

Weddings at Central



Central Church



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Dear Engaged Couple,

Congratulations on your engagement! I am happy to be a part of this very special day in your lives. Your wedding day will be one to remember forever, and I am privileged to help make it happen.

We are thrilled that you have chosen Central Church to host your wedding. This notebook is filled with information that will assist in planning your wedding.

As your wedding coordinator, I will schedule a meeting time with you to discuss your wedding plans. I will also be involved in conducting your rehearsal and the wedding.

Please don't hesitate to contact me at any time. I am here for you and will do all I can to make your wedding day wonderful.

Sincerely,

Angela Sims

Wedding Coordinator 704.364.5003 office

Introduction

Here at Central Church, we believe that marriage is a divine institution given by God.

"For this reason, a man shall leave his father and mother and be joined to his wife, and the two shall become one." — Mark 10:7-8

A Christian wedding should be a worship service in every sense. Marriage is an ordinance of God between a man and a woman for life, and the ceremony at the altar places the marriage relationship under the blessing and commandment of God. Next to your relationship with Jesus Christ, this is life's most important union.

All couples using Central Church for their wedding ceremony must meet the following requirements:

- Membership: The bride or the groom, or one of their parents/guardians, must be a member.
- Premarital Counseling Program: All couples must complete the Central Church premarital counseling program.

Wedding Request Form

If you are interested in scheduling a wedding or pre-marital counseling at Central, please complete the following form:

<https://www.centralinc.org/locations/charlotte-campus/weddings/wedding-form/>

Please submit via a laptop or desktop device. Our wedding coordinator will contact you for a consultation. If you have questions, please email **angelas@centralinc.org**.



Premarital Counseling

Because marriage is the most important decision that anyone will make in their lifetime outside of accepting Jesus Christ as Savior, we believe that marriage should not be entered into hastily, but only after much prayer and counsel.

Central Church has an excellent premarital counseling program that will assist the couple in facing many of the realities and challenges involved in marriage. Once you have selected a minister, the wedding coordinator will provide your information to that minister, and he will contact you to schedule the first session.

All couples who wish to be married at Central must complete this program with their officiating pastor.

The wedding date is NOT officially confirmed until counseling is complete.

Premarital counseling consists of at least three or four sessions. The number of counseling sessions is determined by the pastor.

Additional counseling for couples who have experienced divorce may be recommended. Divorced persons should observe a waiting period of at least one year prior to a subsequent marriage.

Premarital counseling is a vital part of our ministry at Central Church, and therefore there will be no charge to the couple.

Central's premarital counseling program includes completion of the SYMBIS Pre-marriage Assessment which will serve as a guide to discuss relational issues pertaining to marriage such as communication, gender roles and finances. During confidential counseling sessions, you and the pastor will be involved in pointed discussions as these and other relevant issues are discussed, with a sincere desire to help you prepare for Christian marriage.



The Rehearsal

All rehearsals are scheduled on the evening prior to your wedding. One hour is reserved for rehearsals; therefore, the entire wedding party needs to be prompt. Members of the wedding party should remember that throughout the entire rehearsal they are in a holy place.

The wedding coordinator will be available for assistance prior to the rehearsal and will be at the church to coordinate both the rehearsal and the wedding service. The order of worship, traditions of seating, placement of the attendants, and instructions to the ushers and/or groomsmen and bridesmaids will be covered at the rehearsal. The wedding coordinator will oversee preparations, helping with any problems that may arise.

The following suggestions will help prepare you for rehearsal:

- The rehearsal will require approximately one hour; this must be scheduled before the rehearsal dinner.
- Both sets of parents should be present at the rehearsal.
- Musicians will NOT be present at the rehearsal. They will consult with the wedding coordinator about any variations from a typical ceremony. The audio engineer will NOT be present at the rehearsal, but will arrive 1-1½ hours prior to the ceremony to assist musicians and vocalists with rehearsal and sound check. All musical rehearsals must be completed at least 30 minutes prior to the wedding.



Music Guidelines

The minister of fine arts will assist in planning the wedding and have final approval of all details related to the musical part of the ceremony and reception.

- Only sacred music is permitted for weddings.
- Music selections need to be **finalized** two weeks prior to the ceremony.
- It is our desire at Central Church for all weddings to utilize our musicians and vocalists. Should the couple ask that a friend or family member who is not part of our fine arts department play or sing, please notify the wedding coordinator.
- The audio engineer will arrive 1-1½ hours prior to the start of the ceremony. All singers and musicians must meet with the engineer at this time. All sound checks/rehearsals must be complete a minimum of 30 minutes prior to the start of the wedding.
- Payment for music must be made two weeks in advance of the wedding to the wedding coordinator.



Decorations

The following are available for your use in the sanctuary, upon request:

- Easel for bridal portrait
 - Guest book podium
 - Guest book table
 - Communion table
 - Pillars with drape to hide instruments and choir loft on stage.
- No tacks, nails, or glue may be used to fasten any decorations to the furniture, doors, or walls.
- No rice, birdseed, confetti, or natural rose petals may be used on church property.
- You are responsible for having someone pick up decorations immediately following the ceremony. Anything not removed by the wedding party will be discarded.
- Couples will be able to decorate at Central the morning of the rehearsal from 9am-1pm, if the schedule allows.



