

# WEDDING PROCESS GUIDE

HOW WEDDINGS WORK  
AT **(church name)**

## CONGRATULATIONS

Congratulations on your upcoming wedding!

Thank you for considering (church name) as a part of your special day. We are committed to helping you prepare for your upcoming marriage as well as your wedding.

Inside this packet, you will find answers to your questions about hosting a wedding at (church name). We have also included a few policies that will allow us to best serve you. Please contact us if you have any questions.

We look forward to sharing this exciting time with you.

*"I found the one my heart loves." Song of Solomon 3:4*

## Part #1: WEDDING POLICIES/STANDARDS

As stated in the Bible and in accordance with (church name) beliefs, weddings take place between one man, born a man, and one woman, born a woman. Any couple getting married at (church name) must meet these standards.

To be married at (church name) Facilities, either the bride or groom must be active members of Freedom Christian Church, or the *parent/step-parent of bride or groom* is a member of Freedom Christian.

A member of the (church name) Pastoral Team, must conduct the wedding.

(church name) cannot host weddings on the following weekends: Easter, Thanksgiving, Christmas, or New Year's Day. (church name) reserves the right to block out other dates as necessary when church events are added to the calendar.

You may personally deliver these required forms in this document to the church office or mail them to the following:

(church name)

Attn: Wedding Coordinator

(church address)

weddings@(church name).org

All events and dates must be submitted and approved through the church calendar by filling out the Wedding Contract located in section 5 of this document.

**NOTE: A date is not secured until you have been notified in writing and the Security Deposit has been paid. The remainder of the fees must be paid at least 30 days in advance of the wedding date.** Failure to do so within the allotted time will result in cancellation.

## Part #2: PRICING

The following financial costs/guidelines have been established for the private use of the facilities of (church name).

### WEDDING FEES – (enter fee if any)

- Audio/Visual Engineer Services
  - Wedding Coordinator Services
  - Custodial Cleaning
  - Wedding Set up
  - Up to a 90 min. rehearsal
  - Up to five hours the day of the wedding (including ceremony, set-up and takedown)
- There will be a (enter fee if any) charge for each additional ½ hour of facility use not reserved in advance. This fee will come out of the security deposit if the facility is not vacated in the allotted time.
  - There is a (enter fee is any) per hour fee for additional hours arranged in advance. This can be requested through your Wedding Coordinator when scheduling your wedding date.
  - A \$250 refundable security deposit is required to hold the wedding date. **This is a separate fee not included in the cost to use (church name) and is refundable if no damages occur.** If a stain cannot be removed, an item requires replacement, or there is damage to any property, the cost will be taken out of the Security Deposit. If there are any further damages beyond the security deposit fee, additional fees will be assessed and charged to the contract holder.
  - The total cost is due 30 days prior to the wedding.

**SEATING** - Maximum Seating: (enter number of seats) Parking Spots: (enter number parking spots)

Includes the use of: The Worship Center, changing room (both for male and female), Kitchen (Refrigerator & sink access) and restrooms A diaper changing area is provided in the women's restroom.

### HONORARIUMS

We recommend honorariums for the pastor to begin at a minimum of (enter fee if any) and should be given to your officiant on the day of the wedding. This is not included in the above fees and should be given to the officiant by the Bride/Groom or their designee.

## Part #3: PREMARITAL COUNSELING

We believe God has a wonderful plan for your life and for your marriage! As you consider the sacred covenant of marriage, we want to make the preparation experience a positive and rewarding one for you. One of the greatest ways to prepare is to participate in an in-depth premarital counseling program.

If you are interested in being married at (church name), you **must** complete a premarital program. If you are interested in the premarital process at (church name), please call (church phone number) e-mail wedding@(church name).org or ask the Pastor performing the wedding about the process.

If premarital counseling has been or is to be completed outside of Freedom Christian, counseling must be Scripture-based and a minimum of 6 hours completed. A record of who facilitated the counseling and the subjects covered will need to be submitted on a "Verification of Completion" letter to wedding@(church name).org by the premarital counselors prior to the wedding for approval.

This will be accepted at (church name) discretion.

### (church name) PRE-MARITAL COUNSELING COST

**NOTE:** Pre-Marital Counseling through (church name) will cost (enter fee if any) per couple (not individual).

At (church name) the Pre- Marital process & fee includes:

- A full professional marriage assessment
- A marriage book for the first 90 days of marriage
- 5 sessions by the pre-marital Pastor/Counselor which includes:
  - MINDSET – A look at how one views marriage and family history
  - WELLBEING – A look at the couple's self-concept, maturity, independence
  - CONTEXT – A look at the couple's social support, finances and expectations
  - DYNAMICS – A look at the couple's personality traits, styles, view of love, intimacy, communication, attitude, needs, spirituality and view of conflict.
  - WEDDING CEREMONY – Planning details of wedding ceremony & how to protect your marriage.

