

Chapel in the Pines Presbyterian Church Wedding Policy and Procedure

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I. Introduction

Congratulations! If you are reading this, likely it is because you or someone close to you will soon be married, and that is a happy thing to contemplate and experience. Christian marriage is a joyous and celebrative event in the church community, but it requires careful planning and considerable time and effort. The Session of Chapel in the Pines Presbyterian Church has approved this document to facilitate that planning for couples who wish to celebrate their marriage in our space.

II. The Chapel in the Pines Event Coordinator and Key Personnel

You and your planning team will use our Event Coordinator (EC) as your point of contact at Chapel in the Pines (CITP). This person is the general liaison between CITP and couples who will be married in our space. The EC functions as the central administrator for the event to streamline communication and avoid confusion.

The EC will meet with you to review this document, assist in the completion of the wedding application, and confirm rehearsal and wedding reservations on the church calendar. Questions involving coordination of other CITP personnel will be resolved by the EC.

It is required that a couple who has a wedding ceremony at CITP be legally married, meaning they must procure a marriage license in conjunction with the religious service.

The Pastoral staff is commonly available to officiate weddings, but must be approached specifically with that request; the EC can facilitate that approach if need be. If the couple has another officiant (not associated with Chapel in the Pines) in mind, that person's name, credentials, and contact information must be furnished on the application. The Pastor of CITP must approve any outside officiant and issue an invitation to that person to officiate in our Sanctuary.

When the Pastor serves as the officiant, the couple should be prepared to engage in premarital counseling, typically three meetings in the months prior to the wedding. This counseling is intended to facilitate both the planning of the wedding and to explore the nature of Christian marriage and how it relates to a faithful life. (If an outside officiant is used, the couple is encouraged to pursue pre-marital counseling with that person.)

The Pianist may be available to consult on and perform music for weddings. Contact information will be provided upon request, and the Pianist must be approached specifically to engage such services; the EC can facilitate that approach if need be. If the couple has other musicians in mind, they are asked to keep in mind the following guidelines and discuss them with the EC:

- The music directs attention to God and expresses the faith of the church.
- The music is appropriate to the Christian understanding of marriage.
- The music is drawn from Sacred repertoire.
- The music enhances the ceremony rather than drawing attention to itself or its performer.

If the couple retains an independent wedding planner, that person is expected to become familiar with the guidelines outlined in this document. He or she is expected to consult directly with the EC with any questions or matters requiring the interpretation of policies and procedures. **The EC has final authority on all decisions during the planning of the wedding and on the day of the wedding.**

If the couple retains other personnel for the wedding (e.g., florist, photographer, caterer), those parties must be made known at least ten business days in advance of the wedding to the EC. Those people are responsible for adhering to the policies and procedures outlined in this document. Again, the EC has final authority on all decisions during the planning of the wedding and on the day of the wedding. As such, any questions about these aspects of the celebration should be discussed early in the planning process.

III. The Wedding Ceremony

The Pastor will adhere to the ceremonial structure outlined in the Presbyterian Church's *Book of Common Worship* (1993). Planning the ceremony itself will take place during the premarital counseling sessions.

If the couple or an outside officiant seeks to amend the structure of the ceremony, such requests must be made in advance, with time allotted for the Pastor to consider the request, which may be granted if it does not diminish the Christian understanding of marriage.

IV. Building Use and Our Facilities

Our facilities are completely ADA accessible; there are no steps, and all restrooms are ADA compliant. Animals are not permitted in the building with the exception of assistance animals.

Both the Sanctuary and the Fellowship Hall are equipped with an electronic system that supports a handheld wireless microphone and up to two ear-mounted microphones that are available for use. All sound amplified through microphones is also transmitted through a “hearing loop” to which users of certain hearing aids can tune for assistance. Also, there are hearing loop devices with headphones available in the credenza in the Narthex.

Smoking is not permitted in any of the church buildings, and nowhere on the grounds below the driveway (parking lot, sidewalks, Remembrance Garden, woods, and lawn).

Alcoholic beverages may not be consumed or brought onto the property.

Weapons are not allowed on church property.

