

*Hillview*  
Christian Church  
[www.hillviewchristian.com](http://www.hillviewchristian.com)

Wedding Policy

Contents	2
Procedures	3
Expectations	4
Facility Availability and Guidelines	5
Fees	8
Application	9
Covenant	11
Contract	12

1. The Bride and Groom obtain from the office or the web a copy of the Wedding Policy and review it very carefully.
2. The Bride and Groom submit an Application (pages 9-10): their date is “penciled in” if available and a sit-down meeting is scheduled with the Wedding Coordinator.
3. The Bride and Groom meet with the Wedding Coordinator during which the following takes place:
  1. Leadership Expectation Covenant explained
  2. Facility and resource availability, Minister’s role, and applicable fees/honorariums discussed
  3. Contract examined and explained
  4. Any questions/concerns are addressed as needed
  5. If all are in agreement, Covenant and Contract are filled out, deposit is submitted and dates (for both wedding and rehearsal if applicable) are permanently placed on the church calendar. The church retains the original copies of the Application, Covenant and Contract; copies are provided for the couple.
4. The Bride and Groom contact the presiding minister to arrange pre-marital counseling. (If the minister performing the ceremony is NOT on staff at Hillview, please talk with the Wedding Coordinator as this requires the approval of the leadership to make arrangements regarding counseling.)
5. All questions, concerns and inquiries as the wedding day approaches are handled by the Hillview Wedding Coordinator, who serves as the liaison between the church and marrying couples.
6. The Leadership of Hillview Christian Church will ultimately make any decisions and have final say regarding any issues/questions/circumstances not covered by this Policy.

From the Leadership of Hillview Christian Church

Congratulations on your decision to get married. We pray for the very best for the two of you as you start your lives together. At Hillview marriage is taken very seriously. The church wants to partner with couples to build strong, God-honoring relationships.

We hold marriage in high regard, just as God does in His Word, the Bible. We believe that marriage is a life-long commitment between one man and one woman, and we want to do our part in helping you start your lives together on the right track.

You do not have to have a preacher or church to get married. When a couple request the use of a building dedicated to the worship of God and the leadership of a man dedicated to the service of God, we assume that they are asking for the church's instruction and intercession for God's blessings on their efforts to build a Christian home in which Jesus is honored as Lord.

The following is a list of our expectations for couples who desire to hold their marriage ceremony at Hillview and/or have their ceremony performed by a minister on staff at Hillview.

1. Couples will participate in pre-marital counseling sessions with a minister
2. Couples will attend church on a regular basis
3. Couples will abstain from all sexual activity until after the wedding
4. Couples will live at separate residences until after the ceremony

It is not our desire to dampen your relationship together. In fact, this church and her leadership are committed to supporting and developing strong marriages and families that honor Christ and thereby experience the joy, intimacy, love, and happiness God desires for every home. We believe these are healthy, Godly guidelines for the start of a great life together.

In order to schedule your ceremony, you will need to both sign a Contract regarding the facility usage as well as a Covenant regarding these expectations.

If you have any questions or concerns regarding the expectations, please contact one of our ministers before scheduling a meeting with the Wedding Coordinator.

# Wedding Policy

## Facilities Availability & Guidelines

### **Facilities**

The following facilities are available for use:

Atrium (large space in front of Chapel)

Chapel- *Seats 50-200 when combined with Atrium*

Worship Area (gym)- *Seats 400-500 traditionally or 250 at tables*

Shelter House (outdoor)

Full kitchen (off of gym)

Half kitchen (near Atrium)

1 Bride/Bridesmaid Dressing Room (Chose only from rooms 2, 3, 4, 5, and 9)

1 Groom/Groomsman Dressing Room (Chose only from rooms 2, 3, 4, 5, and 9)

Please discuss with the Wedding Coordinator the facilities you would like to use as it will be indicated on the Contract and will determine the fees incurred.

### **Scheduling**

Church functions and events have priority on our calendar; however, if the facilities requested are available, weddings may be held on any day of the week other than Sunday but must begin by no later than 6 pm, and the church must be completely cleared out by 10 pm (this includes all material/decoration removal).

In most cases, the facility will be available for decorating one day before the ceremony.

Access to the church for decorating or any other wedding related happenings needs to be arranged through the Wedding Coordinator.

*These are general time guidelines ONLY. Specific scheduling will be confirmed with the Wedding Coordinator.*

### **Stage/Sound/Presentation/Lights**

The stage can be cleared with the exception of the Piano, which cannot be moved as doing so would require it to be retuned.

