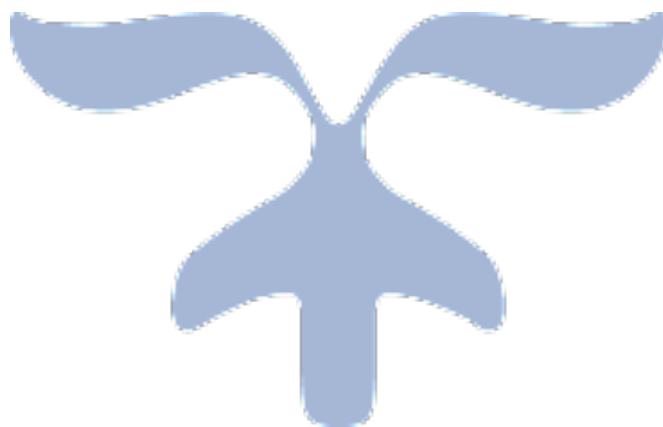


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WEDDING  
BOOKLET

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## Welcome!

The staff and church family are excited that you are giving Christ Church Memphis an opportunity to share its ministries with you through the event of your wedding. Our goal is to provide a Christian worship setting that is sacred and honors the institution of Christian marriage between a man and a woman. This service is provided for couples who wish to solemnize their marriage by proclaiming God's words of prayer and praise. Christian marriage is proclaimed as a sacred covenant reflecting Christ's covenant with the Church.

Every aspect of the wedding ceremony, including musical selections, readings and church decorations, must enhance the worship experience and contribute to the sanctity of the wedding vows. Christ Church Memphis has various policies and guidelines concerning the wedding ceremony itself and the use of the church facilities. These are outlined in this booklet and the accompanying agreements. It is very important that the prospective bride and groom read these materials and understand the rules applicable to the florist, the photographer, the videographer and the caterer providing services for you. **You are equally responsible for seeing that all people providing services at your wedding comply with the policies and guidelines of Christ Church as well as the wishes of the Ministers.**

The Ministers, Organist and Wedding Coordinator are all experienced in the details of wedding planning and are eager to assist you. It is our hope that careful planning and our working together with you can contribute to a joyous wedding.

At a place called Cana of Galilee, Christ "adorned and beautified" a wedding with His presence. Through our assistance with your wedding, we hope that you and all concerned will also experience His presence.



**Christ Church Memphis**  
**Memphis, Tennessee**



## Scheduling of Weddings

The scheduling of a wedding is arranged through the Church Wedding Coordinator. She will explain the details of all policies and procedures. A prospective bride and groom are required to submit their completed Wedding Reservation Forms and fees at least 90 days prior to the wedding date. (The wedding date will only become final once these forms and fees are received.) **Please note** that if these forms and payments are not received by the specified date, the wedding date, location and time will be released and made available to another couple. Members of Christ Church may reserve the facilities as far in advance of the ceremony as they wish. For purposes of these guidelines, “member” means the bride, groom or parents/grandparents of the bride or groom are members of Christ Church and in good standing at the time a wedding is scheduled.



## Facilities Available

### Weddings:

<b>Sanctuary</b> --	Seating 1150	Available to members only
<b>Wilson Chapel</b> --	Seating 200-250	Available to members only
<b>Reeves Chapel</b> --	Seating 80	Available to members and non-members

**Walk-In Weddings:** A wedding is considered a “Walk-In Wedding” when no rehearsal is required, when floral decorations, if any, are kept to a minimum of one Altar arrangement and the bride and groom and possibly one attendant stand before the minister for the wedding service. Wedding guests are limited to family and no more than eight close friends or guests. There is NO room set-up of any kind for a walk-in wedding. There is no wedding coordinator, organist or technical support service provided. There is no fee to the church; however, it is **appropriate for the couple to provide an honorarium to the presiding minister.**

<b>Reception Room:</b>	<b>Fee:</b>
The Parlor -- 100 maximum	\$250

\*Seabrook Hall is not available for Rehearsal Dinners or Receptions.



