



canal street church  
a mosaic community

### **WEDDING POLICIES AND PROCEDURES**

We, at Canal Street Church, want you to know that we are very interested in your coming marriage. The establishment of strong marriage relationships, and hence strong homes, is one of the most beautiful provisions of God's plan for humankind. We desire to help you as you prepare for this relationship and responsibility.

We are pleased to share with you in the planning of your wedding. Your wedding is extremely important for you and as it is for us. We want your wedding to reflect both of your desires, as well as the principles and standards of this church.

We want to encourage you to focus on the relationship of three persons -- you, the person you intend to marry and Jesus Christ, who alone makes a marriage loving, lasting, fulfilling and exciting. We need to remind you that this relationship between you, your intended, and Jesus Christ is far more important than the actual "marriage ceremony", which lasts only a few minutes. Therefore, we, the Leadership Team, covenant to pray for you and with you as you begin to make plans for this great event.

It is our prayer that you are both Christians, fully aware of what you are undertaking in making this profound covenant with each other. A Christian is a person who has entered into a personal relationship with Jesus Christ as Lord and Savior. This means that a Christian's whole life-style is determined and controlled by Jesus Christ under the guidance and direction of the Holy Spirit. Therefore, it is not only sensible but also desirable that the one to whom you are going to be married share this relationship with you, so that there is harmony and oneness at this most basic level.

Therefore, as you plan your wedding ceremony, you will want it to be an expression of your Christian faith and love and you will want this service to be full of rich spiritual meaning -- an act of worship.

### **MAKING YOUR PLANS**

The State has given ministers authority to function as its legal agent in solemnizing marriages. A wedding to be held at Canal Street Church is, however, a special service of worship during which a man and a woman undertake their solemn responsibilities and relationships of marriage in the belief that they are to be undertaken in God's presence. In such a spirit, marriage vows are not simply promises which a man and a woman make to each other, nor even ones in which society is vitally concerned but they are vows being taken before the Eternal God who created us, and in whose providence, we believe we can be led into marriage.

Having such a view of the meaning of a marriage service held at Canal Street Church, the Leadership Team of the congregation has established the following policies and practices to insure such meaning for weddings. These policies and practices are to govern all weddings scheduled here.

**Our Wedding Policies:**

1. Weddings at Canal Street Church are to be scheduled through the minister and wedding coordinator at a time when the building to be used is free for such use.
2. A wedding in Canal Street Church is a Service of Worship and Praise. It involves the Church Staff and your families and friends. It is very important that all of your plans and schedules be carefully coordinated especially as the date draws near.
3. The Canal Street Minister will expect you to have at least **six counseling sessions** before the wedding. These can be preformed by our Minister or anyone else that the Minister approves. Counseling sessions preformed by our Minister will require additional invoiced payments. Because of the challenging nature of conversations held in counseling sessions **we recommend you begin sessions at least six months before the wedding ceremony.**

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4. Normally the **Minister of our church** will conduct the ceremony. When this is not possible or when circumstances warrant, another Minister may be invited to conduct the service upon the invitation of one of the Ministers, or in his/her absence, the Leadership Team Chair. When the couple desiring to get married requests another Minister to conduct the ceremony, the Minister of the church may, at his/her discretion, invite that Minister to participate in or conduct the complete ceremony. In any event, it is required that whoever conducts the ceremony be a duly ordained Minister of the church in correspondence with the Evangelical Covenant Church, that he/she be registered with the State of Louisiana, and that the service be consistent with the ones suggested in **The Book of Common Worship**, or the Marriage Service in **The Worship Book**. You will need to meet with the Canal Street Minister at least once to discuss the wedding even if another Minister will be conducting the ceremony

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5. Those who present themselves for marriage must, without exception, **provide a license** granted by the State of Louisiana authorizing a Minister to perform the marriage.

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6. Those that are to have the wedding service at Canal Street Church will be expected to plan their **floral decorations** so that they will not be so lavish that they are not in keeping with the worship furnishings. These arrangements should be placed in such a way they do not interfere with the proper arrangements of the pulpit furniture for a Worship Service. It is our desire also that all will comply with our wish for simplicity, enough to assure our intention that no couple coming to this church for their wedding would ever feel that they could not "compete" with lavish displays sometimes seen at weddings. The Sanctuary may be already be decorated during special celebration or promotional times, for these occasions, it is understood that these decorations will not be removed.

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7. **Candles** may be used so long as care is taken not to get wax on furniture or carpet, and so long as safety factors are taken into consideration. No lighted candles may be carried by anyone in the wedding party. **At the conclusion of the wedding and reception, the wedding couple is responsible for immediately removing all items, including items rented, and brought in for use in the wedding.** This includes all items from the sanctuary, fellowship hall, and any other area of the church. Canal Street Church is NOT responsible for rental or personal items left in the building overnight.

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8. **Video taping** requires the specific approval of the Wedding Coordinator. All videographers must comply with directions from the Wedding Coordinator. All formal photography will be taken **before or after** the wedding service. **There will be no exceptions to this policy!** Both **flash photography and shots requiring the movement of the photographer in sanctuary are prohibited** from the conclusion of the processional until the presentation of the couple to the congregation. Time exposures may be taken from the back of the sanctuary or balcony during the service.

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9. There will be **no charge for the use of the buildings for members** of Canal Street Church **except** all wedding parties will be charged for services of the church Custodian, the Sound Technician, the Wedding Coordinator, and an honorarium, according to the fee schedule. Non-members will pay fees in accordance with the fee schedule established by the Leadership Team. Payments should be made out to Canal Street Church and mailed to the office or given directly to the wedding coordinator.

