

Policy

And

Guide to Weddings

And

Civil Unions

Douglass Boulevard Christian Church
(Disciples of Christ)
2005 Douglass Boulevard
Louisville, KY 40205
502.452.2629
www. Douglassblvdcc.com

PREFACE

TO THE WEDDING COUPLE—

The members and staff of Douglass Boulevard Christian Church are delighted that you have chosen to hold your wedding ceremony in our facilities.

We believe that any wedding celebrated here should be a worship service in which the gathered community gives thanks to God for the love which brings two people together, witness their vows, and ask God's blessings on the life together. In this way, the wedding becomes an act of the whole church. Therefore, the policies set forth in this booklet reflect the convictions of Douglass Boulevard Christian Church about the nature of worship and marriage.

The indissoluble union between Jesus Christ and the church is the biblical model we follow for marriage. When two people with an authentic love for each other commit themselves in Christian marriage, they come together intending to remain united throughout their lives. As their love grows, their deep respect for each other will mature through all kinds of experiences. It is our hope that persons who come to be married in Douglass Boulevard Christian Church's facilities share our conviction and will strive to realize the ideal of lifelong marriage.

As you read through this booklet, we ask that you respect our policies and take them seriously. They have been established in order to preserve an atmosphere of worship and individuality in all marriage ceremonies. If you have any questions regarding the policies, please discuss them with the senior pastor or other staff members.

We wish you every happiness in your life together, and sincerely hope that your wedding in these church facilities.

The Staff and Members of
Douglass Boulevard Christian Church

SCHEDULING OF DATES AND CONTRACT

In order to rule out the possibility of conflict of dates, the sanctuary or chapel may be reserved for particular dates only after staff consultation. A tentative clearance may be given by phone, but **a final reservation can be confirmed only when the contract and deposit are returned to the church secretary** and the date is entered on the church's Master Calendar.

Weddings may not be scheduled for the following days:

- Sundays
- Friday or Saturday prior to Christmas
- Christmas Eve
- Christmas Day
- Friday or Saturday of weekends prior to Easter or Holy Week
- Monday-Saturday of Holy Week (week prior to Easter)

CONFERENCE WITH THE PASTOR

Anyone wishing to plan a wedding at Douglass should confer at the earliest possible date with the pastor and wedding coordinator. Every effort will be made to schedule conferences during working hours. Should the couple to be married wish to have the participation of a minister who is not on the staff, they should first contact the Douglass

pastor, who may in turn extend the invitation to the guest minister. Guest ministers must provide proof of ordination or licensing in good standing with a recognized denomination.

Pastoral counseling is required of all couples, either by a staff pastor or other certified counselor. If an outside counselor is used, proof of counseling is required.

It is not the policy of the Christian Church (Disciples of Christ) to forbid remarriage after divorce. However, responsibility is given to the pastors to counsel with individuals who seek such re-marriage.

Weddings of persons with different religious affiliations or convictions may also require special pastoral attention.

THE WEDDING SERVICE

The wedding liturgy has many possible variations. The service may be formal or very informal. It may be expressed in traditional language or may be freely composed by the couple to be married in consultation with the pastor. Model services are available for study.

Congregational participation is appropriate, since a wedding is a worship experience for all who attend. Participation may include hymn singing, unison prayer, or other appropriate responses. If congregational participation is planned, worship bulletins may be helpful.

The building will be available 2 hours before the ceremony and for 1 hour following the conclusion of the ceremony. A charge of \$100 per hour will be deducted from the wedding deposit, beginning immediately after the initial hour expires. If additional time is required at any time prior to the ceremony, it may be negotiated with the Wedding Coordinator at a rate of \$50 per hour.

THE MUSIC

The music which is played or sung at a wedding is intended as an aid to worship and therefore should be appropriate for use in a church service. The suitability of music is determined by its usefulness as material for worship. Love songs, show tunes and

popular music are much better used at the rehearsal dinner or reception than during the service. All music must be approved by the church wedding coordinator.

In the event someone other than the church organist is engaged to play for the wedding, immediate communication should be made with the organist on staff at Douglass so that details of date and rehearsal time on the organ can be discussed. It is expected that guest organists and musicians will follow the guidelines for weddings as presented in the booklet. Please note there is a bench fee if an outside organist is used.

SOUND TECHNICIAN

If the church's sound equipment necessary beyond basic sound amplification, the use of the church's sound technician will be required at a rate of \$175.00 for the rehearsal and the ceremony. Personal stand-alone sound equipment may be used in consultation with the Wedding Coordinator. The church's sound equipment may not be adjusted by anyone except the sound technician.

FLOWERS AND DECORATIONS

The following guidelines must be fully adhered to in planning and carrying out your decorations.

1. No tacks, pins, nails, glue or tape may be used to fasten any decoration to the furniture of the building.
2. The florist should call the church office one week in advance of the wedding to schedule a time for decorating the church.

3. The decorations must be completed at least one hour before the beginning of the ceremony.
4. Only candles provided by the church may be used.
5. No flowers or decorations may be placed on the communion table.
6. No candles may be used in the choir loft.
7. Seasonal decoration, such as used for Advent, may not be removed.

PHOTOGRAPHS

The photographers come at the invitation of the bride and her family, and they are to be instructed in advance according to the following guidelines. Members of the family and guests are especially requested to refrain from taking pictures during the ceremony itself.

1. Flash pictures, movie or video cameras are discouraged on the main floor of the sanctuary and chancel after the guests begin arriving and the organist begins playing the prelude.
2. The photographer may take timed exposures from the balcony.
3. In no case should the photographer come down the center or side aisles to take pictures.
4. The photographer may take pictures of the recessional from the rear doorway of the sanctuary.

