

Cicero Christian Church

Wedding Booklet



Cicero Christian Church.org
1715 Stringtown Pike / Cicero, IN 46034 / 317.984.4653

Christian Marriage

Congratulations!

We celebrate with you on your upcoming marriage and wish to help you in every way possible. This booklet should clarify the facilities and services available to you, as well as your responsibility in using them. It is our prayer that your wedding will be an enjoyable, memorable experience for all involved and that God will bless your marriage with joy and peace.

We want most of all to provide you with every opportunity to enjoy your Christian wedding. The ceremony is a worship service honoring God for the wonderful gift of human love. In whatever we do, we want to honor Christ. We ask for your prayers and assure you of ours as you go through the process of setting dates and making plans, from the rehearsal to the wedding ceremony itself, and from two lives becoming one in Christ.

Wedding Team Ministry
Cicero Christian Church

Six Steps to Your Wedding at CCC

1. Read through this booklet and the Guidelines to determine whether your plans will work with the policies in place at CCC.
2. Contact the church by visiting during office hours (M-Th 9a-4p or Fri 9a-1p) or calling (317-984-4653) to determine whether your desired date is available.
3. When a completed wedding application form has been returned to Cicero Christian Church, "Tentative" will be placed on the church calendar. "Tentative" will be removed when: a) when the date is available, b) approval of pastoral staff and c.) the deposit of \$250 has been received.
4. The Wedding Coordinator will be contacting you after Step 3 is completed. Review of guidelines will take place as well as determining who will be officiating at your wedding and the requirements associated with that.
5. Begin meeting with your Wedding Coordinator. Use of a Wedding Coordinator at Cicero Christian Church is required. This person will assist you in the details of both rehearsal and ceremony and will be your link to the church and its policies during this event.
6. The Wedding Coordinator will get your information to the CCC Pastor. The Pastor will make arrangements for Marriage Preparation meetings. Marriage Preparation is required for those getting married at CCC. If a pastor, who is not associated with CCC is officiating the wedding, a letter of proof of Marriage Preparation is required.

Policies

We are allowing you to hold your wedding at Cicero Christian Church as a courtesy and ministry, therefore, certain expectations and policies dealing with the meaning of marriage as well as the use of the church facilities have been established by CCC, its Pastors, and Elders.

All marriages conducted in the church or by the church's pastor would have to be in accordance with Biblical principles of marriage between a man and a woman.

We feel responsible, as faithful stewards, over what God has provided so these policies on facility use are designed to help you as well as the church. This booklet of information clearly defines these policies, which is the responsibility of the Elders and are subject to change as they deem necessary.

The bride and groom are responsible for making church policy known to *all* members of the wedding party, including the photographer/videographer, non-CCC pastor, guest musicians and in some cases, guests.

Facility Use

The church facilities are available for weddings to church members, their immediate families and non-members.

All weddings should be scheduled several months in advance in order to complete all necessary requirements.

For all weddings, rehearsals, rehearsal dinners and receptions (upon approval) everyone, including your clean-up crew, must be out of the church building by 8:00pm.

Please keep these times in mind when planning your wedding.

Throwing birdseed, bubbles, etc is restricted to the outside of the building. Rice, confetti and sparklers are not permitted.

Those using church facilities must accept full responsibility for any damage to the facility, equipment, or grounds incurred during that use. Access for the wedding party should be arranged with the Wedding Coordinator.

Any movement of sanctuary furniture is to be done through the custodian or Wedding Coordinator. The piano, drums and lights will stay on the stage and covered with a black drape.

The wedding party is responsible for the decorations, putting them up AND taking them down. Staples, or nails may NOT be used in placing decorations. Please be causes with tape or wire when decorating. Should any damage occur, you will be charged accordingly. Any decorations left in the building (intentionally or unintentionally) after 9:00pm will be disposed of by the Wedding Coordinator unless prior arrangements have been made. The church will be open for decoration purposes only through arrangement with your Wedding Coordinator. Other events may occur which might conflict with your plan.

Please make provisions for personal belongings to be removed from the building after your wedding. The church is not responsible for items left behind.

Use of the facility is limited to those areas (Worship Center, Bride and Groom's rooms, etc) relevant to the ceremony. Our gym or multipurpose room (107) is also available for rehearsal dinners and receptions.

No alcoholic beverages or tobacco products are to be used at any time in any way – within the church facilities or on church property, including the parking lots. The bride and groom will make these rules known to all members of the wedding party. If this rule is violated, the damage deposit will not be refunded.

Holiday weddings (or weddings on days prior to and after) are only permitted when approved by all staff and pastor, wedding coordinator, sound, custodian, etc. are available.

Pastors

It is mandatory that the Senior Pastor and/or Associate Pastor approve all weddings conducted in the church.

Should you desire someone other than a Cicero Christian Church pastor to officiate at your wedding, the request for that pastor and ceremony must be approved by the Senior Pastor and/or Associate Pastor.

The staff Pastor in charge will interpret any parts of these guidelines and will determine procedure for any item that may come up not included herein.

Marriage Preparation is required to be conducted by the pastor conducting the wedding. The timing and number of sessions shall be determined by the pastor in charge of the wedding. There is no marriage preparation fee. The Pastor Fee for the marriage covers the marriage preparation.

