

**A CHRISTIAN WEDDING
POLICIES, PROCEDURES AND GUIDELINES
FOR A WEDDING AT
HILLSIDE CHRISTIAN CHURCH**

INTRODUCTION

A Christian marriage is an important part of your life. We are pleased to be a part of it. Every congregation has its own traditions and experiences. These determine to a great extent the philosophy and theology of weddings which take place in the church.

Hillside Christian Church expects the wedding ceremony to be a special Christian worship service for the couple, reflecting their faith in God. All services designed for a wedding service at Hillside Christian Church must be Christian in orientation. Such wedding services may be ecumenical but they must be Christian. Christian prayers and scriptural readings are expected to be a part of the service. Most couples choose a traditional wedding service, however the ministers at Hillside will be glad to work with you to design a wedding ceremony that is both worshipful and to your taste.

A Christian wedding ceremony is not an individual affair. The state, the community, and the Church are all concerned and indicate that concern by laws, policies and procedures. Hillside Christian Church has stipulated within this booklet their concerns and requests.

Any abridgement of the enclosed will be cause for cancellation of the rights and privileges of a person or persons to be on church property and may assure the cancellation of the wedding ceremony.

Those responsible for the arrangement of the wedding ceremony need to be aware of that which is enclosed and inform all participants as well as invited guests.

Steps To Take To Schedule A Wedding

(Do in the order listed)

1. Fill out and turn in to the Church Office a Facility Reservation Request, found in this booklet.
2. Call and set an appointment with a minister at Hillside Christian Church. (No wedding date may be scheduled on the church calendar without the approval of a minister.) * *See An Interview with a Pastor (Scheduling a Date), below.*
3. Call the Wedding Hostess to make sure she is available for the date of your wedding. (The Wedding Hostess will help with your plans, candles, flowers, photos, etc. The Hostess will direct the rehearsal and the wedding. The Wedding Hostess can be very helpful to you in keeping the cost down.)
4. Call the Office Administrator to check to see if the date you have chosen for your wedding is available. The Office Administrator will put it on the calendar, if the minister and the wedding hostess are available on your chosen date, and you have completed all the proper steps.

* An Interview with a Pastor

(Scheduling a Date)

No wedding date will be scheduled on the master calendar of the church until a conference with a Minister at Hillside Christian Church has been concluded.

The minister will decide what arrangements are necessary. The minister will follow through on clearing pre-marital counseling dates as well as confirming a calendar date and time for the wedding ceremony.

Pre-marital counseling dates and the wedding ceremony (including the rehearsal) date, once established, are protected.

Scheduling

Weddings will not be permitted the weekend of Thanksgiving, one week prior to Christmas, Christmas to New Years, and the weekend of Easter. No date will be reserved on the Master Calendar until the Facility Reservation Request has been turned in to the Church office.

Pre-marital Counseling is Required

Pre-marital counseling is required of all couples that have their wedding service at Hillside Christian Church. The counseling may be conducted by one of the ministers at Hillside, by another clergy person or a marriage and family counselor. If the counseling is done by someone other than a minister at Hillside **written verification must be sent by the counselor to the church no less than thirty (30) days prior to the wedding.**

The Church Staff

Clergy

One of the ministers of Hillside Christian Church is expected to officiate at all wedding ceremonies. Should a request be made to have a clergy person from outside Hillside to officiate, the Senior Minister shall have the privilege of deciding whether or not the exception is to be made; and, if so, personally extend such an invitation. Since a service at Hillside is expected to be Christian, permission will not be given for a judge or justice of the peace to perform a wedding service at Hillside.

Music - Organist, Instruments, etc.

Only a designated Hillside organist may be obtained to play the Pipe Organ unless extenuating circumstances dictate otherwise. Approval by the officiating Hillside minister must be obtained for those extenuating circumstances.

Any musical instruments other than an organ, a harp or a piano must be cleared for use by the officiating minister.

Music must be in keeping with the spirit of a Christian worship service. The officiating minister has the right to review and decline requests for secular-type selections. A list of approved music is included in this booklet.

