

# Community Church

## *Wedding Guidelines*

P.O. Box 1413  
512 East Seward Road  
Guthrie, OK 73044-1413

(405) 282-1230

**Wedding Event Coordinator:**  
Annie Howry

## I. Setting the Date

- a. A request for a reservation on the church calendar should be made through the church office at the earliest time possible. (Invitations should not be printed until a date is confirmed.)
- b. The following dates are not available due to church-related activities:
  1. Sundays and Wednesdays.
  2. The week before, during and after Vacation Bible School.
  3. The third week of November through the first week of January. (Without Permission)
  4. Any holiday observed by the church.
- c. A wedding held on Saturday with the receptions at Community should start no later than 3:00 PM. If the reception is to be held somewhere other than Community, the wedding can be scheduled as late as 7:00 PM. **Times for weekday weddings will have to be reviewed and approved by the church staff.**
- d. A non-ceremonial wedding conducted by only the pastor may be scheduled at the discretion and judgment of the staff. This type of wedding will not result in any facility charges provided that:
  1. There are no seating arrangements or special facility or support needs.
  2. There are no decorations.
  3. The ceremony doesn't involve more than 25 people.
- e. Dates may be approved and will remain booked provided:
  1. An "Event Form" has been completed and submitted to the Wedding Event Coordinator.
  2. You receive a written confirmation from the Wedding Event Coordinator indicating that the wedding date has been approved, at which time you pay the applicable deposit. Your wedding will not be considered approved and booked on the church calendar **until this deposit has been received.**
  3. The remaining balance of the event charge is received at least 2 weeks prior to the wedding.
  4. The bride and groom have agreed to the wedding guidelines.
  5. An initial conference between the Pastor, bride and groom has been held.

**Remember: DO NOT print your invitations until your requested date has been confirmed!**

## **II. Working with the Pastor**

Because it is our desire to see couples remain married, at least one premarital counseling session must be attended. These sessions will allow the Pastor one-on-one time with you to discuss your ideas for the ceremony as well as to answer any questions you may have.

## **III. Inviting a Guest Pastor**

If you would like to invite a guest pastor to perform and/or assist in the ceremony, please notify the church office when you turn in the “Event Form”. After approval has been given by the Senior Pastor of Community, you should then make arrangements with the guest pastor as to counseling sessions and the order of service.

## **IV. Working with the Community Wedding Event Coordinator**

The Wedding Event Coordinator is available to meet with you for consultations prior to your wedding. She will help you obtain an approved wedding date, establish rehearsal and wedding times, finalize the order of service and review the facility options available. Additionally, the coordinator will represent the minister during the rehearsal by co-directing with the wedding consultant or wedding party’s designated person. The items and services provided by florists, caterers and suppliers will be the responsibility of the wedding party or their designated person. If you have any questions, please call the Wedding Event Coordinator at any time.

## **V. Wedding Consultants**

Wedding consultants who assist the wedding party need to work directly with the Community Wedding Event Coordinator who will then discuss items pertaining to the rehearsal, ceremony and/or reception, etc.

## **VI. Decorating the Sanctuary**

We ask that you observe the following policies to help keep the facilities in good condition:

- a. Only drip-less candles may be used in candelabra(s). If pew lights are to be used, they must be self standing, touching the floor and not touching the pews.
- b. Wax candles must have proper shielding. “Votive-type” candles are recommended.
- c. Open flames may not be used on the walls or in the aisles.

- d. Nails, tacks, staples, pins, tape, or anything that might mar the wall, furnishings or equipment may not be used. Protection must be applied to insure that there will be no water damage or stain from flowers to any wood or carpet. Flowers, candles, or decorations of any kind may not be placed on the musical instruments.
- e. Decorations in the church are not to be moved or used without prior written consent.
- f. Please schedule deliveries of flowers and/or decorations with the Wedding Events Coordinator.
- g. All personal decorations need to be removed by the florist or wedding party before leaving the church. The Wedding Events Coordinator must gain staff approval before decorations can be left for later pickup.
- h. Music equipment may not be moved without the approval of the Community music department (Speakers, Stands, Wires, Instruments, etc.).
- i. Those signing the application are responsible to repair or make restitution for damage done to church property.
- j. It is the responsibility of the bride and groom to notify anyone working on the wedding of these policies.

## **VII. Photographer**

- a. The photographer may take flash pictures before or after the ceremony in the sanctuary, halls, designated dressing rooms and reception area. Non-flash photography may be used as long as it does not impede the wedding ceremony.
- b. Natural lighting needs to be used during the ceremony. (Flashes and/or other types of artificial light causes distractions.) We also suggest the photographer not approach the stage during the ceremony.
- c. Placement of video cameras should be discussed with the Community Wedding Event Coordinator.

