

**PORT CITY COMMUNITY CHURCH
WEDDING POLICIES & PROCEDURES**

2012

Table of Contents

GETTING STARTED	1
PRE-MARITAL MENTORING	1
OFFICIATING PASTORS	2
PORT CITY CHURCH PASTORS	2
EXTERNAL PASTORS AS OFFICIANTS	2
WHAT WE BELIEVE: STATEMENT OF FAITH	3
THE BIBLE	3
GOD	3
SALVATION	3
JESUS CHRIST	3
CHRISTIAN LIFE/ HOLY SPIRIT	4
HUMAN DESTINY	4
THE CHURCH	4
FAITH AND PRACTICE	4
RENTALS & FEES	5
PC3 BUILDING RENTAL	5
OTHER SERVICES/FEES:	5
SCHEDULING/USE OF THE BUILDING	6
RENTALS	6
EVENT COORDINATOR	6
OTHER ON-SITE RESTRICTIONS	7
APPENDIX: FORMS	8
WEDDING POLICY AGREEMENT	9
WEDDING REQUEST INFORMATION SHEET	10
EXTERNAL PASTORS AGREEMENT	12
EXTERNAL PASTOR CONFIRMATION	14

GETTING STARTED

Congratulations on your upcoming wedding! Your engagement is an important time and we are excited that you have chosen us to be part of this very special time. In this packet, we have outlined specific information to help you through many of the questions you may have and give you details to assist you as you go through the planning stages of your wedding.

At the end of this document, you will find an *Information Sheet* and a *Wedding Policy Agreement* that must be completed. To start this process you and your fiancé need to complete these forms and return them to the church as soon as possible.

Once we have received your forms you will be contacted by our People Care Coordinator to confirm receipt of your paperwork and talk more in-depth about the services you are requesting for your wedding.

PRE-MARITAL MENTORING

Marriage is a lifetime commitment that is to be honored by God. Your engagement is an important prelude to that commitment where you begin to learn and understand what that commitment looks like and how God designed marriage to glorify Him. This commitment plays an important role in our pre-marital process.

Marriage Mentoring is a very important and necessary step for any couple and we offer this mentoring whether or not you use a PC3 pastor and/or our church facilities. However, if a PC3 pastor is requested, we *require* that each couple complete the mentoring process.

The focus of the Pre-Marital Mentor is to encourage you to reflect Christ and His church, within the context of your marriage. This involves speaking on behalf of the church in order to affirm, encourage and challenge you in your marriage. Our mentors are all trained and are either staff members or married volunteers.

Our Pre-Marital Mentoring is designed in a five-week class format offered numerous times through-out the year. One class is scheduled each quarter and we recommend signing up for the pre-marital mentoring approximately six months before your wedding date. Once your paperwork is received and approved, our coordinator will let you know when the next available mentoring class is scheduled.

A Marriage Mentoring Couple will be assigned to you and your fiancé. You and your fiancé will attend the class along with your Mentors and other Mentors and their couples. The class meets on Thursday nights from 7p-9p at the church.

Your Mentors will work with you in a discussion session that is part of the class as well as meet with you One-To-One to discuss areas that may require a more confidential setting.

What is so unique about this approach is that after your wedding, your Mentors stay in touch with you through the first year of your marriage. Periodically, they will touch base and meet with the two of you to see how you are doing. Since the first year of marriage can be quite an adjustment, your Mentors will continue the role of assisting you in establishing a firm foundation for your marriage that is rooted in God.

OFFICIATING PASTORS

PORT CITY CHURCH PASTORS

If you are requesting that one of our Port City Church pastors officiate your ceremony, there are a few things to keep in mind.

We have ten pastors on staff and most of our pastors officiate weddings. If you have a request for a specific pastor, this should be clearly stated as you complete your *Information Forms*. Please understand that we will try to accommodate your requests; however we cannot guarantee specific pastors due to conflicting schedules.

Pastors do not typically commit to a wedding more than six months before the ceremony. However, once a pastor has confirmed your wedding, you will have the opportunity to meet with him several times to discuss plans, questions pertaining to the ceremony and any issues that may come up through the mentoring process.

