



Quest Community Church Wedding Manual

Updated 12/2012

Guidelines for Quest Community Church Weddings*

- 1. Regular attendees at Quest Community Church.** We are committed to serving those who have been regular participating attendees of Quest Community Church for at least six months. Persons not regular participating attendees may be considered for marriage at Quest contingent on meeting the following guidelines.
- 2. A personal relationship with Jesus Christ as Lord.** A Christian is one who has come to know Jesus Christ as his/her personal Savior, and is committed to living in accordance with Scriptural principles (i.e., maintaining sexual purity; living in a separate residence from their future spouse; seeking a partner with the same spiritual commitment).
- 3. A dating relationship for several months before marriage.** There is no shortcut to building intimacy, trust, and communication. While some people have skills and maturity which enable them to build an intimate relationship faster than others, we believe that most couples need at least six months to a year of building their relationship to adequately prepare for a permanent marriage.
- 4. If divorced, we recommend that at least one year of legal divorce should pass before consideration for remarriage.** We believe a new relationship should not be pursued until the potential of a healthy reconciliation has been exhausted.
- 5. Pre-marital Counseling.** The counseling we provide helps engaged couples evaluate and strengthen their relationship. Biblical principles for marriage, finances, communication, intimacy, sexuality, and other topics, are addressed in an understandable and practical style.

Actually, we strongly recommend pre-*engagement* counseling, whenever possible, for the following reasons:

- A. It is possible that certain issues will come up during counseling that require a significant amount of time and attention by the couple to come to a healthy resolution.
 - B. After an engagement is announced, other people expect the couple to follow through on their plans, creating a certain amount of pressure on them. What happens if during the counseling process, a couple decides they are incompatible or need serious help? If the engagement has not been announced, then the problems can be dealt with privately and over a period of time, without the pressure of an impending marriage.
 - C. After an engagement is announced, if a couple breaks it off, they are often filled with emotional pain, just like that of going through a divorce. It is better to move ahead more cautiously, getting counseling before “going public” with an official engagement.
- 6. We ask for at least six months advanced notification.** Please begin this process at least six months prior to your proposed wedding date. This will allow you enough time to go through the counseling process and make the proper facility arrangements.

* Due to the individual nature of interpersonal relations and level of maturity, there may be some exceptions to these guidelines if approved by someone on the Pastoral Staff.



Wedding Information Sheet

Please fill out this form completely and include a \$50.00 deposit for regular participating attendees and a \$250.00 deposit for all others. Make your check payable to Quest Community Church and return to: Quest Community Church, Attn: Terri Jeffries, 4901 Central College Road, Westerville, Ohio 43081.

Date of wedding _____ Time _____
Number of people expected _____
Date of rehearsal _____ Time _____
Date to decorate church _____ Time _____
Officiating Pastor _____
Location of reception _____
Pre-Marital Counseling scheduled _____

Full Name of Bride _____
Age _____ Place of Employment _____
Home Phone _____ Work Phone _____ O.K. to call at work _____
Current Address _____
City/State/Zip _____
E-mail Address _____

Full Name of Groom _____
Age _____ Place of Employment _____
Home Phone _____ Work Phone _____ O.K. to call at work _____
Current Address _____
City/State/Zip _____
E-mail Address _____

Address After Marriage _____
City/State/Zip _____

Pastor Officiating _____
If your first option for pastor officiating is not available, do you have another pastor on staff or from the community that you would like to do the wedding? _____

I/We have read and agree to follow the Quest Community Church Wedding Policy.

Signature _____ Date _____

| |
|-----------------------------------|
| For Office Use Only |
| Lighting Tech _____ |
| Custodian _____ |
| Sound Tech _____ |
| Building Coord. _____ |
| Officiating Pastor _____ |
| Approval by all ministry leaders: |

