

## ***Section F.***

*Date Approved/Revised: 3/7/2026*

*AOR: Wedding Team, Church Staff*

### **WEDDINGS AT CHRIST CHURCH**

#### **Statement of Policy:**

The family at Christ Church believes that a wedding ceremony should be a beautiful occasion and Christ-centered. A wedding is a celebration of a man and a woman that God has brought together. The wedding and its preparation shall be done in a way that will bring honor and glory to God.

*“For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.” Ephesians 5:31*

#### **Requirements:**

- Completion of the Premarital Counseling is required if married by Christ Church pastors
- Meeting with assigned pastor a minimum of 2 times; An initial meeting and then 1 month prior to the ceremony date
- Presentation of properly executed license at the rehearsal
- A waiting period of at least six months following divorce or death of a spouse shall be observed to allow for healing following the end of a previous marriage
- The church grounds are alcohol-free and the building is smoke-free (smoking permitted outside of the building). **If alcohol is present on the premises, the ceremony will be canceled.**

#### **Procedures:**

##### **1.0 Scheduling the Wedding**

.01 Applications for use of Christ Church facilities will be made by submitting a “Wedding Request” found on the church’s website. The Wedding Director, Shelly Murphy, can be contacted at [shellymurphy@mychristchurch.com](mailto:shellymurphy@mychristchurch.com). Scheduling fee of \$25 is payable at the time of Required Wedding Information Class. Dates will not be calendared until fee is paid and Wedding General Contract is signed.

- \$25.00 scheduling fee is non-refundable

.02 Facilities are available to both members of Christ Church and their children and non-members. Members will be able to schedule a wedding up to **one year in advance** of the wedding date. Non-members may schedule a wedding **7 months in advance** of the wedding date. At Christ Church, our Chapel is our designated space for wedding ceremonies. Campus weddings may also be scheduled. We do not hold receptions at Christ Church.

.03 All weddings at Christ Church Facilities must be approved by our Pastor of Worship on staff (or Pastor of Campus Ministry for campus weddings). **Decision on which pastor officiates the wedding is upon the availability.**

.04 The Church will not schedule weddings or rehearsals on the week of Thanksgiving, New Year's, July 4, Labor Day and Memorial Day weekends. The church will not schedule weddings in the month of December or the weeks of Palm Sunday (week before Easter), Easter Sunday, and Horse Trough Sunday (the weekend following Easter). Weddings will only be scheduled on available Fridays and Saturdays unless approved by the Wedding Director.

**Friday Weddings** Time of Ceremony: 5:00 - 7:00 pm

**Saturday Weddings** Time of Ceremony 11:00 am – 6:00 pm

## 2.0 WEDDING DIRECTOR / WEDDING COORDINATOR

.01 The Wedding Director represents the church in scheduling and initiating the many details of the wedding and rehearsal *within the church*. They will be the first representative of the church that the wedding couple will meet. All issues related to the wedding must be communicated to the Wedding Director (not the church office) until your Head Coordinator is assigned. One month prior to the wedding date a Head Wedding Coordinator will be assigned to your wedding.

At that time you will meet with your Head Coordinator and go over the Wedding Information Form with all the details of the wedding and the order of ceremony.

### **The Head Wedding Coordinator's responsibilities include:**

Relaying the wedding couples wishes with the church staff and minister, ensuring the wedding venue is ready for the rehearsal and wedding, coordinating audio set-up, arranging guest book podium, assisting minister with rehearsal, orchestrating processional and recessional, monitoring time schedules related to the ceremony, ensuring the church is cleaned after wedding, and overseeing any other facilitation needs within the church.

.02 Approximately 1 month prior to the wedding date, your Head Coordinator will contact you to meet and go over the Wedding Information Form with all the details of the wedding and the order of ceremony. **All remaining fees will be collected at this meeting.** All inquiries after that point should be made directly to the Head Coordinator. The Head Coordinator will be in charge of rehearsal/wedding and will be at the church during the designated times of rehearsal and wedding.

