

*Wedding Guide  
&  
Contract*

*Ephesus Seventh-day Adventist Church  
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Ephesus Seventh-day Adventist Church is in high spirits because you have chosen this sanctuary for your wedding ceremony. Because you have chosen the church sanctuary, we know you will be planning a truly worshipful ceremony. As your plans develop, many decisions will need to be made regarding attire, décor, music and many other details. This guide has been prepared to assist you.

***PLEASE READ THIS GUIDE CAREFULLY AND COMPLETELY*** so any questions may be resolved before final plans are made for your service.

## *Wedding Coordinator Duties*

The Ephesus Wedding Coordinator has been appointed by the church to assist the couple in the arrangements for the church's portion of the wedding. As a representative of the church, the Wedding Coordinator will be present at the rehearsal and the wedding to assist the couple and their families. If requested, the Wedding Coordinator will also coordinate the wedding service for an additional fee. The bride and groom might consider finding an additional person to assist with their actual wedding rehearsal and wedding day.

1. Coordinates the needs of the wedding party with the use of the facilities. All questions concerning the use of the building, sound system, etc., must go through the Ephesus Wedding Coordinator.
2. Facilitates use of the church and conveying information between the wedding party and the church prior to the ceremony.
3. Ensures that the wedding contract has been reviewed and signed after the couple has decided to use the facility.
4. Provides information needed in the use of the facilities such as: custodian, catering staff, pianist and organist, audio and light technicians, etc.
5. Supervises the Sanctuary during all wedding events, including setup and cleanup.
6. Permits access to the areas of the church building needed and securing those areas when the event is finished.
7. Approves all wedding music to be played or performed in the Sanctuary prior to the rehearsal date.
8. Helps wedding parties in the activities surrounding a wedding.

## *Guidelines for Weddings*

1. Contact the Ephesus Wedding Coordinator for information needed in the use of the facilities such as: custodian, catering staff, pianist and organist, audio and light technicians, etc.
2. A custodian and deacon must be on duty at all times during the wedding and rehearsal.
3. The Sanctuary has one center aisle. If you choose to use a runner, the length of the aisle is 70 feet.
4. The Sanctuary will accommodate approximately 384 guests.
5. The Fellowship Hall (for receptions) will accommodate approximately 125 guests using 60" round tables.
6. Children must be supervised at all times.
7. An order of events (programs, music, video presentation, etc) should be submitted no less than 72 hours before the wedding.
8. You must provide someone to clear the Sanctuary (and reception area if applicable) after your wedding, thus insuring that nothing is left behind and the area is as you found it.
9. The Scheduling Coordinator and Wedding Coordinator should be notified of cancellations immediately (preferably in writing).
10. There shall be no alcohol or tobacco use anywhere on Church property.

## *Arrangements*

The bride should call the Wedding Coordinator to arrange a date and time for the wedding. The Wedding Coordinator will discuss plans for the wedding with the host pastor, officiating pastor, and music director before the application is submitted.

The host pastor is available to officiate at weddings approved to be held in this church. However, if the bride wishes to have another pastor conduct the ceremony, she must receive the approval of the host pastor before assuming other arrangements.

The Seventh-day Adventist Church wishes to be consistent with the teachings of the Bible in regard to marriage. “Be ye not unequally yoked together” is the counsel of Scripture (II Corinthians 6:14). “[Adventist] ministers should not perform the marriage ceremony of [Adventist] believers with unbelievers, because this is expressly contrary to the teachings of the church.” (Manual for Ministers, p. 120); in the case of those previously married, the pastor must be satisfied that the marriage is in accordance with scriptural teaching before the application will be considered.

### *Attire*

The principles of Christian dignity and simplicity should be practiced in church weddings as in all other services conducted in the sacred place of worship. Gowns are to conform to the church standards of modesty, simplicity, and appropriateness. The use of cosmetics and jewelry not in keeping with good taste and principles of Christian modesty should be avoided. Participants in the wedding, whether in procession, ushering, candle lighting, or providing music, are included in the standards of attire.

The host pastor reminds you that since you have asked to be married in the Ephesus Church, and have asked a Seventh-day Adventist ordained minister to perform the ceremony, to remember it is a religious ceremony and a sacred time. As such, we expect the wedding party to recognize their responsibility to promote appropriate dress, language, and conduct during the rehearsal, wedding, and reception.

