

## Church Wedding Procedures

Fairview Church  
1660 Leeville Pike  
Lebanon, TN 37090  
615.444.0111

A marriage ceremony performed in this facility is a service of Christian worship and consecration. By coming to the altar the couple is dedicating themselves in marriage to God and each other with the intention of being bound together as “one flesh” and building a Christ-centered marriage and family life for the glory of God and the children of the bond of matrimony.

With this in mind it is the desire of Fairview Church for this event and its accompanying activities to be meaningful worship experiences and expressions of celebration for its participants and offer the following guidelines.

Fairview Church’s wedding coordinator, will be your contact person when you have questions or needs related to the use of the building and grounds. She will be present at your rehearsal and wedding to assist you and make sure these guidelines are followed.

**DO NOT MAKE ANNOUNCEMENTS OR ORDER INVITATIONS UNTIL YOUR APPLICATION HAS BEEN APPROVED BY THE CHURCH OFFICE.**

### **I. Guidelines for Use of the Building**

1. Reserving the Building: A completed application and calendar request for the use of the building must be completed **90 days** prior to the date of the wedding.

Saturday Weddings: In order to be able to have the facility set up for Sunday Worship, weddings must be scheduled before 6:00p.m. and all wedding paraphernalia must be removed from the building before 9:00p.m. on Saturday.

Church Wide Events: No weddings can be scheduled close to Easter, in the month of December or close to Turning Point dates.

2. Applicant’s Responsibility for the Building: The applicant assumes full responsibility for the facility and its equipment during rehearsals, decorating, wedding and reception activities and other activities around the wedding. Any expenses incurred by damage to the building or the equipment will be the responsibility of the wedding couple. A refundable deposit of **\$500.00** payable in cash, cashier’s check or money order will be required at the time the application is submitted for **non-members**. **You are required to be a member of Fairview for 12 months prior to your wedding date to receive member privileges.**
3. Bubbles: Due to potential safety hazards, only bubbles may be used on the **outside** of the building.
4. Smoking and Alcohol: Smoking and alcohol are not allowed in the building or on the grounds.
5. Furnishings/Greenery: No furnishings or greenery may be moved in the building.

6. Decorations: Decorations are the responsibility of the wedding party. Absolutely no candles may be placed on any instrument. Only dripless candles may be used and proper protection must be used underneath all candles. All decorations and other paraphernalia must be removed immediately following the reception or by 9:00p.m. whichever comes first. The use of nails, tacks or tape are not to be used to install decorations.
7. Dressing Areas: The Green Room will be used by men in the wedding party and Rooms C3 and C4 will be used by the ladies. Since these rooms do not have full length mirrors, you will need to provide them for the wedding party.

## II. Guidelines Regarding the Ceremony

1. The Ceremony: The wedding ceremony will be an act of Christian worship. The Pastor shall be in charge of the wedding ceremony since it is an act of worship.
2. Counseling: A **minimum** of three pastoral counseling sessions are required for the perspective bride and groom. Ample time should be allowed for this procedure. Counseling should be completed at least one month prior to the wedding date. You will be responsible for seeking your own counselor and providing us with proof of said counseling.

\*\*Note: Please do not send out **announcements or invitations** until this counseling has been arranged.

3. Cooperation: This is your wedding. In order to assist the pastor in making it distinctly yours, and the act of worship that it is, your suggestions and requests are encouraged. **These suggestions and requests must be made no later two weeks prior to the wedding day.**
4. Music: Music for the ceremony must be approved by the Worship and Creative Arts Pastor. All musicians must attend the wedding rehearsal.
5. Pictures: Flash pictures may be taken by the photographer as the bride and her escort enter the church aisle and as the bride and groom leave the altar. No flash pictures may be taken during the ceremony. Following the ceremony, the couple and wedding party may return to the altar for pictures.
6. CD/DVD Recordings: Video recordings can be made by interested parties with their own equipment provided it is done quietly and without notice. If prior arrangements are made with the sound technician of the church, a CD recording can be made through the church sound equipment. It will be the responsibility of the wedding party to make arrangements with the technician at least 2 weeks prior to the wedding.

7. Sound and Lighting Technicians: Trained sound and lighting technicians must be approved by the Worship and Creative Arts Pastor. A meeting with the church's Facilities Manager must be scheduled no later than two weeks prior to the wedding date to confirm sound and lighting needs.
8. Rehearsal: Traditionally, the wedding rehearsal is conducted the evening prior to the day of the wedding. The entire wedding party is expected to be present. The Pastor will direct the rehearsal with the assistance of Fairview's wedding coordinator.

### III. SUGGESTIONS REGARDING YOUR MARRIAGE LICENSE:

1. Marriage licenses are issued by the County Court Clerk of Wilson County. The Wilson County Courthouse is located on East Main Street in Lebanon. The telephone number is 444-0314. **Please give the license to the pastor at the rehearsal, so that it can be prepared by the wedding time. Also, notify the person you wish to be the witness on your license so that he/she will be prepared to sign the license immediately following the ceremony.**

If you are planning an extended honeymoon, please make arrangements for someone to file the license within the required time at the courthouse.

#### Fee Schedule

		Member	Non-Member
Use of Building	Worship Center Only	No charge	\$500.00
Use of Building	Reception Areas	No charge	Not available
Custodian	Worship Center Only	\$75.00	\$200.00
Custodian	Reception Areas	\$100.00	Not Available
Fairview Wedding Coordinator		\$200.00	\$250.00
Sound/Lighting Technician**		\$200.00	\$250.00
Pastor		Honorarium	Honorarium

***Fees will be submitted upon approval of application. Make checks payable to Fairview Church. All monies will be deposited immediately.***

\*\*These fees will depend upon how much change in lighting you will require.

**Wedding Application  
Fairview Church  
1660 Leeville Pike  
Lebanon, TN 37090  
615-444-0111**

Date: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Member of Fairview Church \_\_\_ Yes \_\_\_ No

Groom's Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Member of Fairview Church \_\_\_ Yes \_\_\_ No

New Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Wedding Rehearsal:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Wedding Ceremony:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Minister: \_\_\_\_\_ Personal Wedding Coordinator: \_\_\_\_\_

Musician: \_\_\_\_\_ Florist: \_\_\_\_\_

Decorator: \_\_\_\_\_ Caterer: \_\_\_\_\_

Custodian: \_\_\_\_\_ Sound/Lights Technician: \_\_\_\_\_

**WE HAVE READ THE GUIDELINES FOR WEDDINGS AT FAIRVIEW CHURCH AND AGREE TO COMPLY WITH THEM AND TO INSURE THAT OUR GUESTS DO LIKEWISE. FAILURE TO COMPLY WITH THESE GUIDELINES MAY RESULT IN WITHDRAWAL OF PERMISSION TO USE THE FACILITIES AT ANY TIME.**

Groom: \_\_\_\_\_  
Signature Date

Bride: \_\_\_\_\_  
Signature Date

Staff: \_\_\_\_\_  
Signature Date