

Wedding Manual





Dear Couple,

Congratulations on your forthcoming marriage! I rejoice with you in the anticipated blessing and joys of life together as husband and wife in the providence of God.

This manual has been prepared to assist you in preparing a wedding ceremony that will be both pleasing to you and bring honor and glory to God. Remember, the wedding service is first and foremost a worship service in which the marriage ceremony is performed. All decisions must be determined by this guiding principle.

In addition to this manual, Christ Presbyterian Church is pleased to offer you the service of a trained Wedding Consultant and the instruction of a Premarital Pastoral Counselor. Let me also offer my personal assistance, if needed.

Trusting that the Lord will bless you in the days ahead, I am,

His - Yours,

W. Wilson Benton, Jr.
Pastor

Christian Marriage at Christ Presbyterian Church

“..a man will leave his father and mother and be united to his wife, and they will become one flesh.” Genesis 2:24

“Do not be yoked together with unbelievers. For what do righteousness and wickedness have in common? Or what fellowship can light have with darkness?” 2 Corinthians 6:14

The joining of a man and woman in marriage is the foundation of God’s plan for His people and His world. Christians should marry in the Lord and in a Christian church. Therefore, it is fitting that their marriage be solemnized by a Minister of the Gospel and that special instruction be given to the couple to prepare them for a life together that is fulfilling to them and is pleasing and useful to God.

In order to assist in planning a wedding and in preparing the engaged couple for a life together that is gratifying and brings glory to God, Christ Presbyterian Church has developed and adopted the policies and guidelines that are set forth in this manual, which is based on three guiding principles, 1) Above All, Honor God, 2) Marriage is a serious and weighty union, not to be treated lightly, 3) Joy abounds and we want to celebrate with you.

Applying to be Married at Christ Presbyterian Church

The facilities of CPC are available for weddings to all members (and their children) who are in good standing and who have been official members for at least six months. It is important to apply as early as possible in order to reserve the desired date on the CPC calendar. Applying at least three months (preferably six months) prior to the desired wedding date is suggested. The Wedding Scheduler at CPC will tentatively reserve the date until the couple has met with one of the CPC pastors, completed the Marriage Application, Waiver, and Agreement forms (located in the back of this Manual) and paid the wedding fees. Then the desired dates for the facility will be officially confirmed.

Note: Please personally contact the Minister who will be performing the ceremony because he is not booked with the facility. If an outside Minister is desired, that person must be approved by our Pastoral Staff and one of CPC’s Pastors must officiate at the wedding ceremony. Etiquette suggests that the couple should provide honorariums for ministers.

Christ Presbyterian Church Wedding Consultant

CPC's Wedding Consultants are church members who serve the Lord by assisting with weddings. They have been trained to anticipate all of the details that are part of a marriage ceremony and will be of assistance in all aspects of preparation for the ceremony. A Wedding Consultant will be assigned to the engaged couple. The Consultant will be available to assist in planning the church-related details of your wedding. She will assist in contacting those at CPC who will be involved with your wedding, such as the Music Pastor, the Facilities Staff, the Technical Director. The Consultant will also be able to provide assistance and advice in the choice of flowers and decorations. The CPC Wedding Consultant is provided for your peace of mind, and she will be happy to be of assistance in any way. Please do not call the Church Office with your questions; your Consultant is familiar with all of the CPC facilities and policies regarding weddings and will be able to handle all queries. If a difficulty arises that cannot be settled with the Consultant, please request that a joint meeting be scheduled with one of the CPC Ministers.

A wedding is a worship service and will be conducted as such. Therefore, even if a professional Wedding Consultant is hired, the officiating Minister and the CPC Wedding Consultant will make all final decisions regarding the actual wedding service. The hired Consultant will abide by those decisions.

Assuming that the application has been received and the desired date has been confirmed, all other forms should be completed by the wedding party with the assistance of the Wedding Consultant.

Premarital Counseling

Joining a man and woman together in holy matrimony is a very great responsibility. Our Ministers act as God's agents upon earth and within the authority of the church to affect both the legal and spiritual relationship known as marriage. Because they have this responsibility, the man and woman who desire to be married at Christ Presbyterian Church are expected to submit to their oversight.

All couples who desire to be married at CPC must attend premarital counseling. The counseling must be conducted by a CPC pastor, or another pastor or counselor approved by CPC Pastoral Staff. Additionally, a letter from the approved counselor

must be sent to the Minister of Pastoral Care at least one month before the wedding, stating that the premarital counseling has been completed. 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, premarital counseling should ideally begin three to six months before the wedding.

The Cost of a Wedding at Christ Presbyterian Church

All fees must be paid with the wedding application and will be returned if the wedding is cancelled or the location is changed.