### *Availability*

As a general rule, the church may be used for weddings at any reasonable hour when not being used for other services. There are to be no deliveries or decorating during Sabbath hours (sunset Friday to sunset Saturday). The Sanctuary is available for weddings and rehearsals on any day with the exception of: Wednesdays and Sabbath (sunset Friday to sunset Saturday). You must provide someone to receive deliveries for your wedding; coordinate this with the Wedding Coordinator.

## *Conduct*

Proper respect for the House of God should be maintained during the rehearsal and ceremony. In planning your wedding, please keep in mind these guidelines:

1. There should be no running or loud talking in the church during rehearsal.
2. There is to be no eating or drinking on church premises unless prior approval is granted.
3. All participants are to be properly attired when in the church.
4. The use of rice and bubbles is limited to outside use only. Confetti is prohibited.
5. here is to be no drinking, or possession of alcoholic beverages or recreational drugs on the church premises at any time.
6. There shall be no cigarette, tobacco or other similar items used anywhere on church property; including outdoor areas.
7. Children must be supervised at all times.

## *Kitchen*

If you plan to use the kitchen, see kitchen use guidelines form and follow these basic guidelines:

1. No meat (flesh foods including fish) of any kind should be used in the kitchen.
2. The kitchen is to be used for warming purposes only; no cooking.
3. You must provide all items for your event, i.e., food, beverages, paper goods, etc. You are **not** to use church items.
4. The kitchen should be left neat and clean. All counters should be cleaned and cleared of items and trash should be collected and placed in the dumpster at the rear of the complex. All items are to be removed from the refrigerator/freezer at the conclusion of your event.
5. Food and drinks may be served in the Fellowship Hall only.

## *Counseling*

It is strongly urged that the couple avail themselves of counseling to help prepare for the challenges of marriage. The couple must have pre-marital counseling and must meet with the host pastor of the Ephesus Church before the ceremony takes place, if the host pastor is to participate in the wedding. If a pastor other than the host pastor of the Ephesus Church is providing the bride and groom with pre-marital counseling, a written confirmation is needed from the pastor who provided premarital counseling. Pre-marital counseling is required before the wedding.

## *Damages*

The cost of repairing any damage to church property, furnishings, or equipment that is inconsistent with normal wear will be the responsibility of the bride and groom and their families. **PLEASE** notify the Wedding Coordinator immediately in the event of a spill on or stain in furniture, flooring, or carpet.

## *Decorations*

Do not use pins, nails, staples, or any substance that might stain or mar pews, carpets, or any church furniture, walls or structure. You must provide all items for your service i.e. candles, arches, programs, etc. You must provide someone to decorate for your wedding. To avoid damage to the carpet and floors, please use dripless candles and ensure that the candles are either placed on a facsimile of a mat/tray or they are used with bobèche (a usually crystal collar on a candle socket used to catch drippings or to hold suspended pendants). Nothing is to be affixed to the walls or the floor. **Do not use live flower petals.**

All rental equipment **must** be removed from the church premises by the next business day.

## *Music*

We suggest that the music for your wedding be chosen for its quality and appropriateness. The wedding ceremony as performed in our church is a religious service. It is our desire that all wedding music, either vocal or instrumental, should be appropriate to and in keeping with a sacred service and not of a trivial nature.

All musical selections for the wedding to be played or performed in the Sanctuary are subject to the approval of the Wedding Coordinator and music coordinator prior to the rehearsal date. The Sanctuary is equipped with an organ and a piano. You are responsible for securing your musician.

Representatives from the Ephesus Church Audio Department are the only persons authorized to operate the equipment in the sound room. Television equipment of the Ephesus Church cannot be used for wedding or rehearsals under any circumstance.

## *Rehearsal*

At the appointed date and time, the wedding party, including all ushers, is expected to attend the rehearsal. The Wedding Coordinator will instruct them in their duties and required arrival time at the church on the wedding day. The rehearsal time should not exceed two (2) hours.

## *Services Provided*

The Ephesus Church agrees to provide the following services:

1. An audio person to insure audio is working properly.
2. A custodian and deacon to insure you of a clean and sanitary environment.
3. A Wedding Coordinator to insure the building is open and available on the dates and times agreed in the contract only, as well as to answer question and give suggestions.

The bride and groom are requested to advise the members of the wedding party to observe the above regulations.

