

Westerville Christian Church

Wedding Information



WESTERVILLE CHRISTIAN CHURCH
WWW.WESTERVILLE-CHRISTIAN.ORG

Congratulations on your upcoming wedding! We hope to do our part to make it a special occasion. Even more than that, though, we want to do all that we can to ensure your marriage is a lasting one. We take our responsibility in weddings very seriously.

You do not need a church to make a marriage legal. We're assuming you've chosen this church because you believe in what we stand for—the value of a Christian marriage. Our standards are high because we believe nothing is more important than starting a marriage out on the right foot. God intended marriage to be beautiful for you to enjoy. Much of what we expect is based on biblical principles that have been proven true over time.

We look forward to working with you to design the type of wedding you have always wanted. The information in this packet will explain all the details that you need to know. The wedding application is confidential, so please be honest with us. It is important for us to learn more about you.

After reading through this packet thoroughly, follow the steps outlined on this page. We pray you have a beautiful wedding and a lifetime of joy in marriage.

Steps that are needed to have your wedding at Westerville Christian Church

1. Contact facility coordinator to make sure the date is available for your wedding.
2. Read wedding handbook; return wedding application, building use form & deposit.
3. Date is placed on the church schedule.
4. Minister reviews application and contacts you to confirm & arrange counseling sessions.
5. Facility coordinator contacts you to review handbook and begin wedding planning.
6. Counseling sessions with minister.
7. Finalize details and make all final payments ten days prior to wedding.
8. Enjoy a beautiful wedding!

Westerville Christian Church Wedding Policies

At Westerville Christian Church, we believe that a wedding ceremony is more than a one-time event. We see our role as helping couples prepare for their marriage, rather than just the wedding day. Stemming from that philosophy, the following policies are in place:

General Policies and Expectations:

- 1) Marriage is a sacred commitment and should not be entered into lightly. The most significant part of every wedding is the marriage vows promised to one another before God.
- 2) We make no apologies for setting our standards high. We believe the Bible offers clear instructions about marriage, relationships, morality and character. While we are happy to share in your wedding, we will not compromise our biblical convictions because we believe they are the foundation for a solid, enduring marriage.
- 3) While we may not always agree in regards to principles or policies surrounding your wedding, we promise to respect you as a person, to be patient and accepting, and to do everything in love. We would ask the same from you.
- 4) You should expect everyone connected with WCC to conduct themselves with Christ-like character at all times. If you are offended in any way, please let us know so that we can address the issue.
- 5) Our ministry at WCC goes far beyond weddings. You matter to us because you matter to God. If we can serve you or anyone you know with spiritual guidance, Biblical instruction, a listening ear, or a helping hand, we would be glad to help.
- 6) Weddings of same sex couples will not be performed at WCC.
- 7) Church attendance is expected during the counseling period, not necessarily at WCC.
- 8) Weddings are a celebration of God's gift of love and marriage. Enjoy it!
- 9) Events are to be out at the following times: FLC—3PM, Fireside Rm.—5PM, Arena—5PM.

Building Use:

- 1) There will be at least a sixty day notice of when you would like to have your wedding at WCC.
- 2) Weddings will be scheduled according to the availability of the minister and the church building. Scheduling should be made with both the minister and the Facilities Coordinator.
- 3) The wedding will not conflict with regularly scheduled WCC activities.
- 4) Alcoholic beverages, smoking and vulgarity are not permitted in the building.
- 5) Only birdseed may be thrown outside for the bridal "send off". Bubbles may be blown outside as well.
- 6) Musical equipment owned by the church may not be moved or used without prior permission.
- 7) Please restrain wedding guests/ party from wandering the facility and occupying areas not reserved.
- 8) Office machines, office supplies and consumable kitchen supplies are not available for use.
- 9) Welcome Center phone may be used. No long distance calls are permitted.

