

Wedding Policy

Norris Ferry Community Church

The members and staff of Norris Ferry Community Church are delighted that you have chosen to hold your event in our facilities. In this document you are referred to as the “**responsible party**”. As the responsible party you are expected to read through the policies and we ask that you respect our policies and take them seriously. They have been established in order to preserve an atmosphere of worship and respect for our facilities. If you have any questions regarding the policies, please discuss them with David Granger; granger@norrisferrychurch.org or (318)780-7113.

Purpose Statement

The church’s facilities were provided through God’s benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the church’s constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church’s faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church’s beliefs would be material cooperation with that activity, and would be a grave violation of the church’s faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church’s faith would have a severe, negative impact on the message that

the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church’s faith use any church facility. Nor may church facilities be used in any way that contradicts the church’s faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church’s sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)



Approved Users and Priority of Use

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

NFCC Event Facilitator

To ensure a successful event, the church requires a representative known as the event facilitator to be present at all rehearsals, set up, and events. Our event facilitator can give suggestions to make your experience joyful while also giving direction to assure the integrity of the church's mission. (The event facilitator is not a wedding planner or wedding coordinator.)

The Role of the Event Facilitator:

- ◆ The Event Facilitator will make sure everything related to the church facilities and it's furnishings is set up and ready for your event.
- ◆ On the day of the event, the goal of the Event Facilitator is to relieve you of as much apprehension as possible. They bring the voice of clarity to this sometimes emotionally charged moment. As they provide you help, please afford them respect.
- ◆ The event facilitator must be present at all event set-up, rehearsals, and during the entire event.
- ◆ The event facilitator will be paid an honorarium of \$25.00 per hour.

Wedding Promotional Information

Norris Ferry Community Church
10509 Norris Ferry Road
Shreveport, LA 71106

THE WEDDING PLANNING GUIDE

We believe that any wedding celebrated here should be a worship service in which the gathered community gives thanks to God for the love which brings one man and one woman together, witnesses their vows, and asks God's blessings on their life together. In this way, the wedding becomes an act of the whole church. Therefore, the policies set forth by the church reflect the convictions of Norris Ferry Community Church about the nature of worship and marriage.

As you read through the policies, we ask that you respect our policies and take them seriously. They have been established in order to preserve an atmosphere of worship and individuality in all marriage ceremonies. If you have any questions regarding the policies, please discuss them with the Executive Pastor or other staff members.

THE MARRIAGE COVENANT

The indissoluble union between Jesus Christ and the Church is the Biblical model we follow in marriage. When one man and one woman with an authentic love for each other commit themselves in Christian marriage, they come together intending to remain united throughout their lives. It is our hope that persons who come to be married in Norris Ferry Community Church's facilities share our convictions and will strive to realize the ideal of a lifelong marriage.

We wish you every happiness in your life together, and sincerely hope that your wedding in these church facilities will be a sacred and beautiful occasion.

"May the God of hope fill you with all joy
and peace as you trust in him, so that you
may overflow with hope by the power of the Holy Spirit." - Romans 15:13

Wedding Facilities Available for Your Use:

Worship Center - 220 seats

Bride's Room - Private dressing area for all female attendants will be in Room #6

Groom's Room - Private dressing area for all male attendants will be the Nursery

Coffee Shop - reception area and food service area, including small refrigerator

Wedding Fees

A wedding is considered a member wedding when either the bride, groom or parents are active members of this congregation prior to date the wedding is placed on the church calendar.

Fees:

All fees should be paid 1 month prior to wedding date

	<u>Member</u>	<u>Non-Member</u>	<u>Totals</u>
Non-Refundable fee payable to NFCC to reserve date	\$ 50.00	\$ 100.00	
Custodian –for clean up after rehearsal and wedding ceremony <i>(Separate check: name will be provided)</i>	NO RECEPTION \$ 150.00 WITH RECEPTION \$ 200.00	NO RECEPTION \$ 250.00 WITH RECEPTION \$ 300.00	
Sound System Operator <i>(Separate check: name will be provided)</i>	\$ 100.00	\$ 175.00	
On-Site Event Facilitator <i>(Must be on-site during all event set-up, rehearsal, and during the entire event.)</i>	\$25.00/hour	\$ 35.00/hour	

Wedding Forms and Fees

- ◆ The Wedding Reservation Form, accompanied by a non-refundable deposit of \$50.00 for members or \$100.00 for non-members, should be returned to the church office.
- ◆ All remaining fees and forms are due one month prior to the wedding date.
- ◆ Fees for services of soloists, musicians, photographers, florists or other persons contracted by the wedding party are the responsibility of the wedding party and should be paid directly to such persons. The church will not be liable for any such claims that may arise from such contracts.

