

WEDDING AND PREMARITAL INFORMATION SHEET

BEFORE YOU GET MARRIED...THE GUIDELINES

- ✦ At least one of the persons requesting to be married must currently be an active member of Christian Life Center.
- ✦ Couples should be in the habit of and plan to continue regular weekly attendance at CLC services.
- ✦ Couples must have dated steadily for at least 6 months before completing the Wedding Request form and beginning the Premarital Program at CLC.
- ✦ Both bride and groom must agree to abide by the wedding policies and procedures of Christian Life Center.

WELCOME TO THE PREMARITAL PROGRAM AT CHRISTIAN LIFE CENTER

- ✦ If a couple meets the above stated criteria and desires to participate in the Premarital Program at CLC, they should contact the Wedding Facilitator and obtain a Wedding Request Form and Information Packet. The tentative date requested for a wedding on this form should be at least 3 months from the date that the form is filled out and returned to the church office. This will give adequate time for couples to complete the Premarital Program and assignments at CLC. All forms must be turned in to the wedding facilitator.
- ✦ The Premarital Program at CLC includes:

1. Upon payment for books you will be assigned a pastor for your premarital coaching.
2. At your first session you will meet with the wedding facilitator and a pastor to review the CLC wedding process
3. Couples may take various inventory tools for preparation. You will discuss the results of this inventory with a Pastor.
4. You will meet with a Pastor a minimum of four to six sessions.
5. One final session will be scheduled for you to meet with the CLC pastor who will perform your wedding to discuss the details of the ceremony. You will also meet with the CLC wedding facilitator, if your wedding is scheduled for CLC.

*If the pastoral staff does not have confidence that a couple is ready for the commitment of marriage based upon their premarital sessions, we reserve the right to recommend a couple postpone their wedding date. We want God's very best for each couple; nevertheless, we are not under any obligation to conduct a wedding if we are hesitant about a couple's preparedness for marriage. Please keep this in mind when making your wedding plans.

**The cost for the 2 books and all materials is a \$50 non refundable fee.
The premarital guidance sessions are free.**

FOR OFFICE USE ONLY	
Date(s) Submitted: _____	
\$50 books _____	\$450 _____
	Balance \$ _____
check # _____	check # _____
premarital material	CLC personnel fee paid
fee paid	

PREMARITAL REQUEST FORM

Bride's Name: _____ Phone _____

Address: _____ City _____ Zip _____

Are you born again? Yes No Spirit Filled? Yes No

Have you been married previously? Yes No If so, how many times? _____

Date of most recent marriage: _____ Number of children from previous marriage: _____

Are you a member of CLC? Yes No Children's Ages: _____

Groom's Name: _____ Phone _____

Address: _____ City _____ Zip _____

Are you born again? Yes No Spirit Filled? Yes No

Have you been married previously? Yes No If so, how many times? _____

Date of most recent marriage: _____ Number of children from previous marriage: _____

Are you a member of CLC? Yes No Children's Ages: _____

How long have you been dating steadily? _____

How long have you been engaged? _____

Do you plan on getting married in the CLC Sanctuary? Yes No
If you answered "no," where will you be getting married? _____

Date and Time of Wedding Ceremony

Number 1 choice: _____

Number 2 choice: _____

Date and Time of Rehearsal

Number 1 choice: _____

Number 2 choice: _____

Pastor you desire to perform your ceremony

Number 1 choice: _____

Number 2 choice: _____

\$50.00 paid _____ yes _____ no

WEDDING RESERVATION FORM

INFORMATION:

Groom's Name: _____ Bride's Name: _____

Groom member of CLC: Yes No Bride member of CLC: Yes No
(Either the Bride or Groom must be a member of CLC to rent/use the building)

CURRENT Address Information (Bride's)*: Street: _____

City/State/Zip: _____

Home Phone: _____ ()

**If address or phone changes, please contact church office immediately*

Address AFTER WEDDING*: Street: _____

City/State/Zip: _____

Home Phone: _____ ()

Dates Requested:* 1st choice: _____ 2nd choice: _____

Time of Ceremony: _____ **How many people are you expecting?** _____

**Do not have your invitations printed until you receive confirmation from CLC that your date is available, and that the pastoral staff has agreed to perform your ceremony.*

What building accommodations will you need?

Sanctuary (\$450)

Information below this line will be completed by the CLC Wedding Facilitator at your meeting

What type of set up will be needed?

OFFICE USE ONLY

Custodian Assigned: _____

Set up Comments: _____

FACILITY AVAILABILITY & FEES

PLEASE KEEP THIS FORM FOR YOUR RECORDS

AVAILABILITY: The first step toward securing the church building for your event is to complete the "BUILDING RESERVATION FORM," and turn it in with the appropriate fees (\$500) to the Wedding Facilitator within 30 days of your first appointment. Your date will not be placed on the calendar until payment is made.

