

Pinopolis Community Church

Wedding Regulations and Guidelines

Revised February 28, 2024

I. Your Wedding – Preliminary Information

A. We of the Pinopolis Community Church are happy that you are having your wedding in the Church. We wish you every happiness in your new life together.

B. Please contact the Pastor many months in advance. The date must be cleared and approved in both the church calendar and the Pastor's calendar. Do not set the date until you have checked with the Pastor.

C. The Church looks upon your wedding as a SACRED UNION, solemnized within the church, between one man and one woman who are blessed of God.

D. The wedding service is an act of WORSHIP (not a "performance"). Music, the ceremony itself, and all other aspects should fit into this reverent concept of marriage.

E. If the pastor of Pinopolis Community Church is not officiating, the PCC pastor must approve the person selected to officiate.

F. The ceremony used must be consistent (conceptually and theologically) with PCC's bylaws and the scriptural understanding of The Bible. Couples should discuss the order of service carefully with the pastor. There is ample opportunity for variations, but final authority for the order of service belongs to the pastor.

G. Before the ceremony, pre-marital conferences between the minister and the bride and groom are required. These conferences will deal with the meaning of marriage and the details of the ceremony. The officiating minister will determine the number of sessions needed. The final session should be held several weeks before the wedding ceremony (so contact the minister early).

H. It is PCC's pastor's discretion whether he/she will or will not perform the marriage ceremony for a particular couple. This is true of members and non-members of Pinopolis Community Church.

I. A couple wishing to be married at Pinopolis Community Church should steer clear of scheduling their wedding during Holy Week, or other "high holy days" of the church year. Again, early communication with the pastor and church secretary will be critical.

J. Wedding Directors/Consultants are welcomed to work with our personnel to create a meaningful worship experience for the couple and guests. **However, anyone involved with the planning must coordinate with the Pinopolis Community Church Wedding Director. She will work with the couple and their representatives in any way possible, but will organize the service.**

K. The Wedding License is to be given to the pastor one to three days in advance, so that pertinent information can be filled in prior to the activities of the wedding service itself.

II. Music Regulations

A. Only music of a sacred nature should be used for the wedding ceremony. There is a great selection of traditional and contemporary sacred music that will help to focus the service on glorifying God and consecrating your union. All selections must be approved by the pastor.

B. If you wish to use an organist, pianist, or other musician rather than PCC's Music Director, please consult with the pastor and/or the Music Director well in advance. We are always happy to have guest musicians play for weddings in our church, if proper notification is given and approval received in advance.

III. Charges and Fees

A. Facilities for Rehearsal, Wedding, and Reception

1. For PCC Members: There will be **no charge** for the use of the Church Sanctuary and dressing facilities, ***if either the bride or groom (or one of their parents) is a member of Pinopolis Community Church.*** However, there is a refundable deposit of \$85 for the use of the Fellowship Hall.

The family is responsible for cleaning any church facilities used ***immediately*** after the wedding and reception. If the family requests the services of the CHURCH CUSTODIAN, they should contact the Custodian well in advance. (See Fee section below.) This is the responsibility of the wedding participants. The family should also see to many other items, such as, heating/cooling, checking out and returning keys at the church office, unlocking and locking buildings, etc. If any of these needs are asked of the Custodian, compensation should be given.

2. For Non-Members: There is a charge for use of the Sanctuary and Fellowship Hall, as well as security deposits:

- a. Church Sanctuary (and dressing rooms for bridesmaids and groomsmen) - \$300.00
- b. Security Deposit for Above - \$200.00 (refundable)
- c. Fellowship Hall, Kitchen, etc. - (see attached fee schedule)

***PLEASE NOTE:** It is the responsibility of the wedding party to leave the church and fellowship hall as it was found.

B. Organist and Soloist

1. For both members and non-members, it is customary to pay the Organist and soloist for their services. Check with this person well in advance as to fees. The average fee is \$150 per person (includes rehearsal and wedding).

C. The **Wedding Director's** fee is \$75.00.

D. The **Custodian's** fee is \$100.00.

E. **Sound System Operator** – An operator will be provided by Pinopolis Community Church. The fee is \$75.00.

F. The **Pastor**

1. For members, a fee is not charged. This is a function of his/her role as minister. Often members offer an honorarium to the pastor, and this is gratefully accepted.

2. For non-members, the fee is \$200.00.

3. For members and non-members: if there is a great deal of travel involved, the minister will charge a travel allowance. If the wedding is out of town and involves lodging, meals, etc., the minister will charge these expenses to the groom.

*ALL FEES ARE PAYABLE BEFORE OR AT THE WEDDING REHEARSAL.

IV. The Ceremony and Other Festivities

A. Photography: ***No flash photographs may be taken immediately prior to or during the ceremony in the Sanctuary! Please inform your photographer and guests.***

Videotaping of the service is permissible, if adequate logistics can be worked out. The plan for videotaping must be approved at the Rehearsal—no last minute planning!

B. Pinopolis Community Church is a smoke-free campus.

C. NO ALCOHOLIC BEVERAGES ARE TO BE CONSUMED OR SERVED AT ANY TIME ON CHURCH GROUNDS. If you are planning a function off the premises at which alcoholic beverages are to be served (rehearsal dinner, reception, etc.), and if the pastor is invited, please inform him/her as a courtesy, so that he/she may make an informed choice as to whether he/she will attend.

D. ***No church furniture is to be moved in the Sanctuary!*** Discuss any concerns with the Wedding Director.

These regulations and guidelines are intended to assist you in making the service of marriage a meaningful Christian experience for you and your guests, as well as the church family as a whole. May God bless your marriage covenant.