Wedding Fees:

Consultant, Custodial, Technical Fees	\$800.00 Sanctuary
	\$550.00 Chapel
	\$800.00 Cross Garden

- **Sanctuary** fee includes use of Sanctuary, choir amphitheater with restrooms, Bride's room, Women's restroom, parlor and parlor kitchen three hours prior to the wedding and for the wedding rehearsal; initial meeting with Pastor, initial meeting with Music Pastor, services of wedding consultant; custodial services for rehearsal and wedding; technical support for rehearsal and wedding.
- **Chapel** fee includes the Chapel, lobby area, and two classrooms and restrooms to be used for dressing and preparation three hours prior to the wedding and for the wedding rehearsal; initial meeting with Pastor, initial meeting with Music Pastor, services of wedding consultant; custodial services for rehearsal and wedding; technical support for rehearsal and wedding.
- **Cross Garden** fee includes the garden and breezeway, the Sanctuary (if needed in inclement weather), Bride Room, Women's restroom, parlor and parlor kitchen, the choir amphitheater and restrooms three hours prior to the wedding and for the wedding rehearsal; initial meeting with Pastor, initial meeting with Music Pastor, services of wedding consultant; custodial services for rehearsal and wedding.

Breezeway or Garden Reception

\$600.00

- Fee includes use of school kitchen; two hours of technical support; two hours of custodial service; two hours of wedding consultant.

NOTE: Fees do not include honorariums for pastors or musicians. Check with wedding consultant for suggested honorariums.

ALL FEES ARE TO BE PAID AT THE TIME OF APPLICATION.

(Fees are non-refundable unless the wedding is cancelled or moved to another location)

Preparation for the Wedding Ceremony

1. Choosing a Wedding Date

Weddings may be scheduled for any date that does not conflict with events on the church calendar. Saturday weddings must conclude by 8:00pm to allow time for the building to be cleaned and prepared for Sunday worship. We cannot schedule more than one wedding per week.

Weddings will NOT be scheduled during the months of December and May, due to church and academy events and our facilities staff requirements.

We cannot host weddings on the following dates or during the following time periods:

Holy Week, Good Friday, and Easter weekend
Memorial Day weekend
Independence Day or weekend of Labor Day
Thanksgiving Day and the weekend following
The months of December and May
Missions Conferences

2. Music

Do not overlook the importance of music for the wedding ceremony. The right music will help make the wedding the worshipful and glorifying service that it should be. The engaged couple should meet with the CPC Music Pastor at least 30 days prior to the wedding. The Music Pastor will provide a wide choice of appropriate preludes, processional, recessional and other

music for use during the service. If a soloist or an instrumentalist will be part of the wedding, please notify the Music Pastor. If desired, the Music Pastor can also assist in finding additional musicians for the service (organist, brass, woodwind or string ensembles, etc.)

The following rules apply to all weddings at CPC regarding music selection:

- a. All music must be appropriate for a service of worship. Music and musicians must be approved by the Music Pastor. The initial meeting with the Music Pastor is included in the wedding fee. It is customary to provide an honorarium of \$150 or more if the Music Pastor is asked to play for the wedding.
- b. Fees for musicians start at \$150, even though most contracted musicians set their own fees. Fees cover the actual playing for the wedding. There is an additional charge if the musicians are asked to attend the wedding rehearsal.
- c. A CD recording of the wedding may be requested through the Wedding Consultant.

3. Florist

The Sanctuary (or the Chapel) is a sacred place of dignified beauty not requiring decorations to make it a place suitable for a wedding. It is of the utmost concern to all parties that the wedding ceremony proceeds smoothly and maintains the spirit of a worship service.

- a. Decorations of any kind (flowers, candles, etc) may not be placed on the piano or organ.
- b. Use of aisle candles is not permitted.
- c. The pulpit, communion table, and baptismal font may be removed from the chancel for weddings. No other furniture is to be moved or removed.
- d. Nails, tacks, wires, screws or fasteners that cause marks, holes, or discoloration are not to be used to fasten decorations on any furniture of the building.

- e. All decorations are to be removed from the Sanctuary immediately following the wedding ceremony, except in cases where additional pictures are to be taken after the ceremony.
- f. The Wedding Consultant will contact your florist one to two weeks prior to the wedding. Arrangements need to be made for decorating the church before the wedding. If you wish to donate a floral arrangement to CPC commemorating your wedding, please inform your Wedding Consultant at least one month before the wedding so it will be noted in the bulletin the following Sunday.

4. Photographer and Videographer

The Wedding Consultant will contact the photographer and videographer by one to two weeks prior to the wedding. To maintain the spirit of a worship service, the following rules have been established.