The fee for a Port City Church pastor to officiate a wedding is stated in the Rental/Fees section of this document. Our fee applies to all weddings and vow renewals regardless of whether they are performed at Port City Church or an off-site location.

EXTERNAL PASTORS AS OFFICIANTS

If you are requesting to be married at the facilities of Port City Church but wish to use an outside pastor, we have included the following guidelines for your pastor. These guidelines must be reviewed and met before approval can be granted. At the end of this packet, your pastor must complete the *External Pastor Agreement* and return it to the People Care ministry for approval.

The following provisions outline the requirements for an external officiant to perform a wedding in the facilities of Port City Community Church.

- Each Pastor must be an 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 must agree to the Statement of Faith of Port City Community Church.

*** Please see Appendix for External Pastor Agreement.*

WHAT WE BELIEVE: 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.

The Leadership of Port City church reserves the right to approve or disprove any outside pastor.

RENTALS & FEES

PC₃ BUILDING RENTAL

- Building rental fee - \$1000 (includes a \$200 refundable security deposit-see below for more details)

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
- Use/Setup of Pipe and Drape (black)
- Chairs for Ceremony (Limited Design & Supply Choices)

OTHER SERVICES/FEES:

- Officiant Fee: \$350
 - Travel expenses are expected to be covered for weddings outside of New Hanover County. This includes mileage reimbursement at the rate of .55¢ per mile and overnight accommodations if requested by Officiant.
- Sound Equipment and Port City Technician (for on-site weddings): \$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
 - Please note that you are responsible for coordinating PC₃ musicians to perform at your ceremony.

Deposits and Final Payments:

- A \$200 refundable security deposit will be required to secure your wedding date and can only be paid in cash or check. Any destruction or unclean conditions of the property will void the 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. This is typically scheduled two to three weeks before the 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/USE OF THE BUILDING

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 may not be confirmed earlier than 6 months before your wedding.

Below are some specifics about the use of our building:

- The building is only available for Rehearsals/Weddings on the 2nd and 4th weekends of the month. We only schedule Friday rehearsals and Saturday weddings.
- Your rehearsal must be scheduled to take place between the hours of 5-9pm and your ceremony must be scheduled to take place between the hours of 9am – 9pm.
- All wedding party and guests should be out of the building by 9pm on Friday and Saturday.
- At this time we are not able to accommodate receptions or rehearsal dinners in the building.
- Our 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 wedding. If in the event either party needs to postpone or cancel the event due to an unforeseen natural disaster, the event will be moved to another day at no additional charge.

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

If using the building for your ceremony, listed below are the possible locations.

- Grassy Knoll/ Loading Dock – max capacity 200
- Atrium – max capacity 175

RENTALS

- For use of rental equipment/furnishings, all rentals must be delivered after 9am and picked up by 9pm on day of event.
- Port City Church cannot receive rentals. There must be a bridal party representative present for rentals to be delivered.
- If it is necessary to schedule a delivery outside of your reserved time the Event Coordinator will be available to open the building for the representative to receive the order.
- Please coordinate all specifics of delivery and pickup prior to the wedding day.

EVENT COORDINATOR

The purpose of a Port City Church Event Coordinator is to come alongside you and your fiancé to ensure your experience is enjoyable and your event runs as smoothly as possible. Those who are using the facilities for their ceremony are required to use our Event Coordinator. The Coordinator is a great resource for questions that may arise during the event, 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 takes 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. 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.

OTHER ON-SITE 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 are 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 necessary, Port City Church reserves the right to ask any person to leave the premises at any time.
- Prior to ceremony the event coordinator must approve all music.

APPENDIX: FORMS

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.

If the wedding is held on-site at Port City Church, we, as the bride and groom accept full responsibility for the wedding event (regardless of who is paying for the event) and will remain the primary contact for the coordination for the event.

