

WEDDING GUIDELINES AND APPLICATION

The Christian & Missionary Alliance Church
308 Elmhurst Street Morgantown, WV 26505
304.599.4549 cma@cmachurch.net

Congratulations! The CMA Church is available for use by those who regularly attend our services. All other approvals are at the discretion of the Administrative Board. This booklet contains an application and some guidelines to help you with the planning of your special event. We ask that you review them before deciding on our facility for your wedding. Please submit the application as early as possible.

TO GET THINGS STARTED

Please check with the Pastor that you want to officiate to see if he is available on the date you are requesting.

Submit your application. Completion of the application does not guarantee availability of the facilities requested. A limited number of dates are available due to frequent use of the facilities by various church ministries. The Administrative Board or its designee will consider the application and give their approval or disapproval. You will be contacted when decision has been made. Once approved please pay one half of the amount of the fees. At this time, the date and time will be reserved on the church calendar.

SIX MONTHS BEFORE WEDDING

Make appointments with your Pastor to schedule Premarital Counseling. ***Premarital Counseling is required.***

TWO MONTHS BEFORE WEDDING

Contact the persons doing your music. Have all music available for them at that time. *Note: Music must be approved by our Pastor of Worship.*

ONE MONTH BEFORE WEDDING

Call the Church Office to make certain everything is in order on the calendar. If necessary, schedule a time to meet and look over the facility for flower placement, dressing rooms, nursery, etc.

TWO WEEKS BEFORE WEDDING

Pay remainder of the the rental fee to the church.

Please note: If your wedding is being performed by a pastor outside of The Morgantown C&MA Church, you are required to submit an order of service (including all music selections) to the Church Office.

SCHEDULE OF FEES

Please call the church office if you have any questions about the fees.

	Sanctuary	Assembly Hall
Regular Church Attendees	\$50	\$100 (<i>this fee will be charged for each separate use</i>)
Non-Attendees	\$150	\$200
AV Technician Fees	\$100 for first five hours; \$20 per hour after first five hours (<i>To be paid directly to the AV Technician before the ceremony.</i>)	

*Please note: These fees do not include honorarium for clergy, musicians, etc.
Those are to be determined by the wedding couple and paid directly to the people involved.*

POLICY AND REQUIREMENTS

Your wedding is an important event for you and for us. To insure the best experience possible, please read the following and give close attention to the process required for scheduling wedding ceremonies in our church. Refer to the building use policy for specific regulations. Remember that smoking, alcohol consumption, and drug use is prohibited on church property.

In addition to building use regulations, the following policies have been adopted by the Board of Elders:

1) ***Wedding requests from persons who have not attended The C&MA regularly for at least one year are usually not considered.*** An exception may be granted for persons at the discretion of a pastor or church board. In such cases, the couple must meet all other stipulations contained in this policy statement.

2) All weddings must be performed by or include the participation of at least one member of our pastoral staff unless the Board of Elders approve otherwise. Other ministers may assist at the discretion of the pastor who is performing the ceremony.

When any pastor of this church is not involved, the name of the officiating minister must be supplied and the wedding plans must be submitted to a member of our pastoral staff for review. Such plans shall include the proposed order of service, music selections, schedule of premarital counseling, and any other matters pertaining to preparation for and conduct of the wedding ceremony. When the consulting member of our pastoral staff disapproves any element of the wedding plan, that component must be adjusted to conform to the usual practice for the conduct of Christian weddings in this church. If this is not done, the church reserves the right to withdraw the privilege of using the church facilities.

3) All persons who are married in this church must complete an appropriate course of premarital counseling sessions. The pastor who is performing the ceremony will determine the length and content of the course. Pastor should send a letter stating counseling is completed.

4) No wedding ceremony will be performed in this church when the couple is known to be cohabitating or currently involved in a sexual relationship. Premarital sex is forbidden in scripture and unavoidably obscures one's mind when assessing various aspects of the relationship. By signing and submitting this application, any couple presently living together or involved in a sexual relationship hereby agrees to separate and to remain sexually apart until the marriage is contracted by the exchange of vows before God.

Building Use

Please Note: You are only to use the room/rooms that have been approved. If any changes need to be made to the original plan, please notify the Church Office as soon as possible. You are responsible for the immediate removal of all decorations or items you wish to keep after the wedding. Neither the custodian nor the church is responsible for anything left in the church.

Dressing Room for the bride and her attendants is the Choir Room located in the lower part of the building; the groom and his attendants use the rooms in the baptistry loft, unless other arrangements have been made. The bride may hang her dress in the Choir Room which can be locked overnight, but do so at your own risk.

