

Christ Fellowship Church, Inc.

Wedding Policy

Christ Fellowship Church, Inc. is pleased to offer its facilities and staff to help make your wedding both beautiful and worshipful. Weddings require careful planning and abundant prayer. Christ Fellowship (CF) wishes to offer assistance so that your wedding will be meaningful and memorable while glorifying our Heavenly Father.

The prerequisites for using any CF facility for your wedding are as follows:

1. All aspects of our Marriage Policy must be met in order to be married at CF or offsite by a CF pastor.
2. Participation in the Preparation for Marriage Program is required. You can fill out an online application to start this process by going to www.gochristfellowship.com. The preparation for marriage process does not need to be completed before securing a date for your wedding ceremony, but it must be completed at least one month prior to your wedding.
3. The wedding must be officiated by a CF pastor. Exceptions are made on a case by case basis.

Once you agree to the Marriage Policy, you'll need to check the availability of the facility with the wedding coordinator.

The information in this policy is provided to aid you in the planning of your Christ-centered wedding. Congratulations on your engagement and may God bless your marriage!

CF Wedding Policy

CF Facilities and Costs

The Smith Chapel on South Campus is our main venue for wedding ceremonies. To determine the availability of the facility for the wedding date you've chosen, please contact our wedding coordinator. She will assist you in scheduling your rehearsal and wedding ceremony.

Charges for usage of CF facilities and services are as follows:

- Wedding at Smith Chapel (Gardens campus) \$750.00 (for members)
- Participation in the pre-marital mentoring program - the cost of books purchased through The Source. A deposit of \$100.00 must be made to reserve a date on the church calendar. If the date is cancelled, you will be refunded \$50.

Note: the wedding date will not be blocked on the church calendar until the deposit is received. The deposit can be made online or all personal checks should be sent to the following address:

Christ Fellowship Church, Inc.
5343 Northlake Boulevard
Palm Beach Gardens, FL 33418
Att. Beth Popadic

Reservations are taken on a first-come, first-served basis. The Wedding Coordinator will be able to tell you over the phone if the date you desire is available.

Scheduling

CF permits weddings on Friday evenings and Saturdays. Sundays are by special request.

At the time the wedding date is placed on the church calendar, the \$100.00 deposit and the signed Wedding Agreement (included in this booklet) are required. Final payments are due no later than two weeks prior to the wedding date. CF reserves the right to cancel ceremonies for which final payment has not been received prior to the two week deadline. If the wedding is cancelled, all monies for the ceremony will be refunded except for \$50. At the time your wedding date is placed on the Church calendar, the Wedding Coordinator will work with you in planning and directing your rehearsal and wedding ceremony. The Wedding Coordinator will be your primary contact for all wedding preparations.

When the date is confirmed, a date and time will be selected for the rehearsal. Rehearsals will be held between the hours of 5:00 and 6:00 p.m. on the Friday before

your wedding or for Friday weddings the Thursday before from 4:00 pm to 5:00 pm. It is the responsibility of the bride to insure that all members of the wedding party are informed about the time of the rehearsal and present.

Each wedding held at Christ Fellowship is very special. To protect each wedding (as you would want yours to be protected), a specific block of time is allotted. All activities for the rehearsal and wedding must be completed within the allotted specified time.

Rehearsal -one hour

Wedding - three hours, beginning no more than one and one-half hours before the ceremony time.

These allotted times include time for the wedding party to dress, florist to decorate and clean up, and the photographer to set up and take all photographs.

The bride, in consultation with the Wedding Coordinator, will determine how the allotted time for the wedding will be utilized.

The Church building will be open one and one-half hours before the wedding ceremony and up to one and one-half hours after the wedding ceremony.

The Wedding Coordinator will assign dressing areas for both the bride and the groom before the scheduled wedding date.

At least two weeks before the wedding, the bride needs to advise Wedding Coordinator of the approximate number of guests expected. Smith Chapel will seat 400 people.

Weddings will not be scheduled on the following dates:

New Year's Eve or New Year's Day
Easter weekend nor the weekend before Easter
Independence Day or the weekend before the holiday
Thanksgiving weekend
Christmas Eve or Christmas Day nor the weekend prior to the Christmas holiday
The week between Christmas and New Years

A wedding will not be scheduled at any time when it will conflict with regular Church activities or programs.

Music

The Wedding Coordinator will schedule a meeting with the bride 2 to 4 months before the wedding to discuss music options. The Wedding Coordinator must approve all music and musicians at least four weeks before the wedding. Music or musicians not approved by the Church may be disallowed. Please keep in mind that a Church wedding is a religious ceremony of worship, and the music for the service must be appropriate in expressing gratitude and praise to God for the gift of marriage.

Payment to musicians is not included in CF wedding fees and should be negotiated with

the musicians. The Smith Chapel has a piano that can be utilized.

