



CHRIST
CHURCH

WEDDING POLICY



Wedding Policy

Our wedding ministry seeks to make weddings personal, with strong emphasis and understanding that marriage is an expression of worship, reflecting joy, celebration, community, respect, dignity, and love. The Bible gives no specific pattern or order of service to define exactly what should be included, so there is room for creativity and spontaneity, all while bringing glory and honor to the Lord Jesus Christ.

Given the needs of our building use, we only perform weddings for members. All other requests need to be approved by the Christ Church session. Wedding request exceptions for non-members are intended for couples who are actively involved in our ministries and plan to pursue membership in the near future. Exceptions can also be made for adults whose parents are members. If you are interested in getting married at Christ Church, please read and submit the Christ Church Wedding Request form.

General Information

Each couple who is to be married at Christ Church (and their wedding party) is expected to comply with all the provisions of this policy. In return, Christ Church offers you our pastors, the use of the facilities, and the experience of our wedding coordinators, who will guide you in the preparation for your special day.

It is expected that all members of the wedding party (including children) will conduct themselves with respect and reverence for the church and its furnishings. Members of the wedding party will refrain from smoking in the building, refrain from using alcoholic beverages in the building or anywhere on the property, and will monitor the activities of small or young children while in the building or anywhere on the church property.

Our pastors will guide you through counseling in the establishment of a Christian home; our wedding coordinator will make your planning much easier; our church family will help nurture you in your marriage; and our beautiful facilities will adorn your wedding day.

Scheduling Your Wedding

The Christ Church sanctuary is available for weddings on Saturdays between 11:00 a.m. and 6:00 p.m. Approval is required if the Saturday is a holiday. Sunday weddings are generally not allowed due to our worship schedule and preparation for services.

Call the church office, 309.452.7927, to inquire about available dates for your wedding. The church office will contact the appropriate staff to confirm their availability. Your wedding date is not considered confirmed until you have submitted the Wedding Request Form which can be found at christchurchpca.org. Please do not make any public announcement of your wedding date until you have received confirmation from your wedding coordinator.

- A CCPCA wedding coordinator is provided to oversee the arrangement and details of the wedding service.
- Once the wedding date is confirmed on the calendars of the church and the officiating pastor, an appointment with the wedding coordinator is required to discuss Christ Church's wedding policy. Questions about arrangements, pastor, music, fees, and use of the facilities will be discussed at the appointment.
- A non-refundable deposit (building reservation fee) of \$50 is required for session-approved non-members to reserve a wedding date and time on our church calendar. The wedding date is not reserved until the \$50 is received by the church office.

Wedding Policy

Use of the Facilities

Weddings at Christ Church are restricted to members of the congregation. All other requests need to be approved by the Christ Church Session. Wedding request exceptions for non-members are intended for couples who are actively involved in our ministries and plan to pursue membership in the near future. Exceptions can also be made for adults whose parents are members.

Fees

Fees associated with a wedding held at Christ Church total a minimum of \$1,050 for members (\$1,200 for non-members). For session-approved non-members, a non-refundable fee of \$50 is required to reserve your wedding date on the church calendar. All remaining fees are to be received by the church office at least 14 (fourteen) days prior to the wedding date. If fees are not received, the use of the building is denied. Once fees are received, they become non-refundable.

Fees include: building reservation and use (non-member), pastor's honorarium, wedding coordinator, custodian, and sound technician. Additional fees can include video projection equipment use, technician to run video projection, worship coordinator, musician, multi-purpose room or gym for rehearsal dinner or reception.

Note: All fees associated with your wedding must be paid 14 (fourteen) days prior to the date of the wedding. The wedding coordinator will provide a list of assigned staff of whom to pay.

Officiating Pastor

All weddings at Christ Church are to be officiated by a Christ Church pastor. Any exceptions will need to be approved by the pastoral staff.

Pastoral Premarital Counseling and Your Relationship

Couples are expected to meet with the officiating pastor at Christ Church. Our pastors are able to provide insight on biblical principles for building a relationship to withstand the challenges that life can bring into a marriage. Appointments can be arranged directly with the officiating pastor.

It is the policy of the pastoral staff of Christ Church PCA that any premarital couple presently living together will be asked to begin living separately, because we believe it is God's design that couples live separately until they are united in marriage (1 Corinthians 6:18-20). Our pastors will be glad to talk with you about this.

Off-Site Ceremony

Occasionally, a pastor on staff at Christ Church is requested to officiate a wedding at a location that is not Christ Church. This decision lies solely on the pastor being asked to perform the off-site wedding; the church fully supports the pastor in his willingness to accommodate these requests. In this situation, a pastoral fee of \$350 is still required. Additionally, his travel and lodging fees must also be paid by the requesting couple. The fee for pastoral involvement (which includes premarital counseling) remains in place, regardless of the location of the wedding ceremony.

