



## Wedding Policies and Procedures

Congratulations on your upcoming wedding! Your engagement is an important time and we are excited that you have chosen us to be a part of your engagement process, your ceremony and future marriage. In this packet, there are a few things that will help you as you begin this process.

At Lake Forest, we begin with the proposition that marriage is a holy institution, ordained by God from the beginning in the garden. Its purpose, its sanctity and the depth of the required commitment were reemphasized by Jesus Christ, who instructed that the two, who become one flesh, are never supposed to be divorced, and that adultery is a destructive sin to the marriage relationship. We believe that Christian marriage is a commitment *between one man and one woman*, founded on your commitment to Jesus Christ. Therefore, those joined in this union are ones who have professed Christ and who are part of His church. We consider that wedding services are worship services before God, conducted in His honor according to His Word. We seek to please Him in these services, both for the joy of worshiping Him in celebration, and in order to be able to ask Him to bless the marriage.

This belief plays an important role in our premarital process. We feel that marriage counseling is a necessary step and we require your participation in counseling prior to your marriage ceremony. Talk to a Lake Forest pastor for a counseling referral (call 704.948.3232) or to check to see if your officiating pastor will be able to conduct your counseling.

When choosing a wedding date, please keep in mind:

- No more than one wedding will be scheduled on a given day.
- No weddings will be scheduled on New Year's Day, Easter Weekend, House of Blues series, Thanksgiving Weekend, Christmas Eve or Christmas Day. During the month of December, weddings will not be held at Lake Forest but an officiating pastor can commit to an off site wedding, if his schedule permits.
- Scheduled Church activities generally cannot be changed to accommodate weddings.

### **Minister**

A Pastor on staff at Lake Forest will normally preside over a wedding in the Church. However, if approved by the Session, a minister from outside Lake Forest may perform the wedding. If this is the case, please notify the Wedding Facilitator as soon as possible. She will send the outside minister a copy of these guidelines.

### **Facilities**

The Worship Center, Fireside Room and Kitchen are available to members and non-members providing they comply with the Wedding Policy. The Worship Center will seat 600 people. The Fireside Room will

accommodate 300 standing and 100 sitting. A fee of \$100.00 is charged to provide custodial staff to reset and clean the facility after the wedding. Please know that no alcoholic beverages are permitted on the premises.

Receptions are not permitted within our facilities. We are not equipped with space, kitchen or staffing requirements to provide for any after ceremony celebrations. We do, however, have relationships with some close local hotels who can accommodate receptions and we will be delighted to help you make those connections.

**Fees**

The wedding fees are to cover building usage, the wedding facilitator and sound technician(s). Building fees are waved for Lake Forest Ministry Partners; however, the fees for the wedding facilitator and sound technician remain.

Category	Ministry Partner	Non-Ministry Partner
Building Usage	\$200.00	\$700.00
Wedding Facilitator	\$200.00	\$200.00
Sound Technician	\$35.00 per hour	\$35.00 per hour
Custodial Fee	\$100.00	\$100.00
Pastoral Honorarium	Suggested \$100 - \$200	\$300.00

*\* The wedding couple is responsible for all of the rooms used during the ceremony being returned as they found them. If, the wedding couple would prefer, we have an individual who can provide that service for you at the above stated fee.*

The non-negotiable and required building usage fee cover the cost of set-up and tear down of your wedding along with cleaning the facility making it ready for Sunday morning as well as the cost of resources.

**Deposits and Final Payments**

A \$200 refundable security deposit will be collected to secure your date. Any destruction of property will void your deposit. The bride and groom will be responsible for any damages that exceed the security deposit amount.

Final payment is due at the final walk through, 2 – 3 weeks before your wedding day. In the event the wedding is postponed or cancelled, and notice is given at least 30 days prior to scheduled date, Lake Forest will issue a full refund. The refund will be mailed within 30 days of cancellation notice.

**Wedding Facilitator**

The purpose of our Wedding Facilitator is to come alongside you and your fiancé to ensure your experience is enjoyable and your event runs as smoothly as possible. Those of you who are using the facilities for your ceremony are required to use the Lake Forest Wedding Facilitator who will be a resource for any questions that may arise during the engagement, with regards to building usage. Your Wedding Facilitator will schedule any additional meetings that may be needed to discuss overall concepts and rental options as well as schedule your final walk-through which will take place 2-3 weeks before the wedding day. Your Wedding Facilitator will also be on site for your rehearsal and ceremony to handle any building/rental issues that my come up.

Lake Forest’s Wedding Facilitator oversees all weddings at our Church. They will serve as a liaison with the church staff and will help you interpret these guidelines as you plan your wedding.

### **Sound Technician**

The Worship Center at Lake Forest has a sophisticated sound system. As such, we require that a member of our sound crew be present during the rehearsal and wedding. The Wedding Facilitator will make all necessary arrangements and as stated above, the charge for the sound technician will be \$35.00 per hour.

### **Decorations and Set Up**

Lake Forest Church has a very talented team of set designers. This team is responsible for creating an environment in the sanctuary and on the stage that supports the current sermon series. **These designs and props cannot be dismantled or moved for a Wedding Ceremony.** It needs to be understood that these will be visible at the wedding.

Our Worship Center has been designed as a beautiful space, appropriate for any service of Christian Worship. When planning decorations, please observe the following:

- Additional decorations should be designed to enhance the beauty of the sanctuary.
- No furnishing or church equipment should be removed from the Worship Center unless approved by the Wedding Facilitator.
- No tacks, pins, nails, or glue may be used to attach decorations to the building or its furnishings.
- The furnishings, floors, and carpets must be fully protected at all times from moisture and candle wax. You will be responsible for any damage and may be responsible for professional cleaning should it be necessary.
- All decorations, equipment and personal items must be removed immediately following the service or reception.
- The church is not responsible for the security of personal items left unattended in the building.
- All couples married at LFC agree to cooperate with the Wedding Facilitator to ensure that the church can be properly cleaned before the next scheduled program.
- All facilities are to be left in the same condition and set-up arrangement in which they were found.
- The wedding party agrees to clean up any birdseed thrown on the property.

### **Flowers**

If you wish to leave your wedding flowers for use in our worship services, please notify the Wedding Facilitator when your wedding is scheduled.

### **Furnishings**

Please make arrangements with the Wedding Facilitator for use of specific items.

### **Music**

A church wedding is a service of worship and any music used must be suitable for church services. The Wedding Facilitator will assist you with the selection of appropriate music.

Lake Forest does not provide musicians for weddings. However, the Wedding Facilitator may know of vocalists or musicians that can be contacted.

### **Rehearsal**

Unless special approval is given, a rehearsal with the Pastor (if available) and the Wedding Facilitator present is required for every wedding. The rehearsal will be the night prior to the wedding unless special arrangements are made.