

# Wedding Guidelines



Congratulations on your upcoming marriage! There is nothing quite as exciting as planning for a wedding. We are happy to help you make this a special day.

## **PURPOSE**

The marriage ceremony at Chapel Pointe is a covenant made between a man, a woman, and God. It is part of a worship service where Christian love is celebrated and a spiritual commitment is made.

Anyone requesting to use a Chapel Pointe officiant, or our facilities must read and agree to our Statement of Faith (Pages 5-6)

This packet is designed to provide you with information, guidelines and expectations. If you have any questions, please contact us by emailing [coverweg@chapel-pointe.org](mailto:coverweg@chapel-pointe.org) or calling 616-662-8801.

## **MARRIAGE PREPARATION PROCESS**

### **Setting a Wedding Date**

To secure your wedding date on the Chapel Pointe calendar and to request your preferred Pastor, you will need to fill out the Wedding Request Form and submit it for approval. Only when the form is approved and signed will your wedding date be secure.

- Weddings may be reserved up to one year in advance.
- If your wedding is on a Saturday, your ceremony/reception must be completed and cleaned up by 6:00 pm to ensure our Facility Team has time to prepare the church for Sunday Worship.

Because we believe that marriage preparation is vital for individuals and is proven to significantly impact the health of a couple's marriage, we strongly recommend this agreement to be established, and the needed rooms reserved, at least 6 months ahead of the desired wedding date. This will ensure the best possible experience for everyone involved. A couple may request to begin this process with less than 6 months to prepare if the marriage preparation mentors or counselor/pastor are available and in agreement.

### **Officiating Pastor**

We have several Pastors on staff and licensed/ordained members who are able to officiate your wedding. Each Pastor has a maximum number of weddings that they will officiate each year. Because of the many wedding requests, each Pastor will review their commitments before accepting or declining the invitation to officiate. On the Wedding Request Form, there is a place for you to fill in the Pastor you are requesting as the officiant. You are not required to use a CP Pastor. However, any Pastor outside of Chapel Pointe must be approved by Chapel Pointe leadership.

### **Premarital Preparation Process**

All couples married by a Chapel Pointe Pastor or licensed/ordained member are required to complete the process outlined below. If you are being married by a Pastor outside of Chapel Pointe, you need to inform us of their premarital preparation process. Questions may be directed to [coverweg@chapel-pointe.org](mailto:coverweg@chapel-pointe.org).

1. You must complete the following premarital preparation process with a pastor, elder, or a mentor couple from CP:
  - Purchase and complete the required reading, answer the chapter questions, and discuss the information in the book: **Tying the Knot** by Rob Green.
  - Meet with your officiating pastor or the mentor couple to review and discuss each chapter and receive additional instruction and assignments. You will meet approximately nine times.
  - Adequately address any unresolved issues or "red flags" if applicable.
  - Take and review the Prepare and Enrich Marriage Assessment - \$35 Cost (Subject to change). Your officiating pastor will review this with you within the first half of your marriage preparation.
  
2. Establish a mentoring relationship with a godly couple and/or be in a small group with other godly couples and small group leaders that have a marriage you respect and can learn from.
  - Identify and connect with a godly mentor couple during your engagement that will be willing to meet with you throughout your first year of marriage.
  - Get approval from the officiant before contacting the mentor couple. If you are meeting with CP marriage mentors to walk through the premarital process, they will help you connect with other godly individuals or couples. The goal is to help you establish solid relationships with godly influences that will help encourage and guide you as you begin your marriage.

## **FACILITY USAGE POLICY**

**Chapel Pointe's services, programs and activities will have priority over any other event. Any decorations or equipment that are currently in use by CP for planned events or sermon series must be left in place and worked around (Examples: Christmas decorations, Sport Camp equipment, sermon props).**

Only events that are consistent with the church's religious beliefs, as determined by Pastor/Elders/official designee shall be permitted. This policy is necessary for two reasons:

1. The church may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22).
2. The church must present a consistent public witness to the community through the stewardship of its property.

Below is a list of approved and/or restricted usage:

- **The facility** may not be used by anyone until this Wedding Request Form has been approved by Chapel Pointe.
- **The person signing the Wedding Request Form is responsible** for use of the facility and must be present for the duration of the event. This person must be at least 21 years old.
- **All events** must be consistent with the evangelical theology of Chapel Pointe.
- **Christian discretion** must be used in modesty of dress.
- **No temporary structure(s)** such as platforms or items/devices that attach to floors, walls, or ceilings shall be built in the facility or on the grounds without the Facility Director's approval in advance.

