

Weddings at Covenant Fellowship Church

Frequently Asked Questions

Updated: March, 2015

1. We just got engaged! Can we have it announced on a Sunday morning?

Congratulations! Please meet with your pastor first. After that meeting, couples provide a picture, a brief summary of the proposal, and are asked to be present for the announcement in both services. We announce member's engagements once a month.

2. Can we have our wedding at Covenant Fellowship Church?

Yes, if one or both of you are members and meet the biblical qualifications for marriage. Due to a full calendar of a very active church, CFC's facility is reserved for weddings (and receptions) for couples whom one or both are members of the church.

3. I'm a member and just got engaged. What should I do next?

Engaged couples should schedule an appointment with the pastor who oversees their Community Group or the pastor they know best. He will discuss the biblical qualifications for marriage, the engagement announcement, and pre-marital counseling. He can also look into the church calendar and recommend dates/times for the ceremony. A date cannot be reserved on the church calendar until a couple meets with a pastor.

4. I'm a member but looking to have a CFC pastor marry us somewhere else. Should we schedule a meeting with our pastor?

Yes. Your pastor will speak with you about the biblical qualifications for marriage and pre-marital counseling. He will also submit your wedding date to the church calendar even though it is off-site. You can also ask him to officiate.

5. What does it cost for a wedding ceremony at CFC?

We try to keep costs low so all members can benefit from the beautiful facility the Lord has provided. The fees below include facility support, a sound technician, and an honorarium for the Ceremony Coordinator. We ask that weddings and receptions take place during office hours (9 am to 5 pm) to keep costs down. Some exceptions can be made depending upon the calendar and support staff availability. This can be discussed with your pastor.

Rehearsal and ceremony in Edwards room		\$275
Add reception (less than 100 people) in lobby	add	\$50
Rehearsal and ceremony in Auditorium		\$425
Rehearsal and ceremony with punch/cake reception		\$525
Rehearsal and ceremony with meal reception		\$600
Use of video projection system in auditorium and/or lobby	add	\$75
Room & kitchen use for rehearsal dinner	add	\$50
Hospitality team member (for dinners/receptions without approved caterers)	add	\$50

6. What type of help does the church provide for weddings at the building?

The church has several volunteer ministry teams which help serve an engaged couple:

Wedding Ceremony Coordinator: Meets with the couple several months before the event and reviews policies and procedures. The coordinator is the liaison between the church office and the couple. This person helps the couple know what to do and when to do it as they prepare for the wedding day. They also provide on-site administration during the rehearsal and the ceremony. The wedding ceremony coordinator is a member of the church's ministry team.

Decorating Coordinator: This person works with the couple and directs the volunteers provided by the couple to decorate the church. The decorating coordinator is a member of the church's ministry team.

Reception Coordinator: This person is responsible for the set up and administration of the reception on-site. This can be a member of your Community Group, or friend in the church who can administrate a reception and oversee the caterer.

Tear down Coordinator: This is a person provided by the couple and approved by the church office to serve after the wedding/reception. They are responsible to oversee other volunteers provided by the couple in taking down and packing decorations, cleaning up and resetting the rooms used by the wedding. This person should be a man since heavy lifting may be required. They should not be a member of the wedding party, or involved in the reception since tear down will require time after the ceremony.

CFC provides an honorarium for the Wedding Ceremony Coordinator and the Decoration Coordinator. We ask couples to consider blessing other volunteers with gifts as appropriate. It is customary to given an honorarium to the pastor performing the ceremony. A suggested amount would be in the range of \$50-\$100. It is understood that with all of the expenses of a wedding, finances can be challenging. This honorarium is left to the discretion of the couple and, if they are not able to give an honorarium, then a smaller gift or expression of thanks is sufficient.

7. Does the church provide Ceremony, Reception or Decorating Coordinators for off-site events?

No. It will be up to the couple to find coordinators for off-site events. However, most churches and reception halls have their own volunteers or employees to serve in this capacity.

8. Who decorates the church?

CFC has members who volunteer as Decorating Coordinators. Couples provide their own decorations and additional volunteers to assist the Decorating Coordinator before and after the ceremony. The church has a limited number of decorations donated from past weddings which are available to borrow for on-site weddings. Your Ceremony or Decorating Coordinator can arrange a time for you to view those decorations.

9. Who provides music?

Couples have a number of choices. They can provide CD's or an MP3 player with a playlist. They can ask musicians in the church to play for them, or they can arrange to bring in outside musicians/hire professionals. All music should be appropriate for the worship environment and reviewed by your pastor. Couples arrange costs/fees with the musicians themselves. If you have any questions, please speak with your pastor.

10. Who does set up/tear down?

This is a team effort. Facility staff assists with chairs, tables, podiums, platforms and center steps in the auditorium. The couple is asked to provide a Tear Down Coordinator and a minimum of four volunteers after ceremonies to remove decorations and provide general cleanup working from a checklist. A minimum of six volunteers are needed after meal receptions. They will assist with general cleanup and moving chairs, tables, removing trash, etc.

11. Which pastors are available to officiate weddings?

A couple should feel free to ask any pastor on the team with whom they have a personal relationship. Unfortunately, due to other responsibilities, some pastors don't have the same availability. The pastor who oversees your Community Group is often a good choice. Pastors from outside the church may also be part of your ceremony if desired. Talk to your pastor about this.

12. What about pre-marital counseling?

We ask all couples who desire to be married by one of the pastors at Covenant Fellowship Church to take part in pre-marital counseling. This is often done in

small groups and involves reading, teaching and discussion. It is a minimum of four sessions beginning two to three months before the wedding. Pre-marital counseling may or may not be done by your officiating pastor.

13. What are the general guidelines for receptions in the building?

We ask each couple to have a coordinator for the reception separate from the Ceremony Coordinator. This can be a member of your Community group or other friend in the church. The Reception Coordinator oversees set up, food, teardown and assists the caterer. Couples should consider blessing the coordinator with a gift. Traditional dances are allowed between bride and groom and their parents. Because the facility is a worship environment, we ask couples who desire an open dance floor to plan an offsite reception. No alcohol is permitted in the building or on the grounds. All music selections should be appropriate for a worship environment. A small kitchen with a warming oven and coffee maker is available. If those appliances are needed, a member of the Hospitality Team will be asked to serve you. The couple will pay the additional fee, and that will in turn be given to the Hospitality Team member as an honorarium from the church. The couple (or caterer) provides all consumables (paper products, coffee & filters, ice, etc.) and is responsible for returning the kitchen back to its original condition. The couple can delegate this responsibility to the reception coordinator.

14. Can we have our wedding ceremony and/or reception outdoors at the church? Can we use the church's chairs/tents/sound equipment outside?

Couples are welcome to use the courtyard for their ceremony and/or reception based upon availability. They must also have a weather contingency plan in place. The church can provide a limited sound set up with two speakers, two vocal microphones and two lines for amplified instruments. If couples desire more sound equipment they'll need to make their own arrangements. The church has approximately 200 folding chairs available. The couple will need to provide additional volunteers for set up/tear down.

The church's tents may be available based upon staffing and Sunday needs. If available, the additional fees are:

Personal rentals w/Twp. Permit Fee (40'x40' or 40' x 80')	TBD
18' x 24' Frame tents (2)	add \$100 each

15. What if I have more questions?

Your Ceremony Coordinator should be able to answer most of your questions as you plan your wedding day. Your officiating pastor will also plan your ceremony with you and work through your questions.