NOTE: It is the responsibility of those arranging the wedding ceremony to contact any and all persons participating in the service -musicians, singers, etc.

Pre-Approved Wedding Music

Following is a list of music that has been pre-approved by the Senior Minister.

SUGGESTIONS FOR WEDDING MUSIC

Music can be one of the most meaningful and expressive parts of your wedding service, especially when you select those pieces that best represent you as a couple. In addition to the popular selections you may have already chosen, here are a few books and solos that offer sacred wedding music.

MUSIC FOR VOCAL SOLO (COLLECTIONS)

| TITLE | EDITOR/ARR. | PUBLISHER |
|--------------------------------------|--------------------|------------------|
| Endless Love: Music for Your Wedding | Laura Bergquist | Tempo |
| Here Comes the Bride | Fred Bock | Alexandria |
| Wedding Blessings | Paul Bunjes | Concordia |
| Whom God Hath Joined Together | Fred Bock | Fred Bock |
| Time for Joy | Various | Word |
| Everything for the Wedding Soloist | Jack Schrader | Hope |
| Our Sacred Day | John Wilson | Hope |
| Songs of Love and Commitment | Jack Schrader | Hope |
| Joyous Wedding Celebration | Bryan Leech | |
| Folk Songs for Weddings | Various | Augsburg |
| Four Wedding Solos | McConnell | Augsburg |
| Ring of Gold: Seven Wedding Hymns | Busarow | Augsburg |
| Seven Wedding Songs | Various | Augsburg |
| A Wedding Garland | Various | Augsburg |
| Wedding Music Songbook | Various | Augsburg |
| Wedding Album 1 | Various | Maranatha |
| Wedding Album 2 | Various | Maranatha |
| Wedding Music Vol. 1 | Various | Benson |
| Wedding Music Vol. 2 | Various | Benson |
| Wedding Music Vol. 3 | Various | Benson |
| Wedding Music Vol. 4 | Various | Benson |

MUSIC FOR VOCAL SOLO (SINGLE COPIES)

| TITLE | COMPOSER | PUBLISHER | INST |
|--------------------------------|-----------------|------------------|-------------|
| The Lord's Prayer | Flor Peeters | Peters | |
| The Lord's Prayer | Mallotte | Augsburg | |
| Wedding Hymn | G.F. Handel | Berandol | |
| Song of Devotion | John Ness Beck | Schirmer | |
| Thou Art My Joy | J.S. Bach | Schirmer | |
| The Greatest of These is Love | Rene Clausen | Augsburg | |
| The Greatest of These is Love | Daniel Moe | Augsburg | |
| The Greatest of These is Love | Roberta Bitgood | Augsburg | |
| Beloved, Let Us Love | Donald Busarow | Morning Star | Flute |
| When Love Is Found | Alfred Fedak | Morning Star | |
| God of Love | B. Wayne Bisbee | Morning Star | |
| Music for the Marriage Service | Halsey Stevens | Mark Foster | |
| O God of Love | Austin Lovelace | Augsburg | |
| O God of Love | John Ness Beck | Augsburg | |
| O God of Love | Bouman | Augsburg | |

