

Weddings

WEDDING PROCESS OVERVIEW
AT LANCASTER COMMUNITY CHURCH

This guidebook is to assist you in planning your wedding at LCC.

Getting married is an exciting life mile-stone. We want you to have the best experience possible and help with the “load” of handling all the details and planning. If you have any questions during your marriage preparation and planning process, please let us know.

What is the process for being married at LCC?

1. Agree to the following principles.

- A. ***Both the bride and groom must be followers of Jesus, individually professing a growing, personal relationship with Jesus as their Lord and Savior.*** The Bible instructs the church to insure those in a marriage relationship are “equally-yoked” (2 Corinthians 6:14-18). Because the Bible is so clear on the importance of spiritual compatibility in marriage, Lancaster Community Church (LCC) will not marry non-Christians or a Christian to a non-Christian.
- B. ***The bride and groom must abstain from living together and sexual intimacy.*** We believe God's best intentions for us are found in His Word, the Bible. In the Bible God gives clear boundaries for the use of His gift of sex. Sexual relationships are to be expressed only within the protective boundaries of the marriage covenant. Within marriage we are provided the commitment and safe space to develop the best possible sexual relationship, and we are protected from the consequences of using sex outside of marriage.

Many pre-married couples at LCC are honoring God by abstaining from sexual intimacy, but others are not. Couples who are living together are asked to move apart. Couples who are sexually intimate are asked to covenant with God to abstain from their sexual relationship until their wedding day. We believe God's best for your marriage relationship is found in taking this time to develop the other parts of your relationship as you reserve your physical union until after your wedding. We encourage you to make this commitment with each other and God.

- C. ***The bride and groom must be in Covenant Relationship with LCC.*** Because we see marriage as a sacred covenant . . . a lifetime commitment . . . the connection with faith community is critical. The church provides the support, encouragement, and accountability needed to help couples hold on to their commitment to each other, and to grow together as followers of Christ. Our hope is that couples married at LCC will continue to grow together as active participants in a Connect Group and in service for God.
- D. ***As a church, we hold the highest view of marriage and will do everything we can to enhance and protect your marriage through your life at LCC.*** A prerequisite for a couple to be married at LCC and by one of our pastors, you must complete a pre-marriage mentoring course with us or with a professional counselor.

The Beginning Process

- STEP 1 - Engaged Couple**--contacts the Receptionist to the Lead Pastor to see if the date requested is available on the church calendar.
- STEP 2 - Planning Your Wedding Document**--The Receptionist to the Lead Pastor will give them a "Planning Your Wedding" Document. This is a document that helps the couple plan their wedding. Or...*you can also fill out a wedding request form online as well.*
- STEP 3 - Secures Pastor**--Engaged Couple contacts and secures a pastor to see if he is available to perform the wedding.
- STEP 4 - Wedding Agreement**--Turn in the completed and signed Wedding Agreement (in the back of the "Planning Your Wedding" document). Or...*you can also fill out a wedding request form online as well.*
- STEP 5 - Discipleship Pastor Approval**—If a pastor is available to perform the ceremony, the Discipleship Pastor reviews the completed Pre-Marriage Agreement. If there appear to be "issues" based on the questionnaire, a face to face meeting is advised.
- STEP 6 - Marriage Mentor Assignment**—At this point the Discipleship pastor schedules his first meeting with the couple. Then he assigns them to a specific Mentor couple.
- STEP 7 - Mentor Couple Calls**—The Engaged Couple will then be contacted by their specific Pre-Marriage Mentor to schedule a meeting. The Mentors will typically have six to eight meetings prior to the wedding. Exact format and number of meetings may vary, depending on the circumstances.
- STEP 8 - Wedding Coordinator**-- The Wedding Coordinator will have a meeting with the couple prior to the wedding to review the details of the wedding.
- STEP 9 - Officiating Pastor**—The pastor will meet with the engaged couple and discuss pre-marriage related issues, examine your marriage plans in context with Biblical Guidelines, and set dates of future premarital counseling sessions. Note: Officiating Pastor must meet with the marriage mentoring couple to discuss premarital counseling.

