



16831 S Greenfield Rd | Gilbert AZ 85295

## Wedding Policy and Agreement

*Congratulations on your engagement!* The next few days, weeks, and/or months are going to be a whirlwind of activity for you. We look forward to helping you in any way we can.

It is our policy that the facility of LifeChurch may only be used by the membership for weddings and renewal of marriage ceremonies. As a member of the LifeChurch faith community, this document is designed to answer most of your questions about having a wedding at LifeChurch and will guide you in your planning process. Those who are granted permission to have a wedding in this facility are expected to follow this agreement to ensure care of the facility and the safety and comfort of all in attendance. Should you need additional information, do not hesitate to ask your wedding coordinator, church coordinator, or pastoral contact person.

### Marriage Guidance

At LifeChurch, it is our goal to assist in *your marriage* and not simply to perform a wedding ceremony. For every couple desiring to have **Lead Pastor Terry Baughman** officiate their ceremony several pre-marriage sessions are required before the wedding. On approval, another minister may perform the ceremony, but one or more of our pastors will still meet with the bride and groom to offer advice, assistance in planning, and to provide spiritual guidance for this most important occasion. Plan on three to four sessions before the big day. These sessions are designed to help prepare you for marriage and to enhance communication and the natural season of adjustment you will experience. May your marriage be blessed and bring glory to God's Kingdom through your lives.

*The following statement on marriage was adopted by LifeChurch in 2016:*

We unconditionally love all people, recognize universal equality under the law, and support civil rights for all people; however, we believe that God's plan is for human sexuality to be expressed in a marriage between one man and one woman (Genesis 2:24; Matthew 19:3–6). Accordingly, we do not condone any sexual acts between persons outside such marriages, but consider them to be contrary to God's will and the teaching of Scripture (Leviticus 18:22; Romans 1:26–27; I Corinthians 6:9–10).

### Scheduling

To check on a date for your wedding and make a reservation on the church calendar, you or the Wedding Coordinator may contact **Jeremiah Vigil, Administrative Pastor, (949-375-2421)**. The wedding coordinator will arrange a time to review the church availability, church agreement, and begin organizing wedding details. A **security/cleaning deposit of \$250** must be received with a signed agreement to officially reserve the date for your wedding.

### Ministers

LifeChurch has several ministers qualified to perform your ceremony. Outside ministers are welcome, but must be approved in advance by the Lead Pastor. The Church Wedding Coordinator can assist you in arranging an appointment with a minister if needed.

## **Sanctuary**

For members of LifeChurch there is no fee to use the sanctuary. However, due to the amount of setup, arrangement of furniture, staffing, and extra cleaning, there may be some expenses to facilitate your special day. The security/cleaning deposit will be refunded within 30 days if there are no damages and everything is left clean and restored to its previous condition.

There are no fees for the service of our Ministers, Church Wedding Coordinator, Sound tech, or Media director, however a card and a token of appreciation are acceptable. Use of musicians, singers, photographers, videographers, or outside wedding planners are not included and must be contracted separately from this agreement.

Normal use of the sanctuary will be for a rehearsal (usually the night before the wedding) for about an hour, and the full scheduled day of the wedding to allow for arrangements, decorations, and other preparations. For this reason no weddings will be scheduled on Sunday or Wednesday.

The Church Wedding Coordinator will discuss all special needs such as furniture arrangement, sound equipment, musical equipment, and decorations as well as any questions concerning these guidelines. The musicians will remove their instruments from the platform. The drums and drum enclosure are *not* to be moved.

There are 275 pew chairs in the auditorium. Chairs can be arranged for a center aisle if desired but must be returned to the normal arrangement after the wedding. Should you choose to use an aisle runner, we recommend that it be present the night of rehearsal to verify size and placement. The center aisle is 50 feet long from the base of the platform to the Tech booth in the back. An aisle runner must be used when fresh flower petals are being dropped. Some flower petals can stain the carpet.

## **Clothing**

The Church Wedding Coordinator will discuss the attire of the wedding party with the bride to ensure that all dresses are modest and in keeping with the guidelines of the church. All dresses must have sleeves (no halter tops or spaghetti straps). Necklines should be modest and show no cleavage. Backlines should also be modest; backless gowns or dresses are not acceptable. All sheer material that does not cover appropriately should be lined. To ensure that all dresses are modest we ask to see all dresses (or pictures) two weeks before the ceremony. This allows adequate time to make any necessary alterations.

