



# *Wedding*

P o l i c i e s   a n d   P r o c e d u r e s

Prayer  
of  
*Faith*

*i n t e r d e n o m i n a t i o n a l   c h u r c h*

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## **PRE-MARITAL COUNSELING FOR THE WEDDING PARTY**

All persons marrying at Prayer of Faith World Outreach will be required to engage in at least four (4) hours of premarital counseling. The minister shall give them instruction and discussion on the privileges and obligations they will assume in Christian marriage.

It will be the responsibility of the bride and groom to contact the pastor for an appointment. Appointments for premarital counseling should be scheduled well in advance of the wedding.

## **WHO MAY PERFORM WEDDING CEREMONIES**

Ministers from other denominations may be invited to participate in and/or officiate the wedding ceremony, but **MUST** have the pastor's approval **BEFORE** the invitation is made to them.

The invitation to the "guest" pastor should be extended through the pastor. This should be done as soon as possible to set ground rules and outline the policies of the church regarding weddings.

The "guest" pastor should observe all policies and procedures of the church. If there are any questions regarding what is allowed and/or accepted, the "guest" pastor should ask the pastor to be clear.

The pastor will still have absolute authority on any and all weddings and events that are held in the church or on church grounds, even if he/she is not the lead or main officiate.

If there are two or more pastors, the two will confer and divide the wedding ceremony between them. Again, the pastor will extend the invitation to the "guest" pastor.

## **BUILDING RESERVATIONS AND USAGE GUIDELINES**

The church building(s) shall be reserved by the wedding party after confirming a date with the pastor and all church parties involved, i.e. host/hostess, cleaning, nursery, sound, video, computer, musicians, etc.

The wedding party will need to also reserve the church building(s) for the rehearsal dinner also, if one is taking place. Time frames will need to be confirmed for the wedding rehearsal, wedding and reception if needed as well as the date reserved. These time frames should be scheduled to allow extra time for any event that may lengthen the activities taking place at the church.

Church policies and guidelines should be adhered to at all times and will be the responsibility of the wedding party to inform all guest that are in violation of these policies and guidelines.

These include, but are not limited to; smoking on church property, no alcohol allowed on church property, use of confetti/rice/flower petals/bubbles/etc. by the wedding party. Birdseed may be used outside the church facility.

Arrangements for cleaning the church will be made by the church and will be the responsibility of the wedding party to pay one week in advance of the wedding date.

At no time will the wedding party be allowed to take care of cleaning the church on their own or by people they assign. The church will have a fee for cleaning the building by its staff.

The following dates may not be scheduled for any weddings; Sundays, Thursdays prior to Thanksgiving, Friday or Saturday prior to Christmas, Christmas Eve, Christmas Day, Friday or Saturday of the weekend prior to Easter of Holy Week, Monday through Saturday of Holy Week (week prior to Easter).

Church decorum or proper behavior during the wedding should be observed by all attending. Attention may need to be given to crying babies, loud talking, cell phones, photographs, etc.

The church is available for weddings on a limited basis for nonmembers.

Arrangements for a nursery, if needed (it is highly recommended), will be made by the church and will be the responsibility of the wedding party to pay one week in advance of the wedding date.

At no time will the wedding party be allowed to provide the nursery worker or assign someone to be a nursery worker. The church will have a fee for providing a nursery with its staff.

While receptions may be held at the church, there cannot be any dancing and/or DJs or similar persons at any reception held on the church property.

### **FEES ASSOCIATED WITH THE WEDDING CEREMONY**

All fees associated with the wedding ceremony should be paid in full one week prior to the wedding. These fees would include as needed, but not limited to; cleaning, nursery, host/hostess, sound, computer, video, musician(s) of the church. Fees are listed at the end of this policy.

These fees should be discussed and agreed upon during the initial counseling period or during the reservation time. Arrangements should be made prior to the wedding ceremony to pay outside parties such as florist, caterers, photographers, etc.

The church will not be involved in the payment of these parties, just in the payment of church associated parties. Actual fees associated with the wedding vary widely based on wedding style, length, complexity, etc., so no fees will be published here.

