

Wedding Policy

Crestwood Christian Church

(Disciples of Christ)

1882 Bellefonte Dr.
Lexington, Kentucky 40503
859-266-0459
crstwood@iglou.com



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**CRESTWOOD CHRISTIAN CHURCH
LEXINGTON, KENTUCKY
WEDDING POLICY**

Crestwood Christian Church is pleased to offer its facility to any person who desires its use for a wedding. We offer this as a part of our ministry for members of Crestwood Christian Church. The church facilities are available to any member of the congregation at no charge. Those who use the facility, however, might keep in mind the cost of heating/cooling the buildings and may desire to make a donation for utilities.

Additionally, Crestwood's facilities are also available to non-members for a fee when time and arrangements are able to be worked out for all concerned.

This policy provides general information to help any person (member or non-member) who desires to use our church facilities for a wedding.

1. PRE-WEDDING CONFERENCES

All couples wishing to have one of Crestwood's ministers perform the wedding ceremony are requested to meet at least once with that particular minister. This does two things: it gives the couple and the minister an opportunity to get acquainted; it also allows for necessary preparation of personnel, rehearsal, ceremony, etc. In addition, it will provide counseling for the bride and groom in preparation for the roles of wife and husband.

2. WEDDING COORDINATORS

The church has a Wedding Coordinator Committee that will serve as the church's representatives to the bridal party. Our coordinators are an experienced volunteer group of lay people who will guide and assist the Wedding Party at the church the weekend of the wedding. The bride will receive a packet of information several months prior to the wedding. The questionnaire should be completed and returned to the church office two months before the wedding. The Lead Wedding Coordinator will contact the Bride 1-2 weeks prior to the wedding to confirm times and review any questions.

The Crestwood Wedding Coordinators will lead the Rehearsal and will assist the wedding party the day of the wedding. If there is a hired Wedding Planner, the Wedding Coordinators will coordinate with him/her at the Rehearsal and the day of the wedding, however our Coordinators will take the lead in directing the Wedding Party.

3. THE SANCTUARY

The design of Crestwood Sanctuary reflects a simple beauty of things holy. The various appointments have symbolic meanings and should be treated with respect. The Communion table may be moved back, but it is preferred that it not be removed. No tacks, nails or other such fasteners will be allowed.

Only the candelabra belonging to the church or furnished by a florist (using tube candles) will be acceptable. No flash photography will be allowed during the ceremony, once the minister has begun speaking. **The pulpit, handrails, choir chairs, and risers will only be removed with the permission of the church office. The final decision rests solely with the Senior Minister.**

DATES: The following dates Crestwood will not allow a Wedding in the Sanctuary:

1 st week of Advent	Day before Palm Sunday
Day before Easter Sunday	When Christmas falls on a Sunday

4. LITURGICAL (CHURCH SEASON) DECORATION

The simple beauty of the sanctuary is enhanced at certain seasons of the year with additional decorations. These decorations take several hours on the part of many volunteers to set up and will not be removed from the sanctuary for weddings. Christmas decorations will be set up before the first Sunday of Advent. This is normally the first Sunday after Thanksgiving. The decorations remain up through Christmastide (until January 5th). **These decorations will not be removed.**

In addition, a church is made up of many important church events throughout the year and banners may be hung or other decorations hung in the hallways. These cannot be removed by the Wedding party.

It is the responsibility of the Bride and Groom to communicate with the church Administrative Assistants and the Wedding Coordinator committee any questions or requests they may have about church seasonal decorations.

5. PHOTOGRAPHY

The Bride's room, Chapel and the Administration Wing common area are good places for photographs prior to the ceremony. Again, **NO FLASH PHOTOGRAPHY** will be allowed during the ceremony, once the minister has begun speaking.

6. DRESSING AREAS

The bride and bridesmaids may dress in the Bride's Room. Groomsmen may use the Choir Room. Light snacks in the dressing areas are permissible. The wedding party is responsible for cleaning up and throwing away all leftover food and trash prior to leaving the church. No alcoholic beverages are allowed on the church property.

