CHRIST UNITED
Pursuing a Christ-centered life in our self-centered world

Christ United Jackson
Jackson, Mississippi

Policy and Guidelines
For Weddings in the Sanctuary

Congratulations!

One of the loveliest occasions in the life of two people is their wedding. It comes to them as a culmination of their hopes and dreams and at the same time, as the beginning of a new experience... "Instituted of God and signifying the mystical union which exists between Christ and His Church." Believing that marriage is a holy and sacred gift from God between a male and a female, it is our desire that couples approach marriage according to Biblical standards and in a way that is pleasing to God.

It is our desire to join you in making your wedding as beautiful as you have dreamed and an experience which will always live in your memory. To this end, we are happy to share the church facilities in accordance with the policies and regulations as approved by the Administrative Board and the Wedding Committee of Christ United Jackson.

Contact Information
Christ United Jackson
Phone: 601-956-6974

Wedding Coordinator (church)
Brandon Kennedy, Director
weddings@christunitedjxn.org

THE DATE AND TIME

To check for available dates for weddings please complete the wedding interest form on our website. You will be notified if your request is able to be met by the wedding coordinator.

Please know Christ United does not schedule weddings during certain time periods:

- Easter Weekend
- Some weekends in December but those dates will be determined yearly when the church calendar is set

The following dates may have conflicts you should be aware of:

- The decorations for Lent (various colors), Pentecostal Sunday (red) and Advent (various colors) are usually present in the sanctuary on the preceding Saturday.
- Sometimes needed personnel (custodians, clergy, wedding coordinator, etc.) may not be available during the holiday weekends of Memorial Day, July 4th, Labor Day and New Year's Day as well as the weekend prior to and the weekend following Thanksgiving and Christmas.
- The weekend prior to Thanksgiving may include harvest fruits on the altar.
- The weekend following Thanksgiving may conflict with church activities.
- Other Sundays not listed are potential.
- If your wedding is on a Saturday, the flowers may be left for the Sunday morning worship services. Recognition of the wedding flowers will be printed in the weekly Enote (we must know two weeks in advance) if you plan to leave them. If the wedding is during the season of Lent (or it there's an unusual conflict in the sanctuary), the wedding flowers in the sanctuary will be moved to the Great Hall for Sunday worship but still recognized in the Enote the following week.

Christ United does not allow brides to reserve the church as a backup venue. If your wedding is scheduled at another location and you need a last-minute backup, Christ United will check availability two weeks prior to the wedding date. If the church and required staff are available, the church may be reserved upon payment of the non-refundable deposit, the wedding fee and an additional $200 late fee.

FLOWERS & DECORATIONS

- *Holiday or liturgical decorations already in the sanctuary and Great Hall must remain.
- The two flower stands are frequently used for large arrangements and may be moved to different locations on the chancel area. The cross and candles need to stay on the altar but can be moved to a different position. The Bible can stay or can be moved to the Sacristy. The pulpit and/or lectern can be moved to the back area of the chancel if not needed. However, NO rearrangement of any other chancel furnishings is permitted. Because Sunday morning worship is the primary focus of CUJ, no item will be removed from the chancel that is part of our regular

Sunday morning worship service. This includes the orchestra chairs and music stand, percussion instruments, drum set, grand piano, organ, altar, theatrical lighting, and front-fill monitors. Two small vases of flowers may be used on the alter table on either side of the cross. Our wedding director will be happy to answer any questions you may have regarding the decorations.

- You must complete the floral agreement when the wedding coordinator emails it to you and submit these forms **no later** than 2 weeks prior to your ceremony.
- Your florist will have access to the church after 1:00 on Friday before a Saturday wedding pending no funeral or other event is in the sanctuary at that time. The florist needs to contact the wedding coordinator (see page 1) to make arrangements for access if they need to arrive earlier. The florist may also use the left side of the sacristy for floral preparations but is responsible for leaving the area clean of any debris. If your wedding is a day other than Saturday, please contact the wedding coordinator to schedule the optimal time for floral delivery.
- NO rice or confetti may be used anywhere on the church property – inside or outside.
- Any petals dropped during the ceremony must be artificial.