Wedding Rehearsal

- ◆ Plan early so the use of church space can be arranged without conflict.
- ◆ Rehearsals are generally scheduled the day before the wedding date.
- ◆ Rehearsal time is limited to one (1) hour and it is suggested that the wedding party arrive 15 minutes before start time in order to begin promptly.
- ◆ Rehearsals can be scheduled at 6:00 PM, 6:30 PM, or 7:00 PM.
- ◆ All members of the immediate wedding party (honor attendants, bridesmaids, groomsmen, children and ushers) should attend the rehearsal. Parents and grandparents of the bride and groom are also encouraged to attend.
- ◆ Vocalists & musicians should be present for rehearsals to lessen confusion on the wedding day.

Weddings

- ◆ Weddings with or without church receptions are available.
- ◆ Time frame that facilities are available for a wedding without a church reception is usually 3.5 hours.
- ◆ Time frame that facilities are available for a wedding with a church reception is usually 5 hours.
- ◆ Decorating of the church can be done the day of the wedding as arranged with the church office.
- ◆ Weekday times for decorating are available on a limited basis.
- ◆ Weddings are not scheduled on Sundays, Wednesdays or for the holiday weekends of New Year's, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

Minister Performing Ceremony

- ◆ Must be a minister of Norris Ferry Community Church or a minister of a Cooperating Baptist Church (a church in agreement with our interpretation of Biblical guidelines for marriage).
- ◆ In unusual circumstances a minister of another faith may take part if the Ministerial Staff of Norris Ferry Community Church agrees.
- ◆ Minister must be secured at the time of calendar request, and minister's name must be included in the request.
- ◆ Weddings will be conducted in accordance with Biblical guidelines and the state law.

Honorariums

- ◆ It is customary for an honorarium to be given to the minister(s). The minister's honorarium is paid to the minister(s) at the rehearsal or prior to the wedding ceremony. This is normally the responsibility of the groom. This is purely an individual decision. However, because so many couples ask about this detail, we want you to be informed. The average honorarium ranges between \$150-\$250.

Counseling Classes

- ◆ All persons getting married at Norris Ferry Community Church are required to attend six sessions of premarital counseling prior to the wedding date.
- ◆ Sessions are available through Norris Ferry Community Church. These sessions are mandatory and offered free of charge.
- ◆ Please call Kevin Willsie in the church office at 318-797-1203 or email willsie@norrisferrychurch.org for information on these sessions as soon as you have scheduled your wedding date.

Wedding Music

- ◆ Keep in mind that a church wedding is a worship service.
- ◆ Music should be in accordance with the reverence that is observed upon entering the House of the Lord.
- ◆ Church musicians maybe available and should be contacted as soon as the wedding is scheduled.
- ◆ All music and musicians used in the wedding service must be given one month prior to the wedding ceremony for approval.
- ◆ All recorded music and video presentations must be approved one month prior to the wedding ceremony.
- ◆ Arrangements of live music to be played at the on-site reception must also be approved.
- ◆ Fees for musicians are given immediately following the wedding ceremony, directly to the musicians.

Sound System

- ◆ The Sound Technician will need to know how many vocalists, readers, and ministers you will have. It is also important for the technician to know if any instruments other than piano/keyboard will be used.
- ◆ The Sound Technician will arrive approximately one hour prior to the beginning of the ceremony. If requested, the Sound Technician can be present at the wedding rehearsal. He will arrive 30 minutes prior to the one-hour allotted rehearsal time.
- ◆ Musicians are permitted to have a short rehearsal after the Sound Technician arrives.
- ◆ Musicians who need to use church sound system are required to contact the church office no later than one month prior to the service for assistance.

