

# Wedding Policy

## North Corvallis Ministry Center Approved 4/27/2014

The wedding ceremony is one of the most sacred ceremonies of the church. It is a Sacrament that was affirmed by Jesus' first miracle at the wedding of Cana and should be looked upon as a time of worship, not only by the parties being united in holy matrimony, but by all those in attendance. This policy is intended to protect this sacred event as well as provide guidelines for those using the Ministry Center for their wedding.

**OUR BELIEFS REGARDING MARRIAGE:** There are only two institutions that God has ordained, the church and the home. Therefore, marriage is a sacred institution ordained by God Almighty. Marriage is always a three-way relationship involving Almighty God, **man and woman**. It should never be entered into lightly. In His Word, God said: *It is not good for man to be alone; I will make a helper suitable for him.*

**Genesis 2:18** [We believe that marriage is between one man and one woman only. *The Gathering* will not entertain the idea of hosting any wedding that is anything other than one man and one woman.]

*Therefore shall a man leave his father and his mother and shall cleave unto his wife; and they shall be one flesh.* **Genesis 2:24**

The Apostle Paul said: *Husbands, love your wives even as Christ also loved the church, and gave himself for her.* **Ephesians 5:25**

*The Gathering Church* is pleased to offer its facilities at North Corvallis Ministry Center, heretofore known as NCMC, for your upcoming wedding. The Pastor and Leadership Team wish to extend any assistance to you as you prepare for your special day.

### SCRIPTURAL CONVICTIONS

Our pastor reserves the right to only officiate at the marriage ceremony of those people who are Christians and can give adequate testimony of their experience with Christ. Outside of Christ, marriage is a human struggle. Only "In Christ" can a marriage ever be what it was intended to be. If one or both persons desiring to be married is not a Christian, the opportunity to hear "God's Plan of Salvation" will be extended during the initial counseling session. An "interview" appointment is necessary before any dates for the wedding or counseling can be scheduled.

**NOTE:** If the couple is cohabitating at the time of the counseling and/or wedding, one party must agree to move out until after the wedding. [If we expect God to bless our union, we must start out on the right foot.]

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### **PLANNING THE WEDDING SCHEDULE**

Wedding arrangements involving the use of North Corvallis Ministry Center are made by contacting the church office. This process involves sending an email to the following address [northcorvallisministrycenter@gmail.com](mailto:northcorvallisministrycenter@gmail.com) to determine if your desired wedding date is available. Once your date is available, you must fill out the **North Corvallis Ministry Center Wedding Application** (available in PDF format on our web site) and return it, along with a \$200 deposit, to the church office. Once your application is approved and your deposit has cleared, your date will be reserved. The balance of your wedding fees will be due two weeks prior to your wedding date. If there are no damages and all of the wedding procedures are followed, your deposit will be returned to you within two weeks following your wedding.

**NOTE:** No wedding is officially approved until your application has been cleared with the pastor.

Once your wedding date has been verified as being available, you will be assigned a wedding coordinator (required for medium and large weddings...) from *The Gathering Church*. Assistance with the details of your wedding will be handled through your assigned coordinator. They will contact you once your application has been approved to begin the process of planning your wedding. We request that you schedule your wedding with our offices at least two (2) months prior to your wedding date if at all possible. Also, a wedding cannot be scheduled more than nine (9) months in advance.

Weddings are never scheduled on these holidays, (Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, the last two weeks of December, New Year's Eve, New Year's Day, and others as determined by the pastor for special events.)

A wedding will not be scheduled if it conflicts with any worship service or regularly scheduled church event. Any church event will take priority over weddings. Please know that when you reserve an area of the church for your wedding or reception, only those areas are reserved and no other part of the Ministry Center may be used.

All ceremonies must be completed with items cleared by **9:00 pm** the day of the event. Please plan on enlisting enough people to assist you with tear down, packing up personal belongings, and removing of all personal items to meet the aforementioned deadline. All floral items should be removed from the platform and sanctuary immediately following the completion of pictures.

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### **PREMARITAL COUNSELING**

The pastor requires all potential brides and grooms to participate in six weeks of counseling prior to the wedding. Once the initial “interview session” is over and it has been determined that our pastor will officiate at your ceremony, it is your responsibility to make sure your counseling fits your schedule.

In the event that distance would make travel to the premarital counseling inconvenient, the couple may elect to establish premarital counseling with a church of like faith and purpose. The pastor would prefer to confer with the minister who counsels for the purpose of prayer and preparation.

