

# **Wedding Policy Manual**

## **Christ Covenant Presbyterian Church**

### **Cullman, Alabama**

*“Dearly beloved: We are gathered together in the sight of God,  
to join this man and this woman in holy matrimony . . .”*

*Few occasions in life are more joyful than weddings. The joining together of two lives fills us with amazement at God’s goodness and wisdom. We rejoice with you as you plan this most happy and holy day. This manual has been compiled to answer your questions about the policies of the church and help you in your planning. We hope that your wedding will foreshadow, in its joy and beauty, the wedding of the Lamb.*

## **Members**

Christ Covenant members desiring to be married in the church should:

1. Call Rev. Siegenthaler to check the church calendar at least three months (preferably six months) prior to your desired wedding date.
2. Schedule a time to meet with Rev. Siegenthaler for pre-marital counseling and wedding ceremony planning. This should begin at least three months (preferably six months) prior to your desired wedding date.

## **Non-Members**

Christ Covenant facilities are available for weddings of non-members in certain cases.

1. Both the bride and groom must be professing Christians and members in good standing of an evangelical church.
2. There should be some reason that the bride’s own church is not available or adequate, e.g. size, scheduling, etc.
3. The officiating minister must be willing to follow Christ Covenant’s wedding policy manual.

If all of these are true, please ask the bride’s pastor to call Rev. Siegenthaler. After consulting with the bride’s pastor, Rev. Siegenthaler will present your request to the church Session who will make the final decision about your use of the church facilities.

**Your request for the use of the church facilities will not be considered until the bride’s pastor calls Rev. Siegenthaler.**

## **Wedding Dates & Times**

Weddings may be scheduled for any date that does not conflict with the items on the church calendar. Saturday weddings may be no later than 6:00 p.m. to allow time for the building to be cleaned and prepared for Sunday worship. There will be no more than one wedding per week.

## **Pre-Marital Counseling**

All couples must attend pre-marital counseling by the pastor. If counseling uncovers problems that may threaten the health of the marriage, the pastor may, at his discretion, advise the couple to postpone the wedding until the issues are resolved. Therefore, pre-marital counseling should ideally begin three to six months before the wedding and invitations should not be printed or mailed until the last session is over.

Non-members whose request for the use of our facilities is approved will also be required to go through pre-marital counseling as directed by their own pastor.

## **Ceremony**

The wedding ceremony will reflect the setting—a house of worship. As such, all elements of the service will express the solemnity and joy of Christian worship. The wedding will follow one of the standard forms of service, provided by the pastor. Officiating ministers for non-members are asked to use one of the forms in *Baker's Wedding Handbook* or the form commonly used by their denomination. Traditional marriage vows should be used, not ones written by the bride and groom.

We do not offer communion to the bride and groom during the wedding ceremony in keeping with our doctrinal standards. Officiating ministers for non-members are asked to respect our practice.

## **Music**

1. All songs and music should be fitting for a service in which the worship of God is the main focus.
2. Only music that would be appropriate in a worship service in the bride and/or groom's church will be allowed. However, traditional processional and recessional music may be used.
3. Secular pop music will not be allowed in the wedding ceremony. (This music is appropriate for the wedding reception.)
4. All music choices must be approved by the officiating minister when planning the ceremony.

## **Sound System & Musical Instruments**

The sound system will be run by Christ Covenant's sound technician. No member of the wedding party should go into the sound booth or adjust audio equipment in any way.

Playing pre-recorded music over the sound system and the use of the video screen are not available.

Christ Covenant will provide the following for weddings:

1. Lapel microphone(s) for the minister(s).
2. Up to three microphones and stands for singers and/or musicians.
3. An audio recording of the ceremony if you desire.
4. The use of our acoustic piano.  
If you would like to have the piano tuned prior to the wedding, please speak to our music director, Mr. Miller, about the fee involved.
5. The use of our electric piano which has a pipe organ setting.  
All other musical instruments belonging to the church must remain in their present positions on the platform and are not to be moved or used except by arrangement with Mr. Miller.

\*\*\*The wedding party must list, **in writing**, all sound system and musical instruments that will be needed for the wedding. This will ensure that Christ Covenant's sound technician has everything ready for the rehearsal and service.

## **Photographer & Videographer**

1. Flash photography is not to be used during the wedding ceremony.
2. Photographs by time exposure may be taken discretely.
3. The photographer should not move around or be in a conspicuous place during the ceremony. There are two exceptions: the photographer may step into aisle to take pictures of the bride processing into the sanctuary and recessing with the groom.
4. Pre-wedding pictures may be taken in the sanctuary or narthex. Following the ceremony, the wedding party may return to the sanctuary for photographs.
5. The videographer is to set up his camera in an inconspicuous place and not move around during the ceremony. Video cameras may not be set up on the platform.

## **Decorations**

1. The pulpit, communion table, baptismal font, and chairs will be removed from the platform.
2. Seasonal church holiday decorations, particularly Christmas and Easter decorations, will not be removed for weddings.
3. The wedding party must provide candelabras and kneeling bench if desired.
4. Dripless candles must be used and plastic sheeting or other protection must be used wherever candles are placed.
5. If potted plants are used, the flooring must be protected from moisture.
6. Nails, tacks, screws, or any fasteners that cause marks, holes, discoloring, or sticky residue are not to be used to fasten decorations on any furniture or part of the building.
7. Florists should clean up all debris after working in the building.
8. Decorating may be done at any time before the wedding provided it does not conflict with regular church functions.
9. If real flower petals are strewn by the flower girl, an aisle runner must be used. If silk flower petals are used, no aisle runner is necessary.
10. All decorations are to be removed from the sanctuary and narthex immediately following the ceremony, except in cases where additional pictures are taken after the ceremony. In no case may decorations remain in the sanctuary and narthex after 8:00 p.m. on a Saturday evening.
11. If the wedding is held on a Friday evening, the wedding party may leave decorations overnight and remove them by 11:00 a.m. Saturday morning.
12. All personal items should be removed from the bride's room.

## **Rehearsal Dinner and Reception**

1. The fellowship hall is available for the rehearsal dinner and/or reception.
2. The narthex may also be used for smaller receptions.
3. Receptions should end no later than 8:00 p.m. on Saturday evenings so that the fellowship hall can be cleaned for use on Sunday. Keep this in mind when planning the wedding time.
4. All decorations and food must be removed immediately after the reception.

5. Food and drinks may not be taken into the sanctuary or the carpeted hallways of the church.
6. Alcoholic beverages may not be served.
7. Bands, DJs, music and dancing are permitted in the fellowship hall but not the narthex.
8. Rice may not be thrown.

### **Fees For Members**

There is no charge for the use of the sanctuary, fellowship hall, or any other part of the church. However, you are asked to pay the following fees:

Custodial Fees	
sanctuary .....	\$150
fellowship hall rehearsal dinner .....	\$100
fellowship hall reception .....	\$100
Sound Technician Fee	
rehearsal and wedding .....	\$150

### **Fees For Non-Members**

Facility Usage Fees	
sanctuary .....	\$1,000
fellowship hall rehearsal dinner .....	\$500
fellowship hall/narthex reception .....	\$500
Custodial Fees	
sanctuary .....	\$150
fellowship hall rehearsal dinner .....	\$100
fellowship hall/narthex reception .....	\$100
Sound Technician Fee	
rehearsal and wedding .....	\$150

Fees must be paid before the wedding.  
 Damages to church property will be the financial responsibility of the wedding party.