Dressing Rooms

- ◆ Facilities are provided so that the bride and her party may dress at the church.
- ◆ A like courtesy is extended to the groom and his attendants.
- ◆ Dressing rooms are provided two hours before the wedding time.
- ◆ The wedding party may use only those rooms designated for them. The bride and groom are responsible for ensuring that the wedding party remains confined to the areas of the building which have been reserved for the wedding.
- ◆ It is recommended that dressing areas be cleared of all belongings before the ceremony begins. The wedding party is responsible for removing any remaining personal belongings from dressing room immediately after the wedding. Wedding gowns and attendant dresses cannot be left in the dressing rooms the night before the wedding.
- ◆ It is the responsibility of the bride and groom to arrange for the care and transportation of personal items belonging to the wedding party before, during and after the wedding.
- ◆ Norris Ferry Community Church is not responsible for lost or stolen items before, during and after the rehearsal and/or wedding.
- ◆ The dressing rooms need to be cleared one hour following the wedding.

The Wedding Party

- ◆ Members of the wedding party will recognize that the church is the House of God and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship.
- ◆ Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in the wedding.
- ◆ Use of alcoholic beverages or drugs and smoking are not permitted on church property.
- ◆ Appropriate and modest dress is requested for all wedding participants.
- ◆ Flower petals, bubbles, and birdseed may be thrown only outside church buildings. (Exception: The flower girl is allowed to drop silk flower petals at the wedding.) Confetti and rice are not permitted on church property.

Decorations/Florists Policies

- ◆ Upon confirmation of the wedding date, it is the Bride's responsibility to secure the services of a Florist, and give the name and phone number to the NFCC church office.
- ◆ NFCC's Worship Center, provide a setting for a dignified and beautiful service and require minimal but carefully planned decorations.
- ◆ Decorating of the church can be done the day of the wedding as arranged with the church office.
- ◆ All Brides are required to relay to their florist the rules and regulations of the church. An insert is provided to give to the florist. Please return this completed form to the church office one month prior to the wedding ceremony.
- ◆ All decorations and floral arrangements must be removed from the church facilities immediately following the wedding ceremony and/or reception.
- ◆ Balloons are not allowed in the Worship Center or Coffee Shop.
- ◆ Candles or candelabras must not be placed on, in or be surrounded by flammable material. Fire resistant cloth must be under all candles to protect furniture, carpet and flooring. (Thin plastic or paper and green floral tissue is not acceptable as fire resistant cloths.)
- ◆ Only flameless, battery-operated candles may be used on the aisles.
- ◆ All candles must be dripless.
- ◆ Candles used for pictures before the ceremony may need to be replaced before the wedding hour.
- ◆ All potted plants or vases containing water may not be used without saucers or plastic placed under them to protect the carpet and furniture from spillage.
- ◆ Nails, tacks, staples, pins, tape, adhesives, or anything that will mar woodwork or furniture cannot be used.
- ◆ Aisle runners are not permitted.
- ◆ No furniture may be removed or changed without prior approval.
- ◆ Note: The church is decorated prior to Christmas and all decorations must remain throughout the Christmas season.

Photography Policies

- ◆ Upon confirmation of the wedding date, it is the Bride's responsibility to secure the services of a Photographer, and give the name and phone number to the NFCC church office.
- ◆ All Brides are required to relay to their photographer the rules and regulations of the church. An insert is provided to give to the photographer. Please return this completed form to the church office one month prior to the wedding ceremony.
- ◆ All pre-wedding pictures in the sanctuary or outside must be finished 45 minutes before the wedding. The photographer will have 30 minutes after the wedding in or outside the church for pictures. All photo equipment must be removed from the sanctuary 45 minutes after the ceremony.
- ◆ Guests are not allowed to take flash pictures during the ceremony.
- ◆ Please notify family members who are to be in group pictures. It is recommended these be taken first.
- ◆ The officiating pastor must be consulted regarding any exceptions to the photography/video policies.
- ◆ Video may be done during the ceremony, provided no additional outside lighting is necessary with the camera personnel in fixed, unobtrusive locations.
- ◆ The videographer may not interfere with the wedding ceremony once begun.

