

## Wellspring Community Church Wedding Policies

1. Any couple wishing to be married at Wellspring must be regular Wellspring attenders or be personally known to the pastor. Exceptions may be made per his approval. Each couple must meet with the pastor before setting a final wedding date.
2. The couple is expected to participate in a course of study and counseling as suggested by the pastor. If another pastor is counseling the couple, he/she must write a letter stating that the couple has been counseled prior to the wedding.
3. No visiting pastors may officiate at a wedding at Wellspring. If the couple wishes to have another pastor participate in the service, they must clear this with Wellspring's pastor.
4. Wellspring's pastor is in complete charge of the wedding service. Music, decorations, order of service, etc must be cleared in advance.
5. Decorations may not use nails, tacks, heavy tape or screws. In addition, all decorations must be cleaned up and removed directly following the wedding service. This is the responsibility of the wedding party or someone designated by the couple.
6. The church wedding coordinator will be responsible for coordinating the rehearsal and wedding, training volunteers and serving as a liaison to the couple. The church coordinator will be present for all wedding activities at the church- no exceptions.
7. The couple must provide their own musicians for the ceremony, and they must be present at the rehearsal. It is preferred and strongly encouraged that all members of the wedding party and family members who will walk down the aisle be present at the rehearsal also.
8. Wedding rehearsals should start no earlier than 5 PM and no later than 7:00 PM and last approximately 1 hour.
9. Weddings must be completed, and the church cleared and locked, by 9:00 PM, or 2 hours after the start time of the wedding.
10. The church custodian will prepare the foyer, sanctuary, wedding equipment, dressing rooms and general church areas prior to the wedding.
11. All weddings will require the use of a sound technician, and that person will coordinate all microphones, musical needs, videos and CDs. Any music, videos or other media must be ready 1 week prior to the wedding so we can assure it is compatible with our equipment.
12. Photography is allowed during the service, but the photographer will be asked to be discrete and to not cause any distraction to the service.
13. Alcoholic beverages are not allowed for any purpose on church property. There is also no smoking in the building.
14. During the exiting of the ceremony, couples may use bubbles or other kinds of no-mess methods. No birdseed, rice or confetti is allowed.
15. The wedding party is responsible for removing all personal items, trash, food, etc. that they bring into the church.
16. The couple will be liable for any damages to church property, and failure to comply with policies may result in additional charges to the couple. **There is a \$100 damage deposit which must be paid a month prior to the wedding.** This will be forfeited if the couple or any member of the wedding party breaks these policies or damages the church property.
17. Couples being married at Wellspring will be responsible for the following fees and honoraria:
  - a. Sanctuary use \$200 + \$100 refundable damage deposit
  - b. Pastor (includes counseling) \$250
  - c. Wedding Coordinator \$225 (covers up to 18 hours, charge extra \$15 per hours over 18)
  - d. Sound Tech \$75 (covers up to 5 hours, charge extra \$15 per hour over 5)
  - e. Custodian \$150 (covers up to 10 hours, charge extra \$15 per hour over 10)

**Total fees equal \$1000**, this includes the \$100 refundable damage deposit paid one month prior to event. This will be refunded after the wedding if all policies are followed and there are no damages.