

Wedding Guide



**New Life Church
Alamo, California**



The Purpose of Your Marriage Ceremony

One of the most important decisions in your life is the day you are married. Next to accepting Jesus Christ into your life as Lord, this event will have the greatest impact upon your future.

Weddings are for...

1. Sharing with loved ones and friends an unforgettably meaningful moment.
2. Celebration of two souls being joined together in the joyful presence of God.
3. The public expression of lifelong vows.
4. Establishing a home in the divine presence of the living God.

When a couple requests to be married at New Life Church, they are asking not only to use our facilities, but they also desire God to bless their union by being married in the church. Such a marriage is a very joyful and sacred occasion.

We are pleased that you have expressed an interest in being married at New Life Church. In order to process your request you will need to carefully follow the procedures outlined in this booklet.

The Process



1. FILL OUT THE MARRIAGE APPLICATION

The marriage application form indicates the date, time, facilities, etc. that you are requesting. A minimum of 90 days is required from the time of submitting the application until the wedding day. At this time we are only able to accommodate weddings of people who are currently connected to New Life Church. A wedding questionnaire is part of this application.

2. APPROVAL

After your application is completed, please submit it on-line or return it to the church office and you will be notified after final approval has been established. You will then need to sign up for and attend the next available Pre-Marriage Workshop.

3. PRE-MARRIAGE WORKSHOP

Our aim is not just to assist in a wedding, but most importantly encourage and equip couples to build strong marriages and families. That being the case, we require all couples to take part in a mandatory pre-marriage workshop. This is required for a New Life pastor to officiate a wedding ceremony. This seminar is offered three times a year and involves about a 6 hour commitment by the couple. There is a separate fee for the Pre-Marriage Workshop.

After completing the workshop it will then be your responsibility to schedule meeting dates with the pastor who will be performing your wedding. This should be done as soon as you have finished the Pre-Marriage Workshop.

Wedding Fees

The following is a list of fees and honorariums.

Check off the boxes for the items you will be requesting for your wedding ceremony.

Please submit one copy of this page to the church office and retain a copy for your records.

When your wedding date is approved a \$500.00 deposit is required. This deposit is deducted from the final fees, which are due one month prior to your wedding date. This deposit is non-refundable.

Facility Fees:

Payable to "New Life Church"

	<u>NLC Partners</u>	<u>Non-Partners</u>
<input type="checkbox"/> Use of Auditorium* (includes rehearsal) Includes use of auditorium, patio, Custodian, Audio Technician, Sound Technician, Wedding Coordinator	\$1000	\$1500
<input type="checkbox"/> Use of Fellowship Hall (Video Café)	\$300	\$500
<input type="checkbox"/> Kitchen	\$200	\$400
<input type="checkbox"/> Lawn Area	\$200	\$400

The church does not rent linens, tables, chairs or accessory items. The above fees are strictly for space use only.

*Usage of all facilities begins 4 hours prior to ceremony unless prior permission is obtained.

Honorariums:

These should be paid directly to the individuals on the night of the rehearsal.

<input type="checkbox"/> Minister	\$200.00	\$300
<input type="checkbox"/> Soloist	\$100.00	\$200
<input type="checkbox"/> Pianist	\$100.00	\$200

Total fees \$

Total fees \$

Groom Signature

Bride Signature

Date

Administrator Approval

Date

Facility Guidelines

1. Due to our set up for our Saturday worship service, all Saturday weddings and receptions must end no later than 1:00 PM. Friday evening weddings are encouraged.
2. Wedding rehearsals are to begin no later than 6:30 p.m. unless special arrangements are made with the Wedding Coordinator and Pastor officiating.
3. All facilities must be cleaned and cleared by 2:30 p.m. on Saturdays.
4. All facilities must be cleared by 10:00 p.m. on weeknights.
5. Decorating and set-up can not begin before 2:00 p.m. on Sundays and must be cleaned and cleared by 10:00 p.m.
6. SMOKING, TOBACCO OF ANY KIND or ALCOHOLIC BEVERAGES are NOT permitted at any time on the church campus.
7. ALL decorations for the auditorium or the reception (if on campus) must be approved ahead of time by the Wedding Coordinator or the officiating Pastor.

Church Reception Guidelines

1. NO birdseed, confetti or rice is to be thrown on church premises.
(This includes the church parking lot)
2. NO music with sexually explicit or profane lyrics will be allowed. All music must be appropriate for a church setting. Any DJ's hired for a reception on campus must comply with this standard. If questions arise, consult the Wedding Coordinator.
3. Length of reception is limited to 2 hours.

PLEASE INFORM YOUR WEDDING PARTY, GUESTS, ETC. OF THESE CHURCH POLICIES.

Wedding Application

NEW LIFE CHURCH

2680 Bishop Drive, Suite 250, San Ramon, California 94583 - PHONE: 925-355-9200

The following pages must be completed and **emailed** to New Life Church before dates will be booked on the calendar. Email application to NLCoffice@newlifeinfo.com and print a copy of application for your records.

Bride's Name: _____

Address: _____

STREET/APT.

CITY

STATE

ZIP

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone: (____) _____

Email: _____@_____._____

Groom's Name: _____

Address: _____

STREET/APT.