Nursery is located to the right of the Sanctuary (Room 208). Adult supervision is mandatory. Only childcare givers and children (up to 3 years of age) are permitted in the nursery. Nursing mothers may use the room next to the nursery.

Parking is limited on days when the University has football or basketball games or graduation events. You may need to place barriers or hire security police for your wedding if it concurs with University events and if you are expecting a large crowd.

Make sure all the doors are locked at the end of the event (sanctuary side and carport side glass doors, kitchen).

Setup and removal of decorations

Candles- must be dripless. If dripless candles are not used *there will be a fee* for cleaning any wax off the floor or any other area. There are two white candelabras that hold 7 candles each and two brass candle lighters/snuffers with wicks which may be used. *Please immediately extinguish all candles after the ceremony.*

Podiums and tables- The church has an oak podium for the guest book and 2 small tables for unity candles, etc.

Decorating pews- is permitted, but you must not use wire, tape or tacks. Ribbons are permitted.

Center Aisle is 75 ft.

Church capacity is appx. 900.

Birdseed, etc. Please do not use confetti. You may use birdseed or water soluble wedding rice *outside the facility.*

The Reception Hall will accommodate approximately *130 sit down guests for dinners.* Buffet style will accommodate approximately 200 with food service tables and chairs placed in various locations in the room. A map of the facility is included in this packet. Our larger tables are 6 ft. long/29 inches wide and 8 ft. long/30 inches wide. There are 24 round (58 inches) tables. Please make any layout plans on these sheets and return them to the Church Office for the custodian's instruction on arrangement of tables or chairs. For small groups there is a meeting area under the Sanctuary with a kitchen facility for heating food only. The kitchen in the Reception Hall is a complete kitchen. Contact Church Office for kitchen key.

Kitchen rules

Notify the Church Office if you plan to use the kitchen. Upon approval of the use of the kitchen you will need to make arrangements to have the doors opened on the day of your wedding. Linens may be rented from All Seasons Linen Service 724.825.6375.

- If you are leaving items in the kitchen prior to your event, please clearly mark it with your name and the date it will be used.
- Use only the items you have brought.
- If you have leftover food, please remove it when your event is over.
- Leave the kitchen clean.
- Wash and put away all dishes, trays, and silverware.
- Clean countertops, stove, and sinks.
- Wipe up any spills in refrigerator or freezer.
- Sweep floor.
- Do not leave food, ice, or beverages.
- Leave used kitchen linens in the basket marked "Soiled Linens."
- Do not leave any garbage. Put it in a tied bag and leave in the Fellowship Hall just outside kitchen door. The custodian will remove it.

Please complete this portion and return to the Church Office for approval.

WEDDING APPLICATION

DATE OF WEDDING _____

I would like to use the following:

___ *Sanctuary* Rehearsal Start time: _____ End time: _____ Wedding Start time: _____ End time: _____

___ *Fellowship Hall* for the Rehearsal Dinner. Date: _____ Start time: _____ End time: _____

___ *Fellowship Hall* for the Reception. Start time: _____ End time: _____

Expected attendance: Rehearsal Dinner _____ Wedding _____ Reception _____

I _____ am/ _____ am not a regular attendee of the C&MA Church.

Why do you wish to be married in this church?

Groom's Name _____ Age _____ Occupation _____

Telephone (home) _____ (work) _____ (cell) _____

Address _____

How long have you known the bride? _____ Have you been divorced? _____ Widowed? _____

Where do you attend church? _____

Do you have a personal relationship with Jesus Christ? (EXPLAIN)

Brides's Name _____ Age _____ Occupation _____

Telephone (home) _____ (work) _____ (cell) _____

Address _____

How long have you known the groom? _____ Have you been divorced? _____ Widowed? _____

Where do you attend church? _____

Do you have a personal relationship with Jesus Christ? (EXPLAIN)

Who will perform your wedding ceremony? Minister's Name _____

Church _____ Phone _____

By whom will you receive premarital counseling? _____

SPECIAL REQUIREMENTS

(Check all that apply—Approval is necessary)

_____ Kitchen: I will be using the church kitchen for my rehearsal dinner.

_____ Kitchen: I will be using the church kitchen for my reception.

_____ Nursery: I will need nursery care for the wedding for children up through age 3.

Nursery Designee _____ Phone: _____

Additional Workers _____

_____ A/V Requests: Please Specify _____

_____ Piano (*please let us know if it needs to be moved*)

_____ Organ

_____ Early Setup Request: Date/time _____ (Rehearsal begins at _____)

_____ Move pulpit

_____ Move communion table

_____ Special Setup (Please Describe) _____

Service People Involved in Wedding: If you know who will be involved in the following categories, please supply name and phone number. *If you do not have the information at this time, please contact the Church Office one month before the wedding with this information.*

