

**Our Mission:** *To make disciples of Jesus Christ, who love God, love each other, and serve in the world.*



## Weddings at Covenant

“Marriage is instituted by God, regulated by His Commandments, and blessed by our Lord, Jesus Christ, to be held in honor among people ...” *Taken from the Book of Common Worship.* Covenant Presbyterian Church also believes God created marriage as a relationship between one man and one woman that is based on mutual love and respect.

At Covenant Presbyterian Church (CPC), the wedding ceremony is a sacred service as well as a celebration and an act of corporate worship. The wedding ceremony must maintain the dignity and solemnity of the occasion. All components of the service shall be under the direction of the officiating pastor.

With the approval of the Pastor or Associate Pastor, family members or friends who are ordained ministers of any denomination recognized by the Presbyterian Church, U.S.A., may assist or perform the ceremony. The invitation to officiate as guest pastor shall be extended by the Pastor or Associate Pastor of CPC. All weddings performed at Covenant Presbyterian Church will be between one man and one woman and in compliance with the wedding guidelines and policies.

Our facilities are available for congregational member and non-member (the community at large) weddings.

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On the following pages you will find information and forms to be completed on the following topics:

- Scheduling a Wedding-Procedure
- General Guidelines, Requirements and Prohibitions
- Decorations/Flowers/Candles
- Music
- Sound System
- Photography/Videography
- Cancellation Policy
- Application Form
- Release of Liability Form
- Wedding Fee Schedule, Security Deposit and Payment
- Covenant Staff Contacts for Wedding Services
- Wedding Information Form
- Financial Administrator Event Form (for office use)
- Diagram of Sanctuary and Fellowship Hall

This Wedding Information packet may be downloaded from Covenant’s website at: [www.covhsv.org/about/weddings](http://www.covhsv.org/about/weddings) or obtained from the Financial Administrator.

## Scheduling a Wedding

The requestor should contact the Financial Administrator (256-881-4501) for availability. The Financial Administrator serves as a representative to the wedding party. Once the event has been approved, the Financial Administrator will hold the wedding date on the church calendar, notify the requestor and begin filling out the "Financial Administrator Booking Form." Once the Wedding Application and the Release of Liability have been completed and the deposit submitted to the Financial Administrator, the wedding will be confirmed on the church calendar.

Weddings will not be scheduled in conflict with CPC's activities or events. A wedding may be scheduled on Sunday if there is no conflict. Late Saturday evening weddings are discouraged due to preparation for Sunday Worship Services. Only one wedding per day will be allowed. Weddings cannot be scheduled on Christmas Eve, Christmas Day or Easter weekend.

— **Non-member requests cannot be made more than four (4) months prior to the proposed wedding date. A security deposit of \$150 is required from members and non-members and must be paid at the time of the application.** Non-members may submit a written letter to the Financial Administrator stating why the couple has chosen Covenant Presbyterian Church and requesting permission to be married at CPC. Once the couple has met with one of the pastors, a staff member, and/or Session member, the Administration Team will review the application, and Session will make a decision on a case by case basis.

— **Members cannot reserve the facility for a wedding more than one year (12 months) prior to the proposed wedding date. A security deposit of \$150 is required from members and non-members and must be paid at the time of the application.** It is the intent of Covenant Presbyterian Church to accommodate all member wedding requests (including use of the Sanctuary, fellowship hall/kitchen, chapel, terrace and garage), dependent on availability. For the purposes of this policy at least one of the prospective marriage partners or at least one of their parents is a member of the congregation

## General Guidelines, Requirements and Prohibitions

1. All groups/individuals will respect the church property and leave it in the same condition in which it was found.
2. Wedding Director. The **wedding party is required to work with the Wedding Director at Covenant** and pay the applicable fee, as specified in the fee section of the Wedding Application. The Wedding Director's services are available for the rehearsal and the wedding ceremony.
3. **All bride and groom couples must coordinate pre-marital counseling with the CPC pastor.** If another pastor is officiating, pre-marital counseling should be coordinated with that Pastor and confirmed with Covenant's pastor. The Covenant Pastor will assist with an Order of Worship.