5. Any part of the service may be re-enacted after the ceremony for the purpose of taking pictures.
6. If photographs are to be taken following the ceremony, the members of the wedding party should be advised to come immediately to the chancel following the ceremony.

THE REHEARSAL

A rehearsal is usually planned for the evening before the wedding, generally between 5:00 and 7:00 pm with a 90-minute limit. The rehearsal date and time should be recorded on the church calendar when the wedding date is confirmed.

The pastor who is to preside at the service will be in charge of the rehearsal. All details of the service should be thoroughly discussed with the pastor before the rehearsal. The following are some decisions to be made prior to the rehearsal:

1. Who will light the candles?
2. Who will seat the mothers, grandmothers and other family members?
3. How many family pews should be reserved?
4. Who will be the head usher?

5. In what order will the attendants process and recess?

All participants, including all ushers and the parents of both the bride and groom, must attend the rehearsal. The organist and soloist should also participate.

All members of the wedding party should be urged to be as prompt for the rehearsal as for the wedding. The rehearsal cannot begin until all are present. Delay in beginning wastes the time of others and adds to the cost of the building use/facilities.

WEDDING COORDINATOR

The church has a Wedding Coordinator, which is mandatory, to assist the wedding party in the details and customs of a wedding celebration. The Wedding Coordinator will be present for both the rehearsal and the wedding ceremony. This person will also guide the ushers in seating relatives and special guests and will assist in directing the order of the processional. It is the responsibility of the wedding party to meet with the Wedding Coordinator to finalize the ceremony arrangements at least 2 weeks prior to the wedding. **Failure to meet with the Wedding Coordinator to finalize arrangements will result in the contract being voided.**

THE RECEPTION

The facilities of Douglass Boulevard Christian Church are available for receptions. Punch cups and silver service pieces are available for use by members of the

congregation. Non-members using our facilities are asked to have the caterer furnish all linen and serving pieces.

Caterers are responsible for removing their materials immediately following the reception.

Rice throwing poses a serious hazard and is therefore forbidden.

No alcoholic beverages (wine, champagne, etc.) may be consumed on church grounds.

RESPONSIBILITIES OF THE CUSTODIAN

The custodian must be present for all weddings and rehearsals at the church for members and non-members. The custodian will open and lock the church building, including dressing rooms. He will make candle lighters and aisle cloths available. He will arrange appropriate paraments in the sanctuary.

The custodian will arrange chairs for the reception and return them to the usual order following the event.

The custodian will clean the sanctuary and other rooms and restore them to their previous order following the ceremony.

If the bride and groom desire the custodian to perform any additional services, they must personally make the arrangements and pay an extra fee accordingly.

MISCELLANEOUS

1. Any damage done to the furniture or building hall shall be repaired, by the person or firm responsible, to the satisfaction of the Chair of the Property Department of the congregation.
2. All facilities are smoke free.
3. The church cannot be responsible for anything lost or left at the church.
4. The bride or groom should bring the marriage license to the pastor immediately before the rehearsal, or at the latest, two hours before the ceremony.
5. Alcoholic beverages are not allowed on church property. At the discretion of the senior pastor, the rehearsal and/or wedding may not be conducted when any member of the wedding party is under the influence of alcohol or illegal drugs.

Wedding Fees

A wedding is considered a non-member wedding unless either the bride, groom, parents, or grandparents are participating members of this congregation, and have attended regularly for at least one year.

	<u>Non-Members</u>		<u>Members</u>	
Sanctuary	\$500	_____	*	
Robsion Family Life Center	\$250	_____	N/A	
Social Hall	\$100	_____	N/A	
Briney Hall				
Chapel Only	\$100	_____	**	
Chapel and all 1 st floor	\$350	_____	**	
Minister's Fee (payable to church)	\$400	_____	\$400	
Minister's Counseling Fee Only	\$250		\$250	
Large Candles (for aisle)	\$ 10.00 each	_____	\$ 10.00 each	_____
Small Candles (for candelabra)	\$ 2.00 each	_____	\$ 2.00 each	_____
Window Candles	\$ 5.00 each	_____	\$ 5.00 each	_____
Custodian for Wedding Only (required)	\$175	_____	\$175	_____
Custodian for Wedding & Reception	\$300	_____	\$300	_____
Wedding Coordinator (required)	\$175	_____	\$175	_____
Organist	\$175	_____	\$175	_____
With Additional Musicians+	\$150	_____	\$150	_____
Sound Technician	\$175	_____	\$175	_____
Bench Fee (<i>in lieu of using staff organist/organ</i>)	\$100	_____	\$100	_____
Deposit	\$400	_____	\$400	_____
<i>(will be returned if no damages or charges are incurred)</i>				
TOTAL		_____		_____

*....A contribution is welcome for maintenance and utilities

**...A contribution is welcome for maintenance of this historic building

+...Soloists are available through Douglass Blvd. Christian Church.

Arrangements may be made through our Director of Music Ministry and all fees will be contracted separately.

Candles available are: ten aisle candle- holders (one candle each), four candelabras (seven candles each), and eight window candles (one candle each).

I have read the guidelines and rules in the wedding manual for rehearsals and weddings at Douglass Boulevard Christian Church, and I agree to abide by them. I will make every effort to insure that my guests do likewise. I will be responsible for any damage caused by those involved in my rehearsal, wedding ceremony, and reception.

Bride/Groom

Church Secretary

Amount Paid \$ _____

Amount Paid \$ _____

Date: _____

Date: _____

ALL FEES ARE TO BE PAID 21 DAYS BEFORE THE WEDDING
BY CERTIFIED CHECK, MONEY ORDER, OR CASH