

Dear Friends,

Congratulations on your engagement! We are so excited that you and your fiancé are interested in Freedom Church partnering with you for your wedding and/or pre-marriage coaching. There are a few policies that we'd like you to be aware of regarding weddings and/or pre-marriage coaching through Freedom Church. These policies are designed to help strengthen your future marriage and give you, as a couple, a strong start. Our heart is to partner with you, walk along side of you, and be available to coach you as a newlywed couple.

Requirements

In order for a Freedom Church Pastor or Leader to officiate a wedding and/or offer pre-marriage coaching, the following prerequisites must be met/agreed upon:

- The couple must be members of Freedom Church. This is accomplished by completing our Growth Track process and agreeing to our statement of faith.
- The couple must regularly attend a Freedom Church campus.
- The couple must participate in our Pre-Marriage Coaching Program with a minimum of four feedback sessions.
- The couple agrees to the minimum honorarium suggested below.

At Freedom Church, we believe that life is better in the context of healthy relationships. In addition to the above requirements, we encourage couples to join a Community Group and serve on our Dream Team within 6 months of your wedding.

Process - Officiating and Pre-Marriage Coaching

- If you, as a couple, agree to the above requirements, follow this simple process to get started:
 - Fill out the form located at <https://myfreedomteam.org/weddings>
 - Once that form has been completed, we will contact you with your next step.
 - In most cases, you will then be directed to begin our Pre-Marriage Coaching Program. This program involves an online assessment that is followed by a minimum of four feedback sessions.
 - If one of our Pastors is available, he or she will conduct your pre-marriage coaching. In the event that our Pastors are unavailable, we will refer you to one of our approved Marriage Coaches/Councilors.
 - The couple must have a wedding coordinator of their choice available for the rehearsal and wedding ceremony.

Suggested Minimum Honorarium

As you can imagine, a considerable amount of time is involved in pre-marriage coaching and officiating a wedding. The following suggested minimum honorarium should be followed by each couple. Honorariums can be given via check, cash or electronic payment to the Pre-Marriage Coach and/or Wedding Officiant.

- Pre-Marriage Coaching - \$75 per session
- Wedding Officiant Services - \$300
- If your wedding location is over 2 hours driving distance one way from an officiant's home, we ask that you also include travel expenses in your honorarium.
- If your wedding location requires a flight, we ask that you cover all of the officiant's travel costs like airfare, hotel, rental car, meals, etc.

Again, congratulations! Our prayer is that you'll start strong and enjoy a thriving lifelong marriage together.

- The Freedom Church Leadership Team

Freedom Church Wedding Ceremony and Reception Fees and Policies

All Freedom Church Campus Buildings are free to use by Members who are actively serving on the Dream Team. Rental rates for non-members are listed below. Staff fees will be charged to anyone using a Freedom Church Campus. Anyone using/renting a Freedom Church Campus must abide by our Building Use Policies below.

Rental Rates for non-members: Includes a 1 hour rehearsal time

Staff Fees for anyone using a Freedom Church Campus:

The following fees are mandatory and each position will be provided by Freedom Church. Fees are for 4 hours. An additional \$50 per hour will be added to each position over 4 hours.

Building Coordinator - \$300
Audio Tech - \$200
Video/Lighting Tech - \$200
Cleaning - \$200

Staff specifics:

Building Coordinator - Our Freedom Church Building Coordinator will be available to open and close our campus, set house lighting, temperature and ensure that the building is clean and ready for your use. In addition, our Building Coordinator will be on site for your one hour rehearsal as well as your day-of ceremony and reception. Our building coordinator is NOT responsible for assisting you with your ceremony and reception with regard to decorating, set up/tear down, ceremony order, pre-ceremony/reception logistics other than ensuring the building is ready for your use.

Audio Tech - Our Freedom Church Audio Tech will be available for up to 4 hours of your CEREMONY. Audio services include, full PA sound system, 2 handheld wireless microphones and one audio input for ceremony music. Couple must provide a device like a smart phone or tablet to play music from. All music must be in a single playlist, clearly labeled. We CANNOT accept CDs or DVDs for playback. Our Audio Tech is NOT available to DJ receptions. If couples would like to use our audio system for a reception, our Audio Tech will provide a direct line in for your DJ. Our Audio Tech must be on site and will control overall volume if using our audio system (additional hourly rates may apply). Couples are welcome to provide their own DJ run sound systems if they like.

Video/Lighting -

Provide adult supervision at all times

Keep guests out of off limits areas and/or unscheduled rooms. Including:

Neighboring Buildings

Storage Rooms

Church Offices

Assume all responsibility of all guests with regard to their safety

Reset each room used back to original set up (Ready for Sunday Morning Gatherings or weekly events):

Including: Chairs, Tables, Carpets, Staging, etc.

Completely clean each space used:

Sweep/Mop/Vacuum Floors

Wipe down tables and countertops

Pick up all trash

Empty all trash containers and replace with empty bags

Remove rented/borrowed gear

Clean outside of building/parking lots

Limit food and drink to the lobby area (unless otherwise arranged)

Reset HVAC in each space used post event

Protect Freedom Church property and equipment from damage

Keep all exits free and clear of equipment, trash, etc.

Not adjust, change, remove, or disturb technical gear – video projectors, lighting system, sound system, computers, screens, etc.

Communicate any changes in schedule, activities, or damages that have occurred to the Freedom Church leadership team.

ALL firearms, weapons, alcoholic beverages and illegal drugs are prohibited on church property.

Freedom Church Agrees to:

Provide Cleaning tools and supplies for cleaning of building after your event

Provide Paper Products in restrooms