General comments regarding fees will be discussed however. It is customary to pay for the following areas that are used; sound, cleaning, computer, video, musician(s), host/hostess.

All fees should be paid in full one week prior to the wedding ceremony.

Members of the church should not expect to pay for the use of the church building(s) or the pastor. Nonmembers should expect to pay for the use of the building(s) plus specific fees to the pastor.

Members are defined as those individuals currently attending on a regular basis, at least once monthly (unless employment or other situations make this not possible). Relatives of members and frequent “visitors” are considered nonmembers.

Honorariums may be paid by members to the pastor for performing the wedding ceremony. An honorarium is a fee paid for a professional service.

## **DECORATIONS AND RENTALS**

Flowers, decorations and other appointments should not be unduly elaborate. In all the activities surrounding the ceremony, excessive expense and ostentation should be avoided. Any additional decorations used must not obscure or damage any furnishings and symbols in the worship area.

Specifically, no arrangements may be placed on or in front of the Communion table. No furniture, symbol or equipment may be moved or removed from its usual location in the worship area unless done by a member of the church staff over that area, as directed and approved by the pastor.

No candles or plants may be placed on the piano, pulpit, table or any other church “equipment”. At no time can any items be nailed, screwed or driven into any wall, table, floor, seat, sound booth or furnishing. All decorations and pictures should be promptly removed after the wedding ceremony by those that brought the decorations.

## **FLOWERS AND ARRANGEMENTS**

Floral arrangements may be used, but need to be removed after the wedding is completed. If families wish to leave wedding flowers for use in worship on the Sunday following the wedding, arrangements should be made by contacting one of the pastors of Prayer of Faith.

## **CATERERS**

In the event a caterer is used for the reception at the church, it will be the responsibility of the wedding party to have the caterer contact the church office to ensure a time is set up in the event an early or “off hour” time is needed to deliver and/or set up.

The use of alcohol on church property is not allowed and the caterer will be told of this policy when they contact the church office. The church should be given the caterers name, phone number and contact person as soon as the caterer is confirmed.

The church host/hostess will work with the caterer to assist in any way and oversee the use of the kitchen/church facilities.

The caterer should provide all items needed to cater the wedding including, but not limited to; extension cords, trays, pans, drink dispensers, heating elements, lighters, utensils, plates, etc.

In the event any items from the church are needed and used, the host/hostess will make a list to be signed by the cater, holding the cater responsible for the replacement cost of any and all items used, if not returned before they leave the church.

Best practices prove the catering runs smoother when the caterer comes by the church at least one week in advance to see the room/area they will be working with.

Notes should be made as to the number of electric outlets, size of the room, number of tables available to set-up on, size of kitchen and appliances available to use. This time should be scheduled with the church office.

### **MUSIC, SOLOIST, SOUND/COMPUTER/VIDEO EQUIPMENT**

Arrangements should be made during the initial request to use the church for all persons involved, including persons to run the sound, computer, video, play music.

Outside musicians and/or soloist are allowed, but must be present and on time during the rehearsal and must be on time for the wedding ceremony.

Special care should be given to all selections of music, to ensure it is suitable for a Christian wedding and it is reverent. The use of "current" music selections and themes should be done with great consideration and only with the permission of the pastor. We encourage music selections to be God-centered and not secular-centered.

### **WEDDING REHEARSALS**

The wedding rehearsal should be scheduled at the time of the wedding ceremony with the church office.

The pastor will be responsible for directing the wedding rehearsal. All members of the wedding party should be on time and ready to begin at the assigned time. Late arrivals to the rehearsal as well as the wedding put the entire process at risk of running smoothly and add undue stress on the bride and groom.

The rehearsal should take no longer than 45 minutes if all parties are on time and pay attention to what is being orchestrated. It is always recommended that the rehearsal dinner, if held, be done after the rehearsal itself.

The pastor will have all parties involved sit down and welcome them. In order to set the tone, the pastor will offer a few words to help create an atmosphere of cooperation and joyful dignity, pray and then give a brief overview of the rehearsal.

