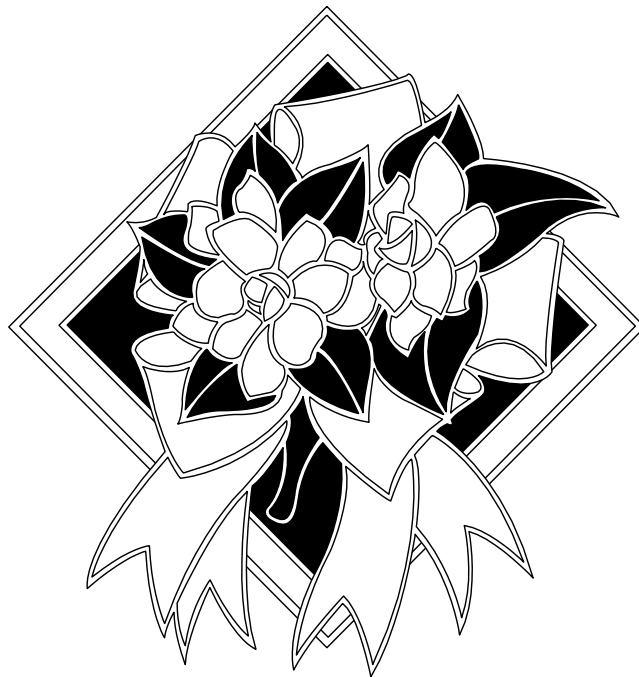


*Life Church*  
*Wedding Guidelines*



# *Life Church*

## *Wedding Ministries*

### *Guidelines*

#### *Reserving Church Facilities*

The date and time of your wedding will be placed on the church calendar tentatively, subject to the approval of our pastors, at the initial meeting you will have with the Wedding Department Coordinator. (Please bring your completed wedding application and Facilities Use Form to the meeting.)

Weddings on Saturday will not be scheduled later than 2:00 p.m. This is necessary in order to have sufficient time to prepare the facilities for Sunday services.

Church activities take precedence out of necessity. Due to the amount of usage our building experiences, we must limit weddings to two per month. There are certain times of the year it is impossible to schedule weddings.

#### *Opening, Cleaning & Closing of Building*

Every effort will be made to arrange for the bride and her decorator to begin decorating for the wedding and reception at 1:00 p.m. on the day of the rehearsal. Please check in at the office upon your arrival before going to the area you have selected for your ceremony and reception.

No food or drink is allowed in any area of the building including the bridal parlor and groom's dressing room. This applies to times of decorating and rehearsal as well as the wedding day. *On the wedding day, snack and drinks from home may be brought for the wedding party and left in the church kitchen. All eating must be done in the kitchen area without exception.*

The church will be in charge of clean-up following the wedding. The caterer is responsible to remove all food, equipment and decorations from the reception and kitchen areas. After wedding pictures have been taken, the sound engineer and maintenance personnel will prepare the platform for church activities.

Birdseed or bubbles are to be used instead of rice. Do not throw inside the church. It is best to give it outside the facility to insure that children do not drop it on the carpeting. The church maintenance personnel will take care of the cleanup.

For Saturday weddings or weekday weddings after office hours, it is the responsibility of the bride and groom to contact the church office to make arrangements for getting into the building

for the rehearsal and wedding. You must also let your director know what time you wish the main doors to be unlocked for the arrival of florist, caterer, photographer, and guests.

The closing of the facility is the responsibility of the church staff.

### *Directions*

Absolutely no instruments, furniture, or sound equipment on the platform can be moved by the wedding party or director. To provide adequate space on the platform, the pastor and sound engineer will move certain sound equipment as well as other platform accessories. The decision as to what can be moved or removed from the platform is solely that of the pastor.

No tacks, nails or thumb tacks may be put into the walls, stage, woodwork, furniture or other fixtures in any and all areas of the church.

Dripless, metal candles must be used. The only exception is the dripless wax tapers may be used in the unity candelabra. Protective plastic must be under all candelabra, including those with the dripless, metal candles.

Furniture and accessories in the foyer cannot be moved.

Decorations and equipment must be removed within two hours after the wedding begins. It is the responsibility of the bride and groom to secure someone in their wedding party to remove decorations and other items from the sanctuary and to check dressing rooms or bathrooms, to collect any items left by members of the wedding party.

The bride and groom must make arrangements for any equipment rented from outside vendors to be delivered and picked up after the wedding and reception.

After wedding pictures have been taken, the sound engineer and facilities personnel will prepare the area used for your wedding for church activities.

### *Caterer*

Securing a caterer is the responsibility of the bride and groom. Your caterer must agree to follow the church guidelines. The caterer is expected to dispose of any left over food, wash dishes, remove decorations, table cloths, etc., used at the reception. If church dishes are used, they must be washed in the kitchen. They cannot be removed from the premises.

If you do not use a caterer, these duties become the responsibility of the bride, groom and wedding party. Our maintenance personnel will vacuum and prepare the reception area for church activities.

Any outside rental equipment that is not the church property is the responsibility of the bride, groom, decorator and caterer. Arrangements must be made for delivery to and removal from the premises. Any delivery charges or late fees are the responsibility of the bride and groom.