## Wedding Fees

### For Christ Church Members

Sanctuary... \$1500

Wilson Chapel... \$1250

Reeves Chapel... \$600

These fees are for the Wedding Coordinator, the organist, technical support and custodial staff as well as a small honorarium for the CUMC minister. They do not include fees for other musicians, non-CUMC officiants or other charges for arranging for special musicians and their rehearsals. To offset the cost of providing for special needs requiring additional maintenance, housekeeping or security personnel, fees in addition to those above may be required. If you request additional security for your ceremony, an additional fee of \$250 is required.

### For Non-Members

Reeves Chapel... \$650

Reeves Chapel is the only space available for wedding services for those individuals who do not meet the membership requirements previously noted.



## Wedding Coordinator

Our Wedding Coordinator is available for pre-wedding consultation concerning the details of the rehearsal and of the wedding and will serve as your contact for the Church. All questions should be directed to the Wedding Coordinator. The church Wedding Coordinator can serve as your director for the service and the rehearsal if you choose. The Wedding Coordinator can be contacted by calling the church office at 901-683-3521 or by emailing [weddings@christchurchmemphis.org](mailto:weddings@christchurchmemphis.org).

Wedding planners are often engaged by brides. They are welcome at Christ Church so long as they understand that final decisions regarding church policies will rest solely with the Church

Wedding Coordinator. The Church Coordinator is happy to work with your wedding planner during both the rehearsal and the wedding. Please note: Your wedding planner may not move any of the church furniture or the kneeling cushions. The choir chairs can never be moved. If the wedding planners have any questions about what they may do, they must consult the wedding coordinator. Planners must read and be familiar with the policies stated in this book and in the forms for the

florists and photographers. The bride is responsible for making sure her wedding planner knows and conforms to the rules and policies of Christ Church.



## **Officiating Minister**

Only an ordained Deacon or Elder in the United Methodist Church may officiate at weddings in this church. The officiating minister may invite another ordained minister to assist. If a couple has not chosen a minister, our Wedding Coordinator will be happy to assist in arranging for one of our staff ministers to officiate at the wedding. The officiating minister must approve any other person assisting in the service as well as the order of service, scriptures and the program. The traditional Methodist service is used at all Christ Church weddings. In special circumstances (ordained family member or other special circumstance), an outside minister may be used by the couple. An exception must be pre-approved by the Executive Pastor of Christ Church. In most cases, an ordained minister of Christ Church must still be consulted and present at the ceremony. If an outside minister is used, there is no reduction in fees, and the Church does not provide any type of honorarium to the outside minister .



## **Premarital Counseling**

All engaged couples scheduled to be married at Christ Church are required to do the following:

1. Complete a minimum of three (1-1.5 hour sessions) of premarital counseling with the minister who will officiate the ceremony. Details of this counseling will be determined by the officiating minister.
2. Complete any other premarital course as required by the officiating minister. All fees incurred are the responsibility of the couple.



## **Music**

The wedding is a service of worship at which a man and a woman come to unite their lives in the eyes of God and the company of those dearest to them. The music for their wedding should reflect this Christian joy. Music that is a part of the Christian worship experience should evoke the spirit of prayer and praise. While any music that celebrates the romance of Christian marriage may be considered, music that exalts an individual over God or emphasizes sensuality over the spiritual nature of worship will be considered inappropriate. Our organists are familiar with a wide variety of music and will be happy to assist the bride and groom in finding sacred music which reflects the couple's unique feelings, yet upholds the integrity of the worship service.

**The organist in consultation with the Director of Music and Worship must approve all music, both vocal and instrumental.**

Only the staff musicians of this church shall play the church's organs. If the bride and groom ask a friend to sing at the wedding, a rehearsal time can be arranged with the organist. The soloist must have the music prepared before the rehearsal. Fees for the services of musicians other than the organist are separate from the fee for the use of the church. All fee negotiations and performance from extra musicians are the responsibility of the couple. The Music and Worship office is available to assist you in securing instrumentalists and vocalists. No prerecorded music will be used for the wedding in any manner.

