



WEDDING GUIDELINES

The Bible says when a man and a woman get married they become “one flesh.” This concept of oneness makes a marriage relationship the most important commitment a person will ever make to another human being. Because of the significance of this commitment, ministers at Blue Springs Christian Church will officiate weddings under the following guidelines.

PRIOR TO SCHEDULING A WEDDING AT BLUE SPRINGS CHRISTIAN CHURCH (BSCC), a couple should read these Wedding Guidelines and agree to abide by the direction and intent of these guidelines.

GUIDELINES

1. The couple will honor God’s direction in the Bible for marriage by obeying the following: a believer is not to marry an unbeliever (II Corinthians 6:14-15); the couple is to abstain from sexual intimacy until they are married (Hebrews 13:4); the marriage shall be between a man and woman [as identified at birth] (Matthew 19:4-5).
2. The couple is willing to participate in pre-marital education sessions over a three (3) to six (6) month period.
3. The couple agrees to abide by the Rules and Fees outlined below.

DIRECTIVES

1. The couple will work primarily with the BSCC Wedding Coordinator in making facility arrangements.
2. No rice, birdseed, confetti, etc. is to be thrown inside or outside the church building.
3. Extra chairs (in excess of approx. # of attenders) will not be removed from the Worship Center.
4. All music will be consistent with biblical morals in its lyrics.
5. No alcoholic beverages will be allowed on the premises (building and grounds).
6. Candles: Battery-operated or no-drip candles are required.
7. No smoking is allowed in the buildings.
8. The wedding party or their caterer will be responsible for complete kitchen clean up with the exception of removing trash and cleaning floor.

PLANNING STEPS FOR SCHEDULING A WEDDING AT BLUE SPRINGS CHRISTIAN CHURCH ARE DETAILED ON THE NEXT PAGE.

Fee Worksheet

Wedding Fees

1.	Deposit [Refunded if no property damage has occurred AND No Extra Cleanup is Required / At the Discretion of BSCC]		\$200.00	_____
2.	Building Use for Rehearsal and Wedding	Member Non-Member	Exempt \$150.00	_____
3.	Building Use for Reception	Member Non-Member	Exempt \$150.00	_____
4.	Wedding Coordinator	Wedding Only	\$150.00	_____
		Wedding and Reception	\$225.00	_____
5.	BSCC Minister Honorarium* *Weddings away from the BSCC campus may require additional fees.		\$175.00	_____
6.	Tech Coordinator	Wedding Only	\$160.00	_____
		Wedding and Reception	\$240.00	_____
	Additional Tech needs (video, extra time) \$40.00 per hour X _____ hours.			_____
7.	Kitchen Usage Fee [Does Not Include Food / Beverage / Misc. Supplies] (If Catered Reception, No Fee Required)		\$50.00	_____
8.	Pre-Marital Education:	Materials / Books	\$12.00	_____
		Assessment	\$35.00	_____
9.	Instrumentalists and Vocalists: If needed, names of qualified musicians may be obtained through the Wedding Coordinator. Fee(s) are at the discretion of each musician in addition to wedding fees.			

Janitorial Fees

1.	Worship Center for Wedding Ceremony	\$175.00	_____
2.	Worship Center Wedding and Lobby Reception	\$275.00	_____
3.	Lobby for Wedding Ceremony Only	\$225.00	_____
4.	Lobby for Wedding and Reception	\$250.00	_____
5.	Lobby for Wedding Reception Only	\$125.00	_____

Payment Instructions:

- All fees must be paid to the church Receptionist two (2) weeks prior to the wedding. If fees are not paid, the dates may be cancelled, and the use of the building forfeited.
- Checks are to be made out to:
 - Building and Janitorial Fees: Blue Springs Christian Church
 - Pre-Marital Education: Blue Springs Christian Church
 - Minister Fee: Specific Minister
 - Tech Coordinator: Specific individual (Receive name from Wedding Coordinator)
 - Wedding Coordinator: Specific individual (Receive name from Wedding Coordinator)

By signing below, the couple agrees to the guidelines, rules and fees as stated in this document.

Bride to Be Signature: _____ Date: _____

Groom to Be Signature: _____

Date: _____

Wedding Coordinator Signature: _____

Date: _____

Wedding Checklist

☐ **Wedding Date & Building Availability Checked by Wedding Coordinator** _____

☐ **Preferred Minister Contacted / Name** _____

☐ **Wedding Coordinator Availability Confirmed / Name** _____

☐ **Preferred Minister has communicated with the Couple – Confirmed** _____

☐ **Member Status Checked (by whom _____)** _____

☐ **Fee Schedule Determined (Non-Member OR Member)** _____

☐ **Wedding Date & Time [and, if applicable Reception Time]
Confirmed on Master Calendar** _____

☐ **Rehearsal Time Checked: Time = _____** _____

☐ **Setup / Clean Up Time(s) Schedule Confirmed** _____

☐ **On-Site Meeting with Janitorial Completed** _____

☐ **Check(s) Received:**

For Building & Janitorial Fees _____

For Pre-Marital Education _____

For Minister's Honorarium _____

For A/V Tech Coordinator _____

For Wedding Coordinator _____

☐ **Cleanup of Areas / Rooms Confirmed** _____

☐ **Determination of Refund / Loss of All or Partial Deposit)** _____

BSCC WORSHIP MINISTRY

Technical Support Request



EVENT INFORMATION:

Program / Event Name: _____

Date of Event: _____ Beginning / Ending Time: _____

Ministry: _____ Contact Person: _____

Main Contact Phone #: _____ Other Phone #: _____

Time of Run through: _____ Time of Arrival: _____

Requested Services Detail

LOCATION:

Ministry Center:

☐ A234

☐ Worship Center

☐ Lobby*

Children's/Student Center:

☐ Pre-Teen Worship

☐ Theatre Room

☐ Student Worship

*(Please note the CLC is not designed for A/V support and is not the best venue/atmosphere for certain events)

TECHNICAL NEEDS:

Sound: (CD Music – pre, post & during event? – please describe)

Mics:

☐ Podium Mic ☐ Additional Podium Mic ☐ Stand Mic (on stage): Qty _____

☐ Wireless Mic (handheld): Qty _____ ☐ Stand Mic (off stage): Qty _____

Wireless Mic (headset): Qty _____

Name(s) for wireless headset mic: _____

Live Band? Contact Person: _____

(Please provide stage layout and rehearsal info. Please note live music or congregational music requires a separate license outside a worship service. There is a fee associated with this license and the license must be obtained by the ministry or performing group.)

BSCC WORSHIP MINISTRY

Technical Support Request (Cont)



TECHNICAL NEEDS (Continued)

Video? (shown during event): ☐ Yes ☐ No

(If yes, please provide information)

Lighting: (please describe any needs beyond general house/stage lighting)

Graphics or slide presentation:

Images on screens? (Refinery, Pre-Teen Worship & A234) ☐ Yes ☐ No

Images on side screens? (Worship Center) ☐ Yes ☐ No

Images on center screens? (Worship Center) ☐ Yes ☐ No

Presentation: ☐ Yes ☐ No If yes - ☐ Power Point ☐ Pro Presenter (Worship Center & Refinery)

Event Recording:

On Video? ☐ Yes ☐ No

On Audio? ☐ Yes ☐ No

Miscellaneous

Do you have budget dollars to support this event/program? ☐ Yes ☐ No

Can you provide volunteers? ☐ Yes ☐ No

Additional Needs & Notes: