

WEDDING REGISTRATION

03142017

Date: _____

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

*Active Church Member? Y ___ N ___

*Active Church Member? Y ___ N ___

[*Active church members are regular participants in the life of Christ Church through attending worship and the giving of time, talent, and treasure.

At the discretion of the pastor, Christ Church may waive the non-member fee for son or daughter of an active church member.]

Wedding Date: _____ **Start Time:** _____ **End Time:** _____ **# Guest:** _____

How did you hear about Christ Church _____

How will you use the building? Ceremony _____ Reception _____ Rehearsal dinner _____

***Room (s):**

Sanctuary _____ \$500.00 Non-Member/\$100.00 Active Member

Chapel _____ \$125.00

Prayer Garden _____ \$75.00

[*This includes an additional two hours for wedding prep, pictures, etc. Anything over two hours will be \$50.00 per hour.]

Fees: Non-Refundable Deposit — \$100.00 admin. fee

[*checks payable to each individual]

*Pastor: \$325 (active members: \$250)

[you may bring your own pastor by approval of Christ Church UCC Pastor]

*Organist or Guitarist: \$200.00 (wedding day only) \$100.00 (Rehearsal Fee)

*Sound tech: \$100.00 (required for all weddings)

*Wedding Coordinator: \$150 (required for all weddings)

*Custodial Fees: \$100.00 (required for all weddings/events)

Total event fee: _____ Deposit: _____ Balance Due _____

I agree to the following in regard to the use of the facilities of Christ Church, UCC: The building will be left in the same condition that it was when the group/individual came into the building. If damage to the facility or its furnishing is incurred during the time of use by the group/individual, the group/individual will be responsible for payment for restoration to the original condition.

X _____

Weddings at Christ Church United Church of Christ

Christ Church United Church of Christ is honored that you are considering having your wedding here. We believe marriage to be a sacred and joyous covenant entered into by the couple, with God, in the presence of family and friends who witness the ceremony. When a couple decides to be married in a Christian religious ceremony, they acknowledge a covenantal relationship with God. Christ Church considers this part of our ministry as we seek to be faithful in our own calling to serve God and others. We look forward to working with you in making this a good beginning to a long and joyous life together.

To help you plan the use of our facilities, a wedding coordinator is provided at an additional cost, who will answer any logistical questions you might have and to assist you at the wedding rehearsal and at the service itself to make sure everything runs as smoothly as possible. The church secretary will provide contact information for the wedding coordinator.

The pastor will meet with the bride and groom regarding planning the ceremony and premarital counseling. When choosing your wedding date, please contact the church secretary for availability, preferably 6 months in advance, as only one wedding is permitted per day. Wedding ceremonies are not permitted on Christmas, Christmas Eve, Easter or New Year's Eve.

Ceremony

Your wedding service is a service of worship rooted in historic and traditional Christian rituals. The ordained minister who will preside at your wedding will make available to you an outline of the wedding service as usually conducted, but will also encourage you to participate in creating a service that honors the past, is faithful to traditions, and expresses your own love, lives and relationship.

Sanctuary: There are 15 pews on either side of the center aisle, which will accommodate approximately 300. There is balcony seating at the back of the sanctuary for additional guests. Decorations are not to be tacked or taped to the walls or any of the furniture or pews, unless approved by the Wedding Coordinator. All other decorations must be approved by the Pastor or wedding coordinator. Flower arrangements are permitted on the communion table and flower stands.

Chapel: There are 7 rows of 4 chairs on either side of the center aisle plus a few extra, which will accommodate approximately 60 people. The communion table area is limited, accommodating only a small wedding party. Decorations are not to be tacked or taped to the walls or any of the furniture or chairs. Flowers are permitted on the communion table and flower stands. All other decorations must be approved by the Pastor or wedding coordinator.

Hoffman Hall: The hall would be ideal for an informal wedding followed by a reception. The stage may be used for the ceremony. Maximum occupancy is 460 people with chairs only; 216 with tables and chairs. We have 18 round tables seating 6 per table. Decorations are not to be tacked or taped to the walls. Decorations hanging from the ceiling should be discussed with the wedding coordinator.

Prayer Garden: It is possible to have a wedding outside. Emergency use of the sanctuary due to inclement weather would be planned. Prayer Garden seating would be limited to 12.

Officiant

The pastor of Christ Church will officiate all weddings. A marriage may not be performed at Christ Church by a clergy of another church without permission from the pastor. In the event

the current pastor is not available, arrangements will be made by the minister for another UCC minister to officiate. Any substitute must be an ordained minister. During your pre-wedding meetings the pastor will discuss the UCC ceremony and possible variations.

Music

Music enriches the wedding ceremony. The church organist will play at all weddings unless other arrangements are approved by the organist. Additional musicians and/or soloists may be contracted only with the prior approval of the church. Music chosen for the wedding should be appropriate for a worship service. The organist will be happy to discuss and assist in the selection of appropriate music.

Music for additional musicians is to be provided by the couple in consultation with the organist and must be received two months prior to the wedding date. Special organ music requests, within reason, must be submitted to the organist at least three months in advance of the wedding date. Otherwise, music will be provided from the organist's standard wedding repertoire.

Wedding Coordinator

The Wedding Coordinator will assist with planning your ceremony, decorating the church, access into the church for rehearsal and wedding day, assisting the bride with last minute details, and closing up the church afterwards. If you are using a professional bridal consultant, all details of the ceremony at Christ Church are under the direction of the pastor and wedding coordinator. The wedding coordinator will also assist with the arrival of any outside vendors being used.

Audio

Our sound equipment is specially designed for our church and therefore has restricted access. Because of this, we have a sound technician coordinate microphones, amps, music and other audio devices. The sound technician will need to be present during each session - the ceremony rehearsal, any other music rehearsals and the wedding ceremony. There will be an additional cost for the need of a sound technician.

Photographer

To maintain the integrity of a religious ceremony, guests are not permitted to take pictures during the ceremony itself. Professional photographers are **not** permitted to take flash photos during the service. Professional videography is allowed providing that additional lighting is not required. Family photos may be taken before or after the ceremony.

License

The marriage license should be obtained from the Recorder of Deeds at least a week before the wedding. The pastor will need to see the license at the rehearsal to make sure there are no problems the day of the wedding.

General Information

We will do all we can to prepare the buildings and grounds to be clean, respectful and a special place for your wedding. Please return this respect as this is where we worship and praise God. Christ Church is a tobacco free environment and we request that any use of tobacco be limited to the parking lot. Alcohol use is limited to Hoffman Hall. Guests and members of the wedding party that exhibit excessive consumption of alcohol may be requested to leave the premises by the Pastor or other church representative. Confetti and rice are not permitted on

church property. Bird seed or bubbles may be used outside. Please use artificial rose petals if using a flower girl as real rose petals will stain our carpet. There is a nursery that would be available for your use, however, you must provide the babysitter. You are responsible for providing a printed program, should you wish to have one. The Wedding Coordinator can provide you with several examples.