

Date Scheduled: _____

April Sound Church

67½ April Wind South
Montgomery, Texas 77356
(936) 588-2832 Phone (936) 588-2833 Fax

Information form for weddings in April Sound Church

MINISTER: _____

RECEPTION LOCATION: _____

WEDDING DATE: _____ TIME: _____

REHEARSAL DATE: _____ TIME: _____

A rehearsal is necessary if the wedding party consists of more than four people and may be scheduled for the night before the wedding or two nights prior to the wedding. (Rehearsal time may be decided during your counseling sessions.)

Bride Elect

Name _____

Address _____

Home Phone _____

Work Phone _____

Groom Elect

Name _____

Address _____

Home Phone _____

Work Phone _____

Total Number in Wedding Party (Including Bride and Groom) _____

Approximate Guest List _____ Children in Wedding Party _____

The information below may be filled in later as your wedding gets closer. If you do not know this information yet just leave this part blank.

Florist _____ Phone _____

Photographer _____ Phone _____

Accompanist _____ Phone _____

Wedding Coordinator _____ Phone _____

The church staff will assist the couple in scheduling two pre-marital sessions with the performing minister.

Session One Date: _____ Session Two Date: _____

I have read the document **Wedding Policies and Procedures for Weddings in April Sound Church** and will abide by the guidelines given therein.

Bride-Elect's Signature: _____

Date _____

Wedding Policies and Procedures for Weddings in April Sound Church

Congratulations on your decision to be married! Our staff is honored to celebrate this great moment with you. We view marriage as a relationship instituted by God, and entered into by two persons of faith. The wedding service is a *worship service* which celebrates your life-long commitment to each other and affirms your mutual faith and trust in God.

This information form is yours to keep and is provided to assist you in your wedding plans. Allow it to serve as a sort of "checklist" for you as you prepare. Below is the procedure for scheduling a wedding with us. Upon approval of the selected date, receipt of the completed form entitled **Information Form for Weddings In the Church**, and the \$100.00 deposit, your wedding is scheduled. Please note that no weddings will be scheduled during Holy Week, or after Thanksgiving, until January. The recommended procedure is as follows:

- A. Call the church office or come in and meet the Office Administrator or a minister after you have chosen a wedding date. It is wise to have a second choice if your first choice is already reserved.
- B. Complete the **Information Form for Weddings In the Church** and return it along with the deposit to the church office so that we may officially book your wedding on our calendar.
- C. One of the two full-time ministers on staff at the church will conduct the ceremony. Any outside minister may assist in the ceremony by speaking, praying, reading scripture, etc., **but one of the two ministers of April Sound Church will serve as primary officiant**. Please inform the church if an outside minister will be used.
- D. The Office Administrator will work with you on scheduling two pre-marital consultations for the minister and bride and groom-elect. These sessions are designed for the minister and couple to get to know each other, facilitate the ceremony construction process, and allow the minister to give the couple relational tools to help make their marriage successful. Each session lasts about one hour.
- E. The minister will act as resource person as the couple prepares the wedding ceremony. It is normally completed by the time of the second visit with the minister so that you may make any final additions or deletions before the ceremony. The copy of your ceremony used by the minister in the wedding will be given to you to keep as a reminder of your special day.

Initials

CHURCH FEES: Deposit \$100 (to be returned upon receipt of full payment after the wedding if no damages are found.)

Building Use for rehearsal and wedding, \$600 (due and payable by the evening of the rehearsal.) All \$600 must be paid in addition to the deposit.

REHEARSAL

A rehearsal is necessary if the wedding party consist of more than 4 attendants, and may be scheduled for the night before or two nights prior to the wedding. **The minister will direct the rehearsal**. While the minister is experienced in constructing an attractive staging of the ceremony, the wishes of the bride and groom-elect are the minister's main concern. In addition, the marriage license may be provided to the minister on or before the night of the rehearsal.

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Reception in Fellowship Hall \$600 (Contact the church office for information on receptions)

These fees cover normal use of electricity, temperature control, clean up and wear and tear on the building.

MINISTER'S FEE \$200

Each minister on staff is a professional and experienced in conducting weddings. He will spend between 10 and 15 hours in total time in the process of your wedding. This fee is not intended for profit, but to enable the minister and staff to devote the time and attention we feel you deserve for this special day. **This fee is payable directly to him (not a check made out to the church) on or before the night of the rehearsal .**

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BUILDING USE:

It is the church's expectation that the removal from the building of all personal belongings, decorations, flowers, candles, etc... will be the responsibility of a person or persons designated or approved by the bride and that all personal belongings will be removed from the building in a timely manner immediately following the departure of the bridal party from the church.

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DECORATIONS:

No tacks, nails, tape, or other material that will deface church property shall be used. Flowers, candles, cords, etc... must have bases or stands to support them. Decorations such as streamers shall not be attached to walls, pews, chancel rails, or ceilings in a manner that will leave permanent marks.

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FLOWERS:

As soon as a florist has been selected, notify the church office so that an understanding may be reached regarding the time to open the building, as well as a discussion of the policies on decorating. If no florist is involved, then those responsible for flowers and decorations should notify the church office for the same reason. We do have candelabra's (spiral trees), the drip less candles that go in them, and the unity candle stand available for your use at no extra charge. If the unity candle stand is used, the unity candle and the two tapers for each side must be provided by the bride.

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PHOTOGRAPHY:

While photographs of the wedding and wedding party are important to the bridal couple and their families, the solemnity of the ceremony should not be marred by indiscriminate picture taking. It is the responsibility of the bridal couple to communicate these guidelines to their guests and the photographer. **Flash pictures are not to be made by anyone but the designated photographer, including guests, during the ceremony but may be taken after the ceremony.** Noise should be kept to an absolute minimum in making time exposures, in changing film and film packs, and in excessive moving, etc... Most photographers plan to make pictures both before and after the wedding ceremony, so bridal party arrival at the church should be **at least** one hour prior to the time of the wedding. Video taping of the wedding service may be done from the side aisle or back only. No photographers or camera operator will be permitted in the front of the sanctuary where the wedding is to take place. The bridal party may assemble in the sanctuary after the ceremony and pose for any parts of the ceremony. The photographer and any guests may take flash pictures at that time.

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FOOD, DRINK, ALCOHOL AND TOBACCO:

Absolutely no alcoholic beverages are to be consumed on the premises at any time. This includes outside parking lots. No food or beverage is allowed in the sanctuary at any time, including the rehearsal. **Smoking is absolutely unacceptable inside the facilities.** The bridal party may have food and non-alcoholic drinks inside their designated dressing areas before the wedding ceremony. Respectful use of the facilities and disposal of trash is greatly appreciated.

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MUSIC:

The church organist may be used during the wedding service. You must contact the church organist yourself if you wish to book her. Music chosen for the wedding service should enhance the ceremony and should be in keeping with a worship service. The church organist is recommended wholeheartedly by us and may be consulted regarding suitable music. Mrs. Oliver's phone number can be provided when you book your wedding.

If you have additional questions you may contact the church's Office Administrator at any time and she will be happy to assist you. Your wedding day is an important day in your life and we want to be sure every effort is made to make it special. Thank you again for allowing us the privilege of sharing this time with you.

CJ Smith
Office Administrator