The Sanctuary has a maximum capacity of 300. The standard layout of chairs in the Sanctuary seats approximately 225. By order of the Fire Marshall, the maximum capacity of the Fellowship Hall is 125. If you have any questions about the capacity and seating layouts, contact the EC.

In addition to our Sanctuary, Chapel in the Pines makes our Remembrance Garden directly behind the Fellowship Hall available for weddings, usually on a more intimate scale. While this space is open to participants in all Chapel in the Pines events, it is important to understand that this area is dedicated to deceased members of the congregation. As such, all activity and behavior in the Remembrance Garden must be respectful of the nature of this space. If you have questions about this option, contact the EC.

Contracted caterer(s) must be approved by the EC and must meet with the EC at least 10 business days prior to the wedding. It should be understood that the Fellowship Hall will not be made available to them until the day of the event, and that they are expected to completely vacate the Fellowship Hall on the same day. For a late Saturday afternoon wedding with reception, the Fellowship Hall must be vacated no later than 10:00 p.m. so that the janitorial staff can clean the Hall for use on Sunday morning. However, with prior arrangement, food may be stored in the refrigerator up to 48 hours before the event. Any damage to the kitchen or equipment will be recovered from the deposit. If damages are more than the deposit, the applicant is responsible for the additional cost.

Tablecloths and table decorations are permitted, but open flames are not permitted in the Fellowship Hall; if candles will be used, they must be enclosed in some sort of glass holder that rises higher than the top of the flame. Those using the building are responsible for ensuring that their event meets all county, state and fire marshal regulations. For example, no decorative draping materials will be used per fire code.

The throwing of rice, birdseed or confetti is not permitted anywhere on the church property. Artificial petals and helium balloons are also prohibited. Bubbles may be used outdoors only.

The Fellowship Hall is equipped with an electronic system that supports two wireless microphones, and those are available for use during receptions. If the reception includes a dance, the couple must supply their own loudspeaker system.

While the church custodian will clean the Fellowship Hall and the main church building following the event, the couple and all third parties are expected to make every reasonable effort to leave all areas, including the kitchen and the bathrooms, in presentable condition. If the EC determines that the conditions of the facility will require excessive work on the part of the custodian (*e.g.*, trash or puddles on the floor; food residue on stoves, ovens, counters, or refrigerators), a portion of the deposit may be withheld to cover the additional labor required to clean the facility.

A late fee may be charged if the event does not end by the time stated in the agreement.

We believe that our church buildings and green space are gifts from God. We choose to use these gifts in accordance with our core values of **Welcome, Worship, and Witness**. We open our doors to share these gifts with our community. We welcome without regard to gender, race, ethnic origin, sexual orientation, ability, or any other human condition.

We believe that we are called to be good stewards of all that God has given us. We expect all users to be sensitive to energy conservation and recycling practices. We encourage use of environmentally sensitive, recycled and recyclable products. The use of these facilities should be consistent with the mission of Chapel in the Pines.

- A wedding representative must return a building use application (Appendix A)
- Chapel in the Pines provides no event planning or commercial conference services.
- All groups agree to hold harmless Chapel in the Pines and indemnify the church and defend any claim or action against the church arising out of any incident resulting in any loss or damage to persons or property occurring on the premises of the church in conjunction with the usage for which application is herein made. Additionally, groups will be responsible for any and all damages to the facilities, the contents thereof, or the grounds, and agree to pay the cost for repairing such damages.

It is the responsibility of a wedding representative to make necessary arrangements for inclement weather. The parking lot is not regularly plowed during snow and ice events.

V. Fees and Financial Arrangements

Following is the schedule of fees. Fees for members of Chapel in the Pines are listed first, followed by fees for non-members. The EC will receive both the deposit and all fees from the couple at least two weeks before the event date. If the deposit is released in full, that check will be destroyed and the couple notified. If the deposit is released in part, that check will be cashed, and a check for the difference will be issued to the couple within thirty days after the event.

