

Wedding Policy



Crestwood Christian Church

(Disciples of Christ)

1882 Bellefonte Drive

Lexington, Kentucky 40503

(859) 266-0459

office@crestwoodchristian.org

**CRESTWOOD CHRISTIAN CHURCH
LEXINGTON, KENTUCKY
WEDDING POLICY**

Crestwood Christian Church is pleased to offer its facility to any person who desires its use for a wedding. The church facilities are available to any member of the congregation at no charge. The facilities at Crestwood are also available to non-members for a fee, based on agreement on time, arrangements, and compliance with the Wedding Policy and Building Use policy.

This policy provides general information to help any person (member or non-member) who desires to use our church facilities for a wedding.

PRE-WEDDING CONFERENCES

All couples wishing to have one of Crestwood's ministers perform the wedding ceremony are requested to meet at least once with that particular minister. This does two things: it gives the couple and the minister an opportunity to get acquainted, and it also allows for necessary preparation of personnel, rehearsal, ceremony, etc. In addition, pre-marital counseling is strongly encouraged and can be arranged with the presiding minister.

WEDDING COORDINATOR

The church has a wedding coordinator who will serve as the church's representative to the bridal party. The coordinator offers a consultation at the church (usually 45 minutes to an hour) to get acquainted, provide a tour, and discuss the couple's wishes and plans. Our coordinator will guide and assist the wedding party at the church the weekend of the wedding. The bride will receive a packet of information several months prior to the wedding. The packet should be completed and returned to the church office two months before the wedding. The wedding coordinator will contact the bride a few weeks prior to the wedding to confirm times and review any questions.

The wedding coordinator will lead the rehearsal and will assist the wedding party on the day of the wedding. If there is a hired wedding planner, the wedding coordinator will coordinate with him/her at the rehearsal and on the day of the wedding.

THE SANCTUARY

The communion table, pulpit, and other items on the chancel may be moved as requested; however, the handrails on the chancel steps are not removable. During liturgical seasons (Christmas and Easter), the sanctuary may be decorated. These decorations cannot be removed for a wedding. Additional decorations in the sanctuary are permitted, with the approval of the custodian, wedding coordinator, and presiding minister.

PHOTOGRAPHY

The wedding photographer is allowed to take pictures anywhere in the church and on church grounds, provided they are not interfering with another event. No flash photography will be allowed during the ceremony once the minister has begun speaking. The wedding photographer must make every attempt to avoid creating a distraction or disruption during the ceremony. Any tripods used during the ceremony must be placed so as not to hinder guest seating or to obstruct guests' view, with all electrical cords securely taped and marked to prevent a safety hazard.

DRESSING AREAS

The bride and bridesmaids will dress in the Bride's Room in the Administration Wing. Groomsmen will use the Choir Room. Light snacks in the dressing areas are permissible. The wedding party is responsible for cleaning up and throwing away all leftover food and trash prior to leaving the church. No alcoholic beverages are allowed on the church property. Smoking is not permitted in any area of the building, courtyard, or garden. Smoking is permitted in the parking lots, away from any building entrances.

THE REHEARSAL

The appropriate date and hour for the rehearsal needs to be arranged with the minister performing the ceremony and at a time mutually agreeable with the church calendar. Promptness by all members of the wedding party is most helpful and appreciated. The building will be made ready in time for the rehearsal. Our coordinator will contact the bride and groom to set up a meeting to coordinate needs and resources.

THE MUSIC

We are happy to provide the names and contact information of musicians for the wedding. Any outside musicians should be approved with the presiding minister.

THE CUSTODIAN

The Custodian will prepare the church facility for rehearsals and weddings. The church doors will be unlocked approximately one half hour prior to the time of the rehearsal.

An appropriate time can be arranged for the convenience of the florist to decorate prior to the ceremony.

PAYMENT

A signed contract and an initial payment of half of the total amount due should be paid before the wedding is placed on the church calendar. Final payment will be payable to Crestwood Christian Church and must be submitted to the Church Office at least 3 weeks prior to the wedding.

OTHER

The wedding party is responsible for any damages to Crestwood's property that may occur at the rehearsal and wedding. Please report any damages immediately to the wedding coordinator.

Crestwood is not responsible for any outside items brought in for the ceremony. Crestwood does not provide storage for any decorative or personal items. It is the responsibility of the wedding party to ensure that all belongings are removed from the church immediately following the ceremony.