## *Fees*

“Will you marry me”, is just the beginning of a process that can be both wonderful yet unbelievably expensive. It is the desire of the Ephesus Seventh-day Adventist Church to help prepare you to build a strong and happy Christian marriage and home. When compared to the cost for using other locations to host your ceremony, you will notice that the price as listed is reasonable. The church calls for the payment of certain fees to offset costs for personnel, utilities, cleaning, etc. The cost structure is as follows:

<i>Rate*</i>	<i>Description</i>
\$100	Use of Sanctuary (members)*
\$150	Use of Sanctuary, Kitchen, Fellowship Hall (members)*
\$300	Use of Sanctuary (non-members)*
\$350	Use of Sanctuary, Kitchen, Fellowship Hall (non-members)*
\$125	Wedding Coordinator*
\$125	Audio Staff*
\$50	Audio Visual-Screen**
\$75	Custodian – Sanctuary*
\$75	Custodian – Kitchen, Fellowship Hall*
\$75	Deacon*
<i>*Subject to change</i>	
<i>**Optional</i>	

Checks should be made payable to Ephesus Seventh-day Adventist Church. The cost to utilize our facilities should be submitted together with the application to secure the date; otherwise, the use of our facilities will not be confirmed until received.

Members are defined as having your name(s) listed on the membership log of the Ephesus SDA Church in good and regular standing.

*May your wedding be a blessed, joyous and worshipful occasion that brings you both lasting happiness while serving as a testimony to each and every one.*

## *Signatures*

A three week written notice must be given, should this contract be terminated by you. If the contract is not cancelled three weeks prior to dates of use, there is a forfeiture of all monies paid to date.

The same will apply if for some reason the church can't fulfill this agreement. If the church cannot fulfill this agreement, you will receive a refund of all monies paid to date.

\_\_\_\_\_  
Bride sign Date \_\_\_\_\_

\_\_\_\_\_  
Groom sign Date \_\_\_\_\_

\_\_\_\_\_  
Wedding Coordinator sign Date \_\_\_\_\_

---

### *For Church Use Only*

Date \_\_\_\_\_

Payment received by  cashier's check number \_\_\_\_\_

money order number \_\_\_\_\_

Approved  Declined

\_\_\_\_\_  
Scheduling Coordinator

Approved  Declined

\_\_\_\_\_  
Wedding Coordinator

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## *Wedding Check List*

Contact the church Wedding Coordinator to check on the availability of your desired date.

Fill out the wedding worksheet which is the contract and return it to the Wedding Coordinator for review.

After your wedding contract is approved, the Ephesus Wedding Coordinator will contact you to complete the contract, secure your payment and answer any questions on church wedding guidelines.

If the host pastor is to officiate or participate, the date should be cleared with him in addition to receiving approval to use the church facilities. (Your officiating pastor must be finalized before your application to use the church facilities will be considered completed).

Sign up for your pre-marital classes. (These are required prior to the wedding).

## *Contract for Wedding*

This agreement is for the use of space in the  
 Ephesus Seventh-day Adventist Church  
 1002 Castle Street  
 Wilmington NC 28401

<b>BRIDE INFORMATION</b>	
Name -	Home phone -
Address -	Work phone -
City/State/Zip -	Cell phone -
Bride/parents-Ephesus member(s) <input type="checkbox"/> Yes <input type="checkbox"/> No	E-mail address -
<b>GROOM INFORMATION</b>	
Name -	Home phone -
Address -	Work phone -
City/State/Zip -	Cell phone -
Groom/parents-Ephesus member(s) <input type="checkbox"/> Yes <input type="checkbox"/> No	E-mail address -
<b>WEDDING INFORMATION</b>	
Wedding date -	Time -
Number of bridesmaids -      groomsmen -	Expected number of guests -
Officiating pastor's name -	
He holds current SDA ministerial credentials <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date you will rehearse -	Time you will rehearse -
Date you will decorate -	Time you will decorate -
<b>REHEARSAL DINNER INFORMATION</b>	
Will rehearsal dinner be held at the church? <input type="checkbox"/> Yes - <i>if Yes, complete information below</i> <input type="checkbox"/> No	
Rehearsal dinner date -	Expected number of guests -
Start time -	End time -
<b>RECEPTION INFORMATION</b>	
Will reception be held at the church? <input type="checkbox"/> Yes - <i>if Yes, complete information below</i> <input type="checkbox"/> No	
Reception date -	Expected number of guests -
Start time -	End time -
Serving <input type="checkbox"/> Cake/Juice <input type="checkbox"/> Dinner <input type="checkbox"/> Both	
When will you decorate?      Date -	Time -