

The Gate Church Wedding Policy Guide

We are excited about your upcoming wedding! Below are some important guidelines to keep in mind when planning your wedding at The Gate Church.

GENERAL INFORMATION

While we believe making Jesus Christ your Lord and Savior is the most important life-changing decision you can make, choosing the one with whom you will spend the rest of your life in the sacred covenant of marriage is incredibly significant.

Now that you have chosen to commit yourselves to one another, we encourage you to align your engagement, your marriage and your home with the biblical standards God has created for us.

Believing that marriage is a holy and sacred gift from God, it is our desire that couples approach marriage according to a way that is pleasing to God.

The Gate Church believes in the sanctity of marriage according to Mark 10:6-9

"But at the beginning of creation God made them male and female. For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh. So they are no longer two, but one. Therefore what God has joined together, let man not separate".

In believing that the Bible teaches that Christians are to marry only Christians, we require that both bride and groom individually acknowledge Jesus Christ as their Lord and Savior.

2 Corinthians 6:14-16 "Don't team up with those who are unbelievers. How can righteousness be a partner with wickedness? How can light live with darkness? What harmony can there be between Christ and the devil? How can a believer be a partner with an unbeliever?"

Romans 10:9-10 "If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved."

Therefore we only perform weddings that are biblically aligned with our statement of faith and our interpretation of those scriptures.

All weddings are scheduled through our Wedding Coordinator and should be scheduled at least two months in advance. See Scheduling Procedures.

The church facilities may be reserved by both members and non-members. To qualify for booking the facilities as a member (covenant partner) the bride, groom or parents must be a member of The Gate Church, which means you have completed the Membership Class/Process.

The Gate Church retains the right to deny any wedding ceremony from being performed on our campus. We believe that marriage is between one man and one woman according to Mark 10:6-9. Therefore any marriage outside of this covenant truth is not considered a biblical marriage in our opinion and doctrine. Also, no staff pastor at The Gate Church is permitted to marry anyone outside of this recognized covenant.

MARRIAGE PREPARATION

Everyone desiring to be married at The Gate Church or at an off-site location by an Gate Church Pastor must complete (as a couple) at least eight hours of approved faith based pre-marital counseling/education.

The Gate Church offers pre-marital counseling throughout the year as well as offers a marriage small group that helps shape a healthy, vibrant marriage in the days ahead. Upon completion of one of these two methods of pre-marital counseling a certificate will be granted that authorizes for a Gate Pastor to marry you.

If you are not able to attend The Gate Church's pre-marital sessions you may submit other faith-based counseling/education by another pastor or class for approval.

WEDDING COORDINATOR

The Wedding Coordinator is your key contact at The Gate Church with respect to using the church facility or The Gate Staff Pastor for your wedding.

The Wedding Coordinator coordinates wedding details, including date, time, rooms, pastor, facilities use, wedding accessories offered by the church, sound, order of service, rehearsal, reception (working with caterer), giving on-site advice and emergency assistance, and the send-off (designated person).

Wedding Director Contact information: weddings@thegatechurch.tv

405.728.7700 to make a Reservation

Your initial request for reserving any location should be made with the Wedding Coordinator. Available dates may be obtained by telephone. However, dates are only confirmed after the Wedding Coordinator receives a completed Contract and Security Deposit. The refundable security deposit is due when your application is submitted and wedding expenditures are due one month before 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 at times that will conflict with church services or special church events.

STAFF PASTORS

It is our requirement that all wedding ceremonies at The Gate Church or on the grounds of The Gate Church be officiated by a staff pastor. This is reflective of our deep commitment to the Biblical responsibility we feel for the couple marrying and the covenant of marriage (Ephesians 5). It is our desire that your wedding would not just be a civil ceremony but a covenantal service between God and those joining as husband (male) and wife (female).

Therefore, anyone desiring to be married at The Gate Church must agree to have a staff pastor to perform the ceremony. A list for you to choose from will be provided. If you have someone in mind please let your wedding coordinator know at your consultation meeting. *Please note: Bishop Miller rarely officiates weddings any longer due to his demanding schedule. He officiates all staff weddings and some ceremonies for sons and daughters in the faith.*

GUEST PASTORS

If you would like a guest pastor to participate in performing your ceremony please submit their name and have them fill out the Guest Pastor form. Once approved, the Guest Pastor can take part in the ceremony however because of The Gate Church's deep conviction about covenantal marriage a Gate Staff Pastor will perform the vow ceremony. The Guest Pastor must also attend the rehearsal.

