



COSC Wedding Policy
October 2024

SUBJECT. Wedding policy.

OVERVIEW. This policy documents COSC's building usage requirements regarding weddings.

PURPOSE. To clarify the acceptable and properly ordered use of the COSC building for wedding services.

SCOPE. This policy applies to wedding and reception-style events held at COSC.

EFFECTIVE DATE. 10/01/2024

EXPIRATION DATE. 09/30/2026

FREQUENCY OF REVIEW. This operational policy is formally reviewed by the Diaconate and/or COSC Policy Workgroup annually, and as required, in accordance with policy changes.


Lorenzo Bellamy
President
Christ Our Shepherd Church

Date 11/8/24

Document Name		Operational Policy for Asset Disposition and Deficiency Recovery	
Version Number	1.0		
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Author	Amy Simon		
Owner	Diaconate		
Approver	COSC Policy Workgroup		
Required Approver	Lorenzo Bellamy		

DOCUMENT HISTORY

Revision History			
Version	Date	Author	Description
1.0	8/27/2024	Amy Simon	Initial policy draft

1.0 PURPOSE

The policy is establishing guidelines and rules for use of the Christ Our Shepherd Church building for wedding services.

2.0 ROLES AND RESPONSIBILITIES

The COSC Building Manager, Senior Pastor, and Diaconate have responsibilities under this policy.

3.0 OVERVIEW AND SUMMARY

This policy outlines the types of uses of the COSC building, the appropriate use of the building and the expectations of the key people.

4.0 POLICIES FOR WEDDINGS AT COSC

Introduction

As the institution of Christian marriage is a picture of the relationship of Christ and the church, the church both positively affirms this institution and bears responsibility to do so in a way that accurately reflects the eternal picture.

Process:

I. Initial Interest

- A. When a couple expresses interest in hosting their wedding at COSC, the Building Administrator / Manager and/or pastoral leadership will provide a copy of the church's Wedding Policies to the couple for review.

II. Request Use of the Building

A. Building Use Form

1. Submit a completed COSC Event Application Form to the Building Administrator and Diaconate at admin@christourshepherd.org and deacons@christourshepherd.org.

B. Additional details:

1. Name and contact information for bride and groom
2. Acknowledgement of Venue Constraints
3. Ceremony Details
 - a) Preferred wedding date(s) and time
 - b) Preferred rehearsal date and time. For Saturday weddings, the default rehearsal time is 5-7pm on the Friday before the event. Alternate timing can be arranged at the couple's request and the church's availability.
 - c) Approximate guest count
 - d) Will a reception be held at the church?

C. Date and time confirmation

1. Building Administrator / Manager will confirm building availability (including event time/date and the rehearsal time/date) with the couple and cc the Diaconate and officiating pastor.
2. Building Administrator / Manager, the couple, and officiating pastor will schedule a Wedding Preview Meeting with the couple at least one month prior to the event

III. Wedding Preview Meeting (at least one month before event)**A. Purpose**

1. This meeting is mandatory and should, when at all possible, occur in person. It is designed to establish a shared understanding between the church staff and the couple of the wedding day's events. Ideally this meeting should surface and resolve foreseeable issues prior to the day of the event. The couple's wedding coordinator can also join this meeting, as applicable.

B. Structure

1. Review Logistics Checklist (appendix A) which the couple will have filled out prior to the meeting
2. Walk through the building in alignment with the day-of events timeline, including what church staff will be onsite and relevant contact information.
3. Review key questions and next step actions for both the church staff and/or the couple.
4. Church staff should document any open or unresolved questions in writing for the benefit of both parties.

COSC Venue Constraints

Couples who desire to use COSC as a wedding venue must be able to answer yes to the following questions:

1. Have the bride or groom been active attenders at COSC worship services for at least six months prior to requesting the building as a wedding venue?
2. Will a COSC staff pastor be officiating the wedding?
3. Will the couple complete premarital counseling prior to the wedding?

Prior to requesting COSC as a wedding venue, the couple will also review and acknowledge the following venue constraints:

- Available Areas
 - Sanctuary (upstairs)
 - Fellowship Hall (downstairs)
 - Lower Area (basement): available for childcare only with constant adult supervision
- Reception, Food and Beverage

- The downstairs fellowship hall has limited capacity for 100 guests in a standing reception format.
- Food must be delivered ready-to-serve. Onsite food preparation, including with electrical appliances bought by off site caterers, is not allowed as COSC does not have a commercial kitchen.
- Refrigeration is available.
- Alcohol is not permitted.
- Accessibility
 - COSC is exempt from ADA accessibility regulations. The church does have portable ramps and a lift which can be operated by a trained usher.
- Miscellaneous
 - All items brought to the church for the wedding or reception must be removed by the couple or wedding party/guests.
 - All items moved or used by the couple, their guests, or staff as part of the wedding or reception must be cleaned and returned to their original location prior to leaving the venue.
 - Personal belongings should not be left downstairs during the wedding ceremony (upstairs).
 - Rice is not permitted for celebratory sendoff material. Alternatives should be non-toxic and biodegradable (rose petals, bubbles, etc.).
 - Candles are only allowed on the altar in the main sanctuary and must be provided by the couple.
- Fees
 - The only fee is a \$250 cleaning fee for the sanctuary. There is not a separate venue fee.
- Building and Church Staffing Support
 - Church staff can provide the following functions, as needed:
 - Locking / unlocking the building and disarming the alarm system
 - Training a wedding volunteer or usher on proper ramp or lift operation
 - Providing audio or visual support before, during, or after the ceremony unless another person is authorized by the Building Administrator / Manager
 - General help with the building (lights, thermostat, etc.)
 - Physical space arrangement (chairs, aisle location, tables, etc.) in conjunction with the Building Administrator / Manager
 - Church staff cannot
 - Decorate, arrange flowers, or install temporary fixtures
 - Provide instructional support to the bridal party (i.e., wedding coordinator functions) or guests

Appendix A - Wedding Preview Meeting Logistics Details

Basic Details	
Names	
Rehearsal date and time	
Wedding date and time	
Reception time (if applicable)	
Expected guest count	
Vendors	Name, Cell Phone, Arrival Time
Coordinator	
Photographer	
Videographer	
Florist	
Decorator	
Catering	
Cake	
Upstairs cleaning point of contact	
Downstairs cleaning point of contact	
Childcare point of contact (as applicable)	
Timing and Flow	Details
Rehearsal arrival / departure times	
Earliest wedding-related arrival at the church	
Will the groom or groomsmen be getting dressed at the church?	
Will the bride or bridesmaids be getting dressed at the church?	
Prelude music start time	
Ceremony start time	

Ceremony end time	
Reception start time	
Reception end time	
Latest wedding-related departure from the church	