

Wedding Policies and Guidelines



YOUR WEDDING AT FOUNDATION CHURCH!

We are happy that you expressed a desire to be united in marriage at Foundation Church. Marriage is not a ceremony to be taken lightly nor is it merely a show. The marriage ceremony is a service of worship, where a man and a woman enter into a covenant with God and each other. May this ceremony celebrate the beginning of your service to Christ together in all the years ahead.

The following guidelines and policies will govern your wedding and the use of church facilities, wedding, reception and dinner, and are designed to establish uniform practices and to eliminate misunderstandings that might result from verbal information.

FC MARRIAGE POLICY

FC is committed to building strong marriages, and we therefore want to do everything possible to help a man and a woman develop a solid foundation from the very beginning of their marriage commitment. We view the agreement to perform a wedding ceremony to be more of a partnership than a one-time event. Our responsibility in this partnership is to provide tools for building a strong marriage and to give clear direction concerning the scriptural guidelines that God has established for marriage.

We believe that God created the marriage covenant and He has given us basic principles and guidelines that will help us experience joy and fulfillment in marriage. Application of these principles, in accordance with this policy, will help participants to have a wonderful wedding experience and increase the potential for a strong and growing marriage.

Accordingly, the following requirements for any man and woman desiring to be married by an FC pastor have been established.

1. A minimum of four months preparation time. This will allow time to complete the premarital counseling sessions. However, four months does not allow much time for a marriage in the midst of preparing for a wedding. Therefore, it is recommended that couples commit to a longer preparation time than the four-month minimum, if possible.
2. Regular attendance at FC during the four-month preparation time. If a meaningful partnership is to be developed between the wedding couple and the church family, it is important for the couple to know the church and what it stands for. Therefore, it is required that the couple attend a weekend service at least twice per month during the four-month preparation period.
3. Completion of at least six-weeks of pre-marital counseling is required. We believe this to be a valuable experience in developing tools for a lasting and fulfilling marriage.
4. If divorced, at least one year of legal divorce must pass before considering marriage. A new relationship should not be pursued until the potential for a healthy reconciliation has been exhausted and time for personal healing and recovery has passed. (1 Corinthians 7:10-11)
5. A believer should only marry another believer. Scripture is very clear that those who have given their lives to Christ and live in authentic relationship with Him should not be joined together with someone who has not also been transformed by Jesus Christ. For this reason we will not conduct a wedding that joins a Christian together with a non-Christian. (1 Corinthians 7:39; 2 Corinthians 6:14-16; 1 John 5:1-5)
6. Commitment to sexual purity prior to marriage. Couples who are living together or who are currently involved in physical relationships must be willing to separate and abstain from sexual intimacy until after marriage. The principle of maintaining sexual purity prior to marriage is defined very clearly in Scripture. (1 Corinthians 6:18-20; 1 Thessalonians 4:3-8)
7. The choice to follow these guidelines in order to be married by a pastor of FC is up to each couple. The church believes these guidelines will be highly beneficial to any marriage relationship. Thus the church will not only adhere to them, but will also strongly recommend they be followed even if a couple decides during counseling they will be married elsewhere.
8. We highly encourage couples to patiently wait prior to rushing to the altar of marriage. A minimum of a six-month dating relationship is required before a couple can begin the premarital counseling sessions. This is one of the most important lifetime decisions and commitments a couple will ever make. Take time to truly know each other and make the proper preparations and relational work that needs to be completed prior to saying "I do."

*If a couple believes they have extenuating circumstances regarding any aspect of this marriage policy, they should express their situation and concerns in writing to the Pastor’s Leadership Team.

**All of the FC Pastors adhere to this Marriage Policy.*

WEDDINGS PERFORMED BY FC’S PASTORS MUST MEET THE FOLLOWING CRITERIA:

1. Both bride and groom must be a Christian, or desire to be prior to the ceremony. (II Corinthians 6:14)
2. Both bride and groom will complete pre-marital counseling before the wedding. The counseling Pastor may also see a need for additional counseling to clarify any extenuating circumstances or issues that arise during the course of counseling. The Pastor can and may make recommendation to postpone the wedding.
3. If one FC Pastor declines to perform the ceremony for Scriptural reasons, no other Pastor on staff will perform the ceremony.
4. In the case of divorce and remarriage, it will be at the discretion of the Pastor as to whether or not his conscience and Biblical conviction will allow him to perform the ceremony.

