



## **Congratulations on your Wedding!**

**We, at New Life Worship Center want to help make this day a beautiful expression of your love and joyous affirmation of your Christian faith.**

**We congratulate you on discovering God's plan for your lives and your love, and we wish you every blessing as you share this happy and sacred day with your family and friends!**

### **A Christian Understanding of Weddings**

Weddings are public worship services of the church. The focus must be on God and never on the participants in the service. God must be praised by our music, our prayers, and our reverence at all times during the service. The wedding vows are performed in the presence of God, and God's blessing is involved on the marriage. Nothing is to distract from this attention focused on God during the wedding services.

### **What are some biblical passages dealing with marriage?**

- † *Marriage was designed by God. (Genesis 2:18-25)*
- † *God communicated His view of marriage (Hebrews 13:4)*
- † *Marriage is permanent. (Matthew 19:6)*
- † *Marriage serves a larger purpose. (Ephesians 5:21-33)*
- † *God hates divorce. (Matthew 5:31; Mark 10:2-12; Luke 16:18)*
- † *Broken vows can destroy a marriage. (Matthew 19:9)*

- ✠ *The bible teaches repentance and forgiveness. (Acts 2:38; Romans 6:1-4)*
- ✠ *Sex outside of marriage is against God's will. (1 Thessalonians 4:3-6)*
- ✠ *The church is called to restore right relationships. (Galatians 6:1-5)*

### **Wedding Personnel**

To help you plan and produce your wedding, you will need to meet and work with the following individual:

#### **Wedding Coordinator**

**(None at this time; Office Assistant responsible for scheduling and receiving payments until further notice)**

### **Pre-Marital Counseling**

*A significant phase in preparation for marriage is premarital counseling. This is a requirement for all New Life Worship Center members. Please call the church to set up the appointment. **The counseling session must be set-up prior to attending the "Before We Say I Do" class.** During these sessions, concerns about the marriage can be shared and instructions given concerning the blessings of Christianity for marriages and concerning some of the common problems facing most married couples.*

### **"Before I Say I Do" Class**

*The Ministry Leaders for this class are qualified deacons of New Life Worship Center. These classes are to help prepare couples for marriage and also to develop a solid foundation for the family. Registration for the class may be done on the church website,*

[www.newlifeindy.org](http://www.newlifeindy.org). **If you are a member both counseling segments (pre-marital counseling and “Before I Say I Do” class) must be completed prior to the wedding ceremony.** If you are a non-member the class is **recommended** but not required. The books needed for the class are available from the bookstore and **must be purchased before the class, one for the bride and one for the groom.**

### **Prerequisites**

There are (6) six prerequisites for New Life Worship Center members that must be met in order to hold a wedding at New Life and to be married by a New Life Minister:

1. The bride and/or groom must be an active member.
2. He and/or she must have completed their 6 week New Members’ Classes.
3. The couple must have completed their Premarital Counseling and the “Before We Say I Do” class prior to the wedding date.
4. The groom must be employed.
5. A criminal background check and a copy of your credit report must be submitted at your initial counseling session. This information will not be seen by the church administration staff. This is a document that would be shared in confidence between the couple.

### **Church Wedding Coordinator Role**

To better serve your needs, New Life Worship Center will appoint a Church Wedding Coordinator. Their role is to aid you and your select Wedding Coordinator with your basic planning needs. The Church Wedding Coordinator is **NOT** your primary wedding coordinator. If you chose to hire the Church Coordinator as your primary wedding coordinator a separate contract will be made available. The role of the Church Coordinator is to answer your questions regarding the ceremony and/or facility. It is required that every wedding utilize the assistance of the Church Wedding Coordinator. A tour is available upon request and can be done by the Church Coordinator or the Office Assistant.

### **Who will perform your ceremony?**

**For members:** You may request Pastor John F. Ramsey but there may be times when he may not be available due to a schedule conflict. We ask for your understanding and cooperation. In this case, please understand that we will keep you informed of his ability to officiate your wedding. Nevertheless, please be assured that a Blessed Pastor or Minister from the New Life Pastoral Staff will perform the ceremony. The officiator's fee is separate from the facility rental fee, due one week before the ceremony and must be paid by cash or a cashier's check. **No personal checks accepted.** Also, you may use an outside Pastor or Minister if you so choose to but it will be discussed during your counseling session.

**For non-members:** If you chose to rent New Life Worship Center facilities for your wedding, you must choose an outside officiator.