Borrowed and Rented Articles

- ◆ No wedding clothes are to be delivered to the church.
- ◆ Arrangements must be made for the return of borrowed or rented articles immediately after the wedding and reception, as storage space is not available for rented or personal items.
- ◆ The church is not liable for any loss or damage to any item brought into the church for use at weddings and/or receptions.

Wedding Receptions

- ◆ Church receptions may be held in the Coffee Shop or youth room areas.
- ◆ Food and beverages should only be served in the Coffee Shop area.
- ◆ Arrangements for receptions are to be made with the church office. Receptions are to be no more than two (2) hours long.
- ◆ The church does not have kitchen facilities; a caterer of your choice must cater any event.
- ◆ Outside caterers are expected to provide all supplies.
- ◆ Decorations must be removed immediately after the reception.
- ◆ Rice is not allowed for throwing, but birdseed or flower petals may be thrown outside. Please consider passing out seeds or petals in a basket outside before the bride and groom appear.
- ◆ Use of alcoholic beverages or drugs and smoking are not permitted on church property

Damages

- ◆ Any damages to the premises before, during or after the rehearsal, wedding or on-site reception are the responsibility of the wedding party.
 - ◆ Norris Ferry Community Church is not responsible for lost or stolen property. Please do not bring valuables. Dressing rooms are not locked during weddings.
 - ◆ Norris Ferry Community Church is not responsible for property left at the church before, during or after a wedding.
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Request for Wedding Reservations
Norris Ferry Community Church

Today's Date _____

Bride's Name _____

Bride's Address _____

Bride's Phone Numbers: Home _____ Cell _____ Work _____

Bride's Email _____ Bride's Date of Birth _____

Is Bride a member of NFCC? _____ If not NFCC, where? _____

Bride's Parents:

Mother _____ Cell _____ Email _____

Father _____ Cell _____ Email _____

Parent's Address _____

Are Bride's Parents members of NFCC? Mother _____ Father _____

Groom's Name _____

Groom's Address _____

Groom's Phone Numbers: Home _____ Cell _____ Work _____

Groom's Email _____ Groom's Date of Birth _____

Is Groom a member of NFCC? _____ If not NFCC, where? _____

Groom's Parents:

Mother _____ Cell _____ Email _____

Father _____ Cell _____ Email _____

Parent's Address _____

Are Groom's Parents members of NFCC? Mother _____ Father _____

Wedding Ceremony:

Date _____ Time _____

Minister Requested _____

Florist _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

Request for Wedding Reservations continued:

Bride's Name _____

Wedding Rehearsal:

Date _____ Please circle time **6:00 PM** **6:30 PM** **7:00 PM**

Dinner Place/Address _____ Time _____

Wedding Facilities Desired:

_____ Sanctuary _____ Coffee Shop or youth room for reception

___ YES, I plan to use the video screen for a presentation at my wedding.

___ NO, I do not plan to use the video screen for a presentation at my wedding.

Video used in the ceremony must be given to sound operator in it's completed form. The church does not provide video editing services.

Fees:

All fees should be paid 1 month prior to wedding date

	<u>Member</u>	<u>Non-Member</u>	<u>Totals</u>
Non-Refundable fee to NFCC to reserve date	\$ 50.00	\$ 100.00	
Custodian –for clean up after rehearsal and wedding ceremony <i>(Separate check: name will be provided)</i>	NO RECEPTION \$ 150.00 WITH RECEPTION \$ 200.00	NO RECEPTION \$ 250.00 WITH RECEPTION \$ 300.00	
Sound System Operator <i>(Separate check: name will be provided)</i>	\$ 100.00	\$ 175.00	
On-Site Event Facilitator <i>(Must be on-site during all event set-up, rehearsal, and during the entire event.)</i>	\$ 25.00	\$ 35.00	

Wedding Agreement

I have read the Wedding Policies of Norris Ferry Community Church. I understand the policies and conditions set forth and agree to abide by them. I agree to communicate these policies and conditions to my family, members of the wedding party, and my suppliers.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

Photographer / Videographer Wedding Agreement

All Photographers / Videographers contracted to serve at Norris Ferry Community Church will be expected to leave the facilities in the same condition in which they began.

