



## **WEDDING POLICY**

Revised 6/25/2018

### **INTRODUCTION**

We are delighted to make the facilities of Freedom Church available to you for your special day! The church is the most appropriate place for your wedding ceremony, and its altar is a time-honored setting for making lifelong commitments in marriage. Your wedding and its preparations should be done in a way that will bring honor to God.

### **RESERVING THE FACILITY**

It will be important to reserve your date as soon as possible. Please fill out the Wedding Request Form located on Freedom Church's website ([www.freedomchurchgf.com](http://www.freedomchurchgf.com)) If you plan to have one of Freedom Church's pastoral staff officiate the wedding, the date will have to be approved by the pastor as well. (Freedom Church's maximum seating capacity is 400.)

### **COST**

The cost to use Freedom Church's sanctuary is \$400.00. This fee covers:

- Facilities for wedding rehearsal and ceremony
- Two Dressing Rooms (3<sup>rd</sup> Floor)
- Utilities
- Wedding Coordinator
- Sound/Music Technician
- Media/Lighting Technician
- Custodian

### **CANCELLATION/REFUND**

In the event of a cancellation, a full refund will be given if the request to cancel is submitted 60 or more days prior to the date of the wedding.

### **WEDDING COORDINATOR**

A professional wedding facilitator is provided for the convenience of those getting married at Freedom Church. The facilitator's job is to help you with all aspects of the wedding that involve the church facility. The facilitator will (a) discuss the use of our facility and the wedding furnishings available for your use, and (b) will assist with the wedding rehearsal and ceremony under the direction for the officiating pastor.

## **PREMARITAL COUNSELING**

Premarital counseling is a very important part of preparing for a lifetime together and is required for all couples getting married at Freedom Church. You should make arrangements to begin premarital counseling immediately after your wedding date is approved. **Freedom Church requires premarital counseling sessions with a Freedom Church pastor.** If in the course of premarital counseling the pastor has concerns about the spiritual compatibility and/or stability of the relationship, the pastor reserves the right to recommend postponement or cancellation of the wedding ceremony. This decision will be made as early as possible prior to the wedding date.

## **PASTOR COMPENSATION GUIDELINE**

Our pastors are not compensated by the church for officiating a wedding. Their involvement in this monumental event in your lives (attendance at rehearsal and wedding, sermon preparation, consultations with bride and groom and other key participants) requires that they forego other obligations, commitments, and family time.

## **MARRIAGE LICENSE**

Please give the marriage license to the officiating pastor approximately 1 hour prior to the ceremony.

## **FREEDOM CHURCH FACILITY POLICIES**

The following policies and practices shall be observed at all times when using our facility and grounds for your wedding.

- Wedding Time: No weddings will be scheduled after 4:00pm on Saturday evenings.
- Preparation: The church is available to you the day of your wedding ceremony for getting ready and for photographs. Please schedule accordingly and notify your florist, photographer and wedding party of this time period. Departure must conclude **within two hours after the ceremony ends.**
- Food: All snacks and food consumed by the wedding party and helpers must be confined to the 3<sup>rd</sup> floor on the day of your wedding.
- Alcoholic beverages: The consumption of alcoholic beverages is **NOT** permitted on the church property under any circumstances.
- Smoking: The church building is a non-smoking facility.
- Confetti: Rice may not be thrown. Birdseed, if used, must be thrown away from the entrances and/or building. Rose petals must be removed by the wedding party. No confetti is to be used in or around the church.
- Wedding rehearsals: Please make sure that everyone is present and ready to begin at the designated time. We do not allow rehearsal dinners in the church building. Music rehearsals should be scheduled one-half hour prior to the wedding rehearsal.
- Dressing Rooms: Men's & women's dressing rooms are designated for your use. Please remember that your dressing room is not a private area, and church personnel will be using the hallway. Always assume you will be seen when you come out of the dressing rooms.
- After Ceremony: **Sanctuary and dressing rooms must be cleared of all decorations and personal items immediately following the wedding, unless prior approval has been granted.**

## **DECORATIONS FOR THE SANCTUARY**

It is your responsibility to assign someone to be in charge of decorating and tearing down immediately after the wedding ceremony, so that we may begin preparations for our regularly scheduled ministry activities.