## **VIII. Selecting The Music**

Because music is a very important part of the ceremony, please make sure what you select reflects the dignity and holiness of the marriage union. Your wedding music should give honor and glory to Christ. Musical selections for both the wedding and reception should be submitted to the Community Wedding Coordinator at least four (4) weeks prior to the wedding date. They will then be given to the Community Minister of Music for final approval. If you plan to use background music for any part of the ceremony, please bring it to the rehearsal. You must choose your own vocalists and/or musicians.

## **IX. Sound**

It is required that you have a Community sound and lighting technician(s) operate the equipment for your ceremony. The technician will be in charge of making sure the proper equipment is set up for both the rehearsal and the ceremony. This does not include special equipment or setup for video.

## **X. Facilities**

The party or parties who schedule any area of the church for private use shall be responsible for any damage to equipment or furnishings. It should be stated that Community cannot be held responsible for any losses. If rented or borrowed items are used, it is the responsibility of the bride's family to see that they are returned after the wedding.

## **XI. Dressing Rooms**

A dressing room will be provided for the men as well as the women, if needed. The church will not be responsible for personal items such as wedding dress, wraps, purses, jewelry, gifts, silver and glassware brought to the church for use in a wedding or reception. Nor shall the church be liable for such items lost, stolen, or damaged. Every precaution should be taken by the wedding party to secure all valuables.

## **XII. Receptions**

The following should be taken into consideration when planning your reception.

- a. Receptions to be held on church property may be held in:
  1. In the Lobby of the main auditorium (100 or fewer guests).
  2. In the Community Center (100 or more guests).
- b. Same guidelines apply as found in section VI.
- c. If you choose to have your wedding reception in our building, alcoholic beverages of any kind are explicitly prohibited. There is to be no smoking or dancing anywhere in our buildings nor any consumption of alcoholic beverages on church property, including the parking lot. Please keep food and beverages in the reception area.
- d. There may not be any rice, birdseed or confetti thrown inside or outside of the building. The Wedding Event Coordinator can give you alternative ideas.

### **XIII. Caterers**

We suggest that you use a caterer or qualified volunteers for your reception. Community does not have the equipment and facilities to wash dishes for a large wedding; however, the kitchen in the back of the Chapel may be used. Please remind anyone using the kitchen that they need to clean up after themselves. There is a cleaning deposit required to use the kitchen. If the kitchen is returned to its original condition, prior to being used, the deposit will be returned.

### **XIV. Rehearsal**

You will need to have your order of service finalized and submitted to the Community Wedding Event Coordinator two weeks before the rehearsal. An order of service will then be produced and distributed at the rehearsal. It is necessary to inform the sound/lighting technician(s) of any special microphones that need to be used for soloists and instruments. Any recorded music should be given to the technician at the rehearsal. All vocalists will need to practice at the rehearsal to insure proper sound. Be sure to have your guests, attendants, vocalist(s), ushers, etc., present and ready to begin 15 minutes before the scheduled rehearsal start time. The rehearsal should take no longer than one (1) hour.

## **Things To Remember**

### **As Soon As Possible**

1. Complete an Event Form requesting a specific date for your wedding.
2. Schedule initial conference with Pastor.
3. Schedule an appointment with the Community Wedding Event Coordinator to begin planning your wedding.

### **At the 1<sup>st</sup> or 2<sup>nd</sup> Planning Meetings**

1. Obtain a written confirmation of your wedding date
2. Choose one of the facility options
3. Pay deposit to reserve church dates (rehearsal/wedding).

### **Four (4) Weeks Prior to Ceremony**

1. Submit musical selections to Wedding Event Coordinator for final approval by Minister of Music.

### **Two (2) Weeks Prior to Ceremony**

1. Give order of service to Community Wedding Event Coordinator.
2. Schedule/confirm with Community Wedding Event Coordinator arrival time for flowers, decorations, cakes, etc.
3. Pay remaining balance due church

### **At the Rehearsal**

1. Bring approved background music and/or accompaniment tapes to sound and lighting technician(s).

### **At the Wedding**

1. Be sure to give wedding license to Community Wedding Event Coordinator for pastor to sign.
2. Have check ready if planning to give pastor an honorarium.

