



# PRAISE ASSEMBLY WEDDING GUIDE AND APPLICATION

FOR SUPPORTING CHURCH MEMBERS

**“Two are better than one, a threefold cord is not easily broken.”  
Ecclesiastes 4:9,12**



**PRAISE ASSEMBLY WEDDING APPLICATION** This application must be completed and approved before any wedding date will be reserved at Praise Assembly. Please return it to the church office with the non-refundable \$50 application fee. Checks may be made payable to Praise Assembly.

**DATE OF APPLICATION:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

\$100 Application Fee received. Date: \_\_\_\_\_

\$100 Cleaning Fee received. Date: \_\_\_\_\_

**BRIDE INFORMATION**

LAST NAME		FIRST NAME		BIRTHDATE (MONTH/DAY/YEAR)	BIRTHPLACE
RESIDENCE BEFORE MARRIAGE (COMPLETE ADDRESS)					
HOME PHONE NUMBER	WORK PHONE NUMBER		MOBILE NUMBER	LAST NAME AFTER THIS MARRIAGE	
BRIDE'S FATHER'S NAME			EMAIL ADDRESS		
BRIDE'S MOTHER'S NAME			<b>MARITAL STATUS:</b> <input type="checkbox"/> NEVER PREVIOUSLY MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED		
IS BRIDE A MEMBER?	<input type="checkbox"/> YES <input type="checkbox"/> NO				

**GROOM INFORMATION**

LAST NAME		FIRST NAME		BIRTHDATE (MONTH/DAY/YEAR)	BIRTHPLACE
RESIDENCE BEFORE MARRIAGE (COMPLETE ADDRESS)					
HOME PHONE NUMBER	WORK PHONE NUMBER		MOBILE NUMBER	LAST NAME AFTER THIS MARRIAGE	
GROOM'S FATHER'S NAME			EMAIL ADDRESS		
GROOM'S MOTHER'S NAME			<b>MARITAL STATUS:</b> <input type="checkbox"/> NEVER PREVIOUSLY MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED		
IS GROOM A MEMBER?	<input type="checkbox"/> YES <input type="checkbox"/> NO				

**WITNESS INFORMATION**

WITNESS #1	WITNESS #2
COMPLETE ADDRESS OF WITNESS #1	COMPLETE ADDRESS OF WITNESS #2

**WEDDING INFORMATION**

WEDDING DATE REQUESTED	WEDDING START TIME	RECEPTION START TIME
NAME OF OFFICIATING CLERGY	RECEPTION LOCATION	
NAME OF SOLOIST(S)	NAME OF MUSICIAN(S)	
NAME OF PERSON(S) DESIGNATED FOR CLEAN-UP		NAME OF SOUND TECHNICIAN
REHEARSAL DATE	REHEARSAL TIME	NUMBER IN WEDDING PARTY
NUMBER OF GUESTS EXPECTED		

PLEASE RESERVE THE FOLLOWING LOCATIONS FOR WEDDING:

MAIN SANCTUARY (seats up to 500)     CHAPEL (seats up to 100)    WEDDING IS OFFSITE (give location) \_\_\_\_\_

By submitting this application, I confirm that I accept all Praise Assembly wedding guidelines, and that all information submitted on this application is true and correct to the best of my knowledge. I also agree to pay the refundable \$100 cleaning fee thirty days prior to my wedding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Marriage was instituted by God Himself, and so every wedding is a sacred occasion. Your wedding will be most meaningful to you, and to your family and friends, when there is care taken to preserve the sanctity of the church and the dignity of Christian marriage. For this reason, we have prepared the following guidelines to help you plan your wedding at Praise Assembly. Please read carefully and let us know if you have any questions or concerns.

#### **Reserving A Wedding Date:**

No wedding date will be reserved at Praise Assembly until the wedding application is submitted and approved by the pastoral staff. It must be completed in full and accompanied by a non-refundable application fee of \$100.00. You should request your wedding date as early as possible, as bookings are made on a first come, first served basis with the church calendar taking priority. Please note that either the Bride or the Groom must be a member of Praise Assembly in order to submit a wedding application.

#### **The Wedding Rehearsal:**

You are responsible to ensure that all participants in the bridal party are present and on time at the rehearsal, including parents, groomsmen, bridesmaids, musicians, soloists, etc. The rehearsal is not a time to decorate the sanctuary, nor is it a time for musicians and soloists to practice. Please ensure that they have learned their selections prior to the rehearsal. A wedding rehearsal, properly planned, should take less than one hour.

#### **The Officiating Minister:**

One of our Pastoral Staff will normally officiate at weddings held at Praise Assembly. Any variation from this policy should be discussed and approved before any other arrangements are made. It is the policy of our pastors to counsel with each couple in preparation for their marriage, since our desire is to help you approach your wedding ceremony as one of life's most significant and spiritual moments.

#### **The Marriage License:**

Your marriage license must be obtained from *New Castle County Clerk of the Peace* and submitted to the pastor officiating at your wedding not less than two weeks prior to the ceremony. For more information go to <https://nccde.org/126/Marriage-Licenses>

#### **Wedding Music:**

It is important to keep in mind that your wedding is conducted as a service of the church and therefore the music chosen should be in keeping with a sacred setting. Please refrain from all music and/or lyrics that would not be appropriate in a church setting. If it is at all questionable, please make another selection. A Praise Assembly appointed sound technician must be obtained for your rehearsal and wedding (a suggested honorarium is \$150.00).

