

Community Bible Church Wedding Policies and Procedures

Congratulations! We rejoice with you as you take this exciting next step in your lives! We hold marriage in high regard and believe that God has designed marriage to be a great gift and blessing. In this packet, there are a few things that will help you begin this process.

If you are interested in getting married at CBC, please contact the church office at 336-841-4480 or simply fill out the request form on the resources page of the CBC website (www.CBChurch.org).

Scheduling

Weddings held at Community Bible Church will generally be limited to church members, constituents and family related persons.

If neither the bride nor the groom, nor the bride or groom's parent(s), is a member or regular attendee of CBC, non-member fees will apply. (See Fee Schedule PDF)

Tentative arrangements for weddings, rehearsals and receptions are to be made with the Office Administrator. Tentative dates are held for two weeks only! The Request for Use Form is to be completed and returned to the church office within two weeks after the Office Administrator confirms the date.

Weddings should not be scheduled the month of December, holidays or holiday weekends, such as Easter, Thanksgiving, Christmas and New Years. Please keep in mind that scheduled church activities cannot be changed to accommodate weddings.

The wedding date for non-members is confirmed only after approval by our Pastoral staff and a non-refundable deposit is paid. (See Fee Schedule PDF)

A Wedding Liaison will be responsible for contacting the bride after the Office Administrator confirms the date.

Ministers

A minister on staff at CBC will normally preside over a wedding in the church. However, if approved by the Pastoral staff, a minister from outside CBC may perform the wedding.

At CBC we believe that marriage is a lifetime commitment that is honored by God. This belief plays an important role in our premarital process. We feel that marriage

counseling is a necessary step, and we require your participation in marriage counseling prior to your marriage ceremony.

The officiating minister will arrange appropriate counseling with the bride and groom prior to the wedding. The couple, well in advance of the ceremony, should arrange dates for these meetings.

Wedding Committee

You will be assigned a CBC Wedding Liaison who will help you organize the church portion of your wedding day. The Wedding Liaison is NOT a wedding planner or director. She will be your guide and a liaison between you and all the moving pieces at CBC on your wedding day. She will make sure that your experience using CBC goes smoothly and will be a great asset to you on your wedding day as well as the time leading up to that day. Your Wedding Liaison will contact you at least six weeks before the wedding.

The Worship Center at CBC has a sophisticated sound and light system. As such, we require that a Sound and Light Technician (two separate people) be present during both the rehearsal and wedding. The Wedding Liaison will make all necessary arrangements. Please see the Fee Schedule on page 5 for their fees.

Our CBC Custodian is responsible for cleaning the church before and after your wedding. For an additional fee, this person can also rearrange or move chairs/furniture (See Fee Schedule PDF)

Facilities

The CBC Worship Center, Gym and Kitchen as well as the Life Center are available to members and non-members providing they comply with the Wedding Policies and Procedures.

For the wedding ceremony the Worship Center will seat 450 guests and the Life Center will seat 100 guests. For the reception, the Gym will accommodate twenty-five round tables seating 200 guests and the Life Center will accommodate eight round tables seating 64 guests. The Wedding Liaison will meet with you for room(s) set up.

Nursery facilities are not available to wedding parties. Children must have adult supervision at all times and are to remain in areas reserved for the wedding and/or reception.

Our venue is available to you on Friday to decorate and for the rehearsal and on Saturday for the ceremony and/or reception. In order for our custodian to get the church ready for Sunday morning, everything needs to be done by

7:00 PM, including final clean up. If you run past 7:00 PM, there will be an additional charge of \$50/hour. Please coordinate with the Wedding Liaison the days and times that the church facility will be needed.

Music

Since the wedding is a service of worship and celebration before the Lord, great care should be taken that the music selected be of a worshipful nature. For the reception, CBC requires all music and dancing to be non-offensive and in good taste.

CBC does not provide musicians for weddings; however, the Wedding Liaison may know of vocalists or musicians who can be contacted. It is your responsibility to make the necessary arrangements regarding the individual's fee.

The Wedding Liaison will make arrangements with the Sound System Coordinator for the use of the church sound system. A church authorized sound engineer will attend the rehearsal as well as the wedding. (See Fee Schedule PDF)

Decorations and Florists

Live flowers and plants add a beautiful touch to any ceremony. Delivery of flowers and plants needs to occur on the day of the wedding and/or reception. The florist and/or persons responsible for decorations should call the Wedding Liaison to arrange the time of delivery and decoration of the church. If more time is needed, you will need to make arrangements through the Wedding Liaison. No refrigeration is available for fresh flowers at the church. If flower arranging is done at CBC the areas used must be left clean. Please take care to prevent water damage. It is recommended that all live plants not be watered 24 hours before arriving at CBC.

