



## BFWC Wedding Guidelines

### Pre-Marital Course

Everyone desiring to be married by a BFWC minister, whether at BFWC or an off-site location, must complete the required premarital course offered at BFWC. Upon completion of the course, attendees will receive a certificate of completion that will allow them to be married by a BFWC minister.

### Additional Pre-Marital Preparation

The church recommends the following books for further pre-marital preparation:

- [Saving Your Marriage Before It Starts](#), Les & Leslie Parrott
- [The Seven Principles for Making Your Marriage Work](#), John Gottman
- [The Five Love Languages](#), Gary Chapman
- [Before You Say "I Do"](#), H. Norman Wright

These and other marriage resources may be purchased at your local Christian bookstore.

### Wedding Options

#### 1. Sanctuary Wedding

Members of Bethel Family Worship Center are able to take advantage of our Sanctuary, seating 350 people. Dressing areas are available for the bride, groom and attendants. The church has available at no extra charge: two brass candelabras (holding seven candles each) for the altar, one unity candle stand and white columns.

#### 2. Office Wedding

We offer office weddings for those who prefer a simple, inexpensive wedding ceremony. Services are performed during office hours during the week in our Sanctuary (if available). A maximum of 20 guests can be accommodated. Decorations are not permitted for office weddings.

#### 3. Off-site Wedding

You may request a BFWC minister to perform your wedding at an off-site location, provided that the wedding is in the Indianapolis area. The couple must also complete the required pre-marital course offered by Bethel Family Worship Center.

# Bethel Family Worship Center

## Weddings



### **BFWC Wedding Coordinator**

- The Wedding Coordinator is your key contact at BFWC with respect to using the church facility for your wedding.
- The Wedding Coordinator coordinates wedding details, including date, time, rooms, minister, facilities use, wedding accessories offered by the church, sound, order of service, rehearsal, reception (working with caterer), giving on-site advice and emergency assistance, and the sendoff (designated person).

### **The Facilities**

- The Sanctuary comfortably seats 350 people.
- The Worship Center will be available three hours before the ceremony is scheduled to accommodate your florist, photographer and attendants.
- Dressing areas are available for the bride, groom and attendants. These areas will not be locked during the ceremony and the church assumes no responsibility for lost or stolen items.
- **Please help us by reminding your wedding party that smoking and alcoholic beverages are not permitted on the church property.**
- No irons or ironing boards are allowed.
- **Rice, confetti, bird seed, real flower petals or any other material that might be thrown or dropped at the wedding or reception may not be used inside or outside the facilities.** Only artificial flower petals may be used in the Sanctuary. Blowing bubbles is allowed outside the facilities but must be given to the Wedding Coordinator before the wedding ceremony.

### **Making a Reservation**

- Due to the large number of wedding requests, the church is only able to accommodate members of Bethel Family Worship Center.
- The Sanctuary is available on Saturday mornings or afternoons, with rehearsals on the Friday evening before. In order to accommodate preparation time for our Sunday morning worship services, the latest wedding service time available on Saturdays is **1:00 p.m.** if there is no reception and **11:00 a.m.** if there is a reception at Bethel Family Worship Center.
- Weddings are not scheduled on the major holiday weekends of Easter, Thanksgiving, Christmas and New Year's.

# Bethel Family Worship Center

## Weddings



- The initial request for reserving the Chapel should be made with the Wedding Coordinator. Available dates may be obtained by telephone. **However, dates are only confirmed after the Wedding Coordinator receives a completed Contract and Security Deposit.** The refundable Security Deposit is due when your application is submitted and wedding expenditures are due one month before the wedding.

