

WEDDING GUIDELINES

Congratulations!

The pastoral staff at The Compass Church (“TCC”) is committed to helping you understand the roles and responsibilities of marriage. We believe that a wedding ceremony is a time of celebration and joy. It is also a time of worship and reverence before God. As a significant life event, your wedding may be elaborate and formal or simple and informal; whatever the case may be, your wedding ceremony is an act of worship before God.

It is the intent of the Wedding Guidelines to assure that the integrity of worship is maintained in your wedding ceremony while assisting you in making your wedding day a joyful and memorable experience.

I. Wedding Application

As our first step in wedding planning at TCC, we ask that bride and groom review, fill out, and return a wedding application. This application ensures that the couple agrees with the statement of faith at TCC and conditions in which a wedding ceremony is to take place. After completing the Wedding Application document, please return it to the Hobson office.

Please note: We are unable to reserve a space, day, or time until the application is received and approved by a member of our pastoral staff.

II. Pre-Marital Counseling

Pre-marital counseling is one means of preparing you for marriage. We believe premarital counseling is important and we design it to provide a framework for discussing significant topics for the couple as they enter into the marriage relationship. The pastoral staff is committed to establishing Christian homes and not just performing ceremonies.

a. It is required that all couples participate in a four-week Marriage Prep course offered by TCC. Topics such as the biblical perspective of marriage, communication, finances and sexual intimacy are discussed in a small group setting with mentor couples (overview attached).

b. The Marriage Prep course is offered quarterly at TCC. Cost is \$30 per couple. For more information about the course, please contact marriagematters@thecompass.net.

c. Additional pre-marital counseling may be provided by the officiating pastor if it is deemed necessary.

III. Reserving a Date, Time, and Facility

a. Reservations for TCC facilities will be made through the Hobson office before the date and time are placed on TCC’s calendar.

b. Reservations are scheduled on a first-come, first-served basis.

- c. Facility Availability
 - i. Our Hobson campus is available Friday evenings, Saturday mornings, and Sunday afternoons. Due to TCC service times, Saturday evening and Sunday morning weddings are not offered.
 - ii. All decorations and personal belongings must be removed from the facility by 2pm on Saturdays. Setup for Sunday afternoon weddings may begin at 2pm.
 - iii. The 95th campus is available Friday evenings, Saturday all day and Sunday afternoons. Setup for Sunday afternoon weddings may begin at 2pm.
 - iv. We are unable to schedule weddings, rehearsals or receptions at our facilities over the following holiday weekends: New Year's, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. An Officiating Pastor may be available for weddings on these dates if they are held off-site.
- d. TCC facilities are only available to its members and non-member attendees or the immediate family (sons and daughters) of same. A non-member attendee is defined as a person who has had verifiable attendance and ministry/community participation at TCC for a period of at least six months prior to reserving a wedding date.

IV. Officiating Pastors

- a. TCC is happy to provide a pastor to officiate a ceremony being hosted at one of our campuses. It must be noted, however, that weddings are performed at the pastor's discretion.
- b. All non-TCC pastors chosen to officiate or co-officiate must be approved by TCC's Campus or Officiating Pastor.

V. Wedding Coordinator

- a. A Wedding Coordinator will be assigned to you by TCC. The Coordinator will assist in the preparation and direction of the rehearsal and wedding at TCC.
- b. The Wedding Coordinator will have final authority on decisions made for the wedding that occur on-site at TCC, regardless of whether or not an overall event coordinator has been employed by the couple.

VI. Rehearsal

Rehearsals typically take place the day before the wedding. The place, date and time of the rehearsal must be specified on the application.

- a. The couple is responsible for notifying all members of the wedding party of the day, time, and location of the rehearsal and stress the importance of being on time.
- b. It is preferred that everyone involved in the ceremony attend the rehearsal. This includes parents, bridal party, ushers, sound/video technicians, musicians, readers, and the officiating pastor.
- c. The rehearsal will be directed by the Officiating Pastor and Wedding Coordinator.
- d. If you desire for the pastor and spouse, musicians, or others to attend the rehearsal dinner, an invitation should be extended.

- e. At the time of rehearsal, present the Wedding Coordinator with the Marriage License and rings.

