

**Wedding Policy for
Hurst Christian Church
745 Brown Trail
Hurst, Texas 76053
(817) 282-4927 (phone)
(817) 282-4270 (fax)**

As faithful servants of God, Hurst Christian Church established this wedding policy to help you as you begin your new life together. This policy was designed to inform you of the regulations and restrictions we feel are necessary to make your wedding day as perfect as possible as it can be. This policy protects both you and Hurst Christian Church. For further explanation or questions, consult our Senior Minister and the Wedding Coordinator.

Basic Guidelines

Scheduling. All dates, times, and other arrangements involving the church and facilities and staff must be cleared through the church office well in advance of the wedding (preferably 4-6 months before), and placed on the church calendar.

Responsibility for Policy Adherence. The Bride and Groom (or designated representative) are responsible for seeing that the florist, photographer, soloist, caterers, and other members of the wedding party are informed of this HCC Wedding Policy.

Minister. The Bride and Groom must meet with HCC minister as early as possible for planning and counseling. A minimum of three counseling sessions with the minister is required. If the Bride and Groom wish to use a guest minister (other than the minister of HCC), the HCC senior minister must invite this minister by letter to come and officiate at the wedding.

Delivery of Supplies and Decorations. The Bride and/ or Groom (or designated representatives) must ensure that someone will be at the church for any deliveries of supplies, decorations, etc. at the church. Deliveries must be coordinated through the Wedding Coordinator.

Marriage License. The Bride and Groom must have the marriage license at the time of the rehearsal.

Music. Music for the wedding needs to be cleared with both the officiating minister and the church organist. If a guest organist is to be used, they must consult with the church organist as to the proper use of the church organ.

Photography. No photography using artificial light may be used during the ceremony. Artificial light photography may be used during the processional and recessional or in the vestibule before or after the ceremony.

Restrictions

Decorations must not be fastened by tape, nails, or glue. The Bride and Groom are held responsible for any damage done by candle drippings or other decorative equipment.

Decorations and equipment must be removed from the sanctuary immediately following the ceremony.

Only dripless candles may be used, and they must be in a candelabra that will catch all drippings. The floor and carpet should be covered or otherwise protected in case the candles drip. Aisle candles must be either votive or hurricane style.

Chancel furniture may not be rearranged without prior approval of the Wedding Coordinator. Nothing is to be placed on the communion table. The Bride and Groom (or designated representative) are responsible for returning anything they are allowed to move to its original position immediately following the ceremony. Before the rehearsal, the Bride and Groom must furnish the name of the person responsible for returning the furniture to its place after the wedding to the Wedding Coordinator and the minister.

No alcoholic beverages may be used anywhere on the church premises. The church staff will ask any person found to be under the influence of alcohol or illegal drugs, or otherwise behaving in a disrespectful manner, to leave.

No rice or confetti may be used. Birdseed and bubbles may be used only outside the building on the porch and parking areas.

Use of the sound system requires a church-trained technician.

Acceptance of Contract

I have reviewed this wedding policy in detail with the Bride and Groom identified below. We discussed all guidelines, restrictions, and fees.

Senior Minister, Hurst Christian Church

Date

I have reviewed this wedding policy in detail with the Senior Minister of Hurst Christian Church. We discussed all guidelines, restrictions, and fees. I accept all responsibility for adherence to all aspects of this policy, and for conveying the policy to all persons involved in my wedding.

Bride (Signature)

Date

Bride (Printed)

Groom (Signature)

Date

Groom (Printed)

Payment of Fees *

All payments (check or money order only) must be made out to Hurst Christian Church before the day of the rehearsal as follows:

- Fifty percent (50%) must be paid upon signing this contract, plus a \$500 security deposit.
- The other fifty percent (50%) must be paid one week prior to the rehearsal. These fees* include a wedding and a rehearsal at one hour each. Dressing rooms for the bride and groom are included in these fees*. If the wedding and / or the rehearsal take more than one hour each, \$50.00 per additional hour for each person working at the wedding will be charged. The Church Treasurer will pay the wedding personnel by check on the day after the wedding.

*Fee: a payment asked or given for professional services, admissions, licenses, tuition, etc. – a present of money; tip; gratuity (Webster’s Unabridged Dictionary)

Schedule of Fees

SERVICE	FEE*	COMMENTS
Building Use		
Deposit	\$500.00	
Sanctuary	\$400.00	
Fellowship Hall	\$350.00	
Kitchen	\$ 50.00	
Custodial		
Sanctuary	\$150.00	
Fellowship Hall	\$150.00	
Wedding Coordinator	\$300.00	
Candelabra	\$15.00	
Sound System	\$100.00	Requires a church –trained technician.
Organist	Varies	Must be negotiated with organist (before rehearsal day).
Minister	Varies	Must be negotiated with Minister (before rehearsal day).

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Summary of Fees for this Wedding:

Building Use Amount:

Security Deposit.....\$ 500.00
Sanctuary.....
Fellowship Hall.....
Kitchen.....

Custodial:

Sanctuary.....
Fellowship Hall.....

Wedding Coordinator:.....

Candelabra.....

Sound System.....

Organist.....

Minister.....

Minister.....

Total.....

THIS CONTRACT TAKES EFFECT WHEN IT IS COMPLETED (INCLUDING THE INFORMATION SHEETS ATTACHED), SIGNED, AND FIFTY PERCENT (50%) OF THE FEES DUE ARE PAID TO THE CHURCH, PLUS A \$500.00 SECURITY DEPOSIT. DEPOSIT RETURNED IF THERE IS NO DAMAGE.

Wedding Party

Bride: _____ Age: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number (included area code): _____

Work or Other Phone Number (included area code): _____

Groom: _____ Age: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number (included area code): _____

Work or Other Phone Number (included area code): _____

Date of Wedding: _____ Time of Wedding: _____

Presiding Minister(s): _____ Phone: _____

Organist: _____ Phone: _____

Soloist: _____ Phone: _____

Custodian: _____ Phone: _____

Place of Reception: _____

Caterer (if at HCC): _____ Phone: _____

Photographer: _____ Phone: _____

Florist: _____ Phone: _____

Rehearsal Date: _____ Rehearsal Time: _____

Is the Rehearsal Dinner at the Church? Yes _____ No _____

Wedding Participants

Maid/Matron of Honor: _____

Best Man: _____

Total Number of attendants for both bride and groom: _____

Bridesmaids: _____

Groomsmen: _____

Flower Girl: _____ Age: _____

Ring Bearer: _____ Age: _____

Estimated Number in Bride's Family: _____

Estimated Number in Groom's Family: _____

Number of People to be escorted in Bride's Family: _____

Number of People to be escorted in Groom's Family: _____

Ushers: _____