Please make an appointment with the organist. The Wedding Coordinator will provide you with contact information for the Church Organist.



## **Rehearsal**

The rehearsals can be conducted by the Church Wedding Coordinator and your Wedding Planner in cooperation with the officiating minister, if he or she is present. Keep in mind, that all church policies must be followed.

Members of the wedding party are reminded that throughout the entire rehearsal they are in a holy place dedicated to the worship of God. Rehearsals must begin promptly and proceed in a dignified manner. Often there is more than one rehearsal scheduled in an evening, making punctuality imperative. These plans can be arranged with our Wedding Coordinator and the officiating minister. **If a printed program is to be used, it should be given to the Wedding Coordinator at the rehearsal. The marriage license should be given to the Wedding Coordinator or officiating minister at the rehearsal.**



## **Wedding Decorations and Flowers**

The Sanctuary, Wilson Chapel and Reeves Chapel are all beautiful facilities of Christ Church. Decorations need not be elaborate to be effective. The bride and groom should read and be familiar with the terms of the Florist Agreement and the restrictions regarding the decorating of the Sanctuary and Chapels. The selected Florist must sign and return the Florist Agreement. (See Florist Agreement Contract). The florist will be held responsible for any damages done to the building and/or furniture and is responsible for cleaning wax from the floor and furniture should an accident occur. Failure to do so may result in paying for damages and the risk of not being allowed

to provide services for future weddings at Christ Church. Florists should check with the Wedding Coordinator the week of the wedding to determine a time that the wedding space may be accessed for decorating purposes.

If you wish to leave your floral arrangements for the Sunday worship services at Christ Church, we would be delighted to use them in the Sanctuary, the Narthex of the Sanctuary, Seabrook Hall, Seabrook Atrium or Wilson Chapel. A form for flower honorarium/memorials is available for your use. Please inform your florist and Wedding Coordinator if you plan to leave the flowers.



## Weddings During Advent

The Sanctuary and Wilson Chapel are decorated for Advent beginning the week before the first Sunday of Advent. The Advent Wreath, red poinsettias, greenery and red ribbons are used in the decor. Once these decorations are in place, they are not to be moved until after the New Year. Additional decorations may be added. Weddings during Advent season must be approved by the Director of Worship Music before they can be scheduled/confirmed.



## The Bride's Room

A Bride's Room and the Parlor are available to each bride beginning **three hours prior to the wedding and three hours only. These spaces are NOT available for the entire day of your wedding.** If you require longer than 3 hours for hair, make-up and dressing, you will need to make alternative arrangements at another location for this process or check with the Wedding Coordinator. Family members should take all personal items from the Bride's Room as soon as the wedding party is dressed and place them in their locked cars. **All personal items must be removed from the Bride's Room one (1) hour after the beginning of the service. Please note that Christ Church is not responsible for any personal belongings left in the Bride's Room or anywhere else on the church premises.**

It is possible to have more than one wedding scheduled on the same day, and more than one bride will be using the Bride's Room; therefore, it is important that each bride respect the availability of the Bride's Room, and the other brides using it, by not arriving before the scheduled time or lingering after the wedding.

Brides and their families should be aware that necessity may cause a funeral to be scheduled on a Saturday morning. The family of the deceased may use the church and/or Parlor for a reception

before or after the funeral service. The bride should call the Christ Church wedding coordinator a day or two prior to the wedding to determine if a funeral is planned so that the florist and the family may be informed.