- The building is unavailable for use on Sundays and on Wednesday evenings.
- If a CLC event is scheduled for a particular date, the building will not be available.
- The following guidelines apply to availability:
 - For use of the building on a weeknight, the church must be vacated by 11:00 p.m.
 - For use of the building on a Saturday, the church must be vacated by 8:00 p.m.

FEES: The following is the fee schedule which has been established for the use of the Sanctuary only, and which includes a mandatory custodial fee, sound director fee and wedding facilitator fee. In addition we have provided suggestions for honorariums for minister, vocalists and instrumentalists.

You will need to complete the Premarital Request Form to begin the coaching process. If you also plan to use our facilities, please complete the Wedding Reservation Form, and return the forms with a check or money order for the fees mentioned below:

1. \$50 which covers the cost of books and various materials (there is no charge for the actual premarital sessions). This fee is non-refundable.
2. \$450 If you plan to use the CLC church building, which includes:
 - Payment for sound director, custodian, wedding facilitator, and building use all of which will be provided for you by the church.

Please make your check(s) payable to CLC.

Total Cost: \$50 + \$450 = \$500.00

3. \$50-\$300 Honorarium(s) for minister, vocalist, instrumentalists, etc.:

Honorariums are considered a common courtesy and an expression of thanks for the time and effort that a particular person has invested into your event, whether in the form of premarital counseling, rehearsals, or the actual event itself. You are not obligated to pay honorariums, but it is in good taste to do so. A reasonable range is \$50-\$300, depending on the service(s) the individual provides for you. Those you may consider when giving honoraria are ministers, vocalists, instrumentalists, and helpers.

4. Within thirty days of your first meeting, you must pay the balance in order to secure the date for your ceremony. One month prior to the ceremony we need to have an outline of your wedding program and the music you want played at your wedding.
5. Please note any damage to property or missing items are subject to an additional charge.

GUIDELINES FOR BUILDING USE

PLEASE KEEP THIS FORM FOR YOUR RECORDS

DECORATIONS: You are responsible to remove every decoration that you place in the building. No decorations should be thumb-tacked, taped or nailed directly into the walls or ceiling. You must use commercial "sticky gum," available at office supply stores. Before decorating, check with the CLC custodial staff regarding your decorating plans for advice and areas that may be accessed. All decorations, including table coverings, table skirting, candles, flowers, etc., are your responsibility to remove and/or discard.

CANDLES: You must use drip-less candles. Candelabras can be rented from a local rental company. Any candles used for table decorations must rest on appropriate candle bases. Candles cannot be lit without an appropriate base or holder and a responsible party must be in attendance to monitor the candles once they are lit.

RICE, CONFETTI, AND BIRDSEED: No rice, confetti, or birdseed is to be used at the wedding. Past experience has shown that these items are tracked in and find their way throughout the building, presenting a sizeable cleaning problem. Many couples use bubbles; others have used creative "noisemakers," etc.

SMOKING AND ALCOHOL: Smoking within the church or any place on the property is prohibited. Likewise, no alcoholic beverages are permitted on the premises.

DRESSING ROOMS

BRIDE: Calming Room and room 500 is available for the bride and her party. The church will provide a full-length mirror for your use, in addition to the full-length mirror available in the women's restroom. Other rooms are available with approval. If you bring food or beverages into this area, it is your responsibility to clean up. All personal items, such as clothing, flower boxes, and toiletries are your responsibility to remove and/or discard.

GROOM: Room 308 is suggested for the groom and groomsmen to get ready in. The church will provide a full-length mirror for your use. Other rooms are available with prior approval. The bathroom in the main hallway is suggested for the groom and his party. If you bring food or beverages into this area, it is your responsibility to clean up. All personal items such as clothing, flower boxes, and toiletries are your responsibility to remove and/or discard.

USE OF OTHER AREAS: Other rooms throughout the church building (i.e. classrooms, nurseries, and kitchen) are not available for use during your wedding unless a specific request is submitted and prior approval is received.

CLEAN-UP CHECKLIST

PLEASE KEEP THIS FORM FOR YOUR RECORDS

Name of person responsible for clean up: _____

Phone number of responsible party: _____

BRIDAL PARTY CHANGING ROOM

- Make sure all clothing, make-up, toiletries, corsages, flower boxes, pins etc., are picked up.
- Discard any food and/or beverages that were brought in.
- Turn off lights.

GROOM'S CHANGING ROOM

- Make sure all clothing, toiletries, boutonnieres, flower boxes, pins, etc., are picked up.
- Discard of any food and/or beverages that were brought in.

BUILDING SECURITY

- Walk through entire building with the wedding facilitator to check for any problems.
- Turn off all dressing room lights.

Please return this completed checklist to the custodian on duty after your event.