

# Wedding Packet



CHRIST COVENANT  
— CHURCH —

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# Contact Information for Weddings & Bookings

Christ Covenant Church      704-847-3505      800 Fullwood Lane  
Matthews, NC 28105

Ministry Administrator of Operations  
Janice Upchurch    [jupchurch@christcovenant.org](mailto:jupchurch@christcovenant.org)      704-814-1021

Pastoral Administrator  
To be determined by Ministry Administrator of Operations in conjunction with  
the pastoral staff

Wedding Ceremony Coordinator  
To be assigned by Ministry Administrator of Operations in conjunction with the  
Worship Department

Wedding Reception Coordinator  
To be assigned by Ministry Administrator of Operations in conjunction with the  
Hospitality Department (Women's Ministry)

Pastor of Worship  
Nathan George    [ngeorge@christcovenant.org](mailto:ngeorge@christcovenant.org)      704-708-6124

Worship Administrator  
Liz McNulty      [lmcnulty@christcovenant.org](mailto:lmcnulty@christcovenant.org)      704-814-1031

Organist  
Pam Eash      [pameash@gmail.com](mailto:pameash@gmail.com)

Operations & Facilities  
Rick Ely, Director of Operations      [rely@christcovenant.org](mailto:rely@christcovenant.org)  
Andy McNulty, Facilities Supervisor      [amcnulty@christcovenant.org](mailto:amcnulty@christcovenant.org)

Pastoral Staff  
Tom Groelsema, Executive Pastor      [tgroelsema@christcovenant.org](mailto:tgroelsema@christcovenant.org)

Pastoral Administrator for Tom Groelsema  
Jenny Blackmon    [jblackmon@christcovenant.org](mailto:jblackmon@christcovenant.org)      704-708-6104

# Welcome & Congratulations!

Congratulations on your upcoming wedding. There are few blessings in life as sweet and as profound (and as sanctifying!) as marriage.

Marriage is the sacred union between one man and one woman, and God's intention is for marriage to last a lifetime. This understanding of marriage is all over the Bible, from the creation of Adam and Eve in the Garden (Gen. 1-2), to Jesus's reassertion of this definition (Mark 10:1-12), to the end of the Bible where we hear singing and shouting at the marriage supper of the Lamb (Rev. 19:6-10). In entering into the covenant of marriage, you are not just making vows to a husband or wife, you are helping to show forth the gospel mystery that is Christ and the Church (Eph. 5:22-33). This is no small step you are about to take.

And this is no small wedding packet! This may look like a long set of policies and regulations, but it's more than that. It's our best effort as a church to think through all the information you need to know (and didn't even know you needed to know) about getting married at Christ Covenant. Please take time to read through the material carefully. Some of it is pretty mundane, but all of it is important.

Our goal is that your marriage begins on the right foot by making sure everything is done decently and in order. But more than that, our goal is that Christ would be honored and glorified as the two of you gather with family and friends to start a new life together.



Pastor Kevin

Christ Covenant Church

# First Steps

*for couples wanting to marry at Christ Covenant Church*

## *REQUIREMENTS*

### **Members:**

Christ Covenant Church and its facilities are only available to members, which includes those persons (bride and/or groom) who have taken the vows of membership and are in good standing at Christ Covenant Church.

### **Wedding Date Requirements:**

All wedding reservations at Christ Covenant Church require a minimum of 6 months' advance notice for both the Pastor and the church facility.

### **Premarital Counseling Requirements:**

All couples are required to attend a minimum of 6 premarital counseling sessions with the officiating Pastor. These sessions should be scheduled over a minimum of 3 months (and preferably longer) to allow adequate time for counseling. Under no circumstances shall counseling sessions be scheduled on a weekly basis; every other week counseling is the minimum required frequency.

# *PROCEDURES FOR MEMBERS OF CHRIST COVENANT CHURCH*

## Step 1

- Locate the wedding packet on the Christ Covenant Church website at <https://christcovenant.org/members/wedding/> and become familiar with all wedding policies and procedures.
- Contact the Ministry Administrator of Operations and provide the following information:
  1. Are you a member of Christ Covenant Church?
  2. What is your requested wedding date and time of day?
  3. Which Pastor at Christ Covenant Church would you like to officiate your wedding?
- The Pastoral Administrator of the officiating Pastor will contact you to confirm the Pastor is available to officiate on your wedding day, and if so, will schedule a mandatory interview with the bride, groom, and Pastor, and will coordinate a schedule for premarital counseling.

## Step 2

- Complete the “Wedding Facility Guidelines” (Form A), “Acknowledgment of Understanding” (Form B), and the “Marriage Questionnaire” (Form C) located on pages 22-27. Submit these forms to the Ministry Administrator of Operations prior to your mandatory interview with the Pastor.
- After the mandatory interview, the Pastor and the Pastoral Administrator will submit approval to the Ministry Administrator of Operations, at which time your date is tentatively on the church’s calendar.

**Step 3:** Submit your deposit to the Ministry Administrator of Operations. This will officially secure your date on the church’s calendar.