### **WEDDING COORDINATOR (Required for medium and large weddings)**

The coordinator is your contact person for your wedding. They are the person best equipped to help personalize your wedding, while staying within our church’s wedding policy guidelines. Their desire is to accommodate your requests. They have been given guidelines to which they are held accountable. Should you have a request that our wedding guidelines do not accommodate, please write your request and ask the coordinator to discuss your request with the Pastor. Only those requests made directly through them to the pastor can be honored.

Please allow your wedding coordinator to handle all details of planning your wedding as far as the church facilities are concerned. Please do not call the church office or pastor to ask questions regarding wedding issues. The wedding coordinator should be contacted and should take care of all communication for you. This is easiest for the pastor, but it also ensures that the wedding party gets accurate information. Most importantly, allowing the wedding coordinator to handle these details for you will be the best way to make certain the coordinator knows all the details of your wedding plans so they can make your day go as smoothly as possible.

The wedding coordinator will be available to run your rehearsal and your wedding day. This means that they will start the rehearsal, help the families to sit in the correct seats, place people in their appropriate spots on the stage, help people know when to walk in and out, make sure the music is coordinated with the events of the wedding, and to ensure that your wedding flows according to your desired timeline. They will get all of your requests including setup, technical instructions, needed items, etc. and communicate these needs for you to the appropriate people.

The church requires a wedding coordinator (for medium and large weddings) to assist the pastor by: (a) attending to all pre-wedding details which involve the Ministry

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Center (b) coordinating the rehearsal (c) coordinating the wedding day ceremony (d) directing rehearsals (e) securing all wedding personnel. This has proven to be very helpful as it allows the bride, groom, and their parents to enjoy the day. If your reception is at the Ministry Center, the wedding coordinator will stay to make sure the transition to the reception goes smoothly.

### WEDDING GUIDELINES

Our Pastor is the only minister approved to perform wedding ceremonies in our Church, unless a wavier is granted by the pastor and/or Leadership Team. Only ministers of like faith and practice are considered. In order for a non-*Gathering* minister to be approved, we will request to see a copy of the minister's service, including the vows the bride and groom are to take, prior to the wedding ceremony, as well as a copy of his ordination credentials. [Mail order/Internet obtained credentials do not qualify.]

\*\*\*\*All wedding items, decorations and related wedding props must be removed the day of the wedding.

If you are having a rehearsal dinner at NCMC, a cleaning fee is included in the reservation fee. That portion will not be refunded. All food and decorations must be removed the night of the dinner.

**NO alcoholic beverages** are allowed anywhere on the church premises at any time. Any member of the wedding party who is under the influence of alcohol will not be permitted to participate in the rehearsal or wedding. The wedding coordinator and Pastor will determine the person's condition. If evidence of alcoholic beverages is found during the time you are renting the facility or afterwards during cleanup, the return of your deposit will be forfeited.

NCMC is a tobacco free zone!! **NO SMOKING** is permitted anywhere on campus. Any use of irreverent language and discourteous actions will not be tolerated. The NCMC facilities are reserved for approximately one hour for your wedding rehearsal. The pastor, the wedding coordinator, and a sound & lighting technician will be available for your wedding rehearsal. Please be on time. If any musicians are not able to be at the wedding rehearsal, those sound checks for soloists or musicians are done one (1) hour before the start of the wedding on your wedding day. All fees and required paperwork must be turned in two weeks prior to the wedding. The church nursery area is not available for wedding rehearsals or wedding ceremonies. Due to liability, we do not offer childcare during weddings.

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**NOTE:** If it is the wedding party's desire to offer childcare, an additional fee will be charged for the nursery area.

The wedding is a religious ceremony and music should be selected accordingly. All guest musicians and music must be approved by the Pastor. Your wedding coordinator will assist you as to any secular music selections and their approvals.

No rice, confetti, glitter or birdseed can be used at an NCMC wedding. [We suggest the use of bubbles.] Please do not blow bubbles inside the church. (All restrictions are listed in our Facility Use Policy. You will receive a copy of that policy when you make your reservations.)

**NOTE:** The church facilities staff is required to set up and tear down equipment, chairs, and tables. The wedding personnel are not permitted to remove any chairs, equipment, or items from the platform area of the sanctuary.

### **WEDDING SUPPLIES**

NCMC does not have the capability to store any wedding items. We do not have any greenery, candelabras, kneeling benches, etc. available for rental. We do provide tables and chairs at no extra cost if you are doing your reception at NCMC, but we are not able to provide tablecloths.

