



Congratulations!

We are excited to hear that you are taking such an important step in your life. Your wedding ceremony is a sacred occasion with great spiritual significance. We believe marriage is instituted by God, regulated by His commandments, blessed by the Lord Jesus Christ, and to be held in honor among all men. We wholeheartedly rejoice with you in this important event in your life. Your ceremony will be most meaningful to you, your families and friends when there is careful planning. For this reason, the following statements will govern your plans for your wedding here at Victory Church of Camargo. Please read them fully.

Scheduling Your Wedding

We encourage you to schedule your wedding as soon as you know you plan to be married. You should call the Pastor's secretary to request a tentative wedding date. She will review the church calendar and advise you if your date is available. Keep in mind, that a wedding will not take precedence over the primary ministries of Victory Church. Also, with that in mind, we do not accept wedding dates one week before or after Easter, Thanksgiving or Christmas.

Upon receiving the \$100 deposit, we will reserve the date set for your wedding. Keep in mind, the remaining balance will need to be paid at least one month prior to the wedding date.

Our sanctuary holds approximately 300 people.

Pre-Engagement Counseling & Attendance

All couples being married at Victory Church or by the Pastor of Victory Church will complete the pre-engagement counseling process outlined by the Pastor.

If the couple is not a current member of Victory Church, they will need to attend services for **5 consecutive weeks**. If the couple are not members of Victory church **but they both** attend a church other than Victory, then they will need to attend **3 consecutive weeks** as outlined by the Board of Directors of Victory Church.

Pastoral Staff

Only the Pastor of Victory Church of Camargo is permitted to perform weddings in the church.

Wedding Coordinator

Victory Church will have someone who will help act as a wedding coordinator. The coordinator will guide you through to make sure Victory's wedding policies are followed and your wedding is a worshipful ceremony. The wedding coordinator takes care of instructing the wedding party and overall management of the event. If you have an outside wedding coordinator, that person must work with the Victory Church wedding coordinator and guidelines established.

Marriage License

The marriage license may be procured from the Office of the Probate Judge in any county. It should be given to the Wedding Coordinator at the rehearsal. The officiating pastor is responsible for signing it and returning it to the issuing officer.

Scheduling Your Rehearsal

You need to reserve Victory's facilities for your rehearsal when you schedule your wedding. Victory's wedding coordinator will be at your rehearsal to assist you. The officiating pastor will be at your rehearsal, schedule permitting. Due to ongoing ministries of Victory, rehearsals should be completed within one hour. We will unlock church **30 minutes prior** to the scheduled rehearsal time.

Planning Your Wedding

On the day of the wedding, we will **unlock the church 2-1/2 hours prior to the wedding**. While the facilities are generally available for your wedding each day of the week, due to Victory's busy Sunday schedule of ministries, we are unable to perform weddings on Sundays. As Victory is an active evangelical church, ministry events occur constantly. This is why it's best to reserve your wedding date as soon as possible. Keep in mind, we do not accept wedding dates two weeks before or after Easter, Thanksgiving or Christmas.

Flowers and Decorations

All decorations and decorating equipment must be furnished by the wedding party or florist. Please remember to be respectful of church property and observe the following:

Decorations and equipment may NOT be attached using nails, screws, tacks, staples, hot wax, gum or tape to walls, woodwork, furniture, floors or on any of the sanctuary or entry way furnishings, as this may deface church property.

Whenever candles are used, they must be the dripless variety and must be set in candelabra, which will catch and contain all drippings so that the floor will be thoroughly protected.

All decorations, flowers, plants and other equipment shall be removed from the church building immediately following its use. (There are no facilities for storing these items)

It is your responsibility to see that items rented or borrowed for your wedding are returned promptly following your wedding.

The pulpits will be moved for your wedding. A staff member of Victory will do this and they are the only people allowed to move furnishings on the platform or entryway.

Facility Care

Birdseed and bubbles are permitted to be used at Victory but **only outside** the building.

Victory church is a smoke-free facility. If someone does smoke, they may go outside near the parking lot, not near the front doors.

Victory church is an alcohol-free facility. No alcoholic beverages of any kind may be served or consumed on any part of Victory's premises.

Absolutely NO food or drink are permitted in the sanctuary. They are only allowed in the Soul Café (kitchen area)

Childcare is not provided during weddings or rehearsals. Please supervise children at all times. **Children are not allowed to go in the nursery or other Sunday school classrooms, offices, or any rooms upstairs or on staircase in the entry way or youth building.**

Only rooms reserved for your wedding are to be entered. No one is to enter rooms that have not been reserved. Dressing rooms **MUST** be cleared of clothing and personal items immediately following the wedding.

Victory Church is NOT responsible for lost or stolen property and will not be liable for dresses, silver, jewelry, purses/billfolds or any personal items lost, stolen or damaged at any event related to this wedding.

Only authorized persons are allowed to touch any of the church's musical instruments or sound equipment.

It is the responsibility of the wedding party or those they designate to return the church facilities to their pre-wedding condition. This would include returning items which were moved from their original location.

Music, Photography & Video Tape

It is your responsibility to organize and arrange music, i.e. CD's, tapes, soloists, pianists, organists, etc. Please make your own financial arrangements with any instrumentalist or vocalist you engage in the ceremony.

Photographs and video taping of your wedding are permitted as well as the use of flash-photography. The photographer is free to take pictures of members of the wedding party prior to the wedding. Also, time is available for portions of the marriage service to be re-enacted following the departure of the guests from the sanctuary.

Wedding Fees

	Member/Regular Attendee	Non-Member
Church Use/Sanctuary**	-	\$300
Sound Person	\$65	\$65
Pastor Honorarium*	-	\$120
Coordinator/Janitorial fee *	\$50	\$50

Timing & Finances

A memorable wedding, one that reflects who you are as a couple, requires planning. The following schedule will ensure a successful wedding day.

*SUBMIT the deposit **as soon as date is agreed upon** and that will reserve your date. The deposit will be returned within one month of the ceremony, less damage fees if incurred.

*RETURN the signed policy and procedure document when you **submit the deposit.**

*SUBMIT the attendance date for Sunday services.

*SUBMIT the church use/sanctuary fee balance **one month prior** to the date of the wedding.

*PROVIDE all recorded music to the sound engineer, Merlin Eck, **3 weeks before the service** to ensure it works with our system. If live singers, please see Merlin Eck about use of microphones, etc.

NOTE:

*The honorarium is in appreciation to the pastor for his time spent during the preparation, rehearsal and wedding. This will be given to him the day of the wedding. **If the pastor travels to perform the ceremony elsewhere, the fee will be \$125.**

*Janitorial fees are for vacuuming of the entire building, emptying all garbage and waste baskets, and cleaning all restrooms and rearranging the platform for Sunday service. Their duties also include unlocking the church building and being present at all times to help.

Please sign below after you have read and agree to comply with the policies outlined in this document:

Bride: _____

Date: _____

Groom: _____

Date: _____

Date weekly attendance will begin _____