SUGGESTIONS FOR WEDDING MUSIC

| | | | | |
|----|---------------------------------------|-----------------------|----------|--------|
| 1 | He's Got the Whole World in His Hands | arr. Margaret Bonds | Presser | |
| 2 | O Perfect Love | H.T. Burleigh | Presser | |
| 3 | Love Will Be Our Home | Steven Curtis Chapman | Benson | |
| 4 | The Gift of Love | Hal Hopson | Augsburg | |
| 5 | Wedding Prayer | Fern Dunlap | Schirmer | |
| 6 | Benediction | Haan | Augsburg | |
| 7 | Come, Lord Jesus, To This Place | Busarow | Augsburg | |
| 8 | Entreat Me Not To Leave You | Poulson | Augsburg | |
| 9 | I Will Sing the Story of the Love | Wienhorst | Augsburg | Flute |
| 10 | Jesu, Joy of Man's Desiring | J.S. Bach | Augsburg | |
| 11 | Lord Be Our Wedding Guest | Childs | Augsburg | |
| 12 | A Wedding Blessing | Walter Pelz | Augsburg | |
| 13 | Lord, May Their Lives | Carroll | Augsburg | |
| 14 | Lord, Who at Cana's Wedding Feast | Busarow | Augsburg | |
| 15 | Love | Callahan | Augsburg | |
| 16 | Love, In Christ | Schultz | Augsburg | |
| 17 | May the Grace of Christ Our Savior | Shilling | Augsburg | Oboe |
| 18 | Not Two, But One | R.A. Nelson | Augsburg | Guitar |
| 19 | O Perfect Love | Healy Willan | Augsburg | |
| 20 | Psalms 128 | Wetzler | Augsburg | |
| 21 | This Glad Day | Sateren | Augsburg | |
| 22 | Now With Thanksgiving | Busarow | Augsburg | |
| 23 | Wedding Petition, A | John Nes Beck | Augsburg | |
| 24 | Wedding Prayer | Bach/Artman | Augsburg | |
| 25 | Whither Thou Goest | Cassle | Augsburg | |
| 26 | You are the Chosen of the Lord | Fedak | Augsburg | |
| 27 | Bless, O Lord, These Rings | Roff | GIA | Duet |
| 28 | By My Side | Porter | GIA | Guitar |
| 29 | O Perfect Love | Kreutz | GIA | |
| 30 | One in Heart and One in Mind | Bach/Roff | | |
| 31 | Sacred Trust | Kreutz | GIA | |
| 32 | Unity Candle Song, The | Haan/Sullivan | GIA | |
| 33 | Wedding Song | Verdi | GIA | |
| 34 | Wedding Song, The | Carroll/Heckel | | |

MUSIC FOR INSTRUMENTS

| TITLE | ARRANGER | INSTRUMENT |
|-----------------------------------|---------------------|--|
| Music for Weddings Vol. 1 | Holcombe/Giammarino | String Quartet |
| Music for Weddings Vol. 2 | Holcombe/Giammarino | String Quartet |
| Wedding Album 14 Favorites Vol. 1 | Zinn | String Quartet/string orchestra Wedding Album 14 |
| Favorites Vol. 2 | Zinn | String Quartet/string orchestra |
| Wedding Music for String Quartet | Aufderhaar | String Quartet |
| Wedding and Ceremonial Music | Campbell | Brass Quintet |
| Music for Weddings Vol. 1 | Battles | Brass Quintet |
| Music for Weddings Vol. 2 | Holcombe | Brass Quintet |
| Wedding and Ceremonial Music | Conley | Trumpet & organ |
| Classical Wedding | Wallace/Head | Trumpet & organ - on CD |
| The Joyous Wedding | Wallace/Head | Trumpet & organ - on CD |

The Church Wedding Hostess

All weddings beyond a small party consisting of the Bride and Groom, a Best Man and a Bride's Maid, and a small group of 25 guests or less, are considered large and formal.

Larger and more formal wedding ceremonies require the service of the Hillside Christian Church **Wedding Hostess**. This includes all sanctuary weddings regardless of the size of the wedding party. The Wedding Hostess is to be contacted by those arranging for the service. The Hostess will meet prior to the wedding with the couple to go over the services offered and assist with any questions in preparation for the wedding and/or reception. The Hostess is responsible to the officiating minister and clears all details as to arrangements and details of the service with the officiating minister.

The Church Custodian

The Church custodian receives his/her responsibilities for the wedding ceremony from the officiating Minister or, in the case of a larger more formal service, the Wedding Hostess. He/She is available to those arranging for the wedding ceremony. A reasonable request upon his/her time is to be observed. The custodian or hostess opens and secures the church building for rehearsal and wedding, and upon appointment arranges to allow florists, caterers, etc. access to the church building so that duties may be performed.

The Nursery Contact

Whereas a nursery is not encouraged, one can be made available by contacting the Nursery Contact. Fees for sitters are to be paid directly to the person/persons who are doing the sitting on the day of the wedding.

