

Congratulations!

Your wedding will be one of the most special moments of your new lives together.

We want to help make your “Special Day” a beautiful, memorable occasion that will be cherished. Please read the enclosed information and complete the wedding application. Your application will not be considered as a reservation until the date has been approved and the deposit is received. A wedding hostess will be assigned to you to help coordinate your wedding plans and insure that everything runs smoothly.

May God bless you both as you prepare to enter the Covenant of Marriage.

PASTORAL REQUIREMENTS FOR WEDDINGS AT MID-CITIES COMMUNITY CHURCH

- The couple must complete Mid-Cities Community Church's Pre-marital Classes at least four weeks before the wedding. The couple may choose to participate in a comparable program at their church. However, we will need a written letter confirming that they have completed that course and a list of the sessions and topics they attended. Also, there is a Premarital Class Agreement that must be signed by both the bride and the groom.
- Weddings performed by a guest minister must be pre-approved.
- Staff Pastors reserve the right to decide whether or not to perform or postpone their role in the wedding.
- Same sex marriages are not allowed to be performed.
- Marriage license must be obtained a minimum of 72 hours prior to the ceremony and presented to the wedding hostess or minister at rehearsal.
- Remarriages are permitted one year after a divorce is final. Each situation will be viewed on a case-by-case basis.

POLICIES & PROCEDURES FOR FACILITY USE

Scheduling

Arrangements for wedding must be made well in advance with the church office. A 30-day notice is requested in order to allow sufficient time for facility and pastoral scheduling. Dates may be confirmed for your ceremony upon receipt of the completed wedding application and required deposit.

Planning Times

Weddings will not be scheduled on Sundays due to corporate worship. Friday evening weddings and reception must be completed and all decorations must be removed from the building no later than 12:00 am. Saturday weddings, reception and pictures must be completed and all decorations removed from the building no later than 6:00 pm. Saturday weddings must begin no later than 2:00 if the reception is held at Mid-Cities and 4:00 if there is no reception at Mid-Cities. If this policy is not strictly adhered to by the wedding party, the \$100 Reserve Date Fee AND \$250 Damage Deposit Fee will be forfeited.

STAFF

Pastor

We can provide a list of staff pastors who may be available to perform your wedding ceremony if you have completed the required pre-marital counseling course. We do not guarantee that a staff pastor will perform your wedding.

Wedding Hostess

A wedding hostess will be assigned to you upon completion of the application. She will be your contact person throughout the planning period and will know policies and procedures concerning the facility. Any questions should be handled through her. She will unlock and lock the facility and conduct the rehearsal in the event that the pastor is unable to attend.

The wedding hostess may also coordinate your entire wedding if you desire. This service would be provided in addition to the established hostess fee. You may choose to use the services of an outside professional wedding consultant if you like, provided she has been approved by the church office but not to the exclusion of the church hostess. You should schedule a personal meeting with the wedding hostess a minimum of one month before your wedding.

Sound and Lighting Technician

Due to the complexity of our sound and lighting systems, only an approved technician may be used for your rehearsal and ceremony.

Musicians and Soloists

You may select your own musicians provided they are familiar with the type of equipment available. Soloists may be selected at your discretion. It is required for all musicians and soloists to attend and participate in the wedding rehearsal.

Custodial Staff

MCC custodial staff will be responsible for providing a clean facility. The building will be ready for the wedding party at 12 pm the day prior to the wedding. Any mess due to decorating or the rehearsal will be the responsibility of the wedding party.

Photographer/Video Technician

You may select your own photographer and/or video technician. We recommend that flash photographs not be taken during the ceremony.

A video may be created and shown before or during your ceremony by MCC video personnel. An additional fee applies and requires 30 days notice.

(Note....small children who are disruptive will severely affect the sound quality of your video. You may want to consider asking guests to provide childcare for them.)

GENERAL REQUIREMENTS

Dressing Rooms

The Bride's Room is located adjacent to the women's restroom in the foyer. This room and its furnishings have been specifically designed for the bride and her attendants. Please enjoy but use them respectfully for the sake of future brides. Please make sure all personal belongings and decorations (including all petals on the isle) are removed by 9 pm on the night of the wedding (by 6 pm if your wedding is held on a Saturday night). Otherwise, the \$100 Reserve Date Fee and the \$250 Damage Deposit will be forfeited.