**Step 4:** Your Wedding Ceremony Coordinator (assigned by the Ministry Administrator of Operations) will contact the bride to schedule a first meeting for initial planning. (Use of Christ Covenant’s Wedding Ceremony Coordinator is required).

**Step 5:** If you plan to have your rehearsal dinner and/or wedding reception at Christ Covenant Church, your Wedding Reception Coordinator (assigned by the Ministry Administrator of Operations) will contact the bride to schedule a first meeting. (Use of Christ Covenant’s Wedding Reception Coordinator is required).

**Step 6:** Request outside vendors to read and sign memorandums (Agreements 1-4 on pages 28-32), which require their agreement to abide by Christ Covenant Church’s policies.

## Step 7

- Meet with the Wedding Ceremony Coordinator to review final arrangements and return completed vendor memorandums (Agreements 1-4 on pages 28-32) to the Wedding Ceremony and/or Wedding Reception Coordinators.

# Christ Covenant Church Facilities

## **The Sanctuary**

Christ Covenant Church's main sanctuary was constructed in 1996. It seats 1,800 people. This venue is required for any event with over 300 guests.

## **The Chapel**

For smaller parties, the Chapel in the Community Life Center is also available for wedding ceremonies. It seats no more than 100 people.

## **The Bride's Room**

The bride and groom will each have a designated room for them and their attendants on the day of the wedding. The wedding party must remove all personal items from the rooms at the completion of the ceremony.

## **Community Life Center (CLC)**

Christ Covenant's Community Life Center was constructed in 2016 and provides a beautiful venue for wedding receptions or rehearsal dinners for an additional fee. It can also be used for wedding ceremonies with 100-200 guests.

# Key Contacts for Planning

## SCHEDULING

We will make every effort to schedule your desired wedding date, provided a 6-month notice is given. After you have submitted Forms A, B, & C, met with the officiating Pastor, and have received his approval, your preferred date will be **tentatively** placed on the calendar by the Ministry Administrator of Operations. Your date will be **confirmed** and placed on the official church calendar by the Ministry Administrator of Operations once you submit your deposit.

Weddings may not be scheduled on Sundays, during Holy Week (the week between Palm Sunday and Easter Sunday), or during the Christmas season (December 20 – January 1). Other dates may not be available due to church events.

## MINISTRY ADMINISTRATOR OF OPERATIONS

The Ministry Administrator of Operations is the initial contact at Christ Covenant Church and will work in conjunction with the Pastoral Administrator to help you through the steps to get your wedding approved and placed on the church calendar. Once your wedding is approved, the Wedding Ceremony Coordinator and Wedding Reception Coordinator will help you with the other wedding arrangements. The Ministry Administrator of Operations will assign a Wedding Ceremony Coordinator and Wedding Reception Coordinator (if you host your rehearsal dinner or reception at Christ Covenant Church).

## WEDDING CEREMONY COORDINATOR

Your Wedding Ceremony Coordinator arranges and directs the wedding ceremony. This includes assisting the Pastor with the wedding rehearsal, managing the timing of the wedding processional, and coordinating with the Pastor of Worship and outside vendors if needed. You must use the Christ Covenant Wedding Ceremony Coordinator even if you have retained the services of an outside wedding planner.

The Wedding Ceremony Coordinator's services include:

- Initial Consultation — a one-to-two-hour meeting to discuss church wedding policies, details of the wedding, wedding participants, seating details, etc.
- Wedding Rehearsal — up to two hours to assist the Pastor with the wedding rehearsal.
- Wedding Day — Wedding Ceremony Coordinator arrives approximately two-to-three hours before the ceremony to coordinate and direct all wedding participants and stays until the bride and groom leave for the wedding reception.

## **WEDDING RECEPTION COORDINATOR**

Your Wedding Reception Coordinator arranges and directs the rehearsal dinner and/or reception. This includes working with the Wedding Ceremony Coordinator regarding deliveries and setups that need to occur prior to the wedding and directing the timing and flow of the reception. You must use a Christ Covenant Wedding Reception Coordinator even if you have retained the services of an outside caterer or wedding planner.

The Wedding Reception Coordinator's services include up to 20 hours from the Initial Consultation to the end of the Event:

- Initial Consultation – a one-to-two-hour meeting after facility booking to discuss event policies, timing, and flow of the rehearsal dinner and/or reception, caterers, rentals, and setups.
- Communication – with the bride via email, phone, and/or texts
- Second Meeting - Meet with bride 2-3 weeks prior to wedding
- Event day –
  - Be available to the bride the day before the wedding or the morning of the wedding for setup and possibly rehearsal dinner
  - Be at the reception in time to receive the caterer, cake person, and musician(s)
  - Maintain the flow of the wedding reception in the order and according to the schedule that the bride has requested
  - Stay until event clean-up is complete

## **OFFICIATING PASTOR**

A Christ Covenant Church Pastor is required to officiate over all member weddings. If desired, another evangelical Pastor may be invited to assist in the ceremony with the approval of the Executive Leadership Team (ELT) and in consultation with the officiating Christ Covenant Church Pastor. The marriage license must be in the Pastor's possession before the ceremony. The requested officiating Pastoral Administrator will contact you to confirm the Pastor is available to officiate on your wedding day and will schedule a mandatory interview with the bride, groom, and Pastor.

