

## 5.30 Building Use for Weddings

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### Wedding Policy

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Muncie First Church 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 guideline 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 to 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 a Muncie First Church pastor have been established.

1. A minimum of three months preparation time. This allows time to complete the premarital counseling class. However, three 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 three month minimum, if possible.
2. Regular attendance at Muncie First Church during the three month preparation time. If a meaningful partnership is to be developed between the wedding couple and the First 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 three month preparation period.
3. Completion of the marriage preparation class with a First Church pastor, an outside pastor, or a Christian counselor. We believe this to be a valuable experience in developing tools for a lasting fulfilling marriage.
4. If divorced, at least one year of legal divorce must pass before considering remarriage. 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)

### Wedding Location

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- 1) Sanctuary Wedding: We have a beautiful sanctuary available to Muncie First Church members and regular attenders. The sanctuary seats 300-325 guests. Dressing areas are available for the bride, groom and attendants. This also includes the services of a Muncie First Church Wedding Coordinator and a dress rehearsal and an archway.

	Regular Attender
Utilities Fee	\$50

Janitor *	\$175 (w/o gym) \$250 (w/ gym)
Wedding Coordinator *	\$125
Sound Tech *	\$100
Pianist	\$100
Pastor *	\$200

\*Required to use our facility.

2)Office Wedding We offer office weddings for those who prefer a simple, inexpensive wedding ceremony. Services are performed during office hours during the week in our small class room if available. Decorations are not permitted for office weddings. Monday - Friday between 9am - 3pm. All arrangements will be made directly with the officiating pastor. Member Fee - Expense Fee - \$250

	Regular Attender
Pastor	\$200
Janitor *	\$50

3)Off-site Wedding You may request a First Church Pastor to perform your wedding at an off-site location provided that the wedding is in the Muncie area or other arrangements have been made with the officiating pastor. All arrangements including fees will be made directly with the officiating pastor. (We recommend a minimum of \$200).

## Wedding Guidelines and Agreements

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### First Church Wedding Coordinator

The Wedding Coordinator is your key contact at First Church with respect to using the church facility and/or First Church Pastor for a wedding.

The Wedding Coordinator will help with wedding details, including date, time, rooms, pastor, facilities use, wedding accessories offered by the church, sound, order of service, rehearsal, giving on-site advice and emergency assistance, and the send-off.

All forms, wedding arrangements, and building use decisions must be coordinator through the Muncie First Church wedding coordinator. Couples will receive wedding paperwork, wedding contract, and any other documentation in a wedding packet provided by the wedding coordinator.

The wedding coordinator should file each couples paperwork in an individual file created for the couple and then keep for Muncie First Church records.

### Making Reservations

Due to the large number of building use requests, the church is only able to accommodate regular attenders of Muncie First Church. A regular attender is defined as anyone that attends the church at least two times a month.

The sanctuary is available on Saturday mornings or afternoons, with rehearsals on the Friday evening before. Weddings are not scheduled on the major holiday weekends of Easter, Thanksgiving, Christmas and New Year's.

Your request for reserving the sanctuary should be made with the office administrator. However, dates are only confirmed after the office administrator receives a completed contract and \$150. The refundable security deposit is due when your application is submitted and the balance is due one month before the wedding. .

For more info or to check available dates feel free to contact the Muncie First Church office at 765-282-4138

## Parking

There is parking for a sanctuary wedding for approximately 100 cars.

## Facilities

The sanctuary will be available three hours before the ceremony is scheduled to accommodate your florist, photographer and attendants.

Dressing areas are available for the bride, groom and attendants. These areas will not be locked during the ceremony, and the church assumes no responsibility for lost or stolen items.

Please help us by reminding your wedding party that smoking and alcoholic beverages are not permitted on the church property.

Rice, confetti, birdseed, or any other material that might be thrown or dropped at the wedding may not be used inside or outside the facilities. Only real flower or fake flower petals may be used in the sanctuary. Blowing bubbles is allowed outside the facilities but must be given to the Wedding Coordinator before the wedding ceremony.

## Flowers and Decorations

Policies and guidelines concerning floral decorations must be strictly followed.

The florist will have access to the room three hours before the scheduled time of your wedding (unless special arrangements have been made). Flowers and decorations must be in place at least one hour before the service begins.

Discretion must be used in your floral decorations. Absolutely no wire, glue, staples, nails or tacks may be used to fasten any decorations to the furniture, floor, walls, or candelabras. Markers or bows must be secured with padded or plastic hooks or clips.

All flowers and decorations must be removed from the facilities immediately after the wedding ceremony by the florist or designated person.

Votive or dripless candles may be used in hurricane lamps. Aisle candles are permitted in hurricane lamps only. To protect the carpet and furniture, the Wedding Coordinator must place clear plastic material under all floral arrangements, candles and candelabras.

Plants, greenery and other furnishings within the church facilities must not be moved in order to use them as decoration for weddings. Furnishings will remain as they appear in the normal room setting.

All policies and restrictions that apply to the florist also apply to any friend or member of the family planning to provide floral arrangements and decorations.

## Photography and Videotaping

All photographers and videographers offering their services to First Church members must have a signed statement on file with the Wedding Coordinator indicating that the photographer and videographer have read the guidelines for photography and videotaping and agree to abide by these policies. It is the responsibility of the couple to see that this is accomplished at least two weeks prior to the wedding.

We ask the photographer and videographer to be as unobtrusive as possible, and that all the people involved in videotaping and photographing your wedding be dressed appropriately for a wedding.

Video equipment must not be placed on the furniture. Once the ceremony has begun, the photographer's equipment not being used must be stored out of sight.

