



Community Christian Church

*1970 Riverwoods Road
Lincolnshire, Illinois 60069
847 945-8824*

We would like to invite you to visit the church to see what a beautiful, peaceful space it is! Please contact Pastor Bryan Elliott to make an appointment or stop by during office hours (M-F 9:00am-1:00pm or by appointment). We can also be reached at office@ccclincolnshire.org.

Here is a summary of our fees:

USE OF THE SANCTUARY

Members	no fee
Non-members	\$250

MINISTER

Members	no fee
Non-members	\$200

ACCOMPANIST \$150

COORDINATOR \$75

To reserve the sanctuary, non-members are required to submit a \$100 deposit and submit the completed Facility Use form. The remainder of the sanctuary fee is due two weeks prior to the wedding. Separate checks for the remaining fees (minister and accompanist - if needed, and coordinator - required) should be received by our office before the rehearsal.

Please refer to and fill out our Facility Use Form.

Thanks again!

Congratulations!

You are going to be married!

We are delighted you are considering Community Christian Church as the site for your wedding. As you make preparations for this significant event, we want to be helpful in every way possible so that your wedding will always be a happy memory, and an inspiration to a deeper commitment to each other and to God. This brochure provides information pertaining to weddings in our church. Please read it over, and then contact us with your questions. Blessings!

*Love is patient and kind;
Love is not jealous or boastful;
it is not arrogant or rude.
Love does not insist on its own way;
it is not irritable or resentful;
it does not rejoice at wrong,
but rejoices in the right.
Love bears all things, believes all things,
hopes all things, endures all things.*

Corinthians 13:4-7

FEES

Remuneration by the wedding couple will be expected for the following:

USE OF THE SANCTUARY

Members	no fee
Non-members	\$250

MINISTER

Members	no fee
Non-members	\$200

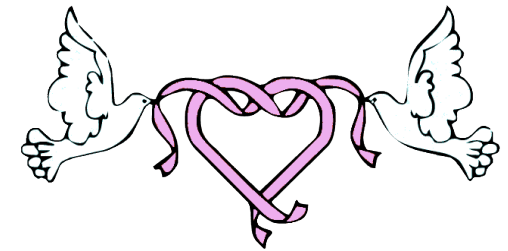
ACCOMPANIST	\$150
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COORDINATOR	\$75
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To reserve the sanctuary, non-members are required to submit a \$100 deposit. The remainder of the sanctuary fee is due two weeks prior to the wedding. Separate checks for the remaining fees (minister, organist, and coordinator) should be given to the minister before the rehearsal. The marriage license should also be given to the minister at the rehearsal.



Weddings at Community Christian Church



Community Christian Church

1970 Riverwoods Road
Lincolnshire, IL 60069

Phone: (847) 945-8824

Fax: (847) 945-8830

Email: Office@CCCLincolnshire.org

Website: CCCLincolnshire.org





MINISTER

Weddings at Community Christian Church are to be performed by one of the ministers of the church. If a guest minister is desired, this may be arranged in consultation with the senior minister.

Couples seeking to be married at CCC are required to schedule a minimum of two sessions with the presiding minister for premarital counseling and service planning. These meetings are to be scheduled well in advance of the wedding date.

COORDINATOR

A church member will be available to answer your questions and help you with the details of your special day. He/She will also be part of the planning process in order to be informed and prepared for the rehearsal and wedding.

ACCESSORIES

Candles, candelabras, and aisle runners are the responsibility of the florist/decorator. The church owns two wrought-iron candelabras (7 candles each), which are available for your use.



MUSIC

The accompanist of Community Christian Church will be the accompanist for weddings in the church unless he/she is unable to attend or special permission is granted by the minister in consultation with the accompanist.

Music selected for the wedding service should be selected in consultation with the accompanist. Music appropriate for a Christian worship service is expected.

REHEARSALS

Rehearsals are usually held on the evening before the wedding, and typically last no longer than an hour. Members of the bridal party are expected to be on time for rehearsals. The faster we get there, the quicker we get to the rehearsal dinner.

PHOTOGRAPHS AND VIDEO SCHEDULING

All rehearsal and wedding dates should be cleared at the earliest possible time through the church office, and public announcement should not be made until confirmed by the minister.