- a. Cameras with flash bulbs are not to be used in the Sanctuary or Chapel during the wedding ceremony by anyone. The service begins once the music has started.
- b. It is inappropriate for the photographer to be at all visible during any part of the ceremony.
- c. Photographs by time exposure may be taken from the balcony.
- d. Pre-wedding pictures may be taken in the Parlor, Narthex, Sanctuary, or Garden/Breezeway. Following the ceremony, the wedding party may return to the Sanctuary or the Chapel for photographs.
- e. Furniture in the Narthex is not to be moved from the Narthex. Also, if pictures are to be taken in the Narthex and the furniture is rearranged, please return it to its original position.
- f. The videographer is not allowed to move from his/her position, either in the balcony or the "right" section of the choir area, at any time during the ceremony.
- g. Video equipment with lights will not be permitted in the Sanctuary or Chapel during the wedding ceremony. The ceremony begins once the music has started.

- h. It is recommended that the videographer attend the rehearsal, in order to become familiar with CPC policies and to help minimize any confusion on the day of the wedding.
- i. It is recommended that male photographers and videographers wear a dark coat or jacket when in the company of guests arriving for the wedding. Female photographers and videographers must also be suitably dressed for a church service.

5. Tech Coordinator

A Tech Coordinator is available to record your ceremony and provide sound service to the musicians and pastor.

- a. He will set up the microphones for the musicians in the Sanctuary and be sure that it is set correctly for the various musicians.
- b. He will make sure that the Minister has a microphone and that it is working correctly.
- c. If desired, he will record your ceremony on CD. (Make arrangements through Wedding Consultant)

6. Custodian

The custodian provides a great service by preparing the church for the wedding and closing up afterward. CPC's Tech Staff and Facilities Staff have the responsibility to clean and re-set the Sanctuary building for Sunday morning worship. The custodial fees are listed on page 4.

Facilities Provided

1. The Sanctuary

Aisle length	88 feet, (aisle width is 72 inches)
Number of pews	22 each side of center aisle
Seats	600 (400 more in four outer sections of lower level)

2. The Chapel

Aisle length	51 feet, 8 in.
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Number of pews 14 on each side
Seats 200-225

3. Garden

Aisle length 100 feet
Number of chairs up to 600
(Chairs for a garden wedding must be rented and brought to the church on the day of the wedding. They must be removed following the ceremony)

4. Bride's Room (Church Parlor)

5. Groom's Room (Choir Amphitheater)

6. Breezeway

CPC has limited reception space, but we offer the breezeway as a lovely option. Rented tables and chairs and other reception supplies may be used. Caterers must work with CPC Wedding Consultant for use of the stove, oven, and refrigerator. The breezeway space is large enough to accommodate a musical group and dancing, if desired. Six-foot rectangle tables are available to be used as serving tables, if prior arrangements have been made through the Wedding Consultant.

Receptions at Christ Presbyterian Church must be concluded by 8:00pm to allow our facilities staff to re-set the facilities for our morning worship. There may be additional charges for the use of the breezeway, for technical assistance, for facilities staff.

Alcohol and Smoking are not permitted in the buildings or on the grounds of Christ Presbyterian Church.

Please note: Nursery facilities are not provided.

The Rehearsal

Keep in mind that even during the rehearsal, the church is a holy place that is dedicated to the worship of God. The entire wedding party should attend the rehearsal and be on time. All weddings that include music and a bridal procession require a rehearsal. **It is suggested that the groom give the marriage license to the Officiating Minister at the rehearsal.**

No food or drink of any kind is allowed in the Sanctuary or Chapel.

The church will be open thirty (30) minutes prior to the scheduled rehearsal time and will close at the end of the regularly scheduled time. The total time for an average rehearsal is 1 ½ hours.

The Wedding

In keeping with the belief that the celebration of marriage is a worship service, the bride and her attendants are requested to dress modestly.

The church will be open three (3) hours before the scheduled time. The total time for an average wedding is five (5) hours.

Rules and Regulations

1. Communion

Christ Presbyterian Church does not offer communion to the bride and groom during the wedding ceremony or in any other private setting. Our PCA Directory for Worship and our Westminster Confession of Faith state that the Lord's Supper should only be administered to the congregation in the context of a regular worship service.

2. Decorations

- a. Nails, tacks, wires, screws or fasteners that cause marks, holes, or discoloration are not to be used to fasten decorations on any furniture or the building.
- b. If potted plants are used, the flooring must be protected from moisture.
- c. All decorations are to be removed from the Sanctuary immediately following the wedding ceremony, unless additional pictures are to be taken after the ceremony. All decorations must be removed by 8:00 p.m.
- d. Decorations of any kind (flowers, candles, etc) may NOT be placed on the piano or organ.
- e. Please make arrangements with your Wedding Consultant for decorating the church before the wedding.

3. Valuables

Christ Presbyterian Church is not responsible for any lost, stolen, or damaged items; thus is it imperative that money, jewelry and other valuables not be left unattended in the bride's or groom's rooms. All personal articles must be removed immediately after the wedding ceremony.

