

TABLE OF CONTENTS

Introduction.....	2
NPCC Wedding Procedures.....	3
Wedding/Facility Use Fees.....	5
Responsibilities of the Bridal Couple.....	6
Florist.....	7
Pastor.....	8
Photographer.....	8
Music.....	9
Vows.....	9
Rehearsal.....	10
Checklist for Wedding Preparations.....	11
Useful Information.....	13
Musicians.....	14
On Your Wedding Day.....	15
Marriage Preparation Covenant.....	16

INTRODUCTION

In today's society, marriage embodies social, legal, and religious considerations and customs. The church recognizes the validity and importance of all these considerations.

The social aspects of marriage are emphasized at functions such as showers, luncheons, rehearsal dinners, and receptions. The state law provides legal considerations. The spiritual and religious elements are maintained through the local church.

NPCC is concerned that the marriage ceremony be held in a Christian context and in an atmosphere of worship. The marriage ceremony conducted in the church is a religious ceremony. It is one of the most sacred rites that a pastor performs under the ordination and authority bestowed on him/her by the church and recognized by the state.

In order for you to have a sacred and dignified ceremony, you are asked to take careful and thorough preparation, spiritual as well as practical. The pastors and staff of NPCC want to extend assistance to you so your church wedding will be a memorable experience.

Serious study and careful judgments have gone into the preparation of the wedding policies of NPCC and the procedures related to weddings and wedding receptions.

Please read the following material carefully. We thank you in advance for your compliance.

Chad Stutzman
Pastor of Care

NPCC WEDDING PROCEDURES

Congratulations on your engagement and upcoming wedding. This is an exciting time for both of you as you prepare to be united in marriage. There is always much planning to do for your special day and we want to help you in the preparation.

Please read the following guidelines and policies. If you have any questions, do not hesitate to ask.

Before you even set your wedding date, secure any facility, or commit to any financial obligations, we ask that you first make an appointment for both of you to meet with our Pastor of Care. The attached “**Marriage Preparation Covenant**” form and Wedding Application must be completed, signed, and returned to the church office **prior to your appointment with the pastor**. No wedding is placed on the church calendar until the covenant and application have been received, you have had your appointment with the pastor, and approval has been given for the wedding.

There are some additional guidelines and policies in place to help with the organization of your wedding day itself and to prepare you both for the commitment that you are about to enter.

General Wedding Guidelines

1. After the mentoring period, if the pastor deems that more time is needed for marriage preparation, he/she reserves the right to postpone or refuse to perform any marriage ceremony. Marriage is such an important commitment and we are committed to you in helping you get prepared for the step you are about to take.
2. We are committed to serving those who are **participating members** as well as those who have been **attending NPCC regularly for at least six months**. Therefore, this criteria must be met for weddings at NPCC. Children of participating members or regular attendees who are not able to attend regularly because they are away at school or have relocated due to employment are exempt from this rule.
3. The date you have requested will be promptly reviewed to make sure that there are no other events already scheduled on the church calendar. A **\$100 deposit** is required to secure the date and is refundable for 30 days only.
4. **Participating in our premarital mentoring ministry** is a requirement to be married at NPCC. You will be matched with a mentor couple and will meet with them a minimum of five times before your wedding date. Before your first meeting, you will be asked to complete the FOCCUS Inventory, which is designed to explore each other’s personality and help the mentor couple get to know you. This is a wonderful opportunity to build a relationship and learn from another married couple. **Cost: \$50.**

5. We recommend meeting with the Pastor of Care at least six months prior to your wedding date. NPCC believes you need preparation time to ready yourself for the marriage relationship.
6. We recommend maintaining a dating relationship for **a minimum of one year before marriage**: There is no shortcut to building intimacy, trust, and communication. While some people have skills and maturity which enable them to build an intimate relationship faster than others, we believe a one-year dating relationship is the minimum in light of the permanent nature of a marriage relationship. Enjoy your time of courtship.
7. **At least one year of legal divorce** must pass before consideration for remarriage. NPCC believes a new relationship should not be pursued until the potential of a healthy reconciliation has been exhausted and time for personal recovery has passed. Additional counseling or mentoring time may be needed.
8. If you prefer an outside pastor to assist or conduct the ceremony, you must submit his/her name and credentials (registered in the state of Ohio) to the NPCC staff for approval. **If you are using an outside pastor, you must still participate in our premarital mentoring ministry.**
9. **Times available for weddings at NPCC are based on church calendar events.** Your NPCC point person will assist you in the scheduling of the date for your wedding.
10. All decorations are the responsibility of the wedding party. These decorations must be removed two hours before the next scheduled church event. Please see page 6 of this manual for more information.

