

**NEW SEASON CHURCH  
WEDDING APPLICATION  
(Members)**

**This sheet must be filled out completely and turned in to the office for staff approval. The church calendar and building availability will be checked and you will be notified by the church office of the accepted date and time. This process takes approximately 5-7 days. The rest of the preparation will follow. (PLEASE NOTE TIME RESTRICTIONS IN BUILDING USE GUIDELINES SECTION.)**

**Bride's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Marital Status: \_\_\_\_\_ Single/First marriage \_\_\_\_\_ Divorced \_\_\_\_\_ Widow/Widower

Are you a member of New Season Church? \_\_\_\_\_ If not, are your parents? \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Marital Status: \_\_\_\_\_ Single/First marriage \_\_\_\_\_ Divorced \_\_\_\_\_ Widow/Widower

Are you a member of New Season Church? \_\_\_\_\_ If not, are your parents? \_\_\_\_\_

Are you presently living together? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you both willing to go through 3 to 6 weeks marital counseling? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Wedding Ceremony:**

1st Choice of date: \_\_\_\_\_ Time: \_\_\_\_\_

2nd Choice of date: \_\_\_\_\_ Time: \_\_\_\_\_

1st Choice of Minister: \_\_\_\_\_

2nd Choice of Minister: \_\_\_\_\_

# NEW SEASON CHURCH WEDDING PROCEDURES AND POLICIES

## **A Word of Welcome**

We are delighted to offer the facilities and services of New Season Church for your Christian wedding ceremony. This welcome is conditional to the acceptance and compliance of the guidelines with this material. We ask that the couple, and all other parties involved read this material so that there are no misunderstandings. All questions should be directed to the administrative office of the church. Our prayer is that God be glorified in your wedding.

## **Wedding Arrangements:**

After picking up this policy, read the *entire* packet carefully. It contains all the information that you need to begin making arrangements for your wedding. Then fill out the information on the WEDDING APPLICATION FORM. Be sure you select an optional dates other than your original. After filling it out, please turn it in to Candace Adams, Ministry Assistant. She will turn the request in to the pastor. Please take into consideration that because of the size of our church, Pastor Steve cannot do all weddings, therefore, it is necessary to consider other ministers as an option. Before going any further with these arrangements, please realize that several stipulations are required before the minister will meet with you.

- (1) Either the bride or groom must be active members of New Season Church.  
(Only a few exceptions will be made in this area.)
- (2) The bride and groom must receive premarital counseling prior to the wedding.
- (3) Application for use of the building for a wedding must be made at least 8 weeks prior to the wedding. You will be notified within 10 days of the status of your application.

## **Building Use Guidelines:**

- (1) Weddings may not begin after 6:00 PM on Saturday. The reason for this stipulation is because we need preparation to restore the building to use for Sunday morning services. Sunday weddings are not possible due to full church schedules on that day.
- (2) Weddings will be held in the auditorium.
- (3) Smoking is not permitted in any area of the building.
- (7) Alcoholic beverages are not permitted on the premises at any time.
- (8) Do not adjust the thermostats in the building.
- (9) Please do not throw rice, bird seed or flower petals in the building.
- (10) Decorations must not be taped or hammered into the building walls.
- (11) If candles are to be used, please use gas or battery candles.
- (12) We prefer that "red" punch not be used at the reception because when spilled it causes stains on carpet.

**Rehearsal:**

- (1) The bride and groom are responsible for finding a wedding coordinator to be in charge of the rehearsal and wedding. (This is not the responsibility of the minister.)
- (2) Pastor Steve may not always be available for the rehearsal.
- (3) The order of the rehearsal must be planned, printed out, and in the hands of the minister two weeks prior to the wedding.

**Rehearsal Dinners and Receptions:**

Professional caterers are welcome. They must get in touch with our office to make arrangements. The caterer is responsible for any damages to church equipment being used. Whether you use a professional caterer or not, these guidelines apply.

**Floral Decorations:**

The florist has two major responsibilities:

- (1) Make sure all floral decorations are removed immediately after the photography is complete.
- (2) If using any decoration out of the ordinary, please check with the church office first.

**Photography:**

Photographers are welcome. The photographer must yield to the direction of the minister performing the ceremony. If a reception is being held after the ceremony, it is wise to make as many photographs as possible before the ceremony so not to keep guests waiting at the reception.

**Publicity:**

If you wish to place an announcement in the church bulletin, a one-week notice is appropriate. We will not make announcements from the pulpit.

**Fees and Honorariums:**

Auditorium Fee: \$ 250.00  
(This fee is not a rental fee but it is a custodial fee for cleaning the auditorium, bathrooms, foyer, etc.)

Sound System \$100.00 - Wedding day  
(It is mandatory that our trained professional operate the sound.) \$75.00 - Rehearsal

Minister Honorarium \$200.00 - Total  
(This is customary for the minister's time committed to counseling, rehearsal, and wedding day.)  
\*\* It is common and acceptable to pay the minister more at your discretion.

The soloist(s) should be considered also at the discretion of the Bride and Groom.

**A Special Note:**

1. A \$250.00 deposit is required at the time your wedding application is submitted. Your wedding date cannot be secured without the deposit. Your deposit will be used toward your outstanding balance.
2. All fees must be paid one month prior to the wedding date. Failure to do so may result in the date being released.

# WEDDING ARRANGEMENTS WORKSHEET

Today's date: \_\_\_\_\_

**Bride:** \_\_\_\_\_ Church Member? \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent's Names: \_\_\_\_\_ Phone: \_\_\_\_\_

**Groom:** \_\_\_\_\_ Church Member? \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent's Names: \_\_\_\_\_ Phone: \_\_\_\_\_

**Wedding Date Established:** \_\_\_\_\_ Date: \_\_\_\_\_

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

Wedding Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Music Section: _____	Approved: _____
_____	Approved: _____
_____	Approved: _____
_____	Approved: _____

## Answer the following questions:

Will you be needing our sound system? \_\_\_\_\_ Person Assigned: \_\_\_\_\_

Rehearsal Dinner? \_\_\_\_\_ Will you be using our facilities? \_\_\_\_\_ Time: \_\_\_\_\_

Professionally catered? \_\_\_\_\_

When will florist and crew come to decorate?

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding reception? \_\_\_\_\_ Where? \_\_\_\_\_

Deposits: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Date all fees paid: \_\_\_\_\_ **(Must be one month in advance of wedding. If you fail to do so, you could possibly lose your calendar reservation.)**

We have read the complete wedding policy manual and understand all rules and fees.  
We agree to comply with the church rules and regulations regarding church weddings.

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_

Arrangements approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees and Honorarium Checklist:**

The auditorium for the Wedding (\$ 250.00)	_____
Sound System (Mandatory in the auditorium)	
. . . Rehearsal (\$75.00)	_____
. . . Wedding (\$100.00)	_____
Minister's Honorarium: (\$200)	_____
<b>Total Fees and Honorariums:</b>	<b>_____</b>
Minus Deposit(s):	<u>          \$250.00</u>
Total Balance Due:	_____

**\*\*NOTE** Per our Facilities Policies, there may be additional fees for the rental of the facilities separate from this wedding agreement.