Wedding Coordinator _____

Florist _____

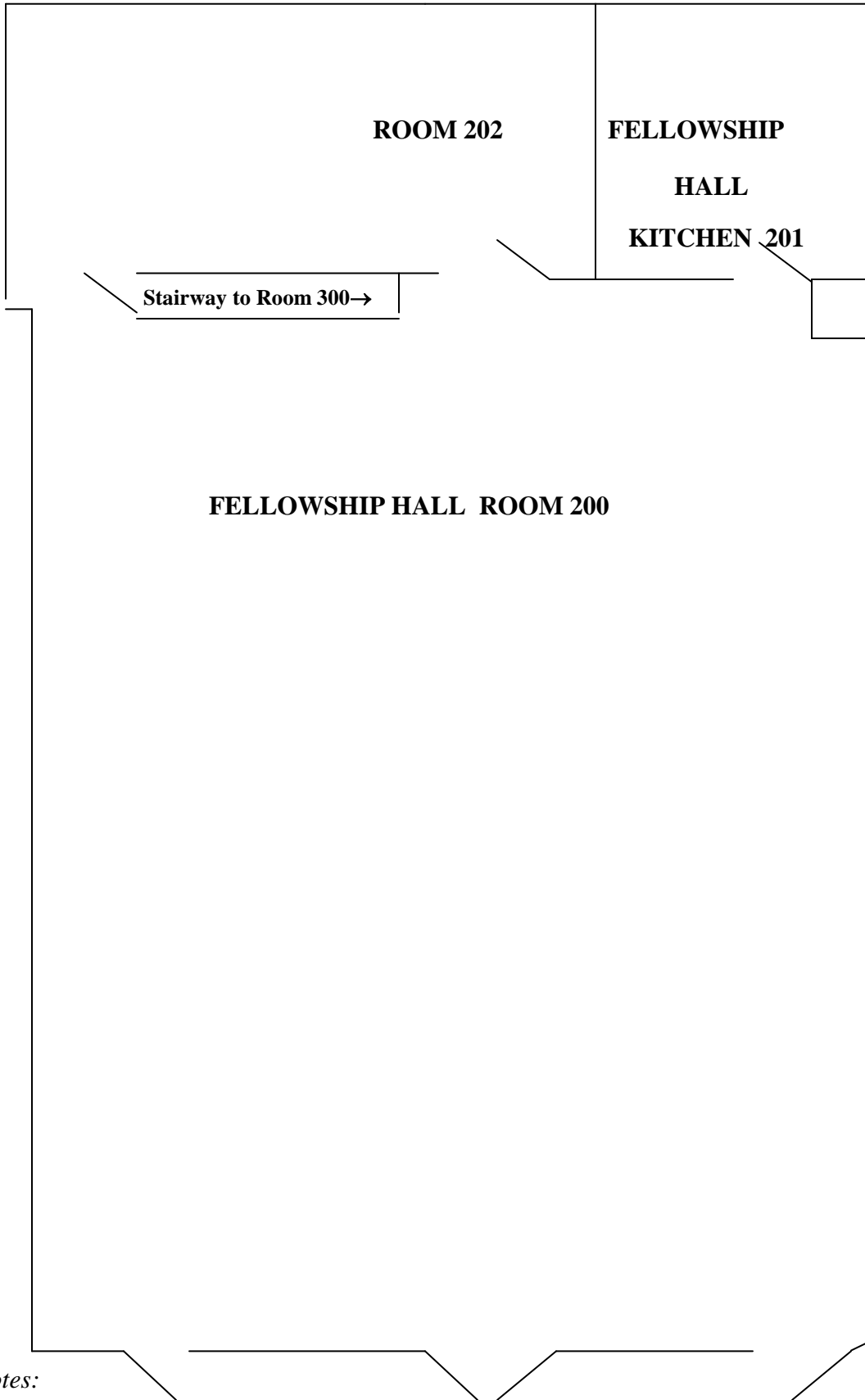
Rentals _____

Other _____

Affidavit of Requester: I am the person responsible for the use of the facilities requested, and I agree to abide by and to enforce the rules governing the use of the facilities requested. I understand that neither the church nor its Administrative Board assumes any responsibility for loss of property or for accidents or injury resulting from the use of these facilities.

Signature _____ Print Name _____ Date _____

FELLOWSHIP HALL SET UP SHEET



Special Notes: