

A GUIDE FOR



Arranging a Wedding at
Christ Church Santa Fe

A NOTE TO THE BRIDE AND GROOM

A wedding at Christ Church Santa Fe (CCSF) is a service of worship to God. As such it will involve prayer and the reading of scripture in addition to the taking of vows as part of the wedding ceremony. It should be a beautiful and joyous service filled with dignity, good taste and meaning. It is a happy occasion and we are glad to share in it with you.

GENERAL PROTOCOLS

- All weddings at CCSF must be approved by one of the Christ Church Pastors.
- Dates must be reserved with the Ministry Coordinator immediately after approval.
- Receptions may be held at the church, maximum 90 minutes following the end of the service.
- The volunteer Wedding Coordinator is available to help with planning and on the day of the event.
- Alcohol and smoking are not allowed on church premises. CCSF reserves the right to postpone any service where the bride or groom is under the influence of alcohol or drugs. The presiding minister is authorized to determine whether a service can commence.
- We generally do not schedule weddings on Saturday evenings, Easter weekend, Thanksgiving weekend, Christmas Eve, Christmas Day, New Years Eve or New Years Day.
- Bride and Groom are responsible for any fees or services required for their wedding. A list of fees is included. There is no charge for the room rental for CCSF members and their families; non-member weddings may be subject to room rental fees. For both Members and Non-Members, fees for additional personnel will be charged as needed.

THE FACILITY

The Worship Arts Center is available for weddings and seats up to 400 people. The Ascension Chapel is available with a capacity of 70 seats. Both the Chapel Atrium, Plaza, dressing areas (classrooms) and kitchens are available for the event. The cost of repair for any damage to church furnishings or facility shall be borne by the bride and groom. Additionally,

- The baptismal fount may not be moved for the ceremony.
- The dais will remain set up for the Sunday services unless requested to be cleared. There is a fee for clearing and re-staging the dais for the ceremony.
- The piano may not be moved; if moved, there is a fee for retuning.
- Clean up of all areas used for the event is the responsibility of the bride and groom.
- No personal items should be left in dressing rooms. CCSF is not responsible for loss of personal property.

Generally, the following times are allowed for the rehearsal and ceremony

- 1 hour is reserved for a rehearsal with the Minister. The date/time should be set at time of wedding approval
- 4 hours are reserved for dressing, the ceremony, the reception and clean up. Receptions at the church are scheduled for 1.5 hours at the conclusion of the wedding. Set Up/Decor may be scheduled for the day prior to the event or the day of the event, pending schedule availability.

THE PRESIDING MINISTER

Arrangements to meet with a minister to perform the wedding ceremony should be scheduled through the Ministry Coordinator. The presiding minister must be a member of the staff and must invite guest clergy.

Because we are interested in your marriage, not just the wedding ceremony, our ministers require pre-marital counseling for you. You will need to schedule an appointment with the ministry by contacting the Ministry Coordinator. Please do this as soon as possible in case multiple sessions are required.

ORDER OF SERVICE

It is customary for a couple to provide their guests with a program containing the Order of the Service for their wedding. The minister will help you with the content especially as it pertains to the Order of the Service. The design, production, and printing of the program is the couple's responsibility.

THE VOLUNTEER WEDDING COORDINATOR

The Wedding Coordinator (WC) should be contacted as soon as your date is approved for the church calendar. The WC will assist you in the planning and arrangements you desire for your wedding. She can explain questions about the facilities use and policies as well as help you with details such as people flow, standing positions, escorting down the aisle, processional/recessional plan, positions at the altar, as well as seating for everyone.

The day of the wedding, the WC will be at the church 2 hours prior to the ceremony and will help the bride and bridesmaids in whatever ways are necessary. The WC will direct the wedding party up the aisle and back, assist the photographer, and assist with the reception as needed.

MUSIC FOR THE CEREMONY

All music shall be in keeping with the Christian theology of marriage and appropriate to the occasion of your marriage. All music will be approved in advance by the presiding minister. We have a team of vocalists and instrumentalist who are available to perform the music for your wedding for an additional fee. Others may be used as approved by the presiding minister.

An audio engineer is required for all weddings and may or may not be required for the rehearsal. No one but the approved audio engineer is allowed at the mixing board. The audio engineer can make himself available 30 minutes prior to the ceremony to rehearse with musicians if scheduled. Scheduling of the audio engineer should be requested of the Ministry Coordinator.

Prerecorded music is permitted and is provided by the couple.

PHOTOGRAPHY/VIDEOGRAPHY

CCSF would like for your wedding to be meaningful and memorable for you, while at the same time maintaining the decorum and reverence deserving of any worship service. In keeping with this policy, the photographer must consult with the Wedding Coordinator prior to the service to discuss the appropriate boundaries of all photography.

