

MYERS PARK
COVENANT
CHURCH

WEDDING
GUIDELINES

Members

Wedding Guidelines

1. Purpose Statement

The wedding ceremony is a sacred time of worship and a joyful time of celebration not only for the couple but also for the members of the congregation who worship in this holy place. These policies have evolved over the years and are designed to ensure that your wedding runs smoothly from start to finish.

---

2. Statement of Welcome

Inspired by the bold and boundless hospitality of Jesus, we are "open to all" which means we welcome and accept all people into the life of our Church without regard to race, gender, sexual orientation, age, economic status, political affiliation, physical or mental capacity, or religious belief. We believe that God's call is given to all people, and we embrace the Spirit that continues to cross boundaries in order to unite the world.

---

3. Contact Information

Phone: (704) 334-7232 ext.125
Email: vkovolski@mpcovenant.org (Valarie Faith Kovolski)
USPS Mail: 1900 Queens Road
Charlotte, NC 28207

---

4. Reserving the Date

Please contact the church office by phone or email in order to reserve the church for your wedding. To secure your wedding date, you must submit the *Wedding Reservation Form*, the *Request for Use of Facilities Form*, and the *Room Arrangement Request for Heaton Hall and/or the Foyer* form (Appendix A, B, and C). Availability depends on church activities. **If you are not a church member, the Senior Minister must approve your wedding ceremony.**

The following holidays and Sundays are not available for weddings:

- New Year's Eve and New Year's Day
- Holy Week (Palm Sunday through Easter)
- Labor Day Weekend
- Thanksgiving Day and Thanksgiving Weekend
- Christmas Eve and Christmas Day

5. **Wedding Reservation Form**

   The *Wedding Reservation Form* (Appendix A) allows you to list the names of the wedding participants, florist, photographer, etc. If any of this information is not known at the time of registration, the form can be updated after your first meeting with the Church Representative.

---

6. **Venue Capacity**

   The maximum capacity of the spaces is as follows:

   - **Sanctuary Nave:** 750 people
   - **Chancel:** 60 people
   - **Chapel:** 30 people

   Please note: The balcony in the Sanctuary is reserved for audio/visual staff and equipment.

---

7. **Fees**

   A list of fees will be provided upon request.

---

8. **Church Representative**

   A designated member of the church staff or congregation will be present whenever the church facilities are in use for your wedding, including the rehearsal, the two hours preceding the ceremony, the ceremony itself, and the hour following the ceremony. This individual will serve as your Church Representative and will be available to assist with matters related to the use of the church facilities.

   If you have hired a professional wedding planner, the Church Representative will work collaboratively with your planner to help ensure that church policies, guidelines, and traditions are observed. Please note that the Church Representative is not responsible for setting up, moving, or removing furniture, floral arrangements, decorations, or other personal items.

9. Officiant

One of the ministers of Myers Park Covenant Church will officiate the wedding ceremony.
A second officiant is welcome but should be approved by the senior minister six months prior to the ceremony.

If a Myers Park Covenant Church minister is not available to officiate the wedding ceremony, the senior minister must approve the officiant six months in advance of the wedding date.

The senior minister in coordination with the Minister of Music and the chair of the ministry of worship and music may waive the time limits as stated in this policy.

---

10. Premarital Counseling

Premarital counseling is available with a Myers Park Covenant Church officiating minister. Please schedule this session at least six weeks in advance of the wedding date. Counseling is provided at no cost.

---

11. Wedding Ceremony

The planning of the ceremony and music will be confirmed well in advance through conferences with the couple, the officiating minister, and organist. Final approval of the ceremony rests with the ministerial staff of the church.

---

12. Organist

The church organist is the primary musician for wedding ceremonies unless alternative arrangements are made through them at least six months in advance. Please arrange a meeting with the organist at least six weeks before the wedding to discuss musical selections. Should the church organist be unavailable, the Minister of Music will assist you in finding a suitable replacement.

13. Church Access

- **Rehearsal-** The church will be available to the wedding party for a one hour rehearsal on the evening prior to the wedding ceremony. If the rehearsal extends beyond the scheduled one hour time period, an additional fee of $50 will be charged for each additional 30 minutes or portion thereof.

