



WEDDING
POLICY & PROCEDURE
ERLANGER CAMPUS

From the Desk of PASTOR TERRY

First of all, I want to congratulate you on your engagement and thank you for considering the use of our facilities here at Christ's Chapel for your wedding. Weddings are a special event and I realize the details in preparation are exciting but can sometimes also be overwhelming. It is our hope that the pastoral and administrative staff can assist you in the process of planning your wedding and that all the details will be worked out to your satisfaction. The purpose of this initial information is to assure good communication and adequate preparation, so that your special day will be all that you desire. Here are a few details that will help to get things started.

- There is no rental charge for the use of the Main Worship Center. As regular attendees of Christ's Chapel, its use is offered at no expense to you.
- The church related fees associated with your wedding have to do with some of the specific requests that you have and the additional work required for our staff (i.e. cleaning, sound, video, music, minister, etc.) and the hiring of additional, trained A/V technicians.
- We are not able to move most items from the stage however; we will do our best in making the stage presentable.
- The current service schedule limits weddings on Saturdays. The most common wedding day is Friday with a scheduled rehearsal on Thursday.
- Selecting one of our pastors to conduct the wedding usually requires several months' notice. Not only do personal schedules need to be considered, but adequate time for counseling appointments and a required pre-marital video series will also require advanced planning.
- Every effort to have a desired pastor perform your wedding will be made. However, occasionally, adjustments are required due to unforeseen circumstances.
- As you can probably tell, it usually takes several months of preparation in planning a wedding. We will do everything possible to make your wedding day a special and sacred event. Cissy Birkhead will review the attached information with you and we will process it within two weeks from receiving it back from you. Cissy will then call you to go over the special requests that you have.

Sincerely,

Terry Crigger
SENIOR PASTOR

WEDDING POLICIES

Here are some guidelines and requirements from the church that will assist you in making your special day at Christ's Chapel run smoothly. Failure to abide by such policies or damages to the church will be retained from your deposit and the remaining monies will be returned to you.

- Please let us know ASAP if any of your plans change. Our calendar can get quite busy and we would appreciate as much advance notice as possible.
- All dates must be approved by our pastoral and administrative staff. Approval process will need a minimum of 2 weeks.
- No person other than a Christ's Chapel sound technician will be permitted to handle the A/V equipment. We will provide a sound person for you.
- Christ's Chapel does NOT keep wedding music on hand. It is your responsibility to obtain any music that you may wish to have played at your ceremony. Music must be provided to our staff sound technician 30 days in advance in mp3 format on a flash drive.
- Unfortunately, the drums on the stage cannot be removed for the ceremony.
- No person other than a Christ's Chapel A/V technician is permitted to remove any items such as microphones, speakers, etc., from the stage at any time. In this technological age, it takes several hours to put the stage back together for our weekend services.
- All decorations are to be provided by you. Christ's Chapel does not provide any type of decorations, flowers, candelabras, floor runners, or table cloths. Glitter is not allowed.
- Candles are certainly permitted in the Main Worship Center, however, **ALL CANDLES MUST BE "DRIPLESS". DRIPLESS CANDLES MUST STILL HAVE SOMETHING ON THE FLOOR UNDER THEM TO CATCH ANY WAX DRIPPINGS THAT MAY FALL ONTO THE CARPET.**
- There is no smoking allowed inside the building. A designated smoking area is available outside the main entrance.
- Alcoholic beverages are not allowed on the premises.
- Any costs that are incurred due to damage to the building including wax on the carpet will be deducted from your deposit.

WEDDING INFORMATION

NAME OF BRIDE: _____ Phone: _____

EMAIL: _____

NAME OF GROOM: _____ Phone: _____

EMAIL: _____

NEW ADDRESS: _____

DATE OF WEDDING: _____ TIME OF WEDDING: _____

DATE OF REHEARSAL: _____ TIME OF REHEARSAL: _____

(Please be aware that church events may be occurring in other parts of the building at the same time as your rehearsal)

Time you need to be in the church on day of wedding: _____

Name of Pastor who will be performing the ceremony: _____

Have you spoken with this pastor to confirm your request? _____ yes _____ no

Please call the church office and speak with Kristy Pryor to schedule the pastor for your wedding.

