

Word of Life Ministries Wedding Policy

Marriage performed at Word of Life Ministries must be in keeping with our understanding of the Biblical definition of marriage as being between one man and one woman as defined by the Church doctrine and by-laws. Word of Life Ministries facilities will not be available for rental for marriage outside of the Biblical definition.

Please make your wedding reservation request through the church office. No dates should be announced until they are confirmed. After your wedding date is confirmed, you should:

1. Schedule the WOLM minister of your choice, or an outside minister who has been pre-approved by our pastor, to officiate your wedding.
2. Schedule a conference with our church administrator.
3. Schedule a pre-marital counseling session with the pastor. Plan for at least 4-6 hours of counseling during office hours. This can be done in several sessions.
4. Provide a picture of the actual apparel that will be worn (at least 60 days before your wedding date.)

THE MINISTER

We prefer that one of the ministers at Word of Life Ministries perform the weddings at our church. If an outside minister is desired, he must first be approved by our pastor. If one of the ministers at Word of Life Ministries is used, a monetary donation is appreciated. We insist that adequate premarital counseling be given to couples getting married in our church. It is the responsibility of the bride or groom to arrange for such counseling sessions.

THE MUSIC

Music used in the wedding ceremony should be Christian music appropriate for worship. Secular music may be deemed appropriate for use in the wedding ceremony as long as the words and style are in keeping with the Christian doctrine. There can be no lewd or profane language. ****All music used in the wedding should be submitted for approval at least one month prior to the wedding.**** Securing the organist, pianist, and soloists is the sole responsibility of the wedding party.

PHOTOGRAPHERS/VIDEO

Our church does not have a standard video set up. You may enlist someone to video your wedding. The Sanctuary must be evacuated immediately after wedding and pictures are taken for cleaning.

FLOWERS AND DECORATIONS IN THE SANCTUARY

The following decorating policy must be followed:

1. The time for decorating the church is limited to one and half hours (1½ hours) in the morning or in the afternoon.
2. Decorations **must not** be attached to the pews, walls, carpeting, or other furniture by pinning, nailing, gluing, or tacking.
3. Only drip-less metal-sheathed candles may be used. The floor beneath such candles must be protected. Candles may not be used in the aisles or on the pews.
4. Wax candles are not allowed to be a part of the procession. They may be used as a unity candles only.
5. The use of flowers and/or greenery requires that surfaces be protected from water damage.
6. Flowers and candles may not be placed on any musical instruments, including the organ and/or piano.
7. Confetti, rice, birdseed, and similar items may not be dropped on the floor by a "Flower Girl" or anyone else. Flower petals may be dropped by a "Flower Girl" only if the bride and groom provide a carpet runner.
8. The throwing of rice is not allowed inside or outside of the church.
9. All decorations must be removed by the bride and groom immediately following the wedding

THE REHEARSAL

The 2-hour time frame for the rehearsal can begin as early as 6:00 p.m. and may last until 9:00 p.m. The building will be opened 15 minutes prior to the rehearsal. The bride and groom should insist that all members of the wedding party be present and on time for this event. The wedding party includes the bride, groom, both sets of parents, attendants, flower girl, ring bearer, and ushers. Attendance of the organist and other musicians are optional. A fee of \$25 will be added for every 15 minutes over the allotted rehearsal times.

RECEPTION

Wedding receptions may be held in our fellowship hall. Food and/or drinks are not allowed upstairs, or in the Sanctuary. Wedding parties may use their preferred catering services. All food and equipment must be removed by the caterer immediately following the reception.

PROHIBITIONS

We insist on strict compliance with the following rules:

1. NO ALCOHOLIC BEVERAGES or containers are permitted on church property. Discovery of such is grounds for immediate termination of all wedding activities.
2. No member of the wedding party under the influence of alcohol and/or drugs will be permitted to participate in the rehearsal or wedding.
3. NO SMOKING is allowed anywhere in the building.
4. Rice, confetti, birdseed, and like materials may not be thrown on church property.
5. No lewd or profane language is allowed.
6. Saturday weddings must be over by 8:00 p.m. to allow time for clean-up and Sunday set-up
7. Wax candles are not allowed to be a part of the procession. They may be used as a unity candles only.

Fees

The cost for the use of the Sanctuary is \$150 per hour (minimum \$300 hours). In addition to the cost, a \$100 damage/time deposit will be required. This fee will be refunded if the facilities are returned to the state of cleanliness you found them in and you do not go past your contracted time.

For the purposes of this policy, active members are defined as those members of Word of Life who regularly attend church services and contribute to the church as they generally provide regular financial and personal support for the church.

Facility	Member Cost	Non Member Cost
Sanctuary	\$50 per hour	\$150 per hour
Fellowship Hall	\$75.00 per hour plus refundable \$100 damage/time deposit	\$150.00 per hour plus \$100 damage/time deposit

CANCELLATION POLICY

90 days or more	Full refund
30 – 89 days	Full refund less \$100 cancellation fee
Less than 30 days	No refund

Word of Life Ministries

Wedding Agreement

All fees must be paid in full and this form completed, signed and returned to the church office no later than 21 days prior to the wedding date or the wedding date will be removed from the church calendar and the deposit will be forfeited

Contact Person: _____ Phone#: _____

Email address: _____ Cell #: _____

Address: _____

Date of Marriage: _____ Time: from _____ to _____

Names of couple: _____

Will the reception be held in Fellowship Hall? ___Yes ___No

Non refundable fee for use of Sanctuary	
Non refundable fee for use of Fellowship Hall	
Refundable cleaning/time deposit fee	
Total due at signing	

I have read the statement of policies concerning weddings and receptions at Word of Life Ministries and I agree to abide by them and to make every effort to ensure that those in attendance do likewise. I will inform all working parties (florist, photographer, etc.) of all guidelines.

Contact Person's Signature: _____ Date: _____

Office Notes: