



## MARRIAGE AND WEDDING GUIDELINES

### and Application Form for Members/ Adherents of Knapp Church

After reading these guidelines, please fill out the attached application form and submit to the church office. This form must be signed by both partners and should include your deposit. Our Board of Elders will consider your application at their next regularly scheduled meeting (normally on the first Tuesday after the first Sunday of the month). **A wedding date is not considered officially reserved until the elders have approved it upon receipt of the signed application form and deposit. You will be informed of the decision within one week following the elders meeting.**

All persons, whatever their relationship to this church might be, are encouraged to speak with Knapp's pastor if they are interested in using the church building/ grounds or his services for the wedding. The following statements are general guidelines, not meant to automatically answer every situation. Our commitment is to treat every person or couple individually while also being obedient to our understanding of God's Word.

The following guidelines reflect the commitments of the pastors and the elders of Knapp Street Reformed Church with respect to marriages, wedding ceremonies, and practices. This includes the use of the church facilities for such functions and or the services of the pastor of Knapp Street Reformed Church. **Please read this document carefully.** If you do have any questions, please call Knapp Street Reformed Church at 363-5078 and ask to speak with the pastor for clarification.

Knapp Street Reformed Church is committed to mandatory pre-marital counseling sessions for all couples who apply to be married. Counseling sessions will usually involve several appointments. The application must be made far enough in advance of the wedding date (at least 4 months), allowing the couple to complete these sessions before the date of the marriage. In all cases, the pastor is allowed to decide whether or not he can, in good conscience, unite the couple in marriage.

Those who are active members of another church may apply to use the facilities of Knapp Street Reformed Church for their marriage ceremony. Approval of their request is contingent upon their receiving premarital counseling; this can be with a pastor of Knapp Street Reformed Church, with another pastor of choice, or a licensed Christian counselor. If a pastor other than the pastor of Knapp Street Reformed Church is to officiate at the wedding, a request must be submitted to the Board of Elders through Knapp's pastor. The officiating pastor must sign the application, signifying his/ her willingness to follow the guidelines. A request like this is unnecessary if another pastor only "assists" at the ceremony.

Sincerely,

The Consistory of Knapp Street Reformed Church

### Knapp St. Reformed Church

4025 Knapp St. NE  
Grand Rapids, MI 49525

Office: (616) 363-5078  
Fax: (616) 363-9543

E-mail:  
cindy@knappchurch.org

**A people of grace  
extending grace**

**Les Wiseman**  
Pastor

**Dianne Vander Laan**  
Facilities Manager

**Cindy Hubble**  
Administrative Asst.

May the God of hope  
fill you with all joy and  
peace as you trust in  
him, so that you may  
overflow with hope by  
the power of the Holy  
Spirit.  
Romans 15:13

## OUR CHRISTIAN VIEW OF MARRIAGE

1. Marriage was instituted by God in the Garden of Eden, before humans became sinners. Marriage was blessed by the Lord Jesus at Cana in Galilee, and is therefore considered holy in its origin and in its continuation in human society (Hebrews 13:4)
2. Knapp St Reformed Church continues to affirm the biblical definition of marriage as a covenant relationship only between a man and a woman. Ruth 4:9-13

Genesis 2:24 states: "Therefore a man leaves his father and his mother and cleaves to his wife, and they become one flesh."

Matthew 19:4-5: "He answered, 'Have you not read that he who made them from the beginning made them male and female,' and said, 'For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one?'"

Hebrews 13:4-7. Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral.

It is the position of the consistory of Knapp St Reformed Church, to refrain from, or allow our building or property to be used for, weddings of any other couple that conflicts with this definition.

3. Men and women share the image of God and are equally valuable to Him. They also have God-given differences, both emotional and physical, which makes marriage desirable for both men and women and enable a man and a woman to complement one another in marriage (Genesis 1:26,27,2:18-23).
4. Marriage is not for everyone. Those who marry should do so out of the conviction that this is God's will for them. The Bible also instructs us that believing Christians are not to be joined together with non-believers (2 Corinthians 6:14ff; 1 Corinthians 7:39).
5. A commitment to marriage involves a commitment to intimacy and care, which is unconditional, and without reservation (1 Corinthians 13), mutually submissive (Ephesians 5), and for life (Genesis 2:24,25; Matthew 19:3-12). A Christian home is to reflect the presence of Jesus Christ in all its aspects (Ephesians 5).
6. Physical sexual intimacy is a gift that God gives to humanity for procreation and as a special bond between husband and wife as they share together as one flesh (Genesis 1:28; 2:24,25). The physical sexual relationship is to be celebrated within the marriage relationship. We believe that it is not God's intention for us to experience physical sexual intimacy outside of the marriage relationship. We believe that couples that have engaged in physical sexual relationships outside of marriage can experience God's grace, forgiveness. Couples can experience wholeness and healing in this area through confession and choosing to abstain from further sexual intimacy until the wedding (John 8:3-11; 1 Thessalonians 4:1-8; 1 John 1:9). Couples living together will be asked to live separately.
7. We expect that all couples, including those who have been previously married and are now widowed or divorced to participate in pre-marital counseling. Divorce creates additional issues for couples hoping to create and enjoy a successful marriage. We do not condone divorce as an option (Matthew 19), but are willing to walk with couples in the light of grace and the hope of healing so that relational issues are not recreated.

