

• Out of respect for the bride and groom, for the worship traditions and facilities of [Church Name], and for the Lord of the Church, we ask that the wedding party:

* Please keep in mind that a Christian wedding is celebrated as part of a worship service; therefore, we ask that you would conduct yourself in ways that are appropriate to a service of worship.

* Please respect our **"no alcohol on the church grounds policy"**. This includes the vehicles parked on the church grounds.

* Please note also that any persons who have been drinking prior to the worship service will be asked not to participate in the wedding service.

* Please respect our **"no smoking on the church grounds policy"**. This includes the vehicles parked on the church grounds.

* Please do not leave any valuables unattended within the church.

* Please double check and make sure you don't forget to collect your personal items such as purses, cameras, cell phones, etc. following the wedding service.

* We desperately want this to be a very special day for the bride and groom and their families and friends, and we certainly very much appreciate your willingness to abide by these church guidelines.

• We ask that you please clean up after yourselves after the service.

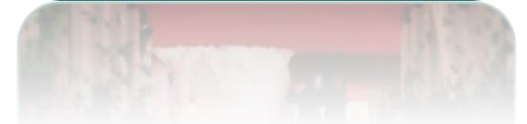
• **No food or drinks** are allowed in the sanctuary please. Please see our Wedding policy attached for more information.

[Church Name]
[Church Address]

[Recipient's Name]
[Recipient's Address]
[City, State Zip]

[Church Name]

Wedding Policy Handbook



Christian Weddings at [Church Name]

Congratulations! Your wedding day is one of the most special and important days in your life. We have gathered the following information below to help you plan your memorable wedding. On your wedding day, you have beautiful flowers, dresses and decorations, but most importantly, you have God's presence and His promise to bless you both forever with Christ's unending love.

What to do First

- Schedule your wedding date by contacting the church office so the date can be reserved on the master calendar. The church office will assign a wedding coordinator and will provide you with their contact information.
- Contact your [Church Name] Wedding Coordinator to help you with the planning process and the details of the church policies and charges. Your coordinator will orient you to the church facilities and other options available to you.
- Submit appropriate wedding fees. See Fees section for more information. All checks should be made payable to [Church Name].
- Schedule a meeting with the officiating pastor and the wedding coordinator.

Wedding Fees

- Wedding fees which are included on the Wedding Request form are due two weeks prior to your scheduled wedding date.

What therefore God
has joined together,
let not man put
asunder. Mark 10:9



- Available items the church have are coffee makers, platters, bowls, dinnerware and silverware, bud vases, and white tablecloths for all tables. You would be responsible for the rest such as candles, napkins, punch utensils, etc.
- **You must schedule a final meeting with your coordinator no later than one week before the wedding** to finalize wedding arrangements such as the setting up of the Fellowship Hall and serving plans.

Guidelines

- Your marriage license must be dropped off at the church office no later than one week prior to the wedding date.
- [Church Name] does not assume responsibility for personal gifts and valuables. We suggest that you keep valuables with you at all times or assign someone from your wedding party to take responsibility for them.
- Smoking is not allowed in the church or on the church grounds.
- No alcohol is allowed on church property. If the pastor believes that someone of the wedding party has been drinking, they will not be permitted to participate in the wedding service.

- Please designate an individual(s) to walk through the entire church building following the wedding service to ensure all personal items are picked up and all garbage has been disposed of properly.

Photos/Recordings

- Professional photographers will have to consult with the church secretary prior to the wedding service to become familiar with the photography policies of the church. This also includes videographers.
- Please make arrangements for the videographer of your choice as a wonderful keepsake of this special day because [Church Name] does not record the wedding service.

Bulletins

- You can present the church secretary with a wedding invitation to insert on the church bulletin prior to wedding service.

Wedding Reception

- The fee for the use of the Fellowship Hall is included on the Wedding Request form.
- You will be responsible for preparing and serving of the food. The church will not be responsible for serving the food.
- If your wanting to use the Fellowship Hall the wedding coordinator needs to know ASAP to inform you of maximum seating.
- Inform the coordinator of the time of the reception, estimate number of guests and the name of the caterer if possible.

Wedding Reception Continued...

- Checks should be made payable to [Church Name].
- Fees do not include musicians. These fees will need to be paid separately by you. Fees should be negotiated with the musicians personally at the time you schedule them for your wedding service.
- If you needed to cancel your scheduled wedding date and the cancellation occurs on or before the one month prior to the wedding day, the damage deposit and wedding fees already paid by you will be refunded to you. Refunds will be reviewed on a case-by-case basis if the cancellation occurs after the deadline.
- Your damage deposit will be returned to you within two weeks of your wedding date after it is determined that there is no damage to the church or the grounds.

Pastor

- A wedding at [Church Name] shall be performed by one of the pastors of this congregation.
- If the bride or the groom belongs to another congregation, the pastor of that church can participate in the service; however, one of the pastors of [Church Name] will officiate at the service.
- The officiating pastor will negotiate with couples requesting weddings at locations other than the church.
- You should schedule your first meeting with the officiating pastor as soon as you schedule your wedding date.
- The pastor does offer premarital counseling to couples if needed.

For this cause shall a man leave his father and mother, and shall be joined unto his wife, and they two shall be one flesh.

Ephesians 5:31



Wedding Rehearsal

- Your wedding rehearsal will automatically be scheduled for 5:00 p.m. on the evening before your wedding and will last one hour.
- All participants (including the wedding party, ushers and musicians) are encouraged to be punctual as the rehearsal will begin promptly at 5:00 p.m.

Sanctuary

- The Sanctuary seats about ___ comfortably.
- Due to safety concerns, aisle runners are not allowed in the Sanctuary.
- All decoration plans must be approved the Wedding Coordinator.
- No decorations may be used which hide or cover any symbols of worship.
- Unity candles may be used. The church as a unity candle stand which is available at no cost.

Wedding Ceremony

- The order of worship and elements of the ceremony will be coordinated with the officiating pastor.
- The wedding ceremony will last approximately 30 to 45 minutes.
- Friday weddings should be scheduled at 5:00 p.m. or later.
- Ushers – There needs to be at least two ushers at the ceremony. They should be mature, responsible individuals. Avoid using elementary-age youth as ushers.
- Questions to consider are:
 - * Do you have any specific scripture readings that you would like to read? The officiating pastor will give you suggestions. Will you be having readings other than scripture and who will read those?
 - * Will parents and/or wedding party give the blessing?
 - * Would you like any specific prayer petitions offered during the service?
 - * Is there anything you have experienced at other weddings that you would like to discuss incorporating into your wedding ceremony?
 - * Will you be using a unity candle or unity symbol such as sand?
 - * Will the congregation be signing any hymns?
- There are a number of marriage vows and couples may also write their own. Vows must be approved by the officiating pastor.
- All arrangements for musical selections, including soloists, will be made in consultation with the pastor.