

Congratulations!

Congratulations on your engagement. We welcome the opportunity to take part in your special day! To help honor the profound commitment you are about to make with the vows of marriage, we have policies and procedures in place for couples choosing to be married at Christian Fellowship Church.

CFC wants to partner with you as you establish the spiritual, relational, and logistical foundation for your future life together. It is our desire to do everything we can to assist you in planning a wedding ceremony that is pleasing to both you and the Lord. We hope this is a memorable, growing, and inspiring season in your lives.

God has blessed us with the facilities and the ability to serve you. If you would like to see the Chapel, Bride's Room, decorations, etc., tours can be conducted by appointment. To arrange, please call Sheryl Walts at 812.867.6464.



Christian Fellowship Church Marriage Policy

Because we are committed to building strong marriages, we must comply with God's principles for marriage. Our belief is that Scripture defines marriage as between one man and one woman for life. He intended that they be joined in marriage so that each might give what the other lacked alone. Since God designed the marriage relationship, it makes sense that He knows best how to build a happy marriage. As we read His Word, we are able to discern basic principles which must be understood and applied if we hope to experience joy and fulfillment in marriage. Ignoring these principles will result in frustration and possible failure in the marriage relationship.

In order to be married at Christian Fellowship Church or by a CFC pastor, the bride and/or the groom must be a member or regular attender, or you must be an immediate family member of a member or regular attender of Christian Fellowship Church. If you are looking for a church home, please join us and consider being a part of the CFC family.

- We require as much as six months of pre-marital preparation. Couples who desire to be married at Christian Fellowship Church are asked to participate in CFC's Ready to Wed Class and undergo one-on-one counseling with their assigned pastor.
- As our biblical roles in marriage have been disregarded in our current culture, so has the sacred union in general. What was historically assumed of the relationship between a man and woman together must now be restated. At CFC, we hold to what God says is best for your relationship. With biblical support, along with the secular research of our day, cohabitation is not the best practice in preparing for marriage. In other words: Don't live together before marriage. We hold that "living together" means that a couple is already taking part in the blessing of a relationship that is void of commitment and understanding of the sacred. Therein lies the sin of cohabitation (John 4:16-18; 1 Corinthians 7:2). Hebrews 13:4 clearly teaches us that "marriage should be honored by all". Followers of Christ must approach marriage with a much deeper understanding of its mission for husband and wife. Our desire is for you to be equipped with this understanding. We do not "throw stones" for a lack of knowledge and have expressed this position on marriage to help you become fully aware of the commitment you are making. Our hope is that you will accept the challenge to practice the sacrifices necessary for a healthy marriage during the preparation stages as well as in the state of matrimony.

- We do not marry couples if either person is under the influence of alcohol or drugs (other than those prescribed by a doctor) before or during the rehearsal and/or wedding.
- Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in the wedding.
- Couples may choose to be married by a minister outside of CFC with approval. Sufficient pre-marital counseling is still required. We will need their name, phone number and location of current ministry and church affiliation. Once we receive this information, we will contact you and confirm the approval of your minister. If a guest minister does your premarital counseling, please have him send us a letter of confirmation stating that you received counseling.

Wedding Procedures

Please contact Sheryl Walts at 812.867.6464 to begin the process of scheduling your wedding at Christian Fellowship Church. You can check the availability of dates before you fill out your paperwork.

The following items are mandatory for ALL couples being married at Christian Fellowship Church or off-site by a CFC pastor. No exceptions.

- Fill out the Bride and Groom applications on our website to apply for counseling and assigning of pastor.
- Undergo scheduled one-on-one counseling with your assigned pastor.

A custodian will be on-site for 5 hours on the day of the wedding (to unlock the building, light the candles, put the candelabras away after the event, etc.)

Because of the busyness of our facilities, we generally are unable to host weddings after the first weekend in December through New Year's Day, the Friday and Saturday before Easter, and the Saturday after Thanksgiving. Please get special permission prior to planning your wedding around these dates.