Note: All other wedding/relationship policy expectations, excluding building use, still apply to weddings performed off-site.

Wedding Policy

Wedding Coordinator

Our wedding coordinator's primary responsibility is to be available at the wedding for the bridal party to ensure a beautiful and stress-free day. As part of the associated fee, the wedding coordinator will meet with you up to three (3) times to help you coordinate and arrange the day. Additional meetings can be scheduled for a small fee. The wedding coordinator will coordinate all communication with Christ Church staff members (officiating pastor, sound technician, custodian, music coordinator, and administrative assistant for scheduling). On the day of your wedding, the coordinator will be available to assist the bridal and wedding party with normal issues (for example, room assignments, flowers, advising the ushers of their duties), making suggestions for transitional events, and suggesting best practices, while working to accommodate the reasonable wishes of the bride.

Music and Sound

Music is an important part of the wedding ceremony and should be selected with great care. All music incorporated in the ceremony should be appropriate for the worship of God. It is expected that weddings will include sacred music. Secular music is appropriate if it is wholesome and in good taste. Our worship coordinator can offer suggestions.

- You must contact the wedding coordinator at least one (1) month prior to the wedding in order to make arrangements regarding music.
- Vocal music should be appropriate for a religious setting since it will be offered in our sanctuary.
- The wedding coordinator and/or pastoral staff reserves the right to reject any music that appears inappropriate for a worship setting.
- A qualified sound technician will be available for the rehearsal and wedding ceremony. The technician's main responsibility is to provide technological assistance for sound production (microphones, soloist rehearsal, etc.).

Rehearsal

As we believe that the wedding ceremony is a service of worship, a rehearsal is required in order that the wedding party understands the importance of their supportive roles. Rehearsals start promptly and are intended to ensure a smooth ceremony. All who have a role in the wedding are expected to be present. Please be prompt as staff members may have other church or family obligations as well.

The rehearsal should last approximately 45 minutes to one (1) hour. Every person involved in your wedding should be present, making every effort to be on time.

Rehearsal Dinner

We are happy to provide a space to host a dinner after your rehearsal. You may reserve the gym, coffee room/ kitchen, or multipurpose room for a fee. Setup and teardown are the responsibility of the wedding party.

Wedding Policy

Wedding Day Preparation

The bride and her attendants and the groom and his attendants will be provided dressing rooms at the church. You may arrive at the church up to three hours before the wedding. All personal effects should be locked in this room during the ceremony.

You may bring light snacks for the wedding party. However, these food items are to be kept in the rooms provided and discarded upon your departure from the building. Food and drink items are prohibited in the sanctuary.

Wedding Gifts

If gifts are brought to the church, someone should be appointed to receive them and see that they are taken to the designated area. The movement or security of the gifts is the responsibility of the wedding party, not the church. Remember, the church is open to the public at all times. Christ Church assumes no responsibility for damaged or stolen gifts brought into the church.

Reception

- Dancing and music should be tasteful and respectful of the church environment. Choose music with appropriate lyrics and maintain a style of dancing that respects the church's values.
- If reserved, the kitchen can be used for storing, warming, or chilling food. The kitchen is not licensed for cooking of any kind.
- Setup and teardown of all decorations, tables, and chairs is the responsibility of the wedding party. All decor, tables and chairs need to be cleaned up immediately after the event.
- Absolutely no alcohol is allowed on the church property. If given, a non-alcoholic option should be used for toasts.
- Outside sound systems are welcome in the gym if hosting a reception.
- The church must be vacated no later than 10 p.m. to allow staff appropriate cleaning time.

Marriage License

Before any wedding is performed, it is necessary and the responsibility of the bride and groom to secure a license in the county in which the ceremony is to occur. Both the bride and groom are required to be present at the office of the County Clerk to acquire a Marriage License. The County Clerk's office for McLean County (Illinois) is located in the Government Center Building, 115 E. Washington, Room 102, Bloomington.

You must bring the license to your rehearsal. The officiating pastor will complete the information required and have it prepared for your signatures following the ceremony. Official copies of the marriage license may be obtained from the County Clerk after the license is returned.

CCPCA Weddings Standard Terms & Conditions

1. Building Hours

The building will be open for the wedding party's use three hours prior to the start of the wedding.

