



## VICTORY ON-SITE WEDDING POLICY

At Victory we are committed to helping you avoid some of the major pitfalls of marriage by providing instruction in this early phase. Our vision is to provide you with a solid biblical foundation on which the two of you can build after you are married.

Our premarital counseling consists mainly of establishing and encouraging the growth of proper attitudes toward marriage based on scriptural principles. We instruct couples on how to prepare and build happy, fulfilling, and successful marriages.

## VICTORY WEDDING CHECKLIST

Please review the 7 requirements to be married at Victory or by a Victory Pastor.

### **1. You must be a member of Victory Family Church.**

- You and/or your fiancée must be an active member. To become a member, you can sign up to attend *Starting Point*.

### **2. Complete Premarital Mentoring**

- To start the mentoring process, complete the Preparing for Marriage Form.
- Participate in 10 weeks of mentoring (8 Premarital and 2 Financial sessions).
- Premarital mentoring must be completed at least four weeks prior-to the wedding.
- The material we used is called Saving Your Marriage Before It Starts. Total cost of books and assessment is approximately \$70 per couple. Your premarital materials can be purchased in the church's bookstore and must be purchased before the first class.

### **3. Complete the Wedding Request Form**

- The form must be completed and submitted to the church office at least four-months prior to the wedding date, along with the \$100 refundable deposit.
- Your wedding and rehearsal date will be considered tentative until premarital mentoring has been successfully completed.
- Wedding rehearsals are scheduled for one hour and must begin and conclude on time. Any wedding or rehearsal starting thirty minutes or more after the scheduled time will forfeit the \$100 deposit.
- If a pastor is not specified to perform your ceremony, we will check the availability of Victory officiants for your date. However, we cannot guarantee availability. (Note: Victory's Senior Pastor, John Nuzzo, is not available to perform weddings.)

#### **4. Schedule a meeting with the Officiant**

- All Weddings that take place at Victory Family Church must be performed by an approved Victory officiant or by an officiant who has been approved by Victory Family Church.
- The suggested honorarium for a minister to perform your ceremony is \$100. This should be given at the wedding rehearsal.
- Connect with the Officiant assigned to perform the ceremony at least 2 months before your wedding date to schedule an initial meeting.

#### **5. Schedule a meeting with the Ceremony Director**

- We recommend the meeting be held one month prior to wedding.
- The rehearsal and wedding, including music, equipment, decorations, and audio needs, will be planned with the ceremony director after a date has been set. All remaining fees and the marriage license are due to the ceremony director no later than one week prior to the wedding rehearsal.

#### **6. Acquire marriage license**

- Must be submitted to the officiant no later than the wedding rehearsal.

#### **7. Submit the Updated Marriage Information Form**

- After your ceremony submit this form to keep the church up to date on your contact information.

### **SCHEDULING**

- **A minimum of six months' notice is required to reserve church facilities.** No weddings may be held in the church between Thanksgiving and Christmas, on Easter weekend, on a Freedom Conference weekend, or on a Sunday. Weddings will not be scheduled on days that conflict with church events or functions. The latest time that a wedding can be scheduled on a Saturday is 1 p.m. The wedding party must vacate the building by 3 p.m. Weddings can be scheduled for Friday evenings at 5 p.m. or later.
- You may ask an outside Pastor to perform your ceremony. Ministers outside of Victory must be approved by Victory. The name and phone number of the Pastor must be provided on the Wedding Request Form. Outside Pastors will need to provide the Ceremony Director and Sound Technician a copy of the ceremony notes at the rehearsal. Any special requests of the Pastor (music, video, microphone, etc.) must be clearly communicated to the Ceremony Director at least one week prior to your rehearsal.

## WEDDING FEES

### *Deposit Requirements*

As part of the building expenses, a \$100 refundable security deposit is required to reserve a wedding date and is due when you submit the Wedding Request Form (at least six months prior-to your wedding). The remaining payment must be given to the Ceremony Director **no later than one week prior-to your wedding rehearsal**. This payment solely covers the individuals who are involved in the wedding. None of this payment is retained by the church. The security deposit will be refunded the week following your wedding, if it has been determined that the facility was maintained as stated in the guidelines of this policy. Any violation of the stated guidelines will result in the forfeit of the deposit. (All checks made out to "Victory Family Church")

### *Fees for Service Held at Victory*

\$100.00	Security Deposit (refunded to you following the ceremony)
\$750.00	Remaining Payment (includes services & fees below)
	\$100.00 Sound
	\$150.00 Cleaning/Set up/Tear Down
	\$150.00 Ceremony Director
	\$150.00 Building Security
	\$200.00 Center Aisle (optional)
<b>\$850.00</b>	<b>TOTAL</b>
<b>\$650.00</b>	<b>(without center aisle)</b>

## POLICIES OF VICTORY FAMILY CHURCH

- Victory Family Church is under no obligation to perform any wedding ceremony, and an officiant may at his own discretion refuse to perform a wedding ceremony.
- The bridal party will be scheduled the use of the building **no more than two hours prior** to the ceremony.
- Only the Main Entrance, on the north side of the building, will be opened for weddings. Please include this information in directing your guests to the church.
- All rented furnishings will be the responsibility of the rental company and/or the person(s) the bride and groom assign.

- The Ceremony Director must be notified of any rented fixtures to be brought in (arches, flowers, etc.) and arrangements scheduled for drop off and pick up of those items.
- No nails, tape, or glue should be used to fasten any decorations to Victory Family Church furniture or building. Wrapped wire, ribbon, or plastic clips that will not mar finishes can be used to fasten bows, flowers, etc.
- If an aisle runner is used, the sanctuary requires at least 50-feet of runner from the first step to the first seat in the second center section of seating.
- If the bridal party includes a flower girl, fake flowers or petals must be used. All petals must be picked up following the ceremony.
- No floral arrangements using water or other liquids are permitted.
- Rice and birdseed CANNOT be used inside or outside the church facilities. As an alternative, we suggest the use of bubbles or small bells. These items are available for purchase at most craft stores. Bubbles cannot be used inside the building. All containers of bubbles must be handed to the wedding guests as they leave the facilities. DO NOT leave them where guests can pick them up inside the facilities.
- The stage area is rented "as is" with minor adjustments that can be made. If you are bringing in an outside musician, they may use the keyboard or other instrument on the stage. You must advise your ceremony director.
- Lights may not be strung in any of the plants or greenery inside or outside of the sanctuary.
- No alcohol is allowed on church campus premises at any time.

Victory Family Church will provide the following items upon request:

- Small table on stage with white skirting and cloth for communion and/or unity candle
- Communion cup (clear goblet) and plate (silver).
- A changing room for the bride & bridesmaids with a full-length mirror, chairs, and restrooms will be available.
- A room for the groom & groomsmen with chairs and close access to restrooms will be available.

**It is the responsibility of the couple to provide the communion elements, guestbook, pen, unity candle, and any other items needed for the ceremony.**

Thank you for your willingness to glorify the Lord by investing in your relationship. We pray that you commit yourselves to living in harmony, delighting in each other. May your marriage be founded on God's Word, rooted and grounded in His love.