## **Music**

All songs and music in your ceremony must be conducive to a Christian lifestyle. The Church Wedding Coordinator will schedule one of our sound technicians for the wedding. Pre-recorded music and songs should be provided on a thumb drive prior to the rehearsal. Any video or desired media must be submitted in advance to the Media director to avoid technical problems. The Media Director and the Sound Tech will be present for the rehearsal (usually one hour) and will be available at least ½ hour before the ceremony. Online live-streaming of the ceremony is available on request with our normal setup on YouTube. Requests for livestream must be submitted at least 20 days before the ceremony.

Live music or performances for the ceremony must be arranged with the individuals contracted for the event. The Church Wedding Coordinator may provide some suggestions, however any fees involved are the responsibility of the wedding party and must be agreed on in advance and paid directly to the soloist or musician.

Do you plan to use recorded music:    yes \_\_\_\_\_    no \_\_\_\_\_  
Do you plan to have live music:        yes \_\_\_\_\_    no \_\_\_\_\_  
Do you plan to use singer(s):          yes \_\_\_\_\_    no \_\_\_\_\_

### **Marriage License**

It is the responsibility of the bride and groom to obtain the marriage license from the State of Arizona. The marriage license should be given to the minister before the rehearsal. The minister, bride, groom, and two witnesses will sign on the day of the wedding. It is optional for the signing to be included in the public ceremony.

### **Send off Celebration**

Throwing of rice/birdseed is not permitted. Bubbles are a safe alternative as long as they are strictly used outside. If you choose to use sparklers, they may only be used outside by those who are 18 years of age and older during departure of the bride and groom. Any and all sparkler sticks must be collected and disposed of in a safe manner.

### **Address for Invitations**

The address of the church is:

LifeChurch  
16831 S Greenfield Rd.  
Gilbert, AZ 85295

### **Facility Rules**

1. No alcoholic beverages or tobacco products are to be used on the premises.
2. If candles are desired, *only* dripless candles are to be used in the church.
3. Glitter is strictly prohibited as it is next to impossible to fully remove.
4. If food is served, all food and dishes must be removed from tables and counters, and all garbage must be placed in the dumpster. If used, the kitchen must be cleaned, and any church dishes, utensils, or kitchen equipment must be washed and replaced.
5. All decorating and reconfiguring or moving of furniture, equipment, and accessories must be approved in advance. All furniture, equipment, and accessories must be arranged as they were before the wedding.
6. No marks or holes should be made on the walls or furniture.
7. Use of musical instruments must be authorized in advance. Church musicians may be available for a fee.
8. Use of sound equipment requires the church approval and attendance of a church-approved sound technician.
9. The church is available only during the times that are mutually agreed by the wedding party and the church.
10. If delivery of equipment, food, or other items is required, a member of the wedding party must arrange to receive them and store them in an approved area.
11. The church is not responsible for any item left on the premises, including rental property.

12. Receptions are permitted in the Student Center or Hospitality area only. No food or drink is allowed in the sanctuary.
13. Any damages to the building, grounds, equipment, or furnishings will be deducted from the deposit. Damages exceeding the deposit are the responsibility of the wedding party.
14. Traditional receptions with cake, punch (non-alcoholic), and moderate decorations are allowed in the Student Center or the hospitality area. *No dancing* or elaborate parties are permitted.

**Clean Up**

Decoration, setup, and cleanup are the responsibility of the bridal party. The coordinator and/or church maintenance will not be responsible for setup or cleanup. Please make the necessary arrangements to have trash, clothing, gifts, flowers, and other decorations removed and the sanctuary left clean. We recommend assigning people in the cleaning crew ahead of time to their specific cleaning responsibilities to help in the process. The contact person below can help you locate cleaning supplies and equipment.

**Cleanup contact person: Kathy Hyatt**

Phone Number: (720) 363-7641

*The entire staff of LifeChurch desires to make your wedding a blessed and memorable event. If we can assist you in any way, do not hesitate to contact our wedding coordinator.*

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**Agreement Confirmation**

**Wedding Planner/Consultant (if used):** \_\_\_\_\_ Phone: \_\_\_\_\_

**Wedding Party Contact (after the wedding):** \_\_\_\_\_ Phone: \_\_\_\_\_

**LifeChurch Wedding Coordinator:** Ashley Loring, (480) 322-2034

**LifeChurch Coordinator:** Jeremiah & Jessica Vigil, (949) 375-2421

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

We have read and understand the guidelines as set forth by LifeChurch. We agree to abide by the guidelines in our planning of this special day. We will pay all fees in advance and will be responsible for any damages to the facilities, equipment, furnishings, or other property of LifeChurch International, Inc. resulting from the wedding or the wedding party.

**Bride Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Groom Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Agreement and Security/Cleaning deposit received on: \_\_\_\_\_

Deposit refunded or Allocated: \_\_\_\_\_