- **Costs for damages**, whether accidental or by negligence, shall be the responsibility of the person signing the Wedding Request Form.
- **Tobacco & Alcohol** are not allowed in the facility or on the premises.
- **All Food, Drinks, etc.** must be removed from the church following the wedding and/or reception.
- **Red Punch** is strictly prohibited.
- **Props** must not be left on the premises unless approved by the Facility Director in advance.
- **The parking lot** shall not be used for the storage of any type of vehicle, trailer, etc. unless approved by the Facility Director in advance.
- **Personal property** may not be stored in or on Chapel Pointe's property.
- **Donated** items to Chapel Pointe must be pre-approved prior to acceptance.
- **Firearms** are prohibited without exception.
- **The facility is equipped with an alarm.** Contact the Facility Coordinator if you need access to the building at a time different than stated in the request. *If you activate the alarm, the person signing the Wedding Request Form will be subject to fines levied by the fire and police departments.*
- **Chapel Pointe property or equipment** will not be loaned without the written permission of the Facility Director in advance. AVL, kitchen, and lawn care equipment will not be loaned. No equipment or furnishings shall be removed from the building or premises for personal use.
- **Stage and AVL equipment** used for the rehearsal, wedding, and/or reception, is to be used only under the direction of the Tech Director. Only Chapel Pointe approved AVL technicians are allowed to operate the AVL equipment. *An AVL technician is included in the cost of your event.* We do not provide videographer or DJ services. The backdrop in the venue you choose and content on the TV screens will not be changed for your event.
- **Activities that may damage turf** are not permitted on any green space (ex. softball field)

## Decorations

- Candles must be surrounded or placed in glass per Fire Department Codes (no open flames).
- No nails, tacks, tape, pins, paint damaging adhesives or anything that would mar surfaces may be used. You may use poster putty or command strips.
- All décor for the wedding needs to be removed from the church campus following your event.
- Any materials that might be thrown or dropped at the event (i.e., rice, birdseed, confetti, glitter, etc.) are not permitted inside or outside the building. Bubbles are allowed outside.

## Rooms/Resources

- A diagram showing the set up for each room that will be used must be submitted at least 30 days before the wedding date.
- The church building will be open and available for the wedding party up to 6 hours before the ceremony is scheduled to begin. The earliest the building will be open is 8 am.
- The room(s) that have been rented are stated in the Wedding Request Form under the Wedding Package that has been selected. They will be the only rooms open to you and your guests, along with the kitchen and restrooms.
- At the end of the event, all personal belongings must be removed from the premises (including the rooms used by the wedding party) by 6 pm.

- The church assumes no responsibility for lost or stolen items before, during, or after the rehearsal, wedding and/or reception.
- Vendor rentals/deliveries will be the responsibility of the renter, not Chapel Pointe.
- Your room rental includes table and chair set-up. We do not provide dinnerware or tablecloths. It is strongly suggested that a setup diagram is submitted to the Facility Coordinator for the Facility Director and the Setup Team.

### **Children**

Children on the premises must be under adult supervision at all times. Groups are not permitted to provide their own childcare on the premises. Childcare facilities are not available during the rehearsal, wedding and/or reception.

### **Wedding Facility Coordinator vs Wedding Planner (Different Roles)**

Chapel Pointe has a Wedding Coordinator. This person will be your primary point of contact when planning your event. This person is NOT a Wedding Planner that would handle details like photographers, catering, etc. The Wedding Coordinator is a facility representative and will be on site for your event to handle any facility-related issues.

If you choose to hire an official Wedding Planner, please make sure your planner understands it is their responsibility to work with the Wedding Coordinator throughout the entirety of planning and executing the rehearsal, wedding, and/or reception. Chapel Pointe will have the final say in the approval of details but will work to fulfill the wishes of the wedding party as best as possible.



