

Community Congregational Church

19671 Cleveland Road

South Bend, IN 46637

(574) 272-2991

Wedding Guidelines

We are pleased that you are interested in having your wedding at Community Congregational Church. We consider weddings to be a part of our ministry to the community at large. Please understand that we are actually a church; we are not a wedding chapel. We gather weekly for worship and at other times for Bible study, prayer and other programs for spiritual growth. If you do not have a church home, we invite you to be a part of our wider ministry.

The wedding is a religious ceremony in which a covenant is made involving four parties: a man, a woman, God and the community. All join in the celebration of a happy union of two people in love. We want the wedding and its related activities to be a wonderful and sacred occasion, long to be remembered, and that you may have the knowledge that the Creator will bless your marriage, grant you fulfillment in it and establish your home in peace.

Call the church office to arrange a date and time for the wedding. Considering all the planning involved the date should be set as soon as possible. Our pastor will meet with you to plan the service and arrange other details. If other clergy are to be involved, this must be arranged ahead of time and only with our pastor's approval.

\*A Seventh Day Adventist Church uses our building on Saturdays and at other times. Their schedule must be taken into consideration when planning the date and time of your wedding.

\*\*Concerning weddings during football season, please note that we do not schedule weddings on Notre Dame home game days. Traffic is a problem, as is the prospect of finding accommodations for out of town guests.

For small weddings, we have a chapel that seats 30 comfortably. Our sanctuary has seating for over 200. Space is available for dressing rooms for the bridal party. The groom's party usually dress at home, but space for the men can be arranged as needed.

We use a traditional wedding ceremony and opportunity for providing the music must be first offered to our accompanist. The accompanist will not attend the rehearsal. In the event that our accompanist is not available for the service, a guest musician may be arranged for in consultation with the pastor and/or wedding coordinator.

Candelabra are available. Candles are provided by the church and will be lit briefly in advance of the wedding. If you wish to have a unity candle, you are urged to purchase your own candles for this purpose. A table will be provided for the unity candle service.

A reception may be held at the church in Post Hall for a separate fee. Arrangements must be made well in advance and guidelines will be provided. There is to be no use of tobacco, alcohol or illegal drugs anywhere on the premises. Bird seed, rice and/or flower petals are not allowed. We encourage the use of bubbles. The building and property must be left in good order. You are liable for any damages incurred by members and guests of the wedding party.

Wedding rehearsal may be held the day before the wedding. Our accompanist does not attend rehearsals.

All weddings performed at our church must have a marriage license duly issued by the governing authority, together with any medical reports that may be required. Couples must have written proof of the ages (birth certificates, drivers license). Please bring the license to the rehearsal or the office ahead of time.

Flowers and other decorations are permitted in consultation with the pastor and/or the wedding coordinator. No pins, tape, tacks, staples or glue may be used.

Fees

Sanctuary	\$500.00	Chapel (under 40 guests)	\$250.00
Minister	\$300.00		
Pianist	\$200.00		
Sound	\$100.00		
Custodian	\$100.00		
Coordinator	\$200.00		
Subtotal	\$1,400.00		
Supplies (candles, etc)	_____		
Deposit	\$200.00		

No flash pictures during the ceremony, except during processional and recessional. The photographer is requested neither to block the view of the guests nor to clutter the sanctuary, chapel or halls with equipment. If video equipment should be stationed at an acceptable location prior to the ceremony, especially if it is in front of the sanctuary to avoid distractions during the service.

Wedding Planning Form

Bride: \_\_\_\_\_

Address \_\_\_\_\_

Phone/email \_\_\_\_\_

Groom: \_\_\_\_\_

Address \_\_\_\_\_

Phone/email \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Pastor: \_\_\_\_\_

Soloist: \_\_\_\_\_

Accompanist: \_\_\_\_\_

Florist: \_\_\_\_\_

Photography \_\_\_\_\_

Reception \_\_\_\_\_

Number of Guests \_\_\_\_\_

Receiving Line \_\_\_\_\_

Ushers \_\_\_\_\_

Candle lighters \_\_\_\_\_

Grandparents

Bride \_\_\_\_\_ Ushered by \_\_\_\_\_

Groom \_\_\_\_\_ Ushered by \_\_\_\_\_

Mothers

Bride \_\_\_\_\_ Ushered by \_\_\_\_\_

Groom \_\_\_\_\_ Ushered by \_\_\_\_\_

Songs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family Seating \_\_\_\_\_  
\_\_\_\_\_

Reserved Rows \_\_\_\_\_

Entrance of Bridal Party \_\_\_\_\_

Ushers to dismiss? \_\_\_\_\_

Maid/Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Bride Attendants \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Groom Attendants \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower Girl \_\_\_\_\_

Ring Bearer \_\_\_\_\_

Guest Book attendant \_\_\_\_\_

Location \_\_\_\_\_

Unity Candle \_\_\_\_\_

Mothers to light? \_\_\_\_\_

Double Ring? \_\_\_\_\_

Who will give bride away? \_\_\_\_\_

Time/place for pictures \_\_\_\_\_  
\_\_\_\_\_

Arrival Times

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Statement of Responsibility

We the undersigned agree that Community Congregational Church is not responsible for lost or damaged items. We also agree that we will be responsible for any misuse or damage to the building and property.

Name Date

Bride \_\_\_\_\_

Attendants \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Groom \_\_\_\_\_

Attendants \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_