Wedding Coordinator

In order to assist you as much as possible, a CCC Wedding Coordinator is required for your wedding. Once your wedding has been tentatively added to the calendar, the Wedding Coordinator for your wedding will be in contact with you. They will be an indispensable liaison between you, the church, its history, and traditions. You will find the Coordinator a rich source of information that will make them an invaluable problem solver for the situations unique to a wedding.

Together, you and the Coordinator will develop a plan that will cover the details of the service. The Wedding Coordinator will give instruction at rehearsals and assist in any way possible prior to and during the actual wedding service. In short, they are a facilitator to ensure that all flows smoothly. We feel confident that we are serving you and our congregation best by requiring that they be a part of weddings at CCC.

The Wedding Coordinator will also be working with the Pastor, custodian, sound technician, and church staff to insure smooth and efficient planning for the wedding. In addition, they will go over all fees of Cicero Christian Church for your ceremony.

Music

Your Wedding Coordinator may assist you with music selection, if desired. All music used in the ceremony, including before and after, must be appropriate and in keeping with the sacredness of a Christian wedding and the use of the church. Music must be approved by the Wedding Coordinator in cooperation with a CCC Pastor.

All music used for the ceremony, whether recorded or sheet music, must be provided by the bride unless other arrangements are made in advance.

Any DVD's, picture slide shows, etc., MUST be given to the Wedding Coordinator PRIOR to the rehearsal to insure compatibility with our technical equipment. A USB would be the best choice for compatibility.

Pictures

We encourage all formal photographs be taken prior to the wedding, approximately 2-1/2 hours before the ceremony. But this is the choice of the bride and groom.

If you choose to take pictures prior, we will provide an opportunity for the bride and groom to meet each other in privacy in the worship center prior to the pictures being taken. Please carefully consider this recommendation and talk this over with the Wedding Coordinator.

Rehearsal

In coordinating the many activities of the church program, we set aside one hour for each wedding rehearsal. Please be certain your wedding party is prompt. The bride and groom are responsible for the wedding party being on time for the rehearsal.

The wedding rehearsal must be understood as a firm commitment on the part of the *entire* wedding party. Male and female attendants, ushers, and musicians, including vocalists, are expected to be present. Every participant is

expected to be prompt so your rehearsal will begin on time. **All details of the wedding ceremony will be arranged and settled prior to the rehearsal.** The wedding rehearsal is not the time or place for decision making regarding your wedding.

Schedule of Fees

Security Deposit: a refundable security deposit is required in the amount of \$250 due at the time of reservation along with the completed application. The check will be cashed. When the church is inspected after the wedding to insure there are no damages, a check for the deposit, minus damages and non-paid fees will be issued to the person making the deposit. If wedding is cancelled, a full deposit will be returned.

Wedding Fees:

Make checks payable to individuals provided by Wedding Coordinator.

Pastor	\$250
(Ceremony & Pre-Marital Counseling)	
Wedding Coordinator	\$200
Sound Technician*	\$100
<i>*this fee covers technician's time only. We cannot be held responsible for the quality of sound on recordings due to the uncontrolled aspects of sound and video. No refund will be made.</i>	
Custodian	\$100 (wedding only) \$200 (wedding & reception)
Instrumentalist (organ/piano)	\$100

Other Fees:

Make check payable to Cicero Christian Church

Stage Candelabras/Unity Candle	\$20
(Church Provides Candles)	
Aisle Candelabras	\$40

(Church Provides Candles)

ALL FEES DUE BY ONE MONTH BEFORE THE WEDDING!

Notes/Questions:

Application for Wedding



Cicero Christian Church.org
1715 Stringtown Pike / Cicero, IN 46034 / 317.984.4653

Please fill out, detach and return this form to the church *along with your \$250 deposit*. The date will not be reserved without the completed form, deposit and approval of our ministry staff.

Bride: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

Email: _____ **CCC Member:**

Yes _____ **No** _____

Groom: _____

Address: _____

City, State, Zip Code: _____

Phone _____

Email: _____ **CCC Member:**

Yes _____ **No** _____

Desired date of Wedding: _____ **Time:** _____

Desired date of Rehearsal: _____ **Time:** _____

Number of guests expected _____ *Worship Center hold about 500 guests, House of Prayer less than 40.*

Desired CCC Pastor: _____

Ceremony location: Worship Center: ___ House of Prayer: ___

If you are not a member of Cicero Christian Church, why do you desire to be married at CCC?

Please check the items that you will need from Cicero Christian Church for your wedding:

- Instrumentalist: Piano Guitar Vocalist
- Aisle Candelabras (if candles are desired, you must use those from CCC)
- Other _____

We have read the Wedding Policy Booklet of Cicero Christian Church and agree to its policies.

Bride: _____

Groom: _____

For office use only – applicants do not write in this box

Please make know to the Wedding Coordinator concerning conflicts with the date on this wedding or rehearsal.

Rehearsal Date: _____ time: _____ Wedding Date: _____ time: _____

No Conflict Conflict/Reason

- Wedding Coordinator (calendar): _____
- Senior Pastor: _____
- Associate Pastor: _____
- Worship Pastor: _____

Officiating Minister: _____

Wedding Coordinator: _____