Receptions Held in the Church

A Reception held in the church can be arranged for at the time the wedding ceremony is scheduled with the officiating minister.

Non-members are required to utilize the services of a caterer, who must be pre-approved by the church office.

Members can either utilize the services of a caterer, or ask for assistance from a church group.

Dancing is permitted only in the Fellowship Hall, or the gym. The style and choice of music must be in keeping with the dignity of a church setting. **The Minister shall be empowered to cancel and stop any dance that in his/her opinion has crossed the line of dignity.**

Smoking, Alcoholic Beverages, and Drugs

No smoking is allowed in the church building. No alcoholic beverages or drugs are allowed anywhere on the church property.

1. Those responsible for arranging the wedding ceremony are under obligation to make this rule known to all participants of the wedding party as well as any invited guests.
2. If these rules are violated, the Minister, Wedding Hostess or Custodian shall notify the police.

Decorations

Fastenings requiring penetration of walls, woodwork or pews is prohibited. Adhesives harmful to surfaces will not be permitted.

1. Users will remove all decorations promptly after use.
2. Only dripless, or liquid wax candles may be used.

3. No hymn book may be used to level or increase height of furniture.
4. In a wedding, if a flower girl is used to drop flower petals, silk or artificial petals must be used. The use of an aisle cloth is prohibited.

Communion Table

It is the policy of the church that the Communion Table will not be moved from its place in the chancel.

1. Under no circumstances may any wedding party or the staff of Hillside move the Communion Table for any wedding.
2. The candlesticks may not be removed from the Communion Table without the permission of the church office.
3. Placing items other than normal appointments on the Communion Table is prohibited. The only exception shall be the use of the church's unity candles during the ceremony.

Church Equipment

Wedding groups shall not be entitled to any equipment of the church except that necessary to conduct a normal wedding service.

1. Church owned equipment shall be used and managed only by church personnel.
2. The Church Office and all equipment in the church office is not to be used.
3. The church **will not** allow the use of its electronic equipment such as TV's, VCR's, Recorders, etc.
4. The sound system shall be managed only by church personnel.
5. Under no circumstances shall any outside party "plug in" or "hook up" to the church sound system.

Candelabras

All candles used must be of the liquid wax.

1. Thirty pew candles are available to rent through the Church office.
6. The church candelabras (which use only liquid wax candles) may be used.
3. There is a large 15-candle arch available through the church.
4. There is a unity candle available for rental.

Marriage Licenses.

The Marriage Licenses must be given to the church office administrator no later than

three days before the scheduled wedding ceremony. Church office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Due Date for Fees, Honorariums, etc.

Checks are to be made out to HILLSIDE CHRISTIAN CHURCH and marked "Wedding". All of the expenses may be included in one check. The church distributes the monies according to the fees and costs of the services provided. This is done to avoid embarrassment that could occur due to the forgetfulness as a result of the busyness and excitement of the occasion. **Such money shall be in to the church office no later than ten (10) days prior to the rehearsal date.**

Honorariums and Fees

Honorariums for Clergy

Ministers generally do not require an honorarium. Ministers of Hillside Christian Church may not charge a fee of members but are allowed to set fees for non-members. While honorariums are not required by clergy it is always appropriate to give an honorarium.

Church Building Fees

The facilities of the church shall be made available to all those who qualify as "Participating Members" without charge, except for a standard fee that applies to all weddings where clergy determine such services are needed.

For **"Non-Participating Members" or non-members the use of the sanctuary, chapel, fellowship hall or other areas, there is a fee.**

Definition: Participating or Non-Participating

A participating member is one who has shown interest through "attendance, giving, activity, and/or spiritual concern" and a non-participating member is one who has ceased to show such an interest for a period exceeding one year. In determining a "Participating" family, in no way will the privilege of use be extended beyond the immediate family and grandparents of the person(s) considered active.

No one will be considered a participating member with less than one year of membership at Hillside Christian Church.

