission of the Elders.

A Biblical marriage is one that is in harmony with God's word to us and in accordance with our core value that specifically states, "We believe that marriage, an institution ordained by God, is between one genetic man and one genetic woman (Mark 10: 11-12)." To ensure compliance with this requirement, the bride and groom will be required to read, sign, and pledge that all wedding activities held at Tates Creek Christian Church will reflect Tates Creek Christian Church's Statement of Core Values. This must be accomplished before permission is granted for the use of the facilities for any wedding related event. This is in addition to any other agreement that may be required detailing the use of the facilities.

Tates Creek Christian Church is pleased to have wonderful facilities that are to be used as a tool in helping us accomplish our mission; to win people to Christ (**evangelism**), build up believers in faith, knowledge and service (**encouragement**), to help those in need (**benevolence**) and to stand up for Christian values in the community (**witness**). With this in mind, Tates Creek Christian Church does not seek to have the facilities serve as a 'reception hall' available for the public to utilize, however the church does desire to make the facilities available to its members and their families for use. (Receptions by Members of Independent Christian churches ONLY following a wedding held at Tates Creek Christian with approval of the TCCC elders.) Please note, no alcoholic beverages are allowed on the premises of Tates Creek Christian Church. Dancing is permitted during a Wedding Reception. Musical selections must be pre-arranged and approved through the Wedding Liaison.

Initial Planning for Wedding

Planning your wedding at Tates Creek Christian Church begins with a simple contact to our Wedding Liaison (wedding@tatescreek.org). She will ask you for preliminary information, including selected date and time, selection of minister, and completion of the Wedding Planning Form: [WEDDING PLAN SHEET](#). The Wedding Liaison will then check the availability of your chosen date and time on the church's calendar and with the Tates Creek Christian Church Minister requested. She will work closely and promptly with you regarding the availability of the building and the Staff and will always have this information back to you within two weeks. This is just the beginning of your work with our Wedding Liaison. She is a vital part of our team and represents the church at every wedding held in our building. She functions for your benefit in facilitating clear and smooth communication and coordination between your wedding party and the Staff of Tates Creek Christian Church. Early planning is encouraged to increase the

chance of availability of your date. Finally, because of other building use obligations and cleaning requirements, all Saturday wedding ceremonies should begin no later than 6:00 pm. (If the reception is also being held at Tates Creek Christian Church, the wedding ceremony should begin no later than 5:00 pm.)

Initial Planning for Marriage

Planning for your marriage also begins very early in the process at Tates Creek Christian Church. The Elders of Tates Creek Christian Church require that all couples married here receive pre-marital counseling. Usually, you can expect three sessions of about one hour each to help build a solid foundation for your marriage. Except on rare occasions, the minister who conducts your wedding ceremony will also be the one who guides you in the pre-marital counseling sessions. For this reason, it is the policy that all wedding ceremonies at Tates Creek Christian Church will be performed by a minister of an Independent Christian Church (Christian Churches/Churches of Christ). Any exception to this must be approved by the Senior Minister.

The use of the church for a Biblical marriage should be recognized as a privilege, not a right.

Because we are striving to come into harmony with God's will, as revealed in scripture, for each of our lives and striving to assist others in this journey as well, we cannot support lifestyles that the scripture describes as sin. For this reason, we will not permit wedding ceremonies or events in our facilities between same sex couples, transgender individuals or couples, polygamous arrangements, or other arrangements not in accordance with scripture. We are eager to provide counsel, instruction, and assistance to lead away from these choices and into a right relationship with God.

When a man & woman choose to co-habit before marriage, they have forfeited their privilege to have a Biblical marriage. We remain eager to help these individuals bring their relationship into harmony with God's will. Therefore, for a co-habiting man & woman three options are offered:

- 1.) A meaningful, private service can be conducted quickly with the immediate family members and very close friends present.
- 2.) A private service can be conducted within thirty days of the initial contact for just the couple and their witnesses, which can later be followed by a formal celebration of the marriage.
- 3.) The couple can commit to separate, live celibate and apart until the time of the wedding ceremony.