### Flowers and Decorations

- Policies and guidelines concerning floral decorations must be strictly followed.
- All florists offering their services to BFWC members must have a signed statement on file with the Wedding Coordinator indicating that the florist has read the guidelines for flowers and decorations and agrees to abide by these policies. It is the responsibility of the couple to see this is accomplished **at least two weeks prior** to the wedding.
- The florist will have access to the room three hours before the scheduled time of your wedding. Flowers and decorations must be in place at least one hour before the service begins.
- Discretion must be used in your floral decorations. **Absolutely no wire, tape, glue, staples, nails or tacks may be used to fasten any decorations to the furniture, floor, walls, or candelabras.** Markers or bows must be secured with padded or plastic hooks or clips.
- All flowers and decorations must be removed from the facilities immediately after the wedding ceremony by the florist or designated person.
- To protect the carpet and furniture, the Wedding Coordinator must place clear plastic material under all floral arrangements, candles and candelabras.
- Plants, greenery and other furnishings within the church facilities **must not be moved** in order to use them as decoration for weddings. Furnishings will remain as they appear in the normal room setting.
- All policies and restrictions that apply to the florist also apply to any friend or member of the family planning to provide floral arrangements and decorations.
- Provided by the church and available to use as decoration are white two ten foot columns and two six foot columns with green ivy. If used, you are responsible to designate a person to set up material before the wedding rehearsal time. The designated person must tear down and store properly and immediately after the ceremony.



### Photography and Videotaping

- All photographers and videographers offering their services to BFWC members must have a signed statement on file with the Wedding Coordinator indicating that the photographer and videographer have read the guidelines for photography and videotaping and agree to abide by these policies. It is the responsibility of the couple to see that this is accomplished **at least two weeks prior** to the wedding.
- We ask the photographer and videographer to be as unobtrusive as possible, and that all the people involved in videotaping and photographing your wedding be dressed appropriately for a wedding.
- Video equipment must not be placed on the furniture.
- Once the ceremony has begun, the photographer's equipment not being used must be stored out of sight.
- **The photographer or videographer may not bring in any additional lighting to the wedding or the reception, besides a normal flash.**
- The photographer and videographer are allowed to move throughout the wedding area for the entire ceremony.
- The photographer may take as many pictures before the ceremony as needed. If it is necessary to begin taking pictures any earlier than the normally allotted time of three hours prior to the ceremony, this time must be scheduled with the Wedding Coordinator.
- The wedding party is restricted to a maximum time of **thirty minutes** for any final pictures. This will prevent the guests from having to wait long periods of time while pictures are being made.
- All policies and restrictions that apply to the photographer and videographer also apply to any friend or member of the family who may be planning to use his or her own personal camera for taking pictures of the wedding.

### Music

- As you are selecting the music for your wedding, please remember that this is a service of worship. Only music that is suitable for a worship service may be used. Sacred, contemporary Christian, hymns and classical instrumental music are acceptable. All music must be submitted to the Wedding Coordinator **at least two weeks prior** to your wedding.
- Both the Sanctuary and the reception rooms are equipped with a sophisticated sound system, which includes a compact disk deck. An electronic Keyboard is also available in the Sanctuary. You are responsible for supplying the pianist. The pianist and any vocalist must attend the wedding rehearsal. You may use pre-recorded instrumental or vocal tracks in your wedding.

# Bethel Family Worship Center

## Weddings



- No vulgar or sensual dancing is allowed at any wedding or reception on the church premises.
- Only the BFWC appointed soundman will operate the sound systems in all rooms.
- Fees of soloists should be arranged directly with them.

### Wedding Coordinators

- Wedding coordinators offering their services to Bethel Family Worship Center members must have a signed statement on file with the Wedding Coordinator indicating that he/she has read these guidelines and agrees to abide by the guidelines.
- All policies and restrictions apply to friends or family members planning to act as the wedding coordinator.

### Non-Affiliated Ministers

All non-affiliated ministers must provide proof of their ordination or license and be approved **30 days prior** to the wedding.

### Wedding Consultation

The bride and groom must meet with the Wedding Coordinator **at least one month prior** to the wedding date to consult about the desired order of the ceremony and other ceremony details.

