

# Weddings

*A Planning Guide*



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# Wedding Planning Guidelines

A G I N C O U R T P E N T E C O S T A L C H U R C H

Congratulations on your recent engagement!

We recognize and celebrate the excitement and joy that comes with an upcoming wedding. We are so pleased that you have chosen to have your 'special day' here with us at Agincourt Pentecostal Church. Our desire is that your wedding day will be all that you envisioned it to be.

This Wedding Planning Guide has been designed to assist you in your planning. It has been thoughtfully prepared to help you organize the details of this very special time in your life.

Caring for the details in this booklet should help put to rest much of the administrative concerns that can occupy your attention during the busy season of wedding planning.

Our prayer is that you will genuinely and consistently receive the love and grace of God so that you can in turn extend it to your future spouse!

Enjoy this wonderful time in your lives, and may God's gracious peace guard your hearts and minds as you join together as husband and wife!

Congratulations!

Rev. Keith R. Smith

*APC Senior Pastor*

## **Who can be married at Agincourt Pentecostal Church (APC)?**

Based upon the scriptural principles of the marriage relationship, we will make provision for the marriage of individuals according to the following requirement:

1. Couple of like faith - where both have the same commitment to Christ
2. The union is heterosexual in nature
3. First-time marriage (both parties) **OR**
4. Widow/widowers with no previous divorce **OR**
5. Those who have been previously married and divorced will be considered after a meeting with a member of our pastoral staff to discuss the special circumstances in view of the Bible's teaching.

## **Who may use the facilities?**

Our facilities are only available for use to individuals who are in regular attendance at APC/TCC's (no less than 6 months) and who have fulfilled the necessary prerequisites for marriage.

## **Where do I start?**

**To begin planning your special day schedule an appointment with one of our APC/TCC pastors who have the authority to conduct a wedding.** The meeting with the pastor will be to talk about the possibility of conducting your wedding and details of the ceremony.

Please be aware that weddings cannot be scheduled during Easter, the annual Missions Convention which usually runs for three weeks in mid October, or the month of December.

At APC we value and promote healthy marriages that last a lifetime. Investing in your relationship is a prerequisite for a marriage that stands the test of time. In order to be more adequately prepared for marriage all couples planning to be married at APC are required to attend the Marriage Preparation Seminar provided by Agincourt Pentecostal Church.\*

In exceptional circumstances other premarital counseling arrangements may be made. Such arrangements must be discussed with and approved by your officiating pastor.

\*The Marriage Preparation Seminar is offered annually in the spring. The cost for this course is approximately \$125 per couple and is payable upon registration.

Our desire is to serve you to the best of our ability. Our prayer for you is that this wedding ceremony will be a joy-filled occasion that lives on in your memory for a lifetime.

God bless you,  
*The Pastoral Team of APC/TCC*

## **Bulletin**

Wedding bulletins can be a wonderful reminder of the beautiful day marking the beginning of your marriage. It is the responsibility of the engaged couple to create and duplicate the bulletin.

## **Communion**

Some couples desire to celebrate communion as a couple as part of their wedding ceremony. If you choose to share communion together, the couple is responsible for the grape juice and bread. Please confirm these details with the pastor officiating your wedding.

## **Decorations**

The personal touch of decorations can go a long way in creating a climate of celebration! Decorations are the responsibility of the couple being married. Weddings in the main auditorium have the availability of an attractive 'signing of the register' table during the ceremony. Weddings in the main auditorium must have all decorations removed by 3 pm due to our Saturday night service setup.

*Flowers and decorations* can be delivered on the day of the rehearsal if the church is available and the dates of wedding and rehearsal are close together. Please confirm this with the special events coordinator a few days prior to your wedding at [weddings@apchurch.com](mailto:weddings@apchurch.com). Decorations are to be removed immediately after the wedding unless alternative arrangements are made.

*Candles* are provided for use in the church's candelabras. They are white drip-less candles of the highest quality. Because of the nature and possible damage of dripping candle wax, only drip-less candles are permitted. Please refer to the fee schedule for candles.

To avoid marking the pews, *Pew Decorations* should be tied or hooked over the ends of the pews. Do not use thumbtacks or any type of tape.