Sound and video projection equipment are in place in the Worship Area and portable systems can be made available in the Chapel/Atrium. All church sound and projection equipment can be operated only by trained members of the church's Technology Ministry. A sound-tech will be available for a rehearsal and ceremony; however, presentation techs will be available only on the day of the ceremony unless special arrangements are made with the Wedding Coordinator.

The lights in both the Worship Area as well as the Chapel/Atrium are dimmable and can be set to preference by the Wedding Coordinator or a Tech. person. (It's a good idea to ask your photographer if they have any preferences on lighting.)

## **Chairs/Tables**

There are 400 padded burgundy chairs available for use in the Worship Area, 200 padded green chairs for use in the Chapel/Atrium, and 100 metal chairs for use anywhere including the Shelter House.

There are 30 round tables available for use, which can each seat 6 or 7 people comfortably, as well as 10 rectangular tables for serving or additional seating. In addition, white table clothes are available for all tables, although a nominal cleaning fee does apply.

## **Kitchens**

There are two kitchens. The larger kitchen contains two refrigerators and two full range/ovens as well as 5 stand-alone cookers. The smaller kitchen has only a sink and a refrigerator.

Nothing is to be moved or removed from any refrigerator or cabinet without the expressed permission of the Wedding Coordinator.

## **Decorating**

As previously stated, decorating can generally be done one day before the wedding. Hillview worship teams do practice on the stage during the week (generally on Thursday evenings) so specific decorating scheduling must be done with the Wedding Coordinator.

There may be no use of nails, screws, wires, or tape on the furnishings or the building proper. In addition, all decorations need to be removed by the time agreed upon in the Contract.

Hillview has various materials available for decorating and the Wedding Coordinator is well versed both in what is available for use as well as the various things that have been done. Please discuss your decorating ideas with the Wedding Coordinator.

If children accompany those decorating or in the church for any other reason, they **MUST** be supervised at all times.

## **Music/Pictures/Video**

All music, picture slideshows, and/or videos desired to be used during the ceremony or played at the rehearsal **MUST** be submitted **AT LEAST** three weeks prior to the

wedding for approval. A DJ is allowed for receptions, however, most will probably not want to or be able to submit music for review and it cannot be played unless it was submitted for approval. It is our suggestion that even for a reception, you select songs yourself. Hillview has a fairly expansive library of both Christian and secular music from which you can select songs for use **IF** you make arrangements through the Wedding Coordinator well in advance.

## **Rehearsal**

The rehearsal is a very important event. Careful thought should be given well in advance so things go smoothly and you leave the rehearsal with feelings of confidence and anticipation for the ceremony.

It is our very strong recommendation that you allow the Wedding Coordinator to direct the rehearsal activities. Too many well-meaning friends trying to help out at the rehearsal can often cause problems and create unnecessary stress for the wedding couple. No one likes a lengthy rehearsal with people standing around getting edgy and tired. Much time and frustration can be saved when the bride and the Wedding Coordinator have discussed and planned in advance, giving the Coordinator a good understanding of what the bride wants and allowing the Coordinator to take charge at the rehearsal. If a change is required while the rehearsal is in progress, the bride should discuss it with the Coordinator and let the Coordinator incorporate the change.

## **Additional Guidelines**

Alcohol is under no circumstance allowed on Hillview property. It is the responsibility of the Groom and Bride to make sure the wedding party as well as other guests understand and abide by this rule.

Smoking is prohibited anywhere inside the church building, but is allowed under either of the two awnings.

No rooms, equipment or furniture can be used or moved without the approval of the Wedding Coordinator.

## **Additional Guidelines continued...**

Dripless candles must be used for candelabras, and floor coverings must be used under all candles.

Birdseed, rice and glitter are not allowed to be used inside or outside the building. (Bubbles are a nice and permissible alternative.)

The use of fireworks is prohibited unless special arrangements are made.



**This is a general guide of the fees which will be apply in most cases. Fees are subject to change but will be discussed and agreed upon with the Wedding Coordinator BEFORE the contract is signed.**

	Regular Attender / Member	Family of Reg. Attd. / Member	Non-Member
<b>Facility Usage Options/Fees</b>			
Worship Area, 2 dressing rooms (ceremony only)	\$0	\$100	\$200
Chapel, 2 dressing rooms (ceremony only)	\$0	\$75	\$100
Shelter House	\$0	\$30	\$50
Worship Area, 2 dressing rooms / Reception (includes use of kitchen and Atrium if desired)	\$0	\$200	\$300
<b>Other Fees</b>			
Wedding Fee (coordinator/cleaning)	\$250	\$250	\$250
Sound Tech.	\$100	\$100	\$100
Video/Presentation Tech.	\$50	\$50	\$50
Table Cloth Usage/Cleaning	\$2.00 per	\$2.00 per	\$2.00 per
Stage Clearing (if drums have to be removed)	\$30	\$30	\$30
<b><i>Maximum charges if entire facility and all resources are required</i></b>	<b>\$500</b>	<b>\$700</b>	<b>\$800</b>

A deposit of \$200 (check or cash) is due at the signing of the Contract and Covenant. The remaining balance needs to be paid by no later than 2 weeks prior to the ceremony.

