



## WEDDING POLICY

*(October 2014)*

CENTRAL CHRISTIAN CHURCH | 923 Jackson Street | Anderson, Indiana 46016

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www.central-christian-church.com

Congratulations on your upcoming wedding!

We hope you will be blessed with many years of happiness together.

You are about to enter into a covenant between you and God.

By celebrating with a wedding ceremony at CENTRAL CHRISTIAN, you are inviting God to be present in your marriage and to bless it. ***Because this ceremony is taking place at CENTRAL CHRISTIAN, and not merely a rented hall or home, there are certain procedures, requests and requirements that will need to be adhered to as befitting a ceremony in the House of God.*** CENTRAL CHRISTIAN will work alongside you to make sure that this is a sacred event appropriate for both YOU and CENTRAL CHRISTIAN.

*Central Christian Church does not host wedding receptions, however, there are many fine reception halls that we can recommend, within a short distance from the church building.*

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### IMPORTANT POINTS

1. This document should be clearly understood and signed by the Couple (*stating that they have read, understand and will abide by the Policy*), at the time of setting the calendar date.
2. THE COUPLE will be considered the sole contacts for all information and direction regarding the ceremony at Central Christian. All delegates at CENTRAL CHRISTIAN (*Minister, Music Director, Wedding Ceremony Coordinator and Sound Engineer*) will be responsible to assure that the wishes regarding the ceremony come from them..
3. The CEREMONY CHECK LIST assures that the proper documents (*i.e. PHOTOGRAPHER/VIDEOGRAPHER'S AGREEMENT, etc.*) arrive in the CENTRAL CHRISTIAN CHURCH office in a timely manner.

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### ***Clergy | Officiant***

The Senior Pastor at CENTRAL CHRISTIAN will be happy to perform your ceremony, if you wish. If it is your preference to invite a Guest Minister to participate or perform your ceremony, CENTRAL CHRISTIAN ***must receive a letter from the Guest Minister requesting to perform the ceremony at CENTRAL CHRISTIAN. This letter is required in the Church Office prior to setting your wedding date on the calendar.*** The person performing the ceremony will need to be a licensed or ordained minister of good standing in his/her denomination.

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***Wedding Ceremony Coordinator***

Our church Wedding Ceremony Coordinator will assist and serve as a liaison between you (THE COUPLE) and the church staff. The Coordinator is familiar with the Central Christian Church building and its wedding policies, has knowledge of wedding etiquette, and is skilled in directing weddings.

The Ceremony Coordinator will work with you to:

- \*answer questions regarding church policy and procedure,
- \*coordinate plans with church personnel assisting with your wedding,
- \*supervise the rehearsal with the officiating minister, and
- \*supervise the flow of the ceremony.

*Even if you have assigned a WEDDING COORDINATOR outside of Central Christian Church, the CHURCH WEDDING COORDINATOR will need to be present (as a representative of the CCC Properties Committee) during your rehearsal and wedding ceremony)*

**Important: The Officiant (Presiding Minister) and Wedding Ceremony Coordinator and Sound Engineer will consider THE COUPLE to be the Official and Sole contacts for any direction regarding all details of the ceremony at Central Christian. Any direction, suggestions, requests regarding the ceremony, rehearsal, etc...should be directed to THE COUPLE for them to approve and pass on to the necessary person.**

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### ***Scheduling your Wedding***

The date of your wedding will be tentatively scheduled at the initial consultation with the Wedding Ceremony Coordinator. The Wedding Ceremony Coordinator will then review your requested date with the CCC Pastor and CCC Organist for placement on the church calendar. **While CCC usually can schedule your wedding on the date of your choice sometimes an alternate date may be needed, due to calendar restrictions.**

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### ***Facilities***

The church Sanctuary or the Schuster Chapel is available for weddings. The bride and attendants use the rest room/dressing facility adjacent to the Chapel. The men dress in the Youth Lounge on the lower level.

The persons making the facility reservation are responsible for any damage to equipment, furniture or furnishings.

The PIANO, CHAIRS, LECTERN and PULPIT (*and the organ console, to a certain extent*) are all movable and may be moved for your ceremony. The COMMUNION TABLE *will not* be moved. *This Chancel Furniture should be moved or removed by the church's Property Team personnel only. Our Wedding Coordinator will consult with the Property Team to make the arrangements, at the Bride's request.*

FOOD, DRINKS AND PETS ARE NOT PERMITTED IN THE SANCTUARY AT ANY TIME. SMOKING OR ALCOHOLIC BEVERAGES ARE NOT ALLOWED ON CHURCH PROPERTY.

