



Christian World  
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## **WEDDING POLICIES**

Wedding Ceremony – Requirements, Fees, and Facility Rules

### **REQUIREMENTS:**

#### **The Engagement Covenant**

Believing that marriage is a holy and sacred gift from God, it is our desire that couples approach marriage in a manner that is pleasing to God. Therefore, Pastors reserve the right to decline officiating a wedding if couples do not agree with the “engagement covenant” that includes the following:

- **A Covenant of Belief**  
Believing that the Bible teaches that Christians are to marry only Christians, we require that both bride and groom individually come to an understanding and acceptance of Christ’s sacrificial death. (2 Cor. 6:14-16; Romans 10:9-10)
- **A Covenant of Purity**  
Believing that the sexual relationship has been designed and intended exclusively for marriage, we ask that you abstain from any sexual relationship until after the wedding. Furthermore, believing that cohabitation prior to the wedding is a compromise of your Christian witness, we ask that you agree to separate living arrangements until after the wedding. (1 Tim. 4:12)
- **A Covenant of Faithfulness**  
Believing that the Church is God’s Greenhouse to grow strong marriages, we ask that you find a place of involvement in Christian World, a part of the Body of Christ, and pursue a lifestyle of faithfulness and servitude. (Hebrews 10:19-25)

#### **Bride and Groom**

1. Contact church wedding coordinator to begin application process and to request pastoral approval to perform ceremony.
2. The Bride and/or Groom must be an active member\* of Christian World for a minimum of three months before submitting an application. \*An active member is defined as a person who has made Christian World their church home, is faithful in their attendance and financial support, and has completed or is currently taking the Discipleship Class – Journey.

3. Weddings will not be scheduled on any of the major holiday weekends: Easter, Mother's Day, Father's Day, Memorial Day, Fourth of July, Thanksgiving, Christmas and New Year's.
4. If the application is approved, the wedding coordinator will contact you by phone, e-mail or mail. She is your contact source for all your wedding plans involving the church facility and any church staff/personnel involved. All special requests and details involving the pastor's participation or the church facility must be submitted to her for approval. You will have three meetings with the coordinator before your wedding – usually scheduled between 3:00-5:00pm on Thursdays. If the application is NOT approved, you will be notified by mail within 14 days.

First Meeting: Complete wedding reservation contract, review the facility, and pay your deposit, see fees below. Allow 1 hour for this meeting.

Second Meeting: Meet 2 weeks before the wedding for review of final details and your procession plan. Timeline, Service Order, marriage license, and all remaining fees and music choices are due at this time. Your personal Wedding Director must attend this meeting to be prepared to direct your rehearsal and implement all your event details. Allow 2 hours for this meeting.

Third Meeting: This is your rehearsal. Please bring your marriage license and all special wedding features, i.e., Communion, salt or sand covenant, unity candle, etc. Allow 2 hours for this event. All participants in the wedding, including vocalists and musicians must attend. Rehearsals that exceed 2 hours will incur an additional fee of \$100, due and payable at that time.

5. Punctuality is critical for all your scheduled appointments, rehearsal, and wedding. Please follow your timeline closely, as you will incur additional fees for time delays, as noted below.

## **FEES:**

There is no rental charge for Christian World members to use the sanctuary and facilities. However, the Bride and Groom must pay an administrative fee to offset expenses incurred for church staff and other personnel to coordinate all aspects of the rehearsal and wedding, and to ensure the facility is comfortable and presentable for your ceremony.

1. Pastor's Honorarium is a love offering - your gift to him or her, in any amount. The Groom usually gives it to Pastor or the church wedding coordinator on the day of the wedding. She will remind you. **(Weddings scheduled away from Christian World will be handled on a per case basis – the fees below do not apply to off campus weddings.)**
2. \$300 **Non refundable deposit** - due at the 1<sup>st</sup> meeting  
 \$400 Administrative fee - due at the 2<sup>nd</sup> meeting  
 \$700

\*\*The \$700 fee covers three meetings with the church wedding coordinator, services of a sound tech for your rehearsal and wedding, as well as facility staff and/or personnel needed for inspection of the grounds, supervision during all events, maintenance-related issues that may arise, and the opening and closing of the church for your rehearsal and wedding.

3. Additional services available and fees - due at 2<sup>nd</sup> meeting:

Media Consultant – on campus only\*

- \$50 Fee to play your slideshow
- \$45 Fee to put together ONE 3-5 min. song and no more than 75 pictures
- \$25 Additional fee for EACH additional 3-5 min. song and extra pictures
- Plus All pictures must be provided pre-scanned on a disk or jump drive. If you need the Media Consultant to scan your pictures for you, there is an additional fee of \$1 PER picture.

Total cost: \_\_\_\_\_

\*\*These fees include one meeting to determine style and any special requests for the slideshow. Upon completion of the slideshow you will receive 3 copies of the DVD. This can be completed prior to the rehearsal should you want to play the DVD at your rehearsal dinner.

Reception on campus, \$600

(includes Youth Center for 2 days, sound tech if required, and personnel to supervise event and be available to provide any maintenance needed before, during, and afterward)

\*\*All fees and expenses pertaining to decorations, photographers, videographers, caterers, musicians, singers, florists, **cleaning crews**, and any other aspect of the wedding experience is the sole responsibility of the Bride and Groom.

**FACILITY RULES:**

As the Bride and Groom, you are personally responsible for all your guests and wedding party. Please instruct them according to the rules of this facility, and be sure everyone understands these rules and follows them at all times. Any breach of these rules will result in the immediate termination of your ceremony and removal of your guests. By signing the wedding contract, you are financially liable for all repairs for damages during your event(s) due to noncompliance with the rules.

