


## Bethany Christian Church

1920 N. Rangeline, Anderson IN 46012  
Phone: 765-643-5713 Fax: 765-642-3368

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### Wedding Packet



At Bethany Christian Church we believe the wedding ceremony is more than an event to be celebrated with your family and friends. The ceremony is definitely an event to be celebrated, but it is also an expression of a living commitment between two people. We view your choice to be married in a church building and/or to be married by a minister as a reflection of your desire to make these commitments, speak these vows, and enter into this relationship under God's blessing and authority.

We would be glad to partner with you or continue in our partnership with you on your journey. There are times in which calendars and circumstances may prohibit us from participating in your wedding ceremony. **Due to the number of requests, we do unfortunately have to limit the use of our facility to those who are currently attending or connected to Bethany Christian Church.**

The place to start is to schedule a meeting with one of our ministers to discuss the possibility of having your wedding at Bethany. If you are not familiar with our staff, then we would suggest you begin by contacting the church office to arrange a meeting with one of our ministers. If you are simply gathering information or uncertain of when and where you would like to be married, an initial phone call to the office might provide what you need before scheduling an appointment.

*Bethany Christian Church Pastoral Staff & Elders*



### SCHEDULING YOUR WEDDING DATE

Weddings must be scheduled at least two months in advance but not more than one year in advance. As you consider your wedding date, please be aware that weddings will not be scheduled on Sundays or in conflict with other regularly scheduled church activities. Weddings will not be scheduled during the Christmas and Easter seasons, the week of Vacation Bible School, other holidays, or other dates when the building is closed. Weddings must begin no later than 6:30pm and the building must be vacated by 9:00pm. To reserve and confirm your wedding date:

- (1) Contact the church office (765-643-5713) to check on availability;
- (2) Obtain approval from one of our pastors, and
- (3) Within two weeks of your request, submit the completed Wedding Questionnaire (included in this packet) with a \$100 deposit.

**Please note that your reservation is not confirmed on the church calendar until your forms and deposit are received. If they are not received within two weeks of your request, your date may be released and reserved by another party.**

### SELECTING A MINISTER

Any member of our ministerial staff is qualified to officiate at your wedding. It is your responsibility to select and confirm the availability of the officiating minister prior to submitting your application. In certain circumstances, you may request a minister from another church to take part in your wedding. Please discuss this possibility with one of the Bethany ministers when you submit your application and before making arrangements with a guest minister.

### PRE-MARRIAGE SESSIONS

All couples married at Bethany Christian Church are required to participate in a series of mandatory counseling sessions. The schedule for the counseling sessions is flexible, but all sessions must be completed before the wedding date.

### THE WEDDING COORDINATOR

Bethany Christian Church has a designated wedding coordinator who will answer any questions you may have regarding church policies, provide information regarding wedding etiquette, serve as your liaison with church personnel, make certain all decisions and plans are finalized, assist the officiating minister in managing the rehearsal and ceremony.

### THE MARRIAGE LICENSE

The State of Indiana requires that any person authorized to officiate at a wedding be presented with a valid license and certificate before conducting a ceremony. To obtain your marriage license, contact the County Clerk of any Indiana county well in advance of the wedding. The license and certificate should be given to the wedding coordinator at the rehearsal.

### THE REHEARSAL

Every wedding party is required to have a rehearsal. The rehearsal is normally held the evening prior to the wedding at a time scheduled with the wedding coordinator. The officiating minister, along with the wedding coordinator, will direct the rehearsal, which typically lasts 1 ½ hours. Rehearsal must be held prior to the rehearsal dinner. Please emphasize to all wedding participants the importance of starting the rehearsal on time.

### MUSIC & SOUND

You are responsible for selecting and scheduling any musicians and/or vocalists that you would like to perform at your wedding. The wedding coordinator can provide a list of potential vocalists and instrumentalists for your reference. We recommend twenty minutes of music to be played prior to the ceremony as guests are seated. All live or prerecorded music (instrumental and vocal) used for your wedding should reflect the sacred nature of the occasion and must be reviewed by the wedding coordinator before the rehearsal. We will schedule our technician(s) to operate our sound equipment and any videos to be played during the wedding ceremony (*see Fee Schedule*).

## PHOTOGRAPHERS

Any photographs taken prior to the ceremony should be concluded at least 30 minutes before the wedding. After the ceremony, the bridal party may return to the sanctuary platform for pictures. Your wedding is a sacred and special event. In an effort to avoid distraction during the ceremony, we ask that the photographer, videographer, and their personnel:

- Dress in a manner that shows respect for the bride and groom and the spiritual nature of the event.
- Arrange placement of video equipment with the wedding coordinator.
- Be as inconspicuous as possible and stay off the platform during the ceremony.
- Refrain from flash photography during the ceremony, except for the processional and recessional.
- Refrain from placing auxiliary lighting for use during the ceremony.

## FACILITY DESCRIPTION

The Worship Center seats up to 625 people. It includes 14 rows of pews, 4 rows of chairs in the front, and a main aisle that measures 75 feet long. As part of your wedding package, the following items are available at no charge:

- Two brass flower vases
- Table for communion, unity candle, flowers etc.
- Sound equipment (requires one sound tech)
- Grand piano
- Stands for guest registry
- Two dressing rooms

If you wish to reserve space for a reception and/or rehearsal dinner, rooms must be scheduled through the church office. (See *Fee Schedule*.) The Fellowship Hall seats up to 200 at 8' rectangular tables, and the Fireside Room seats 60-80 at round tables. Tables and chairs are provided at no additional cost.