## **PREMARITAL COUNSELING**

The premarital counseling program covers topics essential for building a strong, biblical foundation for marriage and provides biblical tools couples can apply throughout their marriage. This counseling is a required component for your wedding to be held at Christ Covenant Church. Your requested officiating Pastoral Administrator will contact you to coordinate a schedule for premarital counseling sessions following the mandatory interview with the Pastor. All sessions **must** be completed before the wedding, so please allow sufficient time to complete all sessions before the ceremony.

## **PASTOR OF WORSHIP**

The Pastor of Worship is responsible for approval of all music and musicians who participate in a wedding service at Christ Covenant Church. The Pastor of Worship is available to assist you in music selection and to secure the services of additional musicians. Please review the Suggested Music List (pages 18-20).

## **ORGANIST/PIANIST**

The Christ Covenant Church organist/pianist is skilled with and has full knowledge of our organ and piano. The organist/pianist may be available to play at your wedding, and if unable to accept the engagement to play on your wedding date, she will assist in selecting another organist/pianist. Should you choose a different organist/pianist, please provide this person's name and contact information to your Wedding Ceremony Coordinator.

## **AV TECHNICIAN**

A Christ Covenant Church-trained AV technician is required to operate the system in the sanctuary, and this person plays a critical role in ensuring proper amplification of the ceremony. The Wedding Ceremony Coordinator will schedule the AV technician for your wedding. The technician will set up and check the audio equipment on the wedding day and will be available for an audio system check 60 minutes before the wedding (30 minutes before the prelude). If a Livestream technician is involved in the ceremony, the AV technician will work in conjunction with this person to connect to the church's streaming system as well as use the church tripod and installed gear.

The fee for one AV technician for a typical audio configuration is included in the base wedding fee. This includes the permanent microphones at the pulpits, up to two wireless microphones for Pastors, up to two microphones for singers, and up to two microphones for instrumentalists. Additional fees may be charged if there are additional requirements in terms of audio equipment, recording edit/master/reproduction, and technician time.

No AV technician is required or provided for weddings in the CLC.

## **LIVESTREAM TECHNICIAN**

A Christ Covenant Church Livestream technician may be scheduled to livestream a wedding ceremony in the sanctuary.

The church does not provide any streaming option in the CLC. If desired, the bride/groom can request their own Livestream technician to stream the service in the CLC or Chapel; however, there is no sound system, tripod, or installed gear in which to connect.

The fee for one Livestream Technician is listed as an optional service.

# The Wedding Ceremony Policy

## MUSIC

Music is an important part of a wedding ceremony and should be in keeping with the reverence observed in the house of the Lord and appropriate for an occasion of worship. The wedding is a worship service, and music should reflect worship of the Lord. Music must meet the approval of the Pastor of Worship.

The Music Selection Guide provides more information and will help guide your music selection (pages 18-20).

## DECORATIONS AND FLOWERS

Christ Covenant Church has beautiful facilities and requires minimal decoration to make it suitable for a wedding. The following policies are established to safeguard the sanctuary, the CLC, and their furnishings.

- No equipment on the platform may be moved.
- The pulpit, communion table, and chairs will be removed from the sanctuary, and stairs will be installed.
- Flowers may be used on the platform, but no decorations are allowed behind the apron of the platform.
- Floral arrangements should not be placed on the piano or on the floor behind the officiating Pastor.
- Covered wire, forms, and plastic clamps should be used in attaching decorations. No tacks, nails, glue, or tape may be used to fasten any decorations to the furniture or building.
- The furniture and floor must be fully protected at all times from moisture. The florist is responsible for any damage.
- Real flower petals may be thrown by a flower girl only if the florist installs a runner down the aisle. Otherwise, only artificial flower petals may be used.
- All floral arrangements and decorations must be removed from the sanctuary immediately following the wedding ceremony.
- If the wedding occurs during the Christmas season, the church's Christmas decorations will not be altered or removed from the sanctuary.

## CANDLES/CANDELABRA

A Christ Covenant Church-owned candelabra may be placed on the platform or on the floor in the front of the sanctuary, but no other candles of any type are allowed in the sanctuary or CLC. The church has brass candelabra available for use without charge. Work with your Wedding Ceremony Coordinator to reserve the candelabra.

Chace candles are used in the candelabra and are surrounded by a metal casing which is almost completely dripless. They are identical in appearance to regular wax candles, are guaranteed to light, and do not drip or melt down as much as regular candles.

No candles of any type are allowed in the lobbies.

If a unity candle is requested, it should be at the reception rather than the service. The unity candle does not qualify as a biblical form of worship according to the Regulative Principle of Worship; therefore, such candle-lighting ceremonies shall not take place at Christ Covenant wedding ceremonies.