VII. Wedding Ceremony

- a. All members of the wedding party and participants in the ceremony should arrive at TCC no less than one hour prior to the start of the ceremony.
- b. Photos and Videos
 - i. The wedding ceremony is a service of worship. Non-professional camera work can distract from the beauty of the service and the atmosphere of worship.
 - ii. The photographer may take discreet available light photographs at any point during the ceremony. Flash photography is not permitted between the processional and recessional.
 - iii. A videographer may record the ceremony from a location designated by the Wedding Coordinator.
 - iv. The couple is responsible for contacting and contracting photographer and/or videographer.
 - v. Both photographer and videographer are required to notify the Wedding Coordinator of their arrival.
 - vi. It is the couple's responsibility to inform these operators of TCC policies.
- c. Music
 - i. The couple should choose music that promotes worship during the rehearsal and wedding ceremony. All content must be approved by the Officiating Pastor.
 - ii. The couple is responsible for contacting and contracting with any pianists, soloists and any other musician that they wish to play or sing at their wedding.
 - iii. Referrals for vocalists and musicians are available upon request.
- d. Decorations
 - i. The couple is responsible for arranging decorations necessary for the wedding.
 - ii. TCC will provide, at no extra charge, the use of communion tables, lecterns, music stands, and chairs.
 - iii. Our worship center auditoriums are frequently decorated with stage layouts and décor that accompany the season or sermon theme. Therefore, no furnishings may be moved from any part of the building.
 - iv. The use of materials that might mar any woodwork or wall finishes is not permitted (i.e., nails, tacks, staples, screws, pins or tape).
 - v. Drip-less candles are permitted. If other candles are used, an accompanying globe on a solid surface (i.e., mirror) must be used.
 - vi. It is the responsibility of the couple to designate a contact for the set up and clean up of decorations used during the ceremony.

VIII. Reception

- a. As space and scheduling permits, TCC IS available for wedding receptions.
- b. Fees for service and reception policies are available through the Hobson office.
- c. Referrals for catering options are available upon request.

IX. Fees & Facilities

- a. Fees charged to host a wedding at TCC are intended to cover specific facility expenses directly related to the rehearsal and wedding ceremony (i.e., setup, cleanup, and presence of facility personnel). It is our goal to make the cost of hosting your wedding at TCC as reasonable as possible.
- b. The following table shows the fees related to hosting your wedding at TCC:

Item	Fees
Marriage Prep Course	\$30/Couple (due at time of course enrollment)
Facilities Rental	Hobson Worship Center: \$150/hour Hobson other: \$75/hour (Atrium classroom, Gateway) 95 th Worship Center: \$150/hour 95 th other: \$75/hour
Wedding Coordinator	\$150
Pastor	Honorarium (appreciated but not required)
Tech Fees	\$25/hour
Reception Facility Rental	Hobson: \$150 95 th : \$150

- c. Use of the Hobson Worship Center includes staging in front of the main stage curtain, audio for speaking, stage wash and house lighting.
- d. Only members of TCC's staff are authorized to operate the church's equipment.
- e. Rooms for the bridal party preparation will be determined based on space and availability.
- f. A deposit is required of \$150 is required after the time of the initial interview with the Campus Pastor, and the balance is due 30 days prior to the reserved date. Checks should be made payable to The Compass Church and submitted to the Hobson office, attention: Weddings.
- g. Deposits are fully refundable up to 30 days before the reserved date and non-refundable within 30 days of the reserved dates.

X. Additional Policies

- a. Alcoholic beverages are not permitted inside TCC's building or on TCC's property. Smoking is not permitted anywhere inside TCC facilities.
- b. No vehicles (including delivery vehicles) are permitted in any area not designated for parking.
- c. Bubbles may be used as the bride and groom exit TCC. Rice, birdseed, and/or confetti are not permitted.

- d. TCC assumes no liability for personal injury, damage, theft, or loss of personal property.
- e. The couple shall assume full responsibility for any damages done to the property or facilities of TCC by guests, vendors or others related to or employed by the wedding party.

Marriage Prep Overview

Part 1

- Workshop One (Sessions 1-3)
- Date Night: Couples Conversation Assignments
- Homework: Family History Analysis

Part 2

- Workshop Two (Sessions 4-5)
- Date Night: Couples Conversation Assignments
- Homework: Relationship Assessment: on-line Prepare/Enrich

Part 3

- Workshop Three (Session 6-8)
- Date Night: Couples Conversation Assignments
- Homework Create a Family Budget
- Homework Meet with Campus Pastor, review Relationship Assessment & Marriage Prep

Part 4

- Plan your Wedding Ceremony
- Say "I do!"