



Bethel Church Wedding Booklet

For this reason a man shall leave his father and his mother and be joined to his wife and cleave closely to her permanently, and the two shall become one flesh, so that they are no longer two, but one flesh.

Mark 10:7-8 (ampc)

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Pre-Marriage Checklist

Bethel holds a high standard for your marriage - one set forth by God in the Bible to be a life-long covenant between a man and a woman. At Bethel, we believe marriage must not be entered into lightly. As such, all engaged couples are required to complete all aspects of the below checklist and have each area initialed by an individual leading the interview or program. Once all areas are completed, please submit your form to the Richland Campus Facility Coordinator.

- Bethel member/regular attendee or a family member.
- Pick up a Bethel wedding packet at the Richland Campus office (hours Mon-Thurs 8am-5pm and Fri 9am-4pm.)
- Review and meet the conditions outlined in the Elder's letter.
- Review and sign the Bethel Pre-Marriage Covenant.
- Meet with the designated elder to receive approval at least 2 months prior to your wedding.

_____ (Elder signature) _____ (Date)

- Schedule your Pre-Marriage Counseling Course:
_____ (Location) _____ (Date) _____ (Time)
- Complete the Pre-Marriage Course
_____ (Instructor signature) _____ (Date)

- Complete your wedding reservation request with the Facility Coordinator and submit this checklist. Contact the preferred Officiating Pastor to confirm availability.

Pastor Name: _____

- All information has been completed & submitted to the church office by: _____ (Bride) _____ (Groom)

We understand it is our responsibility to contact our preferred on campus Pastor to discuss our wedding date. We also acknowledge it is our responsibility to schedule a meeting with the Facility Coordinator by calling (509)628-0150 to finalize our wedding plans.

Bride's signature

Date

Groom's signature

Date

Congratulations on your Engagement!

Bethel Church provides wedding services for couples who are regular attendees of Bethel and/or whose parents are regular attendees or members of Bethel Church. These services are Christian religious services. At Bethel, we believe marriage must not be entered into lightly. As such, all engaged couples are required to:

Meet the conditions outlined in the Elders letter to engaged couples.

- Agree to and sign Bethel's Pre-Marriage Covenant.
- Meet with a Bethel elder.
- Complete the Bethel-approved Pre-Marriage Course.

Scheduling

The first step in planning your wedding and/or reception is to pick up a Bethel Wedding packet from the office. If you decide to use the Bethel facility for your wedding, you will be required to sign the Wedding Facility Request in agreement to follow the policies and procedures of using the Bethel facility as outlined in this booklet. You will also need to review the Elders Letter to Engaged Couples and review and sign the Pre-Marriage Covenant.

Next, schedule your required meeting with Bethel Elder, Dick Erickson (509) 547-4671. At this meeting you will review the letter and covenant listed above.

Then contact the Facility Coordinator (509)628-0150 for information regarding the next pre-marriage course. The pre-marriage course is mandatory and is an 8-10 week class designed to prepare you for what lies ahead. The course is usually done in a small group format with other couples who are engaged or thinking about future engagement. We use Family Life's "Preparing for Marriage". The book is \$10 per person and can be purchased at the first meeting or in the church office.

After completing the above appointments, you can then schedule an appointment with the Facility Coordinator to discuss potential wedding dates and scheduling. Please note, we ask you to consider three dates so we can work around all the ministries that use the Bethel facility. The coordinator will organize the support staff for your desired date. Once the date is decided and your deposit is paid, your personal wedding and reception coordinators will be in contact with you to discuss and finalize all arrangements for your special day.

Wedding Officiant

If you have a specific Officiating Pastor from Bethel in mind for your wedding, please speak with the pastor prior to scheduling your dates with the Facility Coordinator. Pastors from other churches may officiate contingent on the approval of Elder, Dick Erickson; please inform him of your desires during your interview appointment. In addition, visiting pastors are requested to speak with Mr. Erickson about the flow of the wedding ceremony prior to the rehearsal. If you find it necessary for any reason to postpone the marriage or alter your dates, please contact the Bethel Facility Coordinator.

Wedding Coordinator

Bethel requires the involvement of a **Bethel** Wedding Coordinator for all weddings held in the Bethel facility. The Wedding Coordinator will work together with you on the details of your wedding, sharing ideas for your wedding as well as serving as a liaison between the wedding party and Bethel Church, ensuring the specific guidelines for use of the church facilities are followed. The Wedding Coordinator's fee includes meeting with you to go over your plans and desires for your wedding, coordinating and overseeing the flow of the rehearsal and wedding. **The Wedding Coordinator is required to be at the church whenever you are working on your wedding (excluding the rehearsal dinner).**

The services of an additional wedding consultant at the church are not required; however, if you choose to use one, your consultant will need to work closely with Bethel's Wedding Coordinator.

