

JERSEY CHURCH

Wedding Policies and Guidelines

Thank you for considering Jersey Church (Jersey) as the potential location for your wedding. We believe the wedding ceremony is a serious and holy worship experience as it is the time when the bride and groom declare before God and all who are in attendance their faithfulness and commitment to each other from that day forward until death parts them.

It is our desire at Jersey to assist you with your wedding preparations in a positive and supportive manner. Please review the information below.

I. General Wedding & Church Policies

Who may get married at Jersey Church?

To be considered for being married at Jersey Church, either the bride or the groom must be a "member in good standing" for six months before applying to be married at our church. Jersey membership means that the bride and/or the groom shall be an active member of the church, living in agreement with our statement of beliefs (<http://www.sbc.net/bfm2000/bfm2000.asp>)

All portions of our statement of beliefs are significant; however, of special significance is the following section:

Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption.

- Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. ... The husband and wife are of equal worth before God since both are created in God's image. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation... Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage.
- Scriptures supporting Biblical Marriage and Family are as follows: Genesis 1:26-28; 2:15-25; 3:1-20;; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5;; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

All scripture references are taken from the Holman Christian Standard Bible.

The Bride and Groom must complete all of the steps as outlined in this Wedding Policy.

JERSEY CHURCH

Wedding Policies and Guidelines

Who May Officiate a Wedding at Jersey Church?

The following members of the Jersey Church Staff may officiate weddings:
John Hays, Senior Pastor (Pastor John's availability is very limited),
Chris Moseley, Worship Pastor,
Matt Read, Next Gen Pastor,
Todd Smeltzer, Grow Pastor,
Brian Bagley, Serve Pastor.

If a Member wishes to be married by an ordained/licensed Minister who is not a member of the Jersey Staff, the Member must make application and the ordained/licensed minister must be pre-approved by the Senior Pastor.

The Process for Scheduling a Wedding

1st Step – Print and complete the Wedding Application. Link to Wedding Application can be found at <http://jerseychurch.org/resources/getting-married/>

2nd Step – Contact Jersey Compass Ministries Marriage Advocates for a premarital interview. To set up a time email compass@jerseychurch.org or call 740-927-5615 and ask for Alice Myers.

3rd Step – Participation in and completion of a premarital counseling experience which may include a premarital class, marriage counseling and/or marriage coaching as determined by JBC Compass Ministries Marriage Advocates.

4th Step – Meet with the requested officiating minister.

5th Step – Meet with the assigned Wedding Coordinator concerning all arrangements for the wedding and associated events held at JBC. (Note – for wedding events not held at Jersey, you are welcome to work with an independent wedding coordinator of your choice.)

Prior to a wedding being scheduled on the church calendar the couple must complete steps 1, 2 & 4 and the security deposit of \$250 must be received.

General Rules and Guidelines

The following rules are to be observed at all times and are non-negotiable:

- Alcoholic beverages are not permitted in the church building or anywhere on the grounds.
- There is to be no dancing at receptions held on the Jersey Church campus.
- Only birdseed or bubbles may be used outside the building as the wedding couple exits the church building. No rice is to be thrown and no paper confetti may be used anywhere at any time.

JERSEY CHURCH

Wedding Policies and Guidelines

- Smoking is not permitted in the church building. It is preferred that smoking not be done on the grounds.
- Children must be under adult supervision at all times.
- No red or deep-colored drinks are to be used on the Jersey Church campus as they will cause severe carpet stains when spilled.
- It is the responsibility of the bridal party to set up and remove all decorations, personal property, food / beverage items and any other items that are not the property of Jersey the day of the wedding.
- Venue and meal locations must be completely vacated no later than 5:00 PM on the Saturday of the wedding or 10:00 PM if the wedding and/or rehearsal are held on a Friday.
- Use of the church facilities for the Rehearsal Dinner will be considered based on space availability. The Wedding Coordinator will work with you to make the request for a Rehearsal Dinner.

Times When Facilities Are Available

Weddings and/or rehearsals may be held at the following times:

- Thursday – Rehearsal only – 5:00 PM – 8:00 PM
- Friday – Rehearsal and/or Wedding Ceremony – 5:00 PM – 9:00 PM
- Saturday – Wedding Ceremony – 10:30 AM – 3:30 PM ** NOTE – the bridal party will be allowed to have access to the church facilities for a maximum of 2 hours before the ceremony (for set up, pictures, etc.) and 1 hour after the ceremony (for pictures, clean up, etc.) unless other arrangements have been made through the Wedding Coordinator.