HONORARIUM FOR THE PASTOR

At the four week appointment with your assigned The Gate Church Wedding Coordinator, please submit a separate payment for the Gate pastor's honorarium. Enclose a minimum honorarium of \$150.00 in an envelope with the pastor's name

on the outside and the Wedding Coordinator will see that he receives the honorarium.

TIME ALLOTMENT

All locations and fees are based on a 1-hour rehearsal and 4-hour ceremony timeframe, including set-up and tear-down of vendor's equipment and supplies. If additional time is needed, please contact our Event Coordinator for availability and the fee adjustment.

WEDDING LOCATION OPTIONS AT THE GATE CHURCH

1. Main Auditorium Wedding

There is a beautiful auditorium available to members (covenant partners) and non-members, with seating for 2500 people. Dressing areas are available for the bride, groom and attendants.

Rental Fee - **\$2500 (Base)**

Reception Expense Fee - **\$650**

2. Private Wedding

We offer private weddings for those who prefer a simple, inexpensive wedding ceremony. Services are performed during office hours during the week in our Grand Foyer if available. A maximum of 20 guests can be accommodated. Decorations are not permitted for private weddings.

Monday – Friday Expense Fee – No Charge

(An honorarium of at least \$50 for the pastor is suggested)

Saturday Expense Fee – **\$350**

3. Outdoor Weddings

The Gate Church has a beautiful property with several outdoor areas that may serve nicely to host a ceremony of any number of guests. Our Wedding Coordinator will assist you in deciding the exact location of your ceremony, and will also help to determine a plan for an indoor service in the event of inclement weather.

Expense Fee - \$650.00

Rain Deposit - \$500.00

4. Alternate Areas

The Gate Church has several other indoor areas where you may wish to host your wedding. These other areas may be reserved with the events coordinator on a case-by-case basis.

5. Off-site Wedding

If you choose to have your ceremony off-site and are a member (covenant partner) at The Gate Church a staff pastor will be happy to perform your ceremony. Please make plans to give the pastor attending a minimum of \$150.00 to officiate your off-site wedding. Please note, pre-marital counseling is still required in order for a Gate staff pastor to marry anyone, anywhere.

WEDDING REHEARSAL

Your wedding rehearsal will be scheduled for a maximum of 1-1/2 hours on the evening prior to your wedding date. It is very important that all of your wedding party attends the rehearsal and that they arrive on time. If you have ushers in addition to groomsmen, please ask them to be present at the rehearsal.

Parents of the bride and groom are also encouraged to attend. The Gate Pastor will be present for the rehearsal as often as possible.

Because the Gate Wedding Coordinator is familiar with the church facilities and each of the Gate Pastors, they are responsible to direct the wedding rehearsal. If you use an outside Wedding Director, that person must work with the Gate Church Wedding Coordinator to ensure that all Gate Church wedding procedures are followed.

You must bring your marriage license with you to the wedding rehearsal and give it to the Wedding Coordinator. The Gate Church is responsible for submitting your marriage license to the courthouse.

THE WEDDING DAY GENERAL POLICIES

BRIDAL &/or ENGAGEMENT PORTRAITS

We allow bridal and/or engagement portraits to be taken on the church property at a time other than your wedding date. Please contact our Wedding Coordinator at least two weeks in advance to schedule a time as we have other events happening at the church and want to make sure your photo session is not interrupted.

ALCOHOLIC BEVERAGES & SMOKING

There will be no alcoholic beverages of any kind permitted 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 or outside of the building.

CHILDCARE

Childcare is not provided by The Gate Church for wedding rehearsals, wedding ceremonies, or wedding receptions.

DRESSING AREAS

There are two private dressing areas for the wedding party to utilize while at The Gate Church - -

The Green Room and Nursing Room. There will be large mirrors in both rooms. Please do not bring in irons or ironing boards. These areas will not be locked during the ceremony and the church assumes no responsibility for lost, stolen or damaged items. Please secure all valuables while on property of The Gate Church.

DAMAGES

The bride and groom are responsible for any damage to floors, carpets, furniture, etc., and for ensuring the facilities are cleared after the wedding of all personal items and vendors' equipment and supplies.

MUSIC

You must provide all the music (CD, iPod or hired musicians) used in the ceremony. Please bring the music to rehearsal. The Gate Church vocalists and musicians are available for an additional fee check with our Wedding Coordinator for details. As you are selecting the music for your wedding, please remember that this is a service of worship. Only music that is suitable for a ceremony of worship may be used. All music must be submitted to the Wedding Coordinator at least two weeks prior to your wedding for approval.