The photographer or videographer may not bring in any additional lighting to the wedding besides a normal flash. The photographer and videographer are allowed to move throughout the wedding area for the entire ceremony.

The photographer may take as many pictures before the ceremony as needed. If it is necessary to begin taking pictures any earlier than the normally allotted time of three hours prior to the ceremony, this time must be scheduled with the Wedding Coordinator.

The wedding party is restricted to a maximum time of 30 minutes for any final pictures. This will prevent the guests from having to wait long periods of time while pictures are being made. (Unless other arrangements have been made with wedding coordinator).

All policies and restrictions that apply to the photographer and videographer also apply to any friend or member of the family who may be planning to use his or her own personal camera for taking pictures of the wedding.

## Music

As you are selecting the music for your wedding, please remember that this is a service of worship. Only music that is suitable for a worship service may be used. All music must be submitted to the Wedding Coordinator at least two weeks prior to your wedding.

The sanctuary is equipped with a sound system, which includes CD or MP3 player connections and only the First Church appointed soundman would operate the sound systems in all rooms.

## Wedding Planners

Wedding Planners offering their services to Muncie First Church members must have a signed statement on file with the Wedding Coordinator indicating that he/she has read these guidelines and agrees to abide by the guidelines.

All policies and restrictions apply to friends or family members planning to act as the wedding coordinator. All wedding planners and coordinators must work in cooperation with the Muncie First Church provided coordinator.

## Wedding Consultation

Both the bride and groom must meet with the Wedding Coordinator at least one month prior to the wedding date to consult about the desired order of the ceremony and other ceremony details.

## Wedding Rehearsal

Your wedding rehearsal will be scheduled for a maximum of 1-1/2 hours on the Friday evening before your Saturday wedding date. It is very important that all of your wedding party attend the rehearsal and that they arrive on time. If you have ushers in addition to groomsmen, please ask them to be present at the rehearsal. Parents of the bride and groom are also encouraged to attend.

If you use an outside Wedding Planner, that person must work with the First Church Wedding Coordinator to ensure that all wedding procedures are followed.

You must submit your marriage license to Muncie First Church Office Administrator at least one week prior to the wedding. This only applies to those being married by a Muncie First Church Pastor. If another Pastor is officiate the wedding ceremony please give the marriage license to the Wedding Coordinator one week prior to the ceremony. . Muncie First Church is responsible for submitting your marriage license to the courthouse. See Appendix 8 for wedding contract.

# Appendix 9

## Wedding Contract (User's copy)

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Muncie First Church of the Nazarene  
3101 N. Benton Rd. Muncie, Indiana 47304  
Phone 765-282-4138

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

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

Phone: (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Birth date: \_\_\_\_\_

Have you ever been married? Yes No

Are you a Muncie First Church member? Yes No

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

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

Phone: (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Birth date: \_\_\_\_\_

Have you ever been married? Yes No

Are you a Muncie First Church member? Yes No

Address after marriage:

\_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Completed Marriage Counseling: Yes No

If Yes, when \_\_\_\_\_ If no, starting Date \_\_\_\_\_

Wedding Ceremony

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pastor: \_\_\_\_\_

(Office Use Only) Deposit received: Yes No Date: \_\_\_\_\_

Final payment received: Yes No Date: \_\_\_\_\_

Number of people expected? \_\_\_\_\_

Florist:

Photographer:

Videographer:

Wedding Arrangements

It is imperative that two weeks prior to the wedding date all details must be finalized with the Wedding Coordinator. Please advise the Wedding Coordinator of all changes to your ceremony and wedding attendants prior to wedding rehearsal. \_\_\_\_\_ Initial

#### Wedding Payment

I do understand that no date is officially set on the Church calendar until this form and \$150 refundable security deposit are returned to the Wedding Coordinator, and the dates have been confirmed. The remaining balance is due thirty days before the wedding ceremony. Failure to do so may result in the cancellation of the wedding ceremony. \_\_\_\_\_ Initial

#### Wedding Agreement

I agree to follow all the Muncie First Church Wedding Guidelines. Please initial the following:

\_\_\_\_\_ Premarital counseling will be completed prior to wedding date.

\_\_\_\_\_ Rice, confetti, birdseed, or any other material that might be thrown or dropped at the wedding or reception may not be used inside or outside the facilities.

\_\_\_\_\_ Only real or artificial petals may be used to throw on the floor in the Sanctuary.

\_\_\_\_\_ All flowers and decorations must be removed immediately; after the wedding ceremony by a designated person.

\_\_\_\_\_ Marriage license will be brought to the rehearsal and given to the Wedding Coordinator. \_\_\_\_\_  
Food and drinks are not permitted in the sanctuary except for bottled water.

\_\_\_\_\_ Statements of Agreement for the Florists, Caterers, Wedding Planner, Photographer & Videographers must be turned in to the Wedding Coordinator two weeks prior to wedding date.

\_\_\_\_\_ Weddings cannot start more than (15) fifteen minutes late.

\_\_\_\_\_ Absolutely no wire, tape, glue, staples, nails or tacks may be used to fasten any decorations to furniture, floor, or walls.

#### Wedding Cancellation

I also understand that failure to notify the Wedding Coordinator of any cancellation of wedding plans at least sixty days in advance will forfeit the deposit. \_\_\_\_\_ Initial

#### Wedding Policy and Guidelines Agreement

I have read and understand the policies concerning weddings held at Muncie First Church Church. I agree to uphold them and ensure that contractors and members of the wedding party will abide by the policies. By our signature, we understand that the above is a binding contract between Muncie First Church and ourselves.

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

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