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### **The Wedding**

Weddings offer a significant opportunity for the bride and groom to express their deepest values, unique traditions and enduring commitments. Each wedding is first and foremost a service of worship, designed or approved by the officiating minister in consultation with the groom and bride, in cooperation with the wedding coordinator, and in accordance with the policies and procedures outlined in this manual. We pray that this happy and holy occasion will truly be a time for affirming commitments of love and enriching the spiritual experience of all involved.

In an effort to retain the sanctity of holy matrimony and the dignity and honor which the institution of marriage deserves, Christ Unveiled Ministries will not allow the following in marriages performed on the premises of the church or at other locations by pastors on the Christ Unveiled Ministries staff.

1. The vows will be the traditional vows and will not be added to or taken away from by the couple to be married.
2. Music used before, during, and after the ceremony will be traditional Christian music. No secular music will be included.
3. The walk down the aisle (both entry and exit) will be the traditional walk. We do not allow strutting, pimping, show-boating or any other steps that we feel degrade the dignity of the marriage institution.
4. The responses from the bride and groom will be the traditional "I do".

## **Ministers/Pre-wedding Conference**

Subject to availability, the Pastor is happy to officiate ceremonies, but can only do so for "active" members of the Christ Unveiled congregation. A pre-wedding conference with the Pastor is required. It is the responsibility of the bride and groom to contact the Pastor as soon as the wedding date is confirmed. At the pre-wedding conference, the minister will collaborate with the bride and groom to plan the most suitable service.

## Scheduling Weddings

The couple must submit the marriage license to the First Lady 14 days prior to the wedding.

The scheduling of the time of the wedding is arranged through the First Lady. The couple will need to have a wedding coordinator as the First Lady will not fill this role. The wedding coordinator will be responsible to coordinate and assist with the rehearsal and ceremony as well as any additional requests or needs, and will be responsible to know and to ensure compliance with all wedding policies and procedures. Couples and their wedding coordinator must understand and respect the final authority of our Christ Unveiled Ministry staff, Pastor and First Lady

Three hours will be set-aside for your wedding day. The wedding rehearsal will be one hour in duration. Maximum capacity is a total of 120 persons.

The wedding must start on time. If during the actual wedding the bride or groom are late and preventing wedding from beginning on time. The Pastor will wait a maximum of 30 minutes (exactly). If the wedding cannot be started within 30 minutes of its scheduled start the wedding will be canceled and all guest will vacate the premises.

After an available date has been agreed upon, the following steps should be taken:

1. Determine the availability of the Pastor.
2. Provide your wedding coordinator with a copy of our policies and schedule a time for her to speak with the First Lady.
3. Thoroughly review all the policies and procedures outlined in this manual, then fill out the Wedding Information forms.
4. Discuss options for wedding music.
5. Provide copies of the pertinent sections of these wedding policies to your florist and photographer, and insure that they understand and will comply with all of our policies and procedures.

6. Schedule an appointment through the First Lady in order to prepare for the ceremony and arrange for pre-marital counseling.

*I have read and agree to abide by the policy for scheduling weddings:*

## Music

A wedding ceremony is a worship service of the Church. As a celebration of the union of bride and groom sharing joy with family and friends in the presence of God, the ceremony is sacred in nature. Music, which can be a key element of the ceremony, should serve to enhance the consciousness of God's presence both in the minds of those who witness and those who participate in the service. The wedding music is defined as any music that occurs before, during or immediately after the ceremony.

In general, the wedding music should be consistent with music customarily used in worship services. Weddings performed at Christ Unveiled or by Pastors of Christ Unveiled Ministries will not include secular music.

*I have read and agree to abide by the policy for music:*

## Rehearsals

Every effort is made to host rehearsals the evening before the ceremony; however, rehearsals must be scheduled so as to not interfere with other wedding ceremonies and church activities.

It is imperative that the wedding rehearsal begins promptly at the scheduled time. It is the responsibility of the wedding coordinator to insure that all members of the wedding party arrive on time. The building will be open 15 minutes prior to the rehearsal, and must be vacated no later than 15 minutes following the rehearsal, unless other arrangements are clearly agreed upon in advance. Exactly one hour is allotted for the actual wedding rehearsal. A late start will result in a shorter rehearsal.

