

PORT CITY CHURCH WEDDING POLICIES and PROCEDURES for 2010

Congratulations on your upcoming wedding! Your engagement is an important time and we are excited that you have chosen us to be a part of your engagement process, your ceremony and future marriage. In this packet, there are a few things that will help you as you begin this process.

At Port City we believe that marriage is a lifetime commitment that is honored by God. This belief plays an important role in our premarital process. We feel that Marriage Mentoring is a necessary step and we require your availability for six sessions of mentoring prior to your marriage ceremony. This will take up to 8 weeks. A PC3 Marriage Mentor will meet with you and your fiancé during this time to develop a relationship and facilitate discussions of topics related to your marriage. As an advocate for your marriage, the focus of the marriage mentor will be to encourage you to reflect Christ and His church, within the context of marriage. Our mentors are trained staff, married volunteers or your officiating pastor. The role of the officiating pastor is to be an advocate for the marriage. This involves speaking on behalf of the church in order to affirm, encourage and challenge you in your marriage.

Once you have received confirmation that we will be able to participate in your wedding and your mentoring is scheduled we will start the process of scheduling your officiating pastor and your ceremony details. We understand that you may have a special request as to who your officiating pastor will be. We will do all we can to accommodate such requests and take suggestions into consideration, however we cannot guarantee specific pastors due to differing schedules. Your pastor will not be scheduled any earlier than 6 months before your ceremony. However, you will have the opportunity to meet with the pastor performing your ceremony several times to discuss wedding plans, questions pertaining to the ceremony and any issues that may come up through the mentoring process.

The next few pages will outline some details about building usage, pricing and other questions that you may have. At the end of this you will find 2 information sheets. To start this process you and your fiancé **each** need to fill out an information sheet and return them to the church as soon as possible. Once we have received your forms we will begin the approval process.

One of our People Care staff members will be in touch shortly to talk more in depth about your wedding. Again thank you for inviting us to be a part of this very important time in your life.

Once your papers have been turned in and you have been contacted by People Care confirming your date you will be contacted by a PC3 Event Coordinator to set up a time to go over the PC3 Wedding Policies and Procedures and your ceremony details. If using the building for your ceremony, listed below are the possible locations.

Grassy Knoll/ Loading Dock – max capacity 200

Atrium – max capacity 175

Rotunda –max capacity 150

WEDDING FEES (for building usage):

Building rental:

Building rental fee - \$1000 (includes a \$200 refundable security deposit)
(Cash or check only)

Includes:

4-hour usage of designated area(s) on wedding day

2-hour usage of designated area for rehearsal

2 dressing rooms

Custodians

Event Coordinator (required) / Director

Marriage Mentoring (6 sessions required)

Use/ set up of pipe and drape (black)

Chairs for ceremony

A la Carte Services/ Rentals (additional fee):

Sound Equipment and Port City Technician: \$250

*(The Event Coordinator on behalf of the technician will collect this fee at the time the final payment is due.)

Use of Keyboard: \$50

Additional Hours: \$100 per hour

Deposits and Final Payments:

-A \$200 refundable security deposit will be collected to secure your date. Any destruction of property will void your deposit. The bride and groom will be responsible for any damages that exceed the security deposit amount.

-Final Payment is due at the final walk through, 2 - 3weeks before your Wedding day. In the event the wedding is postponed or cancelled, and notice is given at least 30 days prior to scheduled date, Port City will issue a full refund. The refund will be mailed within 30 days of notice of cancellation.

SCHEDULING (for building usage):

Upon confirmation you will be allowed to reserve the building for your ceremony 1 yr – 6 months in advance. Keep in mind that your pastor will not be confirmed any earlier than 6 months before your Wedding. We will only allow Friday rehearsals and Saturday weddings on the 2nd and 4th weekends of the month. Your rehearsal must be scheduled to take place between the hours of 5-9 pm and your ceremony must be scheduled to take place between the hours of 9am – 9pm. All wedding party and guests will need to have exited the building by 9 pm on Friday and Saturday. At this time we are not able to allow receptions or rehearsal dinners in the building. Your rental fee does not include the entire building. There is a possibility that a church event will be happening simultaneously but should not interfere with your event.

*There will be no events scheduled on Easter weekend or the weekend following Thanksgiving through the 1st weekend in January.

