

I. Wedding Policy for Members*

Suggested Honorariums: **Minister \$100**
 Audio/Visual Technicians \$100 each

- 1) A meeting should be scheduled with a member of the church staff as soon as possible after the wedding date is set to prevent schedule conflicts with church activities.
- 2) No wedding activities will be scheduled on the weekend of Homecoming or other major church events. The wedding couple or their representative should check with the lead pastor before finalizing wedding plans to insure availability of the facilities.
 - a. **The lead pastor of Hurt PHC will officiate at all weddings. Should another minister be requested to officiate it shall only be at the invitation of the lead pastor of Hurt PHC.** If the lead pastor of Hurt PHC is to perform the ceremony, he will need to meet at least three times with the wedding couple. The first of these meetings should take place at least three months before the wedding date – as soon as possible after the wedding date is set. It is suggested that a minimum honorarium of \$100 be given to the pastor prior to the wedding.
- 3) Use of Sanctuary.
 - a. There is no fee charged to members (or their immediate family) for use of the Sanctuary.
 - b. The wedding party will be responsible for moving and replacing any furniture that must be moved – choir chairs, communion table, etc.
 - c. The wedding party will be responsible for removing wedding decorations immediately following the wedding.
 - d. The wedding party should vacuum up flower petals, rice, etc., if necessary.
- 4) Use of facilities.
 - a. There is no fee charged to members (or their immediate family) for use of the facilities.
 - b. The wedding party should set up and remove tables and chairs. The wedding party will be responsible for decorating the facilities and for removing decorations immediately after the reception.

- c. The wedding party will be responsible for leaving the facilities in the same condition they are found.
 - d. The wedding party is responsible for removing all garbage and trash from the premises. Garbage cans, garbage bags, and cleaning supplies will be provided by the church.
 - e. It is the policy of Hurt PHC that no tables and/or chairs be removed from the church building(s) without approval from the Administrative Church Council.
- 5) Use of sound equipment.
- a. If the wedding party needs the church sound equipment, they must use one or more of the church's audio/video technicians.
 - b. There is a charge of \$100.00 for the services of each technician. This covers both the rehearsal and the wedding. If there is no rehearsal, the fee is \$50.00 per technician. Only church audio/video technician(s) are permitted to use church audio/video equipment.
 - c. All music for the wedding must be approved by the lead pastor, and should be finalized by the time of the rehearsal.
 - d. The sound technician should be provided a copy of the order of service at least a day prior to the rehearsal and/or ceremony.
 - e. If there are changes made in the music or the order of service the sound technician will not be held responsible for mistakes if he/she is not informed of such changes in a timely manner.
 - f. Any CDs should be provided to the audio/video technician(s) at the rehearsal or a day before the ceremony.

* Church members include anyone who is actively on the church role as a member and who has faithfully supported the church with their attendance, service, and tithe for the last six-months.

II. Wedding Policy for Non-Members*

Fees: **Refundable Security Deposit \$200 per building**
 Sanctuary Use Fee \$200
 Freedom Worship Center \$300
 Fellowship Center Use Fee \$100
 Minister Honorarium \$200
 Audio/Visual Technician Fee \$100 each

A. Planning.

- 1) A meeting should be scheduled with the lead pastor as soon as possible after the wedding date is set to prevent schedule conflicts with church activities. **A refundable security deposit of \$200 shall be paid at the first meeting in order to reserve the facility. All fees and honorariums must be paid one week before the wedding date. The security deposit shall be mailed to the wedding couple one week following the ceremony and inspection of the facilities if no damages or misuse is detected.**
- 2) No wedding activities will be scheduled on the weekend of Homecoming or other major church events. The wedding couple or their representative should check with the church secretary before finalizing wedding plans to insure availability of the facilities.
- 3) **The lead pastor of Hurt PHC will officiate at all weddings. Should another minister be requested to officiate it shall only be at the invitation of the lead pastor of Hurt PHC.** If the lead pastor of Hurt PHC is to perform the ceremony, he will need to meet at least three times with the wedding couple. The first of these meetings should take place at least three months before the wedding date – as soon as possible after the wedding date is set. **For non-members an honorarium of \$200 should be presented to the pastor prior to the wedding date.**
- 4) **Absolutely no alcohol is allowed on the premises and no smoking is permitted inside any buildings.**

B. Use of Sanctuary.

- 1) A non-refundable fee of **\$200.00** will be charged for use of the Sanctuary.
- 2) The wedding party will be responsible for moving and replacing any furniture that must be moved – any band, sound, music, etc. equipment must be moved or approved by a church audio/visual technician.