Receptions

Our Gymnasium (seats 225) and Room 106 (seats approx. 100 comfortably) are great venues for receptions and/or rehearsal dinners for weddings held at CFC. The church does not provide linens, catering, paper products or people to serve the food. You may use the refrigerator and freezer to store food for the reception (limited space available). In the event of a ministry event near the same time, space may not be available. Arrangements should be made at least one week before the wedding to see how much space will be available. Some items in the kitchen may be available for use with at least 3 weeks' notice to check availability. We also have some items for table decorations that are available for use free of charge. We cannot guarantee counts of the free items. Items must be returned as found when used (candle wax removed for example).

Solid Grounds Coffee Shop is available to be opened for your event. Various pricing options are offered. Please contact Melissa Baehl at solidgrounds@onlinecfc.com for more information.

The use of glitter, confetti, real flower petals and rice are strictly prohibited. Bubbles and birdseed are allowed but there is a charge for birdseed clean-up. Items may NOT be hung from the ceiling of Room 106.

We do not host receptions for non-CFC weddings. CFC is a smoke-free campus (parking lot included), and we do not permit alcohol on the premises. We do not allow DJs, but dancing is allowed with appropriate music played over our sound system (a CFC Sound Technician will be required). The church must be vacated by 10:00 pm.

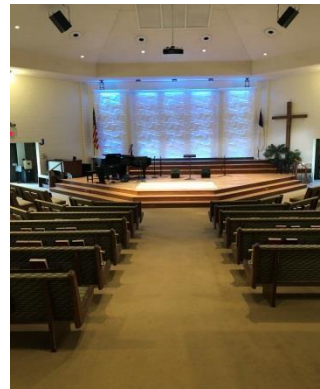
Wedding Representative

All couples getting married at Christian Fellowship will be assigned a Wedding Representative. The Wedding Representative will need to meet with you no later than 3 weeks before the wedding to finalize several items for the rehearsal that your pastor will need, as well as decorating plans. The Wedding Representative will be onsite with you the night of the rehearsal and on the day of the wedding will arrive approximately 1½-2 hours before the event.

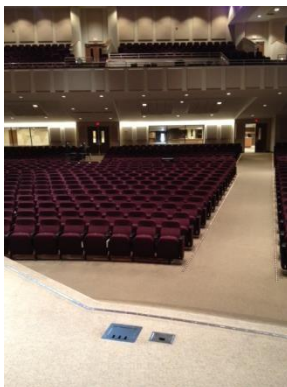
Some brides hire wedding coordinators to orchestrate their weddings. Please know that this is not a problem for our Wedding Representatives, who can be more or less visible, depending on your needs. Our Representative's goal is to serve you and to represent our church and the Lord – whatever that involves. Since our Representatives consider their work with weddings to be their ministry, they are not paid by the church or the bride. It is a blessing when friendships grow out of this working relationship, but we want you to know your Wedding Representative does not expect to attend your rehearsal dinner or to receive a wedding invitation.

Wedding Venues

Our chapel is a beautiful setting for an attractive ceremony. The chapel seats 325 and does have a center aisle. If you would like to have an aisle runner, you must provide it. It should be 33' long and secured with pins. Only silk petals may be used by the flower girl. Please do not use nails, screws, wires or tape to affix items to the furnishings or the building proper. Your decorator or a designated person, not your Wedding Representative, needs to remove all decorations immediately following the wedding.



Our main Worship Center will only be considered if you are confirmed more than 325 people will attend your wedding. Our Worship Center main floor seats 1,200. There is no center aisle. The stage curtain must be closed for a wedding and the latest time available for a wedding on a Saturday in the Worship Center would be 1:00 p.m. with everyone out by 2:00 pm. There would also be a fee for two Sound Technicians.



Decorations

We have several sets of candelabras for use. We charge a small fee because we provide the candles. If you are renting platform candelabras, only dripless-smokeless candles are allowed, and plastic must be put down on the floor under all the candles you provide.

Affix all flowers and decorations so that they do not damage the wood, carpet or furnishings. If you have floral arrangements or greenery that you plan to leave at the church, please notify Sheryl Walts ahead of time.

Below are photos and pricing of items we have available.