Choosing A Pastor & Pre-Marital Counseling

Choosing a Pastor

Members of Lancaster Community Church who may wish to be married in our Worship Center may invite one of our pastors to perform the wedding ceremony. All requests will be subject to the officiating pastor availability.

Pre-Marital Counseling

As a couple, you must agree to attend pre-marriage counseling as set forth by the officiating pastor. An appointment with the desired pastor needs to be made to request his services and arrange a mutually agreeable date. **Do not establish a firm wedding date before final approval has been given.**

Wedding Coordinator

All weddings that take place at Lancaster Community Church must use an approved Wedding Coordinator, who will work side by side with the wedding party to ensure everything goes smoothly. These trained coordinators have a complete understanding of the wedding policies of Lancaster Community Church.

Wedding Coordinator's Duties/Responsibilities

Family:

- Interview (1-3 hours)
- Review the Wedding Information Form with the couple
- Meet with Bride and Groom one month prior to the wedding to clarify their desires (Wedding Information Form must be completed prior to this meeting)
- Complete run through of details for rehearsal and wedding day

Facility:

- Be familiar with correct venues to be used/set-up
- Be aware of fire escape routes (note: the church will take care of the fire alarms)
- Monitor the set-up, decorations, candles, and break-down
- Supervise moving of furniture (Wedding Coordinator will not move or re-set furniture)
- Supervision of basic clean up (see Clean-up Check List)

Rehearsal:

- Be available at rehearsal to direct and answer questions
- If the Rehearsal Dinner is to be at LCC, rehearsal must begin at 5:00pm and vacate no later than 9:00pm

Wedding Day:

- Work with the photographer (see page 8)
- Five Hours Maximum... 2½ hours for set-up, 2½ hours for break-down
- Wedding Coordinator must stay until clean-up is done
- Wedding Coordinator must be available during wedding and reception to supervise and answer questions

General Building Policies Wedding

Venues

- Weddings may be held in the Worship Center (maximum seating capacity approximately 450 people), Room 220 (maximum capacity: 100), The Coffee Shop Venue (maximum capacity 150 people).

Reception Venues

Receptions may be held in Room 220 (maximum seating capacity of 100 people), Coffee Shop Venue (maximum capacity of 150 people). Please Note: The facility must be vacated no later than 9:00pm.

➤ **Family Responsible for Set-up and Break-down:**

It is the responsibility of the bride and groom to have friends and family available to... Set-up tables and chairs, decorate, break down and remove decorations, floral arrangements, rental furnishings, tables, clean tables, and restore all rooms to original condition after the event.

➤ **Florist:**

- Please be considerate of the carpet and furniture as you plan the placement of floral arrangements and plants.
- Please notify the Wedding Coordinator 15 days prior to your wedding day to inform us when you will be arriving on the premises to decorate. This is so heat/air conditioning maybe turned on and temperature controlled by the time you arrive.
- Flower delivery for summer weddings should not be made more than 4 hours prior to the ceremony because the Worship Center will not be cool.

➤ **Candles:**

- Metal cylinder and dripless candles are the only types of candles that may be used. Candles and candelabras MUST be placed on a protective covering on the carpet.

➤ **Removal of Furniture and/or Decorations:**

• **Furnishings and Accessories:**

Under the supervision of the Wedding Coordinator you are allowed to remove Lancaster Community Church Ministry tables and signs from the area your event will be held. All ministry tables and signs must be returned to their original placements. Ministry tables in the main hallways may not be moved. All furnishings that are used MUST be returned to the original locations

• **Tables and Supplies:**

Large round and rectangular tables are available for your use, and are located at the church. See the Wedding Coordinator about using these items. The church does not supply linens; therefore, you will need to rent them