4. It is the responsibility of the requestor to obtain an **Alabama Marriage License**. Be sure to bring the license with you for the Pastor either the day of the rehearsal (evening) or the day of the wedding.
5. **The requestor is responsible to see that the rules are understood and carried out** by members of the group using the facility, including, photographers, videographers, caterers, consultants, guest musicians, soloists and other hires for the wedding. Any equipment supplied from outside sources must be removed immediately after the event.
6. There will be **no changes to the décor or structure of the Church**, including Christmas season. The use of nails, tacks, screws, glue, and tape are expressly prohibited on all furniture and woodwork. No carpentry work is allowed.
7. **The facilities may only be used for the purpose, specific area, dates and times stated on the Wedding Application. Any changes must be approved at least two weeks in advance.**
8. **The Pulpit and Baptismal Font are not allowed to be moved.** The Communion Table may be moved to the rear of the chancel and the custodian may place temporary steps where the Communion Table normal resides. Church property, in general, shall not be moved without permission from the Wedding Director.
9. The Chapel may be used for the bridal party. The Garage or the Music Room may be used for the groomsmen. Snacks and non-alcoholic drinks may be brought into these areas. **Please be mindful of the sanctity of each room.** You will be held responsible for any damages incurred.
10. **Kitchen.** If the kitchen is used, please reference the Kitchen Guidelines (hanging on kitchen wall). A separate manual is provided for caterers. Food shall not be stored at the church or in any refrigerator more than 24 hours before an event. All food should be clearly marked with the group's name. Leftover food must be removed at the end of the event. Any equipment from outside sources must be removed at the end of the event.
11. **Fellowship Hall/Terrace.** The Fellowship Hall and/or Terrace may be used for weddings and receptions, depending upon availability. They are available for decorating no earlier than nine (9) hours before the wedding ceremony. The use of nails, tacks, screws, glue and tape are expressly prohibited on all furniture and woodwork, including the north back wall of Fellowship Hall. No carpentry work is allowed. Furniture and/or equipment will not be moved without permission from the Wedding Director. **No alcoholic beverages may be served.**
12. **Childcare.** Covenant Presbyterian Church is morally and legally responsible at all times for the safety of children on the premises. Any time children are present in the nursery authorized childcare must be arranged and provided to ensure the safety of the children. At least two childcare workers must be present; all childcare must be hired/provided through Covenant, and all childcare workers must comply with CPC's Safe Child Policy, which is available at [www.covhsv.org/wiki/safechildpolicy](http://www.covhsv.org/wiki/safechildpolicy). If you will be using the nursery or any room for childcare, please notify the Financial Administrator.
13. Only members may request use of the **church linens**. They must be cleaned and ironed before returning.

14. **Covenant's custodian will be used** to set-up and cleanup at all weddings. All groups/individuals will be required to pay for custodial services.
15. Except for liturgical purposes, **food or drink is not permitted in the Sanctuary.**
16. **Alcohol, gambling, illegal drugs, weapons, explosives and fireworks are not permitted** anywhere on the church grounds or in its facilities. Any person under the influence of alcohol or drugs will be asked to leave the premises immediately.
17. **Bird seed, sparklers, and rice are not permitted.** Bubbles are permitted. Any other items must have prior approval from the Wedding Director.
18. **Pets are not allowed** in any facility (except for service animals).
19. **The church is a smoke-, drug- and alcohol-free facility.**
20. Any **outdoor signs** must be approved by the Session. Other means of advertising in the church (bulletin inserts, announcements, posters, etc.) must be approved by the Administration Team.
21. Any **damages** should be reported to the Financial Administrator. If other than normal wear and tear, the Trustees will determine any costs associated with damaged or missing items and will deduct that from the security deposit or request indemnification.
22. Unless permission has been granted in advance, the **building must be closed by 10:00 p.m.**
23. A **key** may be obtained the day of the rehearsal from the Financial Administrator. Keys should be returned the day/night of the wedding to either the Wedding Director or CPC officiating Pastor. **No duplicate keys are to be made.**
24. **Covenant Presbyterian Church cannot be held responsible for lost articles or valuables left** unattended in any area of the church or its facilities.