- **Wedding-** The Church Representative will arrive at the church two hours prior to the ceremony and will lock the doors no later than one hour after the ceremony has concluded.

- **Dressing Rooms-** Rooms will be made available for the use of the wedding party during the period that the church is open prior to the ceremony. Special exceptions/accommodation may be made in advance with the Church Representative.

- **Weapons-** No weapons are allowed on the church campus.

- **The following are prohibited in the Sanctuary building:** food, drink, alcohol, smoking, vaping, and flags. Only service animals are permitted.

---

14. Flowers and Adornments

- No items should be attached to pews, walls, windows, or windowsills. Only church owned pew markers are permitted.

- All floral arrangements, except altar flowers, must be removed after the ceremony.

- To protect altar linens, ensure that no part of the flower arrangement touches the altar cloth or frontal.

- If flowers are not already scheduled for the altar, we would be honored to use yours following your service for the Sunday morning worship with an acknowledgement in the Sunday Order of Worship.

- During the Advent Season, the Advent wreath and paraments must remain in place and cannot be substituted with alternative arrangements.

Flowers and Adornments Continued….

Sanctuary Flower Dimensions

- **Single Arrangement**
  Maximum size is 45” high and 47” wide. Container size: 15” L x 7.5” W X 6” D. A rectangular ceramic container (8” x 16”) may also be used.
- **Two Arrangements:**
  The maximum height of the arrangement is 48”. The church’s brass urns are footed, 15” high, 3.75” in diameter, and 8” deep. #4 mache liners are recommended.

Chapel Flower Dimensions

Maximum arrangement size is 24” high by 26” wide.

Candles

Altar candles will be lit and extinguished by a church representative.

---

15. Custodial Responsibilities

The church custodian will be present prior to, during, and immediately after the rehearsal and the ceremony. The Church Representative will see that flowers are properly placed. While the custodian is responsible for cleaning the sanctuary and returning the furnishings to their proper place, it is not their responsibility to clean up after florists, caterers, hairdressers, make-up artists, etc. The wedding party is responsible for ensuring that all areas of the building used by these individuals are left clean and tidy.

---

16. Photography/ Videography

We encourage non-flash photography. Photography in the dressing room must be completed 15 minutes before the ceremony. Photography during the ceremony may take place from the rear of the sanctuary or balcony.

Post-ceremony photography is permitted for one hour. Additional photography time can be arranged with the Church Representative for an additional fee.

Videography

All videotaping of the ceremony is done from the rear balcony. The church’s professional video system may be available for use depending on the availability of our video team. A church operator must be present, and a separate fee will apply for their services.

Drones

The use of drones is not permitted on the church campus, either indoors or outdoors.

17. Parking

The Roswell Avenue parking lot, located across the street from the Cornwell Center, is available for church members and guests. Street parking is also available on either side of the church. Please adhere to the posted signage.

---

18. Personnel

- **Senior Minister:** Reverend Dr. Tim Moore **| Email:** tmoore@mpcovenant.org
- **Organist:** Dr. Matthew Manwarren **| Email:** manwarrenm@winthrop.edu
- **Facilities Coordinator:** Lisa Caldwell **| Email:** lcaldwell@mpcovenant.org
- **Campus Administrator:** Valarie Kovolski **| Email:** vkovolski@mpcovenant.org

Appendix Index

A. Wedding Reservation Form

B. Request for Use of Facilities

C. Room Arrangement Form

D. Alcohol Policy and Application

Appendix A

Myers Park Covenant Church

WEDDING RESERVATION FORM

Date of Rehearsal_____ **Date of Wedding**_____
Time of Rehearsal_____ **Time of Wedding**_____

Partner	***Partner***
Full Name *Prefers to be Called*	*Full Name* *Prefers to be Called*
Address	*Address*
City, State, Zip	*City, State, Zip*
Cell or Home Phone *Work Phone*	*Cell or Home Phone* *Work Phone*
E-mail	*E-mail*

Wedding Venue Information

Name of Officiating Minister_____

1) ***Please call for an appointment to discuss the wedding ceremony with the officiating minister at least six months before the wedding.***
2) ***If an outside minister is to be used for the wedding ceremony, they must be approved by the Myers Park Covenant Church Senior Minister. This request should be made at least six months prior to the wedding date.***

Service Organist_____

If an OUTSIDE ORGANIST is to be used for the wedding ceremony, they must be approved by the Myers Park Covenant Church Minister of Music. This request must be made at least six months prior to the wedding date.