OFFICIATING PASTORS:

- You will have access to Port City pastors and Marriage Mentors even if you do not use the building as your venue. On the information sheet you will need to specify that you are not interested in using the building.
- Also we understand you may want to get married in the building but use a pastor from another church to marry you. In this packet you will find an application for external Pastors. Your pastor will need to fill it out and return it to the People Care ministry for approval.

EVENT COORDINATOR

The purpose of a PC3 Event Coordinator is to come alongside you and your fiancé to ensure your experience is enjoyable and your event runs as smoothly as possible. Whether you are planning to get married in the building or only go through our Marriage Mentoring process an event coordinator will schedule an initial meeting to discuss the PC3 Wedding Policies and Procedures and answer any questions you may have. Those who are using the facilities for your ceremony are required to use a PC3 Event Coordinator who will be a resource for any questions that may arise during the engagement, with regards to building usage. Your Event Coordinator will schedule any additional meetings that may be needed to discuss overall concepts and rental options as well as schedule your final walk through which will take place 2-3 weeks before the wedding day. Your event coordinator will also be on site for your rehearsal and ceremony to handle any building/rental issues that may come up. In the event your coordinator is unable to be at your event a “day of” coordinator will fill in. If this is the case your “day of” coordinator will be at your final walk through.

HONORARIUMS:

- Port City pastors do not charge for officiating wedding ceremonies however if you wish to give an honorarium for their time we suggest \$300.

HONORARIUMS (CONT'D):

- If you ask a musician from the church to perform at your ceremony we suggest an honorarium of \$75 per musician per song (You are responsible for coordinating PC3 musicians to play/sing at your ceremony).

*If you are using the building for your ceremony the Event Coordinator will accept any honorariums you wish to give the minister or musicians, on their behalf, at the final walk through.

OTHER RESTRICTIONS:

- If you wish to have flower petals on the carpet/ flooring in the building we ask that they be artificial or that you put a **fabric** runner down so that there is no bleeding on the floor.
- The use of sparklers and/or bubbles is only permitted outside the building.
- You will not be permitted to put anything on the walls or hang anything from the ceiling.
- Candles must be dripless and/or in an approved container. (This detail will need to be discussed with the Event Coordinator for approval.)
- You will not be allowed to throw rice or birdseed anywhere on church property.
- It is the bride's and groom's responsibility to inform all members of the wedding party that appropriate attire should be worn for both rehearsal and ceremony.
- NO alcoholic beverages will be allowed on church property.
- NO smoking is allowed inside the church building.
- All personal property must be removed from property when your designated time block has expired.
- If, in the event, it becomes necessary, Port City reserves the right to ask any person to leave the premises at any time.
- Prior to ceremony the event coordinator must approve all music.

RECOMMENDED VENDORS:

Audio, Lighting and Staging

Soundwave Audio Inc.
www.soundwaveaudio.com
(910) 794.2858

Chairs, Tables and Tents

L and L Tent & Party Rental
www.llrentals.com
(910) 791.4141

Party Suppliers & Rentals
www.partysuppliers.com
(910) 791.0024

Photography and Videography

Scott Piner Photography
www.scottpiner.com
(910) 681.0879

Millie Holloman Photography
www.millieholloman.com

Life Stage Videography
www.lifestagevideography.com

Planning and Design

Salt Harbor Designs
www.saltharbor.com

All rentals must be delivered after 9am and picked up by 9pm on day of event. Port City will not receive rentals for you. If it becomes necessary to schedule a delivery outside of your reserved time the Event Coordinator will be available to open the church to let a member of the family/wedding party receive the order. This will need to be worked out prior to the wedding day.

**Port City Community Church
Wedding Policy Agreement**

I, _____ (groom) and _____ (bride),
have read the Port City Community Church Wedding Policies and Procedures and we
hereby acknowledge that we understand and will comply with said Wedding Policies
and Procedures.

