



Wedding, Rehearsal & Reception Policy & Guide

Wedding Service

Congratulations! Your wedding is an exciting and joyful event! We believe that God created marriage, the union between a man and woman, to bring us closer to him and to bring more joy into our lives. Marriage is a glorious relationship that is often misunderstood and mysterious. Please remember that getting married is a serious matter and one of the most significant decisions you will ever make.

The Third Church bylaws state that Third Church believes in the family, celibate singleness and faithful heterosexual marriage as the patterns God designed for us. Therefore, only marriages between a man and a woman are allowed at Third Church.

In addition, to get married at Third Church, any of the following must be active members of Third Church: bride, groom, mother or father of the bride or groom.

At Third Church, we are committed to working with you to ensure that your wedding ceremony honors our Lord. We long to join with you in creating a worshipful, memorable and personal experience for everyone involved. May the Lord Jesus continue to guide, direct and bless you as you look to him for guidance in planning this important event.

General Availability

There will be no rehearsals, weddings or receptions on Sundays or the following days:

- December 24th, 25th or 26th
- New Year's Eve
- New Year's Day
- Holy Week (Palm Sunday through Easter)
- Memorial Day weekend
- Independence Day
- Labor Day weekend
- Thanksgiving weekend

Weddings may be held in the Sanctuary (750+), Auditorium (350) or Chapel (100).

Facility Information

Given this is a house of worship and utilized for many events throughout the year, please note the following guidelines:

- There is the potential for multiple events at Third at the same time. Please note that we have several options for closing doors and areas to make each event feel isolated.
- Alcohol is prohibited on the church premises. Any appearance of intoxication is against our guidelines and will result in the individual being asked to leave.
- Smoking (including vaping) is not permitted anywhere on the church premises, including restrooms and dressing rooms.
- The use of rice, confetti and real flower petals is not permitted. Bird seed and bubbles may be used outside the building.

- The church and church parking lot must be free from personal items, litter, etc. upon departure. The wedding party is responsible for cleanup of dressing rooms and common areas. Any tables and chairs will be taken down by the Third Church facilities team.
- Only pets which are in the service of the disabled are permitted inside the facilities.
- The church assumes no responsibility for the security of personal articles.

Who Will Officiate?

Our Executive Board requires that a Third Church pastor conduct all wedding services held at Third Church, unless by agreement with another pastor, they are invited to share in the wedding or act on behalf of the pastor of Third Church. Any requests for another pastor to officiate or assist in the service must be approved by one of the Lead Pastors of Third Church and they must agree to and sign off on our statement of faith.

Weddings for Members

Wedding services for members are part of the normal pastoral responsibilities of the pastoral team and church for members or children of members.

Weddings for Non-members and Inactive Members

Conducting weddings for people who have no connection with the church are not part of our normal ministerial obligation.

Structure of the Wedding Service

A wedding service held in the church is a service of worship, celebrating the sacred union between a man and a woman to a lifelong commitment with each other as witnessed before God. Consequently, all parts of the service are to be consistent with the present worship practices of the church. Generally, the outline for the wedding service will take on a traditional form. The family may suggest other items to be included in the service, with the approval of the pastor.

Worship Music

Only music appropriate to a worship service shall be used. As with funerals, a wedding is a service of Christian worship. Therefore, sacred or Christian music would be appropriate. Third Church does not have paid staff musicians, so all musical arrangements (pianist, soloist, etc.) must be arranged for and taken care of by the family.

If the songs selected are traditional Christian hymns, no approval is needed. Otherwise, any music, soloists and solos, anthems, and guest musicians (those not part of Third's volunteer worship team) must have the approval of the pastor and our Director of Worship & Creative Arts.

Music provided by the wedding party we will require a link to a Spotify playlist to ensure copyright compliance. It is free to create a Spotify account online. Please create an individual playlist for each section of the wedding ceremony. This would mean: Pre-service playlist, Processional playlist, Unity candle/communion playlist, Recessional Playlist and Post-service playlist. Please email the wedding coordinator the "share link" to each playlist at least 1 week prior to the rehearsal date to allow time to verify the music selections are appropriate for church use.

If background vocal tracks are used for a singer, they will either need to be in Spotify or a proof of purchase provide at the time submitted for approval, also at least 1 week prior to the rehearsal date to ensure appropriate copyrights.

Third does provide technical support for musicians and singers. For more information about what we can accommodate and provide, please have them contact the Production Team Leader.