WEDDINGS PERFORMED BY PASTORS NO ON FC STAFF MUST MEET THE FOLLOWING CRITERIA:

1. Both bride and groom must be a Christian.
2. Ceremony must be Christian-based (not Mormon, Christ Scientist, Unitarian, Bahai, Jehovah’s Witness or any other non-christian group).
3. Information should be provided to FC about where the Pastor performing the ceremony is currently serving.

OUT-OF-STATE PASTORS NEED TO COMPLY WITH THE FOLLOWING:

1. Pastor will need to contact Creek County. In order for an out-of-state Pastor to perform a ceremony in the State of Oklahoma, he must comply with certain legal requirements, as well as the above.
2. Pastor must submit a copy of the license from his state to the District Court Clerk- downtown Sapulpa, along with his current address, city, state and zip code. His credentials will be recorded and he will be authorized to perform a wedding ceremony in Oklahoma.
3. Pastor in charge will enforce all of FC’s church wedding policies.

Creative Arts Pastor Signature

Date

Bride’s Signature

Date

Groom’s Signature

Date

Officiating Pastor Signature

Date

WEDDING AND FACILITIES GUIDELINES

THE WEDDING COORDINATOR

Foundation Church's wedding coordinator/hostess will assist you in making sure that all church policies are followed, that stage equipment is located to best meet your needs, and the opening and closing of the church. She will also assist you with other plans within the scope of her responsibilities as shown. The coordinator/hostess will be present at the rehearsal, wedding, reception, and dinner (if held here) and will help determine if cleaning deposit will be refunded.

ENGAGING A MINISTER/PASTOR

You should arrange the date of your wedding with the wedding coordinator and minister at least **3 months in advance** of your wedding. The Church Secretary will place your wedding date on the church calendar after fees are paid and agreements signed and approved by the church. Foundation Church Pastors require pre-marital counseling with the couple prior to the wedding. Both the bride and groom elect are required to attend these sessions. **If you have chosen another Pastor or Minister outside of the Pastor's at Foundation Church your request must be approved by our Pastors Leadership Team.** You may choose an economical option to be married without all the planning and logistics. If so, this option would consist of pre marital counseling and the ceremony would be officiated by one of our Pastors. Please talk to one of our Pastors for more details.

THE CEREMONY REHEARSAL

The wedding rehearsal generally is the night before the wedding ceremony and should only last for **2 hours or less**. The rehearsal is necessary to ensure that the music is set properly, the wedding party is in place, and any changes can be made to the ceremony plans. The goal of the rehearsal is to set the bride and those helping to facilitate the wedding at ease by running through the ceremony twice to work out the details.

SETUP/DECORATING

Decorating and setup is normally done during the rehearsal time. Exceptions to this time must be arranged and approved by the Wedding Coordinator & Creative Arts Pastor at least **2 weeks prior** to the ceremony.

A diagram of your desired seating arrangements must be submitted to the Wedding Coordinator/Hostess **2 weeks prior** to the wedding date. At a cost to you, the church will provide a crew to set up chairs and stage equipment for your wedding and re-set them for church services. EQUIPMENT TO BE MOVED, UN-PLUGGED, OR CHANGED AROUND, MUST BE DONE BY AUTHORIZED PERSONNEL ONLY. (Wedding Coordinator to contact Creative Arts Pastor)

1. Pearl-handled straight pins may be used to attach decorations to the auditorium chairs.
2. **No decorations** are to be attached to the walls or woodwork in the building.
3. Only drip-less candles are to be used.
4. Floral decorations/arrangements belonging to the church may be used but not altered.
5. Flowers containing water and sitting on the floor or stage must have protection to prevent damage.
6. No rice or birdseed is to be used inside the building.
7. Use of confetti is prohibited—unless special permission is requested then, additional custodial rates will apply)

SETUP/DECORATING—RECEPTION AND/OR DINNER

Decorating and setup is normally done during the rehearsal time. Exceptions to this time must be arranged and approved by the Wedding Coordinator/Hostess at least **2 weeks prior** to the ceremony.

