



*Weddings at* —  
**CHAPEL POINTE**

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# Weddings at CHAPEL POINTE

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Congratulations on your upcoming marriage! We are happy to help prepare you to have a Christ-centered marriage, living according to the word of God.

*"We love helping men and women put Christ at the center of their lives and relationship so they can humbly and confidently enter into God's beautiful covenant of marriage."*

ANDY WOODALL | MARRIAGE AND COUNSELING PASTOR

## PURPOSE

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The marriage ceremony at Chapel Pointe (CP) 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 (found on pages 14-17).

If you have any questions, please contact us by emailing [weddings@chapel-pointe.org](mailto:weddings@chapel-pointe.org) or calling **616.662.8801** and asking for the Wedding Coordinator.



# wedding REQUIREMENTS

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## TIMING

Requests should be made no more than a year in advanced, but no less than 6 months. Special circumstances can be discussed with our Marriage Ministry Team.

## BLACK OUT DATES

Due to our ministry calendar and schedule we are unable to host weddings during certain times of the year. Weekends before and after holidays, holiday dates, and dates of CP wide conferences and large events, we will not be able to host weddings, or provide officiants for.

## PRE-MARITAL PREP/MENTORING

All couples married by a Chapel Pointe Pastor or licensed/ordained member are required to complete the Marriage Preparation provided by CP. If you are being married by a Pastor outside of Chapel Pointe, you need to inform us of their premarital preparation process.

## NON-CHAPEL POINTE PASTOR/OFFICIANT

You are not required to use a CP pastor, however, any pastor outside of CP must be approved by CP leadership and adhere to CP Guidelines and Statements of Faith.

# WHERE TO BEGIN

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Reach out to our Wedding Coordinator at [weddings@chapel-pointe.org](mailto:weddings@chapel-pointe.org) or scan the QR code.

- The Wedding Coordinator will be in touch and will get the proper documents to you.
- Once the documents are signed, we will put your wedding date on the calendar.
- An officiant or marriage mentor couple will be assigned to you.
- You will start the proper steps with them until the date of your wedding.

# MARRIAGE PREPARATION

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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. More info about marriage mentoring is found in the FAQ section on pages 12-13.
- 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 your marriage preparation.
- See FAQs on pages 12-13 for more information.



*Chapel Pointe*  
WEDDING VENUES

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THE CHAPEL	Seats max of 130 guests
THE PATIO	Seats max of 75 guests
WORSHIP CENTER	Seats max of 1035 guests
GYM	Seats max of 400 guests

# wedding PACKAGES

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OPTION 1 Rehearsal, wedding and reception\*, single day event, max of 75 guests, locations available: chapel, patio, or gym **\$1000**

OPTION 2 Rehearsal and wedding only, 2 day smaller event, max of 130 guests, locations available: chapel or patio, reception off site **\$750**

OPTION 3 Rehearsal and wedding only, 2 day larger event, max of 1035 guests, Worship Center, reception off site **\$1500**

OPTION 4 Rehearsal, wedding and reception\*, 2 day smaller event, max of 130 guests, locations available: chapel or gym **\$1500**

OPTION 5 Rehearsal, wedding and reception\*, 2 day larger event, max of 400 guests, locations available: gym or worship center **\$2000**

\*Receptions will only be available in our Gym

## \*PLEASE NOTE...

- Package prices include the Wedding Coordinator for the day of, custodial services, room setup/tear down, and kitchen/restroom access.
- Standard AV (playing slideshows, music, microphones, typical lighting), is a \$200 fee on top of each wedding package and is required.
- Member of CP brides and grooms will receive a 10% discount on package prices (or close relative of a member).
- All events must be completed by 6pm on Saturdays.
- A dressing rooms for the bride and groom is included, all windows will be covered for privacy.
- Existing furniture will stay in current locations. Additional tables and chairs can be requested.
- Anything used outside on the patio or lawn must be provided by the couple.

# 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 the 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. 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 Wedding 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 Chapel Pointe 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.



# wedding preparation PROCESS FAQs

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## **Why do we need premarital preparation/counseling?**

We want you as a couple to thrive in developing a Christ-centered marriage. Studies show couples who participate in premarital counseling have a 70% higher rate of success than those who don't. 41% of divorced couples say lack of premarital preparation contributed to their divorce.

## **How long does it take to go through the premarital process?**

Approximately 6 months. You will meet with your mentor couple at least 9 times. However, special cases can be discussed with our Marriage Ministry Team.

## **Who needs to complete the marriage preparation process?**

Any man and woman that desires to receive biblical guidance from CP in anticipation of entering a marriage covenant. If you want to be married by a CP pastor, you will need to complete the marriage preparation process we have outlined.

## **Do CP pastors officiate weddings for couples who do not attend CP or are not members?**

If you simply want someone who will officiate your wedding, we are not a good fit. We care deeply about helping couples prepare to have a Christ-centered relationship and marriage. We believe this includes involvement in a local church where they will receive ongoing support, encouragement, and opportunities for growth. Relationships are important to us! You do not need to be a member to use a CP officiant, but you do need to attend Chapel Pointe regularly.

### **Is there a cost?**

- If you are looking to get married on-site, we have packages starting at \$750 and go up to \$2000.
- For officiants and premarital prep mentors, there is no required fee, but we do suggest an honorarium of \$200-\$300 for their time and effort (this is not included in your package price).
- As part of the premarital prep, we do require couples to take the Prepare and Enrich Assessment. The cost is \$35 per couple and is due when logging into the website to take the test. If the cost is something you cannot cover, please let us know so we can help with the fee.

### **I would like to have a CP pastor officiate my wedding, but we are having our ceremony at another venue, will they travel to us?**

- Up to 30 minutes away: Yes, an \$200-\$300 honorarium will be provided to the pastor by the bride and groom for their time and services.
- 30 min to 3 hours: Yes, however each pastor makes their own decision regarding this. This can be discussed when your paperwork is submitted. If the pastor agrees, a \$200-\$300 honorarium plus mileage (\$0.65/mile) will be provided by the bride and groom for the pastors' travel, time, and services.
- Over 3 hours: Yes, however each pastor makes their own decision regarding this. This can be discussed when your paperwork is submitted. If the pastor agrees, a \$200-\$300 honorarium plus mileage (\$0.65/mile) will be provided by the bride and groom for the pastors' travel, time, and services. Hotel and meals will also be covered for them if they choose to stay.

# STATEMENT OF FAITH

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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 (1 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 (1 John 5:1; John 1:12; 1 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.

