

CHURCH WEDDING POLICY
Stone Tower Seventh-day Adventist Church
3010 NE Holladay, Portland, OR 97232
503-232-6018

Marriage is an institution established by God and honored by Christ. We are happy to provide our facilities for your wedding and church staff prays that God will make your home one of the happiest on earth.

A marriage conducted in a church is a Christian worship service where all present praise God and invoke His presence in the ceremony and His blessings on the marriage. It is a time when the bride and groom pledge their love to each other and invite Christ to be a member of their home.

Because of the sacred nature of Christian weddings, we encourage you to plan your wedding thoughtfully to assure the beauty, simplicity and dignity of the religious service. In order that your wedding may be a truly sacred occasion and a memory to cherish through the years, the following guidelines have been established. The Stone Tower Church Pastor or Board must approve any exceptions on these guidelines.

A. Reserving the Church

1. Phone the church secretary or church wedding hostess to tentatively reserve a date and request a Church Wedding Policy and Application.
2. Read the Wedding Policy carefully and complete the Wedding Application with all necessary signatures.
3. Present the completed application with a check to cover the fees of the church secretary and wedding hostess. Fees may be determined from the Wedding Policy. Reservations cannot be confirmed until fees have been paid in full. Check should be made payable to Stone Tower Seventh-day Adventist Church.

B. Church Wedding Hostess

The role of the Church Wedding Hostess is to:

1. Provide the wedding party with access to the church at the appropriate times.
2. Schedule an operator for the public address system.
3. Ensure that the custodian provides a clean sanctuary, fellowship hall, and kitchen before and after the rehearsal and wedding ceremony.
4. Ensure that all furniture are returned to proper place

5. Ensure the fellowship/ kitchen area is clean.

The Stone Tower Church Wedding Hostess or her assistant shall be in attendance during the rehearsal, wedding, and reception. She will be available for counsel with wedding preparations and is responsible to carry out the established church policies.

C. Responsibilities of Coordinators

The bride should appoint a Wedding Coordinator who will be responsible for planning and execution of the wedding. Any fees charged by the Wedding Coordinator shall be in addition to the fees charged by Stone Tower Church and should be arranged directly with the Wedding Coordinator.

1. The duties of the Wedding Coordinator should include but are not limited to:
 - a. Review of wedding plans with the bride.
 - b. Provide a typed schedule of wedding plans to each participant and the church wedding hostess.
 - c. Supervise the rehearsal and wedding.
 - d. Decorating the sanctuary. All decorations should be done during the rehearsal time or at the time mutually arranged by the wedding coordinator and wedding hostess.
 - e. If the bride wants the decorations used, the wedding coordinator shall be responsible to remove such decorations. Any decorations remaining will be disposed by Stone Tower Church.
 - f. Provides other assistance as needed.

The bride should also appoint a Reception Coordinator, if required. Any fees charged by the Reception Coordinator shall be in addition to the fees charged by Stone Tower Church and should be arranged directly with the Reception Coordinator.

2. The duties of the Reception Coordinator should include but are not limited to:
 - a. Review Reception plans with the bride.
 - b. Supervise preparations of food, decorations, and servers. If Fellowship Hall or Kitchen is to be used for reception, contact the church's wedding hostess for use of equipment. The church has a limited supply of equipment available. The Reception Coordinator shall provide their own

serving and eating utensils, plates, cups, napkins and other items as needed for the reception. The Reception Coordinator shall ensure that all personal items, such as silverware, dishes, utensils, etc., are removed before vacating the premises. Stone Tower church and its members will not be responsible for any items left behind by the wedding party. If the Stone Tower wedding hostess or custodian must clear/wash these personal items, an additional fee may apply. This fee may be deducted from any deposit that was made.

- c. If the bride wants the decorations used during the reception, the Reception Coordinator shall be responsible to ensure these items are removed prior to vacating the premises. Any decorations left behind will be disposed.
- d. Round tables, rectangular tables and chairs are available. The Reception Coordinator shall be responsible for setting up the tables. Stone Tower Church will be responsible for taking the tables down after the reception.

D. Clean Up

The fee for clean up is included in the rental fee of the facility. Stone Tower Church will vacuum and clean the sanctuary and the fellowship/kitchen area after the wedding is finished. The Wedding/Reception Coordinators shall be responsible for removal of personal decorations, washing and removal of personal dishes, utensils, pots, etc. Any items left behind will be disposed of. An additional fee may be assessed if personal dishes, utensils, etc. must be cleaned by Stone Tower Hostess or Custodian.

E. Respect for God's House

- 1. We consider our church to be the House of God. Proper dress, conduct, and reverence are expected at all times.
- 2. Anyone entering the church for rehearsal or decorating purposes should come properly attired. Shorts and bare feet are not allowed in the sanctuary.
- 3. There is to be no smoking, or drinking of alcoholic beverages in our church or on its premises at any time.
- 4. The hostess will designate dressing rooms for the wedding party and will unlock them two hours before the wedding begins. All other rooms will remain locked.
- 5. The pastoral staff offices are private and are not to be used by the wedding party as dressing rooms, etc.

F. Sabbath Observance

Though the wedding is a sacred service, many of its preparations are inappropriate for the sacred Sabbath hours (sundown Friday to sundown Saturday). Therefore, plan your rehearsal, ceremony, and preparations to exclude these hours. The church will not be open to receive deliveries of flowers, cake, etc., during the Sabbath hours.

