

IIIa. Church Wedding Procedures

1. Obtain a copy of the Wedding Policy and read it thoroughly. It will describe all requirements and costs associated with weddings at Christ Chapel. Please note that only Christ Chapel members (and their children, under certain circumstances) can use the facilities for weddings. The minimum time to plan a wedding is 3 months. This is to allow for the required pre-marital counseling to be performed.
2. Arrange a meeting with the Building Coordinator to fill out the Application for Use of Wedding Facilities. This must be completed before any other plans for use of the building can be confirmed.
3. A deposit of \$25.00 is required to hold the reserved date. This will be applied toward the total cost of the wedding. Dates are reserved on a first-come, first-served basis.
4. **If you plan to have Pastor Shell, or any pastor from Christ Chapel, perform your wedding, it is your responsibility to clear the date with him before making your plans.**
5. Pre-marital counseling is required prior to any wedding being performed at Christ Chapel. This process can take up to six months depending on schedules and availability of counselors. See the Counseling Administrator for more information.
6. All weddings held at Christ Chapel are subject to the approval of the Senior Pastor.

IIIb. Church Wedding Policy

We believe that the wedding ceremony is a sacred event. It is a Christian ceremony in which a man and a woman invoke the blessing of God in holy wedlock. It is the purpose of the pastor and the church members to make each wedding ceremony a beautiful and worshipful event and, to that end, we extend to the wedding party every possible courtesy. To establish a uniform and regular practice regarding weddings at Christ Chapel, the following procedures have been instituted:

AVAILABILITY OF FACILITIES: **Members** of Christ Chapel who desire the use of the church for weddings may use the Sanctuary, Fellowship Hall, Prayer Center and Parlor Monday through Saturday. No Sunday weddings will be scheduled except through special arrangements with the Senior Pastor. The facilities may be used only when there is no conflict with regularly programmed church functions or any church activity. The only exception to the “members only” policy will be for children of attending members. The child of an attending member who was once a member of Christ Chapel, or attends Christ Chapel when they are in the Shoals area, may, upon approval of the Senior Pastor, use the facilities.

PRE-MARITAL COUNSELING: Pre-marital counseling is a vital factor in the preparation for the ceremony and is mandatory for all weddings performed at Christ Chapel. Therefore, the bride and groom shall arrange for such counseling with the Counseling Administrator approximately six months in advance of the wedding. If counseling is being done by someone outside Christ Chapel, you must get it approved by the Counseling Administrator.

MINISTER: Members of Christ Chapel who desire the use of the church for weddings are invited to request one of the ministers of the church to perform the marriage ceremony. Plans to use other ministers shall be discussed with the Senior Pastor and may be done with his consent. The minister’s honorarium should be given directly to him.

GENERAL REQUIREMENTS: Scheduling of dates will begin with the Building Coordinator and will be correlated with the church calendar and the church wedding coordinator. The application form for use of wedding facilities is to be completed and returned to the church receptionist. The florist and caterer must call the church wedding coordinator to set the time for their periods of work. The bride will see that the above people and the photographer receive copies of the attached procedures. The church reserves the right to restrict the privileges of any florist, photographer or caterer who violates these procedures. If wedding clothing is to be delivered to the church, some member of the family or wedding party must be at the church to receive it. Only bird seed is to be used and shall be thrown outside the church buildings. Arrangements must be made for the prompt return of borrowed or rented articles after the wedding and reception. The church is not liable for any loss or damage to any items brought in to the church for use at weddings and/or receptions. The individual or family scheduling the wedding will be held liable for any damage to the carpet, furniture or building and grounds.

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WEDDING APPLICATION: Discuss the desired date with the Building Coordinator and schedule a meeting to review the Wedding Application and Procedures. The wedding date may be held for two weeks until the deposit is received. After reading carefully the wedding policies and discussing them with the Building Coordinator, complete and sign the "Application for Use of Wedding Facilities" form and return it to the church office. Applications will not be accepted without the signature of the Building Coordinator. Only after your request has been approved and the \$25 non-refundable deposit has been received shall the date be considered confirmed. The balance of the wedding fees is due one week prior to the wedding.

EXPENSES: Members are charged for coordinating, sound, kitchen hostess and janitorial services. See the attached Wedding Facilities Expense Form for details.

WEDDING PARTY: Members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of a place of worship. Immediately prior to both rehearsal and wedding, members of the wedding party will refrain from using alcoholic beverages. No alcoholic beverages may be served or consumed on the church premises at any time. The use of tobacco products is not permitted in any of the buildings. The ushers and caterer shall be responsible for enforcing these policies. It is the obligation of the bride and groom to make certain that these rules are made known to the members of the wedding party. The women will dress in the Music Room. The men will dress in Classroom 403.