## OUR VIEW OF CHRISTIAN WEDDINGS

The wedding ceremony and related events ought to reflect the above view of marriage in the following specific ways:

1. The ceremony should be a service of worship, with God as its focus, not the bride and groom. Its music, setting, elements, etc. should reflect this principle. (Certainly we seek to honor a couple's desires within these parameters.)
2. The ceremony and especially the wedding vows should reflect a biblical view of marriage as outlined above.
3. Wedding receptions should be conducted in a way that is in harmony with a desire to put God first in the marriage (for example, there should be no irreverence or insobriety).

## ABOUT FEE GUIDELINES AND BUILDING USE

For purposes of the guidelines on the attached sheet, people are listed under three categories:

**Members:** Those who are on the membership rolls of Knapp Street Reformed Church. This includes baptized as well as communicant members.

**Adherents:** Persons who are not members of the church but regularly participate in the life and activities of Knapp Street Reformed Church.

**Non-Members and Non-Adherents:** Persons who are not members of the church nor regularly participate in the life and worship of Knapp Street Reformed Church.

## BUILDING GUIDELINES FOR WEDDINGS at KNAPP STREET REFORMED CHURCH

1. To request Knapp Church for your wedding, all forms must be returned with the non-refundable deposit for your requested date to be considered. Deposit (50% of flat fee) = \$ 100
2. **All fee balances are due one week prior to ceremony.**
3. All Saturday wedding activities **must be concluded by 6:00 p.m.** including cleanup and removing all items brought in for the wedding and related activities. No wedding may have a start time past 4:00 p.m. on a Saturday.
4. Separate arrangements must be made with our pastor for him to officiate at the wedding.
5. Knapp's organist Lois Ripma (530-1712) may be contacted to play at the ceremony. This is arranged between Lois and yourselves as far as scheduling and fees.
6. Music for the ceremony must be approved by the officiating pastor at least three weeks prior to the wedding.
7. Weddings performed at Knapp Street Reformed Church are considered worship services and will be conducted with appropriate reverence. Actions and activities must always be conducted with proper respect for the church and its function. The use of alcoholic beverages, smoking, disorderly behaviors, and other activities not befitting the church are not accepted. The dress of the wedding party and guests should exhibit the religious character of the wedding ceremony. Persons violating the integrity of the church in any manner will be asked to leave.
8. Photography—The wedding ceremony is a worship experience. Nothing should detract from the ceremony. The use of flash photography during the ceremony is not allowed. The use of non-flash photography and video taping must be done in a manner that does not detract from the worship ceremony.
9. The wedding party or florist shall make arrangements for the removal of flowers and decorations from the sanctuary following the wedding service.
10. **The throwing of rice is prohibited on church property. The throwing of bird seed and/ or blowing bubbles is allowed outside only.**
11. Banners should be moved by church personnel only.
12. Church sound equipment is to be operated only by church-appointed personnel. Your fee includes a sound technician.
13. **The facilities manager can meet the florist and other parties to let them into the church building if needed.** All decorations and candleholders will be provided by the wedding party. The church has limited decorations that may be used if arrangements are made with the church office. **Plastic must be placed under DRIPLESS CANDLES to protect the carpet.** No devices, decorations or equipment may be used that will mar or damage the church facilities. The responsible person whose name appears on the reservation form is responsible for all damages requiring repair or replacement.
14. The following areas of KSRC are off limits: Sunday School rooms, closets, and areas designated by signs. If you plan to use areas of the church as "dressing rooms," please make arrangements with the church office so these areas may be available for your use, and be careful not to leave your bridal party clothing and personal items behind. Please leave dressing rooms as you found them, disposing of all left-over food and beverages.
15. The kitchen may be used to refrigerate food items and serve any food you brought for the wedding party. Please bring in your own dishes, utensils, drinks, etc. and leave the kitchen clean and picked up.