1. See above guidelines
2. Round and rectangle tables are available for use. The round tables can seat 8-10 people per table. There are up to 40 tables available.

KITCHEN USE

Our goal is to provide a clean and safe kitchen facility. We have established cleaning standards that meet or exceed the Creek Country Health Department's requirements. Special instructions are available by our Kitchen Team.

Please, NO CHILDREN UNDER AGE 12 in the kitchen. Sharp objects, hot surfaces, boiling water, etc. present too great a risk to our kids. Children over 12 must be closely supervised by an adult. The person signing this form is responsible for ensuring such supervision takes place.

1. If the wedding party is having a meal served that has been pre-cooked, a food handling permit is not required. If the wedding party is preparing a meal, then they must verify to the Wedding Coordinator/Hostess that he or she does have a proper food handling permit.
2. The wedding coordinator/hostess and Kitchen Team Coordinator must approve any use of the kitchen facility.

OTHER GENERAL POLICIES

1. Only FC Tech Team personnel will operate the audio, lighting, video, and computer systems. There are no exceptions.
2. All music used should be labeled according to order of service and provided to the wedding coordinator **1 week prior** to the wedding ceremony and will need to be reviewed and agreed upon as acceptable music for the ceremony.
3. All facilities and entire campus is tobacco free.
4. Alcoholic beverages are strictly prohibited on these premises.
5. Weddings, rehearsals, receptions, and dinners **will not** be held on Sundays, Wednesdays, or holidays that are observed by the church.
6. Children attending the wedding, rehearsals, receptions, and dinners must be attended to at all times. Please do not allow them to run around the facility. If this happens we will kindly ask you to make sure the children stay with their parents. It is for their safety.
7. Use of any space on the second floor is prohibited.
8. Offices, classrooms, and nursery areas cannot be used unless otherwise confirmed with the Wedding Coordinator.
9. All facilities used must be left clean and in the same order as they were originally found.
10. There will be no dancing permitted at Foundation Church.
11. The church conducts worship services & other activities with a dress code that is fitting for a place of worship. Suggestive or demeaning attire is prohibited as determined by the wedding coordinator/hostess.
12. **All monies must be paid to the church. Make all checks payable to Foundation Church.**

WEDDING COORDINATOR RESPONSIBILITIES

MINISTRY DESCRIPTION

To handle the entire details, other than pastoral responsibilities, for all weddings which take place at Foundation Church from the time they are calendared and confirmed until the last person leaves the premises.

QUALIFICATIONS

1. Church member in good standing (Exception to the Church Member qualification may be made with the Pastor's Leadership Team's Approval.)
2. Able to relate and work well with people and to oversee details of event planning
3. Have a strong appreciation for the importance of the wedding in the marriage

PRIMARY DUTIES

1. Instruct the wedding party of all the church rules and policies.
2. Attend all rehearsals, weddings, receptions, and dinners which she is coordinating.
3. Be responsible for the security of all the buildings and equipment during and after the rehearsal, wedding, receptions, and dinner.
4. Assist the officiating minister and Creative Arts Pastor in organizational and administrative needs during the planning, rehearsal, and wedding.
5. Be available to communicate the importance of and to receive (if called upon) honorariums for the Pastor(s) and musicians.
6. Oversee those she employs or utilizes:
 - A. Other Wedding Coordinators
 - B. Reception Coordinator
 - C. Custodian
7. To oversee the return of all items moved during the rehearsal or wedding, and, that all spaces used are properly in order for the Worship Service or event to follow the wedding.
8. Open and close buildings. Opening shall be done at least 1 hour prior to rehearsals, receptions, and dinners—2 hours prior to the wedding.
9. Arrange for heating/air conditioning adjustments to be made to the HVAC system
10. Coordinate with Creative Arts Pastor all tech needs.

IMMEDIATE SUPERVISOR: CREATIVE ARTS PASTOR

Other Information: Fees for this position will be collected at the time of wedding application and should not be paid directly to the Coordinator.