- **NO** open candles are permitted **except** the unity candle
- Nails, tacks, staples, screws, pins, or anything that will mark the woodwork, chairs, and wall finishes may not be used when decorating. It is the responsibility of the individuals decorating to provide all the supplies needed (scissors, fishing line, tape, etc.).

You may decorate on the day prior to your wedding date, subject to facility use and scheduling. Contact the wedding coordinator to arrange a time. It is your responsibility to assign someone to be in charge of decorating and tearing down immediately after the wedding ceremony, so that we may begin preparation of our regularly-scheduled ministry activities.

## **WEDDING FURNISHINGS AVAILABLE**

A Gift Table, Guest Book Table, and Unity Candle Table are available if needed.

## **REHEARSAL/REHEARSAL DINNER**

The officiating pastor and/or the wedding facilitator will direct your rehearsal, which will last **one hour**.

Due to set-up requirements and time constraints, Freedom Church **does not** allow the rehearsal dinner to take place inside of the church building. You may be able to book **The Ember** for the occasion. The big room in The Ember can accommodate 50+ people.

## **ITEMS TO REMEMBER ON YOUR WEDDING DAY**

- Marriage License
- Any pre-recorded music that you wish to use in the ceremony
- Wedding programs
- Unity candle/sand/communion cups and juice
- Any tablecloths needed for the gift or guestbook tables
- Payment envelopes for each wedding service: i.e. pastor's honorarium, musicians' fees, etc.
- Wedding party attire. **\*\*Bridal/bridesmaids' dresses and groom/groomsmen's suits cannot be stored at the church.**

## **PHOTOGRAPHER AND PHOTOS**

The church is available to you the day of your wedding ceremony for dressing and photographs. We strongly encourage you to have your pictures taken prior to the wedding ceremony. You should plan to have **the photo session end 45 minutes prior to the ceremony.** This will allow you to be finished and out of sight before your guests arrive and will give you an opportunity to have a few calm moments. Please do not forget to inform your guests and family what time to arrive for pictures.

**Plan at least 1 hour for photos.** If you have a large extended family or number of children, you should allow more time for these photographs. Please prepare a time schedule for family groups and the wedding party. Any photos taken after the ceremony must be completed within **1 hour** after the ceremony.

## **CLEAN-UP – SANCTUARY AND CHURCH BUILDING**

It is the responsibility of the wedding party to remove all decorations regarding/related to your wedding.

**Anything remaining after the ceremony will be disposed of by the custodial staff.** All rental items must be returned to the rental company or arrangements made for pick-up by the company immediately after the wedding ceremony. **They may NOT remain at the church beyond the day of the wedding.**

*\*Freedom Church is not responsible for any rental or personal items.*

Feel free to contact us with any further questions at (701) 772.3117 or [info@freedomchurchgf.com](mailto:info@freedomchurchgf.com). Thank you!

## **ADDITIONAL FORMS**

Wedding Policy Acknowledgement/Facilities Fee Agreement/Indemnification – signatures needed



**FreedomChurch**

**WEDDING POLICY ACKNOWLEDGEMENT**

Having read the Freedom Church Wedding Policy, we hereby agree to work with the Wedding Coordinator and Officiating Pastor in following all of the stated policies and procedures, as well as to complete the pre-marriage preparation process.

We further agree to be responsible for instructing those providing services for the wedding (florist, photographer, videographer, musicians, etc.) to likewise adhere to the applicable terms and conditions. We understand that alcohol and tobacco are not allowed inside the church at any time before, during, or after the rehearsal and wedding and that it is our responsibility to see that all members of the wedding party are informed of this policy.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Bride's Signature                      Date**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Groom's Signature                      Date**