Video Picture Slideshows

If you intend to provide a slideshow, you will need to provide that to Third Church at least 1 week prior to the dress rehearsal. Please note the following:

- All presentations should be on a flash drive in an MP4 or MOV format.
- It is a violation of copyright law to have unauthorized music embedded in a video file. If there is music on a video file, it will not be played over the sound system. This is to ensure copyright compliance and protect you, the wedding party, and Third Church as an organization. If music is needed during the showing of a video slide show, the production team will play the Pre-service or Post-service playlist.
- These videos may be shared digitally via Dropbox or Google drive.
- Please share this link with your wedding coordinator at least 1 week before the dress rehearsal or provide a flash drive with the digital file to them.

Photography/Videography

Photographs and videos are a wonderful way to commemorate your special day; however, we do ask that the taking of pictures and/or video not distract from the wedding service. No flash photography or videography lighting equipment may be used while the ceremony is in progress and may be used only in specified areas. Preceding the ceremony, a flash photography session of the wedding party may be conducted inside the selected venue. Following the wedding ceremony, the wedding party may return for a photography session, at which time flash photography and other lighting equipment may be used. Flash photography may also be taken as the recessional is in progress from the worship space doors.

The Photographer and/or Videographer may arrive one and a half hours before the wedding start time.

Please advise friends and relatives not to take flash photographs during the ceremony. Ushers should remind wedding guests whom they observe with cameras, that no flash photography will be allowed during the ceremony.

It is the responsibility of the person making arrangements for the wedding that the Photographer is aware of these policies.

Rehearsals

The wedding rehearsal is an integral part of the preparation of a wedding and should proceed reverently. The purpose of the rehearsal is to familiarize the wedding party with the procedure for the wedding, to enable them to be as comfortable as possible with the arrangements, and to enhance the beauty of the ceremony.

Rehearsals are typically scheduled for the day preceding the wedding and last about forty-five (45) minutes. The Wedding Coordinator will be in charge of the rehearsal and will let you know when to arrive. It is imperative that the wedding rehearsal begin promptly at the scheduled time. Please encourage your wedding party to arrive a few minutes early and allow appropriate time for introductions, as necessary. Rehearsal time

does not include time for the vocalist to rehearse. The vocalist must schedule other rehearsal times with the pianist.

On-Site Receptions/Rehearsal Dinners

For a reception/rehearsal dinner to be at Third Church, the wedding must also take place at Third. In addition, the following guidelines are to be followed for all receptions or rehearsal dinners:

- They will be held in the Fellowship Hall which has a total seating of two hundred (200) guests.
- They shall be completed and the campus vacated by 6:00PM, if held on a Saturday, to allow adequate time to prepare for Sunday services. If they are held on weeknights, they must be completed and the campus vacated by 10:00pm.
- They must be scheduled with the Wedding Administrator at the time of booking your wedding.
- Third Church's facility team will set up and take down for a small fee.
- Third Church will provide tables and chairs, but all other items (dishes, silverware, linens, etc.) must be brought in by the caterer or other third party.
- Third Church does not have a commercially licensed kitchen so food preparation is not allowed. All food must be catered or brought in already prepared. Refrigerators/freezers may be used if space is available; however, because of Third Church usage, this is not guaranteed.
- No alcoholic beverages may be served on-site.
- Dance receptions are not permitted.
- Third Church does not offer a portable stage.
- Third Church does not provide wait staff.
- Third Church does not provide staff support for these events.

Decorations

Third Church provides a limited supply of wedding decorations that are specifically for weddings. All other church décor is not available for use. The wedding party is welcome to bring in any extra décor for their ceremony. Decorating may begin at 1:00pm the day before the wedding, but must follow the following guidelines:

- Third Church wedding decorations must remain on site.
- Fire code prevents the use of candles or hurricane candles along the aisles. All candles used at the ceremony must be covered with glass or placed on a charger plate. All candelabras used on stage must be placed on plastic sheeting.
- Any displays or pictures must be appropriate to a worship setting.
- No nails, tacks, staples or screws shall be put in the walls or attached to the pews.
- The wedding party is responsible for removing any personal wedding decorations and items from the church. We request that they be removed by 6:00pm on Saturdays and 8:00pm on weekdays.
- Third Church often has special decorations for specific holiday seasons or sermon series in the worship venues, lobby and fellowship halls. Because of the amount of manpower, time and effort that goes into creating and the setting up of these decorations, they may NOT be moved or removed should a wedding be held during these holiday periods.
- Only authorized church employees may move or remove any instruments, chairs or other items anywhere in the church.
- During different seasons the sanctuary chairs may be in straight rows or angled. We do not allow rearranging the chairs. The arrangement of the chairs can be known a month before your wedding by calling the church office.