## **COMMUNION**

Christ Covenant Church does not serve communion as part of a wedding ceremony or wedding reception either to the whole congregation or to just the couple. The reason for this is simple: the sacraments of baptism and the Lord's Supper are not to be administered privately (BCO 58.1,2,3 and Westminster Confession Chapter 29-4). Since weddings are private services, by invitation only, the sacraments cannot be administered.

## **LEAVING THE CEREMONY**

If your “sendoff” is from church property, the wedding car may be parked in one of the parking lots. Your guests may use bird seed, rose petals, sparklers, or bubbles outside any of the church buildings for your sendoff. Rice and confetti are not allowed. If the wedding car is decorated, no debris should be left on the church grounds.

# Additional Information

## WEDDING REHEARSAL

Wedding rehearsals are usually scheduled on the evening prior to the wedding. The rehearsal is for the wedding party to walk through the order of the ceremony. The musicians and vocalist(s) do not rehearse during this time, although the organist/ pianist usually attends.

## AUDIO RECORDINGS

A digital MP3 recording of the wedding service [from the solo before the processional (when applicable) through the recessional] can be requested for no additional fee. Audio recordings are not available for ceremonies held in the CLC.

## PHOTOGRAPHERS, VIDEOGRAPHERS, and LIVESTREAM TECHNICIANS

A wedding is a worship service, and the moving of equipment and the clicking of cameras is disruptive and distracting. For this reason, we ask that all photographers/ videographers/ Livestream technicians dress appropriately and adhere to the following policies:

### *Photography*

- Photographers must stay behind the last seated pew in the sanctuary.
- Photographs may be taken during the processional and recessional from the lobby, balcony, or from behind the last pew in the sanctuary.
- Flash photography is not allowed in the sanctuary or CLC during the ceremony. Photographs may be taken during the service itself (**without** the use of a flash) from the balcony or behind the last row of seated guests.
- If wedding party photographs will be taken after the ceremony, the Pastor's photographs with the bride and groom should be taken first.

### *Videography*

- Videotaping is allowed from the balcony and by remote from a corner of the rear of the platform.
- The AV technician can provide an audio feed to your videographer if desired. However, this needs to be arranged in advance.

### *Livestreaming*

- Livestream technicians must stay behind the last seated pew in the sanctuary.
- Livestreaming may occur during the processional and recessional from the lobby, balcony, or from behind the last pew in the sanctuary.
- The AV technician can provide an audio feed to your Livestream technician if desired. However, this needs to be arranged in advance. The audio is available near the sound booth in the balcony.

## **NURSERY**

Nursery services are available (upon special request and for an additional fee) for the wedding as well as for the rehearsal dinner and/or reception if they are held at Christ Covenant Church. Nursery services are coordinated through the Ministry Administrator of Operations at least one month before the wedding.

At least two workers are required, and the ratio of workers to children is one worker for every four children. If you wish to use two nursery rooms, you will need a minimum of four staff workers. Only approved nursery workers, compliant with Christ Covenant's C.A.R.E. policy and approved by Christ Covenant Staff with cleared background checks, are allowed to care for children on church property.

The fee charged will be \$15/hour per caregiver with a 2-hour minimum or \$60 minimum. A 24-hour minimum notice must be given to cancel childcare without incurring a \$60 charge. There is a \$50 fee for the use of the nursery.

## **PAYMENT**

After completion and submission of Forms A, B, & C and once your wedding is approved by the Pastor, a deposit is required to reserve the facility. The check will be cashed, and your wedding date will be placed on the official church calendar by the Ministry Administrator of Operations. This deposit is applied to the final fees and becomes non-refundable thirty days prior to your wedding date.

Four weeks prior to the wedding, you will meet with your Wedding Ceremony Coordinator to review all fees associated with your wedding and/or rehearsal dinner and reception. The Ministry Administrator of Operations will create one invoice with input from the Wedding Ceremony Coordinator, the Wedding Reception Coordinator, childcare providers, etc. Final payment for all services will be due at this time. See pages 15-16 for an outline of the fees.

## **DECORUM**

No alcoholic beverage may be used on the church grounds, and the use of any tobacco products is not permitted in the buildings. The hosting party is responsible for informing guests of these policies.

# Wedding Fees\*\*

## CEREMONY FEES FOR MEMBERS

### Option 1: SANCTUARY

Sanctuary facilities on wedding day, 2 hours for rehearsal.....	\$150
Wedding Ceremony Coordinator Fee.....	\$275
<u>AV Technician Fee.....</u>	<u>\$200</u>
<b>Sanctuary Base Fee .....</b>	<b>\$625</b>

### Option 2: CHAPEL

Chapel on wedding day, 2 hours for rehearsal.....	\$150
Wedding Ceremony Coordinator Fee.....	\$275
<b>Chapel Base Fee.....</b>	<b>\$425</b>

### Option 3: COMMUNITY LIFE CENTER (CLC)

CLC facilities on wedding day, 2 hours for rehearsal.....	\$450
Wedding Ceremony Coordinator Fee.....	\$275
<b>CLC Base Fee.....</b>	<b>\$725</b>

## CEREMONY ~ OPTIONAL SERVICES

CCC Organist/Pianist .....	\$250
@Additional CCC Instrumentalists (typical rate, but may vary).....	\$200 each
@CCC Vocalists (typical rate, but may vary).....	\$100 each
CCC Livestream Technician – Sanctuary only.....	\$150
Use of CCC Nursery: .....	\$50
CCC Nursery Workers.....	\$15/hour/person (minimum \$60)

- A minimum of 2 nursery workers required for a minimum of 2 hours
- A 24-hour minimum notice must be given to cancel childcare without incurring a \$60 fee.