### **Confirmation of yur Wedding Date**

Before a date is secured with the church your signed contract and deposit must be submitted. Please note date availability is based on those who submit their application and deposit on a first come first serve basis. Weddings can only be conducted on **Saturdays.** Weddings can be performed between **11:00a.m. – 3:30p.m.**, so the latest time to schedule would have to be **2:00p.m.** The church is not available on holidays. Within seven (7) business days **after the receipt** of your completed agreement and deposit, you will receive written notification from the church office. This will serve as your confirmation that your date has been added to New Life's master calendar.

### **Marriage License**

The wedding license should be presented to the Church Wedding Coordinator at least two (2) weeks prior to the wedding with the necessary information on the form that you will receive from the Clerk at the City County Building along with the marriage certificate.

### **Wedding Rehearsal**

For most weddings, a rehearsal is necessary. Usually, it is on the evening before the wedding. The wedding rehearsal is limited to 2 hours, from 6:00p.m. – 8:00 p.m. Access to the sanctuary will be

permitted as early as 5:00p.m. All participants are encouraged to be prompt. Rehearsal time is strictly enforced. If this request is not adhered to, a late fee will be assessed. **Rehearsal dinner is usually held offsite** but if want **to use the facility a separate fee is needed and the time will be determined.**

### **Wedding Music**

Since weddings occur within a service of worship to God, the music must reflect this fact. Traditional wedding music, hymns, and spiritual or religious songs are all appropriate. Any music used during the wedding service itself must be sacred music. If you desire to utilize tracks, please be sure to supply the music in the order of service and have available. All music must be submitted for approval at least 30 days before the ceremony.

Due to time constraints set for weddings, we ask that you carefully plan the musical selections. There are only to be individual soloists or small groups of singers (6 maximum) to perform during the ceremony.

There are generally five (5) musical selections which can be instrumental or vocal. This just serves as a guide, please feel free to deviate as you deem necessary:

- ♫ Entrance of Family
- ♫ Entrance of Wedding Entourage
- ♫ Entrance of Bride
- ♫ Unity Candle Ceremony
- ♫ Recessional

All musicians are to be coordinated by the bride/groom. If you would like our minister of music to perform at your ceremony, please notify the Church Wedding Coordinator. The fee is **\$350.00** per musician and is separate from the other fees. **If you desire to select another musician, please note that the church equipment cannot be used.**

### **Sound System**

Due to the highly technical sound that is in place at the church, a sound technician from New Life Worship Center will operate the

sound system during the wedding ceremony and at your wedding rehearsal.

### **Videographer Services**

*If you are interested in securing a videographer to videotape your wedding ceremony, please speak with the Church Wedding Coordinator. We have highly skilled technicians that can provide this service for a nominal fee. The monitors could be utilized before, during and after the ceremony with video montages of the couple. Please speak with the Church Wedding Coordinator regarding other ideas and suggestions that would cater to your wedding theme.*

### **Vendors**

*Please inform your photographer and videographer that a prayerful and reverential atmosphere should prevail throughout the service; hence, you will want to keep all distractions to a minimum. **Please have your photographer and videographer notify the church coordinator for appropriate electrical outlets. Please ensure your photographer and videographer has the necessary supplies for electrical usage, i.e. extension cords, adapters and etc. A checklist will be provided for their perusal.***

### **The Wedding Service/Program**

*The basic wedding service has the following elements listed below. This basic service may be modified or enhanced according to the wishes of the couple, in consultation with the officiant and your wedding coordinator. Please note changes during the actual vows and exchange of rings cannot be altered. This formal order of service that the officiant will conduct will be advised during consultation with your wedding coordinator.*

*Musical Prelude  
Lighting of Candles  
Welcome (optional)  
Presentation of Family  
Scripture (optional)  
Wedding Processional  
The Wedding Ceremony  
Declaration of Intention*

Vows & Exchange of Rings  
Unity Candle Ceremony (optional)  
Holy Communion (optional)  
Poem (optional)  
Pronouncement  
Benediction & Recessional  
Receiving Line (optional)