**The church will not be held responsible for personal belongings or valuables.*

Reception

The church has approximately 80 almond metal folding chairs, 9 (6') rectangle tables **or** 9 (5') round tables available for use. Any combination of 9 will be available. If more are needed you may prefer to rent the tables and chairs from a rental store. No linens are provided by the church. **No food or beverages other than water please in the sanctuary, the groom's room and the bride's room.**

Small children should be accompanied by a watchful adult at all times.

Absolutely **NO** alcoholic beverages are to be served or consumed on the premises. This includes the rehearsal dinner and reception. Non-alcoholic beverages serve beautifully in a champagne fountain and are a great alternative. **NO** drugs or tobacco products of any kind are permitted in the building at any time. Failure to comply by the bride, groom, member of the wedding party, or family could result in cancellation of the rehearsal and/or the wedding. The bride and groom shall be responsible for communicating this information to their attendees and/or family members.

If you would like to have music played during your reception, please make arrangements with the sound technician in advance. (When making music selections, please remember that your wedding is a holy event and that lyrics should express not only your love for one another but your honor for God.)

Dancing

You may have a dance as part of your reception if you so choose. Please remember to use discretion and propriety in the selection of your music and the type of dancing that will occur. As a good rule of thumb, "if in doubt, leave it out." A sound system is available for reception in the Conservatory if you would like to have recorded soundtrack played. Additional fees will be applied. If you will be having a large reception/dance and choose to use "The Box," a sound technician may serve as a DJ or you may have a music group if you prefer. If you choose to have a reception in The Box,

but decide not to employ Mid-Cities' sound technician, you will need to make sure that your performers have their own sound system and equipment.

FACILITY USE GUIDELINES

Furniture and accessories must not be moved or removed.

Artwork and accessories must not be moved or removed from walls. Poster, banners, or Christmas decorations may not be removed. You may want to revisit the church building prior to wedding date to see if any wall posters and/or banners are up.

Artificial trees cannot be moved or removed. Greenery may be used if returned to original location. You may place flowers in the pots with the greenery but please do not borrow/transfer greenery to columns or other arrangements.

All necessary movement of furniture or instruments will be done by MCC personnel only. Drums will not be removed from the platform.

No food or drinks are permitted in the sanctuary. This includes snacks for small children and "sippee cups". Individual bottles of water with lids are permissible. Any violation of this policy may result in the loss of your security deposit.

No unattended children are allowed in the Sanctuary, on the platform, backstage, or in the baptismal area at any time. If your guests will be bringing their children, please inform them of this restriction. This will help protect you from additional stress and save them the embarrassment of having their children corrected and brought back to them by a staff person or the wedding hostess.

The nursery is not available for use. A changing area is available in the women's restroom.

Nails, tacks, staples, pins, floral clay, duct tape, masking tape, or anything that will mar will not be permitted on pews, walls, woodwork, floors or furniture. Only high quality painter's tape may be used to secure or conceal cords on the floor.

- Failure to comply will result in the loss of your security deposit.

Metal encased candles are preferred. If candles are used, they must be in votive or hurricane glass containers. The carpeting should be protected by plastic sheeting under all candles.

No fresh flowers may be used on any of the aisles. Petals contain natural oils, which will stain the carpet. Silk petals or fabric clipping are recommended. It is your responsibility to inform the florist of these restrictions.

- Please have someone designated after the ceremony to pick the petals off of the floor.
- Decorations are to be removed as soon as possible following the ceremony

Throwing of rice, confetti or plastic bells is not permitted. Sparklers are not permitted due to fire hazard. Birdseed or bubbles may be distributed and used outside the building only.

CEREMONY GUIDELINES

Wedding Party

It is the responsibility of the bride and groom to educate the bridal party (groomsmen, ushers, bridesmaids, maid/matron-of-honor, flower girl, ring bearer, junior bride/bridesmaids) about their roles and responsibilities of the wedding.

- *(You may want to consider having young ring bearers and flower girls be seated after the bridal party is in place. Though their antics can be very cute, they can also be distracting or disruptive.)*

You should specify who escorts whom, who will be seated by whom, at what point they are to enter, what music is to be played at what point, where special lighting is to be used, etc. A list of attendants and their names should be provided to the hostess no later than one week before the wedding along with a copy of your order of service and vows.

We recommend taking most of your photos before the ceremony begins. Shots of the bridal party family members, special guests, groom with bridesmaids, bride with groomsmen can be taken in advance before the emotion (and possible tears) of the actual ceremony. Traditional photos of the bride and groom may be reserved for after the ceremony, but do remember your guests are waiting.