@If Christ Covenant Church locates/coordinates additional CCC instrumentalists and CCC vocalists, checks should be written directly to these musicians and should be given to your Wedding Ceremony Coordinator at the wedding rehearsal. All other facility fees and services managed by the church should be paid directly to Christ Covenant Church.

## CEREMONY DEPOSIT..... \$400

The deposit check in the name of Christ Covenant Church is due after Pastoral approval, is applied to your final fees, and becomes non-refundable 30 days prior to your wedding date. All forms and deposit should be submitted to the Ministry Administrator of Operations.

## HONORARIUM FOR PASTORS

The Pastors of Christ Covenant Church view weddings as part of shepherding and do not charge a fee. However, families often wish to provide an honorarium that would bless and honor their Pastor. Please feel free to speak with your Wedding Ceremony Coordinator, who can help guide you toward an appropriate gift.

## WEDDING REHEARSAL DINNER FEES

(if rehearsal dinner is held at CCC)

Facility rental (Community Life Center - CLC).....	\$150/bay
^Wedding Reception Coordinator (or member overseeing dinner).....	\$13.75/hour
<b>REHEARSAL DINNER DEPOSIT .....</b>	<b>\$200</b>

A deposit check is due at the time the facility is reserved for your event. The deposit is applied to your final fees and becomes non-refundable 30 days prior to your event date.

^The Wedding Reception Coordinator's hourly fee for the rehearsal dinner is a "separate fee" from the Wedding Reception Coordinator \$275 fee. (Time spent setting up for the rehearsal dinner and overseeing the dinner is not included in the 20 hours of planning for the Wedding Reception).

## WEDDING RECEPTION FEES

(if reception is held at CCC)

Facility rental (Community Life Center - CLC).....	\$450
Wedding Reception Coordinator (up to 20 hours) .....	\$275
Wedding Reception Coordinator (each hour over 20 hours).....	\$13.75/hour
Kitchen Manager (if in-house caterer is used).....	\$14/hour
Dishwasher (minimum of 2 if in-house caterer is used) .....	\$12/hour/person
Additional Rental Fees (linens, coffee, etc.) – see Wedding Reception Coordinator	
<b>WEDDING RECEPTION DEPOSIT.....</b>	<b>\$500</b>

A deposit check is due at the time the facility is reserved for your event. The deposit is applied to your final fees and become non-refundable 30 days prior to your event date.

\*\*All fees are subject to change without notice. Final payment for all services is due four (4) weeks prior to your event.

Checks including all fees (other than additional CCC instrumentalists and CCC vocalists) should be addressed to Christ Covenant Church and should be mailed to the attention of the Ministry Administrator of Operations.

# SELECTION OF VOWS

Christ Covenant Church provides five options for vows to be used during the marriage ceremony. Vows may be selected based upon the preferences of the bride and groom, provided they select one of the five approved vows.

## Option 1:

I, *Name*, take you, *Name*, to be my wife; and I promise before God and these witnesses to be your loving and faithful husband, in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

## Option 2:

I, *Name*, take you, *Name*, to be my wife, and I promise to love you, and to be faithful to you, as long as we both shall live.

## Option 3:

I, *Name*, take you, *Name*, to be my wife, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish as long as we both shall live. This is my solemn vow.

## Option 4:

I take you, *Name*, to be my wife from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.

## Option 5:

I, *Name*, take you, *Name*, to be my wedded wife, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death us do part, according to God's holy ordinance; and thereto, I pledge my faithfulness.

# MUSIC SELECTION GUIDE

Music should be meaningful to the couple, but it should also be in keeping with the reverence observed in the house of the Lord and appropriate for an occasion of worship. There may be secular songs which are important to the wedding party but do not meet either of the vocal or instrumental criteria below. This music can be incorporated into the rehearsal dinner or wedding reception.

A list of suggested vocal and instrumental works is included in this packet. Music selection will be ordered according to the requirements in the policy. When needed, the Pastor of Worship will make suggestions.

- **Vocal music** should have sacred text appropriate to the occasion.
- **Instrumental music** may be either sacred or secular in origins, but it should be appropriate to worship. That is, each instrumental selection should either have an explicitly sacred title or a history of association with traditional worship.

## **SOLOISTS AND ENSEMBLES**

The Wedding Ceremony Coordinator can secure the services of quality instrumentalists and vocalists from the community, both within and beyond the Christ Covenant congregation. Typically, musicians hired by the wedding party provide their own copies of printed music.