WEDDING/FACILITY USE FEES

NewPointe Community Church

Wedding Ceremony

(Additional fees may apply)

KidStuf (up to 500)	\$250
Studio 56 (up to 200)	\$250

Other options are available for small weddings. Check with your wedding coordinator for pricing.

Price includes . . .

- Custodial Fee
- Sound Technician for rehearsal (1 hour) and wedding (2 hours) \$30 per hour for additional time
- Use of two classrooms for changing areas

Reception Area

Studio 56 (up to 150)	\$300
Café or North Meeting Rms.	\$300

Price includes . . .

- Custodial fee
- Seating for 240 (30 round tables and chairs)

Other

Kitchen	\$150
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Price includes:

- *NPCC kitchen staff member to supervise use of the kitchen. **All receptions MUST be catered.** NPCC must approve the caterer.*

Honorariums are to be given to the officiating pastor and any musicians. More information can be found on pages 8 and 9 of this manual.

RESPONSIBILITIES OF THE BRIDE/BRIDAL COUPLE

1. The bridal couple will be held responsible for the actions of the wedding guests while they are on the premises. There is to be no smoking inside the facility. There will be no drinking of alcoholic beverages (including wine, wine coolers, or champagne) anywhere on the church premises.
2. The bride must see that the photographer, florist, caterer, and any others involved in the wedding preparations are aware of and understand the regulations as stated in the manual.
3. The bridal couple is responsible for any music, including making any necessary arrangements with a pianist or other musicians.
4. While the bridal couple is responsible for decorations, *please do not remove any existing decorations or set designs*. All wedding decorations are to be removed no less than two hours before the next scheduled church event.
5. Please do not remove any chairs from the auditorium. You may move chairs only to allow space for a wheelchair.
6. Rice cannot be used inside NPCC facilities or on the property outside. As an alternative, we suggest the use of birdseed or bubbles, none of which can be used inside the buildings.
7. All birdseed bags or bubbles must be handed to the wedding guests as they leave the facilities. Do not leave the bags or bottles where guests can pick them up inside the facilities.
8. DJs used during the service or reception must use their own equipment. Proper discretion is to be used when choosing music. Remember to honor God with your selections.
9. No glitter is to be used in the building. Also, no candles are to be placed on the floor.

FLORIST

1. Baskets of greenery, flowers, or candelabras must not obstruct the entrance of the wedding party.
2. All candles used on the premises need to be dripless candles. Please make sure your florist understands this regulation.
3. No tacks, pins, nails, tape, or glue shall be used to fasten any decorations to NPCC furniture or buildings. Only wrapped wire or ribbon that will not mar finishes shall be used to fasten bows, flowers, etc.
4. If an aisle runner is used, the wedding sanctuary requires at least 50 feet of runner to the first step.
5. If the bridal party includes a flower girl, the live flowers or flower petals may only be dropped on the aisle runner. Flowers or flower petals may not be dropped on the carpet itself.
6. NPCC will not be responsible for any damage or theft to the florist's equipment or supplies. Therefore, all such equipment must be removed immediately following the ceremony.
7. The florist will be held responsible for any damage done to the NPCC building, furniture, or equipment resulting from his/her participation in the wedding.

PASTOR

1. If the bridal couple desires to have another pastor assist in the wedding ceremony, the officiating NPCC pastor must first be consulted for his/her approval.
2. If the bridal couple desires an outside pastor to conduct the ceremony, the NPCC pastoral staff must also approve this. If an out-of-state pastor performs the ceremony, it is imperative that his/her ministerial credentials are presented to a county courthouse in Ohio, and that he/she is registered in this state. Application may be obtained by website, www.state.oh.us/sos/ or by calling 1.877.876.3453. This call goes through the Election Division. There is a \$10 fee. Also, there is a one-week turn around.
3. An honorarium (\$100-\$150) is normally given to the officiating minister. This is the groom's responsibility.

