community
BIBLE CHURCH

First Steps in Wedding Planning

(Detailed Policy & Procedures Guide will be provided by Hostess)

WEDDING GUIDELINES AND INFORMATION

Congratulations on your upcoming wedding. It is a pleasure to know that you are thinking about a church wedding. This is a sacred experience and will be a worship service. These instructions are offered with the confidence that they will assist you in planning your wedding.

You have chosen the church for your wedding. The only valid reason for asking to be married in the church is that you want a Christian wedding. The church, therefore, assumes that you want to plan the details of your wedding in ways that are consistent with the theology, teachings, practice, and policy of the Community Bible Church, Brighton, MI (CBC).

We believe that Marriage is instituted by God, between one biological man and one biological woman. (Genesis 2:23-24, Matthew 19:4-6).

CHOOSING YOUR DATE

Weddings are one of the many events held at CBC. Many services and ministries meet and conduct their activities here, which means our calendar is planned closely and well in advance. Please note that when you reserve an area of the church for your wedding or reception, only that area is reserved. Other events or activities may be going on anywhere on the church campus. We will do our best to make sure there are no interruptions to your ceremony or reception, but the wedding party should know that our church is a busy place (as it should be!).

Wedding dates are available on a first-come, first-served basis. We request that you schedule your wedding with our office at least three (3) months prior to your wedding date, if at all possible. Also, a wedding cannot be scheduled more than nine (9) months in advance.

Scheduling Availability:

Fridays	11:00 am - 9:00 pm (Rehearsal day prior)
Saturdays	11:00 am - 4:00 pm (Rehearsal day prior)

No Wedding can be scheduled during the following:

- Week prior to Easter, the week of Easter, or the week after Easter.
- During the last two weeks of December or the first week of January.
- No receptions will be held in the gym from January through mid-March because of the CBC Basketball Ministry.
- Holiday weekends.

MEETING WITH THE PASTOR & PREMARITAL COUNSELING

If you desire to have a member of the CBC Pastoral Staff officiate the wedding, prior to announcing any date, clear the date with the church.

We, too, want you to have the date of your choice. The next priority is to make an appointment with the Care Pastor to discuss premarital counseling sessions. Either a pastor or a mentor couple will be assigned for Premarital Counseling. The purpose of the sessions will be to talk about your marriage from a Christian perspective, answer any questions you may have concerning our wedding guidelines, and plan the wedding. Please understand that at any time, the pastor has the right to choose not to perform the ceremony.

CHURCH CONNECTION

You and/or your fiancée need to have some connection to CBC. If you truly want a Christian marriage, you will give evidence of that desire by coming to Church to worship God, learn more about the Bible, and have fellowship with other Christians. Unfortunately, we cannot make our sanctuary available to every couple who wants to be married in this church.

CHURCH HOSTESS

The church Hostess is your contact person for your wedding. She is the one best equipped to help personalize your wedding, while staying within our church's wedding policy guidelines. Her desire is to accommodate your requests. Please allow the Hostess to handle all the details of planning your wedding as far as the church facilities are concerned.

It is your responsibility to contact the Hostess to schedule any/all access to the church outside of office hours, as the Hostess must be present.

Office hours: Monday-Thursday 9:00 am - 4:00 pm, Friday 9:00 am - 12:00 pm. (Closed on Fridays, June-August)

MARRIAGE LICENSE

The marriage license must be available at the rehearsal, and all fees should be given to the Hostess at the rehearsal. The Hostess will make sure they are given to the proper parties. The rehearsal cannot begin without a valid marriage license. It is the responsibility of the couple to obtain the marriage license from the Recorder's Office in any county in the State of Michigan. The application must lie on the clerk's desk for at least three days before the license can be issued. The Livingston County Clerk's Office information is found at:
https://milivcounty.gov/clerk/vital-records/

WEDDING FEE SCHEDULE

Payments to CBC and various individuals are expected on the night of the rehearsal. Payments directly to individuals can be given to the Hostess for delivery. Please provide payment for the exact amount in cash in individually labeled envelopes.

FEES (Note all that apply)	**Amount**	**Payable to**
Ceremony Location Fee (wedding & rehearsal): *Worship Center or Lobby	$300	_____ CBC
Officiant: (Suggested Minimum, additional $100, if traveling for rehearsal and wedding)	$250	_____ Officiant
Church Hostess (wedding only):	$175	_____ Hostess
Sound Technician (wedding only):	$125	_____ Tech
Video Slideshow (digital photos only):	$100	_____ Tech
CBC Musician (fee for each person):	$125 ea.	_____ Musician
	Total:	_____

CBC IS A PLACE OF WORSHIP

We are excited to celebrate this occasion with you and understand your enthusiasm. However, please be aware that this is a place of worship. Please act accordingly and respectfully. No smoking is allowed in the church building. No alcoholic beverages (except a champagne toast for the head table) or illegal/controlled substances are allowed on church property at any time. Any person seen with alcohol, illegal/controlled substances, or under the influence of these will be asked to leave church property. Firearms are not permitted on the church grounds at any time.

POTENTIAL OFFICIANTS

Associate Pastor - Jeff Gwilt
Executive Pastor of Operations & Care - Eric Schindler
Discipleship Pastor – Patrick Bonnie
Students & Young Adults Pastor - Thomas Lassitter
**Elders have also served as officiants when asked.*

CONTACT PEOPLE

Office Manager:	Ilene McMann ilene@communitybible.net	810.227.2255
Custodial/Setup:	Nan Arnold/Katie Martus	810.227.2255
Church Hostess:	Stephanie Shinabery iluvjones@hotmail.com	269.366.8991
Sound Technician:	Andrew Young Production Director andrew@communitybible.net	810.227.2255

NOTE - The Church Hostess will provide the detailed Wedding Policies & Procedures Manual.