• **Stage:**

The A/V Tech is the only person to move or remove any items on the stage

• **Decorations:**

Nothing should be hung from the ceiling, windows, walls, or doors. The partitions may be used to hide additional tables. No lights or electrical wires may be hung on these partitions due to fire regulations. Anything moved or removed should be returned to its original position. The use of nails, tacks, staples, safety pins, adhesives, and bare wire is not allowed. We suggest the use of wrapped wire, chenille or ribbon

Set up and Break Down

Wedding Coordinator is responsible for:

- Supervising the moving of furniture
- Supervision of basic clean up (see Clean-up Check List)

Wedding Coordinator is not responsible for:

- Moving or re-set of furniture/venues

Wedding Party is responsible for:

- Replacing all furniture used or removed for the wedding in all areas used
- Basic clean up (see enclosed Clean-up Check List)
- Removal of all personal items
- **Cleaning:**
It is the responsibility of the bride and groom to have family and friends available for wiping down all tables and chairs, and removing all trash. Trash is to be placed in the dumpster located in the designated area. In the bathroom areas, please be sure to pick up all paper that may be on the floors and wipe up water that may be dripping off the counter. You and your family are responsible for removing all personal belongings and for the replacement of all furnishings and accessories. The florist /decorator and caterer are responsible for cleaning up their areas as well.
- **Birdseed:**
Birdseed may be thrown outside the church when the couple is leaving the parking lot. After the couple has departed, the family must sweep the birdseed into the lawn.
- **Bubbles:**
Bubbles may be used outside the church when the couple is leaving the parking lot. Please throw all bottles and wands in the trash.
- **Sparklers:**
Sparklers are not permitted due to safety concerns.
- **Rose Petals:**
Rose petals may be thrown outside the church when the couple is leaving the parking lot. After the couple has departed, the family must sweep up the rose petals and dispose in the trash.
- **Door Schedule:**
The Facilities Coordinator will work with you in scheduling all doors to be opened for the rehearsal, wedding, and reception (if applicable). When scheduling door times please consider arrival times of guests, caterer, and florist, as well as the wedding party.

Note:

Notify Wedding Coordinator if you do not need the doors unlocked for the hours specified above. Otherwise someone must remain in the building until all doors have locked after your event.

➤ **Final Notes:**

Thank you in advance for using the facility responsibly and for asking your wedding party to conduct themselves in a manner appropriate for the atmosphere of a place of worship.

- No alcoholic beverages are allowed on the church property. Please refrain from using alcoholic beverages immediately prior to the rehearsal and wedding.
- No smoking is permitted anywhere within the church building.
- The persons having the wedding and reception will be held financially responsible for any breakage of and/or damage to the church property.

Conclusion:

Every effort will be made to make your wedding a meaningful and memorable occasion. Please keep in close contact with the Wedding Coordinator as you plan for your event. The church reserves the right to make final decisions regarding any details and areas not covered by these policy statements.

Rehearsals and Ceremonies

The Rehearsal

➤ **Rehearsal Schedule:**

If a rehearsal is being held, the bride and groom should make sure that all members of their wedding party are at the church at the scheduled time of the rehearsal.

➤ **Rehearsal Direction:**

All rehearsals are under the direction of the officiating pastor. In order that the rehearsal may progress smoothly, the following issues need to be resolved in advance:

- Ushers to escort the groom's mother, the bride's mother, and any other honorees to be seated
- Exact standing arrangement for members of the bridal party in the chosen venue and the order in which they will process and recess
- The marriage license is to be brought to the rehearsal and given to the officiating pastor upon arrival
- The order of the ceremony is to be given to the pastor

The Ceremony

➤ **Pre-wedding Dressing Rooms:**

Rooms 202 through 221 and the Preschool wing may be used as the dressing room for the bride and her attendants.

- **Wedding Music:**
Your choice of music may be sacred or secular, but keep in mind the spirit of worship. If you have any concerns regarding the appropriateness of musical selections, discuss them with the officiating pastor. The piano in the Worship Center may be used, but only in the Worship Center.
- **Children:**
Childcare or use of the nursery rooms is not allowed during weddings. Children are to be monitored at all times during set-up, break-down, and clean up. Please keep children confined to the area of the church reserved for the wedding party. We welcome any children at the wedding, it is the bride and groom's responsibility to allow children at the wedding, not the church's.