Decorations

Exits must be free of decorations due to fire regulations. No screws, tacks, wire, tape, pushpins, or nails shall be used on the wall, furniture, or pews. No pictures may be hung on the walls, and no statues may be erected. All decorations must be approved in advance by the Jersey Church Wedding Coordinator.

Items Supplied by Wedding Party

You will be responsible for providing your own paper/plastic products (plates, cups, napkins, and flatware), beverages, table linens, centerpieces/decorations, etc.

Use of Main Kitchen

The main kitchen is exclusively used by The Jersey Café as required by the Licking County Health Department. The kitchen is considered a commercial kitchen, and we are subject to their rules, and can be shut down if we are in violation of code. Therefore, the main kitchen is not available for any events.

JERSEY CHURCH

Wedding Policies and Guidelines

II. Security Deposit, Fees, and Gratuity/Honorariums for Weddings

There are no rental fees for use of the building for members, however, there are cleaning & utility fees (See Section III).

There is a \$250.00 refundable security deposit required in order to schedule/calendar weddings/receptions.

Gratuities/Honorariums for Pastor, Wedding Coordinator, Audio/Visual (A/V) Technician, Organist/Pianist are the responsibility of the bride and groom and must be given to the Wedding Coordinator prior to or on the night of the wedding rehearsal. (The gratuity/honorarium amounts listed below represent minimums).

Officiating Pastor

Gratuity: No set fee (at discretion of the bridal couple)

Wedding Coordinator

Wedding Ceremony Gratuity: \$200.00

Wedding Reception Gratuity: \$150.00 (for receptions held at Jersey Church, the Jersey Church Wedding Coordinator manages the reception)

NOTE: Off-Site Weddings/Receptions: If the bridal couple would like the Jersey Wedding Coordinator to assist with any receptions (rehearsal, wedding, etc.) off-site, the Jersey Wedding Coordinator will negotiate their individual fee independent of the other listed gratuities.

Musicians - Organ/Piano/ Instrument/Vocalist

Gratuity: \$75.00 / musician (3-hour minimum includes rehearsal and wedding ceremony, and \$25 for each additional hour.)

The Organist/Pianist selected, must be from a pre-approved list of instrumentalists at Jersey. Should the bridal couple wish to use a Pianist/Organist/Instrumentalist/Vocalist who is not on the Jersey list, the Wedding Coordinator must be notified well in advance of the wedding, and the Wedding Coordinator will discuss the request with the appropriate Jersey staff, who will have the final approval.

Music Selection

All music chosen for the wedding ceremony will be Christian songs/music in observance of the sanctity of the wedding ceremony. Any non-Christian music selections must be approved by the Officiating Minister;; through the wedding coordinator, at least two-weeks in advance of the wedding. The Officiating Minister has final authority on all music selections.

Audio/Visual Technician

Gratuity: \$75.00 / musician (3-hour minimum includes rehearsal and wedding ceremony, and \$25 for each additional hour.)

JERSEY CHURCH

Wedding Policies and Guidelines

Only Jersey Church A/V Technicians may be used. Practice times with vocal soloists and/or instrumentalists must be coordinated with the A/V Tech, and will be included toward the total billed hours. A/V Techs will handle all audio and video setups in the Chapel, the North Venue or Central Venue. Any variance to this policy must be discussed 60 days prior to the wedding with the Jersey Church Minister of Music and Wedding Coordinator.

III. Cleaning and Utility Fees

Fees for Custodial Services, Utilities and Misc. Expenses: Venues for Ceremonies

(includes set-up, tear down, cleaning)

- \$125.00 Chapel Cleaning
- \$125.00 North Venue Cleaning (3 - 150 attendees – normal chair setup)
- \$150.00 North Venue Cleaning (151- 250 attendees – normal chair setup)
- \$125.00 Central Venue Cleaning (3 - 250 attendees – normal chair setup)
- \$175.00 Central Venue Cleaning (251 - 500 attendees – normal chair setup)
- \$225.00 Central Venue Cleaning (500+ attendees – normal chair setup)
- \$50.00 Customized seating arrangement.

Receptions- Set-up, tear down and cleaning.

- \$ 150.00 Central or North Venue. (3-250 attendees)
- \$ 200.00 Central or North Venue (251-500 attendees)

Extras:

- \$25.00 Other ministry areas or area kitchen(s) used (per addt'l Area)
- \$75.00 Rehearsal Dinner (set-up, tear down, cleaning)