

## **Weddings at Erlanger Christian Church**

We are delighted that you are considering Erlanger Christian Church for your wedding.

Our congregation dates to 1901. The present sanctuary was dedicated in 1976. The sanctuary seats approximately 185 persons; the balcony seats an additional 60 persons.

The Erlanger Christian Church is affiliated denominationally with The Christian Church (Disciples of Christ). Our Sunday worship service is at 10:30 A.M. Sunday school is held at 9:30 A.M. If you have no church home, we invite you to attend a worship service. It is highly recommended you attend worship services at Erlanger Christian Church prior to the wedding to gain an idea of how the sanctuary looks, feels, and sounds with people in it!

The following pages contain information about the wedding policies and fees at Erlanger Christian Church. It is important for you to carefully read these pages. We want your wedding at Erlanger Christian Church to be a joyous and meaningful experience.

### **A WEDDING HERE IS A SACRED EVENT**

The wedding ceremony is a sacred event where the bride and groom pledge themselves to one another in the presence of God. As the traditional wedding ceremony states, "We are gathered here in the presence of God..." The wedding ring itself expresses the sacredness of the wedding, for it is the outward and visible sign of an inward and spiritual grace, signifying to all the uniting of two lives "through the Church of Jesus Christ our Lord." Furthermore, when the minister pronounces the couple husband and wife, this is done "in the name of the Father, and of the Son and of the Holy Spirit." Our wedding policies emerge from our conviction that God is an active participant in the ceremony.

### **SCHEDULING YOUR WEDDING**

You will want to schedule your wedding as soon as possible, so that the use of the church facilities can be arranged without conflict. To schedule your wedding, call the church office at 859.727.2076. The date and time of the wedding must be set in consultation with the minister. After talking with the minister, to reserve the facilities, you must then submit the deposit fee (Usage and Other Fees may be paid later) and contract. The information sheets included in this handbook are to be brought with you to the first counseling session.

The participation of the church's minister is required in all wedding held at the church. In cases where the couple would like to invite another minister to participate, both two ministers may "co-officiate" at the ceremony. (Fee for ECC minister is still required.)

### **COUNSELING WITH THE MINISTER**

In order for the minister of Erlanger Christian Church to officiate at the wedding, a commitment of counseling is required. In asking the minister to marry you, you are asking the minister to be an important part of your wedding. It is helpful for the three of you to thus, build a relationship together. This relationship with your minister will make your wedding more meaningful. The counseling commitment for those getting married at the church is a minimum of three sessions before the wedding. The sessions will be concerned with all three parties becoming better acquainted. One counseling session will be concerned with planning the wedding ceremony, so that it is meaningful to the bride and groom.

### **MUSIC**

Because we consider the wedding to be a sacred event, music selected for the wedding must be appropriate. Music desired by the bride and groom must be approved by the minister and/or Erlanger Christian Church organist.

It is your responsibility to contact ECC organist, Dottie Durham about your wedding. (859-816-9299 email [00dottedurham@gmail.com](mailto:00dottedurham@gmail.com)). In the event that the bride and groom would like someone else to play the organ, that person must be approved by our church organist Dottie Durham. Dottie must be contacted and a time arranged when she can listen to the person play the church organ (this would probably be done on a Wednesday evening or a Sunday morning.) It is the responsibility of the bride and groom to purchase and deliver desired sheet music to the organist, in the event that she does not have requested music. It is also the responsibility of the bride and groom to arrange a time when the organist and any soloist can rehearse before the rehearsal itself begins.

**INFORMATION SHEET FOR THE ORGANIST**

**Name of Bride** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Name of Groom** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Date of Wedding Rehearsal** \_\_\_\_\_ **Time of Wedding Rehearsal** \_\_\_\_\_

**Date of Special Rehearsal with Organist** \_\_\_\_\_ **Time of Special Rehearsal with Organist** \_\_\_\_\_

**Date of Wedding** \_\_\_\_\_ **Time of Wedding** \_\_\_\_\_

**The following selections have been selected by the bride and groom in consultation with the minister and/or organist:**

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**Additional Notes:**

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### **OPTIONAL EQUIPMENT**

The church has available two candelabras and two pewter taper lighters. There is an additional fee of \$14 for the candles. If a unity candle is to be part of the wedding ceremony, this is to be provided by the couple.

### **FLOWERS AND DECORATIONS**

Flowers and decorations for a wedding at Erlanger Christian Church must be placed carefully and conform to certain rules. Please advise your florist of these rules.