### **Decorations/Flowers/Candles**

Flowers, plants, and decorations may add to the beauty of the ceremony but should also enhance the sacredness and dignity of the Sanctuary and not detract from the spiritual nature of the wedding.

The Sanctuary is available for decorating no earlier than nine (9) hours before the wedding ceremony. Pews may be decorated with bows, ribbons and non-abrasive plastic clamps. The use of nails, tacks, screws, glue, and tape are expressly prohibited on all furniture and woodwork. No carpentry work is allowed. Furniture and/or equipment, hymnals, bibles or cards will not be moved. Greenery may be moved if desired.

Wax candles may be used for the Unity Candles. Please be careful of wax drippings and prepare/protect surfaces appropriately. Bridesmaids may carry candles but only in protective globes (2 inches below the rim).

All flowers, plants, and decorations must be removed from the property no later than one (1) hour after the wedding ceremony. If flowers from the event are to be used in Covenant's worship service, please notify the Financial Administrator. The Flower Chairperson will take into consideration the freshness of the flowers, as well as the particular character of the service in which they will be used, and will determine whether the flowers need rearranging and where they shall be placed. A notice in the bulletin will read as follows: "The flowers today are given to the Glory of God in honor of . . ."

All decorations should be discussed and approved by the Wedding Director. No changes are to be made without the express permission of the Wedding Director. **It is the responsibility of the requestor to insure that all florists comply with these guidelines**

## **Music**

The Director of Music and/or the Church Organist has the responsibility and privilege to assist in the selection of appropriate music for the wedding service, whether it is held in the Sanctuary, Fellowship Hall, Chapel or Terrace. Because the wedding ceremony is a sacred service as well as a celebration and an act of corporate worship, only music which conforms to standards of dignity and the principles embodied in the institution of marriage shall be used.

The Director of Music and/or the Church Organist will help secure the services of other musicians and soloists. Because the selection of music may require several consultations and will necessitate time on the part of various musicians, it is important to schedule a meeting with the Director of Music and/or Church Organist at the earliest possible date. Music requests should be submitted as soon as possible to the Director of Music and the Church Organist, but no later than one (1) month prior to the wedding. Use of the organ, any piano or other musical instrument belonging to the church must be approved by the Director of Music.

In accordance with the Code of Ethical Standards and Practices of the American Guild of Organists and the Presbyterian Association of Musicians, CPC endorses the following policy regarding music personnel: no organist or pianist, other than CPC's organist/pianist, shall accept a performing engagement in the institution unless the engagement has been declined by the CPC musician. In the event CPC's Director of Music and/or Church Organist cannot perform a service, a list of alternate musicians will be provided.

Covenant Presbyterian Church holds copyright privileges from Christian Copyright Licensing Incorporated and, in accordance with United State copyright law, may print texts or musical inserts into the wedding program. Additionally, copyrighted selections may be recorded by videography or individual sound systems while the wedding or reception is in progress. Copyright clearance does not, however, extend to the playing of pre-recorded vocal or instrumental music.

The Pastor, Associate Pastor, Director of Music, and Church Organist shall make every effort to cultivate a sense of worship throughout the service.

## **Sound System**

The Pastor and/or Wedding Director can provide basic sound needs for the Pastor(s). However, if multiple microphones are needed for a soloist or a sound recording of the ceremony, a sound technician will be necessary. Covenant will try to secure a sound technician but cannot guarantee one. The fee for this service is listed in the fee section of the Wedding Application.