Ceremony Music

Recorded soundtracks are allowed for processional, recessional, or accompaniment for soloists. They will not be provided by the church and should be reclaimed from the sound technician at the end of the ceremony. You should time the length of your selections to fit the entry and exit of not only your wedding party but also honored guests.

The sound technician can repeat the song but it becomes redundant after two or three times. CD's should be recorded in the order the songs are to be played in order to eliminate delays in the ceremony.

REQUIRED PAYMENT

Members of MCC (those who have completed Membership Class on record) who tithe (give 10% of their annual income to Mid-Cities Community Church) will be given full use of the facility without a facility charge. It is our way of expressing appreciation for your commitment and faithfulness to the church.

- Members shall be defined as the bride, groom, parent, grandparent, or guardian of the bride or groom.

A copy of your contribution statement will be reviewed. Those who attend or are non-tithing members will be asked to pay a facility charge based on community and national averages. Those wishing to be married in the sanctuary, who do not attend Mid-Cities, will be asked to pay the non-member rate.

Building Use Fees

Entire Facility (Sanctuary, Conservatory, Bride's Room, Kitchen)	\$1000
Conservatory, Bride and Groom's Rooms, Kitchen Only	\$ 300
Damage Deposit (refundable)	\$ 250
Reserve Date (non-refundable: cash pmt may be applied to service fees)	\$ 100

"The Box" (old sanctuary) may be used for large receptions at no charge. However, there will be an additional custodial fee.

One-half of applicable fees are expected 60 days before the date of your wedding. The remainder is due 14 days before the ceremony. Payment for the deposit, facility, and damage deposit should be made directly to Mid-Cities Community Church.

Ceremonial Fees

A service provided by individuals or staff members is performed on their personal time. Customary compensation for service provided is the same for all weddings. These numbers are based on national averages.

Attending Pastor	\$100 rehearsal and ceremony included (only if Mid-Cities Pastor is officiant)
Wedding Hostess	\$200 rehearsal and ceremony included (up to 4 total attendants) \$225 (up to 6 total attendants) \$250 (up to 8 or more total attendants)
Light Technician	\$75 rehearsal and ceremony included (optional, but recommended)

Ceremonial Fees (Continued)

Sound Technician	\$150 rehearsal and ceremony included \$50 per hour, dance/reception
Vocalist/Soloist	\$60 rehearsal and ceremony included (only if Mid-Cities staff is employed)
Musician/Keyboard	\$90 rehearsal and ceremony included (only if Mid-Cities staff is employed)
Video Technician	\$50 to show your video or DVD \$400 to video your wedding (need 2 weeks notice.) There is no editing, however, Bride & Grooms' names are added along with the wedding date. We provide 10 copies of the DVD for the couple. Turn around is about 10 days.
Custodial	\$300 Entire facility - sanctuary, foyer, conservatory, kitchen, bride and groom's room \$200 Conservatory, kitchen, foyer, bride and groom's room only \$200 Clean up after rehearsal dinner (if applicable) \$200 "The Box" (if used)

Cash should be placed in individual envelopes for those providing services and will be distributed by the wedding hostess on the night of the rehearsal.

We hope this information will help answer most of your questions about using Mid-Cities Community Church for your wedding. Any additional information may be obtained through your wedding hostess or the church office. God be with you as you plan your "Special Day".

FINANCIAL WORKSHEET

(non-tithing and/or non-member)

BASIC FEES

*Entire Facility (Required for non-tithing parties) - \$1000

Conservatory, Bride's Room, Kitchen Only - \$300

Wedding Hostess (Mid-Cities Staff/Required)

- Up to 4 total attendants - \$200
- Up to 6 total attendants - \$225
- Up to 8 or more total attendants - \$250

Custodial for Entire Facility - (Required for all parties) - \$300

BASIC FEES TOTAL BASED ON *ENTIRE FACILITY USE - \$1500 - \$1550

OPTIONAL FEES

*Mid-Cities Staff Pastor - \$100

*Light Technician (Optional, but highly recommended) - \$75

*Sound Technician (Optional, but highly recommended) - \$150 (plus \$50 an hour if you want sound for your reception at our facility)