## XV. Charges for Services

<p><b>Minimal Facility Use</b></p> <p>Main Building, Worship Center, Standard Seating.  <b>No food or beverage consumption on property,</b>  Setup, Takedown of decorations by user.</p> <p><b>Fees include Wedding Coordinator,  Sound Person, Building/Cleaning Supervisor,  Post Event Custodial Service and Building Usage.</b></p>	<p><b>Member: \$285.00</b>  <b>Non-Member: \$395.00</b></p> <p><i>Cancellation Refund (up to 8 weeks prior): 90%</i>  <i>Cancellation Refund (4-8 weeks): 60%</i>  <i>Cancellation Refund (2-4 weeks): 20%</i></p> <p><b>Deposit to Secure Date - \$100.00</b></p>
<p><b>Expanded Facility Use</b></p> <p>Main Building, Worship Center, Standard Seating,  <b>Reception in Lobby,</b> Setup, Take-Down of  decorations by user.</p> <p><b>Fees include Wedding Coordinator,  Sound Person, Building/Cleaning Supervisor,  Post Event Custodial Service and Building Usage.</b></p>	<p><b>Member: \$310.00</b>  <b>Non-Member: \$420.00</b></p> <p><i>Cancellation Refund (up to 8 weeks prior): 90%</i>  <i>Cancellation Refund (4-8 weeks): 60%</i>  <i>Cancellation Refund (2-4 weeks): 20%</i></p> <p><b>Kitchen Use Fee (If Used): \$75.00</b></p> <p><b>Deposit to Secure Date - \$100.00</b></p>
<p><b>Maximum Facility Use</b></p> <p>Main Building, Worship Center, Standard Seating,  Reception in <b>Community Center,</b> Setup, Take-Down  of decorations by user.</p> <p><b>Fees include Wedding Coordinator,  Sound Person, Building/Cleaning Supervisor,  Post Event Custodial Service and Building Usage.</b></p>	<p><b>Member: \$335.00</b>  <b>Non-Member: \$535.00</b></p> <p><i>Cancellation Refund (up to 8 weeks prior): 90%</i>  <i>Cancellation Refund (4-8 weeks): 60%</i>  <i>Cancellation Refund (2-4 weeks): 20%</i></p> <p><b>Main Kitchen Fee (If Used): \$75.00</b>  <b>Comm. Ctr. Kitchen Fee (If Used): \$25.00</b></p> <p><b>Deposit to Secure Date - \$200.00</b></p>

- a. Our pastor does not charge a fee for his services, but an honorarium is appropriate. The groom should be responsible to see that the pastor receives this.
- b. Checks should be made out to “Community” or “Community Church”.
- c. It should be noted that the church does not intend to make a profit on these fees. We are happy that Community can be a part of this important part of your life. If you have questions concerning any of the above policies, please do not hesitate to ask. We pray that God will bless you with a long and fruitful life together.
- d. Addition Services: Rental of Candelabras \$150.00



## Typical Disbursement of Charges

<b>Wedding Party Coordinating:</b>	<b>Min Use</b>	<b>Exp Use</b>	<b>Max</b>
Information Calls, Church Site Visits, Booking Event, etc... (Estimate 3.0 hours)	\$34	\$34	\$34
Wedding Rehearsal (Estimate 2.0 hours)	\$24	\$24	\$24
Day of Wedding (Estimate 3.5 hours)	\$42	\$42	\$42
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	\$100	\$100	\$100
<b>Sound Technician</b> (includes takedown & setup of stage sound equipment):			
Wedding Rehearsal (Estimate 2.0 hours)	\$24	\$24	\$24
Day of Wedding (Estimate 3.0 hours)	\$36	\$36	\$36
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	\$60	\$60	\$60
<b>Building/Cleaning Supervision:</b>			
During Set-up/Wait (Estimate 6.0 hours)	\$65	\$65	\$65
During Takedown (Estimate 1.0 hours)	\$10	\$10	\$10
During Cleaning (Estimate 2.0 hours)	\$25	\$25	\$25
* Supervisor helps in cleaning.	-----	-----	-----
	\$100	\$100	\$100
<b>Clean Team</b> (If utilized):			
Day of Wedding (Estimate 1 person at 2.0 hrs)	\$25		
Day of Wedding (Estimate 2 people at 2.0 hrs each)		\$50	
Day of Wedding (Estimate 3 people at 2.0 hrs each)			\$75
<b>Building Usage/Utilities</b> (Free for Members):			
Site Viewings (Estimate 1.0 hours)	\$0	\$0	\$0
Wedding Rehearsal (Estimate 2.0 hours)	\$20	\$20	\$20
Day of Wedding (Estimate 9.0 hours)	\$90	\$90	\$160
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	\$110	\$110	\$200
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<b>Totals</b>	\$285/\$395	\$310/\$420	\$335/\$535