## 3.0 COUNSELING

.01 All engaged couples being married by a Christ Church pastor are required to undergo pre-marital counseling. **The Wedding Director will provide more information about this counseling experience.** The counseling must be completed no later than one month prior to the wedding. The Church believes that these counseling sessions are essential in providing a Christ-centered wedding. There are no exceptions to this rule if married by a Christ Church minister.

## 4.0 MARRIAGE LICENSE

.01 The pastor can only perform weddings in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. ***Bring license to rehearsal!***

### Marriage License Info

Cost: **\$30 - \$60**

Waiting Period: **1 day before completing**

Expiration: **60 Days**

Return: **10 Days from Wedding**

### Marriage License Issuing Office for St. Clair County:

St. Clair County Clerk  
Public Square, 2nd Fl  
Belleville, IL 62220

Phone: 618-277-6600 x23  
Hours: 8:30am-5:00pm M-F

### Marriage License Issuing Office for Madison County (if using CM Campus):

Madison County Clerk  
Administration Building  
157 North Main, Suite 109  
Edwardsville, IL, 62025  
Hours: 8:30am-4:30pm M-F

## 5.0 REHEARSAL

.01 The rehearsal must begin promptly, and on time, since a large number of people are involved and delays consume every person's time. Rehearsals will be scheduled on the Friday before the wedding at 6:00 p.m. The time required is about 45 minutes to an hour. *Note: For weddings occurring on Fridays, the rehearsal date/time will need to be scheduled with the wedding director, such as Thursday before the wedding at 6:00 p.m.*

- The entire wedding party shall be present for the rehearsal.
- A Sound Technician will be present at Wedding Rehearsals if possible. (Not at campus weddings)
- No rehearsal time for soloists or musicians at rehearsal.
- Senior Minister will not attend the rehearsal

## 6.0 FEE SCHEDULE

.01 Christ Church does not wish to charge its members for the use of the buildings. However, it is necessary to charge for personnel providing services for weddings. **THESE COSTS ARE EXPECTED TO BE PAID AT THE MEETING WITH THE HEAD COORDINATOR OCCURRING AT LEAST 2 WEEKS PRIOR TO THE WEDDING.**

.02 Fees for the use of the various Church facilities will be determined by the Church Administrator in consultation with the senior staff. A damage deposit of \$200.00 will be returned to the bride/groom after the wedding if there is no damage to the facilities by

the florist, wedding party or guests.

## Schedule of Wedding Fees

### Chapel (225-250 guests *\*overflow option available*)

Scheduling Fee (non-refundable)	\$25.00
Damage Deposit (to be returned after no damage)	\$200.00
*Premarital Counseling Experience	4 sessions = \$200.00 5 sessions = \$250.00
Custodial Fee (rehearsal and wedding setup)	\$100.00
2 Coordinators (planning, rehearsal & wedding)	\$150.00
Audio Technician	\$150.00
Minister Honorarium	\$250.00 - \$300.00 (depending on pastor selected)
Senior Minister Honorarium	\$350.00
Non-Member Facility Usage Fee	\$250.00

### Campus (maximum 150 guests) *\*Audio Tech fees may apply if needed*

Scheduling Fee (non-refundable)	\$25.00
Damage Deposit (to be returned after no damage)	\$200.00
*Premarital Counseling Experience	Members = \$200.00 Non-Members = \$300.00
Custodial Fee (rehearsal and wedding setup)	\$100.00
2 Coordinators (planning, rehearsal & wedding)	\$150.00
Minister Honorarium	\$250.00 - \$300.00 (depending on pastor selected)
Senior Minister Honorarium	\$350.00
Non-Member Facility Usage Fee	\$150.00

\* Required premarital counseling if married by a Christ Church minister

\* Fees to be paid to Counselor at time of service

## 7.0 HONORARIUMS FOR CHRIST CHURCH MINISTERS

.01 The honorarium fees for assisting the wedding couple in their preparations for the wedding ceremony including one initial meeting, final meeting one month prior to wedding, rehearsal and day of wedding. Couples will pay the higher honorarium if they need to meet with their minister more than the previous times stated. Our ministers' time is limited and valuable so please be respectful of that.