An elevator is available at the Tenth Street Chapel entrance. Please make arrangements with the Wedding Ceremony Coordinator because special instructions are necessary.

Floor plans of the Sanctuary and Chapel are available upon request.

## ***Decorations***

Tacks and tape, including masking tape, are prohibited. Bows may be attached to the pews with elastic bands or plastic clips. The church's candelabra are available for use without charge; however, the Bride & Groom are required to purchase the candles through the church office. Drip-less Wedding candles, Unity Candles and holders will need to be furnished by the Bride & Groom. The removal of wedding decorations is also the responsibility of the Wedding Party, immediately following the ceremony. Flowers may remain in the sanctuary after the wedding by notifying the Wedding Ceremony Coordinator 2 weeks prior to the wedding.

***The use of birdseed, rice, feathers or glitter on church property is not permitted.***

*If an aisle runner is being used, the sanctuary aisle is 50 feet long, excluding the chancel and chancel steps. Please note that there are 14 rows of pews on the center aisle.*

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## ***Decorating at special seasons***

Central Christian is often decorated for special church seasons such as Thanksgiving, Advent/Christmas, or Easter. If your wedding is scheduled during a season when the church is highly decorated, you should expect to use our seasonal decorations in your own decorating theme. Although these decorations will need to remain in place as they are, you may add to them, as you desire.

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## ***Pre-Marital Counseling***

Pre-marital counseling is required for any couple wishing to be married in the Central Christian Church Facility. The Officiating Minister does not necessarily need to provide this, but a signed document from whomever is the counselor, explaining that sessions are either finished or continuing, will need to be presented to the Central Christian Church Office ***prior to the Wedding Ceremony***. The Central Christian Church Pastor, at present, does not provide Pre-Marital Counseling...although he will meet with the couple at least twice prior to the ceremony to discuss details with them.

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## ***The Wedding Rehearsal & Ceremony***

THE OFFICIANT – The Presiding Minister is responsible for all components of the service.

MUSIC – According to Central Christian Church policy, the organist of Central Christian Church coordinates all music for weddings using musicians. ***It is also Church policy that all music played after the seating of the family should be sacred, and live (no recorded trax)***. This policy does leave room for secular/sentimental music in the Pre-Ceremony time/seating of the guests. The term “sacred” is broad and takes on a variety of styles and context.

An appointment with the staff organist should be made 2 months in advance for THE COUPLE. The organist can provide a variety of music selections to choose from, help find and secure soloists, arrange for music rehearsals...etc. The Organist's responsibilities include (but are not limited to) *meeting with the Wedding Couple to assist in music selection, playing for the rehearsal (up to one hour), playing Pre-Ceremony music (20-30 minutes), playing for the ceremony, accompanying soloists, playing Post-Ceremony music as the guests depart.*

If the COUPLE has already made music decisions within the context and parameters of this agreement, they should contact the Organist and pass those selections on. The Organist will also need names and contact information for all other musicians chosen by the COUPLE.

REHEARSAL – The WEDDING CEREMONY COORDINATOR, ORGANIST, SOUND ENGINEER and OFFICIANT will be available for one hour, at your rehearsal, and will strive to make sure that your rehearsal is efficient and that you are comfortable with the following day’s proceedings. ***It is the responsibility of the COUPLE to make sure that all participants are present, if possible, and on time.*** *Time to decorate for your ceremony may be set with the WEDDING COORDINATOR and the CHURCH OFFICE...you are not limited to the time you have during the rehearsal, to do your decorating.*

SOUND SYSTEM – A member of the church’s Sound Team will operate the sound equipment. *Central Christian has a limited inventory of sound equipment, please discuss your needs with the WEDDING CEREMONY COORDINATOR to make sure there is adequate coverage for soloists and instrumentalists.*

CUSTODIAL CARE – The Wedding Ceremony Coordinator will obtain the services of the custodian. Custodians will be present during rehearsal and the wedding.

PHOTOGRAPHY – Photos taken before the ceremony must be completed 45-30 minutes prior to the ceremony. Photos taken after the ceremony should not exceed 1 hour. NO FLASH PICTURES TO BE TAKEN DURING THE CEREMONY. ***(“THE CEREMONY” is defined as beginning with the seating of the Parents just prior to the Processional and continues THROUGH the Recessional of the Wedding Party.)*** Video cameras are permitted, but they must be unobtrusive and stationary. ***A “WEDDING PHOTOGRAPHER’S AGREEMENT” will be given to the photographer, and must be signed by the photographer prior to the ceremony before the photographer will be allowed to take any photographs.*** *The “WEDDING PHOTOGRAPHER’S AGREEMENT” is an addendum to this document.*

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### ***Marriage Documents***

Prior to the rehearsal, the marriage license and the marriage certificate are to be presented to the Officiating Minister. The COUPLE are required to complete the portion of the marriage certificate titled “Record of Marriage” in its entirety. The license and certificate are obtained from the Office of the Clerk of the County of residence of either one of the members of the couple. Once signed, it is the legal responsibility of the OFFICIANT to send the document to the County Clerk.