4. Furniture

- a. Furniture in the Narthex is not to be moved from the Narthex. Also, if pictures are to be taken in the Narthex and the furniture is rearranged, please put it back afterward.
- b. Furniture and fixtures must not be removed from the Sanctuary, except under the direction of the Wedding Consultant. The C3 Organ will not be moved.

5. Smoking, Beverages, and Food

- a. Smoking is not permitted in the church buildings, garden or breezeway at any time.
- b. Alcoholic beverages, in any form, are not to be served or consumed at any time on the premises of Christ Presbyterian Church. Any violation of this will result in the offender being asked to leave the premises.
- c. NO food or drink of any kind is allowed in the Sanctuary or Chapel. There are no exceptions.

6. Damages to CPC Property

- a. Any damages to CPC property should be reported to your Wedding Consultant immediately.
- b. Rice is not permitted to be thrown inside or outside Christ Presbyterian Church. Other items not mentioned must be approved by the Wedding Consultant.

Summary of Procedures for Scheduling a Wedding

1. Please complete the Wedding Application, Waiver and Agreement and submit them to the Wedding Scheduler with the appropriate fees. She will schedule a meeting for the couple with one of the CPC pastors. Once approval by the officiating Pastor has been received, the facility will be confirmed for the requested date.
2. The engaged couple must complete premarital counseling with one of CPC's pastors or an approved counselor or PCA pastor. Be sure to allow for a minimum of three months to complete premarital counseling. It is highly recommended that all counseling be completed at least three months before the wedding.
3. The Wedding Consultant will arrange a meeting with the engaged couple four to six weeks prior to the wedding. At that meeting, the rehearsal and wedding details will be discussed and particular needs will be addressed. Please have information available on the wedding party, florist, photographer, videographer, wedding program, music, special seating.
4. Please consult with CPC's Music Pastor at least 30 days prior to the wedding to plan the music for the ceremony.
5. Honorariums are usually presented to the officiating Pastor(s) on the day of the wedding.
6. Payment for the Music Pastor or musicians are made directly to those individuals. These payments are due in full two weeks prior to the wedding.
7. Have a wonderful wedding day!

Christ Presbyterian Church Wedding Application

A wedding ceremony should be conducted entirely in the spirit of a worship service. The Sanctuary is the house of God, the rehearsal and the ceremony, therefore, should be dedicated to the worship of God in Christ Jesus. If you concur, please complete the following information:

Full Name of the Bride _____

Address _____

Phone: Home _____ Cell/Business _____

Bride's Church Membership _____

Full Name of the Groom _____

Address _____

Phone: Home _____ Cell/Business _____

Groom's Church Membership _____

Has Premarital Counseling been scheduled? Yes _____ No _____
(CPC's Minister of Pastoral Care will approve all premarital counseling.)

Sanctuary _____ Chapel _____ Garden _____

Date of Rehearsal _____ Time _____

Date of Wedding _____ Time _____

Reception Site _____

Officiating Pastor from CPC _____

(Pastors are not booked automatically with the facility. You must speak with the Minister personally)

(Wedding Application, Waiver, and Agreement Forms must be submitted to the Wedding Scheduler along with the appropriate fees.)

Waiver

The undersigned ("User") has requested from time to time to use a portion of the premises of Christ Presbyterian Church, located at 2323 Old Hickory Blvd, Nashville, Tennessee ("Premises"). As an inducement to allow such use and in consideration of Christ Presbyterian Church allowing such use, the User agrees to and does hereby: (a) release Christ Presbyterian Church from any liability for and bear all of the risk of all past, present, or future loss, injury or damage to any property or person on, in or about the Premises resulting from or related to User's use of the Premises; (b) indemnify and hold harmless Christ Presbyterian Church from all expenses, costs, damages or losses, including attorney's fees, resulting from or related to User's use of the Premises; and (c) covenant not to bring, permit or store anything in or about the Premises which is illegal, constitutes a nuisance or increases Christ Presbyterian Church's insurance rates. The User shall keep in force adequate insurance, satisfactory to Christ Presbyterian Church, insuring the User and Christ Presbyterian Church from any costs, damages, or losses resulting from or related to User's use of the Premises. When used herein, the terms "Christ Presbyterian Church" and "User" shall include their respective agents, representatives, principals, employees, officers, directors and other related parties.

Dated: _____

User

Bride and Groom Agreement

We have read the Wedding Manual and understand the stipulations for having our wedding at Christ Presbyterian Church. We further understand that if we do not comply with the policies and procedures laid out in CPC's Wedding Manual, we may lose the opportunity to have our wedding ceremony at Christ Presbyterian Church. We agree to abide by said policies and procedures stated in CPC's Wedding Manual.

Date

Bride's Signature

Date

Groom's Signature