



## **WEDDING POLICY**

### **April 4, 2017**

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### **POLICY**

It is the Policy of New Life Community Church (NLCC) to provide the church building for weddings in accordance with the details below.

### **DETAILS**

#### **Who can get married at NLCC?**

1. Anyone who agrees with:
  - a. This NLCC Wedding Policy
  - b. The NLCC Building Use Policy
  - c. New Life Community Church's Statement of Faith section on "Marriage and Gender."
  - d. A marriage cannot consist of one person being a born-again Christian and the other person not being a born-again Christian in accordance with 1 Corinthians 7:39 and 2 Corinthians 6:14-18.

#### **Who can perform the ceremony?**

1. Only an NLCC Pastor can perform ceremonies at NLCC

#### **Wedding Application Form**

To use the building for a wedding, go to the NLCC website at [www.newlifecr.com](http://www.newlifecr.com) and fill out the "Wedding Application Form" under "Forms" in the "Quick Links" section.

#### **Wedding Liaison Responsibilities**

Once the application form is received, then a Wedding Liaison from NLCC will be assigned to work with the Wedding Party. The role of the Wedding Liaison is to coordinate the use of NLCC facilities with the Wedding Party.

The duties of the Wedding Liaison will include:

1. Coordinating the use of New Life's building with the Wedding Party by communicating building requirements for the following activities:
  - a) Setup
  - b) Decorating

- c) Rehearsal
- d) Rehearsal Dinner
- e) Ceremony
- f) Reception
- g) Cleanup

The duties of the Wedding Liaison will NOT include:

1. Deciding on the Ceremony Order of Service
2. Ensuring flowers, catering or other deliveries are made
3. Directing when people need to be ready for pictures, rehearsal, ceremony entrance, reception, etc.

### **Process Steps Between Wedding Liaison and Wedding Party**

1. Initial planning
  - a. First meeting between Wedding Liaison and Wedding Party to coordinate use of building as needed for: decorating, rehearsal, rehearsal dinner, ceremony and reception.
2. Preparation Stage
  - a. Contact as needed between Wedding Liaison and Wedding Party to work out details
3. Decorating
  - a. Review date and time for decorating to be done
  - b. Nails, tacks, staples or pins are not allowed without permission from the Wedding Liaison
  - c. Some church decorations are available for use in the ceremony and for the reception
4. Rehearsal
  - a. Review date and time for rehearsal
  - b. Wedding Liaison will be present during the rehearsal
  - c. The officiating pastor will be in charge of the rehearsal walk through
5. Rehearsal Dinner
  - a. Review date and time for Rehearsal Dinner if held at New Life
  - b. The use of the church kitchen is available
  - c. Catering can be done if preferred
  - d. Wedding Party needs to provide their own plates, cups, silverware and napkins for the Rehearsal dinner
  - e. The Wedding Party is responsible to clean up areas used during the dinner

## 6. Wedding Ceremony

- a. Review date and time for Ceremony
- b. Capacity is 300 in the Auditorium
- c. Candles are allowed for a Unity Candle if desired. No other open flames will be allowed without prior permission.
- d. Wedding Liaison will be present during the ceremony
- e. For the exit of the couple afterwards, please do not use:
  - i. Rice
  - ii. Confetti
  - iii. Birdseed

## 7. Reception

- a. Review date and time for Reception if held at New Life
- b. Capacity is 234 in the Fellowship Hall
- c. Church tables and chairs are available for use
  - i. The church has 100 folding chairs and 40 non-folding chairs
  - ii. If additional chairs are needed, then the Wedding Party is responsible to provide them
- d. Wedding Party is responsible to setup tables and chairs as desired
- e. Wedding Party needs to provide their own plates, cups, silverware, napkins and table linens/coverings for the dinner
- f. Alcohol is not permitted except for the Wedding Party (i.e. champagne for a toast)
- g. The Wedding Party is responsible to clean up areas used during the reception
- h. The Wedding Party is responsible to take/dispose of any leftover food

## Sound Technician Responsibilities

The duties of the Sound Technician will include:

1. Run Sound Board during Rehearsal
2. Run Sound Board during Ceremony
3. Run pre-made music through the Sound System as needed
4. Run slide show as needed

## Custodial Staff Responsibilities

The duties of the Custodial Staff will include:

1. Cleaning all used areas of the building in order to prepare for Sunday morning service

## Fee Schedule

### Amounts

<b>SERVICE</b>	<b>MEMBER PRICING</b>	<b>NON-MEMBER PRICING</b>
Building*	Free	\$500
NLCC Pastor	Free	\$200
NLCC Custodian**	\$100	\$100

\*Includes use of building for: Decorating, Rehearsal, Rehearsal Dinner, Ceremony and Reception as applicable. Also includes services of Wedding Liaison and Sound Technician.

\*\*If the Wedding Party provides people to clean the church, then the NLCC Custodian fee will not be required. Also, if the building is used past 6pm on a Saturday, then the Wedding Party will be responsible to clean the building and therefore no NLCC Custodian fee will be charged.

### Payment

Payment is required before a reservation of the building is guaranteed. Payment can be given to the Wedding Liaison or mailed to the church office address below. Make checks payable to: "NLCC". Please include the name of the Wedding Party in the memo.

New Life Community Church  
145 Meghann Drive  
Marion, Iowa 52302

### Additional Fees for Damages

The Wedding Liaison will inspect the building after the wedding activities to ensure everything is in its original place and that no damages have occurred. If damages by the Wedding Party or guests happen during any wedding related activity, then the Wedding Party may be charged additional fees to pay for the repairs.

### Liability

NLCC is not responsible for any personal items and shall not be liable if such items are lost, stolen or damaged during any wedding related activities.

### Questions

If you have any questions contact NLCC via email at: [office@newlifecr.com](mailto:office@newlifecr.com)