Once the date is approved, Christ United will provide a link to pay your wedding deposit to reserve your date. The date is NOT finalized until your deposit has been received. Once your date has been officially reserved, your wedding will be added to the main church calendar. Once the deposit has been received you will be contacted by the wedding coordinator.

Weddings must start by 7:00pm or earlier.

NON-MEMBERS

Christ United does not allow non-members to use our facility for their wedding.

WEDDING COORDINATOR

Our wedding coordinator (listed on page 1) shall direct, in full, your rehearsal and wedding service. She will work with your personal wedding coordinator as needed. She is the representative from the church and will be of invaluable assistance to you in the planning of your wedding service at the church. All questions should be directed to her during the planning process of the wedding service. The Christ United wedding coordinator is your source for guidance and decisions regarding the wedding service and other activities on the church property.

THE MINISTER(S)

The officiating minister must be ordained. Any non-Christ United ministers must be pre-approved by one of our pastors who may also require assistance with the ceremony from a Christ United pastor. If you would like a pastor from Christ United to officiate your wedding, please indicate this on the wedding interest form.

REHEARSALS

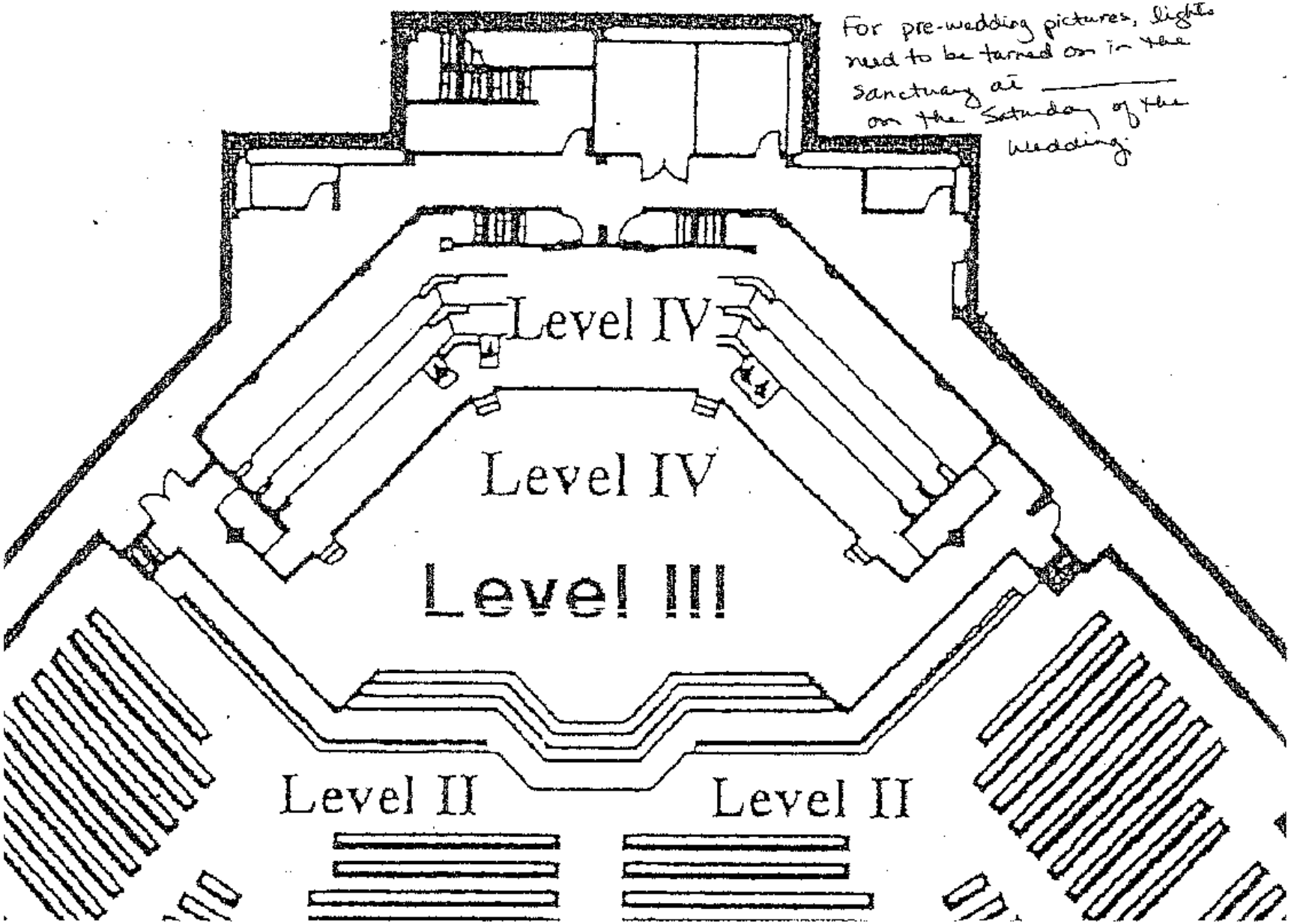
Rehearsals will be directed exclusively by the wedding coordinator in cooperation with the officiating minister. Rehearsals typically last from 45 minutes to one hour. PLEASE ask your attendants to arrive 15-30 minutes ahead of time.