7. THE REHEARSAL

A rehearsal is **VERY** important to get all the details of the ceremony—especially the procession in and the seating of relatives. The appropriate date and hour for the rehearsal need to be arranged with the minister performing the ceremony and at a time mutually agreeable with the church calendar. Promptness by all members of the wedding party is most helpful and appreciated. **Wedding Rehearsals may not begin until after 5:30pm.**

The building will be made ready in time for the rehearsal. In order to allow sufficient time for each rehearsal, specific times and arrangements need to be made well in advance of the wedding date.

Our coordinator will contact the bride and groom to set up a meeting to coordinate needs and resources. This person does not take the place of a hired wedding coordinator. For large weddings it is advisable to hire someone to fill that role.

8. THE RECEPTION

If the church facility is to be used for the reception, all food and drink items must be confined to that area. No refreshments will be allowed in the Sanctuary, the Narthex, or either the North or South Corridors leading into the Sanctuary.

In addition, throwing rice, confetti or other materials anywhere **inside the church facility** will not be permitted. Cleaning and straightening the reception area, buffing the floors as needed, and arranging chairs for the church's needs, etc., require more attention than can be given by volunteers. The services of our Custodian will be necessary. There will be an additional charge for receptions held at the church facility.

No alcoholic beverages may be served anywhere in the church!

Because of the time element involved, there will be no receptions at the church for Saturday night weddings.

9. THE MUSIC

It is the policy of Crestwood Church that only our Church Organist, or an organist approved by our Organist or Music Director, plays for weddings conducted here. Pianists and other musicians may be chosen by the bridal couple.

10. THE CUSTODIAN

The Custodian will prepare the church facility for rehearsals and weddings. The church doors will be unlocked approximately one half hour prior to the time of the rehearsal.

An appropriate time can be arranged for the convenience of the florist to decorate prior to the ceremony. This also applies to the reception area when applicable. The church prefers that there be no removal of the choir chairs and risers from the chancel, however, if approved by the Senior Minister, this requires the service of two Custodians, and will necessitate fees for two Custodians.

11. FEES FOR THE WEDDING

Members

Members of Crestwood Church are not charged for use of the church facility. A modest fee/honorarium for the time of the church personnel, however, is requested as follows:

Custodian Rehearsal—\$50/1st 2 hours, \$25 each additional hour
Rehearsal Dinner—\$100
Wedding Day—\$50 (includes opening church for florist & wedding party, and closing after ceremony)
****If chairs need to be moved from the chancel, then this fee is doubled****
Reception—\$100

Wedding Coordinator (\$150)

Sound Technician (\$50)

Minister An honorarium or gift is traditionally given to the minister. The amount is at the discretion of the Wedding Party.

Non-Members

Non-members are required to pay the same fees as outlined above for members. The following fees also apply:

Use of Sanctuary	\$500
Use of Chapel	\$200
Use of Chalice Hall for reception	\$200
For one of our ministers to preside the fee is	\$200

Payment

A signed contract and an initial payment of 1/2 of the total amount due must be paid before the wedding is placed on the church calendar. Final payment will be made out to Crestwood Christian Church and must be submitted to the Church Office **at least 3 weeks prior to the wedding.**

Other

8ft long banquet tables & large round tables are available.
Table Linens are not provided.

The wedding party is responsible for any damages that may occur at the rehearsal, wedding and/or reception to Crestwood's property. Please report any damages immediately to the wedding coordinator. A bill will be mailed if damages should occur.

Crestwood is not responsible for any outside items brought in for the ceremony. Crestwood does not provide storage for these items and they are to be removed immediately following the ceremony. It is the wedding party's responsibility to make these arrangements.



In order to help in the preparation of the celebration of marriage for members and friends of this congregation, Crestwood Christian Church makes this Wedding Policy available.

If there is anything that the Crestwood Church Office can do to make this occasion more meaningful, please call upon us.

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