A/V Technician

All weddings that take place at Lancaster Community Church must use an approved A/V Technician. No equipment is to be moved or removed from the stage except by the A/V Technician.

Please make and establish your A/V plans six to eight weeks in advance. Guest vocalists and/or instrumentalists are welcome at your ceremony. Please advise the A/V Technician of their participation and their specific sound/media requirements.

PLEASE NOTE: It is the responsibility of the bride and groom to contact the A/V Technician.

Policies for Photographer

- Pictures may be made during the ceremony using the available light and time exposure
- The photographer must remain inconspicuous during the ceremony
- No flash for the entire ceremony. Movement or conversation is NOT allowed during the service by those videotaping
- All used and other discarded materials are to be removed by the photographer and placed in a trash can

Policies for Florist/Decorator

- Please be considerate of the carpet and furniture as you plan the placement of floral arrangements and plants
- Please notify the facilities coordinator 15 days prior to the wedding day to inform us when the florist will be arriving on the premises to decorate. This is so heat/air conditioning may be turned on and temperature-controlled by the time he/she arrives
- Metal cylinder and dripless candles are the only types that may be used. Candles and candelabras MUST be placed on a protective covering on the carpet
- Fastening Decorations– The use of nails, tacks, staples, safety pins, adhesives, and bare wire is not allowed. We suggest the use of wrapped wire, chenille, or ribbon.
- All decorating needs to be done prior to the scheduled rehearsal

- All decorations must be picked up immediately.
- All items need to be clearly labeled for pick-up
- Lancaster Community Church is not responsible for lost, stolen or damaged items

Candle Policies

Please observe the following procedures:

- Please be considerate of the carpet and furniture as you plan the placement of floral arrangements and plants
- All candles must be metal cylinder or dripless
- A floor covering must be placed under all candles
- No nails, tacks, staples, pins, adhesives, or anything that will mar the furniture or walls may be used

Kitchen Policies

Should you choose to use a caterer the Wedding Coordinator will be needed. The caterer and the Wedding Coordinator will need to meet in the kitchen two weeks before the wedding.

In Lieu Of A Caterer:

Family members and friends of the bride and groom who will help serve food during the reception and/or rehearsal dinner must meet with the Wedding Coordinator two weeks prior to the wedding for training. Family members and friends of the bride and groom who will help serve food during the reception and/or rehearsal dinner must arrive 3 hours before the event for set-up and preparation as required by the wedding coordinator.

Wedding Information Overview

1. Wedding Information Form

Please fill out the Wedding Information Form as much as you can before you meet with your assigned wedding coordinator.

2. Wedding Ceremony Outline

Arrange a meeting with your wedding coordinator. At that meeting, give the Wedding Coordinator your completed Wedding Information Form and feedback on the order of the ceremony. Especially the music placement and what items to include and not include.

3. Marriage License

- a. Here's the link which tells you the requirements for obtaining a marriage license:
<http://www.fairfieldcountyprobate.com/marriage-license.htm>

APPLICATION PROCESS

There are two ways to apply for your marriage license in Fairfield County:

Online (Preferred):

Once you have completed the online application, you will need to come into the Fairfield County Juvenile Probate Clerk's Office during our regular business hours to complete the process and obtain your license.

Both applicants must come in together.

View the notes below on what to bring with you.

Begin the Application Process Online

In Person:

You may come to the Fairfield County Juvenile Probate Clerk's Office during our regular business hours to fill out the application and process the license. **Both applicants must come in together.**

View the notes below on what to bring with you.