Videographer_____

Place of Ceremony

☐ Nave (large wedding) ☐ Chancel (will hold 60 people) ☐ Chapel (will hold 30 people)

Reception at Myers Park Covenant Church ☐ Yes ☐ No

Caterer name_____

Myers Park Covenant Church Member Name_____

Relationship_____

Signature of staff member_____ **Date Submitted**_____

Altar Flowers

Name of Florist_____ **Phone**_____

If flowers are not already scheduled for the altar, we would be honored to use your flowers following your service for Sunday morning worship, with an acknowledgement in the Sunday Order of Worship. May we do so? ☐ Yes ☐ No

If yes, the following is typical of wording used in the Order of Worship:

"Flowers on the altar are given to the glory of God and in joyous celebration of the marriage of _____ **and** _____ **on** _____**."**
Partner *Partner* *Date*

Please send bill for wedding fees to

Name: _____

Address: _____

_____

Daytime Phone Number: _____

Email Address: _____

***Fees are to be paid in full, one month in advance of the wedding ceremony.**

Myers Park Covenant Church

WEDDING AGREEMENT

We have read the "***Wedding Guidelines of Myers Park Covenant Church***" and we agree to respect these in the planning of our wedding.

Signed_____

Partner *Date*

Signed_____

Partner *Date*

Appendix B

Myers Park Covenant Church
1900 Queens Road | Charlotte, NC 28207-2582
Phone: (704) 334 – 7232 | Fax: (704) 372 – 5150 www.myersparkcovenant.org

REQUEST FOR USE OF FACILITIES

Contact Person_____ Dates(s) of Event_____

Organization_____ Phone_____

Address_____ Fax_____

_____

Email _____

Type of Organization _____

Please indicate: ___Profit ____Non-Profit

If non-profit, 501(c)(3) _____

Purpose of Use_____ Number of People Expected _____

Please make allowance for set-up and break-down in your "start" and "end" time.

Building	Floor	Room	Start Time	End Time
Education Building	Main Level	Foyer		
		Heaton Hall		
		Parlor		
		Berry Hall		
	Upper Level	Classroom #_____		
		Youth Hall		
		Youth Hall		
	Lower Level	Shalom Hall		
		Classroom #_____		

Building	Floor	Room	Start Time	End Time
	Upper Level	Sanctuary		
Sanctuary		Chapel		
	Lower Level	Music Rooms		

Will admission or participation fees be charged? ☐ **YES** ☐ **NO**

Will merchandise or services be offered for sale? ☐ **YES** ☐ **NO**

Will voluntary offerings, contributions, or any other form of monetary solicitation occur? ☐ **YES** ☐ **NO**

