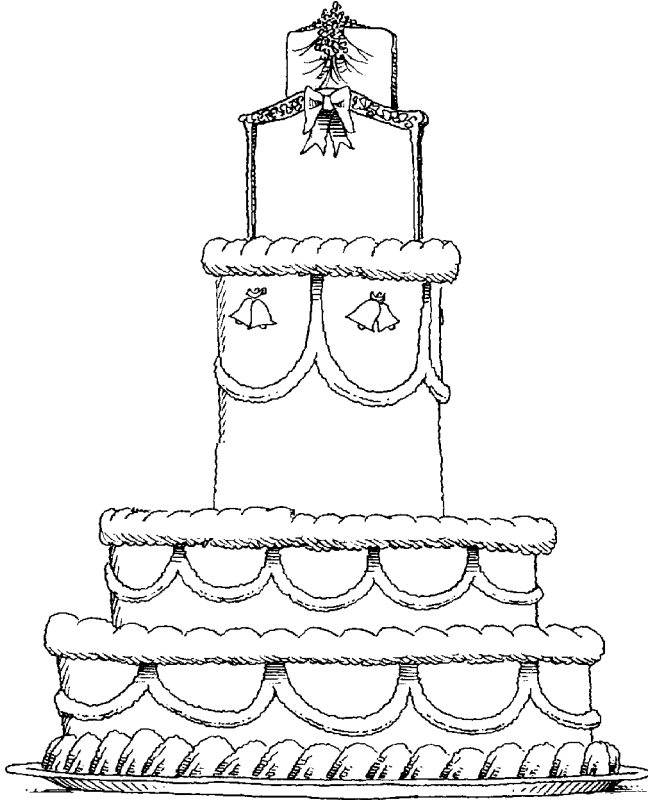


Planning Your Wedding



New Life Church of the Nazarene

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I. INTRODUCTION

Dear Friends:

We are happy that you are considering our church for your wedding. We want to cooperate with you. We believe God desires all marriages to succeed, and we are here to provide not only a beautiful facility for your wedding, but also a place of ministry in counseling, worship and service. Our church is a loving fellowship of Christians, in existence to give you support, encouragement and a place to find help when you need it.

This booklet has been prepared to answer many of the questions you might have regarding the use of our facilities. If you have any further questions, please feel free to communicate them to us. We desire God to richly bless you, your upcoming wedding plans and your future marriage. May it be based on a firm foundation, with Jesus Christ as its center.

Sincerely,

A handwritten signature in black ink that reads "Pastor Chuck Smith". The signature is written in a cursive, flowing style.

Dr. Chuck Smith, Pastor (chucks717@aol.com)

II. CHURCH SANCTUARY

Our Sanctuary provides a lovely setting for any wedding with up to 350 guests. Private dressing rooms are available for both the bride and groom and their attendants.

III. SERVICES

If you choose to use our facilities for your wedding, we will work together to make this sacred time one of the most beautiful and memorable events of your life.

We have discovered from experience that when the details of a wedding are carefully planned, the result is a happy and memorable occasion. In order that your wedding ceremony may be such, we ask your cooperation in observing the suggestions set forth in this booklet.

The following services are included in the basic wedding fee:

A. The Wedding Hostess

The church has a wedding hostess for all weddings conducted in the church. The secretary will give you her name and phone number so you can contact her. She will coordinate the bride's plans and offer guidance and assistance in the following areas:

1. Wedding etiquette
2. Audio/Video Tape recording if desired
3. Music
4. Rehearsal
5. Referrals (photographers, florists, etc.)
6. Behind the scenes efforts to provide smooth flow of the entire wedding plans.

The wedding hostess will meet with the bride to make necessary plans. She will assist the minister in directing the rehearsal and the wedding.

B. The Custodian

Our custodians are efficient, thorough and take great pride in the proper care of our facilities. They will provide careful set-up and cleanup for your wedding. Any unusual cleanup or candle wax on the carpets is the responsibility of the persons using the facility.

C. The Wedding Rehearsal

A rehearsal is scheduled to take place within one week of the wedding. The pastor and/or hostess will work closely with you concerning this. The wedding party needs to be prompt in arriving at the scheduled time.

IV. ADDITIONAL SERVICES

These additional services are not included in the basic wedding fee, but can be arranged through the wedding hostess.

A. The Minister

The wedding party may extend an invitation to the minister of their choice. If you choose to use our minister, at least four pre-marital counseling appointments must be scheduled with him. The name of any other minister must be submitted to our Minister for approval.

A set fee is not indicated for the minister. This fee is an honorarium and should take into consideration the time spent in the counseling sessions, the rehearsal and the wedding ceremony itself. The honorarium for the minister is the responsibility of the groom following the rehearsal.

