



## Weddings at MCC

Thank you for allowing Manchester Christian Church to guide your marriage preparation. It is the aim of our church staff to build strong Christ-centered families and insure that your marriage results in the happiest relationship possible. We welcome the opportunity to assure that your wedding is a beautiful and memorable experience.

### **Initial Interview:**

After submitting your Marriage Interview and Ceremony Application (link located at the end of this document), you will meet with an MCC pastor to discuss your needs and MCC's wedding process. During this interview, you will be given a tour of the facility to understand the options and limitations of our building.

### **Counseling:**

As a Christian church, we believe in the sanctity and longevity of marriage. To ensure that your marriage will be as fulfilling and strong as it can be, it is required that you, as a couple, participate in pre-marital counseling. You are responsible for making and keeping your counseling appointments. When you meet for your initial interview, you will be given the counseling information.

### **Ceremony:**

MCC's wedding coordinator or the pastor performing the ceremony will assist you in tailoring the ceremony for your special day. A CD with sample ceremonies is available free of charge.

### **Facilities:**

- MCC facilities are available for weddings two Saturdays a month. The building can accommodate small weddings up to 200 in the Stepping Stones Cafe as well as larger weddings up to 500 guests in the Main Auditorium.
- If you choose the Celebration Wedding package below, MCC's Wedding Coordinator will direct your rehearsal and wedding ceremony.
- A wedding requires many hours of "behind the scenes" preparation by pastors, staff and custodians beyond their usual responsibilities. Every effort is made to accommodate the needs of the wedding party. In return, we expect that time commitments will be honored and that church staff, volunteers and property will be treated with respect.
- Reservations for use of the facility must be made at least 30 days in advance. Rooms may not be used unless scheduled and approved by MCC.
- Manchester Christian Church may be able to accommodate receptions for those being married at our facility.

We do hope that you will choose Manchester Christian Church as you plan your wedding day. If our services and facilities are of interest to you, please contact the church office at (603) 622-9677 to confirm available dates.

To accommodate different needs, we have three wedding packages:

**OFF-SITE WEDDING PACKAGE**

Your off-site wedding package includes:

1. Initial interview with a pastor
2. Pre-Marital Counseling
3. Pastor/officiant for ceremony

Pre-marital counseling fee (waived if couple makes other arrangements for at least three pre-marital sessions with a licensed marriage counselor)		\$125.
Pastor's gratuity (payable to MCC fourteen days prior to wedding)		<u>\$200.</u>
	Total Package	<u>\$325.</u>

**INTIMATE WEDDING PACKAGE (for fewer than 20 guests)**

Your Intimate Wedding Package includes:

1. Initial interview with a pastor
2. Pre-Marital Counseling
3. Pastor/officiant for ceremony
4. Facilities Assistant

Pre-marital counseling fee (waived if couple makes other arrangements for at least three pre-marital sessions with a licensed marriage counselor)		\$125.
Pastor's gratuity and Facilities Assistant (Payable to MCC fourteen days prior to wedding)		<u>\$250.</u>
	Total Package	\$375.

## CELEBRATION WEDDING PACKAGE (up to 500 guests)

Your Celebration Wedding Package includes:

1. Initial interview with a pastor
2. Pre-Marital Counseling
3. Pastor/officiant for ceremony
4. MCC Wedding Coordinator
5. Main Auditorium (up to 500 guests) up to four hours on wedding day and two hours for your rehearsal
6. Audio/video technical assistants
7. Facilities Assistant
8. Custodial set-up and tear down, cleaning, bathroom facilities and supplies.

Pre-marital counseling fee \$125.  
(waived if couple makes other arrangements for at least three pre-marital sessions with a licensed marriage counselor)

Wedding coordinator, facility fee, technicians, custodians, facilities assistant & pastor's gratuity (payable to MCC fourteen days prior to wedding) \$700.

Total Package \$825.

### Wedding Coordinator

- The Wedding Coordinator will meet with the bride and groom to explain church policies and procedures and to answer any questions regarding the wedding policies.
- It will be the responsibility of the Wedding Coordinator to see that all fees are paid at appropriate time(s).
- It is also the responsibility of the Wedding Coordinator to communicate all details of each wedding to the appropriate staff as deemed necessary.
- At any time before the wedding, the Wedding Coordinator will be available, either by appointment or through telephone call(s), to answer any questions.
- The Wedding Coordinator's responsibilities include the directing of the rehearsal and the actual wedding ceremony. Consultation and oversight for apparel, flowers, cake, receptions, etc. is above and beyond the coordinator's responsibility and must be contracted separately.
- The wedding license must be given to the Wedding Coordinator no later than the Monday before the wedding. The Wedding Coordinator will give the wedding license to the officiant at the rehearsal.

**Note:** The Wedding Coordinator has a list of vocalists and musicians who are willing to perform at weddings for an additional fee.

## Payment Schedule

- A deposit of \$125. is required to hold your date and will be deducted from the total package price.
- The balance of all fees owed to the church is to be deposited with the Wedding Coordinator or paid to the church office no later than 14 days prior to the wedding date. Checks should be made payable to Manchester Christian Church with the wedding party's name on the memo line.
- Each package includes the gratuity for the pastor/officiant.

