

Wedding Information



*Lighthouse World Outreach Center
Monroe, Georgia*

*Walk in Love,
as Christ also has loved us
and hath given Himself for us.
Ephesians 5:2*



Congratulations on your upcoming wedding. We are pleased that you are considering Lighthouse World Outreach Center and its facilities for your wedding. We will strive in every way to make this day the very best it can be.

Enclosed you will find information regarding our Wedding Policy, Schedule of Fees, Reservation and Request Form and a Liability Release Form.

Please read through all the information, complete the forms as requested and return by _____, along with your deposit of _____.

If you have questions, please call the church office at 770-267-4365. Monday – Friday 8:00AM – 5:00PM.

The Marriage Covenant

“Believing that marriage is a covenant intended by God to be a lifelong relationship between a man and a woman, we vow to God, each other, our families, and our community to remain steadfast in unconditional love, reconciliation, and sexual purity, while purposefully growing in our covenant marriage relationship.”



A Joyous Occasion

Weddings at Lighthouse World Outreach Center are always to be a joyous occasion. They are spiritual celebrations at which time God joins together two people, making them one. Marriage is God's chosen way to illustrate the greatest relationship in life. Indeed marriage speaks beautifully of the personal relationship that one is privileged to have with Jesus Christ as Lord and Savior.

We leave it to you to decide your need to have a simple wedding or an elaborate wedding and reception. The important matter is making it your desire to honor God, for indeed He will honor those who choose to honor Him.

The church staff here at Lighthouse World Outreach Center will be glad to help you in planning for this very special occasion. We are here to answer your questions and offer any council you might need. We want your wedding to reflect the wonderful love that God has given His children through Jesus Christ. We urge you to make full preparations both for the Wedding Day and for the spiritual life you will have together.

LIGHTHOUSE WORLD OUTREACH CENTER

WEDDING POLICY

A Wedding at Lighthouse World Outreach Center is intended to be an act of worship, a religious covenant whereby the union of a couple is affirmed. Your wedding and all its preparations, both spiritual and temporal, should be done in a way that will bring honor and glory to God.

It is the desire of the ministers and staff at Lighthouse World Outreach Center that your celebration of marriage be a memorable and joyous experience.

For these reasons, the following policies have been developed to guide your wedding planning process. There are no exceptions to these provisions. Please read them carefully.

CHURCH FACILITIES

- The church sanctuary, which seats 999, is available for the wedding ceremony and the rehearsal.
- The Family Life Center, which has an adjoining kitchen, is available for the rehearsal dinner and the wedding reception. The maximum seating capacity is 350.
- There are designated changing/dressing facilities for the bride, groom and attendants.

MAKING RESERVATIONS

Contact should be made with the church receptionist well in advance to clear the date for use of the church facilities. A “Wedding Request Package” will be mailed out or can be picked up at the church office. The request will be held for fourteen (14) days without deposit; however, a reservation can only be confirmed after the completed “Wedding Reservation Request” form, the “Wedding Questionnaire” and a counseling schedule made and confirmed with the Senior Pastor, if he will be performing the ceremony.

Facilities are available to members of Lighthouse World Outreach Center, their children, regular attendees and Christian friends of the community.

Church members may make reservations up to twelve months in advance of the wedding. All reservations must be scheduled and confirmed no less than six (6) months before the date of the wedding.

Lighthouse World Outreach Center reserves the express right and discretion to accept or deny any application for use of the church facilities.

Lighthouse World Outreach Center will not schedule weddings or rehearsals on Sundays, Thanksgiving, Christmas, New Years, Easter, July 4th, Labor Day and Memorial Day weekends. Weddings may be scheduled to start no later than 6:00pm.

COUNSELING

We believe marriage to be a covenant relationship, that carries with it important responsibilities not only to each other, but also to God. It is to be a lifelong relationship, not to be entered into unadvisedly. With a current divorce rate exceeding 50% of all couples, we believe that it is very important that couples seek pre-marital counseling prior to the wedding. In an effort to strengthen marriages from the very beginning, we have adopted a policy requiring that all couples in our facilities meet minimum requirements for pre-marriage counseling.

If the Senior Pastor will be performing the ceremony he or someone designated by him will meet with each couple for private pre-marital counseling, over a period of six months prior to the scheduled wedding date. It is the couple's responsibility to complete the sessions. If the couple fails to meet this pastoral counseling requirement the use of Lighthouse facilities may be cancelled. Our vision is that the counseling be performed by qualified Clergy or Christian counselor approved by the Senior Pastor.

If the Senior Pastor will not be performing the ceremony, the couple may select outside counseling to be performed by qualified Clergy or Christian counselor approved by the Senior Pastor. Such counseling will consist of not less than three (3) individual sessions.