## Photography and Videography

Photographs and videotapes will provide many years of enjoyment in remembering your wedding. The wedding ceremony is a service of worship. No photography or videotaping must interfere with the worship experience. The photographer/bride/broom should speak directly with the officiating minister to see what they allow/approve. Anyone (professional or nonprofessional) who is photographing or videotaping the wedding is responsible for abiding by the rules of Christ Church. The agreement form must be completed and returned. Failure to abide by the rules of Christ Church property policies will cause a loss of future photography or videography privileges at the church. Ignorance of these rules will not be considered a valid excuse. The cost for any damages caused by the photographer or videographer will be the responsibility of the photographer/videographer and/or the couple.

The bride and groom need to familiarize themselves with the terms of the agreement and the rules specified by this church. Neither the photographer, video operator, nor any assistants may move around the church, walk in the aisle, enter the chancel choir area, altar area or the wedding loft for the purpose of taking photographs or video once the wedding music has begun.

The photographer and videographer must remain in the rear of the church during the wedding processional and recessional. All chancel videography must be by remote cameras or camera left in place, on a tripod. In Wilson Chapel, the photographer/videographer must remain behind the last pew rows at all times until the wedding is. In the Sanctuary, photographs taken during the wedding

service are to be taken from the balcony and the rear of the church. Sanctuary filming must be done in the side aisle by remote cameras (handicap spaces suggested) or near the organ. If a video camera is placed near the organ, it must be operated by remote. Exceptions to these locations may be made if approved and discussed with the officiating minister in advance of the wedding. No flash photographs or lighted video filming may be taken during the wedding ceremony.

As many photographs as possible should be taken before the wedding to expedite picture taking after the ceremony. **However, pictures may not begin at the church more than 3 hours prior to the wedding ceremony unless specific arrangements are made with the Church Wedding Coordinator.** Consultations with photographer/videographer should include clear instructions from you as to what photos are to be taken and the length of time the photographer needs to perform his or her job. (See contract)



The bride and groom should inform the ushers, family members and guests that **flash photographs are not permitted during the ceremony.**



## **Receptions**

Church facilities for wedding receptions are available. The Parlor, located between the Sanctuary and Wilson Chapel, has a maximum capacity of 75 to 100 people for a stand-up reception only.

All plans for food at receptions must be discussed and confirmed with the Christ Church Director of Food Services no later than 30 days prior to your event. Contact our Food Services Director by calling 683-3521. Any caterer providing food for your reception must execute the Caterer's Agreement after consulting with the Food Services Director which will be provided once arrangements are made.



## **Campus Items of Concern**

Smoking on Christ United Methodist Church is forbidden. Alcoholic beverages or drugs of any kind are forbidden anywhere on the premises. This includes the parking lots and dressing rooms. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol or drugs. It is the responsibility of the people making arrangements for the wedding to see that all members of the wedding party are informed concerning these matters.

For safety reasons, rice, confetti and birdseed may not be thrown on the church premises. Flower girls may drop flower petals in the aisle preceding the bride's entrance.



## **Before your wedding at Christ Church, you must...**

1. Meet with the Wedding Coordinator to secure your wedding date and time and to learn about the church wedding policies and review the necessary forms. You may contact the church office at 901-683-3521 or email the Wedding Coordinator at [weddings@christchurchmemphis.org](mailto:weddings@christchurchmemphis.org).
2. Confirm the wedding and rehearsal date at least three months before the wedding with the Wedding Coordinator. Please note: If you change your ceremony or rehearsal time after the

initial time is set, you MUST contact the Wedding Coordinator to make sure there is no conflict with your new time PRIOR to making the change.

