

MOUNT PARAN NORTH CHURCH

Policies and Procedures for Weddings and Receptions

MAKING PLANS

Weddings are a God-ordained institution, and Mount Paran North (NORTH) would like to help everything run smoothly during this special time in your lives. Proper planning will help the ceremony come off smoothly and allow you to relax and enjoy the marriage celebration.

THE WEDDING COORDINATOR

All weddings held at NORTH are required to be coordinated through the Wedding Coordinator. She can be reached at the church at 770-578-9081, ext. 3216. She meets with clients on an appointment basis. She is here to plan your wedding day and ceremony and to reserve the needed equipment and facilities.

BRIDE'S GUIDE AND WEDDING AGREEMENT

NORTH is pleased to offer its facility and staff for the celebration of your marriage. The staff of NORTH desires to provide you with assistance in order for your wedding to be a relaxed and meaningful event, which glorifies God.

The church areas available for weddings are in the Chapel (seating for 160), Worship Center (seating over 160) and receptions are held in the Atrium. These facility areas are available for members and non-members of NORTH.

By definition, a "Member" is someone who has formally joined Mount Paran North Church, and whose name appears on our Membership Database with a corresponding member number.

"Member Fees" are offered to the bride, the groom, or one of their parents. "All Fees" are listed on the Fee Sheet, and are due one (1) month prior to the wedding.

MOUNT PARAN NORTH WEDDING FEES

	<u>Members</u>	<u>Non-members</u>
Chapel	\$350	\$1000
Chapel w/ Reception	\$350	\$1500
Worship Center	\$350	\$1000
Worship Center w/ Reception	\$350	\$1500

<u>Additional Fees</u>	<u>Members</u>	<u>Non-members</u>
Additional Time/ <i>any room</i>	\$100/hr	\$100/hr
Kitchen Attendant	\$100 <small>(not using North caterer)</small>	\$100 <small>(not using North caterer)</small>
Linens for Tables	\$4/ea	\$4/ea
Candles for Candelabras	\$1.00/ea () 30.00 or () 60.00	

FEE POLICY

A non-refundable \$150.00 deposit is required to make the facility reservation. This deposit is applied to the total rental amount due. In the event that the wedding should be postponed or canceled, NORTH returns all fees, except the **non-refundable deposit of \$150.00.**

**ALL FEES ARE DUE IN FULL ONE (1) MONTH PRIOR TO THE WEDDING DATE.
PAYMENT IS TO BE MADE BY CHECK OR CASH TO:**

MOUNT PARAN NORTH CHURCH

REGULATIONS CONCERNING SCHEDULING

Weddings are required to be scheduled at least **three (3) months** prior to the wedding date.

Because of heavy church programming, weddings or rehearsals may not be held on Sunday, holidays, or the month of December. **Holidays** are those days the church offices are closed for the observance of a holiday.

Weddings will not be scheduled that conflict with any worship service or event involving the membership as a whole.

Every effort will be made to avoid scheduling church-wide activities in conflict with your wedding. Changes may be necessary if your scheduled wedding date is more than **six (6) months** away. This is an extremely rare occurrence and every effort will be made by the church staff to avoid this conflict.

The beginning times of all wedding ceremonies are between 11:00am and 3:00pm

TIME FRAMES

MPN is host to many weddings each year. Each wedding is very special. To protect each wedding, as you want yours to be protected, a specific block of time will be allotted per wedding and reception. All activities for the rehearsal, wedding and reception must be completed within the specified time allotted.

Each rehearsal is allotted **one (1) hour**. The Wedding Coordinator will schedule the time for your rehearsal.

Each **wedding with a reception** at the church is allotted **five (5) hours**, beginning **two (2) hours** before the ceremony.

Each **wedding without a reception** at the church is allotted **four (4) hours**, beginning **two (2) hours** before the ceremony.

The allotted times include time for:

- ... wedding party to dress for the wedding and for travel
- ... caterer and florist to decorate and clean up
- ... photographer and/or videographer to set up and take all photographs

The bride, in consultation with the Wedding Coordinator, will determine how the allotted time for her wedding will be utilized.

