



**Castle Rock
Christian Church
Wedding Guide**

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Introduction and Important First Steps

This booklet will provide information and guidance concerning policies, costs and arrangements for use of Castle Rock Christian Church for your wedding.

Your first steps are to:

- Contact the church and speak with the Pastor. He will arrange a time to meet with you.
- Contact the church office to verify your date is available.
- Contact the Wedding Coordinator.
- Click on our web page www.cr-cc.org : **Printable Forms** and take the **Five Love Language Profile**. Print off both of your results and bring them with you to the first premarital session.

Please keep in mind, if you have hired a Wedding Consultant, a member of our Wedding Committee must be on site during the rehearsal, ceremony and reception.



Fees & Honorariums

Building Rental

Sanctuary / Ceremony

Member of CRCC.....No Fee
Non-Member.....\$400.00

Fellowship Hall / Reception*

Member of CRCC.....No Fee
Non-Member.....\$150.00

Refundable Damage Deposit.....\$500.00

Pastor.....\$250.00

Premarital Materials.....\$30.00

Wedding Coordinator

Member of CRCC.....No Fee
Non-Member.....\$150.00

Reception Coordinator*

Member of CRCC.....No Fee
Non-Member.....\$100.00

Computer Technician.....\$50.00

If you choose to have pictures on Power Point

Honorariums Paid To:

Pianist / Instrumentalist

Soloist

Computer Technician

Sound Technician

Videographer

The fee for premarital materials is due at the time of the first counseling session. All remaining monies are due by the second premarital counseling. Checks made payable as follows: for building / to Castle Rock Christian Church, for individuals / to each individual. **For more information concerning fees, please contact the Wedding Coordinator.**

*If you choose to hold your reception at CRCC

Building Usage

A. No smoking or alcoholic beverages will be allowed anywhere on church property.

1. Any person in the wedding party or family of said individuals, who is under the influence of alcohol or any type of substance abuse before or during the rehearsal or ceremony, will not be allowed to participate/attend and will be asked to leave the premises. This could result in a cancellation of the wedding and/or a loss of the damage deposit.

B. No food or drink other than bottled water, are allowed in the sanctuary at anytime.

C. No rice, bubbles, confetti, birdseed, etc. are allowed inside the church building.

1. Above items may be distributed to guests as the Bride and Groom are departing and thrown outside the building ONLY.



Additional Services

- In order for a non-member to use the church facility, a Pastor of CRCC will officiate or be involved in an integral way. He also requires 3 premarital counseling sessions and will arrange these times with you.
- The Wedding Coordinator is a required part of every wedding held at CRCC to ensure appropriate use of and conduct in the church facility. She will work closely with you to arrange ceremony details and guides you through your rehearsal and ceremony.
- The Reception Coordinator will oversee your reception and assist in planning your decorations along with set up and clean up.
- The Sound Board Technician will be an authorized/trained member of CRCC.
- We may also provide names of a pianist, computer technician and a videographer.

Available Decorations

Ceremony

- 1 Brass Archway
- 1 Brass Arched Candleabra
- 2 Tiered Candleabras
- 2 Fluted Flower Pots on Brass Stands

- 2 Tall Brass Plant Stands
- Lattice Screens
- Artificial Plants
- Pew Hooks
- Ring Bearers Pillow
- Kneeling Pillow
- Misc. Tablecloths

Reception

- Linen Tablecloths / \$4 cleaning charge per tablecloth
- Lace & Vinyl Tablecloths
- Silver Service Set
- Punch Bowls
- Place Settings for 200
- Candy Dishes
- Candle Holders
- Cake Knife
- Coffee makers
- 12 - 8' Round Tables
- 12 - 6' Oblong Tables

Use of Decorations

- a. Special care is urged in attaching decorations to woodwork and walls.
- b. Please use pew hooks as we don't allow the use of tape, glue or putty.

- c. Arrangements should be made for prompt removal of personal items following the ceremony and/or reception
- d. You will be asked to arrange a time with the Wedding Coordinator for decorating the sanctuary and for the arrival of your flowers and cake.
- e. All candles must be *“Drips Less”*
- f. The Reception Coordinator is available to assist with decorating of the Fellowship Hall.
- g. The janitor will have the building cleaned prior to your wedding.
- h. Any items you wish to have removed, ie. tables in the foyer, podium from stage, etc. must be discussed with the Wedding Coordinator. Please be advised, the musical instruments cannot be removed. Lattice screens are available and can be placed in front of this area of the stage.

Lost or damaged items will be deducted from the Damage Deposit at replacement cost.

Wedding Music

- All music will keep with the dignity of church usage and the sacredness of the wedding ceremony. Consideration is urged in the selection of your music.

- Music may be live or on CD
- All music must be preapproved by the Pastor
- All music selections must be received at least 30 days prior to the wedding.



Wedding Pictures

- Flash photography may be taken before or after the ceremony and during the “Kiss.” Non-flash photography is allowed during the ceremony.
- Video taping is allowed during the ceremony if done in a professional manner that will not disrupt the wedding.
- Photographers are not permitted anywhere on the stage during the ceremony.

Reception

A. The Bride is asked to provide the following items:

- Wedding Cake
- Nuts & Mints
- Coffee and/or Tea
- Cream or Creamer
- Sugar or Sugar Cubes
- Food
- Napkins
- Additional decorating items

These items, with the exception of the cake, hot food or fresh floral arrangements, need to be at the church by the day of rehearsal or before. Arrangements can be made with the Reception Coordinator.

B. The bride needs to arrange for 2 Cake Servers and 2 Beverage Servers.

C. The Reception Coordinator needs to be made aware of cake and food delivery times.

D. It's the Bride's responsibility to arrange for all catering dishes to be removed from the building following the reception and returned to the caterer.

Contact Information

Castle Rock Christian Church.....274-6771
www.cr-cc.org : Wedding Forms
Pastor John Leffler
Email.....pj@cr-cc.org

Wedding Coordinator
Diane Spencer.....360-274-8436
Cell #.....360-431-2662
Email.....dspencer@cr-cc.org

Reception Coordinator
Sue Edwards.....360-274-7158
Cell #.....360-560-5253
Email.....hselwood@solidnet.com

