



# *Wedding Request Packet*

*For Your  
Wedding*

## Getting Started - Procedures for Scheduling Your Wedding.



### 1. Application for Wedding

- \* Fill out a wedding application & return it to the Office Manager. The application can be dropped off at the church office or mailed to:  
**Wellspring Bible Fellowship**  
Attn: Office Manager  
2245 NW Kline St.  
Roseburg, OR 97471
- \* Your desired wedding date will be forwarded for approval to the Elder Board and the church calendar will be reviewed for availability. Weddings are not scheduled on Saturday evenings or Sundays, during church-wide events, or on holiday weekends.

### 2. Appointment with the Wedding Coordinator

You will need to arrange an appointment with the Wedding Coordinator to discuss the details relating to your ceremony at Wellspring. The Wedding Coordinator will assist you with the following:

- \* Calendar Reservations
- \* Facility Reservations
- \* Security Deposits / Payments / Fees
- \* Video / Audio / Technical Needs
- \* Coordinate the wedding rehearsal and facilitate the wedding ceremony and reception (if at Wellspring)

At this appointment, important information relating to church policies and guidelines and vendor information will be explained. The Wedding Coordinator will answer any questions you may have and address any special needs concerning your wedding day.

### 3. Conference with a Wellspring Pastor

- \* Following your date approval and appointment with the Wedding Coordinator, a conference must be arranged with the Wellspring Pastor who will be performing your ceremony. Please understand that the Wedding Coordinator cannot complete the final confirmation of your wedding until a pastor has agreed to officiate. It is your responsibility to schedule this appointment through his office. Our pastors do not perform ceremonies for couples in situations where one person is a Christian and the other is not. Because of our commitment and desire to build faith-based Christian homes, each pastor requests an appointment(s) with each couple. These meetings should be scheduled directly through the pastor's office.



2245 NW Kline St.  
Roseburg, OR 97471  
541-672-6868

*Please return this completed form to the church office.*

## Wedding Information / Application

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Requested time of Wedding: \_\_\_\_\_

Minister: \_\_\_\_\_

Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Giving Bride Away: \_\_\_\_\_ Maid (Matron) of Honor: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Bridesmaid: \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

Best Man: \_\_\_\_\_ Phone: \_\_\_\_\_

Groomsman: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Groomsman: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Single Ring ( )      Double Ring ( )

Ushers: \_\_\_\_\_

Manner of Dress:

(1) Women

\_\_\_\_\_ Formal      \_\_\_\_\_ Semi-formal      \_\_\_\_\_ Informal

(2) Men

\_\_\_\_\_ Tuxedo      \_\_\_\_\_ White Jacket      \_\_\_\_\_ Business Suit

Organist: \_\_\_\_\_ Soloist: \_\_\_\_\_

Pianist: \_\_\_\_\_

Description of Music:

(1) Vocal Music: \_\_\_\_\_ (2) Video: \_\_\_\_\_

(3) CD Music: \_\_\_\_\_ (4) Instrumental or Group Music: \_\_\_\_\_

Before / During Ceremony (Circle One)

# Wedding Information - Continued

Reception following at the church: Yes / No \_\_\_\_\_

Other Place: Yes / No \_\_\_\_\_

Special Guests (Reserved Seating)

\_\_\_\_\_

Candle Lighters: \_\_\_\_\_

Florist: \_\_\_\_\_

Photographer: \_\_\_\_\_

Will you be using these?

Unity Candle: \_\_\_\_\_ Candelabra: \_\_\_\_\_

Attending Guest Book: \_\_\_\_\_

Before Wedding: \_\_\_\_\_

At Reception: \_\_\_\_\_

Those to arrange wedding gifts: \_\_\_\_\_

Serving Punch: \_\_\_\_\_

Serving Coffee: \_\_\_\_\_

Cutting & Serving Cake: \_\_\_\_\_

Time Cake Delivered: \_\_\_\_\_

Colors: \_\_\_\_\_

Time pictures to be taken: \_\_\_\_\_

Time flowers to be delivered: \_\_\_\_\_

We wish to have the rehearsal dinner at the church: Yes / No (Circle One)

**By signing below, we agree to comply with the rules and regulations of Wellspring Bible Fellowship regarding church weddings and receptions.**

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Date: \_\_\_\_\_

# Wedding Request Questionnaire

Bride

Name: \_\_\_\_\_

Member of (Church) \_\_\_\_\_

(Address) \_\_\_\_\_

Parent's Names: \_\_\_\_\_

(Address) \_\_\_\_\_

Spiritual Status:

Christian: Yes / No (Circle One)

If a Christian, please give a brief account of your conversion experience: \_\_\_\_\_

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Marital Status:

Never Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

If divorced or widowed, for how long? \_\_\_\_\_

If divorced, please explain briefly the circumstances that led to the divorce: reason for, who filed, measures taken to avoid divorce.