**Minister:** \$250.00 - \$300.00 (depending on pastor selected)

**Senior Minister:** \$350.00

*Note: Senior Minister will not attend the rehearsal*

.02 **Honorariums will be paid along with wedding fees during the meeting with the Head Coordinator at least 2 weeks prior to the wedding.** Please do not distribute fees to individuals as the Head Coordinator documents each payment received.

## 8.0 MUSIC/AUDIO/VISUALS

.01 Since a wedding is a worship service, the music must be in good taste.

.02 **The Bride and Groom will be responsible for contacting organists, pianists, soloists and any other musician that they wish to play/sing for their wedding.** The

wedding couple is responsible for their fee payments.

.03 Recorded music (mp3's, song files, etc.) need to be chosen and provided by the couple. The church does not have a library or streaming service available.

.04 The wedding may be videotaped if the cameras remain relatively inconspicuous during the wedding ceremony and use existing light.

.05 Slide or video presentations may be used in the actual wedding service. However, the content must be in keeping with a Christ centered wedding and must be approved by the Wedding Coordinator.

**.06 Any slides, video presentation or recorded music to be used during the wedding, must be sent to the production team 2 weeks prior to the wedding or it may not be usable.** All media used in the wedding is to be provided by the couple. Christ Church cannot design or provide media or song files. The couple will be informed if the provided media does not play correctly in order to make corrections.

## 9.0 ALTAR AND STAGE AREA

.01 **There will be no changing or altering of altar area and stage area setup for any weddings.** You will accept the altar area and stage area as it is provided. The FVH chapel stage will be provided empty with the exception of lighting and equipment that is permanently placed there as part of the stage setup. Campus venues will **not** empty the stage of instruments or equipment.

## 10.0 DECORATIONS

.01 Nails, tacks, staples, screws, pins, tape, or anything that will mar the woodwork, pews and wall finishes may not be used. 3M removable hooks are fine.

.02 The florist/family is expected to remove all decorations and equipment promptly following the ceremony.

.03 No rental equipment, candelabras, etc. may be left at the Church until Sunday morning. It is the family's responsibility to take them home.

.04 The Church properties must be left in the condition in which it was found; otherwise the damage deposit will not be refunded.

.05 Church decorating can be done the morning of rehearsal, but must be coordinated through the church main office 618-277-4659.

.06 Facilities staff will not load or off-load equipment or decorations to be used in the wedding.

## 11.0 DRESSES AND VALUABLES

.01 The bride may not leave her wedding dress or bridesmaids' dresses in the Church on Friday night. The Church will in no way be responsible or liable for personal items such as dresses, wraps, purses, silver, glassware or cameras brought to the Church for use in a wedding.

## 12.0 NO CHILD CARE

.01 Due to insurance liabilities, no child care may be provided at Christ Church for weddings.

## 13.0 NO RECEPTIONS

.01 No receptions at Christ Church due to the fact that we use the gym on Sunday mornings and having a reception does not give us enough time to reset the gym.

## 14.0 OTHER IMPORTANT INSTRUCTIONS

.01 **No alcoholic beverages** are allowed on Church premises. Failure to adhere will result in cancellation of the wedding.

.02 No smoking or vaping is allowed in any of the Church facilities. (Smoking is allowed outside of the facilities)

.03 No unsightly or inappropriate materials shall be used to decorate the wedding car (beer cans for example).

.04 No rice shall be thrown and no balloons shall be released. Bubbles are allowed.

**.05 Church service fees are for 1 Hour Rehearsal and 4 Hours day of Wedding. If the building is not closed and locked after the 4 hours day of the wedding, a fee of \$20.00 per hour custodial fee will be added and the damage deposit will not be returned, for the payment of custodian's and coordinator's time.**