You will find it most helpful to decide on the following arrangements *prior* to the rehearsal:

- Where and in what order attendants will stand;
- Which parents, grandparents and other relatives are to be formally seated immediately preceding the processional;
- Ushers should be present at the rehearsal for training by the wedding coordinator, if at all possible.

The minister or coordinator representing the church has full authority to ensure that all church policies and procedures are honored at all times.

*I have read and agree to abide by the policy for rehearsals:*

## Decorations

The guidelines and requirements for flowers and decorations are designed to prevent damage to the sanctuary and furnishings, and to ensure safety by observing fire codes and keeping aisles and walkways free of obstructions.

1. No existing sanctuary furnishings or decorations may be moved or removed. No church equipment or property can be removed from the church at any time.
2. Unity Candles are not permitted to be used at Christ Unveiled Ministries.
3. No tacks, pins, nails, staples, glue, tape or anything which might mar the woodwork or walls can be used to fasten any decoration to the furniture or building.
4. The florist and wedding party are responsible for removing any candle wax on floors or furniture and for any damage to furnishings or property caused by their employees or representatives.
5. Delivery of flowers and other decorations must be scheduled in advance through the First Lady.
6. The church will not be responsible for any flowers, equipment or decorations that remain on the premises longer than 30 minutes after the conclusion of the ceremony or wedding party pictures.
7. An aisle cloth may be used at the sole and complete liability of the wedding party. The aisle cloth must be provided by the wedding party. The church will not be responsible for accidents or injuries that may result from the use of an aisle cloth. The First Lady has full authority to determine acceptable placement of the aisle cloth.
8. Only artificial flowers or decorations that cannot mar or stain sanctuary flooring may be dropped in the aisle during the processional. Because experience has taught us that real flowers can easily damage carpeting, we cannot permit the dropping of real flowers or petals.
9. No rice, birdseed or other materials may be showered on or around the departing couple or church grounds. Bubbles may be used outdoors.

10. In general, all church property must be left in as good or better condition than found.
  
1. It is the responsibility of the bride and groom to ensure that the florist receives and follows all pertinent guidelines and regulations.

*I have read and agree to abide by the policy for decorations:*

## Photography and Videography

1. A Christian wedding is first and foremost a service of worship, to be enjoyed and experienced in its own right.
2. Photography and videography can enrich memories of this sacred and joyful occasion, but must not at any time intrude upon or detract from the ceremony.
3. Photography from a stationary, unobtrusive location may be permitted, without motor drives or other noises and distractions.
4. Flash photography is permitted during the processional and recessional, provided that it does not interfere with the minister or wedding party.
5. Videography is permitted provided that the camera is not obtrusive and that the videographer remains stationary at all times during the ceremony.
6. It is recommended that the bride and groom consult with the photographer in advance to determine the exact sequence, types and number of photographs to be taken.
7. The photographer will have access to the church one hour prior to the start of the wedding ceremony. The church will not be responsible for damaged, lost or stolen photography or video equipment.
8. No one is permitted to stand or climb on church furniture at any time. The wedding party will be held responsible for any damages.
9. It is the responsibility of the bride and groom to ensure that photographers and/or videographers receive and follow all pertinent guidelines and regulations.

*I have read and agree to abide by the policy for photography and videography:*

## Receptions

Receptions – Fellowship Hall - It is the responsibility of all persons desiring to schedule weddings to contact the First Lady in order to determine the availability of facilities for the desired date.

1. Up to three additional hours can be set-aside on your wedding day for the reception. The reception can be up to two hours in duration, with the final full hour allotted for clean up. Evening receptions should conclude by 9:00 PM. Maximum capacity for the fellowship hall is 120 persons.
2. Receptions include the use of the fellowship hall, kitchen and common areas (hallway and bathrooms), as well as designated church tables and chairs. All dishes, glasses, flatware, napkins, condiments, etc., should be provided by your caterer along with the food or other refreshments.
3. The bride and groom will be responsible for any damages to any area of the facilities or grounds.
4. Requests for room set-ups must be arranged in advance with the First Lady. Christ Unveiled Ministry staff will make reasonable, good-faith efforts to provide basic set-up of the facility prior to the reception, and will remove and store church tables and chairs following the reception.
5. The church cannot accept delivery of equipment, dishes, tablecloths, etc., without prior arrangement and approval. All deliveries must be pre-paid. The church will not be responsible for any items or equipment which remain on the premises after the allotted time for the reception has concluded.
6. In general, all church facilities must be left in as good or better condition than found. It is the responsibility of the bride and groom to ensure compliance with all Christ Unveiled Ministry policies and procedures.