- - - -

Appendix C

Myers Park Covenant Church

Room Arrangement Request for Heaton Hall and/or Foyer

Charlotte, NC 28207-0001 | Phone: (704) 334 – 7232 | Fax: (704) 372 – 5150

Group _____ Contact _____

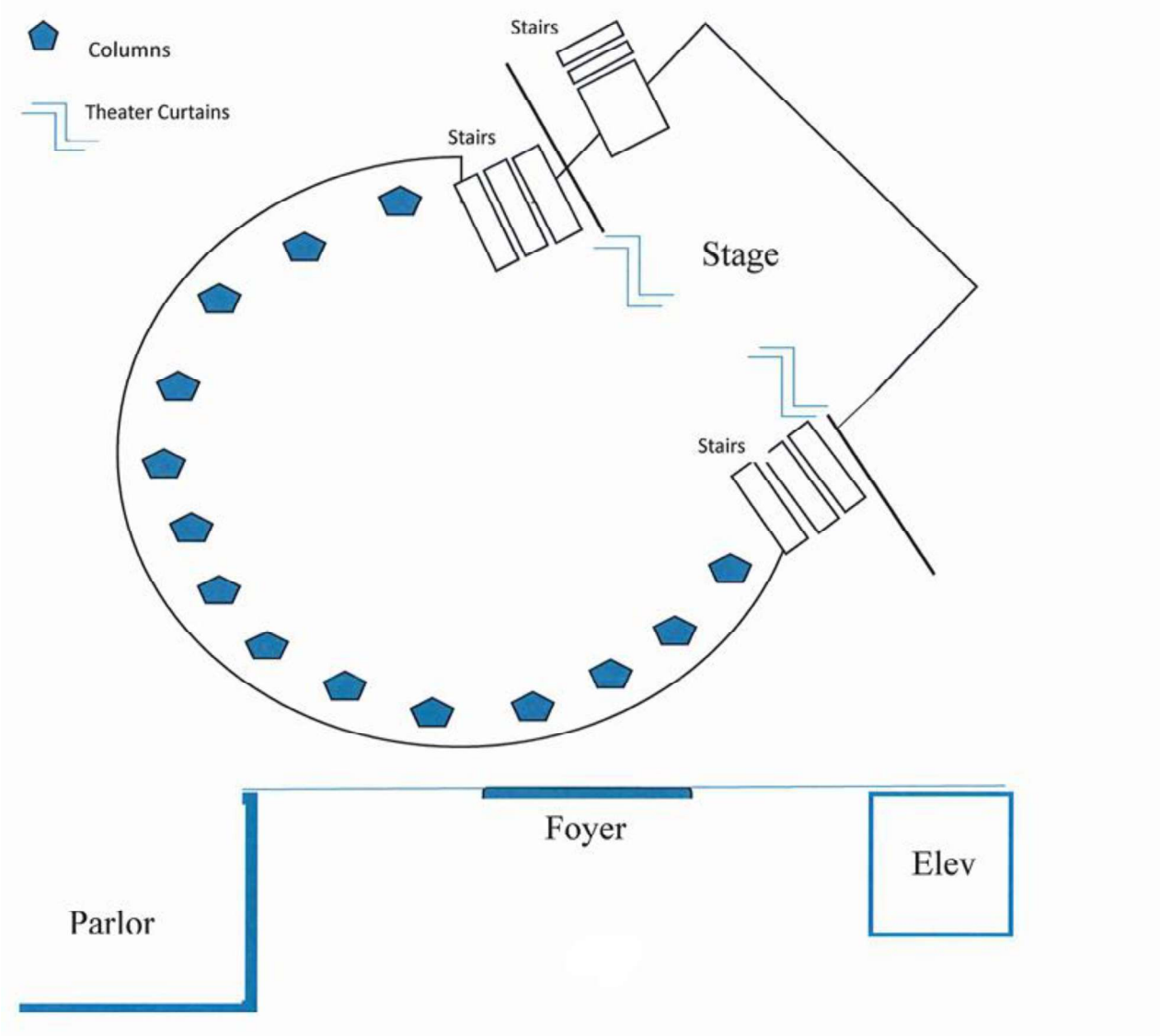
Event _____ Phone_____

Date and Day of Week Needed_____ Approximate number of People_____

List Needs and/or draw in the room arrangement you are requesting

_____

_____



Appendix D

Request for Serving Alcohol on Myers Park Covenant Church Property

***Approved* copy of this form must be available at the event.**

Requestor's Name_____Email_____ Phone_____
(circle one) Member Staff

Event Name_____ Date_____ Start Time_____ End Time_____

Location (Confirmed)_____

Group Sponsoring Event_____

Responsible Person in Attendance at Event_____ Contact Phone_____

Cell Phone_____ Email Address_____

Brief Description of Event:_____

Approx. number of people attending event_____ Number of attendees under age 21:_____

Amount of alcohol to be served Wine or Champagne:_____bottles Beer:_____kegs, bottles or cans

Hosted or No-Host Bar_____ Alternative beverages to be served_____

Food to be served_____

Person responsible for checking IDs_____

Each item listed below must be read and initialed by the Requestor or the Responsible Person for this event

_____ Any alcohol must be consumed in the room where the event is being held.

_____ Alcohol will not be served to anyone under the age of 21.

_____ At the conclusion of the event, any unconsumed alcoholic beverages must be removed from the premises by the responsible person in attendance. Bar service ceases when substantial food has run out or ½ hour before scheduled ending of event, whichever comes first.

