



Welcome!

There are few things in life more exciting than a wedding! We want to do everything we can to help make your day a joyous celebration of God's grace. In the following pages you'll find everything you need to know about hosting your wedding at CityLight Church.

Basic Requirements

CityLight has the following basic requirements for a wedding in our facility or officiated by one of our ministers:

- The bride, groom, or their parents must be a member or regular attender at CityLight.
- Both the bride and groom must have a personal relationship with Jesus Christ.
- The couple will successfully complete premarital counseling.
- The wedding must be in accordance with Open Bible Churches' Statement of Faith and related doctrinal teachings on biblical marriage.

Premarital Counseling

After securing a wedding date, the bride and groom must meet with the minister for premarital counseling. This is usually around 4 sessions to discuss the nature of the marriage covenant, develop skills and knowledge to address some of the common difficulties of marriage, help the minister learn more about the couple, and review the wedding ceremony. In certain circumstances, arrangements may be made to do this preparation with another counselor/pastor.

Each premarital counseling session lasts around one hour (sometimes a little longer) Counseling will include an assessment, workbooks and some homework may be required.

If the minister is concerned about the couple's relationship or readiness to wed, he will address these concerns with the couple. Due to the sacredness of the wedding vows and marriage covenant, the officiant retains the final decision to cancel or postpone the wedding in such cases. In this event, your fees will be returned in full.

Using the building

Make sure you secure the facility for your ideal wedding date as soon as possible. Church activities are planned well in advance so you will want to make sure you have your date on the calendar. Dates are not secured until the fees have been paid. The facility will be available to your party for 4 hours the evening before your wedding for a rehearsal and set up. Let the minister know the time of your rehearsal as soon as possible.

All property owned or managed by CityLight Church is drug and alcohol free. Your wedding may be at risk of cancellation without a refund if anyone in your wedding party violates this policy.

Birdseed, rice, or confetti are not permitted in the traditional "departure" of the bride and groom from the church. You are encouraged to use bells, whistles, or bubbles for this part of the celebration.

Fees and Honorariums

Total \$600

Church Facility: \$250

Includes: Sanctuary with lighting, sound system, 250 chairs and stage, (Does not include instruments) Nursery, Prayer room, All Bathrooms, both Classrooms, Coffee Bar/foyer (Does not include storage, office, kitchen or any rooms not listed.)

Janitorial and cleaning: \$100

All personal belongings, decorations, or props need to be removed by the end of the wedding day.

Sound Tech Honorarium: \$50

A sound tech is required. You will need to provide the sound tech with;

- All special music to be played on a C.D. or mps on a flashdrive before the rehearsal
- Write playlist of time and order you want the music played
- For any live music, a list of their songs, musicians names and instruments

Ministerial Honorarium: \$200

This includes your premarital counseling and materials, one ceremonial review meeting, rehearsal and wedding day officiation.

Once it is verified that your wedding date is available, fees must be paid to secure reservation of the facility.

You may pay those fees by check made out to CityLight Church or online here.
<https://citylight.breezechms.com/form/532f2e>

CityLight Facility Use Policy (the legal stuff)

CityLight Church ("the church") owns certain real estate, all of which is used to promote its religious purposes. The church seeks to exercise wise stewardship over all aspects of its property. Such stewardship may include occasional guest use *land/or other description of anticipated use* from time to time for purposes consistent with the church's religious purposes and doctrinal beliefs. Based on these considerations, the church shall allow use of its real property by others in accordance with the following requirements and guidelines.

1. **Decision-making authority.** The church's board of Elders ("board") shall make decisions as needed regarding the use of the church's real property, all in the best interests of the church.
2. **Doctrinal Restrictions.** The church's real property may be used only for purposes and in ways consistent with the church's doctrinal beliefs as reflected in the Bible, the Statement of Faith and Official Statements as contained in the Open Bible Manual, particularly with respect to alcohol use, sexual activity standards and other conduct. The church board shall be the final decision-maker regarding whether any use is in conformity with, or contrary to, the church's religious doctrine.
3. The church may request donations or charge for cost-sharing contributions ("fees") in order to defray the estimated cost of facility use. No such fees shall be charged with any impermissible view to profit, and any and all fees are subject to waiver or reduction based on the prospective user's financial need.
4. The church's board (or a committee delegated thereby) shall be responsible for memorializing guest facility use. Such written agreements shall include identification of the religious purposes served by a guest's facility usage, with appropriate Scripture references (e.g., worship, strengthening families, outreach to the lost).
5. Insurance coverage shall be maintained for all uses of the church's real property, including certificates of coverage from other users as appropriate.
6. The church's board (or a committee delegated thereby) shall be responsible for communicating these requirements and other guidelines to all prospective guests of the real property.

- The wedding must be in accordance with Open Bible Churches' Statement of Faith and related doctrinal teachings on biblical marriage as contained in the Official Statements on Marriage, Divorce, Remarriage and Family and Human Sexuality in the Open Bible Manual. <https://www.openbible.org/About-Us/OBC-Manual>

Agreement Form

Please read through the CityLight Wedding Policy. Once you have signed the agreement return it to the minister.

I have read and understand the CityLight Wedding Policy. I agree to the requirements and terms of the CityLight Wedding Policy.

Groom Signature *Date*

Bride Signature *Date*

For use by minister

Pre-marital counseling dates:	
Wedding date and time:	
Rehearsal and set up date and time:	
Fees received date:	