

PURPOSE: Ensure weddings are conducted in a manner that support the established guidelines of the church including the church Statement of Beliefs.

PROCEDURAL & OPERATIONAL GUIDELINES:

- A. A church wedding is one of the most important services of worship conducted by the church. The uniting of two lives in the state of marriage should be approached with all seriousness, as well as with joy.
- B. It is the desire of this church and its staff that a wedding service and its related activities be conducted with the proper joy, expectancy, and reverence.
- C. As reflected in the Rocky Creek Statement of Beliefs and because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, the church will only recognize marriages between one biological man and one biological woman.
- D. Further, the pastors and staff of the church shall only participate in weddings and solemnize marriages between one biological man and one biological woman.
- E. Finally, the facilities and property of the church shall only host weddings between one biological man and one biological woman.
- F. It is the pastor's prerogative to conduct or not to conduct a wedding.
- G. Members of Rocky Creek or the immediate family of a Rocky Creek member are welcome to use the facilities for a wedding ceremony.
- H. The following church facilities may be reserved for a wedding:
 - 1. Sanctuary
 - 2. Multipurpose Room
 - 3. Fellowship Hall
 - 4. Chapel

Procedure for a Wedding at Rocky Creek

These steps must be completed before a wedding date is confirmed with the church and placed on the calendar:

- A. Read and agree to the Rocky Creek Wedding Guidelines, as applicable.
- B. Complete a facility reservation form (available online) and someone from the church office will be in contact to assign a RC Wedding Coordinator.
- C. Communicate with the RC Wedding Coordinator in order to confirm plans and needs for the wedding
- D. Confirm the desired date with the officiating pastor(s)

- E. Confirm with the church office the wedding date

Wedding Coordinator

A Rocky Creek Wedding Coordinator is required for all weddings at Rocky Creek. This person will be familiar with the wedding policies and facilities of the church and will help in planning the wedding. This will include approximately 15 hours for orientation meeting, rehearsal, and wedding.

Setting the Date

- A. Scheduling for weddings is on a first-come, first served basis.
- B. There will be NO weddings on Sunday with limited exception upon prior approval of the church leadership.
- C. Large weddings and receptions at the church on Saturday evenings could cause difficulty for church staff in preparing for Sunday activities and should be taken into consideration in planning.

Planning a Wedding Service

Advanced planning is critical in all areas of planning a wedding. A wedding is a worship service. Every part of the service should be in keeping with the stated purposes of the church. The wedding party representative should work with the RC Wedding Coordinator in a timely manner to ensure everything is in order for the special day.

Facility Reservations and Use

- A. The RC Wedding Coordinator will identify dressing areas for the wedding party. All personal items of the wedding party are their sole responsibility and should be removed from the-respective dressing areas after the wedding.
- B. The wedding party representative and the RC Wedding Coordinator are responsible for coordinating with the Facilities Manager use of the building.
- C. Any items brought into the church for the wedding ceremony have to be removed on the same day as the wedding at some point after the service.
- D. Rice, confetti, birdseed, bubbles, etc. can NOT be used inside the church building. It is requested that only birdseed be used outside the building as the couple leaves.
- E. If dancing is to be a part of the wedding celebration on the Rocky Creek campus, it must be kept respectable, restricted to a designated area, and meet whatever guidelines RC deems appropriate. RC reserves the right to suspend the privilege if determined necessary to confirm the stated purposes of the church are adhered to

Pastor's Policies

Each pastor requires couples whose wedding he is performing to meet with him privately for counseling sessions. Arrangements for these may be made through the appropriate ministry assistant or the pastor himself. These sessions should take place not later than 4 weeks before the wedding date. Other pastors, not on the Rocky Creek staff, may perform wedding ceremonies in the church's facilities, provided however, the Rocky Creek pastor confirms the stated purposes of the church are adhered to.

Music

- A. The worship pastor is responsible for music used in the church. A list of all music to be used must be presented to him within a reasonable time for his evaluation, preferably, four (4) weeks prior to the wedding in order to confirm the stated purposes of the church are adhered to.
- B. If outside soloists or keyboard musicians be used, rehearsal times and orientation to the instruments must be coordinated with the worship pastor. The wedding party representative is responsible for arranging a time for the soloist to rehearse with the accompanist. Musical rehearsals should be done before the wedding rehearsal.