## **FEES**

Musicians secured by the wedding party participate in the wedding under terms arranged privately, which may or may not include a fee.

Musicians secured by the Pastor of Worship have individual fees based upon their skill, experience, and rates customary in our community. These fees are compensation for participation in the wedding service (including the prelude). The organist will attend the wedding rehearsal; however, other musicians will not participate in the rehearsal.

## SUGGESTED MUSIC LIST

This list is intended to be a starting point to help you select music for your wedding. It is only a guide and should not be considered as a complete group from which all music must be selected.

### The Prelude

Air from Suite in D	Bach
Air from Water Music	Handel
Andante from String Quartet	Schubert
Andante from Violin Concerto	Mendelssohn
Arioso	Bach
Canon in D	Pachelbel
Jesu, Joy of Man's Desiring	Bach
Jesus, Lead Thou On	Manz
Larghetto	Handel
Meditation	Bach/Gounod
Nocturne from String Quartet No. 2	Borodin
Prelude on Rhosymedre	Vaughan Williams
Sheep May Safely Graze	Bach
Hymn: Be Thou My Vision	SLANE
Hymn: Great is Thy Faithfulness	RUNYAN
Hymn: How Great Thou Art	O STORE GUD
Hymn: May the Mind of Christ	ST. LEONARD'S
Hymn: O Perfect Love	PERFECT LOVE
Hymn: Savior, Like a Shepherd	BRADBURY
Hymn: This is My Father's World	TERRA BEATA

### Processionals

Largo from Xerxes	Handel
Prelude to a Te Deum	Charpentier
Psalm 19	Marcello
Rigaudon	Campra
Trumpet Voluntary	Clarke
Trumpet Voluntary	Stanley
Wedding March (traditional)	Wagner
Hymn: Holy, Holy, Holy	NICAEA
Hymn: Love Divine	BEECHER
Hymn: Praise My Soul, the King of Heaven	LAUDA ANIMA
Hymn: Praise to the Lord	LOBE DEN HERREN

### **Vocal Solos**

Alleluia	Mozart
Be Thou With Them	Bach
Entreat Me Not to Leave Thee	Gounod
Jesus, the Very Thought of Thee	Thiman
My Heart Ever Faithful	Bach
O Lord Most Holy	Franck
O Rest in the Lord	Mendelssohn
The Lord's Prayer	Mallotte
This Ring Upon Your Finger	Schumann
Hymn: Great is Thy Faithfulness	RUNYAN
Hymn: How Great Thou Art	O STORE GUD
Hymn: O Perfect Love	PERFECT LOVE
Hymn: Savior, Like a Shepherd	BRADBURY

### **Recessionals**

Hornpipe from Water Music	Handel
Now Thank We All Our God	Bach
Pomp and Circumstance March No. 4	Elgar
Praise the Lord with Drums & Cymbals	Karg-Elert
Rondeau	Mouret
Trumpet Tune	Purcell
Wedding March	Mendelssohn

# Reception Information

## General Policies

### **WEDDING RECEPTION COORDINATOR**

We require all on-site receptions to have a Wedding Reception Coordinator. The Wedding Reception Coordinator works with the Wedding Ceremony Coordinator regarding deliveries and setups that need to occur prior to the wedding and directs the timing and the flow of the reception.

### **EQUIPMENT**

Tables and chairs are included in the usage fee. China and glassware are available for rent if your reception is being catered by an in-house caterer. If china and glassware are used, there will be an additional fee for dishwasher services. Table linens are also available for rent.

### **CATERING**

We have a list of approved in-house caterers who may be available for your event. If an in-house caterer is used, they may utilize the main kitchen facilities for cooking if available. If an outside caterer is used, they are welcome to use the pantry area for setup. The main kitchen is not available to outside caterers.

# Wedding Facility Guidelines

## FORM A

### **Purpose Statement**

Christ Covenant Church's (hereafter CCC's) facilities were provided through God's benevolence and by the sacrificial generosity of CCC members. CCC desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with CCC's faith or moral teachings, which are summarized in, among other places, CCC's governing documents. In addition, CCC facilities may not be used for activities that contradict or are deemed inconsistent with CCC's faith or moral teachings. The Director of Operations is the official designee and final decision-maker concerning use of CCC facilities. The Director of Operations will regularly consult with the Sr. Director of Church Administration and Pastoral staff.

This restricted facility use policy and covenant is necessary for two important reasons. First, CCC may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict CCC's beliefs would be material cooperation with that activity and would be a grave violation of CCC's faith and religious practice (2 Corinthians 6:14; 1 Thessalonians 5:22).

Second, it is very important that CCC presents a consistent message to the community, and that CCC staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to CCC's faith would have a severe, negative impact on the message that CCC strives to promote. It could also cause confusion and scandal to CCC members and the community because they may reasonably perceive that by allowing use of our facilities, CCC agrees with the beliefs or practices of the persons or groups using its facilities.

This policy applies to all CCC facilities, regardless of whether the facilities are connected to CCC's sanctuary, because CCC sees all its property as holy and set apart to worship God (Colossians 3:17).