### **WEDDING FEES**

NCMC is happy to share in a portion of the cost for each wedding at our facilities for church **members only**. By that we mean that the church provides the facility for members only at no charge. However, there are costs associated with using the facility that go toward paying musicians, sound technicians, lighting technicians, custodian, etc.

A **\$200 refundable deposit** is due at the time of application with the remainder of your fees due within two weeks of your wedding date. Please see the attached fees page for other costs. [In order to have your full deposit returned to you, please make sure all trash is picked up and disposed of, all items returned to their original places, and that there are no damages done to any portion of the facilities.] Damages can include candle wax on the floors (all candles and candelabras should have plastic underneath them and only drip-less candles should be used), stains on carpets or walls, dressing areas not cleaned up and returned to original condition, etc. Also you must have all of your items cleared out by the agreed time. Not having your items and all members of the wedding party off the premises puts a greater stress on our staff to

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have the church ready for services. Your deposit will not be refunded if you are not out of the building at the assigned time.

Please note that if additional hours are required to meet special requests – e.g. unusual setups outside of our normal setups/guidelines or anything that would require extra manpower – these special requests will require additional fees.

Please see the attached fees sheet to determine extra fees or contact your wedding coordinator if there are additional requests.

### **RECEPTION**

Use of NCMC’s kitchen is available to couples marrying at the Ministry Center with the condition that the kitchen must be returned to the condition in which it was found. If the kitchen is not found in an acceptable condition, your deposit will be forfeited. All items placed anywhere in the kitchen (counters, refrigerator, freezer, etc.) must be clearly labeled with the wedding party’s names.

Decorations can usually begin on **Friday at 8 am** (for a Saturday wedding) as long as there are no other events scheduled during that time period. Check with your wedding coordinator to determine when you can start decorating for your wedding ceremony and reception. We will allot at least a minimum of three (3) hours to decorate. The maximum time allowed for a wedding reception is three (3) hours including the reception and removal of all belongings.

Dancing is allowed, but it is limited to dancing between the bride and groom and their parents and/or grandparents.

All persons are expected to vacate the premises no later than **9:00 p.m.** unless otherwise scheduled between the wedding coordinator and the pastor.

**We agree to comply with all the aforementioned policies in making our ceremony one that is worshipful and respectful.**

Bride’s Name

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Groom’s Name

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Party Financially Responsible \_\_\_\_\_

Date \_\_\_\_\_

### REQUEST FOR WEDDING RESERVATIONS NORTH CORVALLIS MINISTRY CENTER

**Bride's Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Groom's Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Is the Bride or Groom a member of The Gathering? YES \_\_\_\_\_ NO \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_

Time \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Time \_\_\_\_\_

Do you plan to have a rehearsal dinner here at the church? \_\_\_\_\_

Do you plan to have a reception here at the church? \_\_\_\_\_

### AGREEMENT

We agree to comply with the rules and regulations of The Gathering Church, regarding weddings and receptions at North Corvallis Ministry Center. We understand that damage to the facilities, whether caused by guests, florists, caterers, photographers, etc., is our responsibility and could result in forfeiture of the damage deposit or added fees. We agree to be respectful of the time restraints, and understand our deposit will be forfeited if time guidelines are not followed. We understand we must schedule pre-marital counseling immediately. We have read and agree with the expectations of the church regarding our marriage being a Christian marriage and the spiritual convictions that go along with it. Our wedding will be worshipful and respectful.

Bride's Signature: \_\_\_\_\_ Groom's Signature: \_\_\_\_\_

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### NORTH CORVALLIS MINISTRY CENTER FEES

Refundable Deposit - \$200 (cashed immediately and returned within two weeks after the wedding). Your deposit is not refundable until your wedding is complete. If you cancel your wedding for any reason prior to your wedding, your deposit will not be returned. Please be sure you have read ALL wedding policies and procedures before you submit your REQUEST FOR RESERVATIONS form and your \$200 deposit.

*Sanctuary (includes rehearsal and wedding date)	\$200
*Fellowship Hall (rehearsal dinner)	\$ 75
*Fellowship Hall (reception)	\$200
Sound Technician (rehearsal and ceremony)	\$ 75
Video/PowerPoint (monitors and/or rear projector)	\$ 75
*Nursery Area	\$ 35
Custodial Fee	\$ 65
Wedding Coordinator	\$125
Musicians/Vocalist (All musicians and vocalists must be approved by the pastor.) [Per person min.]	\$ 50
Pastoral Fees (includes counseling sessions, rehearsal and ceremony; a minimum suggested honorarium made out to the officiating pastor)	\$250

\*There are no fees for the use of the actual church facilities for weddings for members. However, all other fees are applicable.