4. Expectations of Officiator Pastor

At your meeting with the Marrying Pastor, you will go through several things. Some of the elements they will discuss with you are:

- a. Pre-marriage related issues
- b. Examine your marriage plans in context with Biblical Guidelines
- c. Set dates of future premarital counseling sessions, should they be needed
- d. Discuss your view of marriage and how you decided to get married
- e. Discuss your expectations of marriage
- f. Discuss the place of your faith in God within your relationship
- g. Discuss the reactions of your family and friends
- h. Discuss your expectations of premarital counseling and mentoring

5. Schedule & Assigned Reading for Pre-Marriage Mentoring Sessions:

- a. Pre-Marriage Mentoring Plan: The Discipleship pastor will contact and secure a Marriage Mentor couple to initiate a Pre-Marriage Mentoring relationship. You will be contacted within two weeks by the Marriage Mentor couple.
- b. ***Saving Your Marriage Before It Starts***, Drs. Les and Leslie Parrott, ***Getting Your Sex Life Off to a Great Start***, Book by Clifford and Joyce Penner.
- c. Here is a quick outline of the Pre-Marriage Mentoring Appointments.
 - ❖ _____ 1st Meeting with Pastor (Approval / mentoring process)
 - ❖ _____ Pastor sends the Prepare/Enrich Marriage Assessment
 - ❖ _____ Couple completes the inventory.
 - ❖ _____ Marriage Assessment results sent to the Marriage Mentor couple
 - ❖ _____ 1st Meeting with Mentor (Getting Acquainted / Family Issues)
 - ❖ _____ Meetings two through six – Marriage Mentoring process.

What is a Marriage Mentor?

A mentor is a mature, more experienced couple who empowers a newly married couple through sharing resources and relational experiences.

A mentor is neither a pastor, nor marriage expert! But they are hand selected, well trained couples, who are key leaders at Lancaster Community Church with a heart for marriage and helping couples honor God in their marriage.

Honorariums

Fees: (Made payable to LCC)

Lancaster Community Church (LCC) is available for weddings to those who are members. You will be given the usage/rental fee information upon completion of the rental agreement.

USAGE/RENTAL FEES:

Your date is NOT reserved until the Rental Agreement and security deposit are turned into the Receptionist to the Lead Pastor. The security deposit is \$250.

The security deposit will be due 30 days prior to your wedding. If you have any questions, please feel free to give the Receptionist to the Lead Pastor a call at 740-654-5894.

ADDITIONAL GRATUITIES:

Fees: (Made payable to the appropriate party)

Minister	\$100
Sound/Lighting Technician	\$100
Pianist	per your agreement
Vocalist	per your agreement
Video	per your agreement

The additional gratuities check/monies should be given to your Wedding Coordinator the night of your Rehearsal.

Sample Vows

One of the choices you need to make for your wedding ceremony is the choice of what vows you will say to each other! We have three selections for you to choose from: Since it is your desire to take each other as husband and wife, join your right hands and repeat after me.

1. Choice One:

Groom: _____, do you take this woman to be thy wedded wife, to live together after God's ordinance in the holy estate of matrimony? Will you love her, comfort her, honor her, and keep her in sickness and in health, and forsaking all others keep you only unto her, so long as you both shall live?

(Answer: I do.)

Bride: _____, do you take this man to be thy wedded husband, to live together after God's ordinance in the holy estate of matrimony? Will you love him, comfort him, honor him, obey him, and keep him, in sickness and in health, and forsaking all others keep you only unto him, so long as you both shall live?

(Answer: I do.)

(Please join right hands and repeat after me).

Groom: I, _____, take thee _____ to be my wedded wife, to have and to hold from this day forward, for better or worse, for richer or poorer, in sickness and in health, to love and to cherish, so long as we both shall live, according to God's holy ordinance; and thereto I give thee my pledge.

Bride: I, _____, take thee _____ to be my wedded husband, to have and to hold from this day forward, for better or worse, for richer or poorer, in sickness and in health, to love and to cherish, so long as we both shall live, according to God's holy ordinance, and thereto I give thee my pledge.