## Photography/Videography

It is the policy of this church and it is advised that this message be posted in the narthex and/or in the program: ***No electronic devices or flash photography may be used or taken during any part of the wedding ceremony; beginning with the processional and ending with the recessional. Non-flash photographs during the wedding ceremony may only be taken from the rear of the Sanctuary or the balcony. This applies to professional photographers as well as family members, guests and other attendees.*** A stationary, unmanned video camera may be placed in the choir area or behind the first column of pews.

Photographers, videographers and guests should not disturb the worship service/wedding. Cameras should not be moved once the ceremony begins, unless otherwise approved by the Wedding Director, but can be moved once the ceremony officially ends. Under no circumstances will pews be used to secure additional lighting or height for photographs or videography. Photography waste products should be contained by the photographer.

## Cancellation Policy

1. Covenant reserves the right to cancel a reservation by verbal contact, followed by written notice or by email to the contact person on record. This right will be invoked only in case of extreme circumstances, such as severe weather, power failure, etc. Should this occur, all fees and security deposits will be refunded.
2. If the facilities are left clean, items put away and keys returned to the church office, the security deposit will be returned. **The security deposit will not be refunded if any guidelines are broken.**
3. Events cancelled within seven (7) days of the event will receive full refund on facility usage fee; however, the security deposit will be forfeited.



301 Drake Avenue SE. Huntsville. AL 35802 Phone 256-881-4501 www.covhsv.org

**WEDDING FACILITY USE APPLICATION**

Date(s) of Use \_\_\_\_\_ Time(s) \_\_\_\_\_

Name of Organization \_\_\_\_\_

Event Description \_\_\_\_\_

Number of people expected \_\_\_\_\_  Check if Non-Profit

Responsible Party for Event \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Numbers: Office \_\_\_\_\_ Mobile \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_

Member of Covenant Presbyterian Church: YES or No (please circle)

Contact Person (if different from Responsible Party)

Mailing Address \_\_\_\_\_

Phone Numbers: Office \_\_\_\_\_ Mobile \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_

**Rooms Requested:**

- Sanctuary
- Fellowship Hall/Kitchen/Terrace
- Garage
- Music Room
- Chapel
- Classroom(s) – Room # \_\_\_\_\_
- Nursery

**Services Requested:**

- Director of Music
- Organist
- Sound Technician - Audio/Visual
  - projector  screen  microphones  podium
- Custodial Services (# of Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_)
- Church Linens (members only)
- Childcare

When do you want to set up? \_\_\_\_\_

Flowers will be left for use by Covenant.

**Please submit completed room(s) layout (tables, chairs, etc.) to the Financial Administrator no later than two (2) weeks prior to the event. (see attached layouts)**

Please attach a check to this form in the amount of \$150.00 for the security deposit payable to Covenant Presbyterian Church. Additional room/service fees may be added. The reservation will not be confirmed until all fees are received.

**I have read, understand and will comply with the Wedding Facility Use Guidelines. Upon signature, we assume full responsibility for any damage to church property and/or equipment and further insure that all guests and support service personnel comply with the provisions of the policies and guidelines.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature (Bride) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Groom) \_\_\_\_\_ Date \_\_\_\_\_

Covenant reserves the right to cancel a reservation by verbal contact, followed by written notice or by email to the contact person on record. This right will be invoked only in case of extreme circumstances, such as severe weather, power failure, etc. Should this occur, all fees and security deposits will be refunded. Once the facilities have been cleaned, areas/items inspected and keys returned to the church secretary, the security deposit will be returned.

## RELEASE OF LIABILITY

The requestor releases Covenant Presbyterian Church from all liability relating to the facilities or any of the church property, including but not limited to liability from the church's negligence, whether contributory, sole or joint, arising out of or related to this agreement or the church's provision of the facilities to the requestor.