WEDDING POLICY

NORTH believes that marriage is a covenant under the Lordship of Jesus Christ, and if both parties do not adhere to the Lordship of Jesus Christ, a covenant is not possible.

Wedding ceremonies begin **ON TIME** at NORTH. The bride is responsible to let all of the wedding party, guests, and vendors know this and act accordingly. No wedding will be delayed waiting on someone to arrive.

Smoking is not permitted.

Alcoholic beverages are not allowed on the premises. Any member of the wedding party or any guest who brings alcoholic beverages or controlled substances on the property, or who attempts to serve alcoholic beverages or controlled substances in any form, will be removed from the property immediately. If a member of the wedding party does not respect this policy, he/she will not be permitted to participate in the rehearsal or the wedding.

No dancing is allowed on the church premises.

No rice, confetti, birdseed, silly string, shaving cream, toilet paper, etc. may be thrown anywhere in the church building or on the church grounds. Bubbles are suggested and these are to be used outdoors. The wedding party is responsible to clean up anything that falls off the couple's car.

Food and beverages are not allowed in the Chapel or the Worship Center.

All areas used by the wedding party must be cleaned up of all personal belongings immediately following the ceremony. It is the bride's responsibility to make sure all areas are left in order.

Deliveries must be scheduled in advance and must be made in the bride's allotted time frame. All deliveries are the responsibility of the bride.

No flower petals are to be thrown.

The church is not responsible for lost or stolen items.

Audio and visual equipment and platforms at NORTH are off limits to all. Equipment and platforms should not be climbed on or moved by anyone.

Only those rooms reserved by the bride are to be used by the wedding party, family, and guests during and after the wedding.

Children are not allowed to take any paper items out of the seat backs or information racks in the church. Preparation for Sunday church is often begun on Saturday and this

information must be left in the seat backs and information racks.

All wedding party, family, and guests are to behave in an orderly and respectful manner both within and outside the church. Running and roughhousing within the church is not allowed.

RULES REGARDING CHILD ATTENDANTS

Children can play a special part in your wedding. However, it has been a concern that very young children, under eight (8) years old, can sometimes be overwhelmed during the excitement of the wedding day. NORTH requires, for the safety of the children, that child attendants be at least eight (8) years old to stand with the wedding party. Children under eight (8) years old may walk down the aisle during the processional but must be seated with an adult once they walk down the aisle.

SUGGESTIONS TO PLANNING YOUR WEDDING & RECEPTION

1. Call North's Wedding Coordinator

NORTH has a Wedding Coordinator on staff who will work with the bride in reserving facilities, making wedding plans, coordinating plans with the Facilities department and where applicable, with pastors or other staff who may take part in the wedding. If desired, the Wedding Coordinator will also direct the rehearsal and wedding.

The Wedding Coordinator directs the bride and her vendors (florist, photographer, videographer, caterer, etc.) in their use of the NORTH's facilities, assures all policies and procedures are met, and coordinates the bride's ceremony between the pastor, our Audio department, Facilities department, and the wedding party.

The bride may choose to employ, at her expense, an outside Wedding Director. The church's Wedding Coordinator will serve as a consultant to the employed Director, be present for the rehearsal and the wedding, and have final authority in all matters concerning the use of the facilities and policies of NORTH.

All weddings held at NORTH require a Wedding Director to conduct the rehearsal and the wedding. Only experienced Wedding Directors are allowed.

Where a pastor of NORTH is performing the ceremony, our Wedding Coordinator will take his role in the rehearsal.

2. Request Your Date and Time

Call the Wedding Coordinator's Office and request your preferred date. It may be necessary to request an alternate date if your first choice is not available. Dates are assigned, as they are requested, not more than nine months in advance.

Set up an appointment to come in and tour the church with the Wedding Coordinator. This is a good opportunity to ask preliminary questions, get a look at the church through "bride's eyes" and generally get some direction as to how to proceed with your plans.