**Individuals**

(Rehearsal - Wedding - Reception)

- No loud or inappropriate language
- No tobacco or alcohol on church property
- All clothing must be modest and tasteful
- All wedding music must be appropriate for a Christian environment
- All children must remain with their parents – no roughhousing - no exceptions
- No food or drink in the sanctuary for adults or children
- No access to other ministry areas is allowed
- No access to stage, band or sound areas without pre-arranged approval

## Decorations

- All decoration plans must be submitted for review
- No glue, tape, or staples to the walls or furnishings
- Only dripless candles or enclosed candles are allowed
- **You must provide your own setup/decoration crew before the wedding**
- **You must provide your own cleanup crew after the wedding**
- Decorations may be held at Christian World until the following Monday
- Christian World is not responsible for any valuables or rental property on site before, during, or left behind after your events.
- No tossing of anything but silk flower petals inside – and **ALL** must be removed by your clean up crew immediately after the ceremony
- No tossing of any other items inside or outside – rice, bird seed, bubbles, etc.

## Building Access

- You will receive a tour of the facility at your first meeting.
- All access to the building on your rehearsal day and wedding day must be pre-arranged on your Timeline.
- You will walk through your rehearsal at the second meeting.
- Please plan for all your decorating and other deliveries to arrive at one time – no multiple openings and closings of the buildings in a single day.
- Please be courteous and adhere **strictly** to your Timeline. Church staff will relock the building and the gates after 15 minutes if you do not arrive at your designated time. If your party arrives **after** our staff has left the premises and they are required to make a return trip to open the facility, you will incur a late arrival fee of \$100, due and payable immediately, as well as the inconvenience of waiting on them to return.
- Your wedding must start on time – delays over 15 minutes will require an additional fee of \$100, due and payable immediately.

## Wedding Participants

- Dressing areas on campus are available for the wedding party (with prior arrangements)
- Christian World is not responsible for personal items left unattended at any time. Please leave your personal belongings in your locked vehicle after you dress.
- Your personal Wedding Director needs to direct your rehearsal. On your wedding day she needs to be at the church as others arrive, confirm that both rings are ready for the wedding, confirm that flowers are handed out, confirm that all stage/platform details are prepared and performed to your specifications, direct the wedding party to line up 15 min. before the time to start, coordinate with the sound tech to direct the wedding, make sure setup and cleanup activities are performed, and review that everything is handled before she leaves for the reception. **She MUST get the “go ahead” from the church wedding coordinator before the wedding can start.**

## Wedding Ceremony

- Christian World pastors officiate at all weddings held at Christian World. Pastor approval required for guest pastors to co-officiate.
- Please notify the church wedding coordinator if you choose to recite traditional vows or if you will provide custom vows. All custom vows must be turned in at the 2<sup>nd</sup> meeting for review.
- Your marriage license must be turned in at the 2<sup>nd</sup> meeting.
- Your photographers and videographers are allowed to move throughout the wedding area for the entire ceremony.
- Out-of-town or off-site weddings will be considered only if pastor's schedule permits, and is subject to his or her approval.
- All instructions for the pastor's wedding participation must be submitted to and approved by church wedding coordinator and confirmed in writing on the Service Order at the rehearsal.



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## Wedding Contract

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Bride's Name \_\_\_\_\_ Cell/Home/Work Number \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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E-mail Address \_\_\_\_\_

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Groom's Name \_\_\_\_\_ Cell/Home/Work Number \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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E-mail Address \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Please list the Reception location if different than Christian World \_\_\_\_\_

Officiating Minister \_\_\_\_\_



# Christian World Wedding Timeline Suggestions

## DAY BEFORE THE WEDDING

<u>TIME</u>	<u>ACTIVITY</u>
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_____	Reception setup plan – if on campus.
_____	Decorate the church and all deliveries – must be at one time
_____	Rehearsal with all wedding participants (arrive 15 minutes early)
_____	Rehearsal dinner plan – if on campus

## WEDDING DAY

Allowing time for pictures before and after the wedding.

<u>TIME</u>	<u>ACTIVITY</u>
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_____	Bride and bridesmaids (if dressing on campus) Also, Wedding director, family and helpers arrive 2 hours before wedding
_____	Groom, Groomsmen, Ushers, & Greeters arrive 1.5 hours before wedding
_____	Wedding procession gets flowers, rings, etc., 30 min before starting
_____	Wedding procession line up 15 min before starting
_____	Wedding procession begins
	Pictures following the wedding
	Go to reception
	CLEAN UP CREW: GET TO WORK immediately following pictures!!

\*\*\*What time are flowers being delivered on the day of the wedding?

\*\*\*What time is the photographer coming on the day of the wedding?

\*\*\*What time is the videographer coming on the day of the wedding?

# Christian World Wedding Order Form

(You choose your procession order – these are sample features that some couples use. You must provide this form via e-mail in Word format, filled out, the day before your 2<sup>nd</sup> meeting.)

**Song 1:** \_\_\_\_\_ Prelude music

## Wedding Begins

**Song 2:** \_\_\_\_\_ Seating of honored family (each listed)  
Groom and/or pastor  
Seating of bride's/groom's parents/ Ushers

## Bridesmaids & Groomsmen – list each

**Song 3:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Miniature Bride & Groom  
Flower girl & Ring Bearer

**Song 4:** \_\_\_\_\_ Bride & Father

Pastor:  
Give the Bride Away  
Greeting & Opening Prayer  
Marriage Covenant  
Vows  
Rings

**Song 5:** \_\_\_\_\_ Unity candle  
Marriage license  
Other special features

Pastor - Presentation of Couple

**Song 6:** \_\_\_\_\_ Recessional

Pastor - Dismiss & announce reception