

Cedar Springs Presbyterian Church

Wedding Manual and Guide Book

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www.cspc.net

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It is a wonderful, sacred time when two people are united in marriage in Christ's church. Believing that marriage is a divinely instituted relationship given by God to glorify him, the wedding ceremony is a time of worship that should be conducted with reverence and dignity as well as with warmth and joy. We at Cedar Springs Presbyterian Church have established policies that will assist you in making your wedding a meaningful experience and still allow the church to be available for its many other ministries.

Below is an overview of the process in requesting a date, getting that date on hold, and then completing the four steps to ensure the date is confirmed. More complete details follow.

OVERVIEW

First, read these guidelines carefully as your agreement with these policies is necessary for smooth planning of your wedding.

Second, check availability of a certain date by contacting the Wedding Liaison, Amanda Martin, at: amandamartin@cspc.net, or 865-455-2801. She will submit this request and then inform you when the date and time has been placed on hold on the church calendar.

Third, schedule a meeting with Amanda Martin. This meeting must be scheduled within a month after the wedding date has been placed on hold. Prior to or at this meeting, please submit your Wedding Request Form and make your deposit of \$400.

Fourth, schedule an initial interview with a Cedar Springs minister. At this interview, a plan for premarital counseling will be determined.

When these four steps are completed, your reservation will be moved to Confirmed status.

COMPLETE GUIDELINES

A. WEDDING LIAISON

The purpose of the wedding liaison is to facilitate the ministry of the church to couples uniting in marriage while guiding the couple toward a worshipful wedding ceremony. Amanda Martin serves as the wedding liaison and will be your first contact in the wedding process. While you are sorting through the many options for your wedding, please contact her with any questions at amandamartin@cspc.net or at 865-455-2801.

To begin the process of scheduling a specific wedding date and time, call Amanda with your request. If there are no conflicts with scheduled weddings or other church activities the date will be placed on hold.

From the beginning of wedding plans to the beginning of the marriage, please direct all questions regarding church use, scheduling, or clarification of wedding guidelines to Amanda.

The following items must be completed in a timely matter after placing the date on hold or the wedding date may be removed from the church calendar:

One, complete the Wedding Request Form as best as you can.

Two, make a deposit of \$400 payable to Cedar Springs Presbyterian Church. On the memo line of your check, please write “wedding of bride (name)/groom (name).

Submit these together, marked, Attention: Weddings. Turn in at church reception office; mail to Cedar Springs Presbyterian Church, 9132 Kingston Pike, Knoxville, TN 37923; or hand to Amanda Martin at your informational meeting.

Three, schedule a one-hour meeting with the wedding liaison. This informational meeting at the church may be done any time the church is open. Its purpose is to go over all the guidelines, walk you through the facility, and answer any questions.

B. PASTORAL REQUIREMENTS

The use of Cedar Springs Presbyterian Church facilities is intended for those who have a significant relationship with the church such as membership of parents or child, pastoral relationships, or involvement in our church community. This relationship will be discussed with Amanda Martin, Wedding Liaison, when requesting a wedding date.

Weddings conducted in our facilities are generally performed by one of our CSPC ministers or commissioned elders. However, ordained ministers that are a friend or family member may be requested to officiate or share in the ceremony. This request is submitted during the initial interview with a CSPC minister using the Guest Minister Request Form. Approval is necessary before plans can proceed.

An initial interview with a CSPC minister is required before the wedding date is moved from Hold to Confirmed status. The purpose of this interview is to assist you in preparing for marriage in a manner that honors God. Please fill out the Preliminary Questionnaire and bring it to the initial interview. A commitment to sexual purity through abstinence and to a plan for premarital counseling will also be addressed during the initial interview.

It is the couple's responsibility to request and make arrangements for an officiating minister. If you have determined that one of the CSPC ministers will be officiating at your wedding, this minister should do the initial interview. If you are unsure which minister should do the initial interview, contact Amanda Martin for a referral. Please confirm rehearsal and wedding times with the officiating minister before proceeding with wedding plans.