G. Attire for the Wedding Party

Attire for all members of the wedding party must conform to church standards of modesty. Low-cut, or strapless dresses are not acceptable. Please consult with the church wedding hostess for any additional questions..

H. Music and Organist

1. Musical selections for the wedding ceremony must be in harmony with the church standards. All music selections for the ceremony and reception, both vocal and instrumental, should be free from secular (worldly) associations and must be approved by the church wedding hostess at least three weeks before the wedding.
2. It is the responsibility of the organist to operate the organ properly. The wedding hostess can put him/ her in touch with the regular church organist for operational instructions. Costs for repairs to the organ because of damage or malfunction arising from improper use will be charged to the bride and groom.

I. Decorations

1. Furniture may not be moved unless approved by the wedding hostess and then must be returned afterwards.
2. No tacks, nails, staples, or tape may be used that would mar the pews, woodwork, or walls.
3. Any candles used must be dripleless. The church has carpet pieces, which must be placed under the candelabra for protection.
4. Fresh flowers may not be dropped in the aisles unless a runner is being used.
5. Rice, confetti, birdseed, etc., may not be thrown inside the church. If birdseed is thrown outdoors, it must first be degerminated by being placed in the freezer for 24 hours.

J. Reception Menu

Stone Tower Church forbids the use of alcoholic beverages, pork, pork products, or any of its byproducts, shellfish, shellfish products, or any of its byproducts to be brought in, cooked and/ or consumed on its premises. We strongly discourage serving and consuming caffeine products such as some coffees, teas, or colas. If these items are served, we strongly suggest that decaffeinated products be used. Food is not to be taken out of the reception center into other areas of the church or sanctuary.

K. Rehearsal

1. Rehearsal time should not last more than two hours and must be scheduled with the wedding hostess. She will be responsible to open and lock the church and will be present during the rehearsal.
2. Standards of reverence and appropriate dress must be observed in the church. Loud, boisterous talking and/ or jesting is inappropriate.

L. Photography

1. The use of flash photos shall be left up to the discretion of the wedding party. Please inform your professional photographer and all amateur photographers of your desires. A notation to this effect should be placed on the wedding program if one is provided.
2. Arrangements can be made to take pictures preceding or following the ceremony.
3. Videotaping is allowed provided no flash or flood lighting is used and the videographer is not conspicuous.

M. Public Address System

1. The church wedding hostess will make arrangements for an audiovisual person to operate the audio system in the sanctuary. A limited number of microphones are available. If necessary, the wedding party may bring in extra microphones, provided they are compatible with our audio system.
2. By providing your own new audiocassette tape, the audio attendant can record the ceremony for you. Please ensure the tape you provide will have enough time to record the ceremony in its entirety. The audio attendant shall not be responsible if the tape runs out before the ceremony is complete.

N. Wedding Fees

1. The wedding fees help to defray the church's expenses for additional utilities, custodial service, and services of the wedding hostess and the attendant of the audio system.
2. Any fees for musicians or other participants in the service should be arranged directly with them.
3. Stone Tower members** are not subject to the fees listed in this policy.

**Member is a person who was baptized, through profession of faith, or transferred into the Stone Tower Seventh-day Adventist Church and has been a member in good standing for the previous six months.

4. The fees are as follows for all non-members:

Wedding in the Main Sanctuary	\$400.00
Reception in the Fellowship Hall/ Kitchen	\$200.00
Total	<u>\$600.00</u>

*Honorarium for the minister may apply if the minister conducting the ceremony is the minister of the Stone Tower Seventh-day Adventist church. The bride should make arrangements directly with the officiating minister for payment of the honorarium if applicable.

O. Refunds

Wedding fees are non-refundable unless cancellation in writing is received by the church secretary or wedding hostess at least 10 days before the scheduled ceremony. Refunds less a \$50.00 processing fee will be sent to the person designated on the wedding application within two weeks.

CHURCH WEDDING APPLICATION
Stone Tower Seventh-day Adventist Church
3010 NE Holladay, Portland, OR 97232

Church Wedding Hostess: _____
Phone: _____ Address: _____

1. Date of Wedding _____ Time _____

- Date of Rehearsal _____ Time _____
2. Building Needs: _____ Sanctuary for Wedding
_____ Fellowship Center & Kitchen for Reception
3. Bride's Name _____
Address _____
Phone (Residence) _____ (Daytime) _____
Church Membership _____
4. Groom's Name _____
Address _____
Phone (Residence) _____ (Daytime) _____
Church Membership _____
1. Officiant Minister's Name _____
Church _____
Address _____
Phone (Residence) _____ (Daytime) _____
2. Wedding Coordinator's Name _____
Address _____
Phone (Residence) _____ (Daytime) _____
3. Refunds Should be sent to: _____
Address _____
Phone (Residence) _____ (Daytime) _____

We have read the Church Wedding Policy and agree to comply with its stipulations. We will be responsible for any damages as a result of our use.

Bride _____ Date _____
Groom _____ Date _____

I have a clear understanding of the Bride and Groom's eligibility to be married according to Biblical principles and have agreed to officiate at their wedding ceremony.

Officiating Minister _____ Date _____
Wedding Application and \$ _____ Received by _____ On _____
This wedding application has been approved by _____ On _____