Organist and Pianist Costs

There are set fees for the organist and pianist. Please use the fee schedule enclosed for information and pay through the church office.

Other Musical Considerations

Any soloists, duets, etc., as well as musical instruments, must be in agreement with the clergy officiating and remuneration arranged for by those responsible for arranging the wedding.

Reception Arrangements

Please see the attached form, complete it and present it to the Wedding Hostess.

All Other Financial Consideration

1 The Wedding Hostess will consult with those responsible for arranging the wedding
2 concerning the following:

3 4 **Of General Importance**

5 **Setting and Equipment**

6 The setting in the chapel and the sanctuary shall not be altered without the officiating
7 minister's approval.

- 8
- 9 1. A prayer kneeler (prie-dieu) may be used in the wedding ceremony.
 - 10 2. Nothing other than the symbols commonly used during a worship service shall be
11 placed on the Lord's Table, except when a "Unity Candle" is to be used and/or
12 communion is to be served.
 - 13 3. Any flowers, trimmings, decorations, materials used for the wedding ceremony
14 are to be removed immediately after the service and/or reception.
- 15
16
17

18 **Photographers and Picture Taking**

19 To preserve the spirit of reverence, please inform your photographer and friends not to
20 take pictures during the wedding ceremony. A photographer may be allowed only if: NO
21 FLASH is used; ONLY from the rear of the sanctuary; NO moving around, or close proximity to
22 chancel area; & NO LOUD CLICKING. As soon as the minister starts the wedding...it becomes
23 a worship service.

- 24
- 25 1. As the bride enters and the bridal couple depart at the close of the service, pictures
26 can be taken.
 - 27 2. Following the service, photo-taking in the sanctuary should be limited to 30
28 minutes.
 - 29 3. Those who use or operate video cameras shall confine themselves and the cameras
30 to areas that are not easily noticeable to the congregation.
 - 31 4. The Church Wedding Hostess will give the photographer specific areas that are
32 good for video taping.
 - 33 5. Under no circumstance will any photographer run cable in the aisles of the
34 sanctuary.
- 35
36
37
38

39 **Florists**

40 Arrangements for a florist to deliver flowers to the church may be made with the
41 Wedding Hostess.

42 **Wedding Participants Arrival**

43 Usually the bride and her party will arrive two hours ahead of the scheduled time of the
44 wedding ceremony.

- 45
- 46 1. Unless special arrangements have been made with the church custodian, the
47 church will not be open until two hours ahead of the scheduled wedding
- 48

ceremony.

2. The groom and his party usually arrive an hour and one half before the ceremony.

Rice, Seeds or Confetti

Please request that guests not throw these materials inside the church, only on the outside.
(For ecological reasons seed is preferred over rice and confetti.)

Special Note

The church staff and officials reserve the right to restrict the privileges granted to any member of the wedding party or invited guests who deliberately or flagrantly violate the policies and procedures printed within this booklet.

NO OUTSIDE MINISTERS ALLOWED.

**PERSONS TO CONTACT REGARDING SERVICES TO BE
OFFERED AT A CHRISTIAN WEDDING CEREMONY**

SENIOR MINISTER

Dr. William H. McConnell 683-6577

ASSOCIATE MINISTER

Rev. Deborah R. Elwick 683-6577

ASSOCIATE MINISTER

Mr. Joshua Cole 683-6577

MUSIC DIRECTOR

Mr. Mark E. Walker 263-0808

WEDDING HOSTESS

Mrs. Karlene Brittain-Mooney 733-1130

CHURCH/RECEPTION HOSTESS

Mrs. LaRena Goldak 733-0342

OFFICE ADMINISTRATOR

Mrs. Janice Smith 683-6577

ADMINISTRATIVE ASSISTANT

Mrs. Susan Germann 683-6577

ORGANIST

Mr. Alan D. Malaby 729-6467

CUSTODIAN

Contact Church Office 683-6577

NURSERY CONTACT

Contact Church Office 683-6577

**WEDDINGS AND WEDDING RECEPTION COST
HILLSIDE CHRISTIAN CHURCH**

Bride & Groom: _____

Wedding Date: _____

Building Use

Wedding Only

Sanctuary (Includes use of parlor, chapel and dressing rooms for wedding and rehearsal)