PHOTOGRAPHER/VIDEOGRAPHER

1. The wedding ceremony is a religious service. Therefore, all photographers and videographers, amateur or professional, are asked to reverence the ceremony.
2. The photographer may take pictures before or after the ceremony in areas designated by the NPCC wedding representative. The photographer may take pictures during the ceremony, discreetly, without disturbing the guests or the ceremony.
3. The ceremony begins with the music. Therefore, all pictures taken in the sanctuary prior to the wedding must be completed no later than 30 minutes before the ceremony is to begin.

MUSIC

The purpose of music in a church wedding is to glorify God and to lift up the hearts and thoughts of those present as the marriage vows are spoken. There is a wealth of beautiful music appropriate for a Christian wedding. Please keep the following in mind as you select your music:

1. The bride and groom are responsible for making all arrangements with all musicians or vocalists.
2. The officiating pastor has the final approval of all music selected for the ceremony and may reject any that he feels is not in keeping with the sacredness of the ceremony. Please share all selections well in advance for approval.
3. An honorarium, or gift, is appropriate for the musicians/vocalists participating in the ceremony. This amount can be determined before the date of the service, by the musicians.

VOWS

Vows are the heart and foundation of your wedding ceremony and marriage. Your vows declare your lifelong commitment to one another and publicly state your love. You can choose one of the following sample vows or choose to write your own.

Sample Vows

I (name) take you (name) to be my wife/husband, my friend, my love, and my lifelong companion; to share my life with yours. To build our dreams together, while allowing you to grow with your dreams; to support you through times of trouble and rejoice with you in times of happiness; to treat you with respect, love and loyalty through all the trials and triumphs of our lives together; and to give you all the love I can give my whole life long. This commitment is made in Christ's love, kept in faith, lived in hope, and eternally made new.

I (name) take you (name) to be my husband/wife, to have and to hold, from this day forward; for better or for worse, for richer or for poorer, in sickness and in health, to love and to cherish, till death do us part, according to God's holy law. This is my solemn vow.

I (name) take you (name) to be my husband/wife, and these things I promise you: I will be faithful to you and honest with you; I will respect, trust, help, and care for you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you to better understand ourselves, the world, and God; through the best and the worst of times.

REHEARSAL

1. Because the wedding ceremony is a religious service, the officiating pastor will direct the rehearsal and is the final authority on any religious arrangements of the ceremony. The wedding point person will be there to help with all the details and will help the pastor direct the rehearsal.
2. The rehearsal shall begin promptly as scheduled. Please be considerate of the time for the pastor, musicians, coordinator, and custodians. Be aware that delays also add to the expense of lighting and heating/air-conditioning the building.
3. The bride and groom are to insist that all members in the wedding party be prompt both at the rehearsal and the wedding.
4. It is advisable to schedule the rehearsal dinner after, rather than before, the rehearsal.

CHECKLIST FOR WEDDING PREPARATIONS

To assist you in planning your wedding, we suggest that you follow the guidelines listed below. Do not make any wedding plans until step two has been completed. It will be helpful then to complete steps three through nine before making any other plans, as photographers, florists, and caterer's book several months in advance.

- _____ 1. Contact the NPCC office to schedule an appointment with the Pastor of Care and complete a personal profile/inventory.
- _____ 2. Make no other plans until approval and a date have been granted. To do so may result in an additional expense for you as the date desired might not be available and alternative plans may have to be made.