Wedding Policy

And the Lord God said, It is not good that the man should be alone; I will make him an help meet for him. And out of the ground the Lord God formed every beast of the field, and every fowl of the air; and brought them unto Adam to see what he would call them: and whatsoever Adam called every living creature, that was the name thereof. And Adam gave names to all cattle, and to the fowl of the air, and to every beast of the field; but for Adam there was not found an help meet for him. And the Lord God caused a deep sleep to fall upon Adam and he slept: and he took one of his ribs, and closed up the flesh instead thereof; And the rib, which the Lord God had taken from man, made he a woman, and brought her unto the man. And Adam said, This is now bone of my bones, and flesh of my flesh: she shall be called Woman, because she was taken out of Man. Therefore shall a man leave his father and his mother, and shall cleave unto his wife: and they shall be one flesh. (Genesis 2:18-24 KJV)



**HURT
PENTECOSTAL
HOLINESS CHURCH**

1212 Grit Road ♦ Hurt, VA 24563
(434) 324-8660 Church - www.hurtphchurch.org

NOTE: Our official position on marriage is that of the International Pentecostal Holiness Church.

(Revised: 08-12-2019)

- 3) The wedding party will be responsible for removing wedding decorations immediately following the wedding.
- 4) **The wedding party will be responsible for cleaning the sanctuary, and grounds making sure it is in the same condition as found.**

C. Use of Kitchen, Freedom Worship Center, and Fellowship Hall.

- 1) A non-refundable fee of **\$300.00** will be charged for use of the Freedom Worship Center and \$100 non-refundable fee for the use of the Fellowship Hall.
- 2) **The wedding party will be responsible for set-up and/or removal tables and chairs. All buildings shall be set-up and left in the same arrangement as found.**
- 3) The wedding party will be responsible for decorating the facilities and for removing decorations immediately after the reception.
- 4) The wedding party will be responsible for leaving the facilities in the same condition they are found.
- 5) The wedding party is responsible for removing all garbage and trash from the premises. Garbage cans, garbage bags, and cleaning supplies will be provided by the church.
- 6) It is the policy of Hurt PHC that no tables and/or chairs be removed from the buildings without approval from the administrative church council.

- D. Cleaning/damage deposit. A refundable deposit of **\$200.00** per building will be returned if the facilities are left clean and undamaged. A member of the staff or an administrative council member will inspect the facilities before and after the wedding and/or reception.

E. Use of sound equipment.

- 1) If the wedding party needs the church sound equipment, they must use one or more of the church's audio/video technicians.
- 2) There is a charge of **\$100.00** for the services of each technician. This covers both the rehearsal and the wedding. If there is no rehearsal, the fee is **\$50.00** for each technician.
- 3) **All music for the wedding and/or rehearsal must be approved by the lead pastor a minimum of one week prior to the ceremony. All music must be appropriate and selections must be chosen to**

celebrate and to honor the Lord's presence at the wedding and/or rehearsal.

- 4) **The audio/video technician should be provided a copy of the order of service at a day in advance of the rehearsal and/or ceremony.**
- 5) If there are changes made in the music or the order of service the audio/video technician will not be held responsible for mistakes if he/she is not informed of such changes in a timely manner.
- 6) Any CDs should be provided to the audio/video technician at the rehearsal or a day before the ceremony.

** Non-members are those who have no immediate family members currently on the membership roll supporting the church with their attendance, service, and tithe. (Relatives of deceased members are considered non-members unless it is a recent death). The administrative church council reserves the right to adjust these fees and or modify this policy depending on the couple's relation to the church.*

By signing below we acknowledge we understand and agree to abide by the policies of Hurt PHC. Furthermore, we understand this is not a contract and Hurt PHC reserves the right at any time to refuse the use of the facilities or refuse to provide any services.

Printed Full Name of Bride: _____

Printed Full Name of Groom: _____

Signed _____ Date _____
(Bride)

Signed _____ Date _____
(Groom)

Signed _____ Date _____
(Lead Pastor of Hurt PHC)

Date of First Premarital Counseling Session: _____

Date of Rehearsal: _____

Date of Wedding: _____