

Capital West Christian Church

Wedding Policy

(February 2014)

Capital West Christian Church extends to you the very best wishes as you plan for your wedding. Your coming marriage has meant a great deal of careful and thoughtful preparation. During the next very busy process of arranging the details of the wedding, it is important for you to do some serious thinking about the real purpose of a godly wedding and the blessing that it can be in your life. Both of you, together with the church, want your wedding to be the “very special” event that you desire.

Let us therefore consider some of the specific aspects of preparation for the wedding.

1. **Important Note:** Church weddings will not be scheduled for couples living together. The ministers may be willing to do these weddings “off-site”.

2. **Clearing Dates**

All dates for the use of the building and/or facilities need to be scheduled and cleared through the church office. Please complete a “calendar request form” as soon as possible from the Church Office. The request will be reviewed and approved or disapproved based on availability of church facilities or prior scheduled events. (All church dates and activities will receive priority in scheduling.)

No weddings may be scheduled on a Sunday, holiday, or any other day that will conflict with the church calendar.

The contact person, on the indicated form, will be notified by the church office concerning the status of the request. If approved the event will be placed on the official church calendar.

Please do not announce your wedding date before you have received notice of confirmation from the church office.

Because adequate time is needed to prepare the church building for Sunday services, we suggest weddings on Saturday be scheduled as follows:

Wedding with Reception at Church – Schedule no later than 2:00 p.m.

Wedding Only at Church – Schedule no later than 4:00 p.m.

3. **Counseling With The Minister**

The church takes a deep personal interest in its’ people and the minister requests three to five unhurried conferences with the bride and groom in advance of the wedding date. Matters relating to the basic understanding of marriage, as

well as the specific plans for the wedding ceremony itself, will be discussed during these sessions.

In the event you wish to have some minister other than the current minister of Capital West Christian Church to perform the wedding, the permission of the current CWCC minister or the church board must be obtained well in advance of the wedding date. Counseling should be arranged through the minister officiating at the service.

4. Rehearsal

It is often desirable to have a wedding rehearsal, usually held the night before the wedding. This is the time for working out the final details of who does what, when and where. The minister will be in charge of seeing that the desires of the bride and groom are carried out. The rehearsal should last approximately one hour. Please plan to be on time and to have all participants present.

A valid marriage license must be secured from the proper government agency and given to the officiating minister the night of rehearsal.

5. Music

As important as you, the bride and groom are, you will want to make sure nothing in your wedding detracts from giving God the place of greatest importance. The music you choose for your wedding will announce your values to all who attend. Because music has the power to enhance the atmosphere you want to create; it should be chosen to contribute to worship and as a witness of your faith.

Vocalists should make arrangements to practice with the sound technician and the instrumentalist prior to or after the rehearsal, but not during the rehearsal. A brief part of the song may be sung to help get a feel for the service, but please schedule other practice times.

5. Decorations

No decorations should be used that will in any way damage or harm the building or carpet. If candles are used in the service we ask that plastic be placed beneath the candles or candelabras even if dripless candles are used.

We ask that you make arrangements with those in your wedding party to return all flowers, borrowed decorations, or items such as tuxedo's, etc., immediately following the wedding and reception (if the reception is held at the church). The church cannot be responsible for personal items or clothing.

6. Reception

When food is served, a plastic runner should be placed under the front edge of the tables to avoid damaging the carpet through spilled food and drink.

(Special note: Please do not use red or purple colored Kool-Aid or punches. Those spills are close to impossible to remove.)

If kitchen is used for weddings, non-church gatherings, etc., it is expected the party will furnish all needed supplies (plates, cups, napkins, plasticware, etc.)

No alcohol, dance bands or dances will be permitted at the church reception.

7. Photography

It is suggested that photo sessions conclude thirty minutes before the ceremony begins.

If pictures are desired which include the officiating minister, we suggest they be taken right at the end of the photo session if taken prior to the ceremony or at the beginning of the photo session if pictures are taken after the ceremony.

Photos with flash may be taken during the processional and the recessional. It is appreciated if flash pictures or pictures using floodlights are not taken during the ceremony itself.

If a video is made of the ceremony from the stage area, we suggest the person doing the video keep movement to a bare minimum to minimize distractions.

8. Clean-Up

The wedding party will be responsible for general clean-up following the wedding and reception. If you decide not to clean-up following the ceremony please make prior arrangements through the church staff to contact janitorial staff. Additional cleaning fees will be agreed upon by wedding couple and church staff.

Please do not hand out rice or birdseed or “whatever” inside the church premises. This creates much additional clean-up effort. We do allow their use outside of the building as long as clean-up is not neglected there also.

9. General Information

All church facilities are part of the Lord’s house; persons entering should conduct themselves in a Christ-like manner at all times.

No tobacco products, alcoholic beverages, illegal substances, or firearms shall be permitted on church property.

Cursing or profane language, abuse of other’s rights, and /or destructive behaviors will not be allowed on Church premises.

10. Fees to Consider

Capital West Christian Church Members

Church Building for Rehearsal & Wedding	(\$100 cleaning fee)
Reception at the Event Center	(\$100 cleaning fee)
Counseling Fee (To have inventory scored)	\$35
Sound Tech (Trained church member must operate the system)	\$50
Instrumentalist	(Honorarium)
Vocalist	(Honorarium)
Minister (Counseling, Rehearsal, Wedding)	\$100

Non-Members

Church Building for Rehearsal & Wedding	\$500
Reception at the Event Center	(Additional) \$500
Rehearsal Dinner Room	\$25
Counseling Fee (To have inventory scored)	\$35
Sound Tech (Trained church member must operate the system)	\$50
Instrumentalist	(Honorarium)
Vocalist	(Honorarium)
Minister (Counseling, Rehearsal, Wedding)	\$200

All fees are to be paid by the third counseling session.