



The Exchange exists to see people exchange their old life for new life in Christ and live out their purpose.

WEDDING INFORMATION AND POLICIES

INTRODUCTION

Your wedding is a solemn and sacred event. Except for the decision to accept Jesus Christ as Lord, it is life's most important decision. The following guidelines are intended to help as plans are made for a memorable wedding and marriage. Observing these guidelines should help insure a smooth and beautiful ceremony that will be a lasting positive memory.

God's Pattern for Marriage

Marriage being the only covenant on earth that is bound in Heaven, the following policies shall be adhered to strictly. It is not our purpose to offend anyone, but rather to recognize the seriousness and full weight of the decision to unite in Holy Matrimony.

For the purpose of this policy and in accordance with the church's faith and moral teaching, the definition of marriage is between one man and one woman. This is clearly stated in God's Word (The Holy Bible). Therefore, no same sex marriages will be performed at The Exchange Church in Pearl, MS.

Since marriage is a divine institution, please adhere to the principles listed below to insure God's blessings upon your marriage union:

1. God's leadership should be sought in determining a spouse. Although love is a powerful factor in choosing a spouse, God's will is even more important.
2. Marriage union requires companionship and unity. As spoken in God's Word (2 Corinthians 6:14-18 and Deuteronomy 7:1-6), it is clearly stated that a Christian is not to marry a non-believer. It is a violation of scriptural principles that will prevent the marriage union from experiencing God's fullest blessings. The Pastor and staff have the right to decline to perform any wedding where one of the partners is not a believer.
3. Marriage is for a lifetime. Separation and divorce are the consequences of sin. It has always been God's plan for a man to leave his father and mother and cleave unto his wife. These two become a family unit and should remain so as long as both partners are living.

SCHEDULING YOUR WEDDING

- A. Weddings are available to Covenant Members only and subject to availability.
- B. Only wedding ceremonies can be performed at the church. No receptions or rehearsal dinners can be held on the church grounds.
- C. You may have a run-through rehearsal at the church on the day before the wedding. The start and end time of the rehearsal must be approved by the Facilities Director.
- D. Weddings should be scheduled at least 6 months in advance with the Facilities Director. Important information concerning scheduling:
 - a. Request date and complete wedding application. Confirm requested date with the Exchange Pastor officiating.
 - b. Make appropriate deposit.
 - c. Review policies with Facilities Director.

GENERAL INFORMATION FOR USE OF BUILDING

- A. Saturday weddings must begin no later than 2:00 pm and everything taken down and out of the church facilities by 4:30 pm. Cleaning teams will be coming in after you to clean and arrange everything for Sunday morning worship.
- B. Brides will need to set up an appointment to meet with the Facilities Director 45 days before the wedding to go over rules and policies of the church. You can also tour the facilities to get a better understanding of what rooms can be used for the wedding party on the day of the wedding.
- C. The Exchange Church is smoke free. Smoking is not allowed in our building or on the church premises.
- D. NO alcoholic beverages or drugs can be used on the church premises.
- E. Church furniture and musical equipment is not to be moved by the wedding party. The Facilities Director must approve any moving of furniture or equipment.
- F. The Exchange Church is not responsible for lost or stolen items of the wedding party.
- G. Candles or candelabrum must have protective material placed under them to avoid drips and stains.
- H. Nails, tacks, screws, etc. shall not be put into the walls, furniture, or chairs.

GENERAL GUIDELINES

- A. All weddings need a Wedding Coordinator. It is the wedding parties responsibility to contact and compensate the wedding coordinator. A wedding coordinator helps provide information, directions, and oversight of your special day.
- B. A wedding is a sacred ceremony. With this in mind, our policy is that music be selected for the soloist(s) and/or instrumentalist(s) in keeping with a Christian ceremony. The message of the vocal music should be of Christian nature that brings glory and honor to our Lord Jesus Christ. Also, musicians should be selected by the wedding party and paid by the wedding party. The Exchange Church is not responsible for enlisting musicians.
- C. The florist or wedding decorator is responsible for any damages resulting from use of decorations in the church. Moisture proof coverings must be used under any live plants. Also, ALL decorations should be removed from the church within 2 ½ hours of the start time of the wedding.
- D. Appropriate dress for church environment should be worn by anyone assisting with the wedding.
- E. An Exchange Church sound/lighting technician must be used for the rehearsal and the wedding. Even if minimal audio is planned for the wedding, a sound operator is essential during the wedding.

WEDDING SERVICE FEES

Fees are required for using the Worship Center to cover the facilities, equipment, and cleaning teams. A security deposit is due at time of application. **ALL remaining fees are due 45 days prior to the wedding.**

- A. **A security deposit of \$100.00 is due at time of application.** A refund check will be issued within two weeks after the wedding upon certification by the Facility Director that no damage has been done to the building. Should any damage occur due to negligence or disregard for the policies stated the wedding party assumes liability for the cost of all repair or replacement costs exceeding the security deposit of \$100.00. Please provide a mailing address to the Facilities Director so the security deposit can be refunded to you.
- B. **Remaining total balance after security deposit is \$700.00.** This fee covers, but is not limited to: facilities director, additional church personnel as needed, electricity usage, water usage, and cleaning teams.

****The only exception to this policy is a small, impromptu wedding –15 people or less.**



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WEDDING INFORMATION AND POLICIES ACKNOWLEDGEMENT

Please sign and date below once all pages have been read and reviewed.

BRIDE:

Print Name: _____ DATE: _____

Signature: _____ DATE: _____

GROOM:

Print Name: _____ DATE: _____

Signature: _____ DATE: _____

FACILITIES DIRECTOR:

Print Name: _____ DATE: _____

Signature: _____ DATE: _____



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WEDDING RESERVATION APPLICATION

Wedding Date: _____ Time: _____

Approximate number of expected to attend wedding _____

Bride's Name: _____

Address _____

Phone number: _____

Email: _____

Groom's Name: _____

Address _____

Phone number: _____

Email: _____

Pastor Officiating: _____

(Subject to approval by lead pastor)

Is Security Deposit of \$100.00 included with application? _____

Address to mail/return security deposit after wedding:
