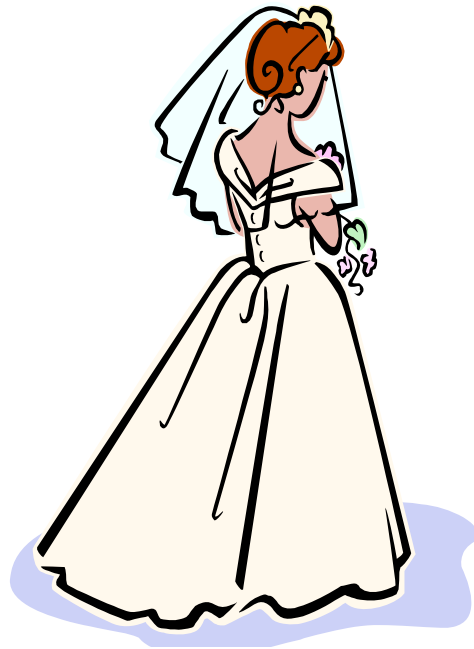
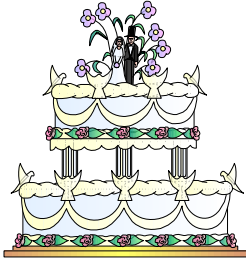


# The Wedding Book

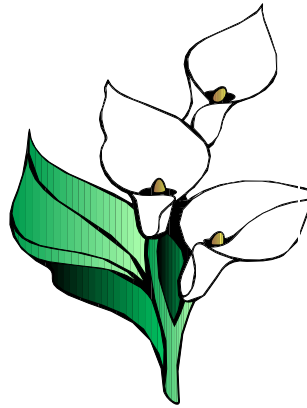


New Life Church  
Alamo, California



# 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.

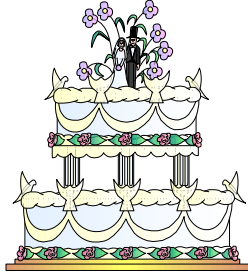


## Weddings are for...

1. Sharing with loved ones and friends an unforgettably meaningful moment.
2. Celebration of two hearts 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 Procedure

## 1. FILL OUT THE MARRIAGE APPLICATION

This form (see attached form) indicates the date, time, facilities, etc that you are requesting. A minimum of 90 days is required from the time of 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 return it to the Church Receptionist and you will be notified after final approval has been established.

## 3. PREMARITAL COUNSELING

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 premarital counseling prior to the wedding. This involves about a 10 hour commitment by the couple. It includes a few in office appointments, viewing of pre-marriage DVD's on your own time, and an evaluation test.

It will be your responsibility to obtain a date with the pastor who will be performing your wedding, as soon as your application is approved.

## 4. THE WEDDING COORDINATOR

A wedding coordinator is required by anyone getting married at New Life Church, as well as anyone wanting our Pastors to perform a wedding ceremony off campus.

If the wedding is done on the church property, this person needs to be approved by the Pastor and have access to the church building. If the wedding is off campus, discuss with the pastor involved who will be the appropriate person to fill this role.

The most important role this person will play is at the rehearsal as well as before, during and after the wedding. They will need to be an organized person who works behind the scenes to help insure that the details of the wedding are happening as planned.

Discuss this person with the Pastor during the pre-marriage counseling.

# Descriptions of Services

## **THE CUSTODIAN**

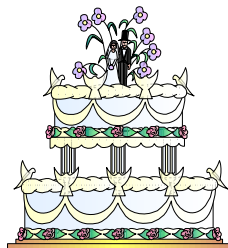
If the ceremony is being held at New Life Church, a custodian is required. The custodian is responsible for the physical appearance of the facility before and after the wedding. The wedding coordinator will work directly with the custodian regarding specific instructions for items needed in the ceremony.

## **THE AUDIO - VISUAL ENGINEER**

If the ceremony is being held in the main auditorium of New Life Church, a pre-approved Audio Visual Engineer is required.

The Audio-Visual Engineer must also have any and all music at the wedding rehearsal. This is a must. It is essential for audio-visual personnel to be able to listen to and cue the music ahead of time to ensure the smooth flow of music for your wedding day. Please have the sound tracks selections properly labeled so that the audio-visual engineer has the opportunity to prepare for the order of music for the wedding ceremony. You may also want to make arrangements for someone to obtain your music from the audio-visual person following the ceremony so music tracks will not be left behind.