#### **Church Decorum:**

Please ensure that any multi-media (photos, videos, etc.) used is appropriate for a church setting, and that jokes, stories, etc. used at your reception are also tasteful. You are responsible for communicating this to all participants. We also request that the Bride's and Bridesmaids' dresses ensure modesty in keeping with a Christian witness. What is now acceptable in secular settings is not necessarily modest in a church environment. If in doubt, please ask.

**Wedding Decorations:**

It is the responsibility of the bride and groom (and/or the persons they designate) to arrange for the setup and cleanup of all decorations. It is important that no fasteners be used that might mar the furnishings or walls of the church. Deliveries, setup and cleanup times must be arranged at the convenience of church staff and should be coordinated beforehand. Careful planning is the key!

In order to protect the carpeting and furnishings, care should be exercised regarding placement of floral arrangements and candles. *No* candles are permitted to be used except in the altar area, including candelabras and the unity candles. Church furniture may not be moved, except for the pulpit, chairs and tables on the front section of the stage. Please consult with a staff member before rearranging anything on the stage, and note that you are responsible to return this furniture to its proper place after the wedding. Your cooperation is expected and appreciated in the prompt removal of all decorations following the ceremony. If your wedding is held on Saturday afternoon, it may be necessary to have the sanctuary cleaned even before your reception concludes, to accommodate our service on Saturday evening. If necessary, you are responsible to make these arrangements with those not involved in the Bridal Party.

**Photography & Videography:**

It is the responsibility of the bride and groom to instruct your photographer as to your wishes. However, with respect to the sacredness of the wedding ceremony, please instruct your photographer to be as discreet as possible.

**Use Of Church Facilities:**

Only the areas reserved are open to the bridal party and their guests; the remainder of the church facilities are considered off limits. The Church Nursery is not available for use during your wedding. Musical instruments and PA equipment on the rear section of the stage may not be moved, and may only be used with permission. **NO** smoking or alcoholic beverages are permitted on church property. Any damage to church facilities will be billed to the party making the reservation and/or deducted from your cleaning fee. Confetti is not to be thrown in the building or anywhere on the Church property.

**Wedding Receptions:**

Unfortunately, we do not have a designated fellowship hall. It is suggested that small weddings may be able to use the Morningstar Café, pending approval of the officiating pastor.

**Wedding Coordinator:**

Praise Assembly has an event coordinator, who will be contacting you regarding details in this wedding guide and policy book. The event coordinator will be able to answer any questions you may have. If the ceremony is held at another location which already has a wedding coordinator, and the bride and groom desire to use another event coordinator, and this is communicated in advance to the pastor, the fee may be waived.

**Offsite Weddings:** When ceremonies are performed off site, such as an outdoor wedding or at a banquet hall or conference center the cleaning fee will be waived.

**NO WEDDING APPLICATION WILL BE APPROVED AND NO DATES WILL BE RESERVED UNTIL THE BRIDE AND GROOM HAVE HAD AN INTERVIEW WITH THE PASTOR.**

**PRAISE ASSEMBLY RESERVES THE RIGHT TO REFUSE ANY WEDDING CEREMONY.**



## FEE SCHEDULE FOR WEDDINGS

### Non-Refundable Application Fee:

A non-refundable application fee of \$100.00 must be submitted with your application. No date will be reserved on our church calendar until the application form and the application fee have been submitted to the church office. If your date is not available, we will transfer your fee to another date or refund your application fee.

### Cleaning Fee:

A cleaning fee of \$100.00 (unless ceremony is held off premises) must be paid at least 30 days prior to your wedding date. This fee is not to be used in lieu of any of the honorariums listed below. Please make your check payable to Praise Assembly. Postdated checks will not be accepted. You will still be responsible to clean up and remove all personal items, decorations, flowers, food and catering items from the church auditorium and reception area. Any items left in the area not packed away will be assumed trash and will be removed from the facilities. All personal items and decorations must be removed from the sanctuary prior to the building being secured following the ceremony and/or reception if the reception is on premises.

### General Fees:

Application Fee	\$100.00
Cleaning Fee	\$100.00 (unless offsite)
Wedding Coordinator	\$150.00
Sound Technician	\$150.00
Facility Fee	NO CHARGE FOR MEMBERS

### Honorariums:

Musician or Soloist	\$100.00 min.
Officiating Clergy	\$100.00

*Honorariums are suggested amounts only, but please bear in mind that a rehearsal and wedding involve several hours for all participants, plus additional preparation time for clergy and music. It is best if honorariums are distributed at the conclusion of the wedding rehearsal.*

**Duties of the Cleaning Crew:**

**Before the ceremony:** To make sure that the ceremony location is neat and clean, chairs organized, foyer properly cleaned and orderly. To set up altar area according to needs of the ceremony (ie. Stairs to the platform, removal of altar rail and other set up).

**After the ceremony:** To remove all leftover items from the ceremony location, to remove all trash, and to vaccum as needed. To make sure that the sanctuary is ready for Sunday morning service.

**Duties of the Event Coordinator:**

**Rehearsal:** To open facility for wedding party members and deliveries 1 hour in advance of the rehearsal.

To secure the building following the rehearsal.

**Wedding:** To open the facility one hour prior to the ceremony and to assist the wedding party regarding their prospective waiting areas prior to the ceremony. To make sure that the altar area looks appropriate. To time the entrance of the wedding party as they proceed down the aisle.