2. Choice Two:

Groom: I thank God for you and receive you as my helpmate, complete as God intended from the beginning. I will love you as Christ loved the church and gave Himself for it; I will defend you against physical and spiritual harm; I will pray for you daily and be loyal to you; I will share with you in honesty, my joys as well as my heartbreaks, my strengths and my weaknesses; my ambitions and my downfalls. For I desire to give you all that I am, and together, we may create life in reverence; I desire to build with you a home where God is honored and where the Holy Spirit is free to minister to us and through us for as long as we both shall live.

Bride: I, too, desire to become a part of you as God intended from the beginning. I will love you and honor you; I will submit myself to you as unto Christ. I will pray for you daily and be loyal to you; I will share with you in honesty, my joys as well as my heartbreaks, my strengths and my weaknesses; my ambitions and my downfalls. For I desire to give you all that I am, and together, we may create life in reverence. I also desire to build a home with you where God is honored and where the Holy Spirit is free to minister to us and through us for as long as we both shall live.

Groom: I, _____, take thee _____ to be my wedded wife, to have and to hold from this day forward; for better or worse, for richer or poorer, in sickness and in health; to love and to cherish, so long as we both shall live, according to God's holy ordinance; and thereto I give thee my pledge.

Bride: I, _____, take thee _____ to be my wedded husband, to have and to hold from this day forward, for better or worse, for richer or poorer, in sickness and in health; to love and to cherish, so long as we both shall live, according to God's holy ordinance, and thereto I give thee my pledge.

Sample Order of Ceremony

Your wedding will follow a similar format:

Preliminaries

Background music played (30 minutes before start time)
Lighting of the candelabras/aisle candles

Ushering/Seating

Grandparents seated
Groom's Parent's seated
Brides' Mother seated

Processional

Pastor
Groom/Groomsmen
Bridesmaids
Maid/Matron of Honor
Ring Bearer
Flower Girl
Bride/Father

Ceremony

Opening Remarks
Prayer
Giving of the Bride
Message/Vows
Rings
Communion (kneels, prayer, song) stand
Candle Ceremony
Pronouncement
Kiss
Introduction as Mr. and Mrs.

Recessional

Bridal Party
Bride's Parents
Groom's Parents
Grandparents
Guests

Instructions by Pastor

Receiving guests

Reception

Lancaster Community Church Wedding Agreement

Requester: Name: _____

Address: _____

Phone: Day: _____ Evening: _____

Brides Name: _____ Groom's Name: _____

Is the bride and/or groom a member or regular attender at LCC:

- Bride
- Groom
- Neither

How long have you been dating? Engaged? _____

Are you currently living together?

- Yes
- No

Wedding Date: _____

Ceremony will be held at: _____ Time: _____

Reception will be held at: _____ Time: _____

Rehearsal Date: _____ Time: _____

Do you plan on having a pastor from outside LCC to officiate the wedding? _____

If so, can you please provide his name and phone number: _____

Personal Bio Information

Bride:

Have you been married before, and if so, please tell why the marriage ended: _____?

Please share with us your faith story (if you need more space, use the other side of this form).

Groom:

Have you been married before, and if so, please tell why the marriage ended: _____?

Please share with us your faith story (if you need more space, use the other side of this form or attach it to the email).

(If you are having your wedding at LCC, please continue to fill out the form)

Will flowers be delivered or installed?

- Yes
- No

Date: _____ Time: _____

Will candles be used during the ceremony?

- Yes
- No

Date: _____ Time: _____

Explain: _____

What facilities are you requesting?

- Sanctuary
- Coffee Shop Venue
- Kitchen
- Kids rooms

What additional items will you need?

- Sound/Technical Support
- Keyboard (in sanctuary-will need technical support)
- Musical Equipment
- Other (please specify): _____

(Refund policy: If for any reason you cancel the wedding or use of our facilities, your security deposit will be refunded in full. If you do need to cancel, we ask that you do so in writing).

I have read and understand the policies and payment procedures outlined in this agreement. I have read and understand the requirements for a pastor of Lancaster Community Church to officiate our wedding. I agree to pay all required fees.

Requester Signature

Date