### **Facility Logistics – Main Campus**

- ♥ New Life Worship Center is located at 7860 Lafayette Road/
- ♥ The church is handicap accessible with an elevator.
- ♥ The seating capacity is 900.
- ♥ Parking facilities are located adjacent to the building.
- ♥ Aisle runner length – 75 foot is sufficient
- ♥ There are 18 pews down the center aisle on each side.
- ♥ There are 5 doors for entrance into the sanctuary located in the center and on the east and west side.
- ♥ The church decorum is Jade Green carpet with matching pews, with silk floral arrangements around the altar.
- ♥ Stairs are available for those who wish to use the altar platform. Please advise the Wedding Church Coordinator if you prefer this set-up. (**Traders location only**)
- ♥ Multi-purpose room seats 200 comfortably.
- ♥ We have chairs available for you. However, tables and table cloths will need to be rented from an outside vendor.
- ♥ Please note all food items must be catered. New Life Worship Center does not assume any liability for receptions held in the Multi-Purpose Room or Fellowship Hall. **A separate hold harmless agreement will need to be signed if rented.**

### **Facility Logistics – Central Campus**

- ♥ New Life Worship Center is located at 3425 Boulevard Place.
- ♥ The church is handicap accessible.
- ♥ The seating capacity is 600.
- ♥ Parking facilities are located adjacent to the building.
- ♥ Aisle runner length – 75 foot is sufficient.
- ♥ There are 19 pews down the center aisle on each side.
- ♥ There are 3 doors for entrance into the sanctuary located in the center and on the North and South side.

- ♥ *The church decorum is Navy/Taupe carpet with matching pews, with silk florals.*
- ♥ *Multi-purpose room seats 150 people comfortably (located in the basement).*
- ♥ *We have ample chairs available. However, tables and table cloths will need to be rented from an outside vendor.*
- ♥ *Please note all food items must be catered. New Life Worship Center does not assume any liability for receptions held in the Multi-Purpose Room or Fellowship Hall.*

*A separate hold harmless agreement will need to be signed if rented.*

### **Policies**

- ♥ *The church may be decorated appropriately for the wedding.*
- ♥ *Candelabras must have plastic runners underneath them to prevent permanent damage to the carpet in the sanctuary.*
- ♥ ***There is to be no adhesive applied to painted surfaces and no thumbtacks or pins on pews.***
- ♥ *Any other decorations must be discussed and approved by the Church Wedding Coordinator.*
- ♥ ***New Life Worship Center is a smoke-free environment.***
- ♥ *Proper reverence and decorum in speech and conduct is expected of all wedding participants at all times while in the church, both a rehearsal and on the wedding day.*
- ♥ ***The use of alcoholic beverages is prohibited on Church property.***
- ♥ ***Food or beverage is not allowed in the Sanctuary.***
- ♥ ***Celebration materials such as rice are not to be used due to the time required for clean-up. Bubbles and birdseed are the only permissible celebration material permitted and may only be used outside. Please ask your wedding coordinator before planning the use of any celebration material.***
- ♥ *Dancing at the reception held at the church is permitted as long as it is displayed in a Christian manner.*
- ♥ ***The Sanctuary and any other rooms used should be cleared of all personal items after the wedding and should be left in the condition in which they were found.***

- ♥ All rooms to be used by the wedding party and guest must be scheduled through the Church Wedding Coordinator.

### **Facility Rental Fees**

These costs include the following:

- ♥ Facility for wedding rehearsal and ceremony
- ♥ 2 Hours for the wedding rehearsal & decorating, 3 hours prior to the wedding ceremony (doors to be opened), 2 Hours for the ceremony and photographs.
- ♥ Church Wedding Coordinator
- ♥ Sound/Audio Engineer
- ♥ Custodial Services
- ♥ Security
- ♥ Bride and Groom name and photo displayed on monitors.
- ♥ Dressing area for Wedding Entourage

### **Reception Rental Fees**

These costs include the following:

- ♥ 4 Hours of rental usage
- ♥ All receptions must conclude by 7:00p.m.
- ♥ Chairs are available
- ♥ Use of kitchen area to warm and to keep food refrigerated. (Main Campus only, Central location renovation has not been completed).
- ♥ Absolutely **NO** cooking on site is permitted.

### **What is not included in my wedding fee?**

The fee schedule **does not** include the services of:

- ♥ Officiating Minister (suggested honorariums \$200-\$300, depending on Pastor/Minister chosen)
- ♥ Musician(s) & Vocalists
- ♥ Videography Services (if interested, please consult the Church Wedding Coordinator for fee structure).
- ♥ Or any others you may choose to include in your wedding. The Church Wedding Coordinator can make recommendations. A contract for their services and payment must be given to those chosen individuals directly. **Fees for the Officiating**

***Pastor/Minister, Musician and Vocalists are due 1 week prior to your event.***

