

Clarkston International Bible Church

WEDDING POLICIES

CHURCH EXPENSES FOR CHURCH MEMBERS

Weddings and rehearsals involve extra expense to the church for set-up, lighting, heating or air conditioning, and custodial service. These mandatory expenses must be paid by the family or caterer when submitting a "Blue Sheet". The wedding will not be officially placed on the church calendar until a check covering all of these expenses has been received as payment. This check will be held as a bond until the function has been completed. The check will be made out to Clarkston International Bible Church. Refunds will be considered up to 15 days prior to the event.

- a) When the event is over, the family conducting the event and the caterer (as applicable) are responsible for seeing that the church facilities used are as clean as they found them.
- b) Immediate family members will be considered as church members.*
- c) The charges are mandatory for each part of the facilities used.
- d) Fees for choir rail and chair removal are in addition to the mandatory charges.
- e) Payments to ministers, organist, pianist, and sound equipment operator must be arranged by the family with each person on an individual basis.
- f) Charges and fees are as follows:

Facility	Mandatory Utility Charge	Mandatory Custodial Charge	Use Fee	Total
Sanctuary	\$100.00	\$100.00		\$200.00
Gym	\$100.00	\$100.00		\$200.00
Dining Room	\$ 50.00	\$ 50.00		\$100.00
Kitchen	\$ 50.00	\$ 50.00		\$100.00
Chapel	\$ 50.00	\$ 50.00		\$100.00
Singleton Hall	\$ 75.00	\$ 75.00		\$150.00
Choir Rail & Chair Removal			\$ 25.00	\$ 25.00
Sound Equipment Operator			\$ 50.00	\$ 50.00
CLC Stage Set-up		\$100.00		\$100.00

*** Exceptions must be approved by the Chairman of Elders.**

NO SECURITY DEPOSIT IS REQUIRED FOR CHURCH MEMBERS.

PHOTOGRAPHY

- a) No pictures are permitted during the ceremony. (**Exception:** Pictures may be taken from the balcony if no flash is used.)
- b) Pictures may be taken in the lobby, bride's room or groom's room prior to the ceremony and in the Sanctuary before or after the ceremony.
- c) The photographer may take pictures as the wedding party enters or exits the Sanctuary.
- d) The photographer is not to stand on the furniture or pews while wearing shoes.
- e) Videos may be taken during the ceremony provided the placement of the camera is approved by the officiating minister prior to the day of the wedding.

CUSTODIAN

The custodian is responsible for:

WEDDING

1. Cleaning the Sanctuary or Chapel before the rehearsal
2. Clearing the pulpit furniture
3. Cleaning the building entrances before the wedding
4. Opening the building before the wedding and turning on lights (approximately one hour before the wedding unless otherwise instructed)
5. Locking the building and turning out lights after the wedding
6. Cleaning the Sanctuary or Chapel after the wedding
7. Replacing the pulpit furniture
8. Cleaning all dressing areas used (choir room, etc.)

RECEPTION

1. Cleaning the area to be used for the reception
2. Setting up tables and chairs as requested
3. Opening the reception area and turning on lights before the reception
4. Locking up and turning off lights after the reception
5. Taking down tables and chairs
6. Cleaning area used after reception

NOTE: CUSTODIAN IS NOT RESPONSIBLE FOR SETUP OR TAKE DOWN OF DECORATIVE EQUIPMENT (such as lattice work, large round table, etc.), KITCHEN CLEAN-UP, TRASH REMOVAL, OR OUTSIDE AREAS OF FLOWERS, CAR DECORATIONS, ETC.

MISCELLANEOUS

The following additional rules must be observed and should be called to the attention of the wedding party, friends, and other affected parties.