B. The Musicians

The choice of organist and vocalist is the prerogative of the bride. The wedding hostess will be glad to give suggestions from our church as needed. The fee will depend upon the music selections and will be received by the wedding hostess at the rehearsal.

V. POLICIES

Please read this section carefully. These policies have been adopted after thoughtful consideration. We ask that you request no exceptions.

The bride and groom are responsible for the conduct of their wedding guests and party and will be held responsible for any violations or damages.

A. Decorations and Equipment

1. All decorations must be approved by the wedding hostess.
2. Nails, wire, tape etc. are not to be used on church furnishings or walls.
3. No moving or removal of furniture without permission.
4. No moving of piano or organ. No floral arrangements or objects may be placed on the instruments.
5. Candles must be of the dripless variety and placed in accord with regulations of the Los Angeles Fire Department.
6. The church does have flower containers and stands for your use.
7. A map is available to include in your invitations.

B. The Wedding Hostess

The hostess from the church will be present at the rehearsal and ceremony.

C. Music

The church wedding, being a worship service of the church, demands the best music we can offer that calls forth God's blessing on the service and on the bride and groom.

1. All music and musicians must be approved by the pastor.
2. All music to be used in the wedding will be provided by the wedding party.
3. If our musicians are to be used, they need to have the music one month prior to the wedding.

D. Premises

1. No rice is to be thrown. As an alternative, we suggest using birdseed. It is to be thrown in the parking lot and driveway only, not in or near the buildings.
2. No smoking is permitted inside the buildings. No alcoholic beverages are to be served or consumed. You can help us if you will make your wedding party aware of these policies.

E. Wedding Pictures

1. Since the wedding ceremony is a worship service, no flash pictures should be taken during the ceremony. Existing light photos are acceptable.
2. Formal poses for pictures may be taken before or after the ceremony at the discretion of the bridal party, but it is advisable to take pictures at a time when guests will not be kept waiting.
3. Videotaping is permitted. However, only the existing lights may be used, with no spot-lights.

VI. SCHEDULING AND RESERVATIONS

If after reviewing this booklet, you feel that the New Life Church of the Nazarene can meet your wedding needs, the following arrangements can be made through the church office:

A. Premarital Counseling

We believe in the importance of pre-marital counseling. When you decide to use our facilities, and our pastor has been contacted to perform your wedding, he will schedule four one-hour counseling sessions. Before the first session you will be requested to fill out the booklet "Application for the Service of Marriage." Our pastor is interested in helping you have not only a special and beautiful wedding but also a happy and blessed life together. The pre-marital counseling sessions will seek to prepare you for these goals.

B. The Wedding Date

Your wedding date will be reserved upon receipt of a \$50 advanced deposit. The \$50 will be refunded if there are no damages incurred, or if cancellation notice is received at least one month prior to the scheduled date. Special permission must be given for Sunday or Saturday evening weddings.

C. Rehearsal

When the wedding plans include music and the formal entry of the bridal party, a rehearsal is necessary. It may be scheduled from one to several days ahead of the wedding. All participants in the wedding should attend the rehearsal. One hour is usually sufficient time. We ask the wedding party to please be prompt.

D. Reception

Our fellowship hall may be reserved for your reception.

1. Wedding Day Preparations
 - a. Have someone at the church to receive the cake.
 - b. Make the punch and coffee.
 - c. Set tables.
 - d. Keep tables supplied with food.
 - e. Oversee kitchen duties.
 - f. Work with your caterer.
2. All supplies for punch, coffee, sugar, cream, nuts, mints, paper goods, etc. are the responsibility of the wedding party.
3. It is the responsibility of the wedding party to provide workers for the reception.

VII. FEES

A \$50 deposit is required to reserve your wedding date. This is held as a security/ cleaning deposit and will be refunded if no damages are incurred, or if you cancel no later than one month prior to the scheduled wedding date.

A. BASIC WEDDING FEE.....\$ 350.00

- Includes: Sanctuary
- Wedding Hostess
- Custodian
- Rehearsal
- Kneeler
- Flower containers
- Flower stands
- Candelabras
- Sound System

B. RECEPTION.....\$ _____

- Use of fellowship hall for serving food \$ 125.00
- Use of Kitchen for cooking food \$125 - \$150.00

C. ADDITIONAL COSTS

Ministerial Honorarium\$ _____

Soloists.....\$ 75.00

Organist.....\$ 150.00

All fees are due and payable at the rehearsal. The Wedding Hostess or Pastor will inform you of the total. Make check payable to:

NEW LIFE CHURCH OF THE NAZARENE