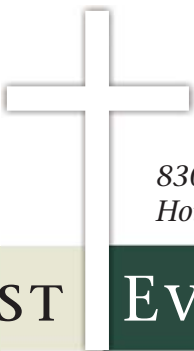




YOUR WEDDING



*8300 Katy Freeway
Houston, TX 77024*

CHRIST EVANGELICAL PRESBYTERIAN CHURCH

Presiding Minister

_____ is your minister.
You may contact him through the church office at 713-526-1188.



Church Wedding Coordinator

Mahala Price is the Church Wedding Coordinator. You may contact her at 713-333-0343 or mahala@mahalafloreal.com.



A Note to the Bride and Groom

Dear Friends,

We at Christ Presbyterian rejoice with you in the love and grace of God upon the occasion of your marriage. We are delighted that you have chosen our church as the place to pronounce your vows and formalize your commitment to one another.

In the pages that follow you will find guidance, direction, and even a few suggestions for you to consider as you plan your service. It is our desire to cooperate with you in an informed way to produce a wedding day that will glorify God and celebrate your union.

The Lord himself designed marriage as his model for the relationship between a man and a woman. He takes great delight in your union. I encourage you to pray together and plan together to the end that you both may sense his delight in your union when the day arrives.

Warmly in Christ,

*John B. Crimmins III
Pastor*

Congratulations! We at Christ Presbyterian Church, are excited you have chosen to celebrate your upcoming marriage in the Church of Jesus Christ. A wedding is a service of worship to God. As such it will involve prayer, and the reading of scripture in addition to the taking of your vows as a part of your wedding ceremony. As you think then about this service of worship, remember that all music, readings, and the vows should bring honor to God.

The ministers, wedding guild, and staff want to assist you in planning for this joyous celebration. Please read the following policy that has been approved by the Session of Christ Evangelical Presbyterian Church.



Where to Begin

Our Church Wedding Coordinator will help you organize the details of your wedding. You can contact her through the church office or telephone her directly at the number provided at the front of this manual. She will assist you to:

1. Secure the date.
2. Arrange for one of our ministers to perform the wedding.
3. Make arrangements for your wedding music and any other service requirements. (Your presiding minister will assist you in preparing the specific elements of the service itself.)



Church Facility

The Worship Center available for the wedding ceremony seats up to 550 people. We generally do not schedule weddings Easter weekend, Thanksgiving weekend, Christmas Eve, Christmas Day, or New Year's Day.

The cost to repair any damage to church furnishings incurred shall be borne by the person securing the facility.



The Presiding Minister

Arrangements for a minister to perform the wedding ceremony should be made through the Wedding Coordinator. The presiding minister must be a member of our staff and must invite guest clergy.

Because we are interested in your marriage, not just the wedding ceremony, our ministers require pre-marital counseling for you.

Once the wedding date is confirmed, you will need to make an appointment to discuss the pre-marital counseling plans as well as the marriage ceremony with the pastor. Please telephone his assistant at the church office to set the appointment. Please do this as soon as possible.



Your Wedding Ceremony

The marriage ceremony is the very heart of your wedding day and the reason you have come to us. We want to work with you to make every element as meaningful as possible. The traditional Presbyterian marriage ceremony has stood the test of time and is the basis for every wedding ceremony performed at Christ Presbyterian. Your minister will be glad to discuss acceptable modifications and additions to this ceremony. A copy of this and other ceremonies we have used is available for your review upon request.

Order of Service

It is customary for a couple to provide their guests with a folder containing the Order of Service for their wedding. This may be as simple or elaborate as you care to make it. Some brides design their folders with the intention of providing their guests with a keepsake of their wedding. It may contain an engagement portrait of the bride or couple. The cover should contain the names of the bride and groom, the name of the church, the presiding minister and the date and time of the service. It should also contain the names of the wedding party. Your presiding minister can assist you with the exact contents of your Order of Service and samples are available through the Church Wedding Coordinator. PowerPoint presentations are not available for weddings.

Music for the Ceremony

All music shall be in keeping with the Christian theology of marriage and appropriate to the occasion of your marriage. The Wedding Coordinator or organist/pianist will help you in selecting processionals, recessionals, and vocal selections. All selections must be approved in advance. We have a team of vocalists and instrumentalists who are available to perform the music for your wedding for an additional fee. Others may be used as approved by the presiding minister.

Organ music will be provided by our staff organist only and is included in your fee.