WEDDING MUSIC: The bride will discuss plans for wedding music with the Worship Pastor. The bride will be responsible for securing instrumentalists and singers for the wedding. The church can provide instrumentalists and singers for an additional fee. All music tracks are to be supplied by the individuals singing. Final approval of any vocalist's selection and all instrumental music played at the ceremony will be the responsibility of the Worship Pastor or the Senior Pastor. Any arrangements for music used at the reception must be approved by the Worship Pastor. Suggestions for music appropriate for a Christian wedding are available through the Worship Pastor. Other music may be submitted for approval.

DECORATIONS: All candles used must be the dripless type. Candles or candelabra must not be placed on, in, or be surrounded by any flammable material. Protective material must be used under all flower arrangements to protect carpets and furniture. No preservatives harmful to carpets may be used in the flower containers. No nails, tacks, staples, pins, adhesives or anything that will mar woodwork may be used. Awnings may be erected at the church entrance provided the erection of the awning is separate from, and not attached to, the church buildings. All furniture will be moved by custodial staff only. Seasonal decorations in the worship center must not be removed or changed (see Florist Policy). No oil lamps or candles may be used due to the smoke that these emit.

SOUND SYSTEM/SPECIAL LIGHTING: The Building Coordinator will secure an operator for the sound system. The fee includes an operator and a CD of the service for the sound.

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WEDDING RECEPTION: Receptions may be held in the Fellowship Hall or Parlor depending on the number of guests expected (See Caterer Policy).

MARRIAGE LICENSE: To avoid embarrassment to the bride and groom, the pastor requests that the marriage license be turned in to the church office at least two days prior to the ceremony.

BUILDING SUPERVISION: Personnel will be on duty four hours prior to the announced time of the wedding and remain until the facilities are in readiness for Sunday's services. When weddings are scheduled in the Parlor, personnel will arrive three hours prior to the announced time of the wedding. Deviation from this plan requires an extension of time for our building personnel to be on duty, which will require an additional hourly charge. This expense will be billed to the bride.

RESPONSIBILITY: It is the responsibility of the bride and groom to insure that all policies are followed, including Caterer, Florist, and Photographer/Videographer. If any of these functions will be performed by family, friends or yourselves, the policies must still be followed. If a professional is not hired for these areas, you will need to provide the name of the person that will be responsible for carrying out these functions and a contact phone number.

BUILDING FURNISHINGS AND EQUIPMENT: The items that will be moved, if requested, are as follows:

Sanctuary – from the stage: chairs and tables, podium, floral arrangement in front of podium, monitor speakers, microphones and microphone stands. Other: cameras and tripods, flags.

Prayer Center – from the stage area: podium, communion table, floral arrangement, monitor speakers, microphones and microphone stands.

Parlor – furnishings can be arranged as needed, but are to be returned to their original position when finished. See below for excluded items that are not to be moved.

Fellowship Hall – tables and chairs will be arranged by the caterer as needed. There are 5' round tables and 8' long rectangular tables with white table clothes for both, and approximately 200 folding chairs. The children's church equipment will be covered using the moveable panels, but will not be removed.

Foyer – the Kidz Zone station and any special displays will be removed for the ceremony.

BUILDING FURNISHINGS AND EQUIPMENT: The following items will NOT be moved:

Sanctuary –Musical instruments in pit area, choir chairs, decorative items.

Prayer Center – Flags, musical instruments and items on the walls.

Parlor – the oval dining table and sideboard (buffet).

Foyer – The Welcome Center and decorative items (including seasonal decorations).

IIIc. Policy for Wedding Coordinator

1. Discuss with bride/mother the Wedding Policy. Obtain the necessary details regarding facilities and services required for the wedding and rehearsal.
2. Obtain names and telephone numbers of all parties providing services for wedding and arrange times for them to do their work on the day of the ceremony.
3. Be present and oversee the work of all parties providing services for the wedding in the church to ensure it is done according to the church policies.
4. See that the florist, decorator and photographer have removed from the worship center and church all their equipment and materials and that the worship center has been cleaned and returned to its proper condition.
5. See that the caterer has removed from the church all equipment and materials brought in for the reception, cleaned and returned to the proper place anything used for the reception that belongs to the church, and has left the reception area in proper order.
6. See that everything belonging to the wedding party has been claimed and removed from the church, including the dressing rooms used by the family.
7. Remain at the church until all wedding-related work has been satisfactorily completed and all persons involved in the wedding have left and building is ready to be closed.
8. Sign "Application for Use of Wedding Facilities" along with the applicant. This ensures the policies have been explained and will be adhered to by all parties involved.