Flowers and Decorations

Florists may not have access to the church more than one and one-half hours prior to the wedding. A three-hour time period is provided for each wedding. The florist will be responsible for all decorating. The decorations are expected to be in keeping with the sacredness of the ceremony. Removal of all decorations must be made immediately following the wedding. The removal of decorations is included in the maximum allotted time for the wedding.

Wax candles may NOT be used in weddings. Only chase candles (drip less) are acceptable. Your florist will have access to this type of candle and their inserts. The florist will be held responsible for any damage done by wax that is dripped or spilled on carpeting or furniture.

The floors, carpet, walls and furnishings must be respected and protected in the placement of flowers and other decorations. Nothing should be hung or suspended from fixtures or furnishings. No tape, nails, pins, glue, staples or screws should be used in decorations. Only wrapped wire, ribbon or corsage pins that will not mar or stain should be used to fasten bows to chairs or other furniture.

During special celebration times, such as Christmas, the building may be specially decorated. It should be understood that these special decorations should not be removed or disturbed until the end of the church's time of celebration. Weddings during these times need to be planned with the decorations in mind.

It is the wedding party's responsibility to inform the florist of these policies. The florist should direct any questions regarding decorations and building use policy to the Wedding Coordinator.

Photography and Videotaping

Because the wedding ceremony is a sacred occasion, flash photographs are not allowed from the time the bride enters the altar area until the bride and groom kiss at the end of the ceremony. Other photos, such as time exposures, may be made during the ceremony from the rear seating area. At no time during the ceremony should the photographer enter the altar area or place himself in such a position that would distract from the sacredness of the ceremony.

Videotaping is allowed provided the equipment does not distract from the sacredness of the ceremony, impede the movement of a guest, or damage the facility. Videotaping must be done without the addition of special lighting. At no time during the ceremony should the camera operator enter the altar area.

Photographers and video camera operators should be cautioned about marring furniture by standing on or placing equipment on chairs or furniture. They will be held

responsible for any damages resulting from their actions.

It is the responsibility of the bride to inform her photographer, video photographer, family, and wedding party of these policies. The Wedding Coordinator will provide the bride a written copy of our policies to share with all involved and the guidelines will be reviewed with the photographer and video camera operators on the day of the ceremony.

Pastors

It is required that a CF pastor officiate all wedding ceremonies held at any of our venues. A list of pastors is available at the time of date selection. Pastors will typically meet with the couple 1 time prior to the ceremony. The pastors receive \$200 from the fee paid. A separate honorarium is up to your discretion.

Premarital Mentoring

Marriage is a lifetime commitment that is honored by God. CF pastors and staff feel that premarital mentoring is a necessary step to take before the wedding ceremony. The preparation for marriage program consists of approximately six sessions with other couples and a trained facilitator and six sessions with a trained mentor couple.

Miscellaneous Information

Alcoholic beverages and controlled substances are not permitted anywhere in the Church building or on the Church grounds. No alcoholic beverages or controlled substances will be served on the Church premises at any time. Any member of the wedding party or any guest who brings alcoholic beverages or controlled substances on the property or attempts to serve alcoholic beverages or controlled substances in any form will be removed from the property immediately. If they are a member of the wedding party they will not be permitted to participate in the rehearsal or wedding ceremony. Any member of the wedding party who is under the influence of alcohol or controlled substances will not be permitted to participate in the rehearsal or wedding ceremony.

Smoking is not permitted anywhere in the Church building including dressing rooms and rest rooms, and preferably not on any of the Church grounds.

No rice, confetti, silly string, shaving cream, etc. may be thrown anywhere in the Church building or on the Church grounds.

The bride is responsible for all personal items of the wedding party brought to the Church. If rented or borrowed property is used, it is the sole responsibility of wedding party to see that it is returned immediately after the wedding. The bride will be responsible to have a relative or close friend at the Church to receive wedding attire and/or other deliveries on the day of the wedding. Items should not be delivered more

that thirty minutes before the bride's entry time into the building. Any dresses should be delivered to the bride's assigned dressing room on the day of the wedding; no dresses can be delivered prior to the ceremony day.

CF will not be responsible for personal items such as wraps, purses, silver, glassware, decorations, etc. brought to the Church for use in the wedding, nor shall the Church be liable for such items if lost, stolen or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such property.

Wedding Agreement

I have read the Wedding Policies of Christ Fellowship Church, Inc. I understand the policies and conditions set forth and agree to abide by them. I agree to communicate these policies and conditions to my family, members of the wedding party, and my suppliers.

Bride's Name: _____

Groom's Name: _____

Date of Wedding: _____ Time of Wedding: _____

Reception Location: _____

Approximate Number of Guests: _____

Notes: _____

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____