Reception Coordinator

Bethel requires the use of a **Bethel** Reception Coordinator to oversee all receptions held in the church facilities or on the grounds. The Reception Coordinator's fee includes meeting with you to go over your plans and desires for the reception, coordinating and overseeing the flow of the reception, and overseeing clean up by the responsible party you have chosen.

The Reception Coordinator will work with you as you make arrangements for your reception. Her job is to give you ideas, recommendations, and oversee the reception. Please work with her to make a diagram of the layout for your reception so that the tables and chairs will be set up as you desire.

Use of The Hub includes the kitchen and the items in it. Please note the following:

- Set up for the reception occurs the day before the wedding unless it is an outdoor reception in which case you will need to make arrangements to set up the day of the wedding.
- Any sound desired for outdoors will need to be provided by the wedding party. Bethel Church does not provide an outdoor sound system.
- All food items and consumables (i.e., paper plates, cups, and plastic cutlery) will be the responsibility of the wedding party.
- It is the wedding party's responsibility to provide people to decorate, serve during the reception, as well as take down decorations and clean directly after the reception. Any extra time that is taken to clean up after the wedding party will be charged to your deposit to cover Bethel hiring someone to come in and get the church ready for Sunday service.
- If your reception and wedding are in the same location (i.e., The Hub) any changes in the configuration of tables and chairs will be the wedding party's responsibility.
- In The Hub, the stage is not available during the reception.
- Dancing and music are allowed. Because this is a house of the Lord, we Respectfully ask for a copy of the words to the songs you will be playing.
- Exit time for the Bride and Groom will be set and agreed upon with the Reception Coordinator prior to the wedding date.
- Final facility approval must be given by the Reception Coordinator before exiting the facility.

Marriage License

Please bring all of the marriage documents you receive to the rehearsal and give to the Wedding Coordinator.

Rehearsal & Rehearsal Dinner

It is imperative that everyone involved in the ceremony **arrive on time** to the rehearsal. This is a time when visitors in your wedding party can learn the layout of the church and everyone receives instruction on their particular function in the ceremony. The rehearsal, usually the afternoon or evening before the wedding, lasts approximately 1½ hours. This is also an ideal time when extra people can decorate as long as they are not interfering with the rehearsal (i.e., placement of pew bows on the aisles).

The rehearsal dinner will be scheduled during your second appointment with your wedding coordinator. If you choose to use a room at Bethel, please take into consideration the set-up and reset of the room you will be using for your dinner - this is your responsibility. Typically the rehearsal dinner is held after the rehearsal. Please be sure the guests and Wedding Coordinator know the location, time, and who is invited to attend the dinner.

Music, Sound & Video

Bethel is blessed to have a state-of-the-art sound and lighting system. The sound and lighting **equipment may be used only by the church's trained technicians**. During your second meeting with your Wedding Coordinator, you will be assigned a sound technician. Once you receive the name, please make contact with them as soon as possible to go over the plans for your wedding and/or reception.

Some of the options you will need to talk with your sound technician about are: audio tape recording of the ceremony, video shown during the ceremony, live and pre-recorded music.

In selecting music, please remember that you have chosen to be married in a place of worship and, as such, choose music that is glorifying to God. If you wish to have live music, it is your responsibility to obtain the musician(s) and each musician is responsible to bring their own instruments. You will need to talk to the sound technician on your first meeting with him/her to arrange sound for the musician. **All videos and music must be given to the sound technician three (3) weeks in advance of the rehearsal.**

Photography

Choose your photographer carefully, scheduling well in advance and getting prices in writing. Photographs may be taken in the church at any time the day of the rehearsal and/or the wedding. Please give a list to the Wedding Coordinator of the photographs to be taken and the order in which they will be taken. Please make sure to notify all those who will be in pictures of the date, time, and location of the photo session. Bethel's restrictions for photography are:

- The photographer needs to be finished taking pictures one hour before the wedding ceremony begins to allow final preparations for the wedding party and the facility.
- There is a 45 minute limit to pictures taken between the wedding and reception.
- The staircase in the office area is not available for photographs.
- Lighting is pre-set by the sound technician during the rehearsal, and the Wedding Coordinator can only make minimal adjustments to lighting during the photo session.

Ushers

Ushers play an extremely important part in your wedding. They should be ready to greet guests 45 minutes prior to the start of your wedding, set a tone of reverence upon entering the Auditorium, and remind parents with small children of the availability of the TLC Room. In addition, they often are asked to assist with some of the smaller tasks that pop up during the day of the wedding.