The entire wedding party should be at rehearsal - Bride and Groom, their attendants, parents of the bride and groom and any flower girl/ring bearers. The bride, in conjunction with the CUJ wedding coordinator, may choose a time for the rehearsal on the evening prior to the wedding at the church.

Please note, the officiating minister will work with the wedding coordinator, and is not required be at the rehearsal.

PRE-MARITAL COUNSELING

All couples using a Christ United pastor are required to have pre-marital counseling between the initial and final meetings with the officiating minister (if member of CUJ staff). It is STRONGLY recommended that counseling begin six or more months prior to your wedding date. Please contact the officiating pastor (see page 1) to discuss appointment scheduling and also note we will not perform a wedding at Christ United without having completed pre-marital counseling. If you need assistance in finding someone to perform your counseling please let the wedding coordinator know and she will assist you.


For pre-wedding pictures, lights need to be turned on in the sanctuary at ——— on the Saturday of the wedding.
Level IV
Level IV
Level III
Level II
Level II

STILL PHOTOGRAPHY

- The wedding photography guidelines are on the next page. You must complete the photographer agreement when the wedding coordinator emails it to you and submit these forms **no later** than 2 weeks prior to your ceremony.

In addition to the sanctuary and dressing rooms, photographers also use the prayer room, steps in the Great Hall, and outside which are all available prior to and after the wedding ceremony.

Please understand that the wedding service is a sacred service and it is our desire that your wedding be as beautiful as planned. Lights flashing and cameras clicking take away from the ceremony and away from the bridal couple. It is recommended that you include text in your wedding program requesting that guests refrain from taking pictures during the ceremony.

VIDEOGRAPHY AND RECORDINGS

- Videotaping and recordings are permitted as outlined in the videography guidelines on the following pages and as approved by the Wedding Coordinator. CUJ does not provide video and audio recordings. You must complete the videographer agreement when the wedding coordinator emails it to you and submit these forms **no later** than 2 weeks prior to your ceremony.

THE WEDDING PROGRAM

Prior to printing your program, please send an electronic draft to the wedding coordinator for our CUJ pastors to review **(at least one month prior to the wedding)** to ensure it will flow with the usual order of Christ United wedding liturgy. Suggestions and the order of the liturgy are as follows:

A SERVICE OF CHRISTIAN MARRIAGE

Basic Layout of the worship service:

Prelude – typically this begins 30 minutes prior to service

Seating of the families

Wedding Party Processional – officiant, groom, best man, groomsmen, bridal party.

Bridal Processional

Words of Greeting

Charge to the Couple

Declaration of Intent

Giving of the Bride

Scripture Reading

Homily

Exchange of vows

Exchange of rings

Pronouncement of Marriage

Presentation of the Couple

Recessional

Please Note:

Any changes to our “basic wedding” order of worship as stated above must be presented to the officiating minister at least 10 days in advance of the ceremony. The officiating minister will determine if the changes can be made.