CITY

STATE

ZIP

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone: (____) _____

Email: _____@_____._____

Rehearsal Date Requested: _____

Start Time: _____ AM/PM End Time: _____ AM/PM

Wedding Date Requested: _____

Start Time: _____ AM/PM End Time: _____ AM/PM

Wedding Ceremony Location: ___ Auditorium ___ Fellowship Hall
___ Lawn ___ Off-Site ___ Other _____

Reception Date Requested: _____

Start Time: _____ AM/PM End Time: _____ AM/PM

Wedding Reception Location: ___ On Church Premises ___ Off Church Premises

Pastor Officiating Ceremony: _____

_____ Copy to Wedding Coordinator _____ Copy to Facility Manager
_____ Copy to Church Administrator _____ Copy to Officiating Pastor

(Wedding Application - continued)

1. Where is your church home?

Bride: _____ Groom: _____

2. Are you active attendees/partners?

Bride: _____ Groom: _____

3. Are you Christ-Followers (have you accepted Jesus Christ into your life)?

Bride: _____ Groom: _____

4. Where will you attend church after your marriage?

5. Have you been married before?

Bride: _____ Groom: _____

If either of you has been married before, please read the attached statement
"A Scriptural Guideline For All Persons Considering Remarriage".

You will be asked to discuss what you feel was the cause of the ending of the
marriage with the counseling pastor.

All couples to be married are required to attend the Pre-Marriage Workshop that
is available three times throughout the year at New Life Church. This is
mandatory before meeting with the pastor officiating the ceremony.

(Wedding Application - continued)
Marriage Approval Questionnaire

Wife-to-Be

In order for a pastor of New Life to be permitted to perform any marriage ceremony, please complete the following on-line questionnaire. This must be completed on-line.

1. Are you presently married? Yes__ No__
2. I and the person I intend to marry are of the opposite sex. Yes__ No__
3. It is legal for me to marry the person I intend to marry. Yes__ No__
4. Are you sexually active? Yes__ No__
5. Are you and your fiancée currently living together? Yes__ No__
6. If yes, are you willing to separate and remain sexually abstained until your wedding?
Yes__ No__ N/A__
7. Are you a Christian? Yes__ No__
8. I have a former spouse who is still living that I am divorced from. Yes__ No__
9. I divorced for the following reason(s):
 - a. Adultery on the part of my former spouse. Yes__ No__
 - b. The divorce happened before I became a Christian. Yes__ No__
 - c. Abuse by my former spouse. Yes__ No__

Need for Further Counsel and Inquiry

If you have been divorced for one of the following reasons, we encourage you to seek further counsel from one of the Pastoral Staff of New Life Church.

- a. My former spouse was a non-believer and chose to leave me. (I Corinthians 7: 15)
- b. Abandonment - My former spouse left me and all obligations to our marriage with no intention of returning.
- c. Abuse - My former spouse regularly sought to inflict harm on me physically or mentally.

Our goal is, where biblically allowable, to see couples join in marriage at New Life Church. If either partner did not meet the qualifications for marriage, we encourage you where it is ethically possible, to bring your situation into alignment with scriptural teaching so that we may move forward with your marriage. If you need counsel as how to best accomplish this, please set up a counseling appointment with a member of the pastoral staff. If you are unwilling or it is impossible to align your situation with the guidelines for a biblically approved marriage, you should discontinue the application process at this point. God blesses obedience.

By signing this document (via electronic signature) I am stating that I have responded truthfully to each of the above inquiries.

Name: (first)_____ (last)_____ Signed: (initials here) _____

(Wedding Application – continued)

Marriage Approval Questionnaire

Husband-to-Be

In order for a pastor of New Life to be permitted to perform any marriage ceremony, please complete the following on-line questionnaire. This must be completed on-line.

1. Are you presently married? Yes__ No__
2. I and the person I intend to marry are of the opposite sex. Yes__ No__
3. It is legal for me to marry the person I intend to marry. Yes__ No__
4. Are you sexually active? Yes__ No__
5. Are you and your fiancée currently living together? Yes__ No__
6. If yes, are you willing to separate and remain sexually abstained until your wedding?
Yes__ No__ N/A__
7. Are you a Christian? Yes__ No__
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(Wedding Application continued * Wife-to-Be * if applicable)

"Scriptural Guidelines For All Persons Considering Remarriage"

To aid the staff of New Life Church, each person contemplating remarriage following divorce must fill out this form. The form must be turned in to the office before any counseling sessions can be established, or before the wedding can be placed on the church calendar.

JUSTIFICATION FOR REMARRIAGE AFTER DIVORCE

1. When the marriage and divorce occurred prior to salvation. (II Corinthians 5:17) Then the clause in I Corinthians 7:39 must prevail, ...to be married...only in the Lord (this means no believer should marry an unbeliever).
2. When one's mate has been guilty of sexual immorality and is unwilling to repent and live faithfully with the marriage partner (Matthew 19:9). It is always wise to seek healing and reconciliation even when this has occurred, but if there is no willingness on the part of the guilty party to reconcile, the other party is free to remarry in the Lord.
3. When one of the mates is an unbeliever and willfully and permanently deserts the believing partner (I Corinthians 7:15).

After reading carefully the above, please give a summary of your situation stating how it fits into one of the above Scriptural principles.

Name: _____

Phone: (_____) _____

Email: _____@_____._____

Date Divorce was Final: _____

Married from: _____ to _____

MM/DD/YYYY

MM/D/YYYY

ATTENTION: This sheet may be shared with the entire pastoral staff for evaluation and decision on the scriptural grounds for remarriage.

(Wedding Application continued * Husband-to-Be * if applicable)

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