1. Flower arrangements may be appropriately placed beside the pulpit and the lectern.
2. A flower arrangement may be placed in front of the Communion Table.
3. Pew markers of ribbon, greenery or flowers may be attached to the pew ends, provided the method of attachment is used that will not mar or damage the wood or the wood finish of the pews.
4. Flowers or greenery may be attached to the candelabra provided they do not scratch the candelabra.
5. Should the bride and groom want to use a Unity candle (or Unity sand) as part of the wedding ceremony, it is the couple's responsibility to provide this.
6. The Communion table may not be removed, nor may the cross on the altar be removed, covered or obscured by decorations.

### **PHOTOGRAPHS**

It is the responsibility of the bride and groom to instruct the photographer that no flash pictures are permitted in the sanctuary after the bride walks down the aisle. Non-flash pictures may be taken during the ceremony if the photographer stands in an inconspicuous place. Other pictures of the wedding party or posed pictures of the service may be taken before and after the wedding ceremony.

### **VIDEO RECORDINGS**

It is permitted to video the wedding as long as the camera/operator is in an inconspicuous place approved by the minister.

### **THE MARRIAGE LICENSE**

The marriage license must be issued by the county court in the State of Kentucky. Policy for Kenton County Clerks Office as of April 2009 is both the bride and groom must go to the courthouse to apply for the marriage license. Both bride and groom must have a valid driver's license or state ID to obtain the license. The fee at the present time is \$35.50. A wedding license in Kentucky is valid for thirty days following its issuance.

For more information, contact the Kenton County Court House at 392-1600 or 392-1680.

The marriage license, envelope and marriage certificate should be brought to the wedding rehearsal and given to the minister. After the ceremony, the minister will complete the marriage license and marriage certificate. The minister will return the marriage certificate to you and mail the license.

### **THE REHEARSAL**

A rehearsal is usually held on the evening before the wedding. The entire wedding party, organist, and any soloists should be present at the rehearsal. The rehearsal typically lasts one hour. The bride and groom are responsible for having the wedding party present at the time the rehearsal is scheduled to begin.

### **DRESSING ROOMS**

The bride and her party may dress at the church. A like courtesy will be extended to the groom and his attendants. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding and for the removal of such items immediately following the wedding ceremony.

### **DELIVERY OF FLOWERS**

The bride and groom are responsible for notifying and arranging with the church of the time any flowers will be delivered on the day of the wedding.

### **RECEPTIONS**

Receptions may be held at the church in the Fellowship Hall. Dates and times must be cleared through the Church office for calendar reservation. Additional custodial and usage fees, depending on the size of the reception, will apply.

### **THE WEDDING PARTY AND GUESTS**

It is expected that members of the wedding party and guests will recognize the fact that the church is the House of God, and thus will conduct themselves at all times in a manner acceptable to a place of worship. No alcoholic beverages may be on the church premises at any time. The wedding rehearsal or wedding will not be held if any member of the wedding party is under the influence of alcohol or drugs. If any guest is under the influence of alcohol or drugs, that guest will be asked to leave the church premises; the wedding will be suspended until the guest complies. Smoking is not permitted in the church.

**ERLANGER CHRISTIAN CHURCH  
CONTRACT FOR WEDDING-NON-MEMBER USE OF FACILITIES**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Home \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

Facilities needed Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

Date(s) scheduled for use \_\_\_\_\_

Time scheduled for use From \_\_\_\_\_ A.M. P.M. to \_\_\_\_\_ A.M. P.M.

Security Deposit For Use of Facilities \$200.00

Usage fees \$300.00 - Sanctuary

\$200.00 - Fellowship Hall (for Rehearsal Dinner or Reception)

Other Fees: Minister: \$300.00 Organist: \$225.00

Custodian: \$175.00 for Sanctuary  
\$225.00 for Fellowship Hall

All fees must be paid in full when contract is signed or special arrangements may be made in consultation with minister.

The security deposit will be refunded upon approved final inspection by the minister or property committee chairperson. Failure to abide by church policy will result in forfeiture of deposits and no future use of church facilities and equipment. No alcoholic beverages allowed on premises. Non-drip candles must be used. Use of the Erlanger Christian Church custodian is mandatory. Church equipment shall not be moved without prior approval of the minister or property committee chairperson. In the event of damage to the building and/or equipment, user(s) shall be required to make full restitution.

date contract signed \_\_\_\_\_

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Minister \_\_\_\_\_

**INFORMATION SHEET FOR THE MINISTER**

**Name of Bride** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Age** \_\_\_\_\_

**Church** \_\_\_\_\_

**Name of Groom** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Age** \_\_\_\_\_

**Church** \_\_\_\_\_

**Address**  
**After Wedding** \_\_\_\_\_

**Telephone**  
**After Wedding** \_\_\_\_\_

**Date of Wedding**  
**Rehearsal** \_\_\_\_\_

**Time of Wedding**  
**Rehearsal** \_\_\_\_\_

**Date of Wedding** \_\_\_\_\_

**Time of Wedding** \_\_\_\_\_

**Counseling Sessions**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_