

Southport Christian Church
(Disciples of Christ)

Wedding Policies



*“For this reason a man will leave his
father and mother and be joined to his wife
and the two will become one flesh.”*

Ephesians 6:31

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Congratulations on your upcoming wedding!

The wedding ceremony is a joyous and public covenant between two persons whose lives have been nurtured in the church of Jesus Christ. When a couple is married in the church, they are making a public witness about their relationship with each other, with the Christian community, and with God. Persons without church affiliation or persons who have no intention of establishing a Christian marriage are more appropriately married by a civil authority.

This booklet will assist you in working through church arrangements and tell you how you can get helpful guidance in making your wedding meaningful.

SCHEDULING YOUR WEDDING

The first step is to contact the Wedding Coordinator to verify that your date is available on the church calendar and with the minister.

One of the ministers of Southport Christian Church (SCC) is to preside at all weddings. However, at the couple's request and upon approval by the Senior Minister of SCC, an invitation may be extended to another minister to assist in or perform the ceremony.

The wedding is officially scheduled after a 50% deposit is received along with the completed Wedding Application and Facilities Request form. The balance is due one week prior to the wedding. In addition to the 50% deposit, non-members of SCC will also submit a \$250.00 damage deposit which is 100% refundable after a walkthrough of the building after your ceremony and/or reception. Should your plans change, the deposit is fully refundable up to (2) months prior to the wedding.

A wedding with a reception at the church must begin no later than 3pm with the reception ending no later than 9pm. A wedding without a reception at the church must begin no later than 6pm.

PRE-MARITAL COUNSELING

After the date for your wedding has been officially scheduled, the couple should arrange to meet with the officiating minister to discuss the components of the wedding and to arrange for counseling.

What you can expect from pre-marital counseling:

- Helpful questions to consider ahead of time to aid you in finding solutions to potential or existing difficulties in your relationship.
- General information and education on the responsibilities of marriage from a Christian perspective.
- A better understanding of each other to avoid unpleasant "surprises" after the wedding.

THE MARRIAGE LICENSE

It is against the law for a minister to perform a marriage ceremony without having the marriage license in his or her possession. Therefore, it is imperative that the license be obtained in person from the County Clerk's Office in the county in which one of the persons to be married resides. **It is your responsibility to meet all of the requirements and to obtain the license.**

Bring the license, with the appropriate information filled in with you to the rehearsal. The minister will complete the license and return it to you following the ceremony. For Marion County, phone (317) 327-4720 or visit <http://www.indy.gov/eGov/County/Clerk/Marriage/Pages/age.aspx>.

OUR FACILITY

Our sanctuary can seat 250 guests comfortably.



photo courtesy of Jim & Nina Eads



photo courtesy of Jim & Nina Eads

The Gathering Space, filled with natural light, provides an inviting open area to greet your guests. This space is also available for receptions.

The Fellowship Hall can easily accommodate 250 guests for a reception. This area has a sound system and a full commercial kitchen.

The Bride and her attendants may use the choir room for dressing. The Groom and his attendants wait in the back accounting room behind the baptistery. The Wedding Coordinator can provide an area to dress if needed.

WEDDING CEREMONY COMPONENTS

Music:

Please remember that a church wedding is a worship service and the music should reflect this. You are welcome to provide pre-recorded music, incorporate live musicians or use a combination of both.



photo courtesy of Jim & Nina Eads

Organist/Pianist: Our organist/pianist should be given the courtesy of “first right of refusal” for all weddings at SCC. The rehearsal and wedding date should be confirmed with her immediately and an appointment for music

consultation should be set no later than (1) month prior to the wedding date. If a guest organist is approved by the Officiating Minister, the guest must pre-arrange at least one rehearsal session in the sanctuary prior to the ceremony rehearsal to ensure the guest organist is familiar with our organ.

Pre-recorded music may be used as long as it is in keeping with the nature of a worship service. A play-list with all selections copied to (1) CD must be available for the sound technician at the rehearsal.

Soloists/Live Musicians are encouraged to participate during the ceremony and may schedule additional rehearsal through the Wedding Coordinator.

You will receive an audio recording of the ceremony at no cost.

Decorations:

The church has a traditional pair of **candelabras** with (7) candles on each and 10 aisle candles. (Candles for these are provided by the church). A more elaborate (40) candle candelabra is also available. You will need to provide the 8” dripless candles.