*I have read and agree to abide by the policy for receptions:*

### General Information

It is our sincere desire that the wedding be as meaningful for the bride and groom and their families and friends as possible, and that all activities and festivities are conducted in a safe and appropriate manner at all times. A 30 minute grace period will be given for a late start after that time the wedding will be cancelled and all guest will be asked to leave. In that spirit, the following policies are vital:

1. If you are considering scheduling Pastor Lincoln to perform your marriage vows, please be advised that he will not embed a Communion ceremony or a Unity Candle ceremony with the marriages that he performs.
2. Alcoholic beverages and illegal substances of any kind are not permitted in church facilities or on church grounds at any time. The use of tobacco is not permitted inside church facilities at any time. Failure to comply with this regulation may result in immediate expulsion from the church property.
3. All members of the wedding party and their guests are expected to cooperate with and treat church staff and each other courteously and respectfully at all times, and to honor all church policies and procedures while on church premises. Failure to comply with this regulation may result in immediate expulsion from the church property.
4. The church cannot accept delivery of wedding apparel and cannot accept responsibility for loss, damage or theft of any personal items (such as wedding dresses, purses or silver). Please do not leave money, jewelry or other valuables unattended at any time.
5. In general, all persons utilizing this sacred space are asked and expected to leave all areas of the building, equipment and grounds in as good or better condition than found. The groom and bride ultimately are responsible for:
  - any damage to church property caused by anyone other than church staff;
  - ensuring cooperation with church staff at all times
  - ensuring that the wedding party and guests comply with all Christ Unveiled Ministry policies and procedures.

*I have read and agree to abide by the general policies:*

## **Schedule of Member Costs and Fees**

Custodial services for wedding and rehearsal billed at Standard Rate \$50 per hr Holiday Rate \$75 per hr min 2 hours.

Sound Booth Technician for wedding and rehearsal billed at Standard Rate \$50 per hr Holiday Rate \$75 per hr min 2 hours.

Additionally it is the responsible of the leasing party to understand the cost schedule of the fellowship hall which is not included in the price of the sanctuary lease. The Fellowship lease agreement can be obtained on the Christ Unveiled Ministries webpage.

## **Schedule of Non-Member Costs and Fees**

Sanctuary – Standard Rate \$350 per/hr Holiday Rate\*\*\$450 per hr

Custodial services for wedding and rehearsal billed at Standard Rate \$50 per hr Holiday Rate \$75 per hr min 2 hours.

Sound Booth Technician for wedding and rehearsal billed at Standard Rate \$50 per hr Holiday Rate \$75 per hr min 2 hours.

Additionally it is the responsible of the leasing party to understand the cost schedule of the fellowship hall which is not included in the price of the sanctuary lease. The Fellowship lease agreement can be obtained on the Christ Unveiled Ministries webpage.

## Security Deposit:

A *Security Deposit* of \$500 is due at the time the event is scheduled. This deposit will be refunded by mail within 14 days following the event provided that all policies and procedures have been complied with and there is no damage to Christ Unveiled Ministry facilities or grounds. ***If the event is cancelled for any reason, this deposit will be retained for administrative costs.***

### Rental/Security/Custodial Service

An additional deposit in the amount of 50% of all anticipated costs must be returned to the church office at the time the event is scheduled.

The remaining 50% are due in the church office no later than 30 days prior to the event.

If the event is cancelled more than 30 days prior to the confirmed date, the deposit for the rental/security/cleanup cost will be fully refunded.

For cancellations 30 days or fewer prior to the event the initial 50% deposit will be forfeited.

*\*Members are defined as persons who officially have joined Christ Unveiled Ministries at least nine months prior to scheduling and has had a consistent weekly attendance the*

*.\*\*Holidays are defined as actual holidays or a holiday weekend where the actual holiday falls on Friday, Saturday, Sunday, or Monday.*