- a) No alcoholic beverages of any kind may be served or consumed on church premises.
- b) No smoking is permitted anywhere in any of the church buildings.
- c) If the pastor or church staff does not perform the ceremony, the guest minister must be approved by the pastor. An additional \$25.00 fee is charged to cover opening and locking up for the rehearsal.
- d) Weddings held on Saturday will not be scheduled to start later than 3:00 p.m.
- e) Wedding Receptions in the CLC must end by 8:00 p.m. Time must be allowed for the CLC to be cleaned and set up for the Sunday lunch.
- f) Church supplies must not be used to decorate the groom's car.

- g) Formal attire for the minister: If you wish for the Minister to wear a tuxedo, it must be furnished by the wedding party. It is requested that it be delivered to the church office the day of the rehearsal. Tuxedo size can be obtained from the church office. The pastor prefers to wear a pulpit robe, which the church owns.
- h) If the services of a wedding director are to be used, the director should contact the church office and officiating minister about any special instructions, and review of the policies prior to the rehearsal.

DECORATIONS

Any decorations or decorative equipment must be furnished by the wedding party or by a florist. (Note: Some decorative items are available for rental. You may contact the church office for more information.)

- a) No nails, tacks, staples, or tape may be used to attach decorations or equipment to the walls, woodwork, furniture, pews or floors.
- b) If lighted candles are used, adequate mats or cloths must be used to insure that candle drippings do not fall on carpet or woodwork, even if dripless candles are used.
- c) All decorations must be removed immediately following the ceremony, or pictures.
- d) Arrange decorations so that the organist's view of the aisles will not be impaired.

MUSIC

The wedding service is a sacred ceremony involving the blessing of God on the founding of a home; it is a pact between God, the bride, and the groom. The wedding music used should have a Christian perspective about the marriage relationship (not the world's view.) The purpose of the music is not for the listener's entertainment, but rather it is to give new meaning to the occasion and to serve both the emotional and intellectual needs of the service in a dignified manner. The wedding music should be consistent with the nature of Christian worship, reflecting and intensifying the spirit and meaning of the service and directing thought towards God.

- a) The minister of music is available to assist in the planning of wedding music, particularly the vocal music. ALL music must be approved by him, at least one week prior to the service, even if he is not participating in the ceremony.
- b) It is the wedding party's responsibility to contact the church organist and/or pianist to determine their availability. They are not automatically committed or informed when a wedding is placed on the church calendar. Their fees are in addition to any others listed in the policies.
- c) It is the responsibility of the vocalist to arrange rehearsals with the organist and/or pianist.
- d) If an organist and/or pianist other than the church organist and pianist are to be used, they must be approved by the minister of music well in advance of the service. They will also need to be in touch with the minister of music for orientation and instructions.
- e) If any electronic equipment set up, such as microphones, etc. for the vocalist is needed, the wedding party must notify the minister of music at least one week in advance of the service.

RECEPTIONS

If church facilities are to be used for the reception, it should be scheduled at the same time the wedding is scheduled. The Christian Life Center (CLC) is reserved for receptions of 200 or more guests. For receptions of 60-200, Singleton Hall is recommended. Receptions of less than 60 are served adequately in the Dining Room.

CLC policies require that a member of the Food Services Committee be present whenever the CLC kitchen is used for cooking purposes. Those using the kitchen are expected to leave it in order. Caterers should be reminded of this.

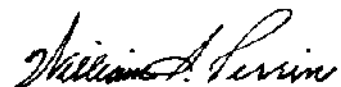
Outside caterers are required to pay a \$500.00 security bond being posted either by the caterer or the wedding party who secured their services. The bond will be returned in total, if the church facilities are left in order. If not, the bond will go toward the added expense to the church for cleaning.

Supplies for the reception, other than tables and chairs, are the responsibility of the wedding party to provide. Arrangements should be made through the caterer.

ALL decorations should be removed from the reception area immediately after the reception. Receptions in the CLC may need to be cleaned in a limited amount of time due to the varied amount of activities scheduled in the facility.

NURSERY

Clarkston International Bible Church does not provide nursery facilities for a wedding or rehearsal.



William S. Perrin
Chairman of Elders