_____ Myers Park Covenant Church staff must be provided access to the event and has the authority to shut down the event if deemed necessary.

_____ Sufficient quantities of substantial food (in compliance with ABC requirements) must be available at all times in all locations where alcohol is sold or consumed.

_____ Non-alcoholic beverages must be provided at this event.

This completed form must be submitted to Lisa Caldwell, Myers Park Covenant Church Facilities Coordinator, no later than 21 days prior to the event.

_____
Requestor's Signature

_____
Senior Minister

_____ _____
Date Submitted Approved (Date)

_____ _____
Not Approved (Date) Reason, if not approved

Distribution _____Chief Operating Officer _____Facilities Manager _____Chair of Facilities Management

Myers Park Covenant Church

Policy to Govern the Use of Alcohol on Campus:
Serving Wine, Champagne, and Beer at Social Occasions

POLICY INTENT:
The intent of this policy is to permit the serving of certain alcohol on the Myers Park Covenant Church campus during specific social occasions. Our vision is to make the campus a welcoming place for members and groups in our Church who would like to gather in community and have a glass of wine or beer at the same time. The policy is designed to allow this element of social gatherings in a way that respects the character, heritage, and property of the Church. It is framed with trust that leaders and staff will work together with responsibility and good judgment in making appropriate decisions.

POLICY SPECIFICS:

A. Wine, champagne, and beer may be served at Myers Park Covenant Church under the following conditions (no other alcohol is permitted):
    1. Wedding receptions honoring Church members or children or grandchildren of Church members only.
    2. Individual parties and special events for Church members and employees, including but not limited to anniversaries, retirements, birthdays, graduations, and family reunions.
    3. Fellowship events, when the Church provides a convenient and/or accessible location in order to increase participation and encourage mixing. These gatherings shall be sponsored only by officially recognized groups of members of Myers Park Covenant Church or sponsored by The Cornwell Center or sponsored by Through-The-Week School.

B. In permitting the service of alcoholic beverages at the above-specified events, Myers Park Covenant Church will ensure compliance with all state and local laws and maintain the sanctity and dignity of the Church and its facilities at all times.

C. The Campus Chief Operating Officer will maintain adequate and appropriate insurance coverage for alcohol service pursuant to this policy.

D. Any individual or group serving alcoholic beverages at a function at the Church will agree in writing to indemnify and hold harmless Myers Park Covenant Church from any claims arising out of or related to the service of alcoholic beverages.

E. Any individual or group serving alcoholic beverages at a function at the Church may do so only pursuant to a rental agreement.

F. Any individual or group serving alcoholic beverages will be required to comply with applicable state and local laws regarding alcohol service.

G. The person/persons supplying the alcohol must obtain an appropriate permit from the North Carolina Alcoholic Beverage Control Commission. The permittee may be an individual sponsoring the event, the caterer, or Myers Park Covenant Church An Application for a Limited Special Event Permit is available online (https://aps.abc.nc.gov) and must be submitted to the North Carolina Alcoholic Beverage Control Commission at least 14 days prior to the event.

H. When a caterer is hired, a copy of the caterer's N.C. license to dispense alcohol and proof of the caterer's liquor liability insurance must be on file in the Church office. That insurance must be for no less than $1,000,000. (For receptions serving punch that has champagne as one of its minor ingredients, no insured caterer is necessary.)

I. Rental fees and deposits will reflect the full cost of additional maintenance and custodial services, for events at which alcoholic beverages are served.

J. Absolutely no exceptions to this policy or its related rules and regulations will be tolerated.