

COMMUNITY BIBLE CHURCH

WEDDING POLICY

We are honored that you are considering Community Bible Church as the location for your wedding ceremony. We will do everything we can to see that your wedding and wedding rehearsal go as smoothly as possible. This outline includes the wedding guidelines that have been approved by our church staff. These guidelines equally apply to members, regular attendees, and guests.

WEDDING DATE

- Before you do anything else you must secure a wedding date with our wedding coordinator, Leigh Walker. To do this, simply call her (479-806-6652) and she will discuss available dates with you. The desired wedding date must be officially approved by the church staff. At this point, it is also important to have spoken to the person who will perform your wedding in order to ensure his availability.
- Weddings can be scheduled on most any day and time, including Sunday, as long as it does not interfere with regularly scheduled church events.
- You may secure your wedding date up to nine months in advance.
- A wedding can be scheduled for no later than 6:00p.m., and the church must be vacated completely by 8:00p.m.

OFFICIANTS

- You are welcome to ask any of our ministers to perform your wedding if they are available. You may also choose someone not affiliated with Community Bible Church.
- It is strongly recommended by the Community Bible Church staff that an engaged couple participate in at least three sessions of premarital counseling either by one of our staff members or another person of your choosing. We will also be glad to recommend someone to perform these sessions.
- You must have already purchased a marriage license to be signed by yourselves and the officiant on the wedding day. Please bring the marriage license to the rehearsal. The wedding will not be performed without it.

WEDDING COORDINATOR

You may decide to exclusively use the services of the Community Bible Church wedding coordinator or hire another coordinator of your choosing. In either case, the Community Bible Church coordinator will act as a liaison between the engaged couple and the church. She may assist you in the following ways:

1. Oversee the wedding rehearsal (usually scheduled for the night prior to the wedding). The bride, groom, their parents/family, the attendants, the ushers, and the musicians must be present. The officiant's presence is optional. Allow for approximately one hour for the wedding rehearsal.
2. Consult with bride/groom regarding wedding ceremony.
3. Provide information to bride/groom regarding church facilities, policies, and options for wedding set-up. (Community Bible Church does not offer wedding equipment (i.e. candelabras, etc.) or storage space for your wedding equipment.)
4. Be present before, during, and after the wedding to answer questions and cue parents, attendants, ushers, and musicians.

MUSIC

- We know that music is a very personal part of the wedding ceremony. Therefore, most music will be permitted. However, your musical choices will need to be approved by the wedding coordinator.
- If you will be using CD music for your wedding, please bring both the pre-wedding and ceremony CDs to the wedding rehearsal.
- If you would like to use the Community Bible Church musical instruments, you must receive prior approval.

AUDIO/VISUAL

- If your wedding requires the use of the church sound system, the church will secure the sound technician. The sound technician will be available at the rehearsal to run through the songs with the musicians and set the volume levels for the wedding ceremony (please do not use any of the audio/visual equipment without permission).
- You may also choose to have a slideshow before or during your ceremony. You must first discuss this with the wedding coordinator. Please be aware that any slideshow DVD or CD must be given to the wedding coordinator at least 3 days prior to your wedding.

FLOWERS AND DECORATIONS

- The bride/groom are responsible for consulting a florist who must check in with the wedding coordinator prior to decorating. Flowers used must be in clean, rust free, leak proof containers. Any plant already located in the church must not be moved or relocated without permission of the

wedding coordinator.

- Only church approved candles are to be used during the wedding ceremony.
- You may not utilize any form of nail, thumbtack or other sharp, potentially destructive object when decorating the worship center. Further, any type of adhesive used to secure things such as an aisle runner must be pre-approved by the wedding coordinator.
- Any decorations containing glitter (i.e. ribbon, bows, flowers, candles, etc.) are strictly prohibited in any part of the building (this includes any type of body glitter as well).
- The wedding coordinator must be advised of any scheduled deliveries made to the church before the wedding (i.e. flowers, candelabras, etc.) Please make an appointment through the church office (479-452-9201) if you desire to come by the church to make decoration/set-up decisions at any time prior to your wedding.

PHOTOGRAPHERS

- The bride/groom are responsible for hiring a photographer of their choosing. It is recommended that the photographer check in with the wedding coordinator on the wedding day and direct any questions to her.
- Photographs may be taken before, during, and/or after the wedding ceremony.

DRESSING AREAS

- A bride's room is available for the bride and her attendants prior to the start of the wedding.
- The groom and his attendants may use a dressing area near the worship center when dressing for the wedding. Both areas are near restrooms.
- These rooms cannot be guaranteed to be secure at all times. Any personal items, including money, are the owner's responsibility.
- Please do not use any other rooms for dressing without permission from the wedding coordinator.
- No smoking is allowed in the building. Alcohol is also prohibited in or around the building.

WEDDING SET-UP/CLEAN-UP

- The church will be available to begin decorating at 10:00 a.m. on the day of the wedding rehearsal. As you are decorating, please keep in mind that you may not move anything within the church without prior permission (stage equipment, chairs, hall decorations/furniture, etc.).
- You may not continue decorating after your wedding rehearsal.
- Any items that will be "thrown" at the bride/ groom upon their exit from the church must be approved by the wedding coordinator.
- It is the responsibility of the bride/groom and their families to see that any equipment and decorations not belonging to Community Bible Church are removed promptly after the wedding. The wedding coordinator must be given the name and telephone number of a contact person (who is not in the wedding party) who will be responsible for seeing that these items are removed from the church. This person will also be responsible for any lost and found items to be picked up at the church.

RECEPTIONS

- At this time, wedding receptions may ONLY be held in the Learning Center, a small room that can accommodate approximately 30 people and is normally used for bridal and baby showers. If this space is not large enough for your intended reception, you will need to seek another reception venue off campus.

FEES

1. A \$250 up-front deposit is required and will be returned to you upon determination that none of the aforementioned policies have been violated. (Community Bible Church reserves the right to seek full or partial reimbursement for any perceived damages or policy violations occurring during wedding activities.)
2. A \$300 rental and clean-up fee is required at least one month prior to the wedding.
3. A minimum of \$75 is required for the sound technician.
4. Other *optional* fees include honorariums for the officiant(s) or musician(s). These fees are NOT required. If after reviewing these guidelines you need further assistance, please contact the wedding coordinator, Leigh Walker, at 479-806-6652.