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## **CENTRAL CHRISTIAN CHURCH WEDDING FEES\***

### **SANCTUARY WEDDING**

Member - \$900 | Non-Member - \$1,200

### **CHAPEL WEDDING**

\$700 | Non-Member - \$900

### **STAND-ALONE CEREMONY**

*This is a wedding ceremony, in either the Sanctuary or Chapel, involving ONLY the wedding COUPLE, OFFICIANT, 2 WITNESSES (18+ years), and immediate family.*

*No music, no photographer, no decorations of any sort.*

\$400

*\*Fees cover, but are not limited to:*

Wedding Ceremony Coordinator Honorarium (Rehearsal & Ceremony)  
Wedding Officiant Honorarium  
(Rehearsal & Ceremony)  
Wedding Organist/Pianist  
(Rehearsal & Ceremony...the couple are responsible to take care of  
any honorariums given to vocalists or readers)  
Sound System Operator  
Custodial Care  
Room Rental Fee

*IMPORTANT: The above-mentioned services are included in the fee. The fee will not change if any of the above-mentioned services are not being used by the Couple (example: if the couple chooses to use their own organist instead of Central's organist/pianist, the fee will remain the same, without change.) Any fees collected for services not rendered are placed in trust for Members of Central Christian Church who may need assistance in paying their own wedding fees.*

**A non-refundable deposit is required for securing date - \$200**  
*This deposit is applied to the Wedding Fee.*

*I have read, understand,  
and will abide by the Preceding Policy Statements.*

SIGNED:

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SIGNED:

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DATE

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# WEDDING PHOTOGRAPHER|VIDEOGRAPHER AGREEMENT

*This letter is to be signed by the Photographer AND/OR videographer and returned to the Central Christian Church Office **prior to the Wedding Rehearsal date.** Photographers/Videographers will not be allowed to photograph the wedding unless this letter is on file in the Church Office at the time of the said Wedding Ceremony.*

First and foremost, this wedding ceremony is a sacred event AND the recording of this event is *secondary* to the *primary* import, propriety and sacredness of the moment.

***To that end, here at Central Christian:***

Photographers/Videographers are allowed use of any space in the Church deemed useful and practical for “pre” or “post” ceremony photos. (*i.e. outside, balcony, chapel...etc.*).

Photographers/Videographers will supply all necessary power equipment needed for their own use.

ALL PRE-CEREMONY PHOTOGRAPHY MUST BE FINISHED 45-MINUTES PRIOR TO THE CEREMONY.

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## DURING THE CEREMONY

Photographers/Videographers are not to use flash during the ceremony.

Static, un-manned cameras *may be set up* on the platform upstage of the wedding party...*at the discretion of the Wedding Coordinator, Presiding Officiant & The Couple.*

Photographers/Videographers are required to wear either business attire appropriate for a “guest at a wedding” OR all black.

During the ceremony, Photographers/Videographers are not allowed beyond the cross aisle in the center of the sanctuary...but can take photographs from the balcony, back of the sanctuary and back of the north or south sides.

I (your name here)\_\_\_\_\_

fully understand and will comply with the guidelines set above for the wedding ceremony of

(couple’s names)\_\_\_\_\_

on (date)\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

CENTRAL CHRISTIAN CHURCH  
CEREMONY CHECK LIST

	Set date of wedding AND wedding rehearsal on Church Calendar ( <i>\$200 deposit</i> )
	Have Pre-Marital Counselor contact Central Christian Church Office with appropriate documentation
	<i>If using another Officiant/Clergy...</i> have Officiant send request letter to Central Christian Church Office
	Appointment with Central Christian Church Organist/Pianist
	Have WEDDING PHOTOGRAPHER/VIDEOGRAPHER AGREEMENT signed by photographer AND/OR videographer and returned to the Central Christian Church Office
	Set time(s) for decorating, and florist, with the Central Christian Church Office ( <i>through the Wedding Coordinator</i> )
	Acquire Marriage Documents from County Clerk and present them to the Presiding Officiant
	Remit remaining Central Christian Church wedding fee