

**West County Assembly of God
13431 N. Outer 40 Road
Chesterfield, MO 63017
314-434-1058**

WEDDING POLICIES AND PROCEDURES

To all who engage the church facilities for weddings:

West County Assembly of God would like to thank you for considering us to be a part of your very special day. We are looking forward to helping you make your day a wonderful celebration.

Only Christian ceremonies will be allowed. Marriage, an honorable estate, is instituted of God, signifying unto us the mystical union between Christ and His church, whereby a man and a woman enter into a holy covenant, blessed by our Lord Jesus Christ. Both the Bride and Groom must have a personal relationship with Jesus Christ. The Engaged couple must live in separate residences until the wedding day. The couple will make a commitment not to engage in sexual activity prior to marriage. The couple will successfully complete premarital counseling. The wedding must be in accordance with West County Assembly's Statement of Faith and related doctrinal teachings on Biblical marriage (including considerations for divorce and remarriage).

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16, Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; 1 Tim. 1:8-11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen 1:27; Deut. 22:15).

A few general policies and procedures have been established for conducting wedding ceremonies and receptions. These policies and procedures are offered to aid you in thoroughly planning your wedding. Your cooperation in maintaining these standards is appreciated. You are wished love and happiness as you plan your wedding ceremony.

GENERAL POLICIES AND PROCEDURES

1. All facilities and equipment that will be used during the service must be arranged for in advance through the church office.
2. The use of alcoholic beverages, of any kind, is forbidden anywhere on the premises. This includes champagne.
3. Smoking is forbidden anywhere inside the church building.
4. No rice, birdseed, paper, confetti, or any other substance is to be thrown outside the church building. Flower petals, only, may be dropped by the flower girl inside.
5. All areas of the church used by the wedding party must be left in the condition they were found. Everything must be removed immediately following the ceremony. This includes clothing and personal items belonging to the florist and decorations that do not belong to WCAG. It is

recommended that someone not in the wedding party or immediate family be asked, prior to the wedding day, to do this.

6. Dining Room Set-up and take-down of tables and chairs is the responsibility of the wedding party, under custodial supervision. Make all arrangements through the church wedding coordinator.
7. Your wedding should be a sacred time. Jokes of any kind are inappropriate during the ceremony.
8. All money due the wedding coordinator no later than 2 weeks prior to the wedding.
9. All honorariums should be given to the coordinator at the rehearsal.

FACILITIES AND BUILDING USAGE

1. The use of the church facilities must not interfere with any regularly scheduled church activities and needs.
2. The Sanctuary and Chapel are available for weddings. The Sanctuary will accommodate up to 500 guests.
3. Dressing rooms are made available free of charge to the bride, as well as to the groom. While mirrors, plugs, tables and chairs as well as restrooms are available, the rooms should be used only for putting on wedding clothing and for hair and make-up touch ups. We are not equipped for more involved preparation.
4. There are three areas to rent available for rehearsal dinners or receptions. The Christian Life Center Dining Room can seat up to 75 guests. For larger groups the Faith Center Dining Room can seat up to 90 guests, and the Gymnasium can seat up to 300 guests. All three rooms have full access to the kitchen. All decorations are your responsibility to remove and must be done immediately following the event. Rental fees are listed on contract.
5. The church nursery is available to use during the wedding ceremony. It is the responsibility of the wedding couple to call the church office at least two weeks prior to the ceremony and make these arrangements through the church's Nursery Coordinator.

PERSONNEL

WEDDING COORDINATOR

Our church Wedding Coordinator will work with the bride and groom before, during, and after the wedding to assure that the wedding is organized, beautiful, joyful, and sacred. The coordinator assures that all policies are followed but is primarily available to help the bride, groom, and their parents from feeling stressed.

The coordinator will meet with the bride and groom two to three times, direct the wedding rehearsal and keep the wedding day running smoothly. She is also available by phone or e-mail to ask questions from the time the wedding is scheduled until the wedding day.

If there is a guest minister he/she should make contact with the wedding coordinator so that they can discuss the rehearsal.

The coordinator should be given the wedding license at the same time she receives the honorariums. She will take care of it until the signing immediately following the ceremony.

½ of the Wedding Coordinator’s fee is due at the first meeting with the bride and the balance is due the day of the rehearsal with all the other fees that are applicable.

MINISTERS

1. West County Assembly of God has four pastors available for weddings. Depending on availability, you may choose a pastor or one will be selected for you.
2. All guest clergy must submit a statement of their church affiliation or a doctrinal statement and must sign and agree to WCAG Tenants of Faith.

MUSIC

Weddings at WCAG are services of Christian worship, not civil ceremonies. Therefore, the music that is to be performed at the wedding ceremony should reflect this. The main purpose of the music should be to glorify God, the giver of perfect love, and to help celebrate and interpret the fact that your marriage is based on God’s love.

All music must be approved by Wedding Coordinator. The Wedding Coordinator reserves the right to review music selection and will notify you if there are problems with any of the music.

ORGANISTS, MUSICIANS, AND SOLOISTS

WCAG has numerous soloists and several musicians such as pianists, organists, strings, woodwinds, and trumpets. Ask the coordinator for names and suggestions.

DECORATIONS

1. Caterers, florists, and other parties involved in the wedding or reception preparation may begin their preparation the day before or up to four hours prior to the time of the wedding or reception **if** there are no other church activities scheduled. The parties are **guaranteed** to be able to perform their function no later than two hours prior to the start of the ceremony or reception. Decoration set up should be scheduled with the Wedding Coordinator.
2. Candles are allowed only at the direction of the Wedding Coordinator. The only exception is the Unity Candle and the two tapers that are used to light the Unity Candle. The taper candles must be the dripless kind. Plastic covering must be put under the candelabras and the Unity Candle and the Unity Candle must be placed on the communion table.
3. Only church staff can move musical furniture in the Sanctuary. Decoration placement must not deface the church furniture or building property and should be consistent with the Biblical Principles of this Church.
4. Florists decorating the Sanctuary or Chapel must have all decorating complete no later than one hour prior to the service. Following the service, the decorations should be removed within 30 minutes after the photographer has completed taking pictures. The florist and caterers are expected to leave the facilities as they are found. They, and not the church custodial staff, are responsible for cleaning up after the functions for which they are engaged.
5. Bows, ribbons, or any decoration must be attached to the pews by rubber bands or florist hooks. Tape of any kind removes the finish.

PHOTOGRAPHY

WCAG wants to cooperate in every way possible to see that the bride and groom get a complete photographic record of their wedding. However, as we have previously stated, the ceremony is a worship service and it should be done with dignity and reverence. To help make it so, we ask the following:

1. All photos taken before the wedding ceremony must be finished at least 30 minutes prior to the start of the service.
2. Flash photos may be taken of the processional and recessional in the wedding ceremony. However, no flash photos may be taken after the bride reaches the front of the church since this is when the worship service begins.
3. All photos taken in the Sanctuary or Chapel must be completed within 45 minutes after the ceremony.
4. There will be no standing on pews or other furnishings and camera equipment, lighting apparatus, etc. will not be fastened to, leaned against, or stood on any railings or furnishings.
5. All photographers must honor the florist or decorators candelabra placement and must not move them.

Accepted and Agreed to:

Bride's Signature

Print

Date

Groom's Signature

Print

Date

NAE Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ

Minister's Signature

Print

Date