

# *Church Wedding* Guide



## **Linwood Seventh-day Adventist Church**

6525 North Monroe Spokane, Washington 99208 (509) 327-4400

[email@linwoodsda.org](mailto:email@linwoodsda.org) ♥ [www.linwoodsda.org](http://www.linwoodsda.org)

# Wedding Guide

*"Let every step toward a marriage alliance be characterized by simplicity, sincerity and an earnest purpose to please and honor God.  
Ministry of Healing, p.3259*

The pastoral and counseling staff of the Linwood Seventh-day Adventist Church share your excitement and joy as you seek God's will in planning your coming marriage. By coming to the Linwood SDA Church to help you prepare for your married life together it is clear that your primary desire is to have a Christian marriage.

By requesting the use of the sanctuary and/or pastoral staff for your wedding three assumptions are being made:

1. That you are committed to submitting yourselves to God's will and His Word,
2. That your primary desire is to place Christ at the center of your lives both individually and as a couple, and
3. That you desire to glorify God by establishing a Christian home. Please read carefully the following wedding guide for an overview of the church policy. The next step is to fill out the wedding application and to make an appointment for a premarital consultation with a member of the pastoral staff.

## Premarital Counseling

To help you fulfill your goal of a Christ-centered marriage the Linwood pastoral staff recommends that you experience the blessing of premarital Christian counseling. It is wise to set aside five months before your tentative wedding date as a time for this premarital preparation. Some- times this counseling is accomplished in a shorter time frame. The pastoral staff are happy to assist you in this area.

## Application for Wedding

1. Your application and permission for the use of the sanctuary are handled through the church office.
2. The application and fees are to be submitted sufficiently ahead - at least two months - to allow time for any necessary change in plans.
3. Reservation is not secured until the application is returned to the church office and is approved by the church board and the fee is paid in full.
4. The church office will inform the wedding coordinator and chairman of the PA system of the upcoming wedding.

## Who May Be Married in the Church

1. The church is available for weddings of any Seventh-day Adventist couple in good and regular standing.
2. If the Seventh-day Adventist couple are not Linwood members, a recommendation by their pastor will be required.
3. A Seventh-day Adventist individual choosing to marry a non-Seventh-day Adventist may not be married at Linwood or by the pastoral staff.

## Who May Perform Weddings in the Church

1. If a Seventh-day Adventist pastor other than the pastor of Linwood shall officiate at the wedding, it shall be understood that he/she work in close cooperation with the pastor of Linwood and that he/she conform to all the policies of wedding in this church.
2. The church board will approve requests for weddings to be performed by other than a Seventh-day Adventist minister.

## Guidelines for Rehearsal and Wedding

1. No arrangements are to be made on Sabbath; rehearsal should start one-half hour or more after Sabbath sundown.
2. During rehearsal, please be mindful that this is the House of God. Proper dress, conduct, and reverence are expected.
3. No smoking or alcoholic beverages on the premises at any time. Please inform all persons involved with the wedding.
4. Throwing of rice, confetti, etc., is out of place in the church or on the property surrounding the church.

5. No eating or drinking in the church is allowed except in the fellowship hall, youth room, bride/groom's dressing rooms and foyer. Food or drink is not to be taken into the sanctuary at any time.

## Specifics Bride and Groom Need to Know

1. They are to inform all members of the wedding party of the church's guidelines.
2. A church appointed wedding coordinator must be present for the rehearsal and wedding ceremony.
3. The church will not be responsible for the return of rented equipment.
4. Seating capacity of the sanctuary is 325 persons and the chapel capacity is 50 persons.
5. A typed order of service is to be provided for each participant and the wedding coordinator before rehearsal begins.
6. If the PA system is needed, the church will provide an operator.
7. If a slideshow/video is desired (e.g., PowerPoint), this can be worked with Linwood's PowerPoint coordinator at no cost to the bride and groom. Keep in mind at least two weeks is needed to put a PowerPoint together.
8. If a wedding program is desired to provide to guests, the church office can assist with this (only cost would be the paper). Keep in mind at least two weeks is needed to put a program together.
9. Any area used must be back in order following the wedding ceremony.

## Dress Code

Biblical principles of modesty, simplicity and natural beauty are recommended during rehearsal and the wedding ceremony.

## Dressing Rooms

**For the Bride** - The mother's room on the main floor may be used by the bride and her party for dressing.

**For the Groom** - the junior room downstairs may be used by the groom and his party for dressing.

## Pictures

1. The bride and groom should inform interested parties of the time when pictures may be taken and encourage them to be on time.
2. If the service is to be videotaped, the person taking the video needs to contact the wedding coordinator for instructions prior to the wedding.

## Music

1. All musical selections are to be free from secular association. Choose carefully with the understanding that the music must glorify God.
2. Before asking a vocalist to sing a particular song at your wedding, please submit the words and music to the church office for approval.
3. Linwood is a place dedicated to the worship of God; therefore, the music should be appropriate for the location and reflect our reverence for both for God and the occasion. All musical selections are to be free from secular association, although it doesn't need to be in the hymnal to be considered. When selecting the music, it should be taken into consideration the feeling it imparts to those present. Choose carefully with the understanding that the music must glorify God. Before asking a vocalist to sing a particular song, please submit ALL music to the church office for approval. Christian principals should be the guideline.

## Proper Use and Care of the Church Building and Property

1. Any church furniture you desire to move must be approved and overseen by the wedding coordinator.
2. Under no conditions shall any of the church property be removed from the church building.
3. No tacks or nails are to be used that mar the woodwork or finish. Use masking tape.
4. Straight pins or masking tape may be used for marking positions in the carpet.

5. Special protective care must be exercised by those providing flowers and plants to see that the carpet and furnishings are protected from water and other possible damage. Mats or dishes must be used under all flowers and plants.
6. Only drip-less candles are allowed. Clear plastic coverings must be used under all candelabras.
7. All refreshments for the wedding reception must be kept and eaten in the fellowship hall.

## Equipment Furnished by the Church

### Wedding Service (stored in attic)

- Podium
- Guest book table
- Pair of candelabras
- Kneeling bench

### Reception

- Tables
- Metal chairs
- Kitchen utensils
- Stainless steel tableware
- Nut and mint dishes
- Punch bowl

## Services Provided by the Wedding Coordinator

He/she will:

1. Help the bride and groom finalize the order of service for the wedding and reception.
2. Be responsible for assuring that the church guidelines are followed and that all fees have been paid to the church.
3. Acquaint the bride and groom with available facilities.
4. Be present at and help direct both the rehearsal and the wedding.
5. Make sure the church is open and that the areas needed by the bridal and groom parties are accessible and ready for use.
6. Make sure church-owned equipment and supplies requested are available, in the proper place and returned after use.
7. Ensure that the responsible persons of the bridal party have properly cleaned the church immediately after the wedding.
8. Assist you in choosing an organist or pianist. The fee for these services needs to be arranged between the couple and the musician.
9. Communicate audio/visual needs to appropriate people.

## Wedding Fee and Deposit

The FEE includes use of the main sanctuary, youth chapel, fellowship hall and kitchen. The DEPOSIT will be returned after the ceremony, provided the policies are followed as written.

<b>WEDDING FEE</b>	<b>Linwood Members - NO FEE</b>	<b>Non Linwood Members - \$250</b>
<b>DEPOSIT</b>	<b>\$200</b>	<b>\$200</b>
<b>TOTAL</b>	<b>\$200</b>	<b><u>\$450</u></b>

Include deposit and fee with the wedding application. The fee and deposit should be submitted as one check. Fees can be negotiated.