No nails, tacks, screws, staples or tape are to be used in any part of the building or on any furniture. Only pins, ribbon or specially designed pew clips may be used to secure bows and flowers to the green chairs.

Dripless tapers or pillars must be used in the candelabras and all other candles must be in an enclosed, sturdy, heat resistant holder that can contain the entire candle in a melted state.

The florist is expected to protect all carpets and furniture from candle drippings and moisture from plants and flowers.

No fresh flower petals may be dropped in the aisles. A white aisle runner is available for use at no charge. Please refrain from using glitter, including makeup used by the wedding party.

Wedding bubbles and fresh flower petals, instead of rice, birdseed, glitter or confetti may be used outside the church.

Removal of all decorations from the church must begin immediately after the service. You or the florist/decorator must provide a crew sufficient to adequately remove decorations. A single flower arrangement may be left in the Lobby for use at the following Sunday morning worship service. This should be cleared in advance with the Wedding Liaison.

Please make arrangements with the Wedding Liaison for use of specific items provided by CBC. In the Worship Center, we cannot remove the drum cage on the stage and the permanent camera.

In case of damage, the bridal couple will be fully responsible. The church will have the damages repaired, and the bill will be sent to the bridal couple.

Photography, Videography and Recording

The wedding is a worship service. Photography or videography must be done in good, unobtrusive taste. The photographer should be unseen, unheard, unnoticed and should dress appropriately. Photographs may be taken before or after the ceremony in any part of the building.

It is suggested that flash pictures not be taken during the ceremony. Please tell your photographer, family and friends.

Timed exposures, minus noise and flash, from the lighting booth are acceptable during the ceremony.

It is suggested that videotaping of the wedding ceremony be done from the upstairs lighting booth or next to sound booth so there will be no distraction during the ceremony. The permanent camera in the Worship Center is not available for use.

Rehearsal

Unless special approval is given, the rehearsal with the Pastor and the Wedding Liaison present is required for every wedding. The rehearsal will begin promptly at the scheduled time. Please make sure all people involved with the wedding are on time.

Normally, the wedding rehearsal is held the evening before the wedding and typically lasts one hour. Confirm rehearsal time with the Wedding Liaison 30 days in advance of wedding.

A marriage license must be obtained, brought to the rehearsal and given to the officiating minister.

Day of Wedding

Bridal party rooms are provided with mirrors. The bride and her attendants will be located in the Student Wing. The groom and his attendants will be located in the Choir Room.

All small appliances must be unplugged before leaving the dressing room prior to the wedding.

All personal belongings must be removed before leaving the church.

The church is not to be held liable for personal items (wedding dresses, purses, jewelry, etc.), which are brought to the church for a wedding/reception.

Dinners and Receptions

The CBC Gym and the Life Center are available for the reception and /or a rehearsal dinner at an additional fee (See Fee Schedule PDF). Reservations for the Gym or the Life Center should be made through the Wedding Liaison and Office Administrator well in advance of the wedding.

Caterers are welcome to use the church kitchen but should supply their own flatware, dishes, pots, pans and paper products. At the conclusion of the dinner or reception, the caterer is responsible for removing all items brought into the church for the event, as well as leftover food and drinks. CBC kitchen policies need to be followed when using the church kitchen. Policies are posted in the kitchen. Ice is available for use in the kitchen.

Final cleanup and everything out must be done by 7:00 PM. If additional time is needed, there will be an additional \$50/hour charge.

Table and chairs in Gym and Life Center are available at no additional charge. (See Fee Schedule PDF) for set up and/or return of all tables and chairs.

Gym: Twenty Five 60" round tables

6' & 8' rectangular tables are available

Chairs: 200 +

Life Center: Eight 60" round tables and 100 Chairs

White tablecloths are available and must be professionally cleaned and returned to the church office during business hours within one week of the wedding.

A sound system is available in the CBC Gym.

Each wedding party is responsible for providing the people necessary to remove all decorations, food, drinks, etc. prior to departure. All trash must be placed in outside dumpster prior to departure. No rental items or decorations may be left in kitchen or building after services.

CBC is not responsible for delivery or storage of any property, items or material goods left in the facility.

Security and Conduct

The church is not to be held liable for personal items (wedding dresses, purses, jewelry, etc.), which are brought to the church for a wedding/reception.

Members of the wedding party, as well as florists, photographers or other workers, are to understand that under no circumstances can any of them come to the rehearsal or wedding under the influence of alcohol/drugs. The minister has the authority to ask that person to leave. Absolutely no alcohol is permitted on our campus for any purpose.

Smoking is not permitted in the Worship Center or in any of the facilities at anytime. Please use designated areas outside.