The Audio-Visual Engineer will run the soundboard for the rehearsal, the wedding itself, and the reception as well, if you have so contracted.



# Wedding Expenses

The following is a list of fees and/or suggested honorariums.

When your wedding date is approved a \$250.00 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.

**Church Fees:** (this check should be made out to “New Life Church”)

Use of Sanctuary* (includes rehearsal)	\$500.00
Use of Fellowship Hall (if needed/requested)	\$100.00
Kitchen (if needed/requested)	\$100.00
Premarital Counseling materials (required)	\$ 50.00
Custodian (required)	\$100.00

Miscellaneous items must be provided by the Bride and Groom. The church does not rent linens or accessory items.

**Suggested Honorariums:** (Suggested, not mandatory)

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

Minister	\$200.00
Wedding Coordinator (depending on scope of responsibility)	\$150-250
Audio Technician	\$50/hr
Video Technician	\$50/hr
Soloist	\$100.00
Pianist	\$100.00

\*Usage of Sanctuary and Fellowship Hall begins 4 hours prior to ceremony unless prior permission is obtained from Wedding Coordinator.

# Wedding Day Rules & Regulations

1. Due to our set up for our weekend services, all Saturday weddings must begin no later than 1:00 PM. Friday evening weddings are encouraged.
2. Wedding rehearsals are to be scheduled no later than 6:30 p.m. unless special arrangements are made with the Wedding Coordinator.
3. All facilities must be cleared by 4:30 p.m. on Saturdays.
4. All facilities must be cleared by 10:00 p.m. on weeknights.
5. The wedding fees must be given to the Wedding Coordinator one month prior to your wedding day.
6. NO SMOKING or ALCOHOLIC BEVERAGES are permitted at any time on the church campus.

## Church Reception Facilities

### NOTES:

1. Alcoholic beverages will not be allowed on church premises.
2. Smoking is not allowed on church premises.
3. NO birdseed, confetti or rice is to be thrown on church premises.  
*(This includes the church parking lot)*
4. NO music with sexually explicit or profane lyrics will be allowed
5. All music must be appropriate for a church setting. Any DJ's hired for a reception on campus must be comply to this standard. If questions arise, consult the wedding coordinator.
6. Length of reception is limited to 2 hours.
7. ALL decorations for the auditorium or the reception (if on campus) must be approved a head of time by the coordinator or the officiating pastor

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

# Wedding Application

**NEW LIFE CHURCH**  
2501 Danville Boulevard  
Alamo, California 94507  
PHONE: 925-355-9200

The following pages must be completed and turned in to New Life Church

**Bride's Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
CITY STATE ZIP

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Groom's Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
CITY STATE ZIP

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Rehearsal Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Wedding Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Reception Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Wedding Ceremony:** \_\_\_Sanctuary \_\_\_Fellowship Hall \_\_\_Other

**Wedding Reception:** \_\_\_On Church Premises \_\_\_Off Church Premises

**Pastor Performing Ceremony** \_\_\_\_\_

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Copy to Wedding Coordinator \_\_\_\_\_  
Copy to Facility Manager \_\_\_\_\_







(Wedding Application – continued)

# Marriage Approval Questionnaire

Husband-to-Be

In order for a minister of New Life Church to be permitted to perform any marriage ceremony, the following statements must be true for both potential marriage partners.

**Failure to Meet Marriage Standards**

- |                   |    |   |
|-------------------|----|---|
| True/False        | 1. | I am not presently married.   |
| True/False        | 2. | I and the person I intend to marry are of the opposite sex.   |
| True/False        | 3. | It is lawful for me to marry the person I intend to marry.  |
| True/False        | 4. | I am not sharing the same bed and /or sexually active with the person to whom I am engaged.   |
| True/False        | 5. | My fiancée and I are either both Christians or are both not Christians.   |
| True/False<br>N/A | 6. | I have a former spouse who is still living that I am divorced from for the following reasons:<br>a. Adultery on the part of my former spouse.<br>b. The divorce happened before I became a Christian. |

**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. 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 I am stating that I have responded truthfully to each of the above inquiries.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Wedding Application – continued – 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.*

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(USE OTHER SIDE IF MORE ROOM IS NEEDED.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ CITY STATE ZIP

When Divorced: \_\_\_\_\_ DATE DATE

When are you contemplating marriage: \_\_\_\_\_ DATE

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

*(If both parties have been divorced, photocopy this page for each person to fill out.)*