Wedding Fees

| | Regular Participating Attendees | Non-Participant | Equipment Usage for All Weddings |
|--|---------------------------------------|--|---|
| Deposit for your Wedding | \$ 50.00 | \$ 250.00 for the auditorium \$250.00 for the Activity Center if reception is here | |
| Use of auditorium for rehearsal and wedding | No Fee | \$ 500.00 | |
| Use of chapel for rehearsal and wedding (seats 50) | No Fee | \$ 150.00 | |
| Pastor's Services | Honorarium | \$ 250.00 | |
| Scheduling Coordinator* | \$100.00 | \$100.00 | |
| Custodian* | \$ 125.00 | \$125.00 (up to 6 hrs) additional hours \$20.00 per hour | |
| Lighting Technician* | \$100.00 | \$100.00 | |
| Sound Technician* | \$150.00 | \$ 150.00 | \$50.00 |
| Activity Center if used | \$50.00 | \$ 250.00 | \$50.00 |
| Café if used | \$50.00 | \$100.00 | |

* Indicates non-negotiable mandatory fee

Weddings scheduled on Saturday must be complete by 5:30 in the afternoon so our custodian has time to clean and have everything ready for Sunday morning.

Checks should be turned into the church office two weeks prior to the wedding. The church office will contact you in advance to tell you the individuals' names and confirm all your plans.

Pastor

Make the check payable to officiating Pastor. Pre-marital counseling is free, but you will need to purchase the workbooks. Checks for the workbooks should be made payable to Quest Community Church.

Custodian

Make the check payable to the assigned custodian. This includes set-up and clean up of the designated areas to be used by the wedding party and guests. This person will have the church open and be available the day of the rehearsal and the day of the wedding.

Sound Technician and Lighting Technician

Make the check payable to the assigned technician. This includes one rehearsal and the wedding.

Scheduling Coordinator

Make the check payable to the assigned building coordinator. This person will schedule the wedding date and make sure that the Bride and Groom complete all the paper work. They will also schedule the custodian, sound technician, and collect the checks the week before the wedding. They will also be available by phone the day of the wedding.

Wedding Policy

Pre-marital counseling is a pre-requisite for couples planning to be married at Quest Community Church. Pastor Ross Adelman currently schedules and approves the pre-marital counseling and use of the building. Counseling sessions usually last 90 minutes, for four to six sessions. Counseling is \$35 per session plus a fee for the relationship inventory (PREPARE/ENRICH).

Rehearsal

All weddings should be rehearsed. At the rehearsal all aspects of the ceremony will be covered. There are many things that need to be coordinated regarding the music, timing, and duties of each party member, to ensure a smooth progression of the events.

It is essential that all members of the wedding party (including parents of the Bride and Groom), musicians, and ushers be present and arrives on time. If possible, the rehearsal is conducted the evening prior to the wedding day. This is also the time to check final arrangements for the decorations, flower deliveries, photographer and reception. **Bring the marriage license and certificate to the rehearsal.**

Obtaining a Wedding License

Each county of the State of Ohio has slightly different rules regarding the requirements for a wedding license. Please consult the Probate Court located in your County Seat for accurate information. The State of Ohio requires that the pastor performing your wedding have the wedding license in hand **before** he can perform your ceremony.

Saturday Time Restrictions

All Wedding parties should respect the following time deadlines so that the ministries and facilities of Quest Community Church can be adequately prepared for the service on Sunday morning. When using the sanctuary all wedding decorations, photography equipment, persons and personal belongings must be removed by **5:30 p.m.**

Building Care and Usage

All persons using the facilities will follow the building guidelines and policies. Failure to abide by these policies and general conduct guidelines will jeopardize the future use of the facilities by the group and/or person responsible. Any person(s) or group knowingly abusing the facilities could lose the right to the facilities in future requests.

1. Christian conduct must be exemplified at all times.
2. **No alcohol, illicit drugs, tobacco, or profanity is allowed.**
3. All groups shall follow the *Quest Community Church Food and Drink Policy*. See attached.

If it is necessary to bring in additional crews for major cleaning or repair work caused by the negligence of the bridal party and/or guests, these charges will be assessed in addition to the other fees incurred and will be based on the type of labor and length of time required to bring the facilities and equipment back to their original condition.

If it is the desire of the Bride and Groom to provide birdseed packets or flower buds for the guests to toss as the Bride and Groom leave, someone must be responsible to tell the guests that the **birdseed cannot be thrown inside the building** or on any walkways. The birdseed should be thrown out in the **parking lot area only** as the couple proceeds to their car.

