



Dear Bride and Groom:

CONGRATULATIONS! You are now engaged and planning your wedding day. We at Compelled Church are rejoicing with you and thankful to God that he has brought you together to share the joys and blessings of a Christian marriage. Be assured of our prayers on your behalf as you eagerly anticipate and make arrangements for your "special day".

There are certain guidelines and procedures we have established to make your wedding planning as smooth as possible. The "COMPELLED WEDDING POLICY" packet (attached) you are receiving, details the steps necessary to ensure that your wedding ceremony will be conducted in a Christlike, orderly, and edifying manner.

Thank you for carefully reading these guidelines and complying with them. It is our distinct privilege and joy to serve you through the personnel and facilities of Compelled Church.

God bless you abundantly and prosper you in all things!

Sincerely in Christ,

Pastor Nate Elarton
Lead Pastor

COMPELLED CHURCH WEDDING POLICY

I. INITIAL STEPS

A. After you have reviewed this policy, please initial page 3 and complete the *Wedding Application* (page 7).

B. Return initialed page 3 and the completed *Wedding Application* to the Compelled front office with your refundable *Wedding Fee Deposit* of \$100.00. At that time, the availability of the date and time you have requested will be submitted for approval. Upon approval, your reservation will be secured by the \$100.00 *Wedding Fee Deposit*. This deposit will be returned to you or applied to the Wedding Fees listed at Section V below. Please note, however, if the wedding is cancelled within three (3) months prior to reserved date the *Wedding Fee Deposit* will not be refunded due to time and efforts put forth by officiating Pastor and Wedding Coordinator.

C. Please note, weddings held at Compelled Church (Bedford Campus and Toledo Campus) can be officiated by only a Compelled Church certified Pastor.

D. Compelled Church advised that no dates should be publicly announced until the following procedures have been completed.

E. Please note, we only recognize the Biblical definition of marriage between a man and a woman. We do not perform or rent out our facilities for same sex weddings or unions.

F. Your Michigan Wedding License must also be presented to the Pastor at the rehearsal in order for him to proceed with your wedding ceremony.

G. Sections III B, C, D, E, VI, VII, and VIII do not apply if your wedding is not held at Compelled Church.

II. PRE-MARITAL COUNSELING REQUIREMENT

A. Everyone married at Compelled must attend pre-marital counseling with the Pastor who is officiating their ceremony. There will be an interview with the Pastor to become acquainted, discuss personal background, family history, life experience, discern motivation for the marriage, share the biblical basis for Christian marriage, and to lay out the expectations for the counseling sessions.

B. At the conclusion of the first interview, the Pastor will decide whether he/she will perform the wedding. We reserve the right for each Pastor to make this decision.

C. There will be required reading material (for both the bride and groom) to discuss

during sessions. You must also take a mandatory \$35 on-line or written compatibility evaluation.

D. The scheduling and format of the pre-marital counseling sessions will be determined by the officiating Pastor.

E. All couples desiring to be married at Compelled Church must successfully complete our pre-marital counseling program with the officiating Pastor. Please communicate with the Pastor for appointments.

III. SELECTION OF WEDDING DATE AND TIME; REHEARSAL

A. Weddings will not be scheduled more than one year in advance.

B. Weddings will not be scheduled on Christmas Eve, Christmas, Good Friday through Easter, or on national holidays or holiday weekends. These holidays include Independence Day, Thanksgiving, and New Year's.

C. Weddings will only be scheduled for Fridays or Saturdays. **No wedding will be scheduled after 7PM on Friday; and no wedding will be scheduled for Saturday after 1PM. Due to the time needed to prepare for our Saturday gathering, the building must be cleaned and completely cleared of all people by 3:00PM on Saturday if a Saturday wedding is scheduled.**

Please initial here: _____ **Bride or Groom**

D. No rehearsal date or wedding date will be made that conflicts with regularly scheduled services or activities of Compelled.

Please initial here: _____ **Bride or Groom**

E. The wedding rehearsal will be scheduled for the week (usually the evening prior to the wedding) of the wedding. The rehearsal needs to include *all* members of the wedding party.

Please initial here: _____ **Bride or Groom**

IV. REHEARSAL DINNERS; WEDDING RECEPTIONS, WEDDING LUNCHEONS

It is our policy that we cannot have rehearsal dinners or wedding luncheons or receptions on Saturdays.

Please initial here: _____ **Bride or Groom**

A reception may be scheduled for a Friday; however, the **Reservation Form/Guidelines** for a private event must be completed and the fee (\$150.00) paid

at the time the wedding deposit is paid.

Please initial here: _____ **Bride or Groom**

V. WEDDING FEES

A. Compelled Church has established following fees for all weddings. These fees cover the basic services rendered by our staff. For services requested beyond the basics, extra fees will apply.