A - 13 Candle Candelabra (2)
\$30 Rental Fee Each (Includes Candles)



B - 3 Candle Candelabra (1)
\$10 Rental Fee (Includes Candles)



C - 7 Candle Candelabra (1)
\$20 Rental Fee (Includes Candles)



D - 5 Candle Candelabra (2)
\$15 Rental Fee Each (Includes Candles)



E - 15 Candle Candelabra (1)
\$25 Rental Fee (Includes Candles)



F - 7 Candle Adj. Candelabra (2)
\$15 Rental Fee Each (Includes Candles)



G - Aisle Candelabra (3 pair)
\$20 Rental Fee (Includes Candles)



H - Brass Guest Registry
No Charge



I – Black/Bronze Guest Registry
No Charge



J – 4' Column (2)
No Charge



K – Wooden Arbor
No Charge



L – 4' Metal Column (2)
No Charge



M – Balloon Arch
No Charge



N – Communion Table
No Charge

Rehearsal Planning

Each couple getting married at Christian Fellowship Church will have a one-hour scheduled rehearsal which will take place the day before the wedding. Your pastor and the Wedding Representative will attend the rehearsal. Your meeting with the Wedding Representative three weeks before the wedding will help finalize items for this rehearsal. The rehearsal will consist of a “walk through” of the entire ceremony, including seating of parents, candle lighting (if applicable), and the processional and recessional. It is critical that the entire wedding party be present and on time at the rehearsal.

Please bring your marriage license and several copies of your wedding program to your rehearsal.

Music

It is your responsibility to make arrangements for all of your instrumentalists and soloists. You can discuss the individual's fee with him or her.

Pre-recorded music/songs may be on CD or *downloaded* to a mobile device. If you are playing music from your mobile device, you will need to **download** the songs prior to the rehearsal. We feel it is too risky to stream the songs & rely on an internet connection or cell service. Also, the device will need to be unlocked; password disabled and set to airplane mode. If needed, you are responsible to provide an audio interface adapter that allows for a 1/8" stereo plug to connect to the sound system.

We consider the wedding ceremony to be a time of reverence. Therefore, all music played or performed during the ceremony should be respectful. Please review your song selections with your officiating pastor for approval.

There is an organ in the chapel for use by approved musicians. Due to the Organ's complexity, it is imperative that only a qualified person plays the instrument. Please make arrangements well in advance for your organist to meet with Kathy Haymond (kathy.haymond@onlinecfc.com) to go over instructions on the organ.

Copyright Requirements

Our intent is to comply with the federal laws that govern copyright. This is our legal and moral obligation. Please adhere to the following guidelines while planning your wedding ceremony.

All pre-recorded music played during the wedding ceremony must be legally purchased or downloaded copies. We cannot allow an unauthorized copy.

Slideshow/Video Presentation Policies

If you wish to show a Slideshow or Video presentation during your wedding, you will need to provide a copy of the file on your choice of media (USB drive, DVD, or external hard drive). You may also e-mail your presentation to Mark Haymond (mark.haymond@onlinecfc.com). Make sure your presentation is sent as one complete presentation (audio & video together – preferably as a QuickTime Movie). The Mac presentation software we use is ProPresenter.

Please send your presentation at least two weeks before your wedding to ensure there are no problems. Please respect the deadline.

Wedding Fees

The fee schedule applies to all weddings:

Wedding = \$100

Reception = \$200

Rehearsal Dinner = \$50

These fees include your Wedding Representative and Custodian for 5 hours on the day of the wedding and facility use. A \$50 non-refundable deposit is expected within three weeks of confirmation that your wedding has been scheduled. If we do not receive your deposit, your wedding will be removed from the church calendar. This deposit will be applied to your total cost. Full payment for your wedding is due three weeks prior to the actual wedding.

Additional Fees

- Candelabras (various prices – (see Pages 8 & 9)
- Sound Technician Fee (\$100 for Chapel, \$200 for Worship Center). Consult with technician regarding any sound/tech needs for on-site reception.
- Musician and Soloist Fee (to be paid directly to the musician or soloist). Please be aware that fees vary according to the individual(s) you select.
- \$25 per hour custodian fee for wedding times lasting longer than 5 hours (includes pre-wedding time for opening of church for hair, make-up, photos, etc.)
- \$25 Birdseed clean-up.
- **Pastor's Honorarium is considered the obligation of the groom. Honorarium gifts are to be paid directly to the officiating pastor for his time spent with counseling and performing the ceremony.**

Payments

Please send your check(s), made payable to Christian Fellowship Church to:

Sheryl Walts
Christian Fellowship Church
4100 Millersburg Rd
Evansville, IN 47725