- 10) The bride and groom agree to take responsibility for all liabilities to the of building or grounds; it is understood and agreed that the church assumes no obligation regarding the use of premises.
- 11) The bride and groom will be responsible for replacement or cleaning cost of any church property which is damaged during the process of the wedding.
- 12) The reserved areas will be arranged with tables and chairs as requested at the time of reservation.
- 13) Nothing may be affixed to the walls or furniture, other than the approved foam tabs (located in the church office), in the assigned areas or along the hallways leading to the reserved space.
- 14) The stage decorations change periodically throughout the year. These decorations cannot be changed or removed for a wedding without prior permission from the Facility Coordinator.

Wedding Preparations:

- 1) Weddings performed will be by one of the WCC ministers or a person approved by the church staff.
- 2) Since a Christian wedding is a worship celebration, all music should be appropriate for such an event.
- 3) If a keyboardist other than someone from WCC is requested, they will need to be approved by the Facilities Coordinator. It is the responsibility of the bridal party to coordinate all other musicians.
- 4) Because of time constraints, musicians may only do sound checks before the wedding.
- 5) Please make arrangements with a printer if you would like wedding programs.
- 6) If you wish to extend an open invitation to the church, we ask that you submit all information to the church office 6 weeks prior to the wedding. This allows time to place the information in the newsletter.
- 7) The entire wedding party needs to be present at the hour scheduled for rehearsal.
- 8) Dressing rooms are available for the bridal party. These rooms must be requested when you schedule.
- 9) Permission must be granted by the church office before moving or removing items from the stage areas. (The actual removal of objects will be done by WCC staff only.)
- 10) Dancing is inappropriate on the church premises.
- 11) Photographers and video tape technicians are welcome to photograph the entire service.
- 12) Communion may be offered to the bride and groom if requested. We are unable to serve or provide the communion to your guests.
- 11) WCC has one pair of candelabras, which hold seven candles each. Candles must be provided by the bridal party.
- 13) Aisle cloths, floral arrangements and any other decorations are optional and must be furnished by the bridal party. (Aisle cloth for the FLC is 75 ft , for the Arena is 45 ft, Fireside Room 35 ft.)
- 14) Pictures are under the discretion of the bride, groom and minister.
- 15) Saturday wedding activities in the building are to end by 4:00PM.
- 16) All wedding parties must hire WCC's custodian. For non-ministry partners, a host will also be hired.

Wedding Fees & Requirements

Counseling:

Counseling sessions (usually 4-6) are required and administered by the minister performing the ceremony. There may be a fee for materials used during the counseling sessions (\$10-\$15). These informal sessions are designed to improve your love relationship and prepare you for a life long marriage. No wedding will be performed until all sessions and assignments are completed.

Fees:

All fees are based upon your relationship with this church. Since our members/attendees already contribute and support WCC's programs and facilities, we do not require the same fees for them.

If you do not currently attend WCC, we invite you to worship with us. All fees will be paid no later than three weeks prior to the rehearsal. A deposit fee is required when you secure your wedding date and will be used to cover any extra cleaning or damage to the facility. It will be applied to your total due if there is no damage and no need for extra cleaning. If damage exceeds the amount of your deposit, the bridal party will be responsible for the additional cost. **Your wedding date will not be recorded on the church's calendar without a deposit.** Payment for the church building should be made to Westerville Christian.

The Facility Coordinator will deliver individual checks for the minister, host, custodian, and sound & light technicians. Remember, WCC ministers are not compensated by the church for the extra time invested in wedding activities.

	ALL			MEMBERS			NON-MEMBERS		
	Fireside	Arena	FLC	Fireside	Arena	FLC	Fireside	Arena	FLC
DEPOSIT	\$100.00	\$100.00	\$125.00						
Custodian*	\$100.00	\$125.00	\$150.00						
Rental Fee				FREE	FREE	FREE	\$75	\$175.00	\$200.00
Rental Fee w/ Reception				\$75	\$125.00	\$175.00	\$125.00	\$225.00	\$250.00
Minister (including counseling)**		\$200.00							
Keyboardist		\$100.00							
Audio & Lighting Tech*		\$100.00							
Audio & Lighting Tech w/ Reception*		\$150.00							
Host*		\$25							
Host w/ Reception*		\$50							

* WCC personnel must be used

** Guest ministers may be used if approved by the Senior Minister

WEDDING INFORMATION & AGREEMENT FORM

Westerville Christian Church • 471 E College Ave • Westerville OH 43081 • 614-891-6842