# **MEMBER/ ADHERENT GUIDELINES**

## **FOR USE OF KNAPP STREET REFORMED CHURCH**

The member/ adherent is responsible for the following:

1. Set up and take down of any furniture/equipment to be used and replaced where taken from in an orderly fashion.
2. Provide table supplies and staples including paper products, coffee and punch.
3. Children must be supervised at all times.
4. The following areas of KSRC are off limits: Sunday school rooms and closets, church offices, areas designated with signs.

### **CHECK LIST FOR CLOSING THE CHURCH**

- Check pew areas for any papers and misc. cleanup as needed
- Check the kitchen to be sure it's left in an orderly and clean condition
- Dispose of all trash.
- Turn off all fans
- Turn off all lights; check both upper and lower level
- Close and lock all outside doors and windows; check both upper and lower level

**Thank you for helping us maintain our facility by leaving the church as you found it.**

*Please keep pages 1-4 for reference in making your final wedding preparations, and make appropriate copies for all those involved! Return the application sheet only (front & back).*

**WEDDING INFORMATION/ APPLICATION FORM AND BUILDING USE AGREEMENT  
for Members/ Adherents of Knapp St. Reformed Church**

4025 Knapp St., NE Grand Rapids, MI 49525  
Email: [cindy@knappchurch.org](mailto:cindy@knappchurch.org)

Office: 363-5078  
[www.knappchurch.org](http://www.knappchurch.org)

Fax: 363-9543

This form with the deposit fee must be turned in for your date to be considered by the leadership of Knapp Street Reformed Church. (Please make all checks out to Knapp Street Reformed Church)

Bride's Name (Please Print in Full)

\_\_\_\_\_

Groom's Name (Please Print in Full)

\_\_\_\_\_

Bride's Address

\_\_\_\_\_  
\_\_\_\_\_

Groom's Address

\_\_\_\_\_  
\_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Address of married couple after wedding:

\_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Other clergy involved: \_\_\_\_\_

Organist/ Musicians: \_\_\_\_\_

Photographer: \_\_\_\_\_ Florist/ Decorator: \_\_\_\_\_

(be sure to contact the office later with floral delivery times)

Special Requests: \_\_\_\_\_

Areas of building to be used:

Sanctuary/ narthex       Lower level room/ upstairs lounge       Kitchen       Gym (reception)

**REQUIRED SERVICES/ FEES**

Rehearsal and ceremony (includes use of approved rooms and areas, administrative and custodial services, as well as any sound and computer technician services)	\$250.00	\$ _____
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**OPTIONAL SERVICES/ FEES**

Rehearsal dinner (use of Room 18)	\$100.00	\$ _____
Reception (use of gym)	\$200.00	\$ _____

**CHURCH STAFF or ACCESSORY PERSONNEL**

Pastor, musicians \_\_\_\_\_ an agreed upon honorarium \$ \_\_\_\_\_

(You must make the agreements & arrangements with these people;  
upon your request, the church staff can provide musicians' names  
and contact information only)

TOTAL \$ \_\_\_\_\_

OVER...

Our signatures indicate that we have thoroughly read through these guidelines and agree to comply completely. - We agree to accept all liability for damages to the building and/or equipment it contains, and agree to adhere to all Building Guidelines that apply to this facility. It is understood that giving false information regarding the circumstances of a marriage to be contracted, or about personal history or character, will be considered just cause for nullification of any agreements entered in with parties applying to be married at Knapp St. Reformed Church or by the pastor of Knapp St. Reformed Church.

Signed,

Bride \_\_\_\_\_ Date \_\_\_\_\_

Groom \_\_\_\_\_ Date \_\_\_\_\_

I approve of and agree to officiate this wedding, provided that the couple follows the guidelines and the agreement in this document. I reserve the right to decide not to marry this couple if, after meeting with and counseling the couple, I can not do so in good conscience.

Pastor \_\_\_\_\_ Date \_\_\_\_\_

*Please keep pages 1-4 for reference in making your final wedding preparations, and make appropriate copies for all those involved! Return this application sheet only (front & back).*

Office Use:		
<input type="checkbox"/> Guidelines issued with application	<input type="checkbox"/> Calendar	<input type="checkbox"/> Fees paid to staff and accessory personnel
<input type="checkbox"/> Sound/video technician notified	<input type="checkbox"/> Custodian notified	