Video cameras are permitted in designated areas. They are to be noiseless and require no special lighting. Once they are set they are to remain unmanned throughout the service. The couple contracts for all photography.

USHERS

It is customary for the groom to provide ushers for the occasion either from his groomsmen or others. The Wedding Coordinator will help instruct the ushers of their duties.

FLOWERS AND DECORATIONS

We ask that you and your florist comply with the following guidelines:

- Florist may not use thumbtacks, pins, nails, scotch tape, glue, etc. on any of the furniture or walls. Only ribbon, pew holders, chenille wire or wrapped wire may be use on the pew chairs. Any damage to the Worship Center/furnishings/bride's dressing area will be charged to the wedding party.
- All flowers and decorations must be in place at least one hour prior to the wedding ceremony.
- Flower petals, fresh or artificial, may not be strewn in the Worship Center. Fresh petals or birdseed or bubbles may be used in the parking area as the bride and groom approach the car following a reception at the church. Rice is not permitted.
- If farolitos are used, the wedding party is responsible for supplying, placing, lighting and removing them after the service. They may be used only on paved exterior areas of entry to the church.
- Candelabra may be used as long as smokeless and drip-less candles are used. Candles may only be used within the dais area. These should be contracted by the wedding couple through a rental company along with all linens, dishes, serving pieces, etc. required for the reception.
- All flowers, decor, and rentals must be removed immediately following the ceremony.
- It is the responsibility of the wedding party to remove all flowers, decor and personal articles from the Worship Center, Reception, kitchen, restrooms and dressing areas. Any items left behind will be disposed of by the Sexton. Unless previously arranged, necessary clean up by a Sexton of used areas will be billed to the bride and groom. A deposit for potential clean up may be required prior to the event and returned if not necessary.

CCSF SEXTON

The Sexton will prepare the church for the wedding rehearsal on the dates provided by the Wedding Coordinator. He is responsible for unlocking doors, having lights, heat or air in operation for the rehearsal and the wedding. He will be present at the rehearsal, wedding and reception to attend to last minute requests and emergencies, and to secure the building after use.

The Sexton is not responsible for removing flowers, decor or rentals from the premises. The Sexton is not responsible for personal property such as gifts, dresses, etc. left at the church. The Sexton is the only person authorized to move furniture. The Audio Technician is the only person authorized to move music stands, microphones, cables, etc.

MARRIAGE LICENSE

Secure a Marriage License from the Santa Fe County Clerk. Secure date deadlines from the office of the County Clerk. The license must be signed by the officiating minister and full names and addresses of witnesses must be provided on the license. The couple is responsible for registering the license with the County Clerk.

FEES

Honorariums:

Pastor's Honorarium: paid directly to the pastor, usually on the day of the wedding, taking into consideration the hours involved in counseling and the wedding rehearsal and ceremony.

Music Honorarium: paid directly to the musicians, usually on the day of the wedding.

Facilities Fees: All rooms should be left in order, as clean as they were found. (Fees will apply for both members and non members if clean up is required.. May require personnel fees as well - please see below		
AREA	MEMBER USAGE	NON MEMBER USAGE
Sanctuary	Free	\$500
Chapel	Free	\$250
Chapel Atrium	Free	\$200
Commons	Free	\$175
Plaza	Free	\$375
Small Kitchen	Free	\$125
Main Kitchen	Free	\$250
Classrooms	Free	\$125
Library	Free	\$125
Piano Retuning Fee -piano may not be moved, if it is moved a retuning fee is required	\$250	\$300

Personnel Fees: All fees are paid through Christ Church Santa Fe -- Every Event Requires a Sexton to be on Site		
DESCRIPTION	MEMBER USAGE	NON MEMBER USAGE
Open/Lock Fees after hours Charged from end of business day 4 PM	\$50/hour	\$50/hour
Audio Technician - required if sound is requested -- only authorized technicians allowed at sound board	\$50/hour	\$50/hour
Clear/Reset Dais of musical Instruments/Altar Table/Podium	\$100	\$250
Commons Clean Up	\$100	\$100 minimum/\$50 per hr
Chapel Atrium Clean Up	\$100	\$200
Plaza Clean Up	\$100	\$100 minimum/\$50 per hr
Small Kitchen Clean up	\$50	\$50 minimum/\$50 per hr
Main Kitchen Clean Up	\$100	\$100 minimum/\$50 per hr
Classroom/Library Clean up	\$50	\$50 minimum/\$50 per hr
Musicians	Variable need quote	Variable need quote
Nursery Attendants (2 Approved workers required)	\$40/hr	\$40/hr

Security Guards can be arranged at an additional cost

LATEST UPDATE: 7.30.14



1213 Don Gaspar Ave.
Santa Fe, NM 87505