10. Because of Hurricane Katrina, our organ is non-functional. When it is repaired, the following will apply: If the bride wishes to use the church organ, the Church Organist must be used, unless other arrangements are made upon the approval of the Minister. Each bride is free to hire her own instrumental musicians and or soloist(s),

if the organ is not desired. **All music shall be approved by the Wedding Coordinator and the Minister** conducting the ceremony. It should be remembered that the marriage service in a Christian Church is a Worship Service and music should be chosen that is consistent with that purpose.

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11. **If a reception** is planned at the church, such use shall also be scheduled with the Wedding Coordinator and additional payment made according to the fee schedule. Subsequent arrangements will be made with the church's Hospitality committee. **Alcohol is not to be served in the church at any time before or after the ceremony.**
  
  12. It is to be understood that the Wedding Coordinator and the officiating Minister are **in charge of the rehearsal and wedding service.** He/she will seek to direct it in accordance with the wishes of the couple insofar as propriety and the **Book of Order** dictate. The service should be consistent with the worship of Almighty God. Any desires of the bride and groom should be made known to the officiating Minister well in advance of the ceremony. The church will provide a Wedding Coordinator at the Rehearsal and Wedding to help you with any questions or concerns you may have about the church itself or the ceremony. **Bridal consultants, if present, shall be asked to limit their assistance to the bride and her attendants** before they enter the sanctuary.
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13. Following the ceremony the bride and groom will be presented with a certification of their marriage. The officiating Minister will mail the license to the State.
  
  14. These policies shall be given to all persons who seek information about getting married at Canal Street Church.

### MATTERS OF MUTUAL CONCERN

**WORSHIP:** Since the **wedding is an act of worship**, all of the parts of the service must be conducive to worship. There are several basic components to the service such as: a statement of the Scriptural basis for marriage; exchanging of vows; prayer; declaration of marriage. To this can be added other parts that may be meaningful such as: music; a brief homily; or congregational participation. If the Sacrament of the Lord's Supper is to be part of the Marriage Worship, it must be administered to the assembled congregation (with an invitation extended, as it is in regular Communion Services) and the Minister is to be informed of this so that Elders from the Leadership Team can be available to serve. **Under no conditions will the Sacrament of the Lord's Supper be served only to the wedding party.**

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**WEDDING CEREMONY:** Some wedding ceremonies have become somewhat elaborate and extravagant. The wedding can be quite simple and yet be a time of beautiful worship. Prayerful thought and consideration should be given to just how the mechanics of the wedding should be handled. Remember that the wedding is a time to share in the joy, love, and worship that flows from the coming together of two Christian people, in love with one another.

**DECORATIONS:** The furniture of the Church Sanctuary is its major decorations and are symbols of Christian worship. No furniture is to be removed without the Wedding Coordinator's permission. **Decorators, florists, etc., are to consult with the wedding coordinator before any final plans are made.** Decorations may be placed in the Sanctuary **two hours before start of the ceremony** and will be necessary to **remove the decorations immediately after** so that things can be made ready for the Sunday Worship. Anything that will mark or mar the floors, carpets, or furniture in the Sanctuary must be properly protected and part of the responsibility of using the Church facilities will be the fact that **you will be liable for any and all damages incurred.** If you wish to scatter flower petals during the processional, you must use silk or other types of fake petals.

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**EXPENSES:** There are certain expenses involving the use of the Church facilities and its personnel. These include wedding coordinator, custodian, sound technician, and honorarium. Upon booking your wedding with the church your fee will cover a **one-hour rehearsal** time and a **four-hour building usage for the day of your ceremony.** Our base fee for these expenses is \$2,000. Additional fees may be required for optional services stated prior such as counseling, musician booking, reception or additional building rental time.

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**SPECIAL NOTES:**

**ADDITIONAL HELP:** If it is necessary to employ additional help in order to get the Sanctuary and/or Fellowship Hall ready for other functions, extra fees will be involved.

**RECEPTION:** The Church building is available for small receptions (less than 100 people) in conjunction with weddings performed here. This should be arranged for at the same time the use of the Sanctuary for the wedding is secured. **No alcoholic beverages** may be served in the Church building. Use of punch bowl and similar articles must be secured from the Church's Hospitality Team through the Church Office.

For a small wedding of fewer than 25 people, special arrangements can be made. Please speak to the Wedding Coordinator.

**RICE: Under no conditions is rice or confetti to be thrown** inside or outside the Church buildings. Bubbles may be used outside the building in lieu of rice or confetti.

**PAYMENT: A signed agreement and a nonrefundable deposit of \$500 must be made before the wedding is placed on the Church calendar and the total balance must be paid 30 days prior to the wedding ceremony.** Please make checks payable to the Canal Street Church and write the bride's last name in the memo.

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| <b>CONTACT US:</b> | Canal Street Church<br>4302 Canal Street<br>New Orleans, LA 70119<br>504-482-1135<br><a href="http://www.canalmosaic.org">www.canalmosaic.org</a> | Wedding Coordinator<br>Erica Edenfield<br><a href="mailto:office@canalmosaic.org">office@canalmosaic.org</a> |
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I agree to the stipulations laid down in the manual, agree to pay the balance in full, and will abide by all requests made by Pastors and Staff.

Bride's Name \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Groom's Name \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Rehearsal Date and Time: \_\_\_\_\_

Wedding Date and Time: \_\_\_\_\_

Please Mail to:  
Canal Street Church  
Wedding Coordinator  
4302 Canal Street  
New Orleans, LA 70119