Please state whether you are a:

**1. Bride**

CCC Member

Non-Member

**2. Groom**

CCC Member

Non-Member

**I affirm that:**

1. I understand that CCC does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict CCC's faith.
2. To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict CCC's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to CCC staff.
3. I understand that I will be responsible for any damages to CCC facilities resulting from this proposed use of facilities.

\_\_\_\_\_  
Signature/Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Groom

\_\_\_\_\_  
Date

# Acknowledgement of Understanding

## FORM B

Wedding Policy/Procedures  
Christ Covenant Church  
Matthews, NC 28105

Our desire is that weddings conducted at Christ Covenant Church of Matthews will honor God and provide participants with an opportunity to participate in a special service of worship. For that reason, we have developed an extensive packet of information to clearly communicate our expectations related to weddings.

*No wedding date will be scheduled or confirmed until the couple has returned the Wedding Facilities Guidelines (Form A), this Acknowledgement (Form B), and the Marriage Questionnaire (Form C), met with a Pastor, and returned the initial deposit to the Ministry Administrator for Operations.*

I have received and read all the information contained in Christ Covenant Church's wedding packet and agree to comply with the policies and requirements.

Bride's initials: \_\_\_\_\_ Groom's initials: \_\_\_\_\_

I understand that a minimum of 6 months' advance notice is required to schedule both the Pastor and the church facility.

Bride's initials: \_\_\_\_\_ Groom's initials: \_\_\_\_\_

I understand that I am required to complete a minimum of 6 premarital counseling sessions with the officiating Pastor, and these sessions shall be scheduled over a minimum of 3 months (and preferably longer) to allow adequate time for counseling. Under no circumstances shall counseling sessions be scheduled on a weekly basis; every other week counseling is the minimum required frequency.

Bride's initials: \_\_\_\_\_ Groom's initials: \_\_\_\_\_

I understand that I must complete all required forms and payments, and I must obtain signed agreements from the following individuals. (Please check all that apply).

- Florist
- Photographer
- Videographer (if applicable)
- Caterer (if applicable)

Bride's initials: \_\_\_\_\_ Groom's initials: \_\_\_\_\_

I understand that a Pastor of Christ Covenant Church will officiate and coordinate the service.

Bride's initials: \_\_\_\_\_ Groom's initials: \_\_\_\_\_

\_\_\_\_\_  
Signature/Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Groom

\_\_\_\_\_  
Date

# Marriage Questionnaire

## FORM C

The Session of Christ Covenant Church aspires to uphold the sacredness of marriage as outlined in Scripture. We desire that anyone married on our campus share our view of the sanctity of marriage. Marriage is a divinely instituted relationship. While marriage is for people of all faiths and beliefs, a Christian marriage is between a man and a woman who have both professed their faith in Jesus Christ. The wedding ceremony for such a man and woman is a worship service to be conducted with reverence and dignity and joy. Scripture requires that those couples who are to be united in marriage be equally yoked. Furthermore, we ask that couples desiring to be married at Christ Covenant Church be living apart and not engaged in pre-marital sex.

Therefore, we ask that you complete the following questionnaire so that the information you give may be used to assess your request for marriage at Christ Covenant Church. All information will be held in confidence and will not be discussed beyond the confines of the Session of this church.

**Please return Forms A, B, & C to the Ministry Administrator of Operations prior to your mandatory interview with the Pastor.**

CURRENT DATE: \_\_\_\_\_ PROPOSED WEDDING DATE: \_\_\_\_\_

REQUESTED PASTOR TO OFFICIATE YOUR WEDDING: \_\_\_\_\_

### **Bride-to-be**

Name \_\_\_\_\_

Address \_\_\_\_\_ (where you currently reside)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Best phone number \_\_\_\_\_

Church affiliation \_\_\_\_\_

Where do you currently attend church? \_\_\_\_\_

Have you been married previously? (Please circle one.) Yes No

If so, please elaborate:

**Groom-to-be**

Name \_\_\_\_\_

Address \_\_\_\_\_ (where you currently reside)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Best phone number \_\_\_\_\_

Church affiliation \_\_\_\_\_

Where do you currently attend church? \_\_\_\_\_

Have you been married previously? (Please circle one.) Yes No

If so, please elaborate:

# Florist Agreement

## Agreement 1

WEDDING DATE \_\_\_\_\_ TIME OF ARRIVAL \_\_\_\_\_  
BRIDE'S NAME \_\_\_\_\_ GROOM'S NAME \_\_\_\_\_  
Name of Business \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City, Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ Point of Contact \_\_\_\_\_

We welcome you to Christ Covenant Church for this upcoming wedding. We want to assist you in your efforts to provide the finest service for this bride and groom and their families.

