

# Wedding Policy Guidelines

All requests for weddings should be at least 3 months in advance of the wedding date and be approved by the elders. A \$100 non-refundable deposit is required to reserve the date and building. This does not guarantee pastoral approval of the marriage.

The couple will meet with a pastor at least 4 times prior to the wedding for pre-marital counseling. This process is to discover & decide if the wedding shall be performed.

Bulletins used for the service should be purchased & printed by the couple; or you may choose for the church to do so for a fee. Please contact the church at least 2 weeks prior to wedding date to arrange for this.

Contacting singers and other musicians is the couples' responsibility. Music chosen should have the approval of the pastor at River of Life. Music may include pieces with a secular origin if the style and words are in keeping with the spirit of the ceremony.

## **Non-Permissibles**

Alcohol consumption is not allowed before, at, or following either the rehearsal or the wedding ceremony in the church, parking area, nor anywhere on the church property.

Smoking is not permitted in the church building and is preferred to not take place on the entire church campus. Please keep the grounds orderly and clean up waste. Throwing birdseed is permissible outside the church only, although throwing rice is not allowed.

## **Ready Rooms**

A Bridal room, for bride and attendants to get ready in, is available across from the kitchen. This is the "Noah's Ark" room near the restrooms. The men may use one of the education rooms on the other side to get ready. We may also approve the use of the church office building if needed & available. Prior notice would need to be given.

Please be sure to leave these rooms as you found them, as our volunteers sanitize & clean the room, toys, & materials weekly for Sunday morning services.

## **Non-Members**

Non-members may use our building with the approval of the elders.

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## Order of Service

The following is a general outline for an evangelical wedding ceremony. There are many variations from which you may choose. This is provided simply to help you consider your preferences for the elements common in most ceremonies.

- Musical Prelude (often begins 30 minutes prior to the ceremony)
- Candle Lighters light candles on platform (optional)
- Seating of parents/grandparents (music could continue prelude or special song)
- Processional
- Giving of the Bride/Call to Worship/Welcome/Charge by Pastor
- Special music: solo, song or hymn (optional)
- Scripture Reading
- Message
- Vows/Ring/Pronouncement/Kiss
- Unity Candle/solo or special music (optional)
- Prayer
- Presentation of Bride and Groom
- Recessional

## Decorations

Church decorations reflect the season of the church year and are typically not changed for the wedding. You may choose to add your own decorations, however we ask that you assign people to remove them prior to leaving the day of the wedding.

Decorations in the sanctuary & altar area are limited to flowers and candles. Keep in mind that the decorations and apparel of the wedding party should reflect the Glory of God and not damage church property.

The unity candle (optional) is the couples' responsibility. The candle & its decorations need to be placed on the Plexiglas sheet to protect the altar cloth from wax and stains.

All items brought into the church should be removed when the wedding party leaves. Please especially remember boxes, hangers and cleaner bags.

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If the reception is going to be held at the church building, someone else from the church needs to be contacted for what is available to use.

## **Additional Ceremony Details**

Use of a runner is highly encouraged and can be provided for by the church for you. The runner must be secured to the floor in a way that doesn't damage the floor and all trip hazards are removed or it will not be allowed. Photography and videotaping are allowed as long as the cameras are in an unobtrusive and mostly fixed location.

## **Rehearsals**

Please plan your rehearsal dinner to follow the rehearsal. This allows you the most flexibility with your evening & allows our staff to spend the evening with their family.

Rehearsals are usually scheduled 6 PM Friday for a wedding scheduled on Saturday. All of the wedding party, musicians, sound technician must attend the rehearsal.

The Officiating Pastor and/or the Wedding Coordinator will direct your rehearsal, which will last one hour. We require a wedding coordinator/assistant to ensure the wedding goes smoothly. We gladly provide this person for you, an honorarium is customary.

## **Items to Bring to your Rehearsal**

- Your programs
- Marriage certificate
- Rings
- Unity candle and/or other ceremony items (if using)

We kindly ask that you not bring bridal or bridesmaids dresses or any tuxes the evening of rehearsal. They should not be stored at the church.

## **Pre-Recorded Music**

Any pre-recorded music (CDs or MP3s) for use before, during & after the ceremony should be given to the sound technician at least 1 week prior to the wedding date. At the absolute latest, they must be brought to the rehearsal. This includes music for gathering times, dismissal, mood music, etc.

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## Wedding Fees *(optional)*

Use of sanctuary for ceremony	\$100
Use of fellowship hall downstairs for reception	\$100
Cleaning (if not done by wedding party)	\$100

## Pastoral Honorariums *(minimum suggestions)*

Pre-marital counseling, materials & planning	<i>(due at first session)</i>	\$250
Officiating ceremony, sermon, etc.	<i>(due at last session)</i>	\$150

***\*Please note - Our pastors are not compensated by the church to officiate at weddings.***

*Their involvement in this monumental event in your lives (attendance at rehearsal and wedding, sermon preparation, consultations with couple & other key players) requires that they forego other obligations, commitments and family time. A generous gift is in order.*

## Other Honorariums *(minimum suggestions)*

Bulletins setup & printing <i>(this does not include cost of actual bulletins)</i>	\$50
Wedding assistant	\$75
Audio-visual person	\$75
Singers & musicians <i>(each)</i>	\$75

## Details

Deposit of \$100 is due to reserve church building & date on church calendar. This deposit will be deducted from the total amount due to the church.

Please pay all fees at least 30 days prior to wedding.

Wedding fee checks should be made payable to: River of Life Church.

Honorarium checks should be made out in the name of the individual helping & delivered to the church office at the last session of pre-marital counseling.

Please contact the church office for spelling of names for each individual.

# Wedding Policy Guidelines

I understand the River of Life Church Wedding Guidelines and I will abide by them,

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Date

**Pastoral Approval of Date Reserved** *(this does not guarantee pastoral approval of wedding)*

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Final Pastoral Approval to Perform Wedding Ceremony**

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date