C. PREMARITAL COUNSELING

All couples to be married in Cedar Springs Presbyterian Church are expected to attend premarital counseling and are responsible for arranging these sessions. Much time is given to arranging the details of a wedding; please be prepared to give significant time to build a biblical foundation for your marriage. This can be accomplished in a variety of ways and usually involves at least four sessions and may involve a pre-marital class lasting six weeks. The interviewing minister will develop a plan for these sessions as you prepare for the lifelong commitment that marriage involves. During any session with the couple, the minister always has the solemn responsibility of discerning the wisdom of continuing with or postponing the wedding.

D. Music

The wedding ceremony is a sacred uniting of two people in Christ and is a worship service. Therefore, all music should be appropriate to the solemnity of the occasion. Choose music that will point people to God and show evidence of your Christian commitment. There is room for personal taste by drawing from the areas of sacred music: worship music, hymns, traditional and classical wedding music and the works of contemporary Christian artists. Pop music, show tunes, and themed songs are not appropriate. If you desire to use any music that is questionable, please contact Amanda, wedding liaison, with the requested music and it will be submitted for approval.

Pre-recorded music is highly discouraged but not prohibited. If you must use pre-recorded music, the wedding ceremony cannot be recorded and a consultation with the sound technician is required to determine feasibility with the sound equipment.

Musicians

The wedding couple is responsible for securing and paying for all musicians. It is church policy to utilize CSPC organists for sanctuary weddings. Begin the process of scheduling an organist by calling either Tim Mynatt at 789-1187 or Cheryl Baddorf at 675-1097. If they are unavailable, one of them or West Breedlove must approve an outside organist. If this organist is unfamiliar with sanctuary organ, he should contact the Worship Ministries office at 291-5259 to schedule a time for orientation and rehearsal. All musicians are encouraged to coordinate a time to practice during hours that the church is open.

Sound technician

Included in your facility fee is the provision for a sound technician. The assigned sound technician will arrive one hour before music starts to set up microphones, recording equipment, and adjust lighting. Also included is a CD recording of the ceremony. The technician is not available to attend rehearsals. Should extensive set up time or consultation is needed, beyond the 2 ½ hours provided, extra fees will be billed to the account (see fee schedule).

E. CHURCH FACILITY USE

Cedar Springs has several options for wedding and reception sites. We want to accommodate your needs in every way possible while maintaining the building for our many other ministries. Many allowances exist that enable you to personalize your wedding. However, certain guidelines are in place and must be followed. Here are some general guidelines that apply to all wedding activities:

- None of the church facilities are available for Sunday use.
- No wedding will be scheduled more than 12 months in advance.
- No alcoholic beverages are allowed on church premises or grounds.
- No smoking is permitted in the church buildings.
- Please refrain from rearranging church furnishings in any room.
- Only those areas assigned to a wedding may be used.
- The facility staff person assigned to your wedding must be present during any wedding activities, including deliveries, preparations, rehearsal, and the wedding ceremony.

Ceremony sites:

The Sanctuary and Chapel both accommodate weddings. They were designed and furnished as places of worship. Therefore, all components of the ceremony should reflect a spirit of worship and not a performance. This includes decorations, music and readings.

The Fireside Room is also available for small weddings and should also reflect a spirit of worship. Here are several guidelines:

Sanctuary capacity:	1600
Chapel capacity:	240
Fireside room capacity:	60

- The Lord's Supper may not be included in wedding services.
- The pulpit may not be removed from the center of the platform but may be moved back.
- The piano and organ may not be moved.
- No food and no beverages except water are allowed in the Sanctuary or Chapel.
- Only metal encased candles or drip-less candles may be used. Hand held and votive candles are prohibited.
- Ceremony flower arrangements may be left for display during Sunday worship. Please contact Amanda Martin in advance at 455-2801 to make this arrangement.
- All items brought into the church for wedding proceedings (personal, floral, or catered items) must be removed one hour after proceedings end. Any items left behind will incur a storage fee of \$50 each day until picked up.
- Any seasonal (Christmas, Easter, etc.) or ministry decorations may not be removed or altered in any way.

Because the church has several weddings sites, two weddings may be scheduled for the same day but not for the same site. Policy is to schedule at least 4 hours between ceremony times.

Dressing rooms:

Included in the ceremony fee are two dressing rooms; one for the men and one for the women. Extra rooms may be requested (see fee schedule). Sanctuary weddings are assigned the parlor for brides; chapel weddings are assigned the Visitor's Welcome Center for the bride's dressing room. Two weeks prior to a chapel wedding, if the parlor is open, the chapel bride may be assigned to the parlor.

