

Wedding Ministry Guidelines



Disciples Christian Church

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The Wedding Ministry at Disciples

Congratulations on your engagement and upcoming wedding! We are pleased that you are considering Disciples Christian Church for the celebration of your wedding and the start of your married life together.

First and foremost, a wedding ceremony is a worship service. In this sacred ceremony, you enter into a covenant with God and with one another. This is the foundation for your marriage. Mark 10:8-9 says, "So they are no longer two, but one. Therefore what God has joined together, let no one separate."

We are committed to help you with planning and then providing you with a beautiful and sacred wedding ceremony.

Scheduling of Wedding and Rehearsal

The first step in scheduling your wedding at Disciples is to contact the Office Administrator at 216-382-5344. She will check building availability for your selected wedding date and then determine whether or not the Pastor is able to perform the ceremony on that date.

If both the pastor and the building are available, you will be assigned a Wedding Hostess. She will contact you to guide you through the process of confirming the date of your wedding on the church calendar and then answer any preliminary questions you may have. From this point, the Wedding Hostess will be your contact person for all of your subsequent arrangements.

For coordination purposes, a date will be confirmed only after the following:

- ♥ The bride reviews Disciples' Wedding Policy;
- ♥ The wedding date has been approved by the Pastor and a Wedding Hostess has been assigned;
- ♥ The Wedding Information Questionnaire has been completed; and
- ♥ The non-refundable deposit, that will be applied to the total wedding cost (please see fee schedule), has been received.

Consultation with Wedding Hostess

The Wedding Hostess represents Disciples Christian Church in helping to coordinate the numerous details of the rehearsal, wedding and reception (if held at Disciples) with you. As soon as your wedding date is confirmed, your Wedding Hostess will contact you to arrange a meeting to begin your planning.

Consultation with the Pastor

Approximately six to eight weeks before your wedding date, it is your responsibility to contact our Pastor, Rev. Kristine Eggert, to set up an appointment. She will meet with you at least twice. These meetings will be times designed to get to know you and to help you plan your ceremony as well as to help the bride and groom prepare for not just the wedding day, but for the marriage that follows.

Guest Clergy

If you have a family pastor that would like to be involved in the service, please discuss this possibility with Pastor Kris or your Wedding Hostess.

Our Facilities

- ♥ Disciples Christian Church has a capacity of 350 in the Sanctuary.
- ♥ The Sanctuary has a Casavant pipe organ and a grand piano available for use.
- ♥ The Chapel has a maximum capacity of 60 people and a piano is available for use.
- ♥ The Fireside Library is available for small ceremonies.
- ♥ The Courtyard is available for outdoor ceremonies.
- ♥ The Fellowship Hall is available for Receptions.
- ♥ We do not allow smoking in our church building or the consumption of beer or other alcoholic beverages anywhere on the church property, including the parking lot.

Dressing Rooms

The bride and her attendants may dress at the church. Your Wedding Hostess will show you the rooms available to you. Customarily, the groom's party dresses away from the church; however, there will be a room available for the groomsmen to make their final preparations. It is your responsibility to arrange for the care of any items belonging to the wedding party before, during and after the wedding, and for removal of those items following the wedding service. Disciples Christian Church is not responsible for your personal belongings before, during or after the wedding ceremony.

Decorations, Flowers and Candles

Please discuss your floral and decorating plans with the Wedding Hostess who will share the specifics of our decorating policy with you.

Music

Your wedding ceremony is a beautiful service of worship. All music played or sung during the wedding should reflect a Christian message appropriate to the occasion. Our Organist will help guide you in your musical selections. The Wedding Hostess will contact the Organist as soon as possible after your initial conference to secure her services. You may, of course, bring in your own vocalist or our Director of Music can make a recommendation. Six weeks prior to the wedding, the choice of music and rehearsal schedule should be set and reviewed by Disciples Christian Church's pastor and organist. If our Organist is unavailable for the wedding ceremony, she will arrange for another organist to play. If you wish to have a guest organist they will need to be approved by Disciples Christian Church's Organist and you will be required to pay a bench fee to the organist at Disciples Christian Church. Your guest organist will need to contact the church organist to set up a practice time on the church organ.

Sound System

A trained Sound System Technician must be used to operate the sound system. If the sound system is to be used, arrangements will be made by the Wedding Hostess for a trained technician to be present at the wedding rehearsal and the wedding ceremony.

Still and Video Photography

It is recommended that flash photos be taken only during the processional and recessional. The use of flash photography during the service is a significant distraction to the beautiful and sacred setting, as is the overtly visible presence of the photographer.

If you desire to videotape your wedding service, you may do so provided the cameras are not distracting from the wedding service and do not require the use of bright lights.

Caterers

Please inform the Wedding Hostess of any caterers who will be involved in a reception held at the church. The Hostess will advise the caterers of Disciples Christian Church facility use requirements and arrange for them to gain access to the facility.

The Rehearsal

The rehearsal is a vital part of the preparation for your wedding and is usually held the evening before the wedding day. The entire wedding party should attend the rehearsal to make the ceremony run as smoothly as possible.

Wedding Hostess Responsibilities

As described earlier, your Wedding Hostess represents Disciples Christian Church in helping you to coordinate the numerous details of the rehearsal, wedding and reception (if held within our building).

The Hostesses' responsibilities include:

- ♥ Ensuring the church facility is ready for the rehearsal and wedding;
- ♥ Working with the organist, sound system technician, florist, caterer, and photographer on facility arrangements and church policies;
- ♥ Arranging the guest book podium and gift table;
- ♥ Assisting with the rehearsal and wedding;
- ♥ Assisting with the processional and recessional of the bridal party; and
- ♥ Overseeing any other unforeseen needs and details to make your wedding ceremony run as smoothly as possible.

Wedding Fee Schedule

The schedule of fees is based on the relationship between the church and the individuals getting married. There is one fee for members and their immediate family, which generally means that the bride or groom, parent of either the bride or groom, or child of either the bride or groom be an active church member.

Fees charged for a wedding package include the services of Pastor Kristine Eggert, our Wedding Hostess, Organist, Custodian, Sound Technician, Bulletins and the use of the facility. All fees are due to the Church Office no later than four weeks prior to the wedding. Checks should be made payable to *Disciples Christian Church*.

Reservation Fee: \$250

This is a non-refundable fee that reserves your wedding on the church calendar. It is subtracted from the total balance due.

Non-member wedding fee: \$900

Member wedding fee: \$450