

Getting Married at Sherwood Oaks

*Congratulations on your upcoming wedding!
We are excited for you and want to make your day special!*

It is the goal of Sherwood Oaks Christian Church to lead couples to a God-honoring marriage. Our desire is that marriage be the happiest relationship possible and that it be all God intended it to be. We will work together to provide you a strong foundation for your marriage and a wedding that will give you cherished memories.

What we need from you to be married at Sherwood Oaks

* We are happy for couples meeting **ONE** of the following criteria to be married at Sherwood Oaks:

- The bride or the groom is an active member or faithful attender of SOCC.
- The bride or groom is an immediate family member (child, grandchild, sibling, etc.) of a Sherwood Oaks member or faithful attender.
- The bride or groom is willing to regularly attend SOCC worship services during the three months preceding their wedding.
- One of our ministers requests that SOCC be the location of the wedding.

Pre-Marriage Requirements:

All couples married at SOCC or by a minister from SOCC should complete our premarital counseling program called Prepare-Enrich, or another approved premarital counseling program. We require premarital counseling because we believe your marriage is one of the most important and satisfying relationships you will ever have. Our program provides a foundation to help meet those relationship goals.

You can register for premarital counseling on our church website at socc.org/married-life. If you have questions about this process, please contact Maggie Mobley (mmobley@socc.org).

Scheduling a Wedding:

To begin the scheduling process, contact Donna Pruet at the church office (812-334-0206) or submit the Wedding Interest Form at <http://www.socc.org/wedding>.

In order to give our core ministries precedence in scheduling their ministry events, we ask that wedding reservations be made no more than one year in advance.

Due to the nature of our ministry work and special holidays, we will not have weddings in the facility in the month of December, or for the 2 weeks leading up to and including Easter.

A refundable \$100 security deposit is required to save your wedding date. The deposit will be returned to the address listed after the wedding (within a month) provided all guidelines are followed.

Personnel Fees for Weddings:

Personnel Fees vary depending on the venue chosen. The fees are used to pay the personnel for your wedding – the wedding coordinator, the media and tech coordinator, and the facilities team member that will set up and tear down the event. Our personnel's time invested in your wedding is above and beyond normal work responsibilities.

- Chapel (seats 135) and Rehearsal: \$500, plus \$100 for premarital counseling
- Worship Center (must have a minimum of 250, seats up to 1,465) and Rehearsal: \$700, plus \$100 for premarital counseling

Both the Wedding Worksheet (which will be sent to you by the wedding coordinator) and payment of personnel fees should be submitted 60 days prior to the wedding date.

Requesting a Minister to Officiate:

Sherwood Oaks has several ministers on staff who officiate weddings. We encourage you to contact and ask a minister that you'd like to marry you. The SOCC staff contact information can be found at socc.org.

Ministers from other congregations may perform a wedding at Sherwood Oaks. Our leadership takes the Covenant of Marriage very seriously and would ask that they complete our "*Guest Minister Request Form*." We believe that every marriage ceremony is performed not just in the context of a church or before the invited guests, but before God Himself. We see the role of a guest minister as an extension of our ministry.

An honorarium is suggested for the minister and is not included in the personnel fees. We suggest a gift of \$150-\$200, but any gift you'd like to give is appreciated. This can be given directly to the minister at the rehearsal.

Sexual Purity:

The scriptures are clear that marriage is a sacred covenant and the sexual union is a powerful expression of that unique relationship. Sexual intimacy displays the reality of two becoming one flesh. Therefore, Sherwood Oaks leadership urge couples to abstain from sexual intimacy until they are married. If there has been sexual activity, they urge the couple to commit to the covenant of abstinence until the wedding day. This period of abstinence promotes growth in emotional and spiritual intimacy. If the couple is cohabiting, we recommend that they choose to live apart if at all possible. We are here to love and support you. Feel free to contact one of our ministers for assistance or to discuss this issue further.

What you can expect from us when you get married at SOCC

Wedding Rehearsal:

The evening prior to the wedding is reserved for the wedding rehearsal. To keep the rehearsal to **one hour**, we ask that the wedding party be ready to start on time.

Please give the following to the wedding coordinator at the rehearsal.

- Marriage Certificate (license) (SOCC will mail this for the couple.)
- Wedding Program (Order of service)

Decorating Guidelines:

The following guidelines are simple ways that allow us to be good stewards of the facilities that God has provided. Please let us know if you have questions or concerns.

If needed, the following can be provided:

- Decorative wooden table to be used during ceremony (36" x 24")
- A high round table for the guest book (36" round)
- Four candle screens w/ candles (each 50" x 71")
- Communion

Our stages may be decorated for regular church services or for a special event. Reasonable accommodations with stage décor will be made to provide the optimal atmosphere for your day.

Decorating for wedding/receptions may begin 2 hours before the rehearsal on the day before the wedding.

Due to the high ceilings with electric fans in our facilities, no balloons will be allowed.

Only dripless candles are permitted on stage and must be at least 15 feet from all curtains.

Decorations should not be hung on the walls or from ceilings.

If using flower petals on the aisle, please use only silk petals to avoid staining the carpet.

Wedding Day Guidelines:

The wedding venue, foyer, bridal room, and groom's room have been reserved for your wedding. Please respect custodial needs and the presence of other groups in the building by using only those rooms reserved.

The wedding party may arrive at the church building **three hours** prior to the beginning of the wedding ceremony.

We do not record weddings, and our video equipment is not available for use. If you would like a recording of your wedding, you will need to hire a videographer.

Only bubbles or real flower petals should be used outside the building. (Rice, birdseed, potpourri, or aerosol shooting string creates environmental hazards.)

Alcohol and smoking are strictly prohibited on church property. The use of alcohol or smoking will result in the loss of the \$100 deposit.

Please talk with the wedding coordinator about how to secure gifts or personal items during the wedding. The church is not responsible for lost, stolen, or rented items.

All Friday weddings should end by 8:00pm with cleanup completed by 9:00pm. Saturday weddings should end by 7:00pm and cleanup by 8:00pm.

Please remove all wedding and personal items. Return anything moved in the rooms back to their original locations.

Please clear all trash and take down decorations. Trash cans are provided.

Wedding Personnel Responsibilities:

Wedding Coordinator

- Will connect with you two months before your wedding date
- Acts as a liaison between the church personnel and the bride/groom for the rehearsal and wedding day
- Answers questions about the facility
- Assists the minister during the rehearsal
- Makes certain building/rooms are unlocked and available as needed
- Coordinates with minister, musicians, technical support personnel and custodians as needed
- Provides additional wedding assistance as needed

Media and Technical Support Specialists

- Available for all media needs during the rehearsal and wedding
- Prepare and set the stage
- Control the sound, lights, video and slides during the rehearsal and ceremony
- Reset the stage for the Sunday worship

Custodians

- Prepare the facility for the day
- Set up and tear down
- Cleaning of all areas used
- Prepare building for Sunday worship

Premarital Counseling

- Use of a nationally recognized premarital program, *Prepare-Enrich*
- Cost of materials and on-line assessment for Prepare-Enrich
- Trained Prepare-Enrich Facilitators to moderate the program with you (typically requires 3-4 one-hour sessions)

We are excited to walk alongside you for this special day. These guidelines are in place so that our staff and your wedding party are aligned with the expectations.

If we can offer you what you need for your wedding, please continue with the process by reserving a date. When your \$100 refundable deposit is received, it is your way of letting us know that you agree with the information provided above, and we will reserve your date then begin working together to make your wedding a special event. If you have questions, please email Donna at dpruet@socc.org.