WEDDING FEES

GENERAL CEREMONY FEES (\$410)

REFUNDABLE CEREMONY DEPOSIT.....\$50.00

A \$50 deposit per area (Ceremony) is required. This deposit will be returned to you once the church has been inspected to ensure that all of our policies (see attached) have been followed. Failure to abide by such policies or damages to the church will be retained from the deposit and the remaining monies will be returned to you.

JANITORIAL SERVICES FOR CEREMONY/MAIN WORSHIP CENTER.....\$60.00

This fee covers a janitorial service to clean the Main Worship Center & bathrooms after the ceremony.

WEDDING PLANNING/CEREMONY COORDINATOR FEE.....\$150.00

This fee covers a staff ceremony coordinator who will organize and coordinate the details of your ceremony with 1-2 meetings and be in attendance the night of the rehearsal and ceremony to preside and direct.

SOUND TECHNICIAN FOR CEREMONY.....\$50.00

This fee covers a staff sound technician for the Main Worship Center during your ceremony.

You must provide all music in mp3 format on flash drive 30 days before wedding. Any music played must meet Christ's Chapel standards.

SUGGESTED LOVE OFFERING FOR PASTOR.....\$100.00

It is customary but not required for the wedding party to give a love offering of \$100 to the pastor performing the ceremony. This would be a gift from you, provided in addition to the aforementioned fees. You are responsible for giving this gift directly to the pastor.

ADDITIONAL/OPTIONAL CEREMONY FEES

VIDEO TAPING OF CEREMONY: \$400.....\$_____

This fee covers two camera angles, technicians, editing time and an opening title and date on finished video. The finished video will take approximately two weeks to complete.

TECHNICIAN FOR VIDEO/GRAPHICS: \$50.....\$_____

This fee covers the cost for a technician to play a video or slide show.

MUSICIANS: It is your responsibility to obtain individuals to either play music or sing during your event. Our keyboard and microphones will be available for your use. It is customary to give a gift of no less than \$50 per individual to any musicians that you ask to assist you.

GENERAL RECEPTION FEES (\$110)

The Student Ministry Center will seat approximately 100 people. Christ’s Chapel will provide general set up of tables. Following your reception, the room must be set back original condition.

REFUNDABLE RECEPTION DEPOSIT.....\$50.00

A \$50 deposit per area (Reception) is required. This deposit will be returned to you once the church has been inspected to ensure that all of our policies (see attached) have been followed. Failure to abide by such policies or damages to the church will be retained from the deposit and the remaining monies will be returned to you.

JANITORIAL SERVICES FOR RECEPTION (SMC).....\$60.00

This fee covers a janitorial service to clean the Student Ministry Center & bathrooms after the reception.

STUDENT MINISTRIES KITCHEN: Use of the kitchen is included in the cost of using the SMC, however, you are responsible for cleaning up any mess and washing of dirty dishes or utensils that you use. Christ’s Chapel does not supply any paper products or table cloths for your event.

ADDITIONAL/OPTIONAL RECEPTION FEES

SOUND TECHNICIAN FOR RECEPTION: \$50 per hour.....#Hours _____ = \$_____

This fee covers any sound needs to include a microphone or to play music for your reception. You may give specific requests ahead of time. You must provide/submit all music in mp3 format on flash drive 30 days before wedding. Any music played must meet Christ’s Chapel standards. No one other than approved Christ’s Chapel personnel is permitted to handle any A/V equipment.

TOTAL FEES NOT TO INCLUDE DEPOSIT \$ _____

These fees are due 30 days before wedding.

CEREMONY DEPOSIT \$ _____

RECEPTION DEPOSIT \$ _____

These fees are due at time of scheduling.

Date: _____

Signatures of Bride and Groom: _____ & _____

Signature of Christ’s Chapel Representative: _____