## Part #4: ROLES

### AUDIO & VISUAL ENGINEER

An Audio/Visual Engineer is required to support your wedding ceremony and will be provided by (church name). This fee is covered in the rental expense. The church sound system will not be available to any outside company. In addition, a visual tech will be present for stage lighting.

### WEDDING COORDINATOR

A Wedding Coordinator will be provided for you. This fee is covered in the rental expense. The Wedding Coordinator will direct the wedding rehearsal and wedding ceremony and help execute the timeline on behalf of the Church. They will ensure the policies and standards of (church name) are met and carried out throughout your entire event.

They will not be available for coordinating photographers, florists, or any of the vendors. They will not be available for setup or takedown. You may also provide your own Wedding Coordinator if desired, however, the Church Coordinator will be present and direct the proceedings in accordance with (church name) wedding policies.

### PASTOR

The Pastor is chosen by the bride and groom. They will need to reach out personally to the Pastor of their choosing to request the minister's assistance. The date of the wedding should be checked early on with the minister to make sure they are available.

### CUSTODIAN

A custodian will clean the facility and set up chairs before (prior to rehearsal) and following the ceremony.

### SAFETY COORDINATOR

A Safety Member is required to support your wedding ceremony and rehearsal. The safety member will remain at the church facility during your event. They will not be available for setup or takedown of personal belongings, but will make sure the building, grounds and people attending are safe and secure.

## PART #5 WEDDING POLICIES FORM

Please read carefully and initial every space below to show your agreement with all wedding policies. Disregarding any of the following policies will result in the loss of your deposit.

\_\_\_\_\_ (church name) reserves the right to cancel or terminate any wedding before or during the event if the event is not conducted in accordance with Freedom Christian's wedding policies, values and beliefs.

\_\_\_\_\_ Weddings will be hosted on Friday or Saturdays only. Weddings must conclude by 8:00 PM. A fee will be charged for each additional hour the facility is occupied past the allotted time (see pricing for fees). This fee will be deducted from the security deposit.

\_\_\_\_\_ Christian guest ministers may perform weddings with prior approval and **ONLY** if a Pastoral Staff member of (church name) is a part of the wedding ceremony. Ministerial credentials must be submitted to the Wedding Coordinator no later than 30 days prior to the wedding. The minister must also line up doctrinally with the values and beliefs of (church name).

\_\_\_\_\_ Completion of premarital counseling is required. See the premarital counseling section #3 for requirements and details.

\_\_\_\_\_ The repair or replacement cost for any items missing or damaged beyond normal wear and tear will be deducted from the security deposit. Any damage amount not covered by the deposit will be the responsibility of the contract holder.

\_\_\_\_\_ (church name) is not responsible for any injuries caused to anyone while on the property.

\_\_\_\_\_ Up to 90 minutes will be permitted for the rehearsal on the Thursday or Friday before the wedding.

\_\_\_\_\_ Alcoholic beverages and smoking are not permitted on the premises. (church name) reserves the right to check bags, boxes or coolers that may contain such items.

\_\_\_\_\_ Food and drink brought on-site must be approved by the Wedding Coordinator at least 3 days prior to the wedding. No food or beverages other than water are allowed in the Worship Center. **No red or purple beverages may be used in the building.**

\_\_\_\_\_ Pets are not allowed in the church building.

\_\_\_\_\_ All outside rentals and decorations must be delivered on the day of the rehearsal or wedding within the allotted time. All rented items/decorations must be set up and

taken down by you or your vendors following the wedding's conclusion (within 2 hours).

\_\_\_\_\_ (church name) reserves the right to dispose of any item left past the allotted time for any reason.

\_\_\_\_\_ Decoration or signage must be free standing. Nails, tape, thumbtacks, screws, push pins (except for use in the Worship Center chairs for decor), metal hooks, damaging adhesive, etc. are prohibited. Nothing is to be hung, taped or draped from the ceiling tiles. Decorations must be approved by the Wedding Coordinator 30 days prior to the wedding.

\_\_\_\_\_ Music selections to be used for the wedding ceremony must be free of profanity and crude or suggestive content. All selections must be approved by the Wedding Coordinator 30 days prior to the wedding.

\_\_\_\_\_ (church name) cannot provide any of the following: tools, ladders, tape, decorations, or chair covers.

\_\_\_\_\_ No one will be permitted to alter or move any of the existing items on the stage or the chairs in the Worship Center.

\_\_\_\_\_ All candles must be dripless and enclosed in glass. If you have floating candles, water may only be at or below one inch from the top of the glass.

\_\_\_\_\_ Only artificial/silk flower petals are to be used on the floor down the aisle, **No Runners.**

\_\_\_\_\_ We DO NOT have floor monitors for musicians.

\_\_\_\_\_ Sparklers and bubbles are allowed outside the buildings only. A waste receptacle must be provided for used sparklers by you.

