

# **Chapel in the Pines Presbyterian Church Wedding Policy and Procedure**

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### **I. Introduction**

Congratulations! If you are reading this, it is likely 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**

Now that your wedding has been approved, you and your planning team will be in contact with our Event Coordinator (EC) as your point of contact at Chapel in the Pines. This person is the general liaison between Chapel in the Pines and couples who will be married in our space. He or she 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 Chapel in the Pines personnel will be resolved by the EC.

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

The pastoral staff are 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 Chapel in the Pines must approve any outside officiant and issue an invitation to that person to officiate in our Sanctuary.

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When the Pastor of Chapel in the Pines 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 premarital counseling with that person.)

The Pianist at Chapel in the Pines may be available to consult on and perform music for weddings. Their contact information will be provided upon request, and they must be approached specifically to engage their 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 Chapel in the Pines EC with any questions or matters requiring the interpretation of policies and procedures. **The Chapel in the Pines 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 10 business days in advance of the wedding to the Chapel in the Pines EC. Those people are responsible for adhering to the policies and procedures outlined in this document. Again, the Chapel in the Pines event coordinator 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**

When the pastoral staff of Chapel in the Pines officiate, they 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 of Chapel in the Pines to consider the request, which may be granted if it does not diminish the Christian understanding of marriage.

### **III. 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 head microphones, that are available

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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.

CITPC is equipped with audio/visual technologies. If the couple desires to use CITP’s technologies during the ceremony (microphone, sound system, amplification, live-streaming) they will need to coordinate with one of our contracted AV Specialists. They contract outside of CITP, and all payments and meetings with him/her/them will be directly with that person.

Smoking is not permitted in any of the church buildings, nor on the grounds below the driveway (parking lot, sidewalks, Remembrance Garden and lawn).

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

Weapons are not allowed on church property.

The Sanctuary at Chapel in the Pines has a maximum capacity of 300. The standard layout of chairs in the Sanctuary seats approximately 225 but could accommodate up to 250 seated guests. By order of the Fire Marshal, 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 memorial garden available for weddings, usually on a more intimate scale. 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 facility will not be made available to them until the day of the event, and that they are expected to completely vacate the facility on the same day. However, with prior arrangement, food may be stored in the refrigerator up to 48 hours before the event. Any damage to the kitchen or cooking equipment will be recovered from the deposit.

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. Flower petals (artificial and real) and helium balloons are also prohibited. Bubbles may be used outdoors only.

The set up in the sanctuary is mostly permanent but the altar table and font, and two side tables can be moved with extreme care. Everything else must stay as it is. It is the responsibility of the wedding group to safely move any desired furniture including adding additional chairs if needed.

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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 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. **Using our custodian is mandatory.**

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

There is a memorial garden directly behind the Fellowship Hall. 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.

The parking lot here accommodates a limited number of vehicles. Cars can not park in the front roundabout, as that blocks the fire lane. Cars can park in the upper and side lot, but can not park on Great Ridge Parkway or on our grass. For larger weddings, the couple will be asked to identify parking lot attendants to assist with parking.

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 (found at end of document)
- These policies and guidelines apply to all events, including weddings held in the facility
- Chapel in the Pines provides no event planning or commercial conference services
- All groups agree to hold harmless CIP 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.
- CIP has a child protective policy that all users of our facility must abide by, and sign the agreement to follow that policy. The EC will provide this.

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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.

### IV. Donations and Financial Arrangements

Following is the schedule of donation fees. Donation fees for members of Chapel in the Pines are listed first, followed by non-members. The EC will receive the deposit to hold the date on our calendar, and all other 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 30 days after the event.

### V. Insurance and Policies

To contract the CITP facilities for a wedding event, the wedding party must purchase a wedding event policy including bodily injury and property damage liability coverage with a \$1 million Occurrence liability limit (minimum). A Certificate of Insurance (COI) must be provided within four weeks of the event to CITP including the wording "Chapel In The Pines Presbyterian Church is an Additional Insured." Any caterer or other contractors should provide the wedding party with a Certificate of Insurance for the event. You should be able to find coverage by contacting an insurance agent or direct purchase by searching on the web for "wedding event insurance".

**Event donations for Chapel in the Pines members, immediate relatives of members, and those with recognized connections to the congregation:**

Description	Wedding Only (up to six hours)	Wedding & Reception (12 hours total)	Holiday Surcharge (added to fee)
<i>Refundable Deposit<sup>1</sup></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
Event coordinator	\$500	\$650	\$100
Custodian	\$200	\$400	\$100

### Event Fees for non-members:

Description	Wedding Only (up to six hours)	Wedding & Reception	Holiday Surcharge (added to fee)
<i>Refundable Deposit<sup>1</sup></i>	\$500	\$1000	N/A
Sanctuary Ceremony	\$500	\$1000	N/A
Garden Ceremony	\$500	\$1000	N/A
Officiant (CITP)	\$500	\$500	\$100
Event coordinator	\$600	\$750	\$100
Custodian	\$200	\$400	\$100

<sup>1</sup> 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.

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\*If your approved wedding date falls on a holiday, a surcharge will be added to the fee. Check with EC for amounts. Holiday is 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.)

**\*\* CITP Event Coordinator and CITP Custodian required for all weddings.**

+ All STAFF FEES to be paid directly to the staff member (not Chapel in the Pines). 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 a pianist providing music for the reception or the rehearsal dinner. If you desire our pianist to provide music for either event, that arrangement (and fee) must be negotiated directly with the pianist.

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### APPENDIX I: Wedding application

#### CHAPEL IN THE PINES PRESBYTERIAN CHURCH

314 Great Ridge Parkway

Chapel Hill, NC 27516

#### Request for Wedding

Application date: \_\_\_\_\_

Prospective Groom (please print full name):

Address:

Daytime Phone:

Email:

Church affiliation:

CITP Member ☐ Nonmember ☐

If nonmember, CITP family member or congregational connection OR reason why CITP is desired location:

Prospective Bride (please print full name):

Address:

Daytime Phone:

Email:

Church affiliation:

CITP Member ☐ Nonmember ☐

If nonmember, CITP family member or congregational connection OR reason why CITP is desired location:

Requested wedding date/time:

Requested rehearsal date/time:

Officiating Pastor: ☐ Andrew Taylor-Troutman ☐ Other

(If other, list title, name, and complete address and telephone number)

Title/Name:

Address:

Daytime Phone:

Person requesting the reservation:

If not the bride or groom, relationship to couple:

Address:

Daytime Phone:

Email:

Space requested: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Remembrance Garden \_\_\_\_\_ The Gathering Room  
\_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Classroom/Nursery \_\_\_\_\_ Pavilion

Date and time requested (for both ceremony and rehearsals) \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

Will the kitchen be used? \_\_\_\_\_ Please provide contact information for any outside caterer below

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*As the representative of the above organization, I acknowledge and agree on the organization's 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.*

\_\_\_\_\_  
**Signature of prospective bride or groom and date of acceptance**

**Additional fees apply if a wedding is planned for a holiday weekend requiring an additional time commitment for those involved (see donation schedule in wedding guidelines for more information).**