Groom's Signature: _____ Date: _____

Bride's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date agreement received: _____ Received by: _____

Deposit Received by: _____

Wedding Date: _____ Time: _____

Wedding Location: _____

Number of guests: _____ # of attendants: _____

Assigned Pastor: _____

Assigned Event Coordinator: _____

Information Sheet

*Please complete one form per person

GENERAL INFORMATION:

Name _____ Phone (Hm) _____ (Cell) _____

Address _____

Occupation _____ Business Phone _____

Sex _____ Birth Date _____ Age _____ Email _____

How long have you and your fiancé been dating? _____

WEDDING PLANS

Date and time of Wedding _____

Number of guests _____

Do you need a pastor to marry you? _____

Are you interested in getting married at the church? _____

MARITAL / FAMILY BACKGROUND

Are you currently living with your fiancé? _____ If so for how long? _____

Have you ever been married before? _____ If so, for how long? _____

Are you divorced? _____ If so, for how long? _____

Briefly explain why you got divorced: _____

Do you have children from a previous marriage? _____ If so, how old and what sex:

Were your parents separated or divorced? Yes _____ No _____

RELIGIOUS BACKGROUND:

Denominational preference: _____ Do you attend PC3? _____

If so, how many times per month do you attend? _____ If no, what church, if any, do you attend? _____

Church attended in childhood _____

Do you believe in God? Yes _____ No _____ Uncertain _____

Do you pray to God? Never _____ Occasionally _____ Often _____

Are you saved? Yes _____ No _____ Not sure what you mean _____

How often do you read the Bible? Never _____ Occasionally _____ Regularly _____

Do you have personal quiet time with God? Yes _____ No _____

Are you baptized? Yes _____ No _____ If so, when? _____

Are you in a small group? Yes _____ No _____ If so, who is your leader? _____

Describe your walk with Christ: _____

Office Use Only

Date Forms Received: _____ Date Notified: _____

Received Approval: _____ Date Given to Events Dept: _____

Pastor: _____

Marriage Mentoring Availability: _____

Information Sheet

***Please complete one form per person**

GENERAL INFORMATION:

Name _____ Phone (Hm) _____ (Cell) _____

Address _____

Occupation _____ Business Phone _____

Sex _____ Birth Date _____ Age _____ Email _____

How long have you and your fiancé been dating? _____

WEDDING PLANS

Date and time of Wedding _____

Number of guests _____

Do you need a pastor to marry you? _____

Are you interested in getting married at the church? _____

MARITAL / FAMILY BACKGROUND

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Do you have children from a previous marriage? _____ If so, how old and what sex:

Were your parents separated or divorced? Yes _____ No _____

RELIGIOUS BACKGROUND:

Denominational preference: _____ Do you attend PC3? _____

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Do you pray to God? Never _____ Occasionally _____ Often _____

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How often do you read the Bible? Never _____ Occasionally _____ Regularly _____

Do you have personal quiet time with God? Yes _____ No _____

Are you baptized? Yes _____ No _____ If so, when? _____

Are you in a small group? Yes _____ No _____ If so, who is your leader? _____

Describe your walk with Christ: _____

Office Use Only

Date Forms Received: _____ Date Notified: _____

Received Approval: _____ Date Given to Events Dept: _____

Pastor: _____

Marriage Mentoring Availability: _____

Non- Port City Community Church pastors as officiates

Due to scheduling and availability we recognize that we may not always be able to facilitate all weddings on the wedding calendar. We also realize that it may be the preference of the couple to have a pastor that they know marry them. Because of the above the decision was made to allow non-PC3 pastors to officiate weddings in the facilities of Port City Community Church. If you wish to have someone officiate your Wedding other than a PC3 pastor please have them read, sign and return the following pages with a copy of ministerial license or ordination certificate.

The following provisions must be met to allow the non-PC3 pastor to officiate a wedding in the facilities of Port City Community Church.

- Each Pastor must be ordained or licensed minister by a Christian denomination or local church.
- Each Pastor must agree to uphold the sanctity of marriage as defined in the Bible.
- Each Pastor must present a copy of the ordination or license.
- Each Pastor agrees to the Statement of Faith of Port City Community Church.
- The Leadership at PC3 holds the right to approve or not approve any outside pastor.