The requestor agrees to indemnify, defend, and hold harmless the Church, its officers, employees, agents, members, and assigns from and against, and to pay the Church upon demand the amount of, any suits, claims, complaints, damages, judgments, penalties, fines, losses, costs, and expenses (including legal expenses and court costs) of whatsoever kind and nature imposed upon, incurred by, or asserted against the Church in any way related to or arising from the execution, enforcement, or performance of this agreement or requestor's use of the facilities. The requestor's duty to indemnify, defend, and hold harmless the Church pursuant to this paragraph includes, but is not limited to, claims related to or arising from bodily injury or death or from damages to property and the loss of use resulting from such damage, regardless of whether such injury, death, or damage occurs to individuals or property owned by individuals who are participants in the requestor's events and activities and regardless of whether such injury, death, or damage was caused in whole or in part by any act or commission of the Church. The provisions of this paragraph shall survive the expiration or earlier termination of this agreement.

I have read the above and agree:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization/Event

\_\_\_\_\_  
Date

I have read and will comply with the Covenant **Safe Child Policy** ([www.covhsv.org/wiki/safechildpolicy](http://www.covhsv.org/wiki/safechildpolicy)).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization/Event

\_\_\_\_\_  
Date

## WEDDING FEE SCHEDULE

Facility Fees	Covenant Member <sup>1</sup>	Non-Member
Sanctuary and Balcony (seats 370)	No Charge	\$300.00
Fellowship Hall/Kitchen	No Charge	\$300.00
Garage <sup>2</sup>	No Charge	\$ 50.00
Music Room	No Charge	\$ 50.00
Chapel	No Charge	\$ 50.00
Classrooms	No Charge	\$ 50.00
Security Deposit	\$ 150.00	\$150.00

Custodial Services	Covenant Member	Non-Member
Sanctuary	\$100.00	\$100.00
Fellowship Hall/Kitchen	\$100.00	\$100.00
Garage	\$ 50.00	\$ 50.00
Music Room	\$ 50.00	\$ 50.00
Chapel	\$ 50.00	\$ 50.00

Additional Fees	Covenant Member	Non-Member
Wedding Director	\$150.00	\$150.00
Director of Music Wedding only (not at Rehearsal)	\$100.00	\$150.00
Church Organist Ceremony and Rehearsal	\$ 150.00	\$ 200.00
Rehearsal w/non-Covenant singer or instrumentalist	\$100.00	\$100.00
Sound Technician Ceremony and Rehearsal	\$ 100.00	\$ 150.00

**Security Deposit.** A security deposit of \$150 is required from members and non-members and must be paid at the time of the application.

**Payment.** All fees must be paid one (1) week prior to the event. One check may be used for all, except for the musicians, which is handled separately. All payments will be made to "Covenant Presbyterian Church." In the note section, please indicate the names of the bride and groom and date of the event(s).

301 Drake Avenue SE. Huntsville. AL 35802 Phone 256-881-4501 www.covhsv.org

<sup>1</sup> Currently enrolled Covenant Preschool families are considered members

<sup>2</sup> Garage is not available for non-members Friday, Saturday or Sunday. Members can reserve the Garage per the policy, no more than six (6) months in advance

## Covenant Staff Contacts for Wedding Services

### Church office

(256) 881-4501

### Director of Children's Ministry

Cyndy Sarkisian cyndyandsam@gmail.com

### Music Contact/Organist

Betty Augsburger betty@augsburger.org

### Financial Administrator

Susan Pendergrass susan.pendergrass@covhsv.org

### Flower Chairperson

Kay Eastin (256) 682-0905

### Pastors

Hal Oakley hal.oakley@covhsv.org

(256) 658-5252 (cell)