Note: NPCC will not be responsible for deposits lost or other financial expenses incurred when a couple proceeds with wedding plans before securing a definite approval of a wedding date.
- _____ 3. Determine the style of wedding you wish to have (formal, semi-formal, informal) and the location of the wedding and reception.
- _____ 4. Select wedding colors.
- _____ 5. Secure a photographer for the desired wedding date.
- _____ 6. Secure a florist or other person who will arrange for wedding decorations on the desired date.
- _____ 7. Secure a bakery/caterer who will arrange for cake/refreshments at the reception on the desired date.
- _____ 8. Order invitations and thank you notes.
- _____ 9. Decide who will be in the wedding: maid/matron of honor, best man, attendants, groomsmen, ushers, children, registry attendants, etc..
- _____ 10. Purchase/make the bride's dress and attendants' dresses/accessories.
- _____ 11. Decide what the groom and groomsmen will wear. If necessary, arrange for rental of tuxedos/accessories.
- _____ 12. Make the guest list for mailing invitations.

- _____ 13. Select music for the ceremony and secure musicians.

- _____ 14. Discuss honeymoon plans, and start making the necessary accommodations and travel reservations.
- _____ 15. Register at selected stores for wedding gifts.

- _____ 16. Purchase bride's/groom's/attendants' gifts.

- _____ 17. Mail invitations one month before the wedding.

- _____ 18. Arrange lodging for out-of-town wedding guests.

- _____ 19. Make plans for the rehearsal dinner. Note: If the couple desires that the officiating pastor attend the rehearsal dinner, please notify him in advance and give him details as to the time and location.

- _____ 20. Prepare the complete order of events to take place during the ceremony with the wedding point person and deliver it to the minister who will perform the ceremony. This should include information such as the following: when the mothers will be seated, the order of musical selections being performed, communion, etc.

- _____ 21. Advise all members of the wedding party of times they need to arrive for the rehearsal and wedding.

- _____ 22. Make final check with photographer, florist, caterer/bakery, and musicians.

- _____ 23. Pick up rings.

- _____ 24. Confirm the honeymoon reservations.

- _____ 25. Pack for the honeymoon.

- _____ 26. Prepare going away clothes to take to the wedding location so you can change after the reception.

- _____ 27. Arrange to move your belongings to your new residence.

- _____ 28. Notify the head usher of all seating arrangements for the wedding.

- _____ 29. Prepare honorariums for the minister, musicians, etc.

- _____ 30. Have fun!

USEFUL INFORMATION

TUSCARAWAS COUNTY MARRIAGE LICENSE (330.364.8811, ext. #4) in the Court House, Room 104, Monday through Friday, from 8 a.m. to 4 p.m. Both persons applying for a license must be present. One must be a resident of Tuscarawas County. Both must have identification and their birth certificate and be at least 18 years of age. If divorced, bring proof of divorce, or death certificate if widowed or widower. Bring \$70 cash only (nothing else accepted). There is a five-day waiting period, and the license is valid for 60 days.

HOLMES COUNTY MARRIAGE LICENSE (330.674.5881) Millersburg, Ohio. Hours are 8:30 a.m. to 4:30 p.m. (do not arrive later than 4 p.m.). Monday through Friday. At least one of the applicants must be a resident of Holmes County. You must apply together and have proper identification: Social Security Number, divorce papers, or death certificates if needed. There is no waiting period and no blood test. The cost is \$46.15, cash or checks accepted. The license is valid for 60 days.

STARK COUNTY MARRIAGE LICENSE (330.451.7755) Stark County Probate Court, 110 Central Plaza South, Suite 501, Canton, Ohio 44702. Hours are 8:30 a.m. to 4:15 p.m., Monday through Friday. The fee is \$45, cash only, and you must provide photo ID and Social Security number. Also required: location of birth, occupation, address, and parents' names (including mother's full maiden name). Divorce papers do not need to be certified.

WAYNE COUNTY (330.287.5575) at Wayne County Probate Court, 107 W. Liberty St., Wooster, Ohio 44691. Hours are 8 a.m. to 4 p.m., Monday through Friday. The fee is \$45, cash only, and you will need to bring your driver's license, birth certificate, and Social Security card. If you are widowed, you will need the date of death, but not the death certificate.

PIANISTS/MUSICIANS/SOLOISTS

Contact Danny Bunnelle (330.602.5600) for a complete musician/vocalist selection.

There will be an honorarium associated with the musicians at your wedding. This fee should be determined by each musician.