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# Wedding Request Questionnaire

Groom

Name: \_\_\_\_\_

Member of (Church) \_\_\_\_\_

(Address) \_\_\_\_\_

Parent's Names: \_\_\_\_\_

(Address) \_\_\_\_\_

Spiritual Status:

Christian: Yes / No (Circle One)

If a Christian, please give a brief account of your conversion experience: \_\_\_\_\_

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Marital Status:

Never Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

If divorced or widowed, for how long? \_\_\_\_\_

If divorced, please explain briefly the circumstances that led to the divorce: reason for, who filed, measures taken to avoid divorce.

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# Premarital Counseling Instructions

As you are aware, a wedding requires a great deal of preparation. There are lists to make, people to contact and dozens of decisions to be made. However, the wedding ceremony is not the only aspect of marriage that is in need of proper preparation. A couple must also prepare themselves for a God ordained commitment to live as husband and wife in a lifetime relationship. In truth, the preparation for this commitment is probably even more important than the preparation that goes into the wedding ceremony itself. It is for this reason that we have established some definite counseling guidelines that will help us to help you prepare for a genuine and lasting marriage commitment.

Listed below is the procedure that we will be following for your premarital counseling preparation:

- I. The couple completes the wedding application and turns it in to the office.
- II. As soon as the Elder Board approves the wedding, the couple will be contacted to make an appointment with the Pastor for the first premarital counseling session.
- III. Counseling session with the Pastor and his wife.
  - Explain the “Physical Involvement Agreement”.
  - Review the wedding application, including the personal testimonies.
  - Answer any general questions.
  - Look at Biblical guidelines and family backgrounds.
  - Discuss a “family budget”.
  - Examine guidelines to effective communication.
  - Discuss ways of resolving conflicts.
  - Go over the specifics of the wedding ceremony.

## Additional Notes:

- Each counseling session will probably include an assignment for personal study at home.
- It is possible that the counseling process may reveal a need to schedule supplemental sessions to deal with additional issues.

Calendar Checked & is Clear: \_\_\_\_\_  
Initials Date

Reviewed by Elders: \_\_\_\_\_  
Elder Chair Signature of Approval Date

Date & Time Reserved on Church Calendar: \_\_\_\_\_  
Initials Date

## Your Wedding at Wellspring Bible Fellowship

Pastor Ron Laeger and the staff of Wellspring Bible Fellowship wish to extend assistance to you so your wedding ceremony will be a beautiful and memorable event. Care is taken to ensure that individuals are prepared spiritually and practically for their marriage. Believing that God has ordained marriage and that every wedding performed at Wellspring Bible Fellowship should be Christ-honoring, the following policies have been established with regard to weddings performed at Wellspring Bible Fellowship.



### General Information & Policies

- \* All weddings are scheduled through the Wedding Coordinator. Weddings are to be scheduled at least three months in advance. The Wedding Coordinator will confirm the exact date when the pastor has agreed to officiate at the wedding upon Elder approval.
- \* The bride, groom, or their parents may schedule the Worship Center up to three months in advance. Both members and regular attenders may schedule weddings at Wellspring. To qualify for booking the facilities as a member, you must have been a member of the church a minimum of one year prior to submitting a request for a wedding date. To qualify for booking the facilities as a regular attender, you must have been a regular attender of the church for a minimum of six months prior to submitting a request for a wedding date.
- \* To schedule a wedding at Wellspring, you will need to contact the office manager and complete the wedding application. Return the application to the church office. Upon receipt of your application, it will be submitted for staff and calendar approval. After your wedding date has been confirmed, you will then have an appointment with the Wedding Coordinator to discuss church policies and procedures. Each couple desiring to be married at Wellspring Bible Fellowship must make an appointment with one of our pastors for a pre-marital appointment at least three months prior to the wedding.
- \* Due to seasonal demands on the church facilities, wedding rehearsals, wedding ceremonies, or wedding receptions will not be scheduled on the following holidays: Easter weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, Christmas Eve, Christmas Day (and the day after Christmas), New Year's Eve, and New Year's Day. Wedding ceremonies and wedding rehearsals will not be scheduled on Saturday evenings, Sundays or at times that will conflict with church services or special church events.