### Wedding Rehearsal

- Your wedding rehearsal will be scheduled for a **maximum of 1-1/2 hours** on the Friday evening before your Saturday wedding date. It is very important that all of your wedding party attends the rehearsal and that they arrive on time. If you have ushers in addition to groomsmen, please ask them to be present at the rehearsal. Parents of the bride and groom are also encouraged to attend.
- **Because the BFWC Wedding Coordinator is familiar with the church facilities and each of the BFWC ministers, they are responsible to direct the wedding rehearsal. If you use an outside Wedding Coordinator, that person must work with the BFWC Wedding Coordinator to ensure that all BFWC wedding procedures are followed.**
- **You must bring your marriage license with you to the wedding rehearsal and give it to the Wedding Coordinator. BFWC is responsible for submitting your marriage license to the courthouse.**



### Wedding Reception

- BFWC has a reception room available. The lobbies are not available for receptions.
- In order to accommodate fellowship meetings and other church activities, receptions must be completed and all decorations removed three (3) hours after the time your wedding is scheduled to begin.
- Weddings with receptions must begin no later than 11:00 a.m. and must be completed and all decorations removed by 2:00 p.m.
- **Absolutely no red punch is allowed, and any red punch will be removed from the church.**
- Serving tables are available upon request at no charge. These must be requested in advance with the Wedding Coordinator. The linens for these tables must be furnished by the bride and groom.
- All caterers offering their services to BFWC members must have a signed statement on file with the BFWC Wedding Coordinator indicating the caterer has read the guidelines for receptions and agrees to abide by these policies. It is the responsibility of the couple to see that this is accomplished **at least two weeks prior** to the wedding.
- Food and drinks are not permitted outside the reception area.
- When a couple has a reception without the services of a caterer, careful planning is important. Someone other than the bride, groom, or immediate family members must be in charge of decorating, mixing the punch, instructing the house party concerning service duties, picking up cups and plates from guests, post-reception cleaning, etc. ***These responsibilities are not those of the Wedding Coordinator.***
- **BFWC will take down tables and chairs, vacuum and clean carpets and remove trash containers. All other clean-up is the responsibility of the caterer or designated person in charge at the reception.**

### Recommended Reading:

#### For Couples:

After You Say "I Do" Devotional, H. Norman Wright  
The Five Love Languages, Gary Chapman  
The Seven Principles for Making Your Marriage Work, John Gottman  
First Years of Forever, Ed Wheat  
Love and Marriage, John Osteen  
Six Lies the Devil Uses to Destroy Marriages, Lisa Comes  
The Act of Marriage, Tim and Beverly LaHaye

# Bethel Family Worship Center

## Weddings



### Especially For Men:

If Only He Knew, Gary Smalley

### Especially For Women:

For Better or For Best, Gary Smalley

## Wedding Expenses

There is no rental charge for Bethel Family Worship Center members to use the Sanctuary and facilities. However, the bride and groom must pay expenses incurred for their wedding. The following is a list of these expenses. **These expenses must be paid 30 days before your wedding date. A Security Deposit must be collected in order to reserve a wedding date. All wedding guidelines must be followed. Weddings will start on time with the Bride, Groom and Minister. We will extend a fifteen minute grace period before losing the \$200.00 security deposit.** Please make your check payable to Bethel Family Worship Center.

**Security Deposit: for Sanctuary weddings only (Refundable) \$200.00**

*Returned 30 days after the wedding if all guidelines are followed*

### Required Expenses:

Sanctuary Wedding.....	<b>\$600.00</b>
Off-site Wedding.....	<b>\$250.00</b>
Office Weddings on Saturday.....	<b>\$150.00</b>
Office Wedding on Mon – Friday.....	<b>\$50+</b>

### Optional Expenses:

Reception .....	<b>\$300.00</b>
-----------------	-----------------

**\*The wedding party must provide all linens, decorating items, cake, food and drinks.**

### Other Information

Absolutely no alcohol or smoking is allowed inside or on the church premises at any time before, during or after the wedding.

## Bethel Family Worship Center

# Weddings



It is the responsibility of the bride and groom to see that the coordinator, florist, photographer, videographer and caterer are supplied with Statements of Agreement forms relating to their activities and that these forms are returned to the Wedding Coordinator. **Weddings cannot start over fifteen minutes late or you lose your security deposit.**

**We reserve the right to stop any activity that we deem inappropriate or displeasing to the Lord Jesus Christ at anytime during the wedding rehearsal, wedding or reception.** The BFWC Wedding Coordinator will be present during the rehearsal, wedding and reception to ensure that all guidelines are followed.

We appreciate your cooperation and congratulate you on your upcoming marriage!