MUSIC

1. The pastor performing your wedding ceremony will help you plan the Order of Service for your ceremony.

2. As you are selecting the music for your wedding, please remember this is a service of worship. Only music that is suitable for a worship service may be used. Only sacred, contemporary Christian hymns, and classical instrumental music is permitted.

3. Vocalist and musicians will rehearse one hour prior to the wedding ceremony.

4. All music, including song lyrics, used in the wedding must be submitted to the Wedding Coordinator, Organist/Pianist and approved at least one month prior to your wedding.

5. You must contract independently with the organist/pianist, vocalists and instrumentals needed for your ceremony.

6. No taped music or vocal tracks are allowed without approval by pastoral officiate.

Our worship director or organist, serve as consultants and can assist with the music selection for a wedding & Christian worship. If our organist is not playing for your wedding, he can recommend, if needed, another organist who is familiar with the organ at CUJ. If an outside organist/accompanist is desired, our music minister must approve. Music, organist, and any other musicians selected will be approved when the wedding program is approved by the CUJ pastors so please be aware of this when selecting music. If a non Christ United pastor is officiating the wedding, a Christ United pastor will approved the music when they approve the wedding program.

PRE-CEREMONY DRESSING & PICTURES

Room 212 is a large space reserved for the bridal party to dress and socialize prior to the wedding. It is located upstairs near the elevator and restroom facilities. The Youth Game Room (or Room 84 if unavailable) is reserved for the groom & groomsmen.

Snacks and refreshments for the wedding party may be set up only in these rooms. The wedding party is responsible for supplying all food, paper cups, plates, and ice. To prevent any accidental spills on clothing, we strongly encourage providing clear liquids only.

PARKING

Parking for the wedding party is recommended on the south side of the church (portico) since it is closer to the dressing areas. If anyone plans to leave their car overnight, please park in the back parking lot in order to leave closer parking on Sunday for our church guests. Christ United is not responsible for the safety of cars left overnight.

Alcohol and Smoking Policy

ABSOLUTELY NO alcoholic beverages or smoking are permitted in the church or on any of the church property! Bride and Groom should make sure the entire wedding party is made aware of this policy.

FEE SUMMARY

NOTE: All payment should be made electronically using the links provided by the wedding coordinator. Full payment can be made at any time but MUST be made 30 days prior to the wedding.

Rooms Reserved: Sanctuary, Great Hall, Prayer Room, Parlor, and dressing rooms (Room 212 – bridesmaids and Youth Game Room – groomsmen)

Member Basic Fee: $1100 - $550 deposit to reserve the date $550 remaining balance

This includes the wedding director, security, the sound engineer and custodians. Security and custodians are allotted for the rehearsal and 4 hours prior to the wedding time on the wedding day. The non-refundable deposit is required at the time of booking and the remaining balance must be paid 1 month prior to the wedding. Once the deposit it paid, you are contractually obligated to pay the remaining balance.

Christ United Pastors are paid directly by the bride/groom. Traditionally, the groom is responsible for this expense. Please see below for the recommended honorarium for our pastors.

On campus - $250-$300 is recommended.

Off campus – the Honorarium should be adjusted for additional time, travel and expense.

If any damages are incurred they will be at the expense of the bride and groom.

***Please contact the wedding coordinator for pricing information on weddings smaller than 50 attendees.**

Plus the following cost for additional services (members and non-members):

$300.00	Organist Fee (CUJ) Charge may vary with organists not affiliated with CUJ.
$20.00/hour*	Custodian (not required for usual wedding time frame)
$25/hour*	Security (not required for usual wedding time frame) Security remains until last person leaves the church property.
$120.00 minimum*	Traffic Control on Old Canton Road if needed ($30/hour/person for a minimum of 1-2 persons for 4 hours depending on the wedding size.) Requires a four month notice if needed.

* The basic wedding fee covers 4 hours of service (excluding traffic control) which is the usual time frame for the majority of weddings. Usually it is known in advance if additional costs will be applied and can be estimated. If the refundable deposit is not enough to cover these costs, a bill will be sent following the event for the actual additional cost.

Rehearsal Dinner or Wedding Reception: There are no rehearsal dinners or wedding receptions to be held at Christ United

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