- 1) Wedding Fee Deposit..... \$100.00
- 2) Building Rental Fee | Members & Faithful Attenders..... \$ 50.00
 Building Rental Fee | Non-Members..... \$200.00
- 3) Wedding Ceremony Fees \$180.00
 includes Wedding Coordinator [\$100]; Sound person [\$50]; Custodian [\$30]
- 4) Officiating Pastor's Suggested Honorarium..... \$100.00

Please make all checks payable to Compelled Church and give to the Compelled front office. All payments must be received one (1) month prior to the date of the wedding.

VI. WEDDING COORDINATOR; MUSICIANS/SOLOISTS; CUSTODIAN

A. Wedding Coordinator: To assure the smooth facilitation of your wedding, the Wedding Coordinator (**Alana Joerin**) will assist in planning the ceremony, attend the rehearsal and wedding, and secure a soundman and custodian. A meeting with the Wedding Coordinator should be scheduled no later than two months prior to the wedding. **Alana** will contact you to schedule the initial meeting. Any other assistance, including off-site coordination that is needed can be discussed when meeting with the Wedding Coordinator. All communication concerning the decorations, rehearsal, and ceremony must be between the bride and groom and the Wedding Coordinator. If there are questions that arise from family members have them presented to the bride and groom who will then communicate with the coordinator.

B. Musicians/Soloists: Arrangements for musicians and soloists are the responsibility of the couple. They are also responsible for providing soundtracks or music they want during the ceremony. (CDs and/or tapes of music must be turned into the Wedding Coordinator two (2) weeks prior to rehearsal.) The soundman will attend the rehearsal and wedding to provide the necessary services.

C. Custodian: The custodian takes out the trash, vacuums, entry door windows and cleans the bathrooms. **All** other cleaning is the responsibility of the couple being married (any snacks, wrappers, boxes, coffee cups, etc.).

VII. TERMS FOR WORSHIP CENTER AND PROPERTY USE

A. Due to the versatility of Compelled's Worship Center and foyer there are many items that have become permanent fixtures that may not be removed. Rearranging the foyer or moving things in the church is not allowed.

B. Permanent fixtures are as follows:

- basketball hoops
- all flags and banners
- information tables

C. We have dividers available for use on the platform to hide instruments. The piano and drums are not to be removed.

D. Any damages, stains, or equipment breakage during the wedding will be the responsibility of the couple being married.

E. The use of tobacco products and perverse language are not permitted in the building. The wedding party will be asked to clean up any cigarette butts by the doors.

F. No alcoholic beverages are allowed on the property.

G. The use of bubbles and birdseed is strictly prohibited inside the church building. Rice is not allowed, however, birdseed is acceptable outside.

H. Access to the church building may be gained after 1PM on the day before the wedding, and 9AM the day of the wedding. Contact the Wedding Coordinator to confirm the hours.

I. Compelled Church reserves the right to restrict the use of the facilities by wedding consultants, florists, photographers, etc., who violate the church's wedding policy.

VIII. DECORATIONS

A. Wedding decorations, including flowers and candles should enhance the beauty of the church. Candles must be of the non-drip variety. If flowers in containers holding

water are used, the carpet beneath them is to be covered. No vessel containing water will be placed on any musical instrument. Water, or any other liquid spilled, should be reported immediately to the Wedding Coordinator. Fresh flower petals may not be strewn in the aisle. Silk petals are an acceptable alternative. The use of loose glitter is not permitted.

B. Compelled may be available for wedding decoration to begin after 1PM on day before wedding. The couple is responsible for all decoration set up and tear down. The platform must be set up exactly the way it was.

C. All wedding decorations must be removed immediately following the ceremony. Anything brought into the church must be removed the day of the wedding. This includes things from the florist or any rentals.

D. Compelled cannot store any wedding decorations and is not responsible for any items left behind by the wedding party.

COMPELLED CHURCH WEDDING APPLICATION

Once completed please return this application to the Compelled front office and you will be contacted as quickly as possible in regard to this request.

BRIDE'S INFORMATION

Bride's Full Name _____

Address _____ City, State, Zip _____

Date of Birth _____

Home Phone _____ Work Phone _____

Email Address _____

Do you attend Compelled on a regular basis? _____

If no where do you attend? _____

I do not attend any church _____

GROOM'S INFORMATION

Groom's Full Name _____

Address _____ City, State, Zip _____

Date of Birth _____

Home Phone _____ Work Phone _____

Email Address _____

Do you attend Compelled on a regular basis? _____

If no where do you attend? _____

I do not attend any church _____

DATE INFORMATION | OFFICIATING PASTOR | WEDDING LOCATION

Wedding Date 1 Requested _____ Time _____

Wedding Date 2 Requested _____ Time _____

Rehearsal Date 1 Requested _____ Time _____

Rehearsal Date 2 Requested _____ Time _____

Name of Pastor You Would Like to Officiate _____

Location of the Wedding: _____

We have read the WEDDING POLICY of Compelled Church and agree to comply with all that is written therein.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____