

White River Christian Church Wedding Ministry

Congratulations on your engagement and upcoming wedding! We are praying that God will bless you greatly through the gift of marriage. It is our desire at White River Christian Church that your marriage becomes a relationship filled with joy, and that it be all God intended.

As we read His Word we are able to discern basic principles which must be understood and applied if we hope to experience joy and fulfillment in marriage. Ignoring these principles will result in frustration and ultimate failure in the marriage relationship.

Because we are committed to building strong marriages, we want to share the following guidelines and Scriptures. We have no desire to condemn or reject anyone – but we want to live within God’s principles for marriage. With God’s help we are eager to help you establish a marriage covenant that will last a lifetime. God Bless!

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Please download and print the bride’s application, groom’s application and release form. Turn in your completed applications and release form to the church office, or mail to WRCC 1685 N. 10th St. Noblesville, IN 46060

Wedding policy questions? Contact: Debbie Bullard at debbullard2@msn.com

Scheduling questions? Contact: Amy Cornwell at acornwell@wrcc.org

To Schedule a Wedding

1. We request that both the bride-to-be and the groom-to-be complete the **Wedding Application** forms that are included in this informational packet. After complete they can be submitted to the church office by mail or in person. In addition, please sign and turn in the release statement included in the packet.
2. Request to use White River Christian Church for a wedding will be granted based on facility and personnel availability. The wedding and rehearsal will be reserved on the church calendar after two steps have been completed:
 - a. Review and approval of the **Wedding Application** by a pastor.
 - b. Receiving your non-refundable deposit after receiving notice of approval
3. Once the facility is reserved, further arrangements will be made with the Wedding Coordinator. She will contact you and make an appointment to complete a wedding planning worksheet.

Facilities Available for Use

Worship Center: seats 901

Grand piano & Clavinova (organ): Additional instruments that belong to WRCC are available at the discretion of the Worship Pastor.

Sound System: CD, cassette, VCR, DVD and computer equipped. Other audio/visual requests are at the discretion of the Multimedia Director, and will involve additional fees.

Main lobby & lobby restrooms

Nursery facility available at the discretion of the Early Childhood Pastor

Misc: unity candle table & candle holder, guest registry podium, 2 candelabras

Family Life Center: seats approx. 300-350 banquet style

Discovery Room (adjacent to FLC): seats approx. 100 banquet style.

Approximately 30 round tables (seating 8 each) & approximately 10 - 8 ft. tables

Fully equipped kitchen

No other church furnishings are available for weddings use.

Spiritual Guidelines

1. We require couples to prepare for their marriage by participating in premarital counseling. A pastor or representative from White River conducts this class for couples. The counseling class is offered at various times during the year, and will be a factor in determining if a particular wedding date is available on the calendar. Couples must allow no less than three months of preparation prior to their wedding date. Without this time frame, we will not be able to schedule a wedding.
2. In addition to a counseling class each couple will have two meetings with the pastor performing the ceremony. The final meeting, usually a month prior to the ceremony, will also include the Wedding Coordinator.
3. We do perform marriages where a biblically allowed divorce has occurred (Matthew 5:31-32; 19:9, I Corinthians 7: 12-15) and/or when a person became a Christian after the divorce. Other circumstances will be evaluated on an individual basis by the pastor. However, we reserve the right to not marry a couple if either of them has been divorced within the last twelve months. In cases where one or both parties have been divorced less than twelve months, the pastor must decide, in light of Scriptures, whether or not to perform the ceremony (Mark 10:2-12, Luke 16:18).
4. We reserve the right to not marry a couple if one person is a Christian and the other is not (II Corinthians 6:14) **we will request the opportunity to share about becoming a Christian.**
5. We reserve the right to not marry a couple who is living together or is involved in a physical relationship (Galatians 5:19; Ephesians 4:22-24; 5:3; Colossians 3:5-8). **However, if you are in this situation, we would like the opportunity to discuss your situation with you.**
6. We will not marry a couple under age 18 if either person does not have the blessing of his/her parents.
7. In cases of premarital pregnancy, the marriage will be performed depending on the maturity of the persons involved and other considerations. The final decision to perform the ceremony will be determined by the pastor asked to perform the ceremony.

Spiritual Guidelines (Con't)

8. If any pastor of White River has refused to perform the ceremony, then all other pastors on staff will be unavailable until the issue leading to the decision is resolved.
9. Only pastors of White River Christian Church will be approved to perform ceremonies.
10. All ceremonies held at the church will be under the supervision of the wedding coordinator.
11. We do not marry couples if either person is under the influence of alcohol or drugs (other than those prescribed by a doctor). In addition, any members of the wedding party arriving at the rehearsal or ceremony under the influence of alcohol will not be allowed to participate. Please communicate this guideline to all members of your wedding party.
11. Weddings will not be scheduled on the weekend of a major church event, on holiday weekends, during the month of December, on Easter weekend, or the two weekends prior.