THE OFFICIATING MINISTER

If the officiating minister is not the Senior Pastor of Lighthouse World Outreach Center then that minister performing the ceremony must be a licensed/ordained minister of the gospel. He must be introduced to the Senior Pastor of Lighthouse World Outreach Center at least four (4) months before the wedding date. The Senior Pastor of Lighthouse World Outreach Center reserves the right to reject any outside minister.

MUSIC

Since a wedding is a worship service, the music must promote worship. All music must be either sacred, contemporary Christian or classical. The Minister of Music must approve all music.

It will be necessary for the bride/groom to make rehearsal arrangements for soloist(s), pianist, and other musicians. If musicians desire additional rehearsal time using our facility, they should schedule use of the building through the church office. The wedding rehearsal will include only the music selections that are a part of the wedding processional, ceremony and recessional.

The program of music is usually scheduled to begin 20 to 30 minutes prior to the appointed hour for the wedding. The processional will begin at the appointed hour.

THE REHEARSAL

If there are to be any attendants, it is necessary to schedule a rehearsal; even the simplest wedding ceremonies require this planning and preparation. All rehearsals will be scheduled between the hours of 6:00 pm and 8:00 pm. Rehearsals will begin promptly and proceed without unnecessary delay. The entire wedding party; including soloists/singers and musicians are expected to attend.

The officiating minister will be responsible for conducting the rehearsal, the church's wedding coordinator and the brides' wedding director will support him.

FACILITIES USE POLICY AND PROCEDURES

LIGHTHOUSE WORLD OUTREACH CENTER

609 GENE BELL ROAD

MONROE, GEORGIA 30655

770-267-4365

“A DIFFERENT KIND OF CHURCH MAKING A DIFFERENCE.”

Revised August 17, 2004

SCHEDULE OF FEES.....MEMBERS

Security Deposit..... \$500.00

Sanctuary..... \$ 0.00

Family Life Center..... \$ 0.00

Use of kitchen facility for rehearsal dinner..... \$ 0.00

Wedding Coordinator..... \$20.00/hr (10 hr minimum)

Sound Technician..... \$20.00/hr (3 hr minimum)

Lighting Technician..... \$20.00/hr (3 hr minimum)

Kitchen Coordinator.....\$20.00/hr (3 hr minimum)

Maintenance/Custodial..... \$15.00/hr (4 hr minimum)

The security deposit will be refunded seven (7) days after the wedding, if all policies are complied with and there is no damage to property.

SCHEDULE OF FEES.....NON-MEMBERS

Security Deposit.....	\$500.00
Sanctuary.....	\$750.00
Family Life Center.....	\$500.00
Use of kitchen facility for rehearsal dinner.....	\$200.00
Wedding Coordinator.....	\$20.00/hr (10 hr minimum)
Sound Technician.....	\$20.00/hr (3 hr minimum)
Lighting Technician.....	\$20.00/hr (3 hr minimum)
Kitchen Coordinator.....	\$20.00/hr (3 hr minimum)
Maintenance/Custodial.....	\$15.00/hr (4 hr minimum)

The security deposit will be refunded seven (7) days after the wedding, if all policies are complied with and there is no damage to property.

WEDDING RECEPTIONS

The church facilities may be used for wedding receptions only when the wedding ceremony is held at the church. Everything brought into the building for the wedding and/or reception must be removed the day of the wedding. This includes rental tables, chairs, food, decorations, etc. Since these rooms will be used on Sunday, nothing can be left over the weekend.

All caterers/food servers using the church facilities will be expected to leave the kitchen and reception area in the same condition it was found. The caterer and/or wedding party must furnish all supplies needed.

If a professional caterer is used they must furnish a valid business license and Health Department food service permit. The services of a Lighthouse provided Kitchen Coordinator will be required.

DECORATIONS AND FLOWERS

It is the responsibility of the bride/groom to arrange with a florist for decorations and to ensure that the florist and decorators are aware of the following guidelines:

- Nails, tacks, staples, screws, pins, tape, or anything that will mar the woodwork, furnishings and finishes may not be used.
- Only drip-free candles will be used. Candelabras used must be designed to catch and contain any drippings. A further measure of protection for the carpet is to place clear plastic or white satin cloth under each candelabrum.
- Arrangements must be made to remove all equipment, candelabras, etc. at the end of the celebrations.
- The wedding party, where there is cause, will assume responsibility for damages to objects of art, furniture, fixtures or equipment in the church facilities.
- Decorations to the married couple's automobile will not bear any markings or symbols contrary to Christian customs and decorum.
- The florist will complete all decorations no later than two hours before the official start of the wedding. Setup schedules will be arranged with the Wedding Coordinator.

PHOTOGRAPHY/VIDEO

It is the responsibility of the wedding party to instruct the photographer that no flash pictures are permissible in the sanctuary once the ceremony has begun. Pictures of the bride/groom entering may be taken. Time exposed photography is permitted if taken unobtrusively.