David Kling david.kling@covhsv.org

### Wedding Director

Jean Oakley

Cyndy Sarkisian

jeanoakley@secondmile.net

cyndyandsam@gmail.com

# Wedding Information Form

BRIDE		GROOM	
Name		Name	
Church Affiliation		Church Affiliation	
Address		Address	
Best Contact Phone No.	Email Address	Best Contact Phone No.	Email Address
Address After Wedding			
Bride's Parents		Groom's Parents	
Name		Name	
Address		Address	
Best Contact Phone No.	Email Address	Best Contact Phone No.	Email Address
<b>Rehearsal Date, Time and Location</b>		<b>Wedding Date &amp; Time (include earliest time you'd like the church to be opened)</b>	
Pastor	Phone No.	Organist	Phone No.
Assisting Pastor	Phone No.	Vocalist	Phone No.
Wedding Director	Phone No.	Photographer	Phone No.
Florist	Phone No.	Videographer	Phone No.
Caterer	Phone No.	Sound Technician	
Childcare <input type="checkbox"/> Yes <input type="checkbox"/> No		Church Linens (members only) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Flowers (will they be left for Sunday's worship services?)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature: _____		Signature: _____	
Bride		Groom	

## Financial Administrator Event Form (Office Use Only)

<b>Event Approval Process:</b>	<b>Date:</b>
Pastor	
Administration Team	
Session	

***Financial Administrator Responsibilities – Staff Notification (please initial and date)***

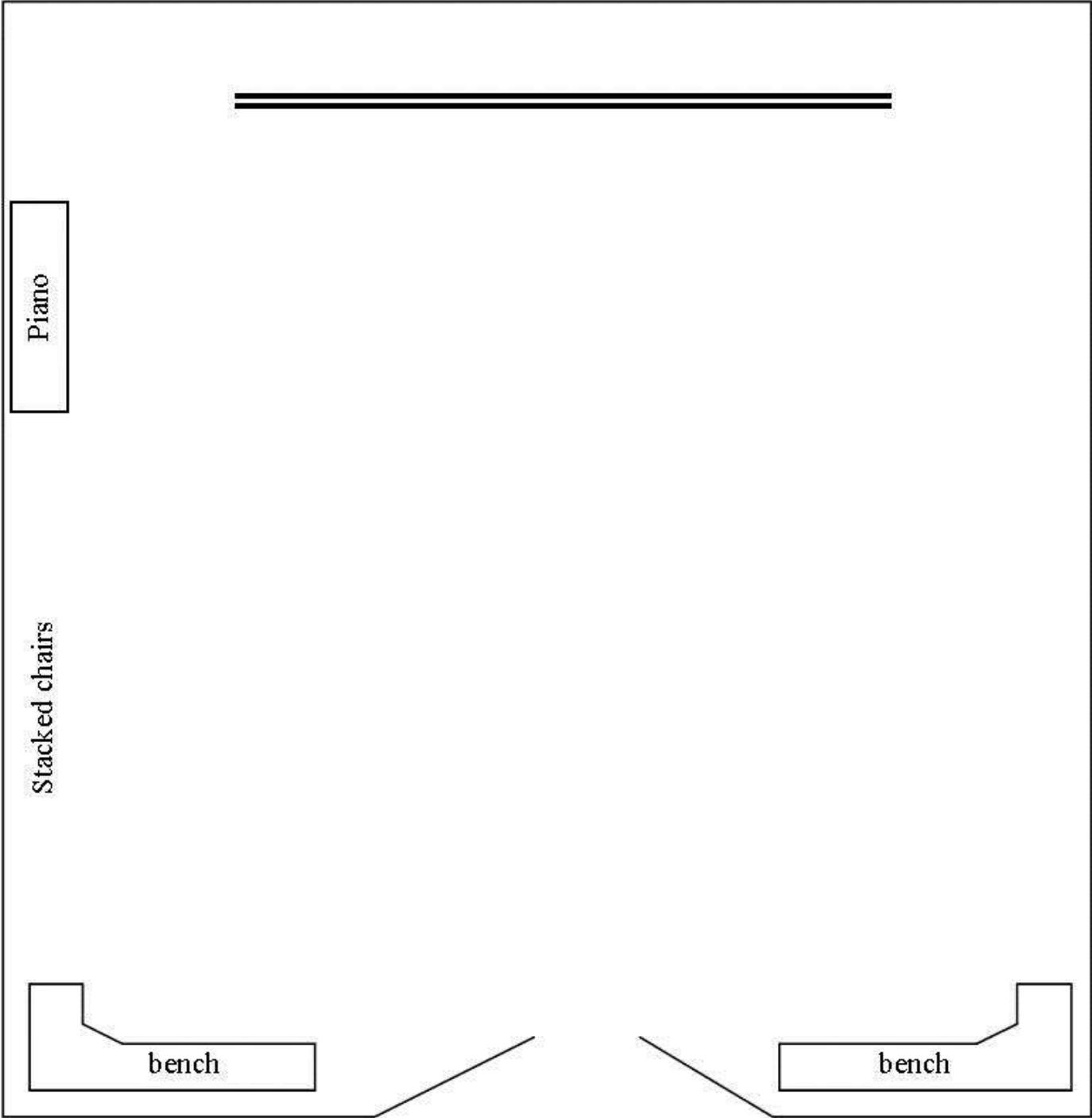
Date Request Received	_____	
Check Calendar	_____	
Event Approval	_____	(see above process)
Associate Pastor	_____	
Dir. of Music	_____	
Organist	_____	
Praise Team Leader	_____	
Youth Director	_____	
Dir. of Children	_____	
Preschool Director	_____	

