

Noelridge Christian Church Wedding Policy

Noelridge Christian Church
7111 C Avenue NE Cedar Rapids, IA 52402
319-393-9532
office@NoelridgeChristian.org

UPDATED AND APPROVED BY THE STEERING BOARD

2024

DEFINITIONS

Wedding Team

The wedding team is comprised of the senior pastor, wedding coordinators, pianist/organist, custodian, and a representative of the tech committee.

Members

Members are persons who are participating members of NCC for 1 year, or are the children and grandchildren of those who are participating members. All others are categorized as non-members for this policy.

Use of the Kitchen

When the building is used for a Reception or Rehearsal Dinner the kitchen is made available. Use of the items in the kitchen will be coordinated and approved by the wedding coordinator. The wedding coordinator will coordinate such use with other church activities.

SCHEDULING

NO PUBLIC ANNOUNCEMENT SHOULD BE MADE BEFORE THE WEDDING DATE IS BOOKED AND CONFIRMED.

- Couples will contact the church administrative assistant to review available dates and book weddings. The administrative assistant will check the church calendar and clear dates with the pastor BEFORE booking the wedding.
- Weddings should be booked at least 90 days in advance.
- A \$300 refundable security deposit, payable to Noelridge Christian Church, will be collected to reserve the wedding and rehearsal dates. The deposit is due when the wedding is booked and confirmed. The security deposit refund will be processed the week following the wedding, after the church facilities have been inspected. If damage to the building occurs beyond normal wear, the couple will be assessed the cost of repairs. \$50 will be withheld from the deposit if the wedding is cancelled less than 90 days.
- The church should be notified AS SOON AS POSSIBLE if a scheduled wedding is canceled. Cancellation of the wedding by the bride or groom, prior to 90 days, will result in a full refund of the security deposit. Cancellation by the minister will also result in a full refund of the security deposit.
- All questions regarding booking and fees are to be directed to the administrative assistant.
- Outdoor Weddings will be handled on a case-by-case basis by the wedding team and will be charged as an indoor wedding.

FEES

- All fees will be set during the annual policy review.
- Fees are for both members and non-members, unless otherwise noted.
- All fees are due 30 days before the wedding.
- The pastor and organist/pianist will set the fee for his/her services during the annual policy review.
- A/V, custodian, and wedding coordinator fees are not optional. However, any particular individual providing the service has the right to waive the fee if he/she so desires.
- Couples will pay for their wedding with a single check made out to Noelridge Christian Church (NCC). About two weeks before the wedding, the administrative assistant will process check requests to pay for individual services provided by NCC.
- All services provided by outside vendors, ministers, and/or musicians are the responsibility of the couple and payment is made and negotiated directly by them.
- Wedding Fees
 - Refundable security deposit - \$300
 - Returned check fee - \$35
 - NCC Pastor - \$300 for non-members
 - Honorarium for active members
 - NCC Organist/Pianist - \$200
 - See Organist/Pianist section on page 4.
 - A/V Tech - \$125
 - Custodian - \$150
 - Wedding Coordinator - \$200
 - Sanctuary - \$200
 - The facilities are available for weddings without charge to members active for 1 year.
- Building Use for a Wedding Reception
 - A/V Tech - \$125 when microphones, video, or other a/v services are required.
 - Custodian - \$125
 - Wedding Coordinator - \$100
 - Fellowship Hall and Kitchen – \$125 for non-members
 - The facilities are available for weddings without charge to members.
 - The couple is responsible for washing dishes and cleaning the kitchen.
- Building Use for a Rehearsal Dinner
 - Custodian – no charge
 - Wedding Coordinator - \$100
 - Fellowship Hall and Kitchen - \$125 for non-members
 - The facilities are available for weddings without charge to members.
 - The couple is responsible for washing dishes and cleaning the kitchen.

WEDDING COORDINATOR

- Noelridge Christian Church wedding coordinators must be consulted for all weddings.
- The wedding coordinator will be available before the wedding to help coordinate the ceremony, and at the rehearsal and wedding to unlock the building and provide directions.
- All questions concerning setup, take down, and use of the facilities are to be directed to the wedding coordinator.

THE PASTOR AND PRE-MARITAL COUNSELING

- Use of outside ministers requires prior approval before final booking.
- All couples being married by a NCC pastor are required to meet twice with the pastor at least 2 weeks before the wedding. Additional pre-marital counseling may be scheduled as needed.
- Couples are also encouraged to attend Sunday worship at Noelridge Christian Church as they plan their wedding.
- The Senior Pastor of Noelridge Christian Church will have final say when determining if a wedding will be held at NCC.
- All questions regarding the order of service are to be directed to the officiating minister.

WEDDING LICENSE

- Couples will bring a valid Iowa wedding license to the rehearsal.
- Noelridge Christian Church will obtain a copy of the wedding license after the service. The couple is responsible for filing the license with the state of Iowa.

ORGANIST/PIANIST

- For all weddings, the NCC organist/pianist shall be offered the opportunity to play first. If the NCC organist/pianist is unavailable, he/she may suggest another organist/pianist.
- The NCC organist/pianist has the right to waive the \$200 fee.

FLORISTS AND DECORATIONS

- Once a florist is selected, couples will notify the wedding coordinator to discuss the time and manner of decoration.
- Rules and Restrictions
 - No tacks or nails shall be used in any part of the Sanctuary.
 - No decorations shall be used that deface any church property.
 - Flowers and candles must have bases or stands to support them
 - Streamers, candleholders, ropes, and floral decoration must not be attached to walls or pews in such a manner as to leave permanent marks.
 - Candles must have a sufficient drip tray.
 - The couple is responsible for the removal of flowers and trimmings from the premises. For Saturday weddings, these must be removed within 2 hours following the wedding.

PHOTOGRAPHERS AND VIDEOGRAPHERS

- Professional photographers and videographers need to contact the wedding coordinator as soon as they arrive at the church.
- All photographers (professional and amateur) are expected to show reverence during the ceremony and refrain from any use of flash or distracting movement.
- They are to remain unobtrusive during the ceremony.

PROPS, FURNITURE, AND OTHER EQUIPMENT

- Use of props, furniture, arches, and other equipment will be approved by the wedding coordinator.
- NCC has 4 candelabras available. The couple must provide no-drip candles. Plastic will be placed under the candelabras.
- NCC has a few assorted small tables available for various uses.
- Musical equipment will not be moved. Drums may be covered by the NCC cover or hidden by a screen.
- Non-instrumental chancel furniture (such as the communion table and pulpit) may be moved with prior approval, but not removed, from the chancel area.
- Couples may provide their own appropriate props, such as arches and runway carpeting.

RESTRICTIONS

- The use of rice, birdseed and confetti are prohibited.
- Bubbles can only be used OUTSIDE the building.
- Flash photography is not allowed during the ceremony.
- Cell phones and electronic devices are to be turned off or silenced during the ceremony.
- NO TOBACCO PRODUCTS or ALCOHOLIC BEVERAGES shall be used in the building, including the restrooms, or on the grounds at any time.
- Alcohol is not permitted anywhere on the property.
- Property belonging to NCC will not be removed from the church grounds.

Updated and approved by the Steering Board May 2024.