

# **WEDDING GUIDE**

## **NORTH CHEVY CHASE CHRISTIAN CHURCH**

8814 Kensington Parkway  
Chevy Chase, MD 20815  
301/654-3631

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## **Introduction**

Congratulations on your engagement and coming marriage! We at North Chevy Chase Christian Church (Disciples of Christ) [NC4] are pleased that you are considering our Church for this joyous and significant event. This document explains our policies and procedures regarding weddings and provides relevant information about Church facilities and equipment. We hope that it will be helpful as you plan your wedding. Please contact the Church office (301-654-3631) with questions.

### **A. OUR PHILOSOPHY**

A wedding ceremony is an act of Christian worship and our stewardship of these facilities require that they be used to honor God and in ways consistent with the theology, traditions, standards, and witness of the Christian Church (Disciples of Christ). We want all weddings at NC4 to be joyful and spiritual celebrations of one of life's most important moments.

The usual practice is that one or both of the wedding couple has a relationship to North Chevy Chase Christian Church either as a member during the year preceding the wedding or through a close family member. However, there are circumstances that require couples who desire to be married in a Christian ceremony to marry in locations other than their home Church. In such cases, the Minister or a designated official of the congregation will interview the couple, after which the Minister will decide whether to allow use of the Church for the wedding. All marriages celebrated in NC4 must conform to federal and state laws governing marriages.

### **B. FIRST STEPS**

#### **Setting the Date**

Couples interested in holding a wedding at NC4 should call the Church Office to check on available dates for the wedding rehearsal and ceremony and to schedule a meeting with the Minister. The Church Office Manager will send you a Wedding Application Form. Return the completed application form to the Church with the requested dates *prior to* your meeting with the Minister. When you have confirmed the dates and have paid the \$100 non-refundable deposit fee (non-members only) the dates and time are reserved for you on the Church calendar.

#### **Pre-Wedding Conferences**

The Minister will want anywhere from two to four conferences with you prior to the wedding. You, your future spouse, and the Minister will discuss matters of interest or concern and will plan the wedding ceremony.

#### **The Wedding License**

The wedding license is secured at the Montgomery County Court House and is valid for six months. The license must be given to the Minister before the rehearsal begins.

## **C. THE CEREMONY**

### **Officiating Minister**

The Minister of NC4 makes all decisions regarding weddings held at North Chevy Chase Christian Church. If you want to have another member of the clergy officiate the service, NC4's Minister may, at his or her discretion, extend an invitation to the requested Minister to perform the ceremony.

### **Wedding Service**

The Minister will help you develop a wedding ceremony that is joyous and meaningful and that is consistent with our theology and traditions. If you wish to add details that have special meaning to you, talk to the Minister about these requests as early as possible. All decisions on the wedding service must be finalized prior to the rehearsal.

### **Music**

The Pianist/Organist for North Chevy Chase Christian Church will play for all weddings unless he/she is unable to do so. He/she will be happy to assist you in selecting appropriate music. It is your responsibility to contact our Pianist/Organist for a consultation. If a substitute musician is used, he/she must be fully qualified to play the organ and/or piano and our Pianist/Organist must approve the substitute musician before permission to use the instruments is granted.

You must discuss the special vocal or instrumental music with the Minister. Selection of guest musicians is your responsibility as is payment of any honorarium to the guest musicians (including vocalists). As a courtesy, our Pianist/Organist or Minister may be able to suggest appropriate musicians. Your guest musicians are responsible for contacting our Church's Pianist/Organist in regard to their music selections.

### **Flowers, Candles, and Other Decorations**

Decorations can enhance the wedding ceremony. You must review your plans for flowers, candles, and other decorations with the Minister as part of the planning process.

There are a few rules concerning use of flowers, candles, and other decorations:

- The elements and symbols of Christian worship may not be removed or concealed except with permission of the Minister.
- All decorations must be appropriate to a Christian worship service.
- Decorations may not be affixed by any means that will damage the Church or its furnishings.
- Flowers or flower petals cannot be scattered.
- Flowers or candles cannot be placed on the organ or piano.

- Lighted candles must be used with due concern for safety.
- Carpet protection is required under all candelabras.
- The use of an aisle runner is prohibited because of safety concerns.
- The Church assumes no responsibility for florists' property.