All aspects of the ceremony should be covered including any lighting of candles, Communion, prayers and any music/sound/computer/video being used. The specific time to appear for the wedding should be set at the rehearsal before dismissing.

The pastor should have the marriage license in hand at this time if not before. The pastor will review the license to ensure it is in order.

If witnesses are required, the minister will alert the best man and maid of honor to sign the license after the wedding.

## **THE WEDDING CEREMONY**

The wedding ceremony and rehearsal are under the *sole direction* of the pastor. The pastor shall serve as the final authority on all aspects of the wedding ceremony. Suggestions may be made, but the pastor's word is final.

In the wedding ceremony, the pastor serves as a minister of Jesus Christ but also represents the state. Because the pastor represents the state, it is his/her duty to ensure the marriage license is valid, filled out correctly and returned to the proper official, as required by law.

Because of this legal function of the state, the marriage license must be in the minister's hands before the wedding ceremony can be conducted. The license should be obtained several days prior to the wedding and be given to the pastor at the wedding rehearsal, if one is held, or sooner if at all possible. This should not be put off until the last day under any circumstances.

The Christian wedding should be planned and conducted as a service of worship, not a performance. In that the Christian wedding is performed, Christ, not the bride or couple should be the focus of the Christian wedding ceremony.

The wedding party should expect to be guided by the Scriptures and church traditions and not current fads.

In the Christian wedding, there may be those attending without Christian training, that may feel certain or any behavior is acceptable to help "celebrate" the wedding ceremony. All attempts should be made to communicate decorum in the wedding ceremony.

The wedding party should be clear on the expectations during the wedding from the prior rehearsal and be understanding if the church needs to "step in" to correct any behavior.

Any vows written by the bride and groom will need to be shared with and approved by the pastor prior to the rehearsal. Vows should center on faithfulness and permanence of marriage as written in God's word.

The bride and groom will meet with the pastor prior to the rehearsal to make notes and plans on the type of service and placement of the wedding party. This should be done at least 48 hours prior to the rehearsal.

Once plans are made, no changes may be made without the specific approval of the pastor. No changes may be made in style of service, positioning of the wedding party or music/computer/video once the rehearsal has taken place.

The ceremony itself should be one of reverence and any attempt to "clown around" during it or the rehearsal should be discouraged. All members of the wedding party are expected to be at the church location on time and dressed at the noted time so the ceremony may start on time with no delays.

Waiting on family members or friends not in the actual ceremony is not an acceptable reason to delay the start of the wedding ceremony. It is absolutely necessary that there be NO SURPRISES to the pastor at the wedding ceremony.

### **Facility Usage**

**Active members\*** of the church will be eligible to use the building at no charge other than a \$150 Cleaning fee for Sanctuary, Restrooms, Hallway and Fellowship Hall or have the option to clean it themselves at no charge. If they choose to clean it themselves, then they must provide the pastor(s) a list of the people who will be doing the cleaning on the day of the wedding.

#### **An active member at Prayer of Faith is defined through:**

1. Faithful attendance through fellowship and reaching out to others.
2. Giving of tithes and offerings to support missions and the church.
3. Lifting up our church family's needs and it's leadership through regular prayer.
4. Serving in areas of ministry and sharing in the responsibility of the church's needs.
5. Growing in discipleship through learning your spiritual gifts and equipping for service.

For all other individuals, the facility usage fee is \$250. Those who have been members of Prayer of Faith but now are considered **inactive members** will pay the same fees as **non-members**. Fees are payable (by cash or check made payable to "Prayer of Faith" on or prior to the day of the wedding.

Normally, honorariums for the pastor, pianist, or musicians are paid following the service. The following fees apply:

<b>Usage</b>	<b>Active Member</b>	<b>Non-Member &amp; Inactive Member</b>
Use of Sanctuary	No fee	\$250
Use of Fellowship Hall	No fee	(included)
Pastor	Honorarium**	Honorarium**
Pianist/Organist	Honorarium***	Honorarium***
Soloist	Honorarium***	Honorarium***
Sound System Operator	\$0	\$75