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III d. Policy for Florist

1. Florist or person responsible for the decorations must contact the Building Coordinator to request the time for decorating the church.
2. All candles used must be the dripless type and must be placed in candelabra to insure no drippings on the floor or carpet. **The florist will be responsible for removal of the drippings that occur and repair, if required.** Candles or candelabra must not be placed on, in or be surrounded by any flammable material. No oil lamps or oil candles may be used due to the smoke that they emit.
3. Protective material must be used under all flower arrangements to protect carpets and furniture. No preservative harmful to carpets may be used in the flower containers. No flowers may be placed on the musical instruments.
4. Decorations of any type may not be attached to the pews by nails, tacks, staples, pins, adhesives or anything that will mar woodwork.
5. Furniture may not be moved or rearranged without special permission from the Building Coordinator.
6. All floral decorations must be removed immediately following use by the florist.
7. Seasonal decorations in the Sanctuary must not be removed or changed.
8. Awnings may be erected at the church entrance provided the erection of the awning is separate from and not attached to the church buildings.
9. The church is not liable for any loss or damage to any items brought in to the church for use at weddings and/or receptions.
10. The church reserves the right to restrict the privileges of any florist who violates the regulations.

Name of Florist

Company Representative

Phone

Title

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IIIe. Policy for Caterer

1. Caterer or person responsible for the reception must contact the Building Coordinator to request the number of tables needed and the time for setting up the location for the reception.
2. Professional caterers may use the Fellowship Hall and the kitchen but must supply all utensils, glass, silverware and soap necessary.
3. The facilities must be left "broom clean", meaning all counters wiped, all floors swept and all debris and trash placed in the dumpster.
4. No alcoholic beverages may be served under any circumstances.
5. In lieu of rice, bird seed or bubbles should be supplied for the traditional "throwing of rice" ceremony which must take place outside church facilities.
6. Silverware, glassware and decoration materials brought to the church for the reception must be removed immediately following use.
7. The church is not liable for any loss or damage to any items brought into the church for use at weddings and/or receptions.
8. The church reserves the right to restrict the privileges of any caterer who violates these regulations.

Name of Caterer

Company Representative

Phone

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III.f. Policy for Photographer/Videographer

1. Caution is to be taken when placing cameras and other abrasive equipment including your shoes on the pews of the church to prevent any damage to the finish.
2. All exposed bulbs and other discarded materials are to be removed by the photographer and placed in trash receptacles.
3. The church is not liable for any loss or damage to any items brought into the church for use at weddings and/or receptions.
4. No floodlights, spotlights, or flashes may be used with a camera during a wedding ceremony.
5. The church reserves the right to restrict the privileges of any photographer who violates these regulations.

Name of Company

Company Representative

Phone Number

Application for Use of Wedding Facilities

Christ Chapel

Florence, Alabama

Bride's Information:

Name: _____

Current Address: _____

Phone: _____

Church Affiliation: _____

Parents: _____

Parent's Address: _____

Parent's Church Affiliation: _____

Groom's Information:

Name: _____

Current Address: _____

Phone: _____

Church Affiliation: _____

Parents: _____

Parent's Address: _____

Parent's Church Affiliation: _____

Wedding Director:

Name: _____

Phone: _____

Wedding Ceremony:

Date: _____

Time: _____

Minister: _____

Florist: _____

Phone: _____

Caterer: _____

Phone: _____

Photographer: _____

Phone: _____

Videographer: _____

Phone: _____

Wedding Rehearsal:

Date: _____

Time: _____

Dinner Place: _____

Time: _____

Wedding Facilities Desired:

____ Sanctuary

____ Fellowship Hall

____ Parlor

____ Prayer Center

Policy Agreement:

I have read the policies with the wedding coordinator relating to the use of the facilities of Christ Chapel, Florence, Alabama, and agree to abide by these policies and to accept all liability for any damage incurred during this use to carpet, furniture, building and/or grounds.

Applicant's Signature

Date

Coordinator

Date

Wedding Videography Expense Form

Positions	Fee	# of hrs	Total
Switcher	\$25.00	1	\$25.00
Camera 1	\$25.00	1	\$25.00
Camera 2	\$25.00	1	\$25.00
Camera 3	\$25.00	1	\$25.00
Camera 4	\$25.00	1	\$25.00
Mobile Camera *	\$25.00	2	\$50.00
Producing	\$100.00		\$100.00
Editing	\$100.00		\$100.00
Tape & Equipment	\$250.00		\$250.00
			<u><u>\$625.00</u></u>

* includes footage of reception