Counseling

Premarital counseling is required for all couples being married at Third Church. It is the responsibility of the wedding couple to set up sessions with a counselor, but Third will cover the counseling fees.

In addition, the bride and groom are required to schedule a meeting with the officiating pastor three to four months prior to the ceremony date to discuss your ceremony. In most cases there are at least 2-3 meetings with the officiating pastor prior to the wedding. Please call the church office, 641-628-3051, to schedule.

Wedding Coordinator

A coordinator is required for all weddings held at Third and are assigned on availability. This individual will contact you 3 months prior to the wedding date. At that time the wedding coordinator will guide you through the wedding process and will be able to answer any questions you have.

Video/Livestream

Third Church does not provide video or livestream services for weddings.

Nursery/Childcare

The church does not provide a nursery or childcare for wedding services.

Parking / Traffic Assistance

The church does not provide any resources to assist in traffic control.

Church Address

Third Church, 708 E. 13th Street, Pella, IA 50219

Fees

There is NO fee for the use of Third Church facilities for a wedding, but there are fees to cover the cost of team members who assist in Audio/Vido and cleaning/setup of our facility. Those fees are payable (by cash or check made payable to "Third Church") on or prior to the day of the wedding. Normally, honorariums for the pastor, pianist, or musicians are paid following the service.

The following fees apply:

	Active Member
Use of Sanctuary	No fee
Pastor/Musicians (paid directly)	Honorarium ¹
Wedding Coordinator	\$200
Audio Video Technicians ²	\$200
Computer Graphics (CG)/Lights ²	\$150
Facilities ²	\$150
Facilities (Rehearsal) ²	
Facilities (Reception) ²	

1. There is no fixed fee for the services of the pastor or musicians; however it is customary to give an honorarium to the minister from \$150-\$300 and \$75-\$150 for musicians, paid directly to those individuals.
2. Third Church will provide an amount for these areas, typically 1 individual for Audio/Video, 1 for CG/Lighting, and 1 for facilities and these fees will be paid to Third Church to be distributed appropriately.

By signing below, we acknowledge that we have read and agree to the wedding policies set forth by Third Church.

Printed name of Bride

Printed name of Groom

Signature of Bride

Signature of Groom

Please provide further information and your downpayment, to lock your date, by using the following QR code:



Visiting Pastor Approval to Officiate Wedding

Statement of Faith

WE BELIEVE that the Bible is the inspired Word of God. It is the final authority for all we believe and how we are to live (Mt 5:18; Jn 10:35, 17:17; 2 Tim 3:16-17; 2 Pt 1:20-21).

WE BELIEVE that the one true God exists eternally in three persons, Father, Son, and Holy Spirit, and that these, being one God, are equal in deity, power and glory. We believe that God not only created the world but also now upholds, sustains, governs and providentially directs all that exists and that He will bring all things to their proper consummation in Christ Jesus to the glory of His name (Ps 104, 139; Mt 10:29-31, 28:19; Acts 17:24-28; 2 Cor 13:14; Eph 1:9-12, 4:4-6; Col 1:16-17; Heb 1:1-3; Rev 1:4-6).

WE BELIEVE that Satan, originally a great and good angel, rebelled against God, taking a multitude of angels with him. He was cast out of God's presence and is at work with his demonic hosts to establish his counter-kingdom of darkness and evil on the earth. Satan was judged and defeated at the cross of Christ and will, at the end of the age, be cast forever into the lake of fire which has been prepared for him and his angels (Mt 12:25-29, 25:41; Jn 12:31, 16:11; Eph 6:10-20; Col 2:15; 2 Pt 2:4; Jude 6; Rev 12:7-9, 20:10).

WE BELIEVE that Adam was originally created in the image of God, righteous and without sin. In consequence of his disobedience, Adam's posterity are born subject to both imputed and inherent sin, and are therefore by nature and choice the children of wrath, justly condemned in the sight of God, wholly unable to save themselves or to contribute in any way to their acceptance with God (Gen 1-3; Ps 51:5; Is 53:5; Rom 3:9-18, 5:12-21; Eph 2:1-3).