Date Request Granted	_____	
Reserved on Church Calendar	_____	
Necessary Rooms Reserved? (see below)	_____	
Requestor Notified	_____	
Application, Release of Waiver, Room Layouts Sent	_____	
Application and Release of Waiver Received	_____	
Deposit Received	_____	\$ _____
Custodian Contacted	_____	
Flower Chairperson	_____	
Room Layouts Received	_____	
Key Issued (day of rehearsal)	_____	
Keys Returned (Financial Administrator)	_____	
Security Deposit Returned (see Comment Section if lower)	_____	\$ _____

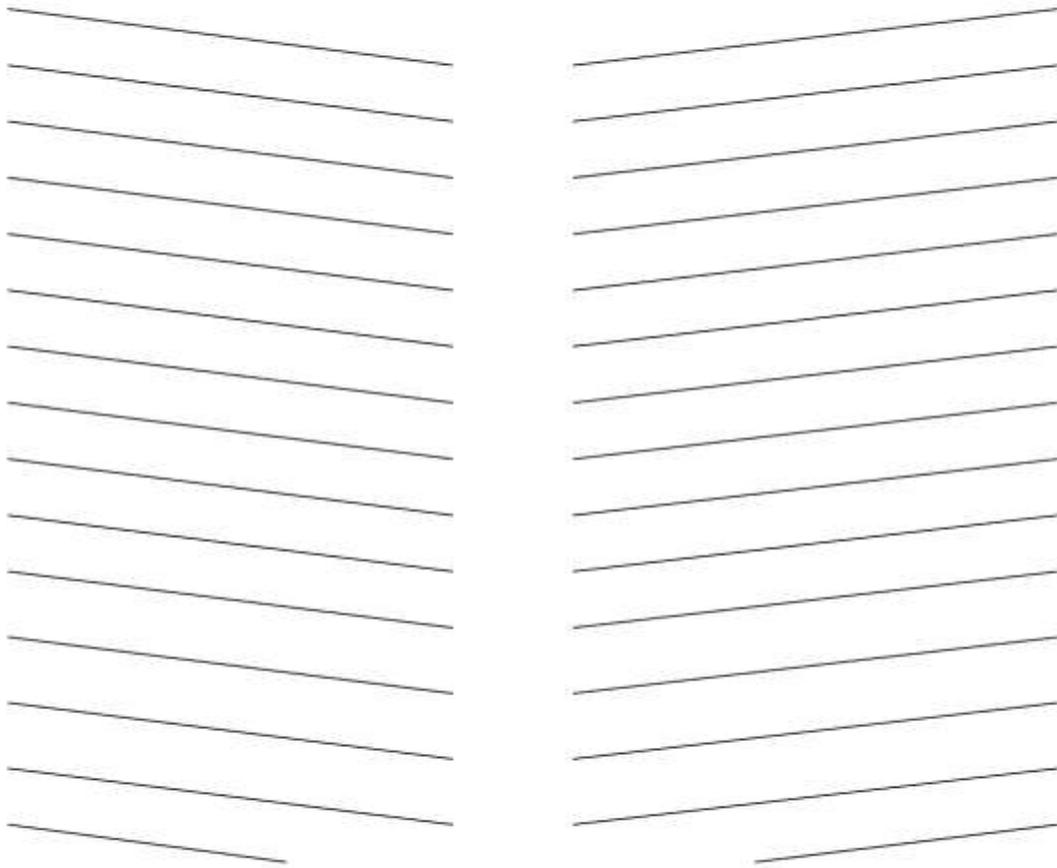
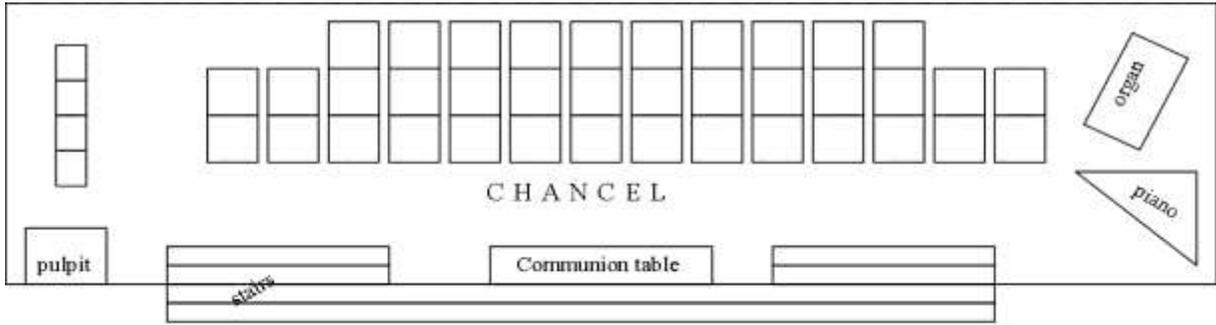
Rooms to Reserve for Rehearsal:	
Sanctuary, Fellowship Hall/Kitchen, Terrace, Garage, Chapel, Nursery (Circle)	Initial: _____
Rooms to Reserve for Wedding:	
Sanctuary, Fellowship Hall/Kitchen, Terrace, Garage, Chapel, Nursery (Circle)	Initial: _____

Comments/Changes to original reservations:

# Fellowship Hall



# Sanctuary



## Financial Administrator Event Form (Office Use Only)

Event Approval Process:	Date:
Pastor	
Administration Team	
Session	

### WEDDING FEE SCHEDULE

Facility Fees	Covenant Member <sup>3</sup>	Non-Member
Sanctuary and Balcony (seats 370)	No Charge	\$300.00
Fellowship Hall/Kitchen	No Charge	\$300.00
Garage <sup>4</sup>	No Charge	\$ 50.00
Music Room	No Charge	\$ 50.00
Chapel	No Charge	\$ 50.00
Classrooms	No Charge	\$ 50.00
Security Deposit	\$ 150.00	\$150.00

Custodial Services	Covenant Member	Non-Member
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Sound Technician Ceremony and Rehearsal	\$ 100.00	\$ 150.00

**Security Deposit.** A security deposit of \$150 is required from members and non-members and must be paid at the time of the application.

**Payment.** All fees must be paid one (1) week prior to the event. One check may be used for all, except for the musicians, which is handled separately. All payments will be made to "Covenant Presbyterian Church." In the note section, please indicate the names of the bride and groom and date of the event(s).

<sup>3</sup> Currently enrolled Covenant Preschool families are considered members

<sup>4</sup> Garage is not available for non-members Friday, Saturday or Sunday. Members can reserve the Garage per the policy, no more than six (6) months in advance