

Policies, Guidelines, and Suggestions For Use of the Sanctuary

Property Use Policy and Procedures

Persons requesting use of the Sanctuary will abide by the approved “Property Use Policy and Procedures” of the church, and will submit a completed activity and space reservation application. A copy of the “Church Facilities Policy” and the activity space reservation application may be obtained in the church office.

Purpose

The Sanctuary was thoughtfully and prayerfully built for worship and the proclamation of the Gospel. Any activity judged by the pastor or other designated authority of the church to be inconsistent with the belief, teachings and practices of the congregation will not be permitted in the sanctuary.

Guidelines and Suggestions

These regulations are designed to be a guide in the use of the sanctuary and to protect it from abuse. Dignified simplicity in church decorations is encouraged. The decorative emphases should never distract from the spiritual significance of church architecture and appointments. We believe that God is truly worshiped in His house through good liturgical usage that reflects the best of our theological thinking.

Consultation with the Pastor

It is expected that the pastor or the church office manager will be consulted before any arrangements are made for the use of the church facilities. All Services of Worship will be under the pastor’s direction.

Weddings

- 1) **SCHEDULING:** Normally weddings should be scheduled at least three months before the date of the wedding. Wedding date must be approved by the pastor.
- 2) **AUTHORITY:** A wedding is a religious ceremony, and the pastor is in charge of both the rehearsal and the ceremony. If it is requested that a minister other than the pastor of this congregation conduct or have a part in the ceremony, the pastor may at his discretion issue that invitation.
- 3) **RICE/BALLOONS:** Please do not throw rice or Confetti outside or in the church sanctuary or any other part of the building. Scattering flower petals in the church, even artificial ones, is prohibited. Birdseed may be used outside only. Balloons are discouraged for environmental reasons.
- 4) **PHOTOGRAPHS:** Photographers may take pictures of the bridal party after the ceremony, or as they approach or leave the chancel. Plans for other photographs should be discussed with the pastor prior to the service. No photographs during the ceremony, with or without flash. Guests may not take pictures at any time during the service. Video cameras must be stationary. Professional photographer may take pictures during the ceremony using a time exposure in the balcony.

- 5) **MUSIC:** All music chosen for the wedding ceremony should be in keeping with the musical traditions of the Community Church. The organist can provide guidelines for selections. It is the responsibility of persons involved in the ceremony to contact and secure the services of musicians. The church organist will be available for a fee. Any guest musicians must be approved by the church organist and the pastor.
- 6) **RECEPTIONS:** Receptions to be held in the church's facilities should be placed on the church calendar when the ceremony is scheduled. Please refer to "Property Use and Policy and Procedures" for other guidelines.
- 7) **FLORAL ARRANGEMENTS:** Decorations should not be placed in front of the communion table, the pulpit, or the lectern. The florist should consult the church office concerning plans for decorations. No flowers seat tied. No runners.

All greenery used must be in acceptable containers with protection for the carpet. No decorations may be used in the nave aisles. To prevent drippings, candles shall be in proper containers. Candles shall not be used on pews or in window. No nails, tacks or tape may be used or driven into walls, woodwork, pews or floors of the church. None of the furniture is to be moved out of position. No decorations will be permitted that will abuse the pews, walls, floors or property of the church.

- 8) **REHEARSAL:** Let us remember, always, that the church is the house of God, and the rehearsal should be conducted accordingly. Wedding rehearsals are to be scheduled so that they will not interfere with other regular meetings or services of the church. In consideration of the pastor and the church staff, the rehearsal should begin on time. Experience has shown that a maximum of one hour is adequate for a rehearsal.
- 9) **FEES:** If either the bride, the groom, or the immediate families has membership in the congregation, there will be no charge for the use of the sanctuary or other facilities. If the bride, the groom and the immediate families are all non-members of the congregation there will be a fee to cover the anticipated costs of use of the facilities. Where applicable the fee will vary according to requested provisions.

* In addition, it should be anticipated that fees include payment to musicians, wedding consultant and the janitorial service. In both cases, payments should be made directly to the person(s) providing the service. A fee schedule is available in the church office. There will be a damage deposit of \$250 for non-church members. It will be refunded in full after inspection by church staff.

I, _____, have read and understand the policies and guidelines for the use of the Church Sanctuary.

Signed _____

Pastor _____

Date _____

Date _____