Both the Main Auditorium and the reception rooms are equipped with sophisticated sound systems, which includes compact disk and audio cassette decks. A piano is also available. You are responsible for supplying the pianist though you may request someone from our creative arts department at The Gate Church to assist. The pianist and any vocalist must attend the wedding rehearsal. You may use pre-recorded instrumental or vocal tracts in your wedding.

Only The Gate Church appointed soundman will operate the sound systems in all rooms. This fee will already be assessed in your Facility Rental agreement. However, fees of soloists should be arranged directly with them.

MICROPHONE & SOUND

Microphone(s) will be provided for the vocalist and/or reader, and The Gate Church Sound Technician will do a sound check one hour prior to the beginning of the ceremony.

LOST OR STOLEN ITEMS

The Gate Church is not responsible for items lost, stolen or damaged. Please secure all valuables while on property of The Gate Church.

FLORAL POLICIES

It is the responsibility of the couple to ensure all florists (professional, friend, or family member) performing their services at The Gate Church are aware and agree to abide by these policies.

☒ Our Wedding Coordinator is available to meet with the florist either personally or by phone at 405.728.7700 to discuss the policies and set-up for the wedding at The Gate Church.

☒ Florals and other decorations must be completed at least 30 minutes prior to the beginning of the ceremony.

☒ All preparations for flowers and greenery are to be made prior to arriving at the church.

☒ The church will be ready for the wedding ceremony when the florist arrives at the church to decorate. The florist is responsible to see that it is clean when decorating is complete.

☒ Arrangements should be made for all flowers and decorations to be removed within the 4-hour timeframe. The church does not store any wedding decorations. The facilities should be left clean and ready for the next event after removal of all decorations.

☒ No tacks, pins, nails, glue or tape shall be used to fasten any decorations to the furniture, building, carpet, walls, or church platform.

☒ Candles used on all candelabras must be metal-sheathed candles or dripless candles. If using a standing candelabra for the unity candles a dripless candle is required.

☒ Only The Gate Church facilities personnel are permitted to move or remove furniture, podiums, large plants, etc. Please ask the Wedding Coordinator for assistance, if necessary.

- Only silk flower petals may be used in the aisle.
- The throwing of rice, birdseed, confetti, fresh rose petals, etc. is prohibited inside the premises.
- Balloons or bubbles may be released outside the building.
- It is understood that seasonal decorations for Christmas and Easter will not be moved or removed for weddings. The florist may make use of or supplement these decorations for the wedding. The Christmas decorations go up the week of Thanksgiving and are taken down the week of January 1st.

PHOTOGRAPHY/VIDEOGRAPHY

It is the responsibility of the couple to ensure all photographers and videographers (professional, friend, or family member) performing their services at The Gate Church are aware and agree to abide by these policies.

- Access to the building, as well as all photos and video must fall within the four-hour ceremony time frame on the day of the wedding. If additional time is needed, please contact our Event Coordinator for availability and the fee adjustment.
- Because the wedding ceremony is a religious service, all photographers and videographers (amateur and professional) are asked to reverence the ceremony and the church. We ask that they dress modestly and treat all areas of the church with respect. Please do not move or remove anything without prior permission.

PARKING

There is available parking for the wedding through Gates 4 and 5. Your Wedding Coordinator will point these sectional parking lots out to you.

Handicapped parking is available but limited.

WEDDING RECEPTION

The Gate Church has a reception area available. The lobbies are not available for receptions. In order to accommodate fellowship meetings and other church activities, receptions must be completed and all decorations removed three (3) hours after the time your wedding is scheduled to begin. Weddings with receptions must begin no later than 3pm and must be completed and all decorations removed by 9pm.

Serving tables are available upon request at no charge. These must be requested in advance with the Wedding Coordinator. The linen for these tables must be furnished by the bride and groom. All caterers offering their services to The Gate Church members must have a signed statement on file with the Gate Church Wedding Coordinator indicating the caterer has read the guidelines for receptions and agrees to abide by these policies. It is the responsibility of the couple to see that this is accomplished at least two weeks prior to the wedding.

Food and drinks are not permitted outside the reception area.

When a couple has a reception without the services of a caterer, careful planning is important. Someone other than the bride, groom, or immediate family members must be in charge of decorating, mixing the punch, instructing the house party concerning service duties, picking up cups and plates from guests, post-reception cleaning, etc. These responsibilities are not those of the Wedding Coordinator.

The Gate Church team will take down tables and chairs, vacuum and clean carpets and remove trash containers. All other clean-up is the responsibility of the caterer or designated person in charge at the reception.

Thank you for choosing The Gate Church. Please sign below an acknowledgment having read through the procedures and expectations of hosting a wedding ceremony at The Gate Church.

Signature

Date

Groom

Bride