

## WEDDING GUIDELINES

Congratulations on your engagement!

The pastoral staff at The Compass Church (TCC) is committed to helping you understand the biblical roles and responsibilities of marriage. We believe that a wedding ceremony is a time of celebration and joy, a time of worship and reverence before God. These Wedding Guidelines are designed to help ensure the joyful reverence of this memorable experience.

### I. Wedding Application

As our first step in wedding planning at TCC, we ask that the prospective bride and groom review, fill out, and return a wedding application. This application ensures that the couple agrees to the conditions by which weddings are performed at TCC. Please return your completed Wedding Application to the campus office that you would like to reserve.

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 provides a framework for discussing significant marital topics and is an important means of preparing you for marriage. This counseling, which generally involves 4-6 sessions, may come in the form of a marriage prep course with other couples or individualized counseling with the pastor or marriage mentor couple. In any case, topics covered generally include: the biblical perspective of marriage, communication, finances, and sexual intimacy. Couples are responsible for the cost of materials.

### III. Reserving a Date, Time, and Facility

- a. Reservations for TCC facilities will be made through the office manager before the date and time are placed on the church's calendar.
- b. Reservations are scheduled on a first come, first-served basis.
- c. The church is typically available for rehearsals on Friday evenings, for Saturday morning ceremonies, and Sunday afternoon. Set up and breakdown of ceremonies must fall within these times.
- d. We are unable to schedule weddings, rehearsals, or receptions at our facilities over the following holiday weekends or the week prior: New Year's Day, 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.

### 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-Compass Church pastors chosen to officiate or co-officiate must be approved by TCC's Campus Pastor or officiating pastor and agree to The Compass Church statement of faith.
- V. Wedding Coordinator
- a. A Wedding Coordinator will be assigned to you by the campus staff, if available. 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 weddings that occur onsite at TCC, regardless of whether 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 to stress the importance of being on time.
  - b. Everyone involved in the ceremony should plan to attend the rehearsal. This includes parents, bridal party, ushers, sound/video technicians, musicians, readers, and the officiating pastor. The Wedding Coordinator should be given a roster of those invited to attend, along with their contact information.
  - c. The rehearsal will be directed by the officiating pastor and Wedding Coordinator.
  - d. The couple may, at their discretion, extend an invitation for the pastor and spouse, musicians, or others to attend the rehearsal dinner.
  - e. At the rehearsal, present the Wedding Coordinator with the marriage license.
- VII. Wedding Ceremony
- a. All members of the wedding party and participants in the ceremony should arrive at TCC 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 any photographers and/or videographers.
    - 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.
- 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 Centers and rooms 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. Only battery-operated candles are permitted.
  - vi. It is the responsibility of the couple to designate a contact for the setup and cleanup of decorations used during the ceremony.

VIII. Reception

- a. Fees for spaces and reception are available through the office at each campus.
- b. Referrals for catering options are available upon request.

IX. Fees & Facilities

- a. See the Facility Rental Agreement. 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	See Facilities Rental Agreement
Wedding Coordinator	\$300 (payable to coordinator directly)
Pastor	Honorarium (at your discretion) \$200 - \$500

- b. Use of the Worship Center includes staging in front of the main stage curtain, audio for speaking, stage wash and house lighting.
- c. Only members of TCC staff are authorized to operate the church's equipment.
- d. Rooms for the bridal party preparation will be determined based on space and availability.
- e. Facilities fees should be paid at the time of reservation and will be submitted with the Facility Rental Agreement.
- f. Facility fees 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 buildings or on its property. Smoking is not permitted inside TCC facilities.
- b. No vehicles (including delivery vehicles) are permitted in any area not designated for parking.
- c. Bubbles may be used outside as the bride and groom exit TCC. Rice, birdseed, and/or confetti are not permitted.

Please sign below if you have read and agree to the guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_