



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

Revised June 2009

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, as the Bride and Groom, and God. By celebrating the beginning of your marriage with a wedding ceremony taking place in the church, you are inviting God to be present in your marriage and to bless it. This covenant upon which you will agree is to live faithfully as married persons and as people of God.

Clergy

Central Christian Church Clergy customarily plan and perform weddings and may provide pre-marital counseling. If you wish to invite a Guest Minister to participate, you must first discuss this possibility with the Pastor of Central Christian Church before extending the invitation. The person performing the ceremony will need standing in one's denomination to do so. As a rule, such an arrangement can be reached to the satisfaction of you and the Church.

Wedding Ceremony Coordinator

Our church Wedding Ceremony Coordinator will assist you as she serves as a liaison between you and the church staff. She is familiar with Central Christian Church and its wedding policies, has knowledge of wedding etiquette, and is skilled in directing weddings. She is capable of providing assistance to you as you plan for your wedding.

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.

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 Pastor for placement on the church calendar. While we normally can schedule your wedding on the date of your choice sometimes an alternate date might be needed.

Facilities

The church sanctuary or the 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.

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, you are required to purchase the candles through the church office. Dripless bride and groom candles, unity candles and holders will need to be furnished by you. The removal of wedding decorations is your responsibility 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 or rice on church property is not permitted.

If you provide an aisle runner, 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.

Chancel furniture and musical instruments (excluding the organ which is permanently fixed) may 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.

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.

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 themselves, 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 is available for Pre-Marital Counseling also...this fee is *not included* in the normal fee schedule and can be negotiated with the Pastor.

The Wedding Rehearsal & Ceremony

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

MUSIC – The organist of Central Christian Church customarily plays for all services. If he/she is unable to perform the music for your wedding, he/she will provide a qualified organist or approve an organist you may recommend. An appointment with the staff organist should be made 2 months in advance for selection and approval of music.

REHEARSAL – Although the Wedding Party may need more time to set up, or decorate, the WEDDING CEREMONY COORDINATOR, ORGANIST and OFFICIANT will be available for one hour only. It is the responsibility of the Bride and Groom to make sure that all participants are present, if possible, and on time.

SOUND SYSTEM – A member of the church’s Sound Team will operate the sound equipment.

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 minutes prior to the ceremony. Photos taken after the ceremony should not exceed 1 hour. NO FLASH PICTURES TO BE TAKEN DURING THE CEREMONY. 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.***

Marriage Documents

Prior to the rehearsal, the marriage license and the marriage certificate are to be presented to the Officiating Minister. The Bride and Groom 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 the Bride and/or Groom. Once signed, it is the legal responsibility of the OFFICIANT to send the document to the County Clerk.

We have read this document and agree to abide by the provisions of the Wedding Policy of Central Christian Church.

Date deposit paid to secure wedding date: ____/____/____

Final payment due 2 weeks prior to the wedding with check made payable to Central Christian Church ____/____/____

Signature of Bride: _____

Printed name of Bride: _____

Signature of Groom: _____

Printed name of Groom: _____

Officiating Pastor: _____

Printed name of Officiating Pastor: _____

Today's Date: ____/____/____

Contact telephone numbers

(_____) _____ - _____

(_____) _____ - _____

(_____) _____ - _____

(_____) _____ - _____

CENTRAL CHRISTIAN CHURCH WEDDING FEES*

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

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

Wedding Ceremony Coordinator Honorarium (Rehearsal & Ceremony)

Wedding Officiant Honorarium (Rehearsal & Ceremony)

Wedding Organist/Pianist (Rehearsal & Ceremony...does not include vocal soloists)

Sound System Operator

Custodial Care

Room Rental Fee

IMPORTANT: Couples may choose to NOT to use one of the services listed above, but that choice will have no bearing on the bottom-line fee. 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.