3. Return the completed reservation form along with a check payable to Christ Church Memphis to: The Wedding Coordinator, Christ Church Memphis, 4488 Poplar Ave., Memphis, TN 38117 (at least three [3] months before the wedding date). Speak to the Wedding Coordinator about other financial arrangements if needed.
4. Several months prior to the wedding date, call to schedule a counseling appointment with the officiating minister. To schedule this appointment, call the church office at 683-3521.
5. Schedule a meeting with the church organist. The Church Wedding Coordinator will provide you the contact information.
6. If your reception will be at the church, schedule a meeting with the church Food Services Director by calling, 901-61-2122 or 901-683-3521.
7. See that the Florist, Caterer, Photographer and Videographer agreements are returned to the Wedding Coordinator no later than one month (4 weeks) prior to the wedding.
8. Return the audio form to Wedding Coordinator.
9. Return the Altar Flower request form to the Wedding Coordinator.
10. Secure the marriage license. Bring it to the wedding rehearsal.
11. Inform the Wedding Coordinator if you desire Communion at either the rehearsal or wedding ceremony. Communion must be offered to all in attendance, not only to the bride and groom unless otherwise approved by the officiating minister.
12. Bring wedding program (if one is to be used) to the rehearsal.



## **Policies for Wedding Related Property Use at Christ Church Memphis**

1. Christ Church Memphis is not responsible for the loss or any damage to personal property of the wedding party, guests or any outside contractors.
2. Members of Christ Church Memphis and their children or grandchildren may be married in the Sanctuary, Wilson Chapel or Reeves Chapel.
3. Non-members may only be married in Reeves Chapel. There are no reception facilities available to non-members.

4. **The Bride's Room is available three hours before a wedding. There are no exceptions to this time limit. When you reserve the church, you are agreeing to these terms and understand that you may not arrive at the church more than three (3) hours prior to your wedding start time.** As soon as you and your attendants are ready, personal belongings should be taken from the Bride's Room and locked in a car or given to a friend. All personal items are to be removed from the Bride's room within one (1) hour after the service begins.
5. Smoking is not permitted anywhere on the Christ Church Memphis campus.
6. The consumption of alcoholic beverages is not permitted on the property of Christ Church Memphis, including the parking lots and grounds. No alcoholic beverages, including wine or champagne, may be served at receptions at Christ Church Memphis.
7. Weddings may not be held on New Year's Eve, New Year's Day, Easter weekend (commencing with Maundy Thursday), Thanksgiving weekend, Christmas Eve, Christmas Day or other holidays and occasions when the church is officially closed or scheduling conflicts would occur. If you wish to have your wedding in December in the Sanctuary, it must first be approved by the Music department at the church.
8. The availability of the Church facilities for weddings or receptions is on a first-come basis. Please note that other church activities and/or weddings may be held on the same day.
9. Wedding and rehearsal dates and times are to be scheduled by the Wedding Coordinator.
10. The kneeling benches, kneeling cushions, wedding banners and all other church accoutrements **cannot be removed from the Sanctuary or Chapels where they are placed.**
11. For pictures taken before the wedding, the Chapel or Sanctuary, the Bride's Room and the grounds of the church are available to the bride and her photographer and videographer. The church parlor and other areas may be used if another group is not using them. No flash photography is permitted during the processional or wedding service once the music begins.
12. Both professional contractors and family or friends may provide decorations, photographic and video services for weddings. Anyone who provides these services must be familiar with the policies of Christ Church Memphis and execute and return the appropriate forms and deposits. The bride and groom are responsible for informing all of these people of church policies.
13. Christ Church does not supply wedding equipment (candelabras, unity candles, etc.).

14. Christ Church does not supply childcare for weddings or rehearsals. Church nursery rooms are not available for use during weddings or rehearsals.
15. Fees paid for weddings are refundable up to one (1) month prior to the scheduled wedding date. If a wedding is canceled less than one (1) month prior to the scheduled date, only 75% of the fees are refundable.



## **Forms**

The following pages contain all of the forms you are required to complete to be married at Christ Church. The copies in this booklet are yours to keep. A duplicate set of detached documents to complete and return to the wedding coordinator by the appropriate date is included in the back of your booklet.

Wedding Request Form and Payment Check: Due 90 days prior to wedding

Altar Flowers Honorarium/Memorial: Due 30 days prior to wedding

Florist Agreement: Due 30 days prior to wedding

Photographer or Videographer Agreement: Due 30 days prior to wedding

Wedding Technical Support Request: Due 30 days prior to wedding