### *Counseling/Marriage License*

It is the bride's responsibility to arrange a counseling session with the pastor performing the ceremony. No weddings will be performed by a Life Church minister without proper counseling sessions arranged in advance. Pastor David Strahan requires one counseling session. Other pastors may have different requirements.

The marriage license is to be presented to the wedding director or the pastor performing the ceremony at the rehearsal.

# *Life Church*

## *Wedding Ministries*

### *Ministers & Wedding Personnel*

*Pastor David Strahan*

*Pastor David Wimpee*

*Pastor Kevin Lewis*

It is the responsibility of the bride and groom to personally secure the services of the minister and musicians for the wedding. When you talk with them, please be sure to give them the dates and times of both the wedding and rehearsal. They will schedule maintenance and sound personnel only for the ceremony.

Outside ministers must be approved by the pastoral staff, and must follow the church guidelines.

### *Pastoral Guidelines*

- Pastor David Strahan requires two counseling sessions which will include discussion of the wedding plans, vows, etc., dealing with the marriage; compatibility; dealing with problems and with spiritual matters.
- Please understand that the pastor will wear a black robe or suit. (Please, no tuxedo or boutonniere.)
- The marriage license must be presented at the rehearsal.
- The pastor will arrive 30 minutes prior to the wedding rehearsal and ceremony. Rehearsal time should be kept to a minimum. Please understand that there are times Pastor David is unable to attend the rehearsal. However, the director will make sure that he is aware of every detail of the ceremony and this will in no way create a problem.
- The couple must agree to the pastor having the final word regarding content of the wedding ceremony, including music.
- Our pastors are subject to certain rules, regulations and guidelines of the Assemblies of God. They are permitted to perform a wedding ceremony for someone being remarried as long as the general guidelines for performing any wedding ceremony are met and the performance of

the ceremony in no way violates their conscience. Please understand, no judgements will be made on whether individuals are worthy or justified in marriage, divorce or remarriage.

- It is customary for the groom to give an honorarium to the pastor. The appropriate time to present it to him is at the rehearsal.

## *Audiovisual Personnel*

Life Church does not have church staff employees to operate church audiovisual equipment and relies upon volunteers from the church body to donate their time to perform these functions. In order to compensate them for time spent performing these functions outside normal church services, we charge a nominal fee to pay them for additional services rendered.

No one is permitted to use/operate the video or computer equipment without authorization from the Pastor.

All audiovisual personnel needed for your wedding will be secured through the church office. Please do not contact or make arrangements with our volunteer personnel. Arrangements will be worked out after your initial meeting with the Pastor.

### *Sound Engineer:*

- The church will make arrangements for an audio-visual engineer to handle sound for your wedding.
- The sound engineer will make sure the stage sound equipment is moved back and the platform is ready for decorating, rehearsal and ceremony.
- He will be present at the rehearsal and wedding to make sure the sound system and lights are turned on and to operate the sound system.
- He will meet with soloists for proper sound checks on the night of the rehearsal.
- He will be glad to make an audio recording of your ceremony upon your request.
- After the ceremony and wedding pictures have been taken, the sound engineer will reset sound equipment for church activities.
- We do not make video recordings of weddings. If you wish to have your wedding videoed, we recommend you consult with your professional photographer.

# *Life Church*

## *Wedding Ministries*

### *Wedding Fees*

Our goal is to keep expenses to a minimum. Fees cover the cost of heating or cooling the facilities and paying the people who work behind the scenes to make sure your wedding will be all that you desire.

- The fee may be paid in one payment or in installments as arranged with the wedding director.
- Checks are to be made payable to Life Church. They may be mailed to 4545 Rainbow Drive, Rainbow City, AL 35906, or brought by the church office.
- A \$100 deposit is due when the wedding is officially on the calendar. The balance is due one month before the wedding date.
- *Please note that honorariums for the minister performing the ceremony and the musicians are not included in the wedding fees. They are the responsibility of the groom and should be given to the pastor and musicians at the wedding rehearsal.*
- All fees will be distributed for you. *Honorariums for pastors and musicians are not included in this packet. It is customary for the groom or best man to discretely present them at the rehearsal.*
- One room will be available for the bridal party dressing room. Each additional room will require a fee of \$25 each.
- **Wedding Fees are as follows:**

<i>Custodial Care &amp; Utilities</i>	<b>Member</b>	<b>Non Member</b>	<b>Amount Paid</b>	<b>Date</b>
Sanctuary & Youth Room	\$200.00	\$250.00	\$	
Sanctuary Only	\$150.00	\$200.00	\$	
Kitchen Only	\$ 75.00	\$100.00	\$	
Additional Changing Rooms	\$ 25.00	\$ 25.00	\$	
<b>Sound Engineer:</b>	\$ 50.00	\$100.00	\$	
<b>Video Equipment:</b> We strive for excellence in all we do however, we are not professionals and can not guarantee a professional quality.  (In order to use Life Church equipment, camera's, and computers, a trained Life Church employee must be contacted to oversee all activities.)	\$300.00	\$350.00	\$	