



Wedding Policies & Procedures

The Christian marriage ceremony is one of the most sacred and beautiful of all the services offered by the local church. More than a social occasion, this ceremony is a worship service where God is glorified and people are edified. Two persons (male & female), in the supportive company of their loved ones and friends, enter into a covenant of faith and love with God and each other. “Two become one” through their union in Jesus Christ.

Our church strives to make every wedding a meaningful and memorable event. In order for you to experience a worshipful, spiritually focused, scripturally ordered ceremony, you are encouraged to make thorough preparations. Planning and preparation are vital elements to the success of one of the most significant moments of your life – your wedding day!

With these goals in mind, the following procedures have been established and will be followed in arranging weddings at Ocilla Church of God.

When choosing a date, please keep in mind:

- You must be a current member/ attendee of Ocilla Church of God
- No more than one wedding will be scheduled on a given day.
- No weddings will be scheduled:
 - On Holiday weekends
(New Years, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving).
 - Between the dates of December 20th-31st
 - No weddings will be scheduled after 6:00pm on Saturday.
(due to clean up and set up for Sunday)
- Scheduled Church activities generally cannot be changed to accommodate weddings.

Fees

Building fees for Ocilla Church of God tithers are as listed below:

Category	Regular Attendee/ Tither	Non-Tither
Sanctuary Rental	None	\$100
Gym for Reception	None	\$100
Sound Technician	\$25 per hour	\$25 per hour
Custodian	Church \$100 - Gym \$50	Church \$100 - Gym \$50
Pastoral Honorarium	Suggested \$100 - \$200	Suggested \$100 - \$200

** All fees shall be paid 30 days prior to wedding.

Deposits and Final Payments

A \$100 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 30 days prior to Wedding day. In the event the wedding is postponed or cancelled, Ocilla Church of God will issue a full refund. The refund will be mailed within 30 days of cancellation notice.

1. **Download and fill out the form on the church website to reserve a date** (www.ocillacog.com)
2. **A Wedding is a worship service.** Members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship.
3. **The Bride and Groom are responsible for seeing that:**
 - a. The wedding party is familiar with the policies of the church.
 - b. The wedding party will refrain from using alcoholic beverages or drugs prior to and during the activities held at Ocilla Church of God.
 - c. No rehearsal or wedding will be conducted if any member of the wedding party or those who service the wedding are under the influence.
 - d. Alcoholic beverages and smoking are not permitted on the Ocilla Church of God campus at any time.
 - e. Smoking is not permitted in any of Ocilla Church of God facilities at any time.
 - f. Fresh flowers may only be dropped by a Flower Girl if an aisle cloth is being used. Silk petals are an acceptable alternative.
 - g. Food and drinks are permitted ONLY in the gym/ fellowship hall.
 - h. Breakage of and/or damage to any church equipment/facilities must be reimbursed at replacement value.
 - i. The church cannot be responsible for lost or stolen articles or equipment. Every reasonable effort will be made to assist the wedding party in protecting personal, rental, or borrowed property.
 - j. Ocilla Church of God reserves the right to restrict the use of the facilities by wedding consultants, florists, caterers, etc., who violate the church's wedding policy.
 - k. A modest dress code is required.
4. **Pre-Marital Counseling Requirements:**
 - a. The church requires each couple that is being married by a church staff member to participate in a Premarital Counseling Course.
 - b. The sessions of this course will be scheduled with the minister once the wedding has been through the approval process.
5. **Decorations** should be in keeping with the beauty of the Sanctuary and the sacredness of the occasion.
 - a. No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used.
 - b. Only dripless candles may be used in candelabras.
 - c. No vessel containing water will be placed on any musical instrument.
 - d. Any potted plants must be in saucers.
 - e. Advise Florist of these guidelines before completing any plans.
 - f. All floral decorations must be removed immediately following wedding. If the reception is hosted at Ocilla Church of God, decorations are to be removed following the reception.
 - g. Cost of removing candle wax from carpets or furnishings will be deducted from deposit.
6. **Stage Equipment:**
 - a. The band equipment on stage may not be moved.
 - b. Choir chairs are removable with approval of the office and must be replaced following the ceremony.

7. Rice, birdseed and bubbles may not be used in the building.

- a. Birdseed and bubbles may be used outside.
- b. Rice and confetti are not permitted.

8. Ocilla Church of God cannot store any wedding decorations without prior arrangements being made.

- a. Ocilla Church of God is not responsible for any items or decorations left behind by vendors or the wedding party.

9. Wedding Music

- a. Your church wedding should be a worship service in every sense.
- b. Marriage is an ordinance of God, and the ceremony at the altar places the marriage relationship under the blessing and command of God.
- c. Careful thought should be given to the selection of all music, whether it is vocal or instrumental.
- d. Only music which is appropriate and of a celebrative nature should be requested.
- e. DJ's are not permitted, and dancing is not permitted in Ocilla Church of God facilities.

10. Sound Technician

- a. All Sanctuary weddings require a sound technician.
- b. Due to the sophisticated sound and lighting system in the church, only a Ocilla Church of God audio technician can operate the equipment.
- c. If sound is needed, please speak with someone in the office as to schedule someone to be present.
- d. If a DVD is requested, please allow financially for at least 1 camera operator and 1 person for control room (in addition to sound tech; \$35 per hour each)

11. Caterers

- a. Caterers are welcome to use the church kitchen and appliances, but should supply their own linens, flatware, dishes, pots, pans and paper products.
- b. At the conclusion of the dinner or reception, the caterer is responsible for removing all items brought into the church for the event, as well as leftover food and drinks.
- c. The kitchen counters and any equipment used should be thoroughly cleaned.
- d. The Custodian will remove kitchen garbage and mop the floor.
- e. Please remember that **NO** alcoholic beverages are allowed on church property at any time.

12. Wedding Rehearsal

- a. Rehearsal time is limited to two hours from the scheduled beginning time.
- b. All members of the immediate wedding party must attend the rehearsal.
- c. All ushers, soloists, instrumentalists, and others involved in the ceremony are encouraged to attend.
- d. It is encouraged to have a wedding coordinator/ director to help expedite the rehearsal.
- e. The Minister officiating the ceremony and the Wedding Coordinator/Director will be in charge of the rehearsal.

wedding application

Bride Information		
Bride's Full Name		
Address		
City	State	Zip
Date of Birth	E-mail Address	
Home Phone	Work Phone	Cell Phone

Groom Information		
Groom's Full Name		
Address		
City	State	Zip
Date of Birth	E-mail Address	
Home Phone	Work Phone	Cell Phone

Dates Requested	
Wedding Date	1st choice:
Wedding Date	2nd choice:
Rehearsal Date	1st choice:
Rehearsal Date	2nd choice:
Preferred day of week for pre-marital counseling:	

We have read the Wedding Policy of Ocilla Church and agree to comply with all that is written therein.

Bride's Signature _____ Date: _____

Groom's Signature _____ Date: _____