Decorations

The auditorium main aisle from the bottom of the steps to the rear of the lobby is 53 feet 6 inches long.

The church office is usually open from Monday to Thursday, 8:30 a.m. to 4:30 p.m. It's important to let the church office know what time you need the building to be opened on the day of the wedding.

If equipment, plants, etc., are rented for your wedding, arrangements must be made for them to be picked up **immediately after** the wedding. We do not have storage space for this and will not assume responsibility for lost or damaged equipment. All rentals must be picked up as soon as the photographer is finished taking pictures after the ceremony is over. It is the responsibility of the Bride and Groom to inform the florist, rental agent and/or photographer of these guidelines, or to arrange for someone else to help return the items.

All decorations placed on the stage by the wedding party and/or decorators must be removed after the wedding ceremony. This includes, but not limited to, trees, black screens, flowers and tables. An assigned person will do the stage re-set, but all additional items must be removed. Failure to do so may jeopardize all or part of the deposit.

Decorations can be set up on the floor or tied with ribbon to existing furniture. Bows at the end of aisles must be fastened with straight pins or tied to the chairs. Flowers, bows and other items are not to be attached to the chairs except with the greatest of care. Do not use tape of any kind.

The church does not have an aisle cloth, kneeling bench, archways or candelabras. **Only dripless candles** can be used with protective plastic under each candelabrum. If the Bride and Groom and their families are doing their own decorating, then they must assume responsibility for any damages incurred. We do have available a glass top table to use for the unity/communion table.

Music and Sound

The music and sound system must be operated by a specialized technician and cannot be operated by anyone other than our trained personnel. No person(s) shall be in the sound booth or move any sound equipment including but not limited to microphones, monitors, televisions, drums, keyboards, speakers, video cameras, etc. Those individuals wishing to move or use any equipment must attain permission from the Sound Director.

- ◆ Groups/persons wishing to bring in their own music or music service may do so under the following guidelines:
 - a) No equipment of Quest Community Church is used.
 - b) Music contains no vulgar language and/or suggestions.
 - c) Music is not disturbing to any other groups using the facilities.

The Bride and Groom are responsible for obtaining musicians and soloists or supplying recorded music. We can play both CD's and mp3's. The prelude music (to be played while guests are being seated) should not be less than 10 minutes or more than 30 minutes long. This may include piano, vocal, or instrumental music or any combination of the three. Music may be performed live or pre-recorded.

General Information

Music and Sound

You may want to consider having music at all or some of the following places in your wedding:

- ◆ Pre-service and prelude
- ◆ Seating the mothers
- ◆ The attendants' entry
- ◆ The Bride's entry
- ◆ Candle lighting (**remember dripless candles only**)
- ◆ Special prayer or time of worship
- ◆ Communion
- ◆ Recessional

Some Legal Tips

The following suggestions may be helpful and provide some insight into what you will need to do about some legal matters:

- ◆ It is good to make sure you have a will. Attorneys usually charge \$50.00 to \$150.00 for this service.
- ◆ Update all insurance policies, both his and hers.
- ◆ When changing your last name, you must update your Social Security records. You can do this by telephone or by taking your card in person to the nearest Social Security office. You must provide a least one (in some cases, two) document(s) that show both your old and new name — a certified copy of your marriage record, for example. After they examine your document(s), you may be asked for additional evidence of your age, U.S. citizenship or alien status. It takes approximately four to six weeks to issue the new card. The number, of course, remains the same. This service is free and does not require a "Document Service Company" to do it. If you are contacted and told otherwise, beware.
- ◆ Update credit cards and bank accounts. Even if you plan to keep them separate, both names should be on the account. This is essential in order to ensure that both spouses can establish a credit history.
- ◆ If you are a veteran, notify and update your government records.
- ◆ You may want to insure your engagement rings for replacement cost value. This can provide peace-of-mind, and can be done through your homeowners or renter's insurance policy.
- ◆ Make a copy of your wedding license and keep the original in a safe place. If you are ever asked for legal proof of your marriage, you will probably need a certified copy of your marriage record. In order to receive this legal document, you must write or apply in person to the marriage license office with your request. The cost is usually minimal (\$2.00 - 3.00). If you apply through the mail, you must send a self-addressed stamped envelope. The license office will need to know the **Groom's name, the Bride's name, and the date of marriage**. If you apply in person, the cost is about the same and they will mail a certified copy to you. Your marriage is recorded only after the license office has received the Marriage Return Form from the officiating pastor. This usually takes

about two to three weeks after the ceremony. If you have any questions, call the Probate Court where you obtained your original license.