Groom's Signature

Date

Bride's Signature

Date

WEDDING REQUEST INFORMATION SHEET

Application Date: _____

BRIDE'S INFORMATION:

Name: _____ Hm Phone: _____ Cell Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Employer: _____ Occupation: _____
Age: _____ Date of Birth: _____ Email: _____

GROOM'S INFORMATION:

Name: _____ Hm Phone: _____ Cell Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Employer: _____ Occupation: _____
Age: _____ Date of Birth: _____ Email: _____

How long have you been dating? _____ Are you living together? _____ If so, how long? _____

WEDDING INFORMATION:

Wedding Date: _____ Time: _____ Location: _____
of Guests: _____ # of Attendants: _____

Please place a check beside each service being requested:

Pastor? _____ List name if specific pastor is requested? _____

****We require that all couples requesting a Port City Church Officiant complete our Pre-Marital Mentoring program.**

Wedding Director? _____ Sound Technicians? _____

Pre-Marriage Mentoring? _____ If not, where was Pre-Marital obtained? _____

If requesting use of Port City Church, which area?

Grassy Knoll/Dock Area (200) _____ Atrium (175) _____

BRIDE'S INFORMATION:

Denominational Preference: _____ How many weeks a month do you attend church? _____

Do you attend PC3? Yes ___ No ___ If so, how long? _____ Do your parents attend PC3? Yes ___ No ___

If PC3 is not your home church, please explain your reasons for requesting our services? _____

If you don't attend PC3, what church do you attend? _____

What church did you attend in childhood? _____

Do you believe in God? Yes ___ No ___ Not Sure ___ Do you pray? Yes ___ No ___

Do you have a personal relationship with Jesus Christ? Yes ___ No ___

Have you ever been baptized? Yes ___ No ___ If so, when? _____

How often do you read the Bible? Often ___ Never ___ Occasionally ___

Do you have a regular quiet time with God? Yes ___ No ___ If so, how often? _____

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

(Bride's Information Cont.)

If you are a Christian, briefly describe your walk with Christ: _____

Where your parents divorced? YES NO

IF PREVIOUS MARRIAGE, COMPLETE THIS SECTION:

When were you married? _____ Length of marriage: _____

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

Briefly describe your situation: _____

List any children's names and ages from a previous marriage, if applicable?

GROOM'S INFORMATION:

Denominational Preference: _____ How many weeks a month do you attend church? _____

Do you attend PC3? Yes ___ No ___ If so, how long? _____ Do your parents attend PC3? Yes ___ No ___

If PC3 is not your home church, please explain your reasons for requesting our services? _____

If you don't attend PC3, what church do you attend? _____

What church did you attend in childhood? _____

Do you believe in God? Yes ___ No ___ Not Sure ___ Do you pray? Yes ___ No ___

Do you have a personal relationship with Jesus Christ? Yes ___ No ___

Have you ever been baptized? Yes ___ No ___ If so, when? _____

How often do you read the Bible? Often ___ Never ___ Occasionally ___

Do you have a regular quiet time with God? Yes No If so, how often? _____

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

If you are a Christian, briefly describe your walk with Christ: _____

Where your parents divorced? YES NO

IF PREVIOUS MARRIAGE, COMPLETE THIS SECTION:

When were you married? _____ Length of marriage: _____

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Briefly describe your situation: _____

List any children's names and ages from a previous marriage, if applicable?

EXTERNAL PASTORS AGREEMENT

If an external pastor is being used for a Port City Church wedding, please forward this External Pastor Agreement so your pastor can review our policies and Statement of Faith and submit the necessary documentation.

WHAT WE BELIEVE: 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

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The Bible

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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.

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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.

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EXTERNAL PASTOR CONFIRMATION

If you are officiating a wedding ceremony at the facilities of Port City Church, please review the following guidelines/requirements. These requirements must be met before approval can be granted. Please sign your initials beside each statement indicating your acceptance.

_____ I am an ordained or licensed minister by a Christian denomination or local church.

_____ I agree to uphold the sanctity of marriage as defined in the Bible.

_____ I have included a copy of my ordination or license with this agreement.

_____ I have reviewed and agree to the Statement of Faith of Port City Community Church.

CONTACT INFORMATION:

Name: _____ Contact Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Employer: _____
Email: _____

I, _____, have read and agree with Port City Church's guidelines and requirements as presented above. I understand the leadership at Port City Church reserves the right to approve or disprove any outside pastor.

Officiant Signature

Date