Rehearsals:

The wedding rehearsal should be scheduled at the same time as the wedding as it must also go on the church calendar. Generally, one hour is allowed for the rehearsal. The wedding director will direct the rehearsal, along with the officiating minister. Please arrange for all participants to arrive early. The sound technician does not attend rehearsals. Custodial time for unlocking the church and clean up prior to and after the rehearsal is part of the eight hours included in the facility fee along with the use of the room.

Receptions:

The church has several settings that are available for wedding receptions. Reservation requests are also made through Amanda Martin and then checked with the entire church calendar for availability.

Fireside Room – capacity: 60

Fellowship Hall – capacity: 100 standing, 72 sitting

Reception Hall – capacity: 250 standing, 92 sitting

Each area has its own fee (see fee schedule). Please consult with Amanda Martin regarding the provision of church resources included in the room fee and the cost for additional services, such as sound and custodial assistance.

Here are some general guidelines for receptions:

- No red dye is allowed in beverages or food served at church.
- No throwing of rice is permitted. Birdseed or bubbles may be used but only outside the building and are to be distributed outside, not inside, to guests.
- Please immediately report all beverage or food spills to the facility staff.
- Blotting of stains is recommended as soon as possible.
- Receptions must conclude no later than 9:00 p.m.
- Removal and clean up of all food, decorations, and rentals should be completed by one hour after reception conclusion.

Catering:

The church has limited kitchen facilities, as its commercial kitchen is never available for outside use. The satellite kitchen is available (see fee schedule) and must be reserved if needed. Refrigeration, cooking, and preparation space are limited. Caterers are strongly encouraged to visit the satellite kitchen during church office hours to understand the limitations. All reception items (linens, china, decorations) are the couple's responsibility.

Furnishings:

The church has some items that may be used for a wedding. Kneeling benches and brass candle lighters are available. Podiums may be used for guest books. The silk flowers of that season and/or their stands may be requested to remain. Chairs and music stands are available for musicians. Candelabras or unity candles stands are not available. Check with the wedding liaison if you have specific needs that are not addressed here.

Nursery:

Childcare may be arranged by using two or more church-approved childcare workers. Please contact Kris Johnson, at 291-5242, 6 weeks in advance of wedding date. Only scheduled childcare through Kris is allowed. Fees are a minimum of \$85.00. This covers two workers for two hours -- if more workers or a nursery lasting longer than two hours is needed, extra fees will be charged.

Final Wedding Checklist:

Two weeks prior to your ceremony, the wedding liaison will contact the bride to fill out the wedding checklist of final set up needs. This includes arrival times of wedding party and florist, needed furnishings and sound equipment along with other details. This form is distributed to involved church staff.

F. WEDDING DIRECTORS

All wedding ceremonies at Cedar Springs Presbyterian Church must be conducted by one of the approved wedding directors. Her role is to meet with the bride and groom and honor their wishes to the extent that they don't violate the policies of CSPC, in order for their wedding ceremony to be pleasing to them and honoring.

The wedding director will meet with the couple 2-4 weeks before the wedding and work out the elements and timing of the wedding ceremony. The wedding director also directs the rehearsal, working with the officiating pastor, and then is present the day of the wedding to direct the actual timing and arrangements of the ceremony.

Each bride is **required to select an approved wedding** director from the following list. There is a separate fee, paid directly to the wedding director, beginning at \$200. Please contact and secure one as soon as the ceremony date is confirmed.

Adrienne Atchley	525-2025	Also available as a wedding planner for an additional fee.	
Christine Bruner	310-3615	Carol Shelton	523-3257
Nancy Crabtree	692-1022	Karen Hardin	560-1201
Denise Webb	288-0375	Paula Montgomery	584-4508
Mertie Elliott	691-9796		

G. FINANCIAL RESPONSIBILITIES

A deposit of \$400 is required to secure the wedding date and time. This may be mailed or delivered to the church or given to Amanda Martin, marked Attention: Wedding Liaison. This deposit is applied to the fee for the wedding site and any extra charges that may occur. A billing address for the responsible person must be entered on the Wedding Request Form. This responsible party will receive a bill of anticipated charges some weeks before the wedding and will be followed after the wedding by a bill of actual charges and a refund if the actual charges are less than the deposit. Any charges in excess of the deposit will be noted in the final bill and payable to Cedar Springs Presbyterian Church.