Confidentiality is assured through the Wedding Coordinator's office, so it is suggested that you reserve your date as soon as possible. Any requests for space or time in addition to what the church already sets aside for weddings must be requested and reserved through the Wedding Coordinator.

3. Reserve Your Date and Time

The Wedding Coordinator and bride and/or groom will complete all paperwork for the reservation. The Wedding Coordinator will send the reservation request to the Facilities department, the Audio department, the Business department, and the Senior Pastor's office.

Once the Facilities and Business department approve the requested date and time, the Wedding Coordinator will notify the couple. The couple will then pay the deposit, and then the specified date, time, and rooms are reserved.

4. Schedule Your Rehearsal

All weddings in the Chapel, or the Worship Center, or which have more than four (4) people in the wedding party, require a Rehearsal. Rehearsal blocks are in one (1) hour increments.

Infrequently, the Worship Center is in use for a function on Friday nights. In this case, the rehearsal will be held in the Chapel, if available. The couple will be notified if this is the case. On the day of the wedding, the wedding party will go through a quick rehearsal in the Worship Center 1.5 hours prior to the wedding, so as to be thoroughly comfortable with their roles.

5. Wedding Coordinator Schedules Pastor

NORTH pastors are available to officiate weddings. The Wedding Coordinator will contact the pastor of your choice and coordinate a date and time when the pastor and facility are available. As our pastors' activities and schedules are often set months in advance, flexibility as to the wedding date and time may be required.

Pastors or ministers from other churches within the evangelical Christian denomination may officiate your ceremony at our facility, per approval from NORTH's Senior Pastor. Outside pastors must meet the state requirements of licensure.

PASTORAL HONORARIUM

No official fee is set for the pastor who officiates at a couple's wedding. An honorarium is customary, and the couple will want to discuss the honorarium with the Wedding Coordinator. The facility fee does not include any payment to the pastor.

6. Schedule and Complete Premarital Counseling

Because of the scriptural emphasis placed on the marriage commitment, NORTH desires to help prepare couples for a lasting marriage.

Therefore, all couples who schedule our facility for their wedding ceremony and who use our pastors are required to have premarital counseling. The pastor's Administrative Assistant will contact the couple to set up their premarital counseling. Failure to attend or complete the counseling with the pastor will result in cancelation of the NORTH facilities for your wedding.

7. Select Your Musician(s) and Music

Music used in connection with the ceremony should be in keeping with the dignity and sacredness of the wedding service. Suggestions of appropriate music for the processional, recessional and vocal music can be obtained through the Wedding Coordinator.

If the couple needs a pianist for their ceremony, the Wedding Coordinator can supply them with a **Vendors List** to choose from. Each music person used is a separate contract between the bride and groom and that person. Their services are not included in the facility fees. It is the bride and groom's responsibility to contact their musician(s) and find out their fees. Their checks should be made payable to the respective musician. The Wedding Coordinator will get these checks from you, unless stated otherwise, the night of the rehearsal and distribute them the day of the wedding. Musicians **DO NOT** attend rehearsals. If a vocalist(s) needs to practice with a pianist or with a track, they should **be at the church one (1) hour prior** to the wedding.

8. Get Your Marriage License

Marriage licenses are obtained from a County's Probate Judge. Bring the marriage license and return envelope to the rehearsal and give it to the Wedding Coordinator. She will prepare it for the pastor's signature, will have the pastor sign it on the wedding day, and then will mail it to the Probate Court.

OTHER INFORMATION

Audio Visual

Sound amplification will be necessary for all weddings. **Technicians DO NOT attend rehearsals.** Vocalists and speakers are requested to meet with the Audio Technician **one (1) hour** prior to the wedding. The sound system is to be operated by church personnel only.

The bride must finalize her audio requests at least **two (2) weeks** prior to the wedding.

The Wedding Coordinator has a list of professional videographers the bride may choose from. It is the bride's responsibility to communicate her desires with the videographer of her choosing.