Questions For the Reception:

Who will be the hostess? _____

Number of people to be served? _____

What will be served? _____

What time and by whom will the cake be delivered? _____

Who will serve and cut the cake? _____

Who will serve the food? _____

Who will clean up? _____

Who will prepare and distribute map? _____

Things to Remember

Please check the following list to be sure you have what you need for your ceremony:

- ◆ Wedding license and rings
- ◆ Small fan (if it is to be a warm day)
- ◆ Iron and towel to iron on
- ◆ Full length mirror
- ◆ Phone numbers of all people involved
- ◆ Guest book
- ◆ Matching thread, needle, safety pins, etc.
- ◆ Matches or lighters for lighting candles
- ◆ Comb, brush, bobby pins
- ◆ Comfortable shoes
- ◆ Cosmetics and talcum powder
- ◆ Grape juice and bread (for communion)
- ◆ Deodorant and hair spray
- ◆ Matching buttons or fasteners

Duties of the Wedding Party

Best Man:

Before the ceremony:

- ◆ See that the Groom has given the marriage license and proper fees to the pastor.
- ◆ Check with the maid/matron of honor to be certain that you both have the proper ring.
- ◆ See that the Groom is properly attired and in the waiting room 15 minutes before the ceremony.

After the ceremony:

- ◆ See that the wedding car and luggage are safe.
- ◆ Attend to the Groom's wishes during the reception.
- ◆ Attend to the Groom as he dresses for his departure.
- ◆ Clear the way through all the guests for the Bride and Groom as they depart.

Maid/Matron of Honor:

Before and during the ceremony:

- ◆ Help the Bride dress.
- ◆ Hold the Bride's bouquet during the ceremony.
- ◆ Hold the appropriate ring during the ceremony.
- ◆ Adjust the Bride's train as she turns to walk down the aisle after the ceremony.

After the ceremony:

- ◆ Attend to the Bride's needs.

The Bride's Mother:

- ◆ During the ceremony, the Bride's mother stands for the entrance of the Bride. This is the signal to the congregation to stand for the entrance of the Bride.

General Instruction for Ushers:

- ◆ Arrive an hour early.
- ◆ Check the lights and temperature to make sure they are right.
- ◆ Make sure the appropriate doors are open.
- ◆ When seating people, extend your right arm to escort the ladies to their seats.
- ◆ If you are lighting candles, decide when and how it is to be done.
- ◆ Ask those who come "Are you with the bride, or groom?"

Potential Wedding Ceremony

Seating of Grandparents

Seating of Parents

Processional

Welcome/Introduction

Opening

Giving away the Bride or Parental Blessing

Scripture Reading

Song

Exchanging of Vows/Rings

Unity Candle (Lord's Prayer)

Pronunciation/Kissing the Bride

Presentation of Couple

Recessional

QUEST COMMUNITY CHURCH FOOD/DRINK POLICY

1. Please no food/drinks in the sanctuary.
2. Please refrain from bringing any red pop, red punch, or red drink of any kind. Red is one of the most difficult colors to get out of carpet and can easily leave a stain.
3. Unless otherwise approved all food must be served in the Café or Activity Center.
4. All left over food and drinks must be removed from the church property. They are not to be left in the kitchen or any other area.
5. Any group providing food must have immediate cleanup after the event. Cleanup includes wiping off tables, taking out the garbage (replacing with clean garbage bags), clearing the floor of any food debris and putting **ALL** items back where they belong. The fee for Quest's custodial services does not cover this.
6. **Consumption of beer and/or alcoholic beverages is prohibited on all Quest Community Church property.**

God has given us this beautiful building and we want to care for it properly. We need everyone's cooperation in order to accomplish this. Thank you!