## Facilities

Chapel	Provides seating for approximately 100 people
Main Auditorium	Provides seating for approximately 2,000 people

In order to help us with our weekend services and the delicate nature of the platform furniture, it is strongly recommended that furniture on the platform not be moved. Because of the nature of musical instruments and their need to be constantly in tune— the piano, drums and organ **cannot** be moved. Your help in this matter is greatly appreciated.

It is recommended that weddings be on Saturday mornings instead of Friday evenings. The latest start time for the wedding ceremony on Saturdays is 1 pm. The ceremony must be completed by 2:30 pm due to our Saturday night service.

We recommend that the ceremony take place on the main floor in the center of the altar area and not on the platform. This will create a warm climate for the wedding ceremony.

If you have any questions, please discuss them with the officiating pastor.

## Marriage License

As marriage is both a spiritual and legal binding decision, the couple is required to obtain their marriage license and ensure they meet all its legal requirements. The ceremony can not be conducted without a valid license. **The marriage license should be given to the officiating pastor at least one week prior to the wedding date.**

## Musicians

You may wish to choose your own musician. There is a fee for a musician requested and supplied by the church. **APC cannot guarantee that we can provide a musician.** Any other special music is your responsibility.

## Rehearsal

It is customary to have a wedding rehearsal. This helps to ensure a well organized ceremony of celebration with few embarrassing surprises. The time and date for your wedding rehearsal are to be confirmed with the officiating pastor at the ceremony and harmonized with the church calendar.

The pastor is responsible for showing servant leadership at the rehearsal and will work with the couple and their wedding coordinator (when applicable) to ensure that the rehearsal runs as smoothly as possible.

## Schedule of Fees

Officiating Pastor	\$200.00
Facilitating Pastor	\$150.00
Musician	\$100.00
Sound Technician	\$100.00
Media Operator	\$50.00
Custodial Department	\$75.00
Custodial Department (Additional fee for stand-up reception)	\$30.00 per hour
Candelabras (including drip-less candles)	\$10.00/set
*Refundable Deposit	\$150.00

*(Please make cheques payable to APC. Fees are to be paid one month before the date of rehearsal. The church office will distribute funds to the parties involved.)*



The fee listed for the officiating or facilitating pastor will be payment for the APC/TCC pastor. Should you choose to have a pastor from another church officiate or participate in your wedding, or if you request more than one APC/TCC pastor, you will be responsible for any additional fees.

### **Schedule of Fees - \*Refundable Deposit:**

The refundable deposit is a cheque made payable to APC one month before the rehearsal, post-dated for the day of the wedding.

- ◆ Out of consideration for the personnel who have agreed to help you with the ceremony, if the ceremony begins 30 minutes late, the couple will forfeit their \$150 deposit.
- ◆ If the ceremony is delayed by more than 60 minutes the pastor may choose not to perform the ceremony. If a Saturday wedding in the main auditorium would not be completed by 2:30 pm, the officiating minister probably will choose not to officiate the ceremony.
- ◆ If the ceremony is delayed by more than 90 minutes from the scheduled start time, the minister, sound technician & musician are not obligated to remain at the church.

It is recommended, because of the sacred nature of this marriage ceremony and to respect the start time of other APC ministries, that all parties are diligent in maintaining a prompt schedule. Please encourage your wedding party to arrive on time as being late disrupts the organization of the wedding and can be a major inconvenience to others.

## **Stand-up Receptions:**

You may want to hold a stand-up reception at the church for your guests. The stand-up reception can be held in the main lobby if you have booked the main auditorium or the south lobby if you have booked the chapel. All supplies, food, and drinks to be served are the responsibility of the couple.

The church can provide, on request, tablecloths and coffee and tea urns **ONLY**. Tablecloths must be cleaned and returned to the church by the following Monday morning. Coffee and tea urns also must be cleaned

There is an extra fee if you choose to have a stand-up reception. Please refer to the application for further details.

## **Technicians**

An APC approved Media Operator is required to display any videos or presentation files. All materials must be prepared by the couple and delivered to the operator for testing at the rehearsal. Compatible formats for presentations are Keynote® and PowerPoint®. Compatible formats for video are .mpeg, .mov, and DVD's.

Technicians are booked through the Special Events Co-ordinator.  
*(Please Refer to the Fee Schedule)*

## **Other Notes**

Confetti is not permitted.

For any further information please contact  
([weddings@apchurch.com](mailto:weddings@apchurch.com) | 416-291-9575 x.227)