Fees for sanctuary and chapel include room use for wedding and rehearsal, 2 dressing rooms and 2½ hours for sound technician. The fees also include 8 hours of facility staff services: prep time prior to arrival for rehearsal and wedding, on site time during all wedding day activities, and clean up. If time exceeds 8 hours, extra fees will be reflected in final billing. Fees for all other rooms include room and furnishings. Facility staff hours are billed for time used.

Ceremonies with very limited services may be available. Contact Amanda Martin for fee options.

Fee Schedule

Room	Fee
Sanctuary	\$250 or \$325 for weddings 4:00 or later
Chapel	\$200 or \$275 for weddings 4:00 or later
Fireside Room	\$50 plus \$20/hr for each facility staff
Reception Hall	\$50 plus \$20/hr for each facility staff
Fellowship Hall (includes satellite kitchen)	\$50 plus \$20/hr for each facility staff
Nursery	\$85/ \$20 per extra workers/hour
Additional changing room	\$20
Facility staff	\$20/hour in excess of 8 allotted hours

H. WEDDING PHOTOGRAPHY, VIDEOGRAPHY

Weddings at Cedar Springs Presbyterian Church are meant to be a worship service and are to be conducted with reverence and dignity. The attention of the bride, groom and guests is to be focused on the ceremony. Photography should not distract from the couple's expression of commitment to one another. Therefore, a professional or guests may take **no flash photographs** during the ceremony. The photographer may discreetly take pictures of the wedding party as they come up the aisle and as they recess but may not be on the floor during the ceremony once the minister begins. Non-flash photographs may be taken from the balcony if out of view of guests.

Photographs taken before the wedding must conclude one hour before the wedding time. This allows for the sound technician to do a complete set up and check of the sound system.

Videotaping of the wedding is permissible but must follow the same guidelines as for photography. During the ceremony, a stationery camera may be placed on site but the videographer is not allowed to move about, distracting from the service. Please check with the wedding director with regard to the proper location for the video camera.

The wedding couple is responsible for providing the photographer and videographer with CSPC handout on photography guidelines.

I. FLORIST

The couple may use the florist and floral decorations of their choice. The timing for floral decorating and deliveries should be scheduled for the day of the wedding. Floral deliveries or decorating often are the first wedding activity on the schedule. Remember that the countdown of custodial hours begins with the first scheduled entrance into the church, as they must be present during all wedding activities.

To preserve the integrity of church furnishings, there are several guidelines for floral decorations. No tape, wire or nails may be used or anything that will mar the pews, walls or furnishings. Leaf shine may not be sprayed inside. **All candles must be metal encased tapers or drip-less pillar candles.** No hand held, votive or oil candles may be used. If wax does drip on carpet or furnishings, cleanup for such spills will be billed as an extra charge. No alteration of church property or landscaping is allowed. Refrigeration for flowers is not available.

All floral decorations must be removed from the church within one hour after the ceremony ends. If the florist is unable to pickup items, the couple must make arrangements for clearance of all items. Any items that remain will be disposed of or stored for an extra fee of \$50 a day until pickup. If you wish to leave a floral arrangement for display in the Reception Hall for Sunday worship, please contact Amanda Martin in advance at 455-2801.

AFTER THE WEDDING

Marriage is a wonderful union and develops best in community. Cedar Springs Presbyterian Church wants to be a support to you during the months and years ahead.

If you are looking for a class that addresses your new married status, stop by the Information Booth or Welcome Center for listings and location of current Sunday classes. You may also check the church newsletter online at www.cspc.net for classes on finances, marital life, and other Christian growth areas. Small groups and neighborhood fellowships are great ways to connect. Please contact the wedding liaison regarding any questions on how to get plugged in.

Marriage is a process that has its ups and downs. If you are looking for marriage enrichment, fine-tuning or troubleshooting help, pastoral care is available. Don't hesitate to contact your officiating pastor for further counseling or contact Doug Messer at 291-5288 to receive the support and guidance that will enrich the commitment you made to God and to each other.

CONTACT INFORMATION

Main church office: 865-693-9331

Church fax: 865-693-6611

Amanda Martin/Wedding Liaison

Phone: 865-455-2801

E-mail: amandamartin@cspc.net

Website: www.cspc.net