



Wedding Policies & Procedures

At North Shore Fellowship, we consider it a privilege to participate in your wedding. Please read through these helpful guidelines before submitting the wedding application.

Beginning the Process

Complete the first three steps on the planning checklist. Our wedding administrator will work with you to design a meaningful and personal wedding worship. Outside consultants may serve as assistants to our administrator, who will direct the rehearsal and wedding service.

Pre- marital Counseling

As a couple you will need to participate in approximately six counseling sessions with our pastor, or a pastor or Christian counselor approved by our pastor. This can be discussed with our staff.

Scheduling of Facility Use

Please note the following limitations with regard to scheduling your wedding at NSF:

- Weddings cannot be scheduled on Sundays due to service times.
- We schedule only one wedding per day, to best serve you and your guests.
- Weddings must begin by 7:00 p.m. or earlier on Saturdays so our facilities staff can have the building ready for Sunday worship.
- All dates must be approved by the church staff in order to avoid scheduling conflicts.
- Once your date is approved, please send or drop off two (2) invitations at the church, one for the wedding administrator, and one for our pastor if he is officiating.

Who is Involved

To ensure your wedding day goes as smoothly as possible, North Shore Fellowship requires the use of our Wedding Administrator, Sound Technician, and Facilities Manager. For additional parties involved in your ceremony, we ask that you provide the contact information (officiant, florist, musicians, photographer, etc.).

Officiant

If you would like a pastor of North Shore Fellowship to officiate your wedding, please indicate that on your application. If there is someone else you would like to officiate your wedding, please be aware that Tennessee State Law requires that the person be ordained by a “a considered, deliberate, and responsible act” and that they have “care of souls.” This means that no one ordained via an online or mail order service can officiate a ceremony. North Shore Fellowship additionally requires that the person be a rightfully ordained minister of the gospel. Feel free to inquire further with us if you are unsure of whether your person can officiate your wedding.

Music

Our wedding administrators are happy to help you with your music selection if you have any questions on appropriate music for church ceremony.

Photographs, Video, & Audio Tapes

- We encourage you to take as many of your pictures as possible before the service.
- Candid shots in the dressing rooms are permitted.
- We ask you to refrain from flash pictures during the wedding ceremony.
- We ask the photographer/videographer to avoid the front of the sanctuary during the wedding service.
- The sanctuary must be available for the sound technician and video operators no later than two and a quarter hours prior to the start time of the wedding.

Equipment/Facilities

Please check with the facilities staff for a list of available equipment. All equipment must be reserved as far in advance as possible to ensure availability. After your wedding date is approved, please schedule a meeting with our facilities staff to tour the church and discuss arrangements for your wedding. Call the church office to arrange this, 423-266-3757.

Decorations

We ask that your florist be completely finished with decorating at least three hours before the wedding in order to be ready for pictures.

The use of tacks, nails, or other materials that may damage the property or furnishings is not permitted. (Command Strips are allowed) Candleabra, aisle cloths, and other special equipment are provided by your florist and must be removed from the church immediately after the wedding to facilitate cleaning. Please remove all decorations within an hour of the ceremony in light of needing to prep the building for worship.

If your wedding is scheduled in December, the church may already be decorated for the season with Christmas flowers (usually red poinsettias) and decorations (e.g., garland, lighted trees, window boxes, etc.) These will not be moved or changed. The color of the poinsettias is at the discretion of the church.

Communion

Communion is a corporate sacrament for the church. Weddings are private events, so communion will not be offered.

Nursery

Due to insurance regulations, the church nursery will not be open nor will church facilities be available for child care. Young children and babies will need to be provided for offsite.

Responsibilities

- We suggest you secure personal valuables in the trunks of your cars. NSF cannot be held responsible for the loss of any valuables during the wedding or reception.
- NSF cannot be held liable or responsible for any accident during the rehearsal and/or wedding day activities at NSF.
- The bride and/or her family are responsible for any breakage or damage to church equipment or property, either by the wedding party, guests or by anyone the bride has employed for the wedding.
- Smoking is not allowed in the church or on the grounds of the church with exception of the parking lots.
- If you have used church classrooms for changing clothes and/or dressing, please arrange for someone to remove all personal belongings before leaving the facility. Anything left in the rooms will be removed in order to set up for the next church event.
- The wedding administrator will make certain that all vendors; i.e. photographer, caterer, and florist, have received notification of all pertinent NSF policies within two weeks of the wedding.
- The bride and/or her family are responsible for the adherence of the NSF wedding policy by those who work/help at the rehearsal, wedding and/or reception.

Fees

There is a \$750 fee for holding your wedding at North Shore Fellowship that covers:

- \$250 for the facilities staff
- \$300 for the Wedding Administrator
- \$200 for the Sound Technician

Provide payment of all applicable fees as listed on the fee sheet no later than two weeks prior to your wedding date. These may be mailed or dropped off at the church office.

Checks can be made out to North Shore Fellowship.

Reception/Rehearsal Dinner

The fellowship hall is available for wedding receptions or rehearsal dinners. There is a fee of \$50 for the first hour and \$25 for each additional hour.

We ask that:

- Your caterer meets with our facilities staff, for access to and use of the church kitchen and equipment.
- Use of tables, chairs, etc. should be discussed with the facilities staff.
- A list of equipment is available from the wedding administrator or facilities staff.
- The kitchen is to be left neat and clean.
- All decorations must be removed immediately after the reception.
- The use of silly string, glitter, and other similar products are prohibited.
- Church and grounds are non-smoking with the exception of the parking lots.

Honorariums

If you are a member of North Shore Fellowship, the pastors do not expect to be paid.

Typical honorariums for weddings range from \$200 - \$500. If your wedding is out of town or offsite, please offer to cover any expenses the pastor may incur such as travel, lodging and food.

Cancelation Policy

14 days or more notice prior to wedding date = Full Refund

13 days - 48 hours notice = 50% Refund

Less than 48 hours notice = No Refund

Checklist:

- Read Policies and Procedures Packet
- Fill out online application
- Make an appointment with facilities director to see the building & discuss needs
- Talk with the wedding coordinator about your wedding.
- Write a check to North Shore Fellowship for applicable fees (\$750 for wedding day).
- Clean out any rooms that are used (decorations, personal belongings, etc.) and take them with you when your wedding party leaves the building.