## Wedding Checklist

- Schedule an initial interview with an MCC pastor.
- Return the attached form and the \$125. deposit, as soon as possible, in order to secure the MCC facility for your wedding date.
- The Wedding Coordinator will arrange an initial meeting with you **at least three months** before the wedding ceremony.
- The Wedding Coordinator will assist you in determining the desired wording for your wedding ceremony.
- Begin the MCC premarital counseling process at least two months prior to the wedding date.
- Submit all music selections to the Wedding Coordinator for approval no later than four weeks prior to the wedding.
- Contact and reserve the services of others who may assist you:
  - Florist
  - Photographer
  - Videographer
  - Musicians
  - Vocalists
- Contact all of your attendants. Provide written directions concerning all details, such as attire, dates, times and location of the church.
- Obtain a New Hampshire marriage license. (see below)

## Marriage License

A marriage license can be obtained at any Town Clerk's office in the State of New Hampshire or you can go to the Bureau of Vital Records, 8 Hazen Drive, Concord, NH 03301, (603) 271-4651. You will need photo identification, such as your driver's license. If you are 25 years or younger, you must bring with you a certified copy of your birth certificate and provide Social Security numbers.

- The license will be issued to you the day of the application. As of July 1, 2006, there is no longer a three-day waiting period.
- The license must be used within 90 days.
- As of July 2006, the cost for a marriage license is \$45.00, cash or cashier's check.
- Blood tests are not required in the State of New Hampshire.

- Please give your license to the Wedding Coordinator no later than the ***Monday before your wedding***. The wedding cannot be performed unless the pastor has the license in hand.
- You do not have to be a resident of New Hampshire. However, you must apply in the town where one of you resides. If both are non-residents, then you must apply for a marriage license in the town where you will be having the wedding ceremony.
- If you have been divorced, a certified copy of your divorce decree is required. If widowed, bring a copy of your spouse's death certificate.

### Other Considerations

- **Music** - Care should be taken that the music selected is suitable and appropriate for a Christian wedding. The Worship Pastor has final authority regarding the appropriateness of musical selections.
- **No rice or confetti may be thrown in or on the church property**. Birdseed may be thrown outside the church building only.
- **Smoking is not** permitted in the church. The bride and groom are under obligation to make these rules known to all members of the wedding party
- **Alcoholic Beverages** are not permitted on MCC property and no one under the influence of alcohol or drugs may be present at the rehearsal or wedding ceremony.
- **The Kitchen** may be used for fellowship time and special events that have been approved by the office.
- **Flowers and Decorations**
  - The use of any decorations requires permission from the Wedding Coordinator.
  - It is the bride's responsibility to arrange for flowers, white aisle runner, and other decorations. Deliveries should be made to the church no less than one hour prior to the ceremony.
  - No nails, screws, tape or wire can be used in decorating (candelabras included). We recommend pipe cleaners for decoration of the candelabras. Nothing may be tacked or nailed into the walls, woodwork or fixtures. Scotch tape and sticky-tack **ARE NOT** to be used. 3M removable tape is the **ONLY** adhesive that is approved for decorations. Aisle runners may be tacked. See Wedding Coordinator for details.
  - The church has a limited number of wedding decorations/accessories. Please consult the MCC Wedding Coordinator for items available.
  - Silk trees and floral arrangements that are in the church building may be used on-site only. They are not to be removed from the building.
  - All candelabras shall have a protective covering on the floor.

- It is a fire regulation that no wax candles are permitted in the aisles or on the window sills. Candles in aisles and on window sills may be used only if contained under glass. The flame must not exceed the top of the container.
  - In the Main Auditorium, only instruments and instrumental platforms will be removed from the stage. The backdrop and set design may not be altered or removed.
  - All decoration materials should be non-flammable, if possible.
  - It is your responsibility to make arrangements for the removal of floral arrangements, rented aisle runners, etc. **immediately following *the ceremony*** before the building is closed.
- **Sound/Light/Video/Graphics Technicians** – Only persons trained and approved by church staff will be allowed to operate the sound/light/video/graphics systems owned by the church. Special lighting, video and graphics are available, but at additional fees.
  - **Children**  
Children must be supervised at all times and should not, at any time, be left unsupervised anywhere on the property (including parking lot, and other outdoor areas).



**RECEPTIONS**

- **Building Use Fees**
  - Main Auditorium (up to 300 guests) \$1,000.00
  - Stepping Stones Cafe (up to 200 guests) 500.00
  - Lobby area (up to 100 guests) 300.00
  - Rehearsal Dinner
    - (Room 214) 75.00
    - (Lobby) 125.00

Manchester Christian Church has tables and chairs available to seat only 160 guests.

- **Food and Beverages**
  - No red punch or other red-based beverages are allowed in the building due to the difficulty in removing stains.
  - Please provide all food and beverages as well as plastic/paper ware for your event.
  - Alcoholic beverages cannot be served or consumed on the church premises at any time. Non-alcoholic sparkling juice is permitted.
- **Maintenance and Upkeep**
  - The Facilities Assistant is present during all events and must be consulted to determine acceptable and appropriate use of facilities and related equipment.
  - All rooms, including the kitchen if used, and other areas used, must be left the way you found them, which includes the set up of chairs, tables and other objects. Please consult the Facilities Assistant if you have questions.
  - Use of any objects, other than those pre-existing in the room, must be pre-approved by the Facilities Assistant.
  - Please do not move MCC equipment or supplies out of the room without prior approval from the Facilities Assistant.

**Wedding Budget Worksheet**

Wedding (off-site, intimate or celebration)	\$ _____
Reception (Main Auditorium, Stepping Stones Cafe or Lobby)	_____
Rehearsal Dinner	_____
<b>Total</b>	<b>\$ _____</b>

The above information is subject to change. Please consult the MCC Website or the office for current policies and fees.

Marriage Interview and Ceremony Application link  
[\(click here\)](#)