Available Church Equipment

Microphones are provided as needed for musicians and pastors. If track music is used, it must be loaded onto a flash drive, and given to the Wedding Coordinator at least **two (2) weeks** prior to the wedding date.

The church provides tables and chairs needed for your reception. The Wedding Coordinator and the couple will decide how they will be set up and then submit a set-up form to the Facilities department. In addition, the church has candelabras, kneeling benches, and a unity candelabra available. The church also provides the mechanical cased candles (fee for the candle inserts listed on the fee page) to be used in the candelabras.

The church also has table linens. (See "North's Wedding Fees" on page 2.) Arrangements for these must be made through the Wedding Coordinator at least **two (2) weeks** before your wedding.

CATERER GUIDELINES

It is the bride's responsibility to find and reserve a licensed caterer of her choice. The Wedding Coordinator has a list of caterers (Vendors List) for the bride to choose from, if desired.

A diagram of table/chair placement, audio needs, gift table and any other special requirements for each Reception will be developed between the Wedding Coordinator, bride, and the caterer. This diagram must be completed **two (2) weeks** prior to the wedding if the event will take place at the church.

PHOTOGRAPHER / VIDEOGRAPHER GUIDELINES

No flash photography is allowed, during the wedding ceremony itself; this includes wedding guests. The processional and recessional may be photographed using a flash. Photographers may not be on the Worship Center stage.

Photographers may have access to the church as early as **two (2) hours** prior to the wedding. They must leave the Chapel/Worship Center at least 45 minutes prior to the beginning of the ceremony. Photographs may be taken outside until **30 minutes** prior to the wedding ceremony. At this time all wedding parties are to go to their assigned rooms until the ceremony time.

Photographers and videographers are cautioned about marring furniture. No equipment should be placed on chairs or furniture.

Videotaping is allowed provided the equipment does not distract from the ceremony, impede the movement of the wedding party or a guest or damage the facilities. Videotaping must be done without the addition of special lighting.

FLORIST GUIDELINES

Florists are required to consult with the church's Wedding Coordinator before any placement of decorations in the church.

Only mechanical candles may be used. Wax candles may NOT be used in weddings. Hurricane globes must be used on all candelabras outside the altar area. The only exception to this would be the Unity Candle in which case, wax candles may be used. The bride will be held responsible for any damage done by wax that drops or is spilled on carpet or furniture.

Florists may have access to the church as early as **two (2) hours** prior to the wedding.

The floor, carpet, walls, and furnishings must be respected and protected in the placement of flowers and other decorations. Decorations must not be hung from fixtures or furnishings.

No tape, nails, pins, staples or screws shall be used in decorating. Only ribbon may be used to attach bows. ***The bride/florist is responsible for providing bows for the reserved seating rows.*** The Wedding Coordinator will work with the bride in determining how many are required for her specific wedding.

Flowers may not be placed on musical instruments. NORTH assumes no responsibility for floral arrangements remaining on the premises after the allotted time.

Mount Paran North Church Wedding Agreement

I have read the Policies and Procedures for Weddings and Receptions of Mount Paran North Church. I understand the policies and conditions set forth and agree to abide by them and will communicate these to all members of the wedding party and to my suppliers.

Name of Wedding _____ / _____
(Bride's Last Name) (Groom's Last Name)

Bride's First Name _____ / Groom's _____

Address after Wedding _____

City _____ State _____ Phone # _____

Date of Wedding _____ / _____ / _____ Time _____

Pastor performing ceremony _____

Ceremony Location _____

Reception Location _____

Rehearsal Date / Time _____

Bride's Signature _____ Date: _____
(mandatory)

Fee for Chapel \$ _____

Fee for Worship Center \$ _____

Fee for Reception \$ _____

Fee for Candles (\$1.00/ea) 30 () 60 () \$ _____

Fee for Linens _____ X \$4.00/ea \$ _____

Kitchen Attendant (\$100.00) yes () no () \$ _____

Audio Attendant (\$100.00/reception only) \$ _____

Subtotal \$ _____

Deposit \$ _____

Balance Due \$ _____

When signed, please return to the Wedding Coordinator.