The suggested honorarium for the officiating Minister is \$150 and is considered the obligation of the groom. This can be given directly to the officiating Minister.

The Groom and Bride assume total responsibility for damages to the building or property incurred during the ceremony and/or reception.

If you'd like to hire someone to clean the entire facility for you following your ceremony/reception, arrangements can be made through the Wedding Coordinator.

This Application is the first step in getting your Wedding Ceremony scheduled and on the calendar. After carefully reviewing the Wedding Policy in its entirety, this Application should be filled out completely and submitted to the church office. Once received, your date will be penciled in and you will be contacted by the church's Wedding Coordinator to schedule a meeting. The information will also help the Officiating Minister get an idea of your background which will help during counseling as well as in preparing for your ceremony.

**Information**

Groom's Full Name \_\_\_\_\_

Bride's Full Name \_\_\_\_\_

Desired Date for Ceremony \_\_\_\_\_ Desired Time \_\_\_\_\_

**To be filled out by the groom:**

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Occupation \_\_\_\_\_

Church home \_\_\_\_\_ Connection to Hillview \_\_\_\_\_

1. Have you been married before? Y N Have you been engaged before? Y N  
If yes, please explain the circumstances.

2. Please use the space below to share your personal story and describe your relationship with Christ and the Church (not necessarily Hillview).

**To be filled out by the bride:**

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Occupation \_\_\_\_\_

Church home \_\_\_\_\_ Connection to Hillview \_\_\_\_\_

1. Have you been married before? Y N Have you been engaged before? Y N  
If yes, please explain the circumstances.

2. Please use the space below to share your personal story and describe your relationship with Christ and the Church (not necessarily Hillview).

**To be filled out together:**

1. How long have you known each other?

2. How did you meet?

3. How long have you been dating?

4. How long have you been engaged?

5. What's your favorite thing to do together?

**This Covenant will be discussed and explained in your first meeting with the Wedding Coordinator. Separate from the Contract, this document represents the promise you are making to the Leadership of Hillview Christian Church to abide by the expectations set forth. It must be agreed to and signed in order to schedule Ceremony at Hillview. If you have any questions, concerns or issues that need to be addressed, please schedule a meeting with our Ministers.**

The following is a list of our expectations for couples who desire to hold their marriage ceremony at Hillview.

1. Couples will participate in pre-marital counseling sessions with a minister
2. Couples will attend church on a regular basis
3. Couples will abstain from all sexual activity until after the wedding
4. Couples will live at separate residences until after the ceremony

We have read, understand, and commit to abide by the expectations of the Hillview Christian Church Leadership as outlined above. We realize that should we fail to hold to this Covenant, our ability to have our ceremony at Hillview Christian Church could be revoked.

\_\_\_\_\_  
Printed Name of the Groom

\_\_\_\_\_  
Printed Name of the Bride

\_\_\_\_\_  
Signature of the Groom

\_\_\_\_\_  
Signature of the Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**This Contract will be filled out and signed at your first meeting with the Wedding Coordinator. This document represents the agreement between Hillview Christian Church and the parties listed below regarding the Wedding Ceremony to be held at Hillview Christian Church on the dates outlined below.**

**Information**

Groom's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Bride's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Wedding Ceremony \_\_\_\_\_ Time of Ceremony \_\_\_\_\_

Date of Wedding Rehearsal \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_

Date/Time for Access to the Building \_\_\_\_\_

Time to be completely cleared out of the building following the Ceremony \_\_\_\_\_

**Facilities/Resources to Be Used and Applicable Fees**

<b>Facility Usage Options/Fees</b>	
Worship Area, 2 dressing rooms (ceremony only)	
Chapel, 2 dressing rooms (ceremony only)	
Shelter House	
Worship Area, 2 dressing rooms / Reception (includes use of kitchen and Atrium if desired)	
<b>Other Fees</b>	
Wedding Fee (coordinator/cleaning)	
Sound Tech.	
Video/Presentation Tech.	
Table Cloth Usage/Cleaning	
Stage Clearing (if drums have to be removed)	
<b>Total</b>	