Statement of Faith

In essential beliefs - we have unity. "There is one Body and one Spirit...there is one Lord, one faith, one baptism, and one God and Father of us all..." Eph. 4:4-6

In non-essential beliefs - we have liberty. "Accept him whose faith is weak, without passing judgment on disputable matters... Who are you to judge someone else's servant? To his own master he stands or falls... So then each of us will give an account of himself to God... So whatever you believe about these things keep between yourself and God." Romans 14:1,4,12,22

In all our beliefs - we show charity. "...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains - but have no love, I amount to nothing at all." 1 Corinthians 13:2

The Bible

The sole basis of our belief is the Bible, composed of 66 books of the Old and New Testament. We believe that Scripture in its entirety originated with God and that it was given through the instrumentality of chosen men. Scripture, thus at one and the same time, speaks with the authority of God and reflects the backgrounds, styles, and vocabularies of the human authors. We hold that the Scriptures are infallible and inerrant in the original manuscripts. They are the unique, full, and final authority on all matters of faith and practice, and there are no other writings similarly inspired by God.

God

We believe that there is one, true, holy God, eternally existing in three persons- Father, Son, and Holy Spirit- each of whom possess equally all the attributes of deity and the characteristics of personality. In the beginning God created out of nothing the world and all the things therein, thus manifesting the glory of His power, wisdom, and goodness. By His sovereign power He continues to sustain creation. By His providence He is operating throughout history to fulfill His redemptive purposes.

Salvation

The central purpose of God's revelation in Scripture is to call all people into fellowship with Him. Man defied God, choosing to go his independent way, and thus was alienated from God and suffered the corruption of his nature, rendering him unable to please God. The fall took place at the beginning of human history, and all individuals since have suffered these consequences and are thus in need of the saving grace of God.

The salvation of mankind is, then, wholly a work of God's free grace, not the result, in whole or in part of human works or goodness, and must be personally appropriated by repentance and faith. When God has begun a saving work in the heart of any person, He gives assurance in His Word that He will continue performing it until the day of its full consummation.

Jesus Christ

Jesus Christ is the eternal second person of the Trinity who was united forever with a true human nature by miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended into heaven, and sat down at the right hand of the Father, where He, the only Mediator between God and man, continually makes intercession for His own. He shall come again to earth, personally and visibly, to consummate history and the eternal plan of God.

Christian Life/ Holy Spirit

The essential accompaniment of a genuine saving relationship with Jesus Christ is a life of holiness and obedience, attained by believers as they submit to the Holy Spirit, the third person of the Trinity. He was sent into the world by the Father and the Son to apply to mankind the saving work of Christ. He enlightens the minds of sinners, awakens in them recognition of their need of a Savior, and regenerates them. At the point of salvation He permanently indwells every believer to become the source of assurance, strength and wisdom, and uniquely endows each believer with the gifts for the up building of the body. The Holy Spirit guides believers in understanding and applying the Scripture. His power and control are appropriated by faith, making it possible for the believer to lead a life of Christ-like character and to bear fruit for the glory of the Father.

Human Destiny

Death seals the eternal destiny of each person. For all mankind, there will be a resurrection of the body into the spiritual world and a judgment that will determine the fate of each individual. Unbelievers will be separated from God into condemnation. God's judgment will reveal His justice in consigning them to perpetuate in eternal retribution their own rejection of God. Believers will be received into eternal communion with God and will be rewarded for works done in this life.

The Church

The corollary of union with Jesus Christ is that all believers become members of His body, the Church. There is one true church universal, comprised of all those who acknowledge Jesus Christ as Savior and Lord. The Scripture commands believers to gather together to devote themselves to worship, prayer, the teaching of the Word, the observance of baptism and Communion as the sacramentarian ordinances established by Jesus Christ, fellowship, service to the body through the development and use of talents and gifts, and outreach to the world.

Wherever God's people meet regularly in obedience to this command, there is the local expression of the church. Under the watch care of elders and other supportive leadership, its members are to work together in love and unity, intent on the one ultimate purpose of glorifying Christ.

Faith and Practice

Scripture is the final authority on all matters of faith and practice. This church recognizes that it cannot bind the conscience of individual members in areas where Scripture is silent. Rather, each believer is to be led in those areas by the Lord, to whom he or she is ultimately responsible. We believe the Statement of Faith to be an accurate summary of what Scripture teaches. All members shall refrain from advocating doctrines that are not included in the Statement of Faith in such a way as to cause dissension.

I agree with the conditions set forth in this document by Port City Community Church

Officiate signature

Date

_____ Copy of license or ordination received

_____ Initials of People Care staff/ PC3 Pastor