\_\_\_\_\_ No throwing of rice, glitter or birdseed is allowed. Items used for tossing such as confetti, real flower petals, or like materials are not allowed on the premises.

\_\_\_\_\_ All cancellations must be made in writing by the contract holder, signed and addressed, to the Wedding Coordinator.

\_\_\_\_\_ If the contract holder cancels the event less than 30 days prior to the event, all fees paid will be refunded EXCEPT for a fee of (enter fee if any).

\_\_\_\_\_ CHANGE OF RESERVATION DATE: A one-time reservation date change is acceptable up to 5 months prior to the event date. Any further date changes will be treated as a cancellation.

\_\_\_\_\_ Modifications or changes to the contract can only be made by the contract holder and must be made in writing.

\_\_\_\_\_ (church name) is not responsible for any lost, stolen, or damaged property. Please lock all of your valuables in your vehicle out of sight.

\_\_\_\_\_ Vehicles should be removed by the end of the event and should not be left overnight.

\_\_\_\_\_ Driveways, corridors, and emergency exits cannot be blocked and must be accessible at all times.

The individual signing the bottom of the contract is expected to adhere to all of the guidelines and will be held responsible for the behavior of all of the guests/attendees of the event. If damage occurs, the individual signing the bottom of this form will be responsible for the entire amount of the damage.

***I have read the above guidelines and agree to adhere to them.***

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
(Today's date)

## INFORMATION

Name of Bride: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

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

Name of Groom: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

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

Date of Wedding: \_\_\_\_\_  
(day of week) (month) (day of month) (year)

Time of Wedding: Building opened at \_\_\_\_\_ AM PM (circle one)  
Wedding begins at \_\_\_\_\_ AM PM (circle one)  
Wedding ends at (estimated) \_\_\_\_\_ AM PM (circle one)  
Building closed at \_\_\_\_\_ AM PM (circle one)

**Please note:** Building must be vacated by your closing time or you will be charged (enter fee if any) per additional ½ hour.

Date of Rehearsal: \_\_\_\_\_  
(day of week) (month) (day of month) (year)

Time of Rehearsal: Building opened at \_\_\_\_\_ AM PM (circle one)  
Rehearsal begins at \_\_\_\_\_ AM PM (circle one)  
Rehearsal ends at (estimated) \_\_\_\_\_ AM PM (circle one)  
Building closed at \_\_\_\_\_ AM PM (circle one)

**Room(s) Needed:** (please check all that apply):

\_\_\_\_\_ Worship Center \_\_\_\_\_ Dressing room for men \_\_\_\_\_ Dressing room for women

Date requested for decorating: \_\_\_\_\_  
(day of week) (date)

The set up time will need to be set up through the Wedding Coordinator to confirm a time when the church will be open and available to do so. This MUST occur between the hours of 10AM (earliest) - 3 PM (time building needs to be closed). Decorating should be done during these hours and not last longer than 3 hours.

Please indicate your desired start & end times.

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**FEES:**

Wedding Fee (enter fee if any)  
Security Deposit (enter fee if any)  
Pre-Marital Counseling (enter fee if any)  
**Total:** \$ \_\_\_\_\_

Less Security Deposit/payment received \$ \_\_\_\_\_

Date Balance due: \_\_\_\_\_ Amount due: \$ \_\_\_\_\_

**Office Use Only Below this line**

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**Security Deposit Received:**

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_ Copy made: \_\_\_\_\_

**Name/Address of person who turned in deposit:** \_\_\_\_\_

(enter fee if any) **Wedding Fee Rec'd:** Cash \_\_\_ Check # \_\_\_ Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Copy made: \_\_\_\_\_

**Security Deposit Refund:** Refund Check # \_\_\_\_\_ Amount Refunded: \_\_\_\_\_ Damages Noted/Letter Sent: \_\_\_\_\_ Date Sent: \_\_\_\_\_ Refund Sent to: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ Date Sent: \_\_\_\_\_ CK # \_\_\_\_\_

Security Coordinator: \_\_\_\_\_ Date Sent: \_\_\_\_\_ CK # \_\_\_\_\_

Sound/Video Technician: \_\_\_\_\_ Date Sent: \_\_\_\_\_ CK # \_\_\_\_\_

Custodian: \_\_\_\_\_ Date Sent: \_\_\_\_\_ CK # \_\_\_\_\_

Stage Tear Down & Set Up: \_\_\_\_\_ Date Sent: \_\_\_\_\_ CK # \_\_\_\_\_

Date request received by Calendar Coordinator: \_\_\_\_\_

Date event approved by Calendar Coordinator: \_\_\_\_\_

Confirmed Dates & Times: Wedding Ceremony \_\_\_\_\_ Wedding Rehearsal \_\_\_\_\_ Decorating \_\_\_\_\_