Video taping may be done at any time, as long as it is done unobtrusively.

GENERAL INFORMATION

- Due to insurance liabilities, no child care will be provided at Lighthouse World Outreach Center for weddings.
- Children will be properly supervised.
- The church will not be responsible or liable for loss, theft, or damage to any item belonging to a member of the wedding party. This includes dresses for the wedding, suits or tuxedos, purses, money wraps, etc. It is strongly suggested that valuables not be left unattended.
- No alcoholic beverages may be served at the reception or allowed on church premises.
- No food or drink is allowed in the sanctuary.
- No smoking is allowed in any church facilities.
- No rice shall be thrown. Please use birdseeds or bubbles.
- No secular music allowed and there will be no dancing at the reception.
- Platform setup will be the responsibility of the wedding party with the input of the Wedding Coordinator. Drums cannot be moved but can be covered.

Marriage License

A marriage license must be presented to the church office no later than 48 hours before the wedding.

Schedule of Payments

The security deposit will be due when the “Wedding Reservation Request” is submitted.

All other fees, except the honorarium to the minister, will be made payable to “Lighthouse World Outreach Center” and must be paid in full 14 days prior to the wedding date.

WEDDING INFORMATION

Please fill out and return 3 weeks prior to the wedding

Return to: Lighthouse World Outreach Center
609 Gene Bell Road
PO Box 1596
Monroe, Georgia 30655

DATE OF WEDDING: _____

NAME OF BRIDE: _____ NAME OF GROOM: _____

ADDRESS & PHONE NUMBER YOU CAN BE REACHED AT **AFTER** YOUR
WEDDING: _____

OF GUESTS EXPECTED: _____

FLORIST: _____ PHONE #: _____

PHOTOGRAPHER: _____ PHONE#: _____

CATERER: _____ PHONE#: _____

SOLOIST: _____ # OF SONGS: _____

GROOM'S PARENTS NAMES: _____

BRIDE'S PARENTS NAMES: _____

BEST MAN: _____

MAID/MATRON OF HONOR: _____

ATTENDENTS: _____

RING BEARER: _____ FLOWER GIRL: _____

USHERS: _____

Lighthouse World Outreach Center Wedding Questionnaire

Please fill out **ALL** information accurately and completely.
Please attach a photo of both bride and groom, which will be returned after the application is processed.

Today's Date: _____

Wedding Date: _____ Time: _____ Rehearsal Date: _____ Time: _____

Do you have both sets of parent's permission/approval? _____

Who will be performing the ceremony? _____

Minister's address & telephone number: _____

Who is your wedding director? _____

Telephone#: _____ Cell#: _____ Work#: _____

.....
To Be Completed By The Bride

Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (home): _____ (work) _____

Are you saved? _____ How long? _____

What church do you attend regularly? _____

Are you a member? _____ Pastor's name: _____

Have you ever been previously married? _____

Divorced? _____ Widowed? _____ Children? _____ How Many? _____

.....
To Be Completed By The Groom

Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (home): _____ (work) _____

Are you saved? _____ How long? _____

What church do you attend regularly? _____

Are you a member? _____ Pastor's name: _____

Have you ever been previously married? _____

Divorced? _____ Widowed? _____ Children? _____ How Many? _____

**Lighthouse World Outreach Center
Wedding Reservation Request Form**

Bride's Name

Groom's Name

Address

Address

City, State & Zip Code

City, State & Zip Code

Home Phone Business Phone

Home Phone Business Phone

Date of Rehearsal

Time of Rehearsal

Date of Wedding

Time of Wedding

Have either the bride or groom had a previous marriage? Yes _____ No _____

Will the Rehearsal Dinner be at church? Yes _____ No _____

Will the Reception be at the church? Yes _____ No _____

We have read, understand, and agree to the terms of these wedding policies.

Bride's Signature

Groom's Signature

A \$500.00 deposit must be attached to this reservation form before the date can be written on the church calendar.

A Wedding Coordinator will contact you soon regarding the details of your wedding.

LIABILITY RELEASE FORM
Lighthouse World Outreach Center
609 Gene Bell Road
Monroe, Georgia 30655
770-267-4365

As a consideration of the use of the Church facilities, you understand and agree that the Church will not be held liable or responsible for any loss, damage or injury which may be incurred or suffered while you are on Lighthouse World Outreach Center premises or as a result of the use of the facilities. This includes, but is not limited to, any loss, damage or injury relating to such things as theft or car accident.

I shall indemnify and save Lighthouse World Outreach Center harmless from and against any and all liabilities, damages, reasonable expenses, causes of action, claims or judgments (including, without limitation, reasonable attorney's fees and court costs) arising from personal injury, death or property damage and occurring on or from the Property to guests, members, my invitees or licensees.

I further agree to abide by these policies and rules of Lighthouse World Outreach Center and I will see that they are observed by those in attendance.

Signed: _____

Date _____