SANCTUARY/BUILDING

Our sanctuary will comfortably seat 200 people. We have 22 pews (11 on each side) and a center aisle of 50 feet. There are separate dressing areas for use by the bridal party. Both areas have kitchens and restrooms available.

Proper dress is expected in the church at all rehearsals and weddings. No alcoholic beverages are permitted at any time. Smoking is prohibited inside church buildings. Birdseed and rice are not to be thrown, to prevent slipping accidents.

LIABILITY

The church is not liable for the loss of any personal belongings. We encourage participants to leave valuables locked in their vehicles. The wedding party will be responsible for any damage to the church property or contents.



Facility Use Policy

Mission

The mission of Community Christian Church (the “Church”) is to share the Gospel of Jesus Christ. We believe that the use of our facilities is a part of our witness to the community and is good stewardship of the assets with which we have been entrusted.

General Guidelines

The following are general principles that guide the granting of use of all or part of our facility by groups not related to the church.

1. The requesting group or individuals must be supportive of, and provide benefits to, the community, and not hold values or beliefs that are in conflict with those of the church. The church reserves the right to grant or deny the use of its facility at its sole discretion.
2. One person from the requesting group must be designated as point of contact with whom the church will have communication about an event or gathering.
3. The requested space and nature of the event or gathering must not unduly interfere with other activities that may be taking place at the same time in other parts of the facility.
4. The expenses, including utilities and janitorial expenses where applicable, associated with the event or gathering are to be borne by the requesting organization.
5. All communications regarding the initial request or follow-up must be through the church office.

Specific Policies

1. The following forms must be on file with the church office at least ten (10) days prior to the date of the event.
 - A Facility Use Agreement executed by an authorized representative of the requesting group
 - An Insurance Certificate naming Community Christian Church as an Additional Insured

The reservation may be cancelled if these forms are not in place.

2. Unless arrangements are made in advance for additional custodial care by the church custodian, all users must leave the church’s facility in as good or better condition than it was found.
3. Any set-up is the responsibility of the user. All furniture and equipment must be returned to its original location after use.
4. No smoking is allowed in the church buildings.
5. No alcoholic beverages are allowed on the church premises.
6. Food and beverages are not permitted in the Sanctuary.
7. Children must be under adequate adult supervision at all times.

Addendum

Decorations Nothing that will damage, mar, discolor, risk excessive clean-up (candle wax) or otherwise adversely affect the appearance or condition of anything in the Sanctuary. Nothing nailed to, screwed to, glued to walls, furniture or fixtures. Nothing that will be hazardous or risk hazard (open flames, other than candles). Nothing that will result in lasting odors, such as incense, vapors, chemicals, paints or lotions.

Candles Any candles must have sufficient protection from dripping wax. No dripping wax on any furniture, carpets, walls or other surfaces. All candles must stay in one place after being lit. None carried, waved around, held in hands or otherwise used in ceremonies. No candles should be placed on the floor near pew ingress and egress in the main aisle.

Music Nothing that requires moving or altering any of our music equipment - piano, keyboard, amplifier, mixer, etc. No excessive volume of music or sounds made by instruments, recordings or people that would be a disturbance to our neighbors south of the Sanctuary. Nothing that would require an excessive electrical power demand that it overloads the existing circuits that service the Sanctuary. Nothing that would damage any of our music equipment. No use of generators or other external electrical power sources.

Deposit If they cancel within ninety days of the event, they do not get their money back.

Facility Use – Wedding Reservation Request

Name of Group Requesting Use: _____ (the “Tenant”)

Address: _____

Are you a corporation? _____ Yes _____ No

If “Yes”, are you a non-profit corporation? _____ Yes _____ No

Purpose of Group: **Wedding**

Describe the activity that you will conduct in the church’s facility:

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

of Persons Attending _____ # of Children _____ Age Range of Children _____ - _____

Describe the “space” that you will need, including chairs, tables, any special equipment, etc.:

Will food be served? _____ Yes _____ No

Are you requesting one-time use or recurring use?

_____ One Time Date: _____ Time: _____

_____ Recurring First Date: _____ Last Date: _____

Time: _____

Contact Person: _____

Telephone: _____ email: _____

Rent: **\$250**

Security Deposit: **\$100**

Tenant agrees to execute and abide by the Facility Use Agreement of Community Christian Church.

Authorized Representative: _____ Title: _____

Date: _____

Accepted for the Church: _____ Date: _____