2. Wedding Day Scheduling

- a. Wedding ceremonies may begin no later than 5:00 p.m.
- b. The sanctuary must be vacated no later than 7:00 p.m. in order to prepare for Sunday service.
- c. If the reception is held in the gym, the building must be vacated by 10:00 p.m.

3. Use of Rooms

Only rooms that you have requested to use are available to you. If you utilize rooms outside of what you have requested, additional fees will be incurred. All rooms utilized need to be cleared before you leave the premises.

4. Sound System

The church's sound system may only be operated by approved church personnel. No outside sound systems may be brought into the sanctuary for use.

5. Moving Fixtures

Church fixtures may only be moved by church custodians or the wedding coordinator (e.g., cords, tables, banners, furniture, speakers, microphones).

6. Decorations

All decorations must be approved by the wedding coordinator. The wedding coordinator has the right to limit the amount and type of decorations.

- a. Decorations shall be fastened to chairs, walls, or church furniture with non-damaging hangers only. Your florist usually can provide these items.
- b. If live rose petals are used during the ceremony, an aisle runner must also be used to avoid damaging the church floor coverings.

7. Using CCPCA Decor

Christ Church decor may be used for a small fee. All decor must be returned in the same condition that it was borrowed. If items are damaged, additional fees will be incurred.

8. Use of Send-Off Items

Bird seed, rice, confetti, or similar materials are NOT to be thrown or used on the premises. Bubbles should be distributed and used outside the building ONLY.

9. Personal Effects

You may place your personal effects in the assigned room, however, Christ Church is NOT responsible for items lost, stolen, or left behind.

10. Liability for Damage

The wedding party will be responsible for repair or replacement costs of any facility items broken or damaged while using the church facilities.

11. Prohibitions

- a. Food and drink items are prohibited in the sanctuary.
- b. Smoking is not permitted anywhere on the campus.
- c. Alcoholic beverages of any kind are prohibited. Any member of the wedding party who comes to the wedding under the influence of alcohol or drugs will not be allowed to participate.

12. Teardown

It is your responsibility to remove all decorations from the sanctuary before 7:00 p.m. and the gym by 10:00 p.m. Any items left may be discarded.

It is expected that the church building will be left in good order after the wedding ceremony. You and your wedding party will be responsible for the removal of all items and personal effects. Our custodian will begin cleaning the building within one (1) hour after the ceremony/reception. Any items left unattended will be discarded.

Christ Church Wedding Form

This information will be retained by the wedding coordinator. Personnel and custodial fees will be paid by the family, directly to the appropriate individual. Reservation fees will be paid directly to the church.

Wedding Date _____ Wedding Time _____

Bride _____ Phone _____

Groom _____ Phone _____

Officiating Pastor _____

Wedding Coordinator _____

BUILDING AND GROUNDS	MEMBER	NON-MEMBER	AMOUNT
Building Reservation Fee	—	\$50 (non-refundable)	\$
Building Use	—	\$100	\$
Multipurpose Room or Gym for Rehearsal Dinner	\$100	\$200	\$
Gym for Reception	\$300	\$500	\$
Kitchen and Coffee Room	\$100	\$200	\$
PERSONNEL			
Pastor's Fee*	\$350	\$350	\$
Wedding Coordinator	\$300	\$300	\$
Worship Coordinator/Musicians	\$150	\$150	\$
Sound/Video Technician**	\$150/person	\$150/person	\$
Custodian (sanctuary, foyer bathrooms, foyer, 2 prep. rooms)	\$250	\$250	\$
Rental Items Manager	\$100	\$100	\$
Nursery Workers (per person)***	\$20/hour	\$20/hour	\$
ADDITIONAL CUSTODIAL FEES			
Kitchen/Coffee Room	\$150	\$150	\$
Gym for Rehearsal Dinner	\$150	\$150	\$
Gym for Reception	\$250	\$250	\$
Any Additional Room Used	\$25/room	\$25/room	\$
ITEM FEES			
Table Cloths	\$5/cloth	\$5/cloth	\$
Additional Decor	TBD	TBD	\$
TOTAL			\$

All fees are subject to change.

*If travel is required for the pastor to conduct an off-site wedding, travel expenses and lodging fees are in addition to the pastoral fee.

**Number of technicians will be determined based on the complexity of needs. If sound technician needs expand beyond the ceremony, additional fees will be incurred.

***Refer to page 9 for adult-to-child ratios for childcare.

We, the undersigned, will be responsible for any damage(s) to the building, grounds, or church property by members of the wedding party. No smoking is allowed in the building, or on church property. Alcoholic beverages may NOT be consumed on the premises. We acknowledge that we have received a copy of the Wedding Policy of Christ Church, PCA, and agree to comply with all its provisions.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____