Event fees for Chapel in the Pines members, immediate relatives of members, and staff:

Description	Wedding Only	Wedding & Reception	Holiday Surcharge* (added to fee)
<i>Refundable Depositⁱ</i>	\$250	\$500	N/A
Sanctuary Ceremony	No charge	No charge	N/A
Garden Ceremony	No charge	No charge	N/A
Officiant (CITP)	No charge	No charge	N/A
Pianist (CITP)	\$350+	\$350 + ⁱⁱ	\$100+
**Event Coordinator	\$350+	\$500+	\$100+
Custodian	\$150+	\$300+	\$100+
Wedding Insurance	See footnote 3	See footnote 3	See footnote 3

Event Fees for non-members:

Description	Wedding Only	Wedding & Reception	Holiday Surcharge* (added to fee)
<i>Refundable Depositⁱ</i>	\$500	\$1000	N/A
Sanctuary Ceremony	\$500	\$1000	N/A
Garden Ceremony	\$500	\$1000	N/A
Officiant (CITP)	\$500+	\$500+	\$100+
Pianist (CITP)	\$350+	\$350 + ²	\$100+
**Event Coordinator	\$450+	\$600+	\$100+
Custodian	\$150 +	\$300+	\$100+
Wedding Insurance	See footnote 3	See footnote 3	See footnote 3

*Any three-day federal holiday (weddings are not permitted on New Year's Eve, New Year's Day, Easter Weekend, Thanksgiving Weekend, Christmas Eve, Christmas Day).

** Event Coordinator required for all weddings.

+ All STAFF FEES (except custodian fees) to be paid directly to the staff member (not Chapel in the Pines). Custodian fees and facility reservation fees to be made out to CITP, memo line "Wedding"

¹ The deposit may be retained in part or in total if capital damage is incurred (e.g. broken window), if furnishing damage is incurred (e.g., torn upholstery), or if excessive labor is required to recover from the event (e.g., additional labor by the Custodian caused by the conditions left following the event). In the event that part or all of the deposit is withheld, the Event Coordinator will provide an explanation to the couple for the assessment.

² This fee structure does not involve the Pianist providing music for the reception. If you desire the Pianist to provide music for the reception, that arrangement (and fee) must be negotiated with the Pianist.

³ To lease the CITP facilities for a wedding event, the wedding party must purchase a liability policy within four weeks of the wedding date for any property damage that might occur. The insurance agency which handles the CITP insurance has a standard wedding event policy which includes the necessary coverage for events that could occur at the rehearsal or at the wedding itself. The policy which includes the coverage required is approximately \$100. Additional coverage for various items can be obtained from CITP's Insurance agent if the wedding party so desires, but is not required. **The required minimum policy is obtained by calling Amanda Fuller of the Bitner-Henry Insurance Agency at 877-766-7981 ext. 217.**

APPENDIX A: Wedding Application

CHAPEL IN THE PINES PRESBYTERIAN CHURCH
314 Great Ridge Parkway
Chapel Hill, NC 27516

Application date: _____

Prospective Bride (please print full name): _____

Address: _____

Daytime Phone: _____ Email: _____

Church affiliation: _____

CITP Member Nonmember

If nonmember, CITP family member OR reason why Chapel in the Pines is desired location:

Prospective Groom (please print full name): _____

Address: _____

Daytime Phone: _____ Email: _____

Church affiliation: _____

CITP Member Nonmember

If nonmember, CITP family member OR reason why Chapel in the Pines is desired location:

Requested wedding date/time: _____

Requested rehearsal date/time: _____

Expected number of attendees: _____

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Space requested: (must vacate property by 10:00 p.m. if Saturday afternoon/evening event)

____ Sanctuary ____ Classroom(s)
____ Garden ____ Fellowship Hall Reception

Will the kitchen be used? ____ Please provide contact information for any outside caterer below:

Caterer name _____

Contact information _____

Officiating Pastor: Andrew Taylor-Troutman Other
(If other, list title, name, and complete address and telephone number below)

Title/Name: _____

Address: _____

Daytime Phone: _____

Person requesting this reservation: _____

If not the bride or groom, relationship to couple: _____

Address: _____

Daytime Phone: _____ Email: _____

As the representative of the above event, I acknowledge and agree on the families' behalf to all of the requirements and conditions in Chapel in the Pines Building Use Policies and Guidelines, and to all of the Terms of Agreement set out in this application, and I have read the wedding guidelines and agree to abide by them. I understand that additional fees apply if the wedding is on a holiday weekend.

Signature of prospective bride or groom and date of acceptance