Reception

We have rooms located in the FLC that are available to you for your reception.

Reservations and arrangements must be made through the wedding coordinator.

Use of facilities includes maintenance, tables, and chairs (Approx. 30 round tables with eight chairs each for guest seating), an on-site reception assistant, use of FLC rooms and the partial use of the kitchen. Buffet setup is determined by your menu, your caterer and the wedding coordinator and will also include a beverage station, cake table and gift table.

See details of cost on page 12 of this guide.

Our kitchen may be used for staging and serving food only. Caterers will have limited use of the kitchen (electricity, water, ice machine, wall unit warmers and refrigerator/coolers). All food should be prepared off-site and brought with just minor last-minute preparations to do on-site. Caterers are responsible for bringing their own supplies such as Ziploc bags, food wrap, dishcloths, towels, knives, serving utensils, etc.

Clearing tables (including dishes and linens) and general cleanup of your reception rooms are the responsibility of the caterer or wedding party. Weatherby Hall needs to be cleaned and vacated four hours after the start of the wedding. A fee of \$50 for the first hour and \$100 for each additional hour will be assessed to the bride if the FLC is not vacated within the scheduled four hours. The bride is responsible for communicating this to the caterer.

The person supplying the wedding cake needs to provide boxes or containers for the cake top and any leftover cake that the bride and groom wish to keep. Please ensure you have a designated cake cutter at the reception.

If you wish to order linens, this needs to be done two weeks prior to the event. There is an additional fee for the cost of linens.

Dishes and flatware are available for your use and need to be reserved. Central's dishwasher and bus persons are required when using our flatware which would be additional cost.

CATERERS MAY NOT PREPARE FOOD ON THE PREMISES.



Caterer Check Sheet

The caterer's check sheet will be given to the caterer upon arrival to the event. The caterer is responsible for complete cleanup following the event. The on-site assistant will monitor cleanup.

- DRAINS - Clean of all food particles
- FLOOR - Swept and mopped
- COUNTERS - Wiped and sanitized
- REFRIGERATORS / COOLERS- Empty of all food and cleaned
- WARMERS & BEVERAGE MACHINES- Empty of all food and cleaned / beverage machines shut OFF
- CARTS - Trays washed and carts sanitized
- TRASH REMOVAL - All trash bags placed into the green dumpster outside next to the kitchen loading dock
- REPLACE TRASH CAN LINERS
- PLACE SOILED LINENS IN CART - Located outside back door on loading dock



Church Policies

Since the wedding is a joyous occasion held in a sacred setting, all members of the wedding party and their guests are expected to conduct themselves in a Christian manner at all times.

- No alcoholic beverages are permitted on the church premises.
- At the discretion of the minister and wedding coordinator, a rehearsal or wedding ceremony may not proceed if any member of the wedding party has been consuming alcoholic beverages.
- Smoking is not permitted on church premises.
- All members of the wedding party attending the rehearsal ceremony and reception should dress with modesty.
- No person using or under the influence of drugs will be allowed to participate in the wedding.
- Profanity is not allowed.
- Entertainment - All arrangements pertaining to entertainment should be approved through the wedding director.
- Dance Policy - Only the bride/groom, father/daughter and mother/son dances will be permitted. Keep in mind we have very limited space, and music must be provided by the wedding party.

Central Church cannot be responsible for personal items such as wedding dresses, purses, and gifts brought to the church, and the church is not liable if items are lost, stolen or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such property.

All personal items should be removed from the sanctuary and dressing rooms immediately after the wedding and prior to the reception.



Wedding Fees

Fees	Details
Wedding Fees	<p>\$300 Maintenance</p> <p>\$300 Pastor</p> <p>\$165 Audio Technician</p> <p>\$150 Music Fee (per soloist or musician)</p> <p>\$100 Security Deposit*</p> <p>\$150 Rental Fee</p>
Reception Fees	<p>\$200 Maintenance</p> <p>\$300 On-site Reception Assistant</p> <p><i>The reception assistant is someone from our church who is familiar with our kitchen policies and food service health standards. He/She will be there for the duration of the reception to provide you and your caterer with any help or assistance necessary. He/She is not there to be a part of your catering crew, only to help facilitate.</i></p> <p>\$5.50 ea. Linen Rental - Tablecloths</p> <p>\$1.00 ea. Linen Rental - Napkins</p> <p><i>Must be ordered two weeks prior to event</i></p> <p>\$150 Dishwasher</p>

*Provided that all fees have been paid, all policies followed, and that there has been no damage to the church buildings, furnishings or grounds by the wedding party, guests or suppliers of service, the deposit will be refunded.

All fees must be paid in full to the wedding director two weeks prior to the wedding.

*The security deposit is refundable and needs to be paid separately from other fees. It is due at the time you schedule your wedding with us.