- ◆ All pre-wedding pictures in the sanctuary or outside must be finished 45 minutes before the wedding. The photographer will have 30 minutes after the wedding in or outside the church for pictures. All photo equipment must be removed from the sanctuary 45 minutes after the ceremony.
- ◆ To prevent wax spillage, please do not re-arrange the candles for pictures.
- ◆ A flash picture of the bride may be made as she first enters the Worship Center. Flash pictures may be made of the bridal party as they exit the Worship Center. No flash photography may be made once the ceremony begins.
- ◆ Photography should be done as discreetly as possible and not be a distraction at any time during the wedding service.
- ◆ The officiating pastor must be consulted regarding any exceptions to the photography/video policies.
- ◆ Please notify family members who are to be in group pictures. It is recommended these be taken first.
- ◆ Video may be done during the ceremony, provided no additional outside lighting is necessary with the camera personnel in fixed, unobtrusive locations.
- ◆ The videographer may not interfere with the wedding ceremony once begun.
- ◆ NFCC is a smoke-free facility.
- ◆ NFCC is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of NFCC's premises. Guests under the influence of alcohol will be asked to leave.
- ◆ Please confirm times with Norris Ferry Community Church for set-up and removal of photography / videographer services. This is to prevent conflicts from occurring and to prevent the church buildings from being left unattended or locked when needed.

We, the photography / videography service, have read and agree to comply with the policies of Norris Ferry Community Church regarding photography/videography for weddings.

Bride's Name _____ Wedding Date _____ Time _____

PRINT Photographer / Videographer Name _____

Signature _____

Company Name _____

Address, Phone & Fax _____

Return completed form to Norris Ferry Community Church Office one month prior to Wedding Date.

**Norris Ferry Community Church
10509 Norris Ferry Road, Shreveport, LA 71106
Phone 318-797-1203 Fax 318-797-1204**

Florist's Wedding Agreement

All Florists contracted to serve at Norris Ferry Community Church will be expected to leave the facilities in the same condition in which they began.

- ◆ Please confirm times with Norris Ferry Community Church for set-up and removal. This is to prevent conflicts from occurring and to prevent the church buildings from being left unattended or locked when needed.
- ◆ Candles or candelabras must not be placed on, in or be surrounded by flammable material. Fire resistant cloth must be under all candles to protect furniture, carpet and flooring. (Thin plastic or paper and green floral tissue is not acceptable as fire resistant cloths.)
- ◆ Only flameless, battery-operated candles may be used on the aisles.
- ◆ All candles must be dripless.
- ◆ Candles used for pictures before the ceremony may need to be replaced before the wedding hour.
- ◆ All potted plants or vases containing water may not be used without saucers or plastic placed under them to protect the carpet and furniture from spillage.
- ◆ Nails, tacks, staples, pins, tape, adhesives, or anything that will mar woodwork or furniture cannot be used.
- ◆ Aisle runners are not permitted.
- ◆ No furniture may be removed or changed without prior approval.
- ◆ Balloons are not allowed in the Worship Center or Coffee Shop.
- ◆ Silk or cloth flower petals only are permitted for use by flower girls.
- ◆ Birdseed is permitted but only outside the building. No rice permitted.
- ◆ Note: The church is decorated prior to Christmas and all decorations must remain throughout the Christmas season.
- ◆ All decorations and floral arrangements must be removed from the church facilities immediately following the wedding ceremony and/or reception.
- ◆ NFCC is a smoke-free facility.
- ◆ NFCC is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of NFCC's premises. Guests under the influence of alcohol will be asked to leave.

We, the florist service, have read and agree to comply with the policies of Norris Ferry Community Church regarding floral and decorations for weddings.

Bride's Name _____ Wedding Date _____ Time _____

PRINT Florist Name _____

Signature _____

Company Name _____

Address, Phone & Fax _____

Return completed form to Norris Ferry Community Church Office one month prior to Wedding Date.

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10509 Norris Ferry Road, Shreveport, LA 71106
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