Members _____ Hours X \$50.00 (Five Hours Free) = _____

Non-members _____ Hours X \$100.00 (\$500.00 Minimum) = _____

Chapel (Includes use of parlor, and dressing rooms for wedding and rehearsal)

Members _____ Hours X \$50.00 (Five Hours Free) = _____

Non-members _____ Hours X \$75.00 (\$375.00 Minimum) = _____

Parlor (Does not include rehearsal time or other areas)

Members _____ Hours X \$25.00 (Two Hours Free) = _____

Non-members _____ Hours X \$50.00 (\$100.00 Minimum) = _____

Reception With Wedding

Fellowship Hall (Include setup and clean-up time)

Members _____ Hours X \$50.00 (Four Hours Free) = _____

Non-members _____ Hours X \$100.00 (\$400.00 Minimum) = _____

Multipurpose (Gym) Area (Include setup and clean-up time)

Members _____ Hours X \$75.00 (Four Hours Free) = _____

Non-members _____ Hours X \$100.00 (\$400.00 Minimum) = _____

Kitchen (For Caterer Use)

Members _____ Hours X \$ 25.00 (\$100.00 Minimum) = _____

Non-members _____ Hours X \$ 50.00 (\$200.00 Minimum) = _____

Parament Use

Regular Candelabra (7 candles in each candelabra) 2 X \$10.00 = _____

Arch Candelabra (15 candles) 1 X \$35.00 = _____

Unity Candle (2 mother and 1 couple candles) 1 X \$10.00 = _____

Pew Candles (1 candle per pew) _____ X \$5.00 = _____

Personnel

Minister(s) Dr. William H. McConnell \$ _____ = _____

Rev. Deborah R. Elwick \$ _____ = _____

Other: _____ \$ _____ = _____

Organist Mr. Alan Malaby \$200.00 = _____

Other: _____ \$ _____ = _____

Instrumentalist: _____ \$ _____ = _____

Soloist: _____ \$ _____ = _____

Other: _____ \$ _____ = _____

| | | |
|----|---|--|
| 1 | | |
| 2 | Custodian (Required For All Weddings & Receptions) | Wedding Only \$75.00 = |
| 3 | | Wedding & Reception \$125.00 = |
| 4 | | Wedding, Reception & Dance(Over Four Hours) \$250.00 = _____ |
| 5 | | |
| 6 | Audio Tech (Rehearsal & Wedding) | \$100.00 = _____ |
| 7 | | |
| 8 | Child Care | Price Set Upon Request = _____ |
| 9 | | |
| 10 | Wedding Hostess (Required For All Weddings) | Member Wedding Only \$125.00 = |
| 11 | | Member Wedding & Reception \$175.00 = |
| 12 | | Non-Member Wedding Only \$150.00 = |
| 13 | | Non-Member Wedding & Reception \$200.00 = _____ |
| 14 | | |
| 15 | Reception Hostess/Church Hostess | Price Set Upon Request = _____ |
| 16 | | |
| 17 | Caterer | (\$500.00 Damage Deposit Required) = _____ |
| 18 | | |
| 19 | <i>Late Fee (If Paid Less Than Seven [7] Days In Advance)</i> | <i>\$50.00 = _____</i> |
| 20 | | |
| 21 | | |
| 22 | GRAND TOTAL OF COST | \$ _____ |
| 23 | | |
| 24 | | |
| 25 | | |
| 26 | | |
| 27 | Signature of Bride or Groom | Today's Date |
| 28 | | |
| 29 | | |
| 30 | | |
| 31 | Signature of Wedding Hostess | Today's Date |
| 32 | | |
| 33 | | |
| 34 | _____ | _____ |
| 35 | Signature of Office Administrator | Today's Date |
| 36 | | |
| 37 | | |
| 38 | | |
| 39 | Signature of Administrative Assistant | Today's Date |