

please take note...

The minister reserves the right to decline to perform the ceremony if he sees significant issues or has serious concerns regarding the viability of the potential marital union.

By your intent to host your wedding at a church, this also communicates a desire to have God bless your marriage and a desire to be obedient to Him. If you are living together prior to your marriage, we urge you and may require one of you to relocate until the marriage ceremony takes place.

Our church upholds the Bible in all things, and toward this end Bettendorf Christian Church will only host and its ministers will only officiate weddings involving one man and one woman.

prep timeline overview

Up to 12 months in advance

up to 12 months in advance (10 months for non-members) - reserve the facility by contacting BCC.

When reserving the facility, the deposit and Building Use form are due.

If an outside officiant (not a BCC minister) is ordaining your wedding, information regarding the Officiant's name, title, and credentials need to be supplied.

1-3 months in advance

Coordinate any musicians or special facility needs with Betty, our wedding coordinator.

2 months in advance

Your pre-marriage counseling should be completed two months before your wedding date (see "counseling" paragraph).

JUNE 2011

Wedding Ceremonies



10. Musical instruments and equipment on stage are not to be used without permission and shall be moved only by knowledgeable BCC personnel.

11. Food and drink are not permitted in the sanctuary.

As the responsible adult representative, I have read and fully understand these guidelines and will be present to see that all activities of the requested event will abide by the rules stated in this brochure. I agree to indemnify and hold the church, its employees, officers, or members of the church, harmless against any and all liability that may occur as a result of such use.

office use only

AMT. PAID

DATE PAID

APPROVED BY

DATE APPROVED

SIGNATURE

DATE SIGNED

WEDDING DATE REQUESTED

OFFICIATING MINISTER

Marriage is a wondrous blessing from God. We are honored that you would consider exchanging your

marriage vows at Bettendorf Christian Church. Here are a few things to help you as you make your plans for this special day of celebration.

If you have additional questions about wedding ceremonies at BCC, you're welcome to e-mail us at admin@bettendorfcchristian.org

Bettendorf Christian Church

3487 Towne Pointe Drive
Bettendorf, IA 52722
(563) 355-0124

www.BettendorfChristian.org

BCC Wedding Coordinator

Betty Pauley
(563) 508-2234
(563) 508-4903



scheduling

We are happy to schedule weddings for BCC members 12 months before the date of the ceremony. Non-members may reserve the facility 10 months in advance. Scheduling is on a first-come, first-serve basis, with the payment of your deposit.

the facility

BCC has a 5 p.m. worship service on Saturdays. Because of this, Saturday weddings must start by 1 p.m., and activities and photography must be complete (with the church vacated) by 2:30 p.m. so the sanctuary can be prepared for the service. The church can be opened by 8 a.m. on Saturdays.

The drum set(s) will be left on the stage because of the complexity and risk of damage in moving them. If interested, the church does offer screen dividers to hide the drums during weddings.

Any decorations, rental equipment, utensils, etc., must be removed when the ceremony is complete. No rice may be thrown after the ceremony but birdseed, helium balloons, bubbles, etc. are allowed outside.

wedding coordinator

Our coordinator Betty Pauley will meet with you to discuss the your facility and scheduling needs, and will arrange for the personnel (audio, custodial, etc.) that will enable your service to run smoothly.

rehearsal night

Typically, rehearsals are scheduled at 6 p.m. the night before the ceremony.

The officiating minister does not plan to attend the rehearsal dinner unless he is specifically invited.

your ceremony

You may ask any of our Pastors to perform your ceremony. As their schedule permits, they will be happy to assist you. If your first choice is unable to perform the ceremony, we will be happy to suggest someone else.

BCC ministers and staff can help you create a meaningful and memorable wedding. If you decide to write your own ceremony, we will try to be accommodating. We do, however, reserve the right for final approval of arrangements (i.e. music lyrics, vows, etc.).

If you choose to use an officiant other than a BCC minister, prior approval is required by the church staff. In this case, information regarding the officiant's name, title, and credentials need to be supplied at the time that your wedding is scheduled.

music

Betty, our coordinator, can recommend musicians or soloists if you would like. We have a wide selection of wedding music available on CD if you choose not to use live musicians. You are responsible for all musician and singer fees.

photos

We request the photographer be finished in the sanctuary 30 minutes before the wedding so that guests may be seated and candles, runners, etc. may be prepared for the ceremony. Flash photography may be used until the bride arrives at the altar and after the benediction. Flash photography is prohibited during the ceremony

receptions

The Commons area may be reserved for Friday evening receptions. There will be an additional fee of \$100 to cover the expense of extra custodial service. Alcoholic beverages are not allowed in the building or outside grounds.

counseling

You must participate in pre-marital counseling (a minimum of four sessions) with one of our ministers or an approved counselor in order to be married at BCC. These sessions may require the purchase of supplies or books that will be arranged through your counselor. We're happy to refer you to a qualified counselor as long as you give that counselor permission to discuss your sessions with the pastor officiating your ceremony.

If someone other than the officiating Pastor provides your counseling, the officiating Pastor will not perform the wedding ceremony until he has received an acknowledgment from your counselor that you have completed the counseling as a couple satisfactorily.

We ask that your counseling sessions be completed at least two months before your wedding date, to allow for time to address concerns that may arise in counseling.

fees

A \$200 fee for members, \$400 fee for non-members will be charged for the use of the facilities. This fee is due at the time of your date reservation.

The fee covers:

- the expense of facility setup
- utilities and personnel (coordinator, audio, custodial, etc.).

The fee does not cover:

- printing of wedding programs
- an honorarium for the minister
- musician / singer fees

This fee is refunded in full if for any reason we are unable to hold the wedding after reserving the date; it will be prorated for actual expenses if the wedding couple cancels.

If you desire a small ceremony (20 or less), please contact the church office for alternative fee information.

Please understand the items listed below and on the reverse side of this form, sign, and return to the church with your wedding deposit.

1. All activities are restricted to the scheduled room(s) or areas.
2. No equipment or furniture is to be relocated from the pre-authorized area to another area of the church.
3. Nothing (posters, notices, signs, etc.) is to be pinned, screwed, nailed, taped or glued to the walls, doors or windows.
4. The person who made the facility reservations is responsible for clean up. All refuse is to be deposited in the dumpster.

The room(s) shall be left clean, orderly and arranged as found.

5. Use of tobacco products is not permitted in the building and we discourage its use on the grounds as a whole.
6. Alcoholic beverages are not allowed in the building or outside grounds.
7. Users must take reasonable steps to ensure orderly behavior and respect for the building, property and equipment being used.
8. BCC is not liable for any personal injury or loss of valuables or personal property within the building or on its premises.
9. Any and all sound board and video equipment shall only be operated by trained BCC personnel.