Further Planning for Wedding

Physical Arrangements

The Wedding Liaison will contact you to arrange an appointment to coordinate the physical set-up of the wedding. During this meeting, a timeline for the wedding day will also be discussed to ensure clear communication and the expectations of the Tates Creek Christian Church. This appointment should be made no later than one month prior to your wedding.

Rehearsal

The rehearsal is a time for the minister and Wedding Liaison to communicate the decisions you have already made about the service to the remainder of the wedding party. It is also a time for you to experience the flow of the service to enhance your confidence and comfort for your special day. Please encourage the wedding party to be prompt and attentive throughout. The Wedding Liaison will also contact any musicians and

technicians supplied by Tates Creek Christian Church to ensure their attendance at the rehearsal as necessary.

Decorations

The Worship Center has four sections for seating with a center aisle and the colors are green, beige, and white. The Wedding Liaison will be happy to assist you in determining the best arrangement, but the majority of the furniture and any seasonal decorations should not be moved. Please do not plan to use any of the following items with your decorations: tacks, pins, nails, screws, glue, tape, or any other items that could damage the furnishings or building. The following items are available to you for use and are included in your fee:

- Two candelabras
- Unity Candle – brass in color
- Pew-End Candle Holders – dripless candles required, but not provided
- Kneeling Bench
- Pedestal Stands – angled and flat top
- Communion Trays – brass in color



Music

Music selection should enhance the spiritual atmosphere of the wedding ceremony. No selection of music should be considered final without the approval of the officiating minister. One of our organists must either perform, or meet with outside organists to approve their use of our organ. Qualified pianists may use our piano.

Wedding

Setup details

Florists, photographers, etc. are permitted access during church office hours which

include 9-12 on Saturday or by making arrangements with your wedding liaison. You are generally permitted to decorate one day before the day of the ceremony.

Sound

The sound system is an important feature of your wedding plans. The wedding coordinator will schedule a technician as necessary.

Photography

Pictures may be taken before and after the ceremony. Photography and videography should not interfere with the sanctity of the wedding ceremony. No flash photography is to be used during the ceremony itself, but may be used during the processional and recessional.

Additional Notes

Bird seed or bubbles only may be used to celebrate the newlywed couple on their way to a vehicle, but this must occur only outside the building. In either case, the bird seed or bubbles are to be distributed only as the guests are leaving the building.

For your own protection and convenience, please exercise caution concerning the placement of clothing, purses, or other valuables. ***Tates Creek Christian Church is not responsible for missing or stolen personal items.*** The Wedding Liaison will assist you in working out the logistics of your belongings.

Please Note: **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.**

Fees and Payment

NON-MEMBERS:

Wedding

Worship Center	\$1,000
(includes custodial fee & Wedding Liaison)	

MEMBERS:

Custodial & Other Fees

Worship Center	\$ 300
Wedding Liaison	\$ 200

MEMBERS & NON-MEMBERS:

Honoraria

Organist	\$ 150
Pianist	\$ 125
Sound System	\$ 100
Video Operator	\$ 100
Minister	\$ 200
Assisting Minister	\$ 100

Additional Hour Fee (5th hour of Ceremony Day)	\$ 50
---	--------------

Late Custodial Fee per hour (Saturday after 10 pm)	\$ 100
---	---------------

Please note:

The use of the church's Wedding Liaison is mandatory.

Deposit

A refundable security deposit of \$300 will be required in addition to the above fees to assure compliance. Refunds will be provided within two weeks after the ceremony.

Any overtime use will be deducted from the deposit at the rate of \$50 per hour, or any portion thereof. The payment of this deposit is the action that secures your date and time on the church calendar. All arrangements previous to this payment must be considered tentative.

Payment

In addition to the refundable security deposit (above), one-half of the total anticipated fee is to be paid at least six months in advance of the date of the wedding, or as soon as is practical. The balance shall be paid one month before the wedding date. All fees, except the honorarium for the minister, shall be paid to Tates Creek Christian Church, and shall be either mailed or personally delivered to the church office. Remuneration for the minister(s) should be taken care of personally.