- The following instructions pertaining to decorations and flowers are for your information. Please abide by these instructions. Florists are allowed to arrive five hours prior to the ceremony to decorate the sanctuary.
- The pulpit, communion table, and chairs will be removed from the sanctuary, and stairs will be installed. No other equipment on the platform may be moved.
- None of the church's floral arrangements or plants may be moved.
- Flowers may be used on the platform or choir rail, but no decorations are allowed behind the choir rail or apron of the platform.
- Floral arrangements should **not** be placed on the piano or on the floor behind the officiating Pastor.
- Covered wire, forms, and plastic clamps should be used in attaching decorations. No tacks, nails, glue, or tape may be used to fasten any decorations to the furniture or building.
- The furniture and floor must be fully protected at all times from moisture. The florist is responsible for any damage.
- Only Christ Covenant Church candelabras may be used, and only Chace candles purchased from Christ Covenant may be used in the candelabra. Nothing may be placed on or attached to the brass candelabra.
- No candles of any type are allowed on the chancel, in the front of the sanctuary, in the lobby, or in the vestibules.
- Decorations and flowers must not hide nor obscure the Christian symbols which are part of the place of worship.
- If the wedding occurs during the Christmas season, the church's Christmas decorations will not be altered nor removed from the sanctuary.
- All floral arrangements and decorations must be removed from the sanctuary immediately following the wedding ceremony. We are not responsible for anything left behind.

Please inspect our premises before installing your decorations and floral arrangements and bring to our attention any defects or damage. If damage occurs by your installation of any items, we will make repairs at your expense.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated florist establishment. The wedding party is responsible for payment to the florist for services rendered.

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Name of Florist (please print)

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Signature of Florist

Date

# Photographer Agreement

## Agreement 2

WEDDING DATE \_\_\_\_\_ TIME OF ARRIVAL \_\_\_\_\_  
BRIDE'S NAME \_\_\_\_\_ GROOM'S NAME \_\_\_\_\_  
Name of Business \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City, Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ Point of Contact \_\_\_\_\_

We welcome you to Christ Covenant Church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for this bride and groom and their families. A wedding is a worship service, and the moving of equipment and clicking cameras are distracting to the guests. We ask that you respect and adhere to our policies outlined below.

- Photographers must stay behind the last seated pew in the sanctuary.
- Photographs may be taken during the processional and recessional from the lobby, balcony, or from behind the last seated pew in the sanctuary. Various parts of the service can be restaged after the ceremony for photographs.
- Flash photography is not allowed in the sanctuary during the ceremony. However, photographs may be taken during the service itself (**without** the use of a flash) from the balcony or the rear of the sanctuary.
- If wedding party photographs will be taken after the ceremony, the Pastor's photographs with the bride and groom should be taken first.

We appreciate your full cooperation and adherence to our policies. If you have any further questions, or if we can be of help to you in any way, please let us know.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated photography establishment.

The wedding party is responsible for payment to the photographer for services rendered.

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Name of Photographer (please print)

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Signature of Photographer

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Date

# Videographer Agreement

## Agreement 3

WEDDING DATE \_\_\_\_\_ TIME OF ARRIVAL \_\_\_\_\_  
BRIDE'S NAME \_\_\_\_\_ GROOM'S NAME \_\_\_\_\_  
Name of Business \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City, Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ Point of Contact \_\_\_\_\_

We welcome you to Christ Covenant Church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for this bride and groom and their families. A wedding is a worship service, and the moving of equipment is distracting to the guests. We ask that you respect and adhere to our policies outlined below.

- Videotaping is allowed only from the balcony and by remote from a corner of the choir loft.
- Videographers are not allowed to roam the sanctuary during the service.
- An audio feed is available from our AV Technician. If you would like to use this feed, please make arrangements with the Christ Covenant Church Wedding Ceremony Coordinator in advance.

We appreciate your full cooperation and adherence to our policies. If you have any questions, or if we can be of help to you in any way, please let us know.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated videography establishment.

The wedding party is responsible for payment to the videographer for services rendered.

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Name of Videographer (please print)

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Signature of Videographer

Date

**Caterer Agreement (if in-house caterer is NOT used)**  
**Agreement 4**

WEDDING DATE \_\_\_\_\_ TIME OF ARRIVAL \_\_\_\_\_  
BRIDE'S NAME \_\_\_\_\_ GROOM'S NAME \_\_\_\_\_  
Name of Business \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City, Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ Point of Contact \_\_\_\_\_

We welcome you to Christ Covenant Church for this upcoming wedding. We want to assist you in your efforts to provide the finest service for this bride and groom and their families. It is the caterer's responsibility to supply the needed services for the wedding reception and to leave the church's facilities in the same good order in which they are found.

- Our kitchens are not commercial kitchens; therefore, no cooking may be done in them.
- Anything you bring must be removed from the church facilities during the allotted time of the activity you are catering. We are not responsible for items left behind.
- Before leaving, take out all trash, clean kitchen counters, and mop.
- **No alcoholic beverage may be used** for any event at the church.
- Punch should not contain Kool-Aid or food coloring of any kind.  
These are the two things that cannot be removed from carpets or linens.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated catering establishment. The wedding party is responsible for payment to the caterer for services rendered.

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Name of Caterer (please print)

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Signature of Caterer

Date