## General Information & Policies - Continued

- \* While weddings are joyous celebrations, they are also worshipful and sacred. The staff of Wellspring requests that the bride and wedding party select attire that is appropriate and tasteful for the wedding rehearsal and wedding ceremony. All parties involved in the wedding, including vendors and guests, should abide by the guidelines pertaining to conduct outlined in these policies.
- \* Alcoholic beverages of any kind are not allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any member(s) of the wedding party found to be under the influence of alcohol or drugs will be removed from the church property. Smoking is not permitted anywhere in the church building, including restrooms and dressing rooms.
- \* Childcare is not provided for wedding rehearsals, wedding ceremonies, or wedding receptions.
- \* Music used in your ceremony should glorify and honor God and reflect the message of Jesus Christ and His love. The content and lyrics of the music you choose should give a Biblical understanding of Christian commitment and service and the significance of Christian marriage. Song selections, specifically for special music within the ceremony, must give testimony to God, Jesus, Christ, Holy Spirit, etc and communicate the message of Christian faith. Lyrics of your vocal song selections may be requested for approval. Dancing is not permitted.
- \* All couples are expected to participate in pre-marital counseling.
- \* Sound technicians are arranged and approved by the Director of Worship of Wellspring Bible Fellowship.

## Floral Policies

The flower arrangements, bouquets, and greenery that you choose will enhance the beauty of your wedding and create the atmosphere that you desire for this special occasion. The following policies will ensure a beautiful wedding and will also preserve the beauty and furnishings of our facilities.



1. The church will be available for decorating four hours prior to the scheduled time of your wedding. Decorations must be completed at least one hour before the beginning of the ceremony.
2. If fresh greenery is used, all preparations are to be made prior to arriving at the church.
3. The church will be ready for the wedding ceremony when the florist arrives at the church to decorate.
4. The church property must be left clean and ready for the next event after the removal of flowers and decorations. The church does not store any wedding decorations.
5. Floral tape should be used to fasten any decorations to the furniture, building, carpet, or church candelabras. Only plastic clips or ribbon that will not mar the pew ends should be used to fasten bows.
6. Drip-less candles must be used in the sanctuary.
7. The church facilities & furniture may not be altered, borrowed, or moved.
8. Aisle runners may not be used for safety reasons. Silk flower petals may be used.
9. It is understood that seasonal decorations for Christmas and Easter will not be moved or removed for weddings.
10. Wellspring Bible Fellowship, and the Wedding Coordinator are not responsible for any loss or damage to equipment. They are also not responsible for anything left at the church by the florist.
11. The florist will contact the Wedding Coordinator one week in advance of the wedding to set a time for decorating the church.
12. Rice, confetti, or birdseed is not permitted. Bubbles are permitted outside.

## Things you are responsible for at the Reception:

1. Arrange for flowers and cake to be delivered at least two hours before the ceremony.
2. Bring miscellaneous food items and paper products to the kitchen the day before the wedding, in conjunction with rehearsal. This includes nuts, mints, coffee & cream, paper towels, foil, saran wrap, paper cups, baggies, & food storage containers for leftovers.
3. You will need two people to cut cake, two people to serve punch, and one person to serve coffee.
4. Prepare food for buffet and have ready to serve (at least two trays / bowls of each item with extra in larger storage containers.)
5. Coordinate the decorating of the reception area with the Wedding Coordinator.
6. Take down any personal decorations in the reception area and make sure the area and kitchen is clean.
7. All decorations including table linens and table décor.

## Wedding Fees

<u>Location</u>	<u>Capacity</u>	<u>Members</u>	<u>Regular Attenders</u>	<u>Other</u>
Worship Center		\$0.00	\$100.00	\$200.00
Wedding Coordinator		\$75.00	\$75.00	\$75.00
Sound Technician		\$50.00	\$50.00	\$50.00
Custodian		\$50.00	\$50.00	\$50.00

The Fees above cover: *(These fees are not optional)*

- \* Wedding coordinator to facilitate the wedding rehearsal & wedding ceremony.
- \* Wedding accessories (candelabras)
- \* Facilities for the wedding
- \* Utilities
- \* Administrative Costs

Total: \_\_\_\_\_

## Reception Fees

<u>Location</u>	<u>Capacity</u>	<u>Members</u>	<u>Regular Attenders</u>
Fireside Room		\$0.00	\$50.00
Gym		\$0.00	\$100.00
Reception Coordinator		\$75.00	\$75.00

Total: \_\_\_\_\_

Do you want the Custodian to set up and take down tables & chairs? Yes / No (Circle One)

	<u>Member</u>	<u>Non-member</u>
* Up to 75 guests	\$75.00	\$95.00
* 76 - 150 guests	\$90.00	\$110.00
* 151 - 225 guests	\$105.00	\$125.00
* 226 - 300 guests	\$120.00	\$140.00

Total: \_\_\_\_\_

## Honorariums

Pastor's Honorarium ~ though there is no charge, it is a tradition that the pastor be given a monetary gift as an expression of appreciation for extra time in counseling and rehearsals. This should be given directly to the pastor, made out to him. If unsure, consult the Wedding Coordinator.

For services rendered by individuals, ie: pianist, vocalist, organist, musicians, etc., please pay them personally. Customary range is \$35 - \$50.