Vocalist - \$60

Musician - \$90

Video Tech - \$50

Video Tech (Recording Your Ceremony) - \$400

**OPTIONAL FEES TOTAL BASED ON * ITEMS - \$325+ (depending on
number of hours required for sound)**

ESTIMATED TOTAL - \$1875

FINANCIAL WORKSHEET (Tithing Members Only)

BASIC FEES

No Facility Use Fees

Wedding Hostess (Mid-Cities Staff/Required)

- Up to 4 total attendants - \$200
- Up to 6 total attendants - \$225
- Up to 8 or more total attendants - \$250

Custodial for Entire Facility - (Required for all parties) - \$300

BASIC FEES TOTAL - \$500 - \$550

OPTIONAL FEES

*Mid-Cities Staff Pastor - \$100

*Light Technician (Optional, but highly recommended) - \$75

*Sound Technician (Optional, but highly recommended) - \$150 (plus \$50 an hour if you want sound for your reception at our facility)

Vocalist - \$60

Musician - \$90

Video Tech - \$50

Video Tech (Recording Your Ceremony) - \$400

**OPTIONAL FEES TOTAL BASED ON * ITEMS - \$325+ (depending on
number of hours required for sound)**

ESTIMATED TOTAL - \$875



How Important Is Marriage Preparation?

Marriage is one of the most important life decisions you will make. Statistics show that unless you plan now to build a lasting marriage, you are more likely to divorce than stay married. A good marriage preparation class greatly increases your chance of having a fulfilling marriage. People don't get married with thoughts of getting divorced later. A good marriage preparation class will cost you time and money, but it's priceless when seeking a lasting, fulfilled marriage.

Mid-Cities is committed to giving you the best possible start to a great marriage. This involves exposing you to great tools and personalized attention throughout your marriage preparation process.

Resources:

- 1) *Saving Your Marriage Before It Starts* (Dr. Les & Dr. Leslie Parrott III)
 - Men's Workbook
 - Women's Workbook
- 2) Flag Page Personality codes
- 3) *Sheet Music* (Dr. Kevin Leman)

How Much Does Marriage Preparation Cost?

Total cost per couple is \$100. This includes participant notebooks, resources listed above, Flag Page personality codes, and the FOCCUS inventory fee.

How Do I Register and Pay for the Class?

Registration is a two-step process.

1. Register and pay for the class at midcities.org. When you register on-line, you will pay \$75.
2. After our first class, you will purchase Flag Page profile codes at flagpage.com. Flag codes are currently \$12.50 per person.

How Long Is Marriage Preparation?

Marriage Preparation consists of 8 weekly sessions. Each class is 75 minutes long.

Re-Marriage Track

We require two additional sessions for couples where at least one partner has been married before. The Re-Marriage track explores topics such as closure, ex-spouses, and blended family issues. Times for these two additional sessions will be worked out with the couples and Pastor Tom Vermillion.

The Topics

- Session 1 Introduction
- Session 2 Discovering Your Heart (Personality Profiles)
- Session 3 Myths of Marriage & Your Love Style
- Session 4 Where Is God in Your Relationship?
- Session 5 Money, Your Marriage & Happiness
- Session 6 Why Are We Wired So Differently?
- Session 7 Communication and Conflict Resolution
- Session 8 The Marriage Bed (Sexual Intimacy)

Re-Marriage Track

- Session 1 Dealing with Guilt, Ex-Spouses, and Children
- Session 2 Realistic Expectations for Blended Families

What To Expect Each Session

We handle marriage prep in a very relational manner. We trust that you will come to each session prepared and ready to discuss that week's reading and workbook assignments. We will highlight key points from the reading and discuss how these insights play out in your relationship. Your best effort in the assignments will set you apart from most couples planning to get married.

Mentoring Appointments

Each couple will be assigned to a mentor couple. You are required to meet with your mentor couple at least **twice** outside of class to work through the results of your FOCCUS inventory. These couples also provide a safe place for you to ask questions and learn more about marriage as you begin this new adventure.

Reading/Exercises Expectations

1. Please read assigned reading before class.
2. Complete assigned workbook exercises before class.
 - Workbooks will be checked weekly by your mentor couple
 - You must complete 6 of 8 weeks to meet requirements for a MCC pastor to officiate your wedding or use MCC facilities.

PREMARITAL CLASS AGREEMENT Couple's Form

Mid-Cities Community Church is delighted to help you and your partner prepare for a healthy, successful marriage. Weddings demand lots of time, energy, and money. Likewise, your relationship needs comparable time and energy to thrive and last a lifetime.

