



Wedding Policy & Procedures

Congratulations on your engagement and upcoming wedding!

Many couples spend hours and hours planning their wedding, but fail to make that same time investment in planning their married life together. We encourage you, as a couple, to take advantage of this time to prepare for marriage. We pray that during these weeks and months of preparation and planning, you will enjoy what God is doing in your relationship, as you learn to serve each other and glorify God. We take this preparation process very seriously and hope you will, as well.

We believe that marriage is a holy union where the couple commits to building a loving, faithful, Christ-centered relationship that will last a lifetime. Marriage is meant to reflect the relationship Christ has with His Church. We believe that when marriage is fashioned after God's own design, it blesses not only the couple (and the family they become), but also the Church and community as a whole, bringing glory to God.

Couples who would like to have their wedding ceremony at New Song Church, or have one of our pastors officiate the wedding ceremony at another venue, need to:

- Be followers of Jesus Christ.
- Contact the Church Office and schedule a meeting with the desired clergy.

We make the request that engaged couples, who do not currently consider New Song Church to be their church home, regularly attend worship services for at least four months prior to the wedding and meet all other requirements in this policy. Those not meeting this request may read through and follow the process on page 4 under "not members or regular parts of New Song Church."



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1. Please request the use of the church facilities for your wedding by contacting the Church Office as soon as possible. A response to the request will be made by telephone or in writing within 10 business days of having made the request. Because priority is given to ministry events that are already on the church calendar, we ask that you not make a public announcement of the date of your wedding until the date has been confirmed by New Song Church.
2. The ceremony is to be officiated by a Pastor of New Song Church. If you would like to have another minister participate, please discuss this with New Song's Clergy first, who can then extend an invitation to the other officiant(s).
3. The prospective bride and groom are required to participate in five sessions of pre-marital counseling (4 before and 1 after) through the counseling ministry at New Song. Once your wedding has been approved/scheduled, the couple should contact Heather Shaheen (hshaheen96@gmail.com; (804) 909-1334) to schedule these sessions.
4. Plans for decorations and the logistics of the ceremony will be made with the Wedding Coordinator from New Song Church. The Wedding Coordinator will help facilitate all the logistical arrangements for your use of the facility for your wedding. It is recommended that you meet with the Wedding Coordinator as soon as possible after the date of your wedding has been confirmed. If you have a Mistress of Ceremonies (MC), the Wedding Coordinator will work closely with your MC on details regarding the wedding ceremony itself.
5. All music for the wedding ceremony must be appropriate for a Christian setting. Musical selections should be discussed with the Clergy and/or Worship Leader ahead of time.
6. If your wedding requires the use of New Song's audio/video systems, the equipment must be operated by a member of New Song's Media Team. Any use of musical instruments belonging to New Song must be arranged with New Song's Worship Team Leader, including cables and the like for sound, etc.
7. Any rearrangement of furniture shall be restored to its original position following the ceremony.

8. The bride and groom are responsible for damages to the facility and its furnishings that occur related to their wedding, including damage caused by guests, members of the bridal party, caterers, DJs, etc. A security deposit of \$400 is required of non-members for the facility, but will be refunded within 1 week if no damages/violations occur.
9. The wedding party may contract with a florist of their choosing to provide flowers and decorations. The bride and groom are responsible for the florist's adherence to the wedding policy and protection of church property. Precautions should be taken to protect against damage to carpet/furniture from wax drippings or other decorations. Only artificial flower petals may be used in the Worship Center. No decorations are to be tacked or pinned to the building or furniture. Flowers and other decorations must be removed following the ceremony. If you would like to leave a floral arrangement for worship the next day, please arrange with the Wedding Coordinator.
10. The wedding party may contract with a photographer of their choosing. The bride and groom are responsible for communicating the church's policy regarding the use of a flash during the ceremony to the photographer and/or videographer: "Because of the solemnity of the occasion, flash photography and video cameras requiring special lighting are not permitted during the ceremony." Flash photography is permitted during the processional and recessional. Fixed-position video taping without supplementary lighting is permitted. Posed pictures may, of course, be taken before or after the service, indoors or out.
11. Please insist all persons involved in your wedding party be on time for the wedding rehearsal. If there is to be a rehearsal dinner (off-site), appropriate time should be allowed in planning. A rehearsal requires approximately 45 minutes - 1 hour.
12. Due to space limitations, the facility is not available for rehearsal dinners and/or receptions.
13. Throwing of rice, birdseed or confetti is not permitted. Bubbles (preferred) may be used outside as the couple departs to go to the reception.
14. Smoking is prohibited on church premises at all times. No alcoholic beverages are to be served or consumed on church premises at any time. Possession of illegal drugs/substances is prohibited on church premises. Possession of firearms on the premises by persons other than law-enforcement personnel is prohibited. Violations of/Damages from any/all of these clauses constitutes forfeiture of the deposit check.
15. New Song Church cannot be held liable for any personal items lost, stolen, or damaged.

16. All wedding fees are to be paid prior to the night of the rehearsal. The marriage license should be given to the officiating Pastor at least five days prior to the wedding ceremony. No marriage will be conducted without a valid license.

WEDDING FEES

For Members & Active Participants of New Song:

Wedding Coordinator	\$100
Premarital Counseling (five required sessions)	\$250
Audio/video technician (if using New Song system)	\$150
Custodian - wedding	\$ 65
Musicians & use of instruments	(negotiated with Worship Leader)

For persons who are not members or active participants:

Wedding Coordinator	\$100
Pastor	\$150
Premarital Counseling (five required sessions)	\$250
Use of building for rehearsal & ceremony	\$150
Audio/video technician (if using New Song system)	\$150
Custodian - wedding	\$ 65
Musicians & use of instruments	(negotiated with Worship Leader)
Deposit	\$400

(Note: this deposit will be returned after the wedding if no damages/violations occur.)