Ceremony Policies

1. The use of all facilities, equipment, church furnishings, and necessary wedding personnel will be arranged through the Wedding Coordinator. Wedding parties are not permitted to move or remove any church belongings without permission from the Wedding Coordinator. For your assistance, the entire wedding rehearsal and ceremony will be under the direction of the Pastor and the Coordinator.
2. All rehearsals will begin promptly at the time scheduled. Please bring your marriage license to the rehearsal and turn it in to the Coordinator.
3. The facility will be open at the time determined by the Wedding Coordinator based on the information filled out on the wedding plan worksheet. Vendors with equipment to drop-off or pick-up following the ceremony should schedule with the Coordinator.
4. The sound and video system may **ONLY** be operated by a WRCC trained technician.
5. All music to be played or sung must be submitted for approval. Any multi-media used during the ceremony must be in an audio tape, video tape, audio CD or DVD format. No CDs will be run by computer (i.e. power point presentation).
6. If musicians are needed for ceremony music, the Coordinator can assist you in contacting members of the Music Ministry. However, musicians from WRCC set their own fees.
7. Smoking is **PROHIBITED** in all areas of the church, including restrooms.
8. Alcoholic beverages are **PROHIBITED** in the building and on church grounds.
9. Spring-loaded, drip-free candles must be rented from a party supply store for use in candelabras.
10. Rice, birdseed, bubbles, and other biodegradable materials may be used, but must be distributed and thrown **OUTSIDE** the building only. Confetti and fresh flower petals are not permitted.
11. The wedding party is responsible for removing all personal decorations and belongings from the building immediately following the ceremony. The wedding party also assumes **TOTAL** responsibility for damages to the building and/or property. If damages are found, a bill will be issued for replacement or repairs.
12. A Saturday wedding (when reception is held elsewhere) must begin no later than 6:30 pm.

Reception Policies

1. A Saturday wedding and reception can begin no later than 2:30 pm. The reception event must be done by 5:00 and clean-up completed by 6:00, in order to prepare the building for Sunday morning worship.
2. The use of all Family Life Center and Discovery Room equipment and furnishings will be arranged through the Wedding Coordinator. Wedding parties are not permitted to move or remove any church belongings without permission from the Wedding Coordinator. For your assistance, the Wedding Coordinator will be in the building for the duration of the reception.
3. The use of tables and chairs is included in the fees paid for a ceremony and reception. However, the set-up and takedown of tables and chairs is the sole responsibility of the wedding party. Tables and chairs will be available on Friday afternoons for set-up. You may exercise the option of paying an addition fee of \$75 (seating for less than 100 guests) or \$100 (seating for more than 100 guests) and have the custodial staff set up and tear down the reception seating. Please notify the Coordinator as to your preference.
4. Caterers using the kitchen must contact the Wedding Coordinator at least two weeks prior to the wedding day to receive information on equipment use. The wedding party must identify a PRIMARY caterer to act as the responsible party for any and all food-related items used during the course of the reception. Cleaning of the kitchen and all cooking/serving equipment and/or utensils is the sole responsibility of the designated caterer. The caterer is required to follow a kitchen cleaning checklist.
5. Use of the FLC and Discovery Room sound system is not included, but may be used for an additional fee, at the discretion of the Multimedia Director.
6. Immediately following the reception, the wedding party is responsible for removing any personal decorations or belongings used in the reception before the custodians can begin clean up.

Things to Know...

About your Rehearsal:

- *The Worship Center is usually available on Friday afternoon for decorating.
- *All instruments except the grand piano will be cleared from the stage.
- *Trees and greenery may remain on the stage.
- *Please bring your marriage license to your rehearsal.
- *Please bring the honorarium for the pastor in a marked envelope.
- *Please bring any fees for paid musicians in a marked envelope.
- *Please bring any audio or multi-media being used during the wedding.
- *Feel free to bring any additional accessories to the rehearsal and leave them at the church overnight. All rooms will be locked and secure. The Coordinator will assist you in setting out these items the following day.

Dresses or tuxedos
Unity candles
Guest book/pen
Programs/bulletins
Aisle runner

About your Wedding:

- *The Worship Center will be available no earlier than two hours before the beginning of pre-wedding pictures.
- *The Choir room and nearby bathrooms will be the women's dressing room.
- *The prayer room and nearby bathroom will be the men's dressing room.
- *Personal belongings of the wedding party must be cleared out of dressing rooms before leaving for an off-site reception.
- *Decorations and/or rented equipment must be taken from the building (or disposed of) by the wedding party before leaving for the reception.

Financial Arrangements

DO NOT send deposit money or your balance due until you have been notified.

Make checks payable to the Coordinator. Checks made out incorrectly will be returned.

The non-refundable deposit of \$100 is applied toward the fees below. It must be submitted within two weeks of approval. The balance for all fees must be received no later than two weeks prior to the wedding date.

Active Members:

Wedding - \$350, plus counseling materials of \$47

Wedding & Reception - \$425, plus counseling materials of \$47

An honorarium to the pastor of \$125 or more can be made on the wedding day.

Regular Attenders:

Wedding - \$750 + Counseling materials - \$47

Wedding & Reception - \$1,000 + Counseling materials - \$47

Pastor's honorarium is included in this fee.