Wedding Date: _____ Time: _____

Bride: _____ Groom: _____

Contact: _____ Phone: _____

Place of Ceremony: Arena____ FLC____ Fireside____ Home____ Other _____

Dressing Rooms: _____

Reception: Yes___ No___ Location: _____

Approximately how many guests do you anticipate at the Wedding? _____

Rehearsal Date: _____ Time: _____

Wedding & Rehearsal Set-up Times: _____

Rehearsal Dinner: Yes___ No___ Location: _____

Officiating Minister: (WCC) _____

Assisting Minister: _____ Church: _____

Phone Number: _____

Name: _____ Phone Number: _____

Present Address: _____

BRIDE Church Affiliation: _____

Current Church: _____

Father: _____ Mother: _____

Address: _____

Name: _____ Phone Number: _____

Present Address: _____

GROOM Church Affiliation: _____

Current Church: _____

Father: _____ Mother: _____

Address: _____

Date you were engaged: _____

Have either of you been married before? _____ Bride: Divorced _____ Widowed _____

Groom: Divorced _____ Widowed _____

After the wedding where will you live? _____

Who is your Pre-Marital Counselor (WCC)? _____

Date & Time of First Session: _____

CEREMONY INFORMATION

Type of Ceremony: Double Ring _____ Single Ring _____

Who will give the bride away? Father _____ Other: _____

Type of Dress: Formal _____ Semi-Formal _____ Informal _____

Wedding Colors: Men's Dress: _____ Women's Dress: _____

Flower Arrangements: _____

Usher Assignments: To seat bride's mother: _____

To seat groom's mother: _____

Name of Photographer: _____

Name of Videographer: _____

Bride's Attendants:

Maid/Matron of Honor: _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Bridesmaid: _____

Groom's Attendants:

Best Man: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Vocalists: _____

Instrumentalists: _____

Readers: _____

TECHNICAL & FACILITY NEEDS

** If requested, service will be provided by a WCC technician and will require an additional charge listed on the Fees Chart (p 2).*

Will you need a **keyboardist*** provided? Yes _____ No _____

Please check each of the following **audio/visual*** needs you will require:

Microphones _____ CD/Cassette _____ DVD/Video _____ PowerPoint/Slides _____

Please list and describe your specific **lighting*** needs (including dimming, spot-lights, color-gels, etc):

Will you need the use of the church's **candelabra?** Yes _____ No _____

Will you need specific **chair set-up*?** Yes _____ No _____

How many chairs? _____ Will you need **tables*?** Yes _____ No _____

How many tables? _____

Will you need the **stage arranged*** in a specific way?

Additional Remarks or Requests: _____

FEES

Please reference Fees Chart, page 4.

DEPOSIT	\$ _____ <i>Due at Scheduling of Event</i>
Rental Fee	\$ _____
Minister	\$ _____
Custodian	\$ _____
Keyboardist	\$ _____
Audio Tech	\$ _____
Lighting Tech	\$ _____
Host	\$ _____
TOTAL	\$ _____ <i>Due 3 weeks prior to Event.</i>

The undersigned hereby agree to adhere to all aspects of the policy set forth above and also agree to return the premises to the same condition as before the event. Any failure to do so will obligate the undersigned to fees commensurate with efforts to clean and restore the facility. I hereby agree to assume any and all risk and liabilities incidental to the user's use of the Westerville Christian Church facilities. I agree to indemnify, defend, and hold the Westerville Christian Church, its trustees, directors, officers, ministers and staff harmless from and against any claim, demand, and liability for any injury, death of any person, or property damage; acknowledge and understand that no medical insurance is maintained by the Westerville Christian Church, such insurance being the sole responsibility of each user. I am over eighteen (18) years of age and legally competent to execute this release; and before signing this release I am fully informed of its contents and meaning and have executed it with

Bride

Groom

Date

Please turn in all forms and checks to Westerville Christian. It will be your responsibility to notify the church office of any changes to your ceremony. WCC will not be held responsible for lack of sound, lighting, or other services if it is not requested on this form. You will receive a copy of this form for your own records.