- Do you know that the Bible is filled with great insights and advice on how to have a great marriage in the 21st Century?*
- Have you heard that research backs that couples who take part in premarital education are less likely to divorce than those couples who do not participate in pre-marital education?*
- Do you know that surveys show that married couples who took part in premarital education say they have more satisfaction with their marriage and their mate, and resolve conflict and communicate better, than couples who did not have premarital education?*

This is why Mid-Cities Community Church offers premarital education, and **requires** it for any couple being married by a Mid-Cities pastor and/or at Mid-Cities Community Church. We are committed to help your marriage go the distance before and after the wedding day!

What is Mid-Cities Community Church's Pre-Marital Program?

We recognize that your time is valuable and that almost every moment is accounted for between now and your wedding day. However, we believe that simply meeting with a pastor a time or two before the wedding is not enough.

Mid-Cities Community Church's Pre-Marital Program is a combination of in-class instruction and out-of-class, interactive reading materials, exercises, and scheduled meetings with an assigned mentor couple. Topics include, personality profiles, communication skills, gender differences, sexual intimacy, and where God fits into your marriage.

Couples must complete **6 of 8 sessions** to qualify for church facilities or staff. You and your partner need to complete these classes at least **four weeks** before your wedding day. While we have done everything in our power to make this process work for your busy schedules, it is your responsibility to follow the steps in a timely manner, to manage your own schedule, and to complete the assignments between each class.

Again, we congratulate you on your engagement, and Mid-Cities Community Church commits to pray for you as a couple as you prepare for your marriage.

Pastor Mickey Eckles



Please Complete Form Below, Sign, and Send to the Church Office.

We, _____ and, _____ understand that Mid-Cities Community Church requires couples being married by a Mid-Cities pastor and/or at Mid-Cities Community Church to complete Marriage Preparation classes. We also understand that failure to complete all steps of the program could result in the inability of having Mid-Cities Community Church and/or a Mid-Cities pastor for our wedding. Mid-Cities Community Church will be held harmless and not liable for withdrawing participation from our wedding if we do not complete these requirements.

- We understand that the Mid-Cities Marriage Preparation classes must be completed at least four weeks before our wedding. Marriage Prep is offered in January and September annually.
- We understand that we must attend 6 of 8 marriage prep sessions to fulfill the requirements of using a Mid-Cities pastor and/or facilities.
- If you prefer to participate in your own church's pre-marital program, we will need a written letter confirming that you have completed that course and a list of the sessions and topics you attended. That program must be comparable to the topics covered at Mid-Cities. If not, we may ask you to attend select classes at Mid-Cities to fulfill this requirement.

Contact information regarding the pre-marital program you plan to participate in:

Church _____ Phone _____

Facilitator's Name _____ Phone _____

Our wedding day is planned for _____, which means we must complete Pre-Marital Classes by _____.

His Signature _____

Her Signature _____

Date _____

Mid-Cities Community Church
Wedding Application

Bride's Name _____

Address _____

Phone (Home) _____ (Work) _____

Church Membership _____

Groom's Name _____

Address _____

Phone (Home) _____ (Work) _____

Church Membership _____

Marital Status (Single, Divorced, Widowed) _____
Bride _____ Groom _____

Date of Wedding _____ Time _____

Date of Rehearsal _____ Time _____

Wedding Hostess _____

Presiding Pastor _____

Church Affiliation _____

Address _____

City _____ State _____ Zip _____

I/We understand that submission of this application does not guarantee a date for our wedding. If date is agreed upon, I promise to secure it with a \$100 non-refundable deposit. I/We also understand that the acceptance /approval of this application may take as long as but not more than thirty (30) days.

Signature of Bride _____ Date

Signature of Groom _____ Date

Mid-Cities Community Church
Wedding Application Questionnaire and Agreement

Are you members of Mid-Cities Community Church? _____

Have you completed the required membership class? _____

Do you tithe (give 10% of your annual income) to Mid-Cities Community Church? _____

Do you understand that a copy of your contribution record to Mid-Cities Community Church will be reviewed? _____

Will you be using a professional wedding coordinator? _____
If so, please list their name and contact information.

Name _____

Name of Business _____

Phone _____

Address _____

We have read and agree to abide by the policies stated in this application.
We further agree to pay any and all fees according to the fee schedule outlined within the policy.

Print name of Bride

Print name of Groom

Signature of Bride

Date

Signature of Groom

Date