## Fee Schedule

Fees for using our facility are based upon anticipated utilization according to the following schedule and are to be paid directly to the church at least two weeks prior to the ceremony. Your deposit will be applied to your balance. You will be billed for any additional fees that may be incurred or for repairs in the event of any damages. Please check with the wedding coordinator or church office to verify your total fees.

### **BASIC WEDDING FEE:**

***Worship Center*** (seats up to 625) \$550 Includes access from 9am to 9pm the day before and the day of the wedding, two dressing rooms, custodial service, one sound technician and a wedding coordinator.

### **ADDITIONAL FEES (IF NEEDED):**

***Sound tech*** \$50 for additional sound tech

***Video tech*** \$50 for video tech (required if there is a video/visual media to show during ceremony)

***Fellowship Hall*** (seats up to 200) All fees include 8' rectangular tables, chairs, room set-up, and custodial service.  
200 people - \$250; 150 people - \$200; 100 people - \$150

***Fireside Room*** (seats 60-80) \$100 Includes round tables, chairs, room set-up, custodial service.

***Building Supervisor*** \$50 (required if a Bethany minister is not officiating)

## Honorariums

Honorariums take into account the minister's and musicians' time used in preparation, rehearsal, and the actual ceremony. Honorariums for the minister, instrumentalist(s) and vocalist(s) are to be given to the wedding coordinator at the rehearsal, and she will distribute them to the appropriate individuals. Some individuals have set fees; if not, we suggest \$100-200 for the minister, \$100-150 for the pianist, and \$50 for the vocalist.

## FACILITY GUIDELINES

1. The church will be available for decorating from 9:00am to 9:00 p.m. the day before the wedding. All guests and the wedding party must exit the building by 9:00 p.m. unless prior approval was obtained.
2. Smoking, use of tobacco, and alcoholic beverages are prohibited on the church property.
3. All necessary protection must be given to the carpeting and furniture. Please alert your florist that you must use non-drip candles only. When attaching bows, flowers, or other decorations to the pews, please use ribbon, florist's tape, pins or covered florist's wire only. Duct tape may not be used on any church walls or furniture.
4. Because of the high ceilings in the sanctuary and atrium, balloons are not permitted as decorations. The flower girl may drop only artificial flower petals. The wedding party is responsible for picking up any and all artificial flower petals left on the ground inside or outside of the building. No live or fresh petals may be used.
5. Throwing rice, confetti or birdseed is prohibited inside or outside the church building. Bubbles or bells may be used outside the church only if dispensed as guests leave the building.
6. Church furniture and decorations may not be moved unless under the direct supervision of the wedding coordinator.
7. Food and beverages are not permitted in the Worship Center and must remain in the dressing rooms.
8. Flowers, decorations, food, and beverages must be removed immediately following the wedding.
9. Bethany Christian Church is not responsible for lost or stolen articles. The wedding party is encouraged to lock all valuables in vehicles rather than leaving them in the church or dressing rooms.
10. The nursery is not available for use during the rehearsal or wedding. Changing tables are available in all restrooms.
11. If candles are used during the wedding, ONLY dripless candles may be used. The wedding coordinator must be informed in advance so that we can have floor coverings in place. Professional cleaning of any wax on the carpet is the responsibility of the wedding party.
12. The wedding party is responsible for making sure that all rooms that have been used are cleaned up (examples: trash put in cans, food removed, decorations removed, and anything else brought in by the wedding party) before leaving the building.
13. Please do not ask the coordinator to make exceptions to policies that have been established for the greater benefit of the church.

# Wedding Agreement & Questionnaire

## Bethany Christian Church

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1. To reserve the date for your wedding, please call the church office at 765-643-5713.
2. Please return this completed form, along with your \$100 deposit, made payable to Bethany Christian Church, within two weeks of your request, to the church office. If the agreement and deposit are not received within this timeframe, your date may be released and can be reserved by another party.

**Bride & Groom Names:** \_\_\_\_\_

**Wedding Date/Time:** \_\_\_\_\_

**Rehearsal Date/Time:** \_\_\_\_\_

**Reception Location & Time:** \_\_\_\_\_

**Pastor Officiating/Church Affiliation (if not BCC Minister):** \_\_\_\_\_

**Please indicate your needs:**

- |   |  |
|---|--|
| <input type="checkbox"/> Worship Center (seats 625)   | <input type="checkbox"/> Two brass flower vases                    |
| <input type="checkbox"/> Fellowship Hall __ (200 - \$250) __ (150 - \$150) __ (100 - \$150) | <input type="checkbox"/> Sound equipment                           |
| <input type="checkbox"/> Fireside Room (seats 80)   | <input type="checkbox"/> Video projector (\$50 fee for video tech) |
| <input type="checkbox"/> Communion table  |  |

**Bride's Information:**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Are you a member of Bethany Christian Church? \_\_\_\_\_

Do you currently attend BCC? \_\_\_\_\_ Do your parents attend Bethany Christian Church? \_\_\_\_\_

**Groom's Information:**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Are you a member of Bethany Christian Church? \_\_\_\_\_

Do you currently attend BCC? \_\_\_\_\_ Do your parents attend Bethany Christian Church? \_\_\_\_\_

I have read the Wedding Policy and agree to abide by the policies, procedures and fee structure outlined in the policy.

\_\_\_\_\_  
Signature of Bride or Groom

\_\_\_\_\_  
Date