

We appreciate your interest in the marriage ministry of Heritage. Please note the process we have set up in the document entitled, "The Premarital Process of Heritage Christian Church." The following information covers more ideas to assist you in your wedding planning.

WEDDING PLANNING

9-12 Months before Wedding

1. Go through the pre-marital process of Heritage, which includes gaining an agreement from a Heritage pastor to participate in the wedding.
2. If you want to be married at the Heritage facility, begin meeting with the wedding coordinator.

2 Months before Wedding

1. Finish meetings with pre-marital marriage coaches.

4 Months before Wedding

1. Continue meeting with the wedding coordinator and pre-marriage coaches.
2. Contact officiating pastor to set up any meetings that may be necessary.

1 Month before Wedding

1. Meet with wedding coordinator to finalize details and discuss payment balance of wedding fees.
2. Meet with pastor.

MISCELLANEOUS FEES

Sound Coordinator \$200

*Payment made to designated Sound Coordinator on the day of the rehearsal.

Wedding Coordinator \$200

*Payment made to Jocelyn Cook on the day of the rehearsal.

Building use fee for non-Heritage members \$300

*An initial deposit of \$100 is needed to reserve the space (checks made out to Heritage Christian Church)

A second payment of \$200 is to be given to Jocelyn Cook at the rehearsal.

Traffic control – if 300+ attend your wedding, a police officer must be utilized to direct traffic in and out of the parking lot. \$36/hour per police officer

*Payment details will be worked out with Jocelyn Cook.

Prepare2B1 Class - a donation for materials is requested.

YOUR WEDDING COORDINATOR

It is expected that the church wedding coordinator, Jocelyn Cook, will be available for all weddings at the Heritage facility, except for small weddings held in our prayer room. The coordinator ensures that the couple understands and follows the wedding guidelines established by the church. Jocelyn can be reached at 614-745-4072 or gregjocelyncook3@gmail.com.

The couple should schedule a meeting at least six months prior to the wedding date to discuss facility requirements and lock down rehearsal/ceremony times. Closer to the wedding date, the officiating pastor will work with the couple to plan the service and the pastor will then direct the rehearsal, with the assistance of the wedding coordinator.

IMPORTANT GUIDELINES

1. The arrival of the florist, decorator, and bridal party should be coordinated with the wedding coordinator.
2. It is the Bride and/or Groom's responsibility to instruct the florist, caterers, decorators, photographers, etc., of these guidelines.
3. If a reception is held at the church building, an open bar serving alcoholic beverages will not be permitted but a toast for the special occasion is acceptable.
4. Smoking is not permitted in any part of the building.
5. Due to constant use of our building, you are asked NOT to use any birdseed, rice, glitter, or confetti. Bubbles are acceptable outside only, away from the entrance of the building.
6. Due to fire regulations and for the safety of all attending, all aisle candles and larger table candles must be enclosed on the bottom and sides while burning, except for the Unity Candle. All candles should be non-drip.
7. The couple must designate workers to return the facility to its pre-ceremony condition. The individuals who do the set-up should be the same as those who reset each room because they know where everything goes. This includes any decorations, flowers, candles, and items left in the rooms that were used by the wedding party before the event begins. A team of five or more for clean up is highly recommended. This means removing all trash and decorations and putting away all equipment used. No changes can be made to Heritage décor (curtains, drapes, video screens, wall hangings, lighting, music gear, or sound equipment). This also applies to all dressing rooms and rooms used for photography. Anything that has been moved (with permission) must be returned to its original location. Chairs used will be restacked and returned to their storage location.
8. For Friday weddings, clean up is to be done by 9:00 pm, and when a Saturday wedding takes place, clean up is to be done by 1:00 pm.
9. If equipment or plants are rented for your wedding, you must make arrangements for them to be picked up after a Friday wedding by 8:45 pm and for Saturday weddings, no later than 1:00 p.m. Due to our limited space; these items may not be left in the church building over the weekend.

10. Decorations can be set up on the floor or tied with a ribbon to the existing furniture. Do not use staples, nails, tacks or tape to fasten decorations. Flowers, bows, and other items may not be attached to the chairs except with the greatest of care. Do not use tape of any kind. Straight pins or wire ties are acceptable, should you want to attach items to the chairs on the aisle. All decorations must be removed at the end of your scheduled time for the wedding.

11. For safety and security, children are not permitted to wander through the church facility and should remain with a parent or guardian at all times.

12. The wedding coordinator will need the name of a designated contact person with all numbers so they can be reached in case a question or problem arises around the rehearsal and/or wedding.

More Considerations

SOUND SYSTEM

The sound system requires a trained Heritage Christian Church technician to operate. The wedding coordinator will communicate with this person. If special attention is needed for a specific part of the ceremony, the couple should explain what is needed to the wedding coordinator.

The fee for the sound technician is \$200. This fee includes the tear down and set up of HCC stage equipment, as well as time spent during the rehearsal and ceremony. If there is a need for video or projection, an extra fee may be charged. If live music is used and a sound check must be conducted during the rehearsal, all singers and/or musicians should attend the rehearsal or arrive at least 60 minutes prior to the ceremony for sound checks.

AUDIO RECORDING

Upon request, the sound technician can make an audio recording of the ceremony. This request needs to be made at least two weeks prior to the event. When a recording is requested, the groom and pastor may be asked to wear lapel microphones.

MUSIC

The choice of music is made by the Bride and Groom in consultation with any musicians and the pastor. The sound technician does not provide music for the wedding party. All pre-recorded music should be on two separate CD's. The first CD would contain pre-ceremony music and the second CD would contain the actual ceremony music itself. The songs on each of the CD's should be placed in chronological order of occurrence. This removes the awkward pausing during the ceremony of removing one CD and placing another one into the CD player.

You may want to have music at some or all of the following parts of your ceremony:

- Pre-ceremony
- Candle-lighting
- Seating of the Mothers
- The Attendants' entry
- The Bride's entry
- Special Prayer
- Communion
- Recessional
- Dismissal of Guests

There is generally a program of music preceding all formal weddings. Music may be prerecorded or performed live. The pre-ceremony music should be between ten minutes and thirty minutes long. The music selections, videos, and attire should honor and glorify God.

VIDEO

Flood lights are not permitted during the ceremony. Camera operators must stay off the stage area and should refrain from becoming a distraction or moving around excessively. The church does not provide video recordings of the ceremony. The wedding coordinator or the officiating pastor must screen videos that may be shown to guests.

LIGHTING

Weddings are able to utilize the normal lighting system in our church facility – there is no special lighting available.

PHOTOGRAPHY

Photographic opportunities should be discussed with the wedding coordinator who will work with the Bride and Groom to assure desires can be met. Pre-ceremony and after ceremony photos need to be scheduled into the day's event to assure the timeline can be adhered to.

CONCLUDING REMARKS

We are grateful for the opportunity to assist couples in getting ready for a great marriage. Even if you don't get married by a Heritage pastor you are welcome to participate in our premarital preparation. Feel free to contact the Family Life Ministry at any time and talk with Linda Buchan at lbuchan@heritagecc.org or 614-98-9412 X215.