Prerecorded music is not permitted.

The services of a trained sound technician will be provided.

Flowers and Decorations

Flowers and decorations should be in keeping with the worship of God. We ask that you and your florist comply with the following guidelines:

1. Decorations may not obscure the communion table, cross or pulpit.
2. Florists **may not use** thumbtacks, pins, nails, scotch tape, glue, etc. on any of the furniture or walls. Only ribbon, pew holders, chenille wire or wrapped wire may be used on the pew chairs. Any damage to Worship Center/furnishings/brides room will be charged to the wedding party.
3. Platform furniture may not be moved (piano or risers)
4. Flower petals, fresh or artificial may not be strewn in the Worship Center. Fresh petals or birdseed may be thrown in the parking area as the bride and groom approach the car following a reception at the church or in the case of a wedding with no reception to follow. Rice is not permitted for such purposes.
5. Candelabra may be used as long as smokeless and dripleless candles are used. Christ Presbyterian has candelabra available for use. Special candles for use with our candelabra must be purchased from the church. Candles may only be used within the platform area.
6. All flowers and decorations must be removed immediately following the ceremony. No artificial flowers are permitted in the Worship Center.
7. It is the responsibility of the wedding party to remove all decorative articles from the Worship Center, and bride's room and any other rooms used for the wedding or reception immediately following the ceremony. Church custodial personnel will dispose of items not removed.

Wedding, Photography and Videotaping

No flash photographs or moving about by photographers is permitted during the Ceremony. The photographer must remain outside of the Worship Center during the ceremony. Photographs are permitted before and after the ceremony in the Worship Center.

Video cameras are permitted only in designated areas. These areas are either side of the platform outside the sitting area, and the back of the Worship Center. The camera must be placed and remain in such areas. Moving about in the Worship Center is specifically prohibited. The camera shall be noiseless and no special lighting may be used.

Ushers

It is expected that the groom will provide ushers for the occasion either from his groomsmen or others specifically chosen for the task. These groomsmen/ushers will actively greet the arriving guests, giving them an Order of Service (if you choose to have one), and offering his arm to escort and seat each lady inquiring whether she desires to sit on the bride's side or the groom's side.



The Rehearsal

The date and time of the rehearsal should be scheduled when the wedding ceremony is scheduled. The rehearsal will normally be at 5:00 or 6:00 the evening before the ceremony.



Bridal Consultant/Wedding Coordinator

If you will be utilizing the services of a bridal consultant or wedding coordinator (other than our Church Wedding Coordinator) to assist you in planning your wedding, please provide that person a copy of this policy manual at your earliest convenience. We would request that person contact our Church Wedding Coordinator at their earliest convenience to insure the best possible flow of communication as we work together to make your wedding at our church a memorable occasion for you, your husband to be, and the entire wedding party.



Marriage License

The marriage license should be secured two weeks before the wedding. Please remember that it must be obtained at least 48 hours before the commencement of the service.



Alcohol & Smoking

It is the policy of Christ Presbyterian Church that no alcoholic beverages are permitted on the church campus. Please remind your guests of this policy. Persons under the influence of alcohol will not be permitted to take part in the wedding rehearsal or ceremony. If you have any questions regarding this policy please feel free to contact the Church Wedding Coordinator or church staff.

Smoking is not permitted in the church building. Those desiring to smoke are invited to do so outside the buildings only.

Church Facilities & Fees

Church Member Fees:

When the bride, groom, or a parent or grandparent of either is an active member of Christ Evangelical Presbyterian Church there is no cost for the use of the Worship Center for the wedding ceremony. The fee for wedding coordinator, organist/pianist, attended audio and lighting, basic custodial service, and security guard is \$650. The facility is available for four hours. Modesty rail, risers, and piano may only be moved by a member of our custodial staff. Should you desire their removal, please discuss the details and additional cost with our Wedding Coordinator.

Non-Member Fees:

The fee for the use of the Worship Center is \$1,350. This includes use of the Worship Center, wedding coordinator, organist/pianist, attended audio and lighting, basic custodial service, and security guard. The facility is available for four hours.

Confirmation of a date for all weddings (whether member or non-member) will only be made upon receipt of a non-refundable deposit of 50% due when the wedding is scheduled. The balance is payable in full one month prior to the wedding. The fee is payable to Christ Evangelical Presbyterian Church, with a memo containing the bride's name and wedding date.