## Statement of Faith

- Section A. WE BELIEVE the Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of our faith, doctrine, practice, policy, and discipline, our Board of Elders, while under the authority of Scripture, act as Chapel Pointe's final interpretive authority on the Bible's application (II Timothy 3:16-17; II Peter 1:19-21; Proverbs 30:5).
- Section B. WE BELIEVE in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit (Genesis 1:26-27; Deuteronomy 6:4; Matthew 3:16-17, 28:18-19; II Corinthians 13:14).
- Section C. WE BELIEVE that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, he arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate (Matthew 1:18, 23; Luke 1:30-37; Acts 1:8-11, Acts 2:22-28; I Corinthians 15:3; Philippians 2:5-8; Hebrews 1:3; Hebrews 7:23-28; Hebrews 9:22-28; Isaiah 7:14; I John 5:20).
- Section D. WE BELIEVE that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age, to convict men of sin, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for godly living and sacrifice (John 6:44; John 14:17, 26; John 16:13-15; Romans 8:9-17; Romans 12:6-8; Ephesians 5:18; I Corinthians 2:12-16; I Corinthians 6:19; Titus 3:5).
- Section E. WE BELIEVE that man was created in the image of God; that he sinned and thereby incurred, not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature and are sinners in thought, word, and deed. Only through regeneration by the Holy Spirit can salvation and Spiritual life be obtained (Genesis 1:26-27; Genesis 3:1-6; Romans 5:12, 19).
- Section F. WE BELIEVE that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).
- Section G. WE BELIEVE that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary sexes together reflect the image and nature of God. (Genesis 1:26-28)
- Section H. WE BELIEVE that God created marriage to be exclusively the union of one man and one woman and that intimate sexual activity is to occur exclusively within that union. All sexual and gender-identity related behavior is to reflect God's immutable design. (Genesis 2:18-25, Leviticus 18, Romans 1:24-27, 1 Corinthians 5:9-11, 1 Corinthians 6:12-7:2, 1 Thessalonians 4:1-8, Hebrews 13:4)

- Section I. WE BELIEVE the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe in Him and receive Him as personal Savior are justified on the basis of His shed blood (I Corinthians 15:3-4; Romans 5:1,9,18,19; Hebrews 9:22).
- Section J. WE BELIEVE that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God, eternally secure in Him (I John 5:1; John 1:12; I Peter 1:5; John 10:29).
- Section K. WE BELIEVE that the Lord has given two ordinances to be observed by the church during the present age. These are, however, not to be regarded as a means of salvation. First, believer's baptism by immersion, as a testimony signifying we were buried with the Lord Jesus Christ in His death, and raised again unto a new life and walk (Acts 8:26-39; Matthew 28:19-20; Romans 6:3-5). Secondly, the Lord's Supper for the purpose of remembering that His blood was shed for us (I Corinthians 11:23-32).
- Section L. WE BELIEVE in the Genesis record of creation in that God created the heavens and the earth including all life, each after its own kind, by direct act and not by the process of evolution (Genesis 1 and 2; Colossians 1:16, 17; John 1:3; Acts 4:24; Revelation 10:8).
- Section M. WE BELIEVE that Satan is a fallen angel and a distinct personality; that he is the god of this world, the author of all powers of darkness and sin, the spirit who works in the unbelieving and is destined to the judgment of an eternal justice in the Lake of Fire. As believers, we are exhorted to resist the devil (Matthew 4:1-3; II Corinthians 4:3-4; Isaiah 14:12-17; Ezekiel 28:14-17; Revelation 20:10; Ephesians 6:10-17; James 4:7).
- Section N. WE BELIEVE in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as a High Priest and Advocate (Matthew 28:6-7; Luke 24:39; John 20:27; Acts 1:9-11; Luke 24:51; Romans 8:34; I John 2:1).
- Section O. WE BELIEVE the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the Head (Matthew 16:18; Romans 12:12-14; Colossians 1:18).
- Section P. WE BELIEVE that only those who are thus members of the true Church shall be eligible for membership in the local church.
- Section Q. WE BELIEVE that Jesus Christ is the Lord and Head of the Church and that every local church has the right, under Christ, to decide and govern its own affairs.
- Section R. WE BELIEVE in that blessed hope, the personal return of our Lord and Savior Jesus Christ in the air to catch away The Church preceding the Tribulation period and to return with The Church (His Bride) to rule and reign in the Millennial period on the earth (Titus 2:12-13; I Thessalonians 4:13-17; Matthew 24:27; II Timothy 2:12; Revelation 20:8).
- Section S. WE BELIEVE in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord in a literal Heaven; of the unbeliever to judgment and everlasting conscious punishment in a literal Hell (Matthew 25:31-46; I Corinthians 15:51-53; Mark 9:47; John 5:24, 29; Revelation 20:11-15).
- Section T. This Statement of Faith does not exhaust the extent of our beliefs.

# Wedding Guidelines Agreement

\_\_\_\_\_ We have read the Wedding Guidelines and Statement of Faith, but we have a few questions before we sign.

\_\_\_\_\_ I have read, understand, and agree to the Wedding Guidelines and Statement of Faith and do not have any further questions.

\_\_\_\_\_  
Bride-Printed

\_\_\_\_\_  
Bride-Signature

\_\_\_\_\_  
Groom-Printed

\_\_\_\_\_  
Groom-Signature

I have reviewed the Wedding Guidelines with the couple and made sure all of their questions have been answered.

\_\_\_\_\_  
Officiating Pastor