Decorations

Bethel has a wedding closet with various items that are available for your wedding at no charge. Please contact your Wedding Coordinator to access the closet. There are two candelabras available for your use. You will need to supply smokeless, dripleless candles in addition to renting candle lighters. Lit candles are not permitted in the aisles. Pew bows may be attached to the seats with pew clips which are available from most florists. After your wedding, the wedding closet will be glad to accept any items you may wish to donate from your wedding.

During certain times of the year the Auditorium may be decorated for special events and/or holidays. If you plan your wedding at one of these times, please be aware that you will need to plan around the decorations.

Decorating is typically done the day before the wedding. Please work with the Wedding Coordinator to schedule a time. Typically a two-hour window is allotted for decorating. You may wish to hold final touches in decorating until the day of the wedding (i.e., setting out gift/guest books, and communion elements).

Flowers

Flowers are your responsibility for delivery to the church. You may use your own flowers or any of the church's flowers as indicated by the Wedding Coordinator. Please use the sink area in the hospitality room or kitchen to put final touches on floral arrangements. Please have the name pinned on top of each corsage and boutonniere and let the Wedding Coordinator know who is responsible for the pinning of the flowers. Fresh flowers in any color other than red may be dropped in the aisle or you may choose to use any color silk petals.

Building Use & General Guidelines

Please remember Bethel is a place of worship, ministry, and service for God's people. This facility was built through the prayers, hard work, sacrifice, and dedication of many people. As you are using the facility, please be mindful of the following:

- The church is not responsible for valuables; we suggest that those items remain at home or that you lock them in your vehicle.
- **Alcoholic beverages are not allowed** on the church grounds at any time. Any member of the wedding party who is under the influence of drugs or alcohol will not be permitted to participate in the rehearsal or the wedding.
- No smoking is allowed on the church grounds.
- It is your responsibility to remove decorations immediately after the wedding and reception. Items borrowed from Bethel should be returned to their original location. The church cannot be responsible for "holding" your items until you can pick them up.
- Dressing rooms are available for members of the wedding party.
- No rice, bird seed, or confetti may be thrown inside or outside the building. Bubbles may be used outside only.
- All candles must be smokeless and dripleless. They must be self-contained for receptions. You may use candles with a votive or platter underneath for weddings. Once candles are lit, they may not be moved unless extinguished and allowed to sit for ten minutes.
- No adhesive, nails, or tacks may be used for attaching decorations to seating. Use of pins or floral tape is permitted.
- Nothing may be attached to the walls or ceilings except with use of sticky tack adhesive.
- Do not move or decorate the cross or trees on the auditorium stage.
- **Children must be supervised at all times.** If the ceremony is in the auditorium, the TLC Room may be used during the wedding by parents (or guardians) while they watch over their small children playing quietly.
- No red or dark grape beverages may be served.
- Each round table is 60" in diameter and fits 8 chairs around. The seating capacity of the Hub is 250 chairs with tables or 400 chairs without tables. You may hire Bethel staff set-up or tear down the table and chairs from your event (based upon availability).
- Drum set in auditorium cannot be moved (The Hub is negotiable).

Wedding Fees

Auditorium, The Hub or Desert View (+2 dressing rooms)	No fee
Bethel Pastor (<i>this is a minimum recommended honorarium</i>).....	\$150
Wedding Coordinator	\$250
Custodian (maximum of 2 hours)	\$60
Chair Set-up for non-auditorium area wedding.....	\$60
Chair Tear-down for non-auditorium area wedding.....	\$60
Sound Technician	\$150
Projection Technician.....	\$75
Stage Set-up/Reset (The Hub, Desert View)	\$100
Auditorium Stage Set-up/Reset	\$200

Reception Fees

Reception Coordinator	\$250
Custodian (maximum of 2 hours)	\$60
Chairs and table set-up	\$60
Chairs and table tear-down.....	\$60
Sound Technician	\$100
Projection Technician.....	\$75

Other

Tablecloth Rental (per tablecloth).....	\$5 each
Deposit - refundable (see next section "Monies")	\$500

Monies

- There is a \$500 deposit due when the wedding is scheduled on the Bethel calendar. (Deposit monies cannot be applied to the remaining wedding balance.)
- The total cost of your wedding is due four weeks before your wedding date.
- Checks to individuals such as soloists, bakery, photographer, florist, and visiting pastors should be made directly to them.
- Any extra custodial hours (charged at \$30 an hour), damage or tablecloth rentals will come out of your deposit. You will receive the remainder of the deposit within 30 days of the wedding.
- Set-up and reset is the responsibility of the bride and groom, please plan accordingly.