WEDDING APPLICATION FOR FOUNDATION CHURCH

Bride Elect

Full Name *(Please Print)* _____ Age _____
 Mailing Address _____ Home Phone _____
 Work _____ Mobile _____ Email _____
 Location of Church Membership _____
 Parent's Names _____ Mailing Address _____

Groom Elect

Full Name *(Please Print)* _____ Age _____
 Mailing Address _____ Home Phone _____
 Work _____ Mobile _____ Email _____
 Location of Church Membership _____
 Parent's Names _____ Mailing Address _____
 Bride/Groom's Mailing Address/phone numbers after wedding _____

Requested dates: NOTE: No wedding, rehearsal, reception, dinner on Sundays, Wednesdays, or holidays observed by the church.

Wedding ___/___/___ Rehearsal ___/___/___ Reception ___/___/___ Dinner ___/___/___

Requested time: _____

NOTE: There will be no wedding, rehearsal, reception, dinner times after 5:00 p.m. on Saturdays.

Wedding _____ Rehearsal _____ Reception _____ Dinner _____

Officiating Minister *(Please Print)* _____
 Mailing Address if not a Pastor at Foundation Church _____

Phone #'s if not a Pastor at Foundation Church Home _____
 Work _____
 Mobile _____ Email _____

We have read the conditions for weddings at Foundation Church and agree to abide by these policies. We will make every effort to ensure that our guests do likewise.

Bride Elect _____ Date: ___/___/___

Groom Elect _____ Date: ___/___/___

FOR OFFICE USE ONLY		Date Mailed ___/___/___
Approved _____	Not Approved _____	___/___/___
Authorization Signature / DATE		

WEDDING IN THE AUDITORIUM-fees to be paid directly to the church only

	Members	Non-Members
Rehearsal and fee to clear stage	\$100	\$200
Auditorium	\$150	\$300
Reception	\$50	\$100
Wedding Coordinator (required)	\$100	\$150
*Production Tech	\$80	\$100
*Video/Computer/Lighting Tech	\$80	\$100
Custodial	T.B.D.++	T.B.D.++
Deposit	\$100	\$200
Minister, instrumentalist, vocalist	**Honorarium	**Honorarium

WEDDING/RECEPTION IN THE HOSPITALITY SUITE-fees to be paid directly to the church only

	Members	Non-Members
Rehearsal	\$50	\$100
Hospitality Suite	\$50	\$100
Reception	\$25	\$50
Wedding Coordinator (required)	\$75	\$100
Custodial	T.B.D.++	T.B.D.++
Deposit	\$100	\$200
Minister, instrumentalist or vocalist	**Honorarium	**Honorarium

* Maximum 4 hours. If over 4 hours \$20 per hour will apply **See wedding coordinator for suggestions on honorariums

See Wedding Coordinator for suggestions on honorariums. **Please note: We do not have a sound system available in the Hospitality Suite. If you would like to have music played by a CD or Tape, you will need to bring your own CD/Tape player or rent your own sound equipment.

(Deposit refunds will be mailed after event upon inspection by Wedding Coordinator Custodian)

The attached Wedding Application must be completed and signed by both the Bride Elect and Groom Elect. A copy of the Wedding Application will be mailed to you upon approval.

++ Rental fees include utilities and use of the room only. However, for some events, an additional custodial fee may be charged and will be determined based on the room set-up and use of the room. **Please Note: If the event is deemed large by our Pastors and requires additional custodial staff, a per hour fee will be determined prior to approval of the request.**

KITCHEN USE - Members - \$50 for up to 4 hours (food not included), Non-Members - \$100 for up to 4 hours (food not included)

Monies Received:

DEPOSIT DATE	___/___/___	TOTAL COLLECTED / CHECK NUMBER \$	_____	#	_____
PAYMENT	___/___/___	TOTAL COLLECTED / CHECK NUMBER \$	_____	#	_____
PAYMENT	___/___/___	TOTAL COLLECTED / CHECK NUMBER \$	_____	#	_____
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Executive Pastor Signature

Date

Bride Signature

Date

Groom Signature

Date

Officiating Pastor Signature

Date