WE BELIEVE that Jesus Christ is God incarnate, fully God and fully man, that He was conceived and born of a virgin, lived a sinless life and offered himself as a penal, substitutionary sacrifice for sinners. By the blood of His cross He obtained for us eternal redemption, the forgiveness of sins and life everlasting. He was raised bodily on the third day and ascended to the right hand of the Father, there to make intercession for the saints (Mt 1:18-25; Jn 1:1-18; Rom 8:34; 1 Cor 15:1-28; 2 Cor 5:21; Gal 3:10-14; Eph 1:7; Phil 2:6-11; Col 1:15-23; Heb 7:25, 9:13-15, 10:19; 1 Pt 2:21-25; 1 Jn 2:1-2).

WE BELIEVE that salvation is by grace alone, through faith alone, in Christ alone. No ordinance, ritual, work or any other activity on the part of man is required in order to be saved. This saving grace of God, through the power of the Holy Spirit, also sanctifies us by enabling us to do what is pleasing in God's sight in order that we might be progressively conformed to the image of Christ (Jn 1:12-13, 6:37-44, 10:25-30; Acts 16:30-31; Rom 3:4, 8:1-17, 8:31-39, 10:8-10; Eph 2:8-10; Phil 2:12-13; Titus 3:3-7; 1 Jn 1:7,9).

WE BELIEVE that the Lord Jesus Christ baptizes believers in the Holy Spirit in whom also we are sealed for the day of redemption. The Holy Spirit regenerates, forever indwells and graciously equips the Christian for godly living and service. Following conversion, the Spirit desires to continuously fill, empower and anoint believers for ministry and witness. We also believe that signs and wonders, as well as all the gifts of the Spirit described in the New Testament, are operative today and are designed to testify to the presence of the kingdom and to empower and edify the church to fulfill its calling and mission (Mt 3:11; Jn 1:12-13, 3:1-15; Acts 4:29-30; Rom 8:9, 12:3-8; 1 Cor 12:12-13; 2 Cor 1:21-22; Gal 3:1-5; Eph 1:13-14, 5:18).

WE BELIEVE that water baptism and the Lord's Supper are the two sacraments of the church to be observed until the time of Christ's return. They are not a means of salvation but are a means of God's sanctifying grace and blessing to the faithful in Christ Jesus (Mt 26:26-29, 28:19; Rom 6:3-11; 1 Cor 11:23-34; 1 Pt 3:21).

WE BELIEVE that the church is God's primary instrument through which He is fulfilling His redemptive purposes on the earth. To equip the saints for the work of ministry, God has given the church apostles, prophets, evangelists, pastors and teachers. We also affirm the priesthood of all believers and the importance of every Christian being joined with and actively involved in a local community of the saints. We believe that women and men are called and gifted to proclaim the gospel and do all the works of the kingdom and that the method ordained by God for the support of His ministry is through the giving of tithes and freewill offerings (Mal 3:10; Mt 16:17-19; Acts 2:17-18, 2:42; 2 Cor 9:7; Eph 3:14-21, 4:11-16; 1 Tim 2:11-15; Heb 10:23-25; 1 Pt 2:4-5, 9-10).

WE BELIEVE in the equality and essential dignity of men and women of all races and classes. We recognize that all persons are made in the image of God and are to reflect that image in the community of believers, in the home and in society. We believe in the family, celibate singleness and faithful heterosexual marriage as the patterns God designed for us (Gen 1:26-28; Gal 3:26-29).

WE BELIEVE that God has called the church to proclaim the gospel to all nations. Part of that proclamation must include remembering the poor, widows and orphans, ministering to their needs through sacrificial giving and practical service. This ministry is an expression of the heart of the Lord Jesus Christ and is an essential part of the kingdom of God (Is 58:6-12, 61:1; Mt 28:18-20; Lk 4:18, 21:1-4; Gal 2:10; 1 Tim 6:8).

WE BELIEVE in the literal second coming of Christ at the end of the age when He will return to the earth personally and visibly to consummate His kingdom. We also believe in and are praying for a great end-time harvest of souls (Ps 2:7-9, 22:27-28; Jn 14:12, 17:20-26; Rom 11:25-32; 1 Cor 15:20-28, 15:50-58; Eph 4:11-16; Phil 3:20-21; 1 Thes 4:13-5:11; 2 Thes 1:3-12; Rev 7:9-14).