You should arrange with the Church office to visit the Church with the florist early in the planning stage. As a courtesy, the Minister can give you the names of florists who are familiar with the Church facilities. When a florist is selected, notify the Church Office before signing a contract. ***NC4 reserves the right to deny the use of a florist if there is good reason to do so.***

You or your florist should arrange with the Church Office the time when the florist may have access to the building to decorate. If you wish to leave the altar flowers for the Sunday worship service, please tell the Office Manager ahead of time so that an acknowledgment can be placed in the Sunday Order of Worship. All other flowers, candles, and decorations must be removed and the sanctuary or chapel cleaned and returned to its normal arrangement immediately after the ceremony, unless special arrangements are made with the Minister in advance.

### **Photography and Other Recordings**

A photographic record of the wedding ceremony is important to many couples. All photography and videotaping must be done without disturbing the ceremony. ***Videographers will be required to remain stationary throughout the ceremony.*** When a photographer is selected, notify the Church Office before signing a contract. ***NC4 reserves the right to deny the use of a particular photographer if there is good reason to do so.***

***All flash photography inside the sanctuary or chapel during the ceremony is prohibited; this rule applies to the professional photographer and to all guests.*** Please instruct your ushers to inform guests with cameras as they are seated. Existing light photography is permitted. ***Neither the photographer nor any guest is permitted to move about the sanctuary during the ceremony for photography purposes.*** The Minister or someone delegated by the Minister will assist you and the photographer in re-creating any part of the ceremony after the ceremony is concluded.

If your plans call for a photographic session at the Church other than immediately prior to or after the wedding service, you must arrange the session with the Office Manager. Review your plans for photography and videotaping with the Minister in advance of the event and before making final arrangements with the photographer.

### **Other Logistics**

- We do not permit **rice or birdseed** to be thrown.
- Harlow Hall may be used for **receptions**. If you are interested in using Harlow Hall, check availability with the Office Manager as you are scheduling the rehearsal/wedding

date. Caterers and others using these facilities are responsible for leaving them clean and ready for use after the reception.

- NC4 does not have a dedicated **dressing room**. However, there are rooms that can be used by the wedding party prior to the ceremony. Talk with the Minister about this as soon as possible. He/She will determine the most appropriate space for your use.
- The entire wedding party should attend the **rehearsal**. The wedding party consists of: Bride, Groom, Maid or Matron of Honor, Bridesmaids, Best Man, Groomsmen, Flower Girl(s), Ring Bearer(s), Candle-lighters, Ushers, parents and grandparents, as well as anyone designated for a special role in the service (vocalists, readers, etc.) The Church is reserved for one hour for the rehearsal, so it is important that everyone be on time.
- **Smoking** is not permitted inside the Church.
- **Except under the conditions spelled out in the NC4 Alcohol Policy, alcoholic beverages** are not permitted in the Church building or on its grounds. Individuals under the influence of alcohol may be required to leave and the rehearsal or wedding delayed.

#### D. RESPONSIBLE PARTY

The person signing the Wedding Application Form assumes responsibility for adherence to these policies and procedures and payment of all fees, including those for damages to the Church facilities and grounds.

#### E. FEES AND SUGGESTED HONORARIA

Members of NC4 may use the Church without charge. In lieu of a fee, members are welcome to make donations to the Church and/or to give honorariums for services provided. The fee schedule for non-members is listed below. For non-members, the deposit will be applied **to the balance which is due two weeks prior to the wedding.**

	NC4 Member (Suggested Honorarium)	Non-Member Fees
Non-refundable Deposit	No Charge	\$100
Sanctuary (250 guests)	No Charge	\$300
Harlow Hall (200 guests)	No Charge	\$200
Memorial Chapel (20 guests)	No Charge	\$100
Weir Lounge	No Charge	No Charge
Minister	\$200	\$300

<b>Pianist/Organist</b>	<b>\$175</b>	<b>\$200</b>
<b>NC4 Soloist</b>	<b>\$100</b>	<b>\$125</b>
<b>Custodial Services</b>	<b>\$100</b>	<b>\$125</b>

All checks should be made out to North Chevy Chase Christian Church and indicated as wedding fees. All fees due to the Church are payable on the second visit with the Minister or mailed to the Church Office prior to that date. Checks for our Pianist/Organist or soloists or other privately arranged services should be made out to the individual or group involved.