Rehearsal Dinner

The spaces offered for a rehearsal dinner are the Multi Ministry Center (capacity of 300), Fellowship Hall (capacity of 150), and the Friendship Hall (capacity of 60). Food and beverages are not allowed in the other parts of the building. Each of these spaces has an adjacent kitchen. If the kitchen is used, it must be left clean and in its original condition. The fees below for each of the spaces include a three hour block of time, allowing for decoration prior to the meal, the meal, and activities following. One additional hour may be arranged with the Wedding Liaison for an additional fee. The fee also includes custodial service to ensure that the tables and chairs are set up and torn down as needed and the space is returned to the required cleanliness. Saturday activities should be scheduled to end by 8 pm. An additional hourly custodial fee will be charged for any Saturday activity that continues past 9 pm. Please work with the Wedding Liaison to arrange the proper details for date, time, room choice, table and chair configuration, and payment.

<i>Rehearsal Dinner</i>	<i>Capacity</i>	<i>Non-Member</i>	<i>Member</i>
Multi Ministry Center	300	\$900	\$600
Fee for Stage Usage		\$100	\$100
Fellowship Hall	150	\$400	\$200
Friendship Hall	60	\$300	\$150
Additional Hour		\$ 50	\$ 50
Late Saturday Custodial Fee per Hour (after 9 pm on Saturday)		\$100	\$100

Reception

The spaces offered for wedding reception are the Multi Ministry Center (capacity of 300), Fellowship Hall (capacity of 150), and the Friendship Hall (capacity of 60). Food and beverages are not allowed in the other parts of the building. Each of these spaces has an adjacent kitchen. If the kitchen is used, it must be left clean and in its original condition. The fees below for each of the spaces include a one day decorating time on the day before the reception and a three hour block of time for the reception. Additional hours may be arranged with the Wedding Liaison for an additional fee. The fee also includes custodial service to ensure that the tables and chairs are set up and torn down as needed and the space is returned to the required cleanliness. Saturday activities should be scheduled to end by 8 pm. An additional hourly custodial fee will be charged for any Saturday activity that continues past 9 pm. Please work with the Wedding Liaison to arrange the proper details for date, time, room choice, table and chair configuration, and payment.

<i>Reception</i>	<i>Capacity</i>	<i>Non-Member</i>	<i>Member</i>
Multi Ministry Center	300	\$900	\$600

Fellowship Hall	150	\$500	\$250
Friendship Hall	60	\$300	\$150
Fee per Additional Hour		\$ 50	\$ 50
Late Saturday Custodial Fee per Hour (after 9 pm on Saturday)		\$100	\$100

Deposit

A refundable security deposit of \$150/300 for each event will be required in addition to the above fees to assure compliance. Refunds will be provided within two weeks after the ceremony. Any overtime use will be deducted from the deposit at the rate of \$50 per hour (\$100 per hour if after 9 pm on Saturday), or any portion thereof. The payment of this deposit is the action that secures your date and time on the church calendar. All arrangements previous to this payment must be considered tentative.

Payment

In addition to the refundable security deposit (above), one-half of the total anticipated fee is to be paid at least six months in advance of the date of the wedding, or as soon as is practical. The balance shall be paid one month before the wedding date. All fees, except the honorarium for the minister(s), shall be paid to Tates Creek Christian Church, and shall be either mailed or personally delivered to the church office. Remuneration for the minister(s) should be taken care of personally.

Holding an event in the facilities of Tates Creek Christian Church is a privilege that has been extended to you. In return we are asking that you keep the following items in mind:

- Alcoholic beverages are not permitted in or on the property of Tates Creek Christian Church.
- Please ensure that all glass waste is disposed of off-site.
- Please refrain from the use of candles or other live flames during any dinner, reception, or other event, due to the potential risk of fire and disposal concerns.
- If utilizing sterno cans to provide heat for food service, please extinguish thoroughly with water and let cool before placing in any trash receptacle.
- Remember that the kitchens within Tates Creek Christian Church are only ‘warming’ kitchens and no cooking is to be done.
- Your event has been assigned to specific areas of the building and your party and all guests should be respectful of these limits, not using any other area of the building.