The following is a list compiled of NPCC Music Ministry members who are regularly involved with our music program:

PIANISTS/MUSICIANS

Doug Hershberger (330.364.9102)
Bev Neuenschwander (330.857.2285)
Mike Pacula (330.893.4105)
Lori Wright (330.407.6115)
Duane Carlson (330.957.5820)
Wes Feldner (330.365.2275)
Jeff Conn (330.365.2227)

VOCALISTS

Elaine Finley (330.602.2427)
Rita Hershberger (330.364.9102)
Mark Murphy (330.340.2820)
Dennielle Stull (330.364.4648)
Lisa Troyer (330.893.3392)
Melanie Yoder (330.897.3905)
Mary Sue Fierbaugh (740.269.9099)

ON YOUR WEDDING DAY

1. Begin to dress about two hours before your wedding.
2. One hour prior to the ceremony, all attendants, groomsmen, and family members should be at the wedding site dressed and ready for pre-wedding photographs. Make sure all flowers are delivered to the bride's room unless other arrangements are desired and agreed upon.
3. Ushers should arrive one hour before the ceremony and should be prepared to begin seating guests as they arrive.
4. Thirty minutes before the ceremony begins, the musicians should start playing prelude music.
5. Just before the ceremony begins, a designated usher escorts the groom's mother to the right front pew. An usher then escorts the bride's mother to the left front pew. No one is formally seated during or after the entrance of the mothers.

May God richly bless your lives together as you remain united in fellowship with Him and follow His Word to guide you in every area of your lives.

Marriage Preparation Covenant *(Keep for your records)*

Believing that marriage is a holy and sacred gift from God, it is our desire that couples approach marriage according to biblical standards and in a way that is pleasing to God. In this regard, we ask that you accept a "Marriage Preparation Covenant" that includes the following:

- 1. A Covenant of Belief** - Believing that God has intended Christians to marry only Christians, we require that both bride and groom individually come to an understanding and acceptance of Christ's sacrificial death, and that commitment to our Lord and Savior Jesus Christ be made evident (1 Corinthians 6:14-16; Romans 10:9-10).

- 2. A Covenant of Purity** - Believing that the sexual relationship has been designed and intended for marriage, we ask that you agree to abstain from any sexual relationship until after the wedding. Furthermore, believing that living arrangements that include cohabitation prior to the wedding is a compromise of your Christian witness, we ask that you agree to separate living arrangements until the wedding (1 Corinthians 6:9-11; 1 Corinthians 8:1-13).

- 3. A Covenant of Faithfulness** - Believing that the church is God's greenhouse to grow strong marriages, we ask that you find a place of involvement in His church, the body of Christ, and pursue a lifestyle of faithfulness to your church family (Hebrews 10:19-25).

We have read the guidelines for marriage preparation and we covenant to live according to these guidelines. If we fail to keep this covenant, we will inform the pastor who is to officiate at our wedding and understand that he is not obligated to officiate, nor is the church obligated to host our wedding.

Signatures: Groom _____
Bride _____
Date _____

A copy of this covenant is to be kept in the couple's file with the original given to the couple as a reminder of the covenant they have made.

Marriage Preparation Covenant *(Sign and return to church)*

Believing that marriage is a holy and sacred gift from God, it is our desire that couples approach marriage according to biblical standards and in a way that is pleasing to God. In this regard, we ask that you accept a "Marriage Preparation Covenant" that includes the following:

- 1. A Covenant of Belief** - Believing that God has intended Christians to marry only Christians, we require that both bride and groom individually come to an understanding and acceptance of Christ's sacrificial death, and that commitment to our Lord and Savior Jesus Christ be made evident (1 Corinthians 6:14-16; Romans 10:9-10).

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We have read the guidelines for marriage preparation and we covenant to live according to these guidelines. If we fail to keep this covenant, we will inform the pastor who is to officiate at our wedding and understand that he is not obligated to officiate, nor is the church obligated to host our wedding.

Signatures: Groom _____

 Bride _____

 Date _____

A copy of this covenant is to be kept in the couple's file with the original given to the couple as a reminder of the covenant they have made.