Sound Technician

- A. Sound technicians must be coordinated and confirmed by the Worship Pastor, approximately four (4) weeks prior to the wedding. The RC wedding coordinator will supply detailed information about the service to the worship pastor.
- B. Church audio equipment can only be used by the designated church sound technician. Use of audio equipment by anyone else is strictly prohibited.
- C. Use of the video screens in the sanctuary during the ceremony will require an extra A/V Technician.

Photography

- A. Unless provided for otherwise by the wedding party, the professional photographer should be the only one taking pictures before or during the ceremony.
- B. It is suggested that all photography be planned in advance so the guests are not kept waiting.
- C. The photographer is asked not to stand on chairs or other church furnishings.
- D. The wedding party representative is responsible to ensure guests are aware of these requirements.

Videotaping/Wedding Recordings

- A. Rocky Creek does not provide video recordings for weddings. If the wedding is being filmed by an outside videographer, RC equipment cannot be used, nor can it be moved. If the wedding is to be filmed by an outside videographer, this must be coordinated through the Audio/Visual team leader.

- B. If the wedding is to be live streamed, the wedding party representative will be responsible for providing the necessary equipment and the live stream.

Flowers/Candles

- A. Protection should be provided from dripping candle wax and moisture from flowers or plants. Use of chased candles is strongly recommended. If candles are used on chairs, they must be covered by a globe.
- B. No decorations should be affixed to chairs or other furnishings without protection. No nails, tacks, screws, etc. should be used. No arrangements may be placed on the piano, nor should supply boxes be set on them during preparation.
- C. The practice of dropping petals in the aisle is permitted only if the flowers are artificial or an aisle cloth is used.
- D. The process of extinguishing all candles is the responsibility of the RC Wedding Coordinator as the wedding party departs the worship auditorium. All decorations and residue must be removed immediately after the wedding by the wedding party representative.
- E. The wedding party representative should coordinate the pickup times for flowers/candles with the florist and make sure the RC Wedding Coordinator is aware. Cleaning and repair fees due to damage from candles and/or flowers will be chargeable to the wedding party.

Moving Furniture

Removal of sound equipment and other movable items on the stage must be coordinated with the Worship Pastor and Facilities Manager. This will need to be communicated to the RC Wedding Coordinator preferably, four (4) weeks prior to the wedding in order to be approved.

Wedding Rehearsal and Ceremony

- A. Ceremonies are intended to be held in the time blocks as listed below, with limited exceptions due to special circumstances deemed appropriate by the Facilities Team.
 - 1. Saturday 10am-2pm
 - 2. Saturday 3:30pm - 7:30pm
- B. A rehearsal time will be determined at the first meeting.
- C. Rehearsals are intended to be held on Friday evenings, with limited exceptions due to special circumstances deemed appropriate by the Facilities Team.
- D. The wedding party representative and RC Wedding Coordinator will arrange an appointment to review all the details of the service prior to the rehearsal.

- E. The complete placement of the wedding party should be determined prior to the rehearsal to enable efficiency to begin and end on time. A well-planned rehearsal should take less than one hour.
- F. The RC Wedding Coordinator will be responsible for conducting the rehearsal.
- G. The wedding party representative and RC Wedding Coordinator shall be responsible for set-up and removal of all rental equipment used for the wedding. This includes floral and candle stands, kneeling bench, etc. The church assumes no responsibility for the pick-up or return of rental items.
- H. The Wedding Coordinator will assign a time to decorate the space and will communicate the Rocky Creek reception policies.

Fees for Wedding at Rocky Creek

Fees for RC Weddings are determined by the Facilities Team and other church leadership as appropriate, and available for review through the church office.

Rocky Creek Wedding Agreement

I affirm that I am a member of Rocky Creek or the immediate family of a Rocky Creek member, and I desire to be married at Rocky Creek on:

Date

I have read the Wedding Guidelines and agree to abide by them.

Print name

Date

Signature

Date