WE BELIEVE that when the Christian dies he/she passes immediately into the blessed presence of Christ, there to enjoy conscious fellowship with the Savior until the day of the resurrection and glorious transformation of the body. The saved will then forever dwell in fellowship with their great Triune God. We also believe that when the unbeliever dies he/she is consigned to Hades, there to await the Day of Judgment when he/she shall be punished with eternal separation from the presence of God (Mt 25:46; Lk 16:19-31; Jn 5:25-29; 1 Cor 15:35-58; 2 Cor 5:1-10; Phil 1:19-26, 3:20-21; 2 Thes 1:5-10; Rev 20:11-15, 21:1-22:15).

I affirm Third Church's Statement of Faith as presented.

Name

Date

Approved by (one of Third's Lead Pastors):

Name

Date

VENDOR PAGES

The following pages are intended for the couple to distribute to vendors. It is the responsibility of the bride and groom to make certain that vendors are aware of Third Church's Wedding Policies.

VENDOR PAGE - PHOTOGRAPHER

This letter is to affirm the use of your services for the wedding of

(names of bride & groom)

on _____ at _____
(date of wedding) (time of wedding)

and to familiarize you with the Third Church Wedding Policies.

Third Church recognizes the value of wedding photographs as a lasting remembrance of this most special occasion and we trust that you will work with us to ensure a beautiful ceremony. Please review the following policies for your information:

- Photographers will have access to the building up to four (4) hours prior to the wedding.
- Please check in with your assigned Third Wedding Coordinator when you arrive at the church. They can help direct you for set up.
- You are encouraged to take photographs in this facility prior to the wedding ceremony.
- Photographs may be taken during the processional and recessional.
- During the wedding service, time exposure photographs may be taken from the back. Please remain stationary during the ceremony unless approved by the wedding party.
- The party may return to the Sanctuary / Worship Center after the ceremony for photos.
- Facility and furniture must be respected at all times.
- The Wedding Coordinator is available to answer your questions and desires your cooperation in making this a beautiful event.

If you have any questions, please contact the church office at 641.628.3051.



Third Church
708 E 13th Street
Pella, IA 50219

VENDOR PAGE - FLORIST

This letter is to affirm the use of your services for the wedding of

(names of bride & groom)

on _____ at _____
(date of wedding) (time of wedding)

and to familiarize you with the Third Church Wedding Policies.

Third Church recognizes the value of flowers for this most special occasion and we trust that you will work with us to ensure a beautiful ceremony. Please review the following policies for your information:

- Please coordinate with the assigned Third Wedding Coordinator for availability to setup flowers in the selected venue.
- When you arrive, please check in with the assigned Third Wedding Coordinator or the office at the church. They can help direct you for set up.
- All flower pots must contain liners.
- Do not place anything on the Altar or Communion Table.
- Facility and furniture must be respected at all times. Decorations must not be attached to furniture by gluing or nailing. Padded pew hooks are the only method allowed to attach décor to pews.
- Use only dripless candles. Rented candelabras and/or unity candle stands must be placed on plastic and removed immediately following the ceremony. We do not have space to store fixtures over the weekend and will not accept responsibility.
- Flower girls are not permitted to drop natural flowers in the Sanctuary or Worship Center. Silk flowers are permitted.
- Ribbon swagging that creates difficulty for the guests to exit or enter pews is not allowed.
- The Wedding Coordinator is available to answer your questions and desires your cooperation in making this a beautiful event.

If you have any questions, please contact the church office at 641.628.3051.



Third Church
708 E 13th Street
Pella, IA 50219

VENDOR PAGE - VIDEOGRAPHER

This letter is to affirm the use of your services for the wedding of

(names of bride & groom)

on _____ at _____
(date of wedding) (time of wedding)

and to familiarize you with the Third Church Wedding Policies.

Third Church recognizes the value of wedding videos as a lasting remembrance of this most special occasion and we trust that you will work with us to ensure a beautiful ceremony. Please review the following policies for your information:

- Videographers have access to the church up to two (2) hours prior to the wedding
- Please check in with the assigned Third Wedding Coordinator when you arrive at the church. They can help direct you for set up.
- All video equipment shall be set up in the Sound Booth.
- A Third Church Technician will be present during every wedding. Please be sure to respect his/her space.
- Please remain stationary during the ceremony.
- Only recording equipment that can be operated remotely will be allowed on the stage area.
- Facility and furniture must be respected at all times.
- The Wedding Coordinator is available to answer your questions and desires your cooperation in making this a beautiful event.

If you have any questions, please contact the church office at 641.628.3051.



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