

# Community Bible Church

## Wedding Policy

We are honored that you are considering Community Bible Church as the location for your wedding ceremony. We will do everything we can to see that your wedding and wedding rehearsal go as smoothly as possible. This packet includes the wedding guidelines that have been approved by our church staff. These guidelines equally apply to members, regular attendees, and guests.

### **WEDDING DATE**

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Before you do anything else you must secure a wedding date with our wedding coordinator, Rachel Todd. To do this, simply call her (479-471-0300) and she will discuss available dates with you. The desired wedding date must be officially approved by the church staff. At this point, it is also important to have spoken to the person who will perform your wedding in order to ensure his availability. Weddings can be scheduled on most any day and time, including Sunday, as long as it does not interfere with regularly scheduled church events. You may secure your wedding date up to nine months in advance. A wedding can be scheduled for no later than 7:00p.m., and the church must be vacated completely by 9:00p.m.

### **OFFICIANTS**

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You are welcome to ask any of our ministers to perform your wedding if they are available. You may also choose someone not affiliated with Community Bible Church. However, this person must be approved by the Executive Pastor, Kevin Thompson.

It is strongly recommended by the Community Bible Church staff that an engaged couple participate in at least three sessions of premarital counseling either by one of our staff members or another person of your choosing. We will also be glad to recommend someone to perform these sessions.

You must have already purchased a marriage license to be signed by yourselves and the officiant on the wedding day. Please bring the marriage license to the rehearsal. The wedding will not be performed without it.

### **WEDDING COORDINATORS**

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You may decide to exclusively use the services of the Community Bible Church wedding coordinator or hire another coordinator of your choosing. In either case, the Community Bible Church coordinator will act as a liaison between the engaged couple and the church. She may assist you in the following ways:

1. Oversee the wedding rehearsal (usually scheduled for the night prior to the wedding). The bride, groom, their parents/family, the attendants, the ushers, and the musicians must be present. The officiant's presence is optional. Allow for approximately one hour for the wedding rehearsal.
2. Consult with bride/groom regarding childcare, clean-up, audio-visual specialist, musicians and reception.
3. Provide information to bride/groom regarding church facilities, policies, and options for wedding set-up. (At this time, Community Bible Church does not offer wedding equipment (i.e. candelabras, etc.) or storage space for your wedding equipment.)
4. Be present before, during, and after the wedding to answer questions and cue parents, attendants, ushers, and musicians. She will also be available to provide last minute supplies as needed by bride/groom (i.e. iron, sewing kit, etc.)
5. Oversee wedding reception if held at the church. (Community Bible Church does not offer reception equipment or catering services, but will allow the use of the building if you choose to have the reception on site.) No smoking is allowed in the building. Alcohol is also prohibited in or around the building.

## **MUSIC**

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We know that music is a very personal part of the wedding ceremony. Therefore, most music will be permitted. However, your musical choices will need to be approved by the Executive Pastor.

It is possible for you to utilize some or all of the Community Bible Church band members as wedding musicians. You must ensure their willingness and availability to perform on your chosen date. If you do not choose to use the Community Bible Church musicians but would like to use the church's musical instruments, you must receive approval from the band leader.

## **AUDIO/VISUAL**

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If your wedding requires the use of the church sound system, the church will secure the sound technician. The sound technician will be available at the rehearsal to run through the songs with the musicians and set the volume levels for the wedding ceremony (please do not use any of the audio/visual equipment without permission). We also have video playback and recording capabilities. The fee for these services will be outlined in the "fees" section.

## **FLOWERS AND DECORATIONS**

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The bride/groom are responsible for consulting a florist who must check in with the wedding coordinator prior to decorating. Flowers used must be in clean, rust free,

leak proof containers. Any plant already located in the church must not be moved or relocated without permission of the Community Bible Church wedding coordinator.

Only church approved candles are to be used during the wedding ceremony. You may not utilize any form of nail, thumbtack or other sharp, potentially destructive object when decorating the worship center. Further, any tape or pins used to secure things such as an aisle runner must be pre-approved by the wedding coordinator.

The wedding coordinator must be advised of any scheduled deliveries made to the church before the wedding (i.e. flowers, candelabras, etc.)

Please make an appointment through the church receptionist (479-452-9201) if you desire to come by the church to make decoration/set-up decisions at any time prior to your wedding.

## **PHOTOGRAPHERS**

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The bride/groom are responsible for hiring a photographer of their choosing. It is recommended that the photographer check in with the wedding coordinator on the wedding day and direct any questions to her. Photographs may be taken before, during, and/or after the wedding ceremony.

## **WEDDING SET-UP/CLEAN-UP**

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The church will be available to begin decorating at 10:00 a.m. on the day of the wedding rehearsal. Earlier arrangements may result in a set-up fee. As you are decorating, please keep in mind that you **may not move anything** within the church without prior permission (stage equipment, chairs, hall decorations/furniture, etc.). **You may not continue decorating after your wedding rehearsal.**

Any items, such as birdseed, rice, etc., that will be “thrown” at the bride/groom upon their exit from the church must be approved by the wedding coordinator.

A \$300 clean-up and building supervision fee is required and may be paid to the church at least one month before the wedding rehearsal. An additional \$100 clean-up fee will be required if your wedding reception is held at the church. **It is the responsibility of the bride/groom and their families to see that any equipment not belonging to Community Bible Church is removed promptly after the wedding. The wedding coordinator must be given the name and telephone number of a contact person (who is not in the wedding party) who will be responsible for seeing that these items are removed from the church. This person will also be responsible for any lost and found items to be picked up at the church.**

## **DRESSING AREAS**

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A bride's room is available for the bride and her attendants prior to the start of the wedding. The groom and his attendants may choose to use the Kid's Cabin area when dressing for the wedding. Both areas are near restrooms. These rooms cannot be guaranteed to be secure at all times. Any personal items, including money, are the owner's responsibility. Please do not use any other rooms for dressing without permission from the wedding coordinator.

## **FEES**

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1. You will not be charged a general fee to use the Community Bible Church facilities. However, a \$250 up-front *deposit* is required and will be returned to you upon determination that none of the aforementioned policies have been violated. (Community Bible Church reserves the right to seek reimbursement for any perceived damages or policy violations occurring during wedding activities.)
2. A \$300 clean-up and building supervision fee is required at least one month prior to the wedding (an additional \$100 clean-up fee will be required if your wedding reception is on site).
3. A minimum of \$50 is required for the sound technician.
4. A minimum of \$25 is required for the computer technician.

Other optional fees include honorariums for the officiant(s), musician(s), or wedding coordinator(s). These fees are NOT required.

**If after reviewing these guidelines you need further assistance, please contact the wedding coordinator, Rachel Todd, at 479-471-0300.**

## WEDDING PRICE SHEET

<b><u>Service</u></b>	<b><u>Price</u></b>
Deposit (refundable)	\$250
Wedding Clean Up/Building Supervision	\$300 or \$400 w/ reception
Sound Technician	\$50 minimum
Computer Technician	\$25 minimum
Use of church instruments	TBA
Band to play at wedding	TBA
Band to play at reception	TBA