The carpet and church furnishings must be protected from drippings. Only dripless, smokeless candles may be used and protective coverings must be placed under all candles. Candle wax on the carpet or furnishings will be considered damage and subject to forfeiture of the damage deposit.

Flowers may be placed anywhere in the sanctuary except on the communion table.

An **aisle cloth** may be purchased from your florist. The main aisle is approximately 50 feet long.

You may provide a **Unity Candle** to be used during the service.

Our entire building is latex-free. No latex balloons or other items containing latex are permitted.

All decorations must be removed from the sanctuary within 2 hours following the ceremony. Any items left at the church must be picked up by the following Monday or they will be discarded.

Decorations are not to be attached to pews with adhesives or any material which would damage the wood or finish. The communion table is not to be moved. All other furnishings and music equipment may be moved under the supervision of the Wedding Coordinator or officiating minister.

Photography:

Flash photography is permitted only during the processional and recessional. Photographs taken with fast film or timed exposures (without flash) may be taken from the back of the sanctuary.

Videotaping of the ceremony is permitted only when the camera is located in a fixed location.

WEDDING BULLETIN

If you would like a wedding service bulletin, you must provide the bulletin cover with the appropriate information to the Wedding Coordinator one week prior to the wedding. The bulletin will be printed in black & white at no charge.

THE REHEARSAL

The rehearsal is scheduled with the officiating minister and is usually held the evening prior to the wedding ceremony.

Please allow at least one hour for the rehearsal and it is important that it begin on time. Consider providing a map for out-of-town guests.

One of the most important aspects of the rehearsal is helping the ushers know their responsibilities. Please make every effort to schedule a time when ALL ushers can attend the rehearsal.

Decorations may be placed in the sanctuary prior to or after the rehearsal. The Wedding Coordinator will arrange building access with you.

All deliveries must be pre-arranged with the Wedding Coordinator.

MISCELLANEOUS

- The church does not provide childcare.
- Please carefully review the Facilities Use policy. You are responsible for informing all of your guests regarding our alcohol and smoking policies.
- **NO** birdseed, rice, confetti or flower petals are to be used outside on church property.

WHAT DOES THE WEDDING COORDINATOR DO?

The Wedding Coordinator will assist you with non-ministerial needs related to your ceremony and reception. She will coordinate details with other individuals involved (sound technician, organist, custodian), lead the wedding rehearsal and be available to you on the day of your wedding for last minute details.

She will provide access to the building, print your service bulletin and coordinate the wedding fee payments.

MINISTER & STAFF

Rev. Douglas Lofton, Sr. Minister

Terri Rogers, Wedding Coordinator

Sue Dykes, Organist/Pianist

WEDDING FEES FOR MEMBERS & ACTIVE PARTICIPANTS

Note: To receive the member rates, the Bride and/or Groom must be a member or an active participant (defined as one who has been actively involved in the life of the church for at least six months attending worship and making financial contributions). The final decision is up to the discretion of the Senior Minister.

Sanctuary	\$50.00
Minister	\$350.00
Organist	\$200.00
Sound Technician	\$100.00
Wedding Coordinator	\$200.00
Reception Rooms	
Gathering Space	N/C
Fellowship Hall/Kitchen	N/C
Custodial Fees	
Sanctuary	\$100.00
Gathering Space	\$75.00
Fellowship Hall	\$100.00

A security deposit of \$50.00 made payable to Southport Christian Church along with the completed Wedding Application must be received before your wedding is considered officially booked. The balance is due the night of the rehearsal. The Wedding Coordinator will provide the names and the amounts of the checks to be written.

Payment may be made by check or credit card.

WEDDING FEES FOR NON-MEMBERS

Sanctuary	\$450.00
Minister	\$350.00
Organist	\$200.00
Sound Technician	\$100.00
Wedding Coordinator	\$200.00
Reception Rooms	
Gathering Space	\$100.00
Fellowship Hall/Kitchen	\$200.00
Custodial Fees	
Sanctuary	\$100.00
Gathering Space	\$75.00
Fellowship Hall	\$100.00
Damage Deposit	\$250.00

*The damage deposit is 100% refundable after a walkthrough of the building after your ceremony and/or reception.

The security deposit of \$450.00 , the entire damage deposit, the completed Wedding Application and Facilities Request form must be received before your wedding is considered officially booked. The balance is due one week prior to the wedding. The Wedding Coordinator will provide the names and the amounts of the checks to be written.

Payment for the security deposit and damage deposit may be made by check or credit card.

