

TUNNEL HILL CHRISTIAN CHURCH

Wedding Policies

Marriage in the church is a service of worship. Therefore, every aspect of the wedding has significance to one's relationship with God. Since most people have little experience in planning either worship or wedding services, the following guide is provided to aid in understanding the policies of the pastor and the church concerning Christian marriage and to offer some practical suggestions for a wedding which combines personal warmth with reverence and dignity. The pastor and staff of Tunnel Hill Christian Church wish to extend every possible assistance toward the end that your wedding in the church will be a worshipful and memorable experience.

This procedure has been adopted by the church as the official policy and suggested procedure for wedding services, rehearsals, and receptions. It has been written to preserve the Christian character of marriage, to guide in the use of church property, and to assist families in planning both weddings and marriages. Please read this carefully and feel free to phone the church office for further information.

ARRANGEMENTS

Reservation Contact the Church Secretary to explore the availability of dates on the church calendar and rooms in the church building for the wedding, wedding rehearsal, and wedding reception which do not conflict with the normal Tunnel Hill Christian Church activities.

The Pastor If the pastor is requested to perform the service, a conference shall be arranged to explain the church's wedding policy and to provide pre-marital counseling.

Outside Ministers If an outside minister is to perform the service; approval must be requested in writing giving the identity and church affiliation of the minister to the Church Board, which usually meets the first Sunday of the month. (See approval form attached).

Optional Services The bride and groom are responsible for making arrangements with musicians (both instrumental and vocal), florist, photographer, caterer, and/or wedding consultant, according to personal preference and the guidelines printed herein. An organist/pianist is available for an additional fee.

REHEARSAL

Director The pastor or the officiating minister shall normally direct the rehearsal. If a wedding consultant is used, all plans must be coordinated with the officiating minister.

Attendance Both sets of parents, the ushers, and all members of the wedding party should normally be present for the rehearsal.

Marriage License The marriage license shall be delivered to the officiating minister at the time of the rehearsal.

PHOTOGRAPHS AND RECORDINGS

Significance The importance of the wedding to families and friends makes the preservation of the event in photo and/or recording an essential aspect of modern wedding services. However, indiscretion on the part of professionals and friends can destroy the dignity and reverence of the service. Good professionals and considerate friends are inconspicuous in providing these services.

Consultation The photographer shall consult with the minister prior to the wedding. They cannot move around. They must stay in an approved location. Film crews using video also must consult with the minister.

Flash Photography Before or after the ceremony photography is permitted in any part of the building. Please refrain from taking flash pictures after the wedding party has arrived at the front of the sanctuary.

RECEPTION

The Fellowship Hall or Christian Activity Center (CAC) may be used for a reception at the church as available on the church calendar. The renting party shall be responsible for all arrangements. Costs and time to decorate the facilities should be coordinated with the church office. Please be sure that the caterer knows to wash all dishes and leave the facility as found. The renting party is responsible for any equipment that is broken or damaged during the reception.

DECORATIONS

Candles Only drip-less candles may be used and must be placed in candelabra that rest on drop cloths to protect the carpet.

Attachments No decorations may be attached to any of the pews, walls, furniture, or woodwork in the sanctuary, Fellowship Hall or CAC without prior approval.

Flowers Flowers must be placed to avoid water damage. No flowers shall be placed on musical instruments or wood furnishings.

Removal All decorations must be removed as soon as possible after the wedding unless previous arrangements have been made with the church office.

Responsibility The couple shall be responsible for damages caused by the improper placement of decorations and should assure that the persons decorating the Sanctuary, Fellowship Hall and/or CAC are reputable and insured.

Please see enclosed building use form for fees.

Deposit: One-half of owed fees for building usage reserve the date; other half will be due prior to event date. Checks may be made out to Tunnel Hill Christian Church and given to the church secretary.

NOTE: Please arrange to have any decorations removed from the sanctuary ASAP following the service.

Event Date: _____ **Event Time:** _____

Rehearsal Date: _____ **Rehearsal Time:** _____

Please check what is desired for your Wedding:

- Sanctuary
- THCC Pastor
- Fellowship Hall
- Christian Activity Center (CAC)
- THCC Organist

Note: Please keep the first 2 pages for your reference, returning the next 2 pages to the church office with your deposit. Thank you and we look forward to working with you on your special day. Should you have any questions, please feel free to contact the church via e-mail (thcc2001@aol.org) or telephone (812)923-5344.

I have read the Wedding / Building Policy and agree to the fees/terms:

GROOM Signature: _____

Please Print Name: _____

BRIDE Signature: _____

Please Print Name: _____

DATE: _____

Who should we contact for questions?

Name: _____

Mailing Address: _____

Phone: _____

(H) _____ (cell) _____ (work) _____

E-Mail: _____

For Office Use:

Total Amount Due: \$ _____

½ down payment: \$ _____ **Balance Owed:** _____

Date Deposit Paid: _____ **Date Full Balance Paid:** _____

Receipt given: Yes **No**

**TUNNEL HILL CHRISTIAN CHURCH
APPROVAL REQUEST for OUTSIDE MINISTER**

FROM: _____ DATE: _____

TO: Chairman of the Board, Tunnel Hill Christian Church

SUBJECT: Request for outside minister to perform a wedding at Tunnel Hill Christian Church.

We are not participating in the ministry of Tunnel Hill Christian Church and respectfully request that:

_____ who is an ordained minister of the
(Name of Minister)

_____ to perform our wedding on:
(Name of Church)

_____ at: _____ AM/PM

MINISTER'S CONTACT INFORMATION:

Phone:

(H) _____ (cell) _____ (work) _____

E-Mail: _____

Board Action:

By action of the Board, the request is: (approved) (not approved).

(Tunnel Hill Christian Church - Chair of the Board)