

Wedding Policies for Philadelphia Romanian Church

Philadelphia Romanian Church is an ethnic Romanian church located in Lawrenceville GA, and it is affiliated with Assemblies of God.

Philadelphia Romanian Church affirms that the marriage of a man and a woman is sacred in the sight of God and blessed by God. Marriage was God's idea. It was the Lord who said, "It is not good for the man to be alone. I will make him a helper as his partner. Therefore, a man leaves his father and his mother and cleaves to his wife and together, they become one flesh." Therefore, the institution of marriage should not be entered into lightly.

The wedding ceremony is an important event as couples begin their married lives together. Philadelphia Romanian Church believes that the ceremony is a worship service and dedicates worship space for this purpose. The policies that are listed below are intended to reflect this intent and purpose. They are not intended to be restrictive or exclusive in any way. Rather, they are intended to preserve the sacredness of the event.

Policies

1. Individuals who are seeking to have a wedding ceremony at Philadelphia Romanian Church must be members of the church, regular attendees of the church, or the children or grandchildren of members of the church.
2. Regular attendees of the church must have a letter from an ordained minister of the church that validates their active participation. If no minister is known by the regular attendees, an attendance form obtained from the Facilities Office must be signed by a PRC minister indicating that the couple has attended Philadelphia Romanian Church at least four (4) times prior to the wedding.
3. It is understood that all wedding couples (including those living out of town or out of state) will be able to meet the following expectations:
 - The wedding couple or, at a minimum the bride, will meet in person with the Facilities Administrator or Wedding liaison to review and sign the wedding policies. Surrogates such as the parents of the wedding couple, may not complete this task for the wedding couple;
 - The wedding couple or, at a minimum the bride, will meet in person with the Wedding Coordinator to review the wedding plans. Surrogates such as the parents of the wedding couple, may not complete this task for the wedding couple;
 - The wedding couple will complete all requirements for premarital counseling (see note below).
4. Couples must complete premarital counseling prior to the wedding. If the counseling is not done at the PRC, the couple must have a form obtained from the PRC secretary's Office signed by their minister stating that they have completed premarital counseling.
5. Couples who are living together prior to marriage must abstain from sexual relations and move apart until the time of the wedding ceremony.
6. Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Philadelphia Romanian Church will only recognize marriages between a biological man and a biological woman. Further, our pastors and ministers and the staff of Philadelphia Romanian Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Philadelphia Romanian Church shall only host weddings between one man and one woman.

7. PRC Wedding Coordinators and assistants will be required for all ceremonies (coordinator fees are included in the wedding fees). Outside consultants may be used, but must defer to the decisions and interpretation of policies of the assigned Wedding Coordinator. Outside consultants must sign the “Outside Consultant Agreement” obtained from the Facilities Office.
8. A security deposit of \$500 is required in order to reserve a wedding date on the calendar.
9. The wedding fee must be paid in full at least 60 days before the wedding in order for the wedding ceremony to take place.
10. Couples must meet with the Facilities Administrative Assistant and complete a wedding application form before a date can be set for a wedding ceremony.
11. A trained and authorized sound tech is required to operate the audio and video equipment of the church.
12. Dates and times for weddings and rehearsals must be calendared through the Facilities Office.
13. Any changes to dates and times must be made **2 weeks prior** to the wedding. No changes will be considered after the 2 weeks prior deadline.
14. Any changes to scheduled times must be communicated **by the coordinator** directly to the Facilities Office.
15. Rehearsal and wedding start and end times must be adhered to closely.
16. Seating is limited to the number listed in the policy. Fire codes prevent seating in the aisles and hallways.
17. Guest seating is not allowed in the sound booths. Only photographers, videographers, or musicians are allowed in the sound booths. There are no exceptions.
18. When requested, the elements of the Lord’s Supper will be served to the bride and groom only, and not to the wedding guests.

Bride Photo Policy

PRC will allow couples who are getting married on our campus to have a photo shoot at the campus as long as the photo shoot is scheduled in advance and approved through the facilities office. Two nights each month will be designated by the facilities office for the venue to be used for these sessions. In the case of a funeral or other event that cannot be planned in advance, the scheduled photo shoot may be changed. It will be required that the wedding coordinator that is working with the couple be present for the shoot. A facilities and coordinator fee of \$50/hour will be charged for the session. The session may not last longer than 2 hours. PRC campus may not be used for photo shoots for members who are getting married at other venues.

WEDDING APPLICATION

PHILADELPHIA ROMANIAN CHURCH

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware, or become aware, to church staff.
3. I understand that Philadelphia Romanian Church will only recognize marriages between a biological man and a biological woman. Further, our pastors and ministers and the staff of Philadelphia Romanian Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Philadelphia Romanian Church (and its campuses) shall only host weddings between one man and one woman.
4. I understand that Philadelphia Romanian Church will not perform a wedding ceremony for couples who are currently living together or the relation between the two was consumed intimately.
5. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$500 and any other fees required by the church.
6. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the executive pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name _____

Signature _____

Date _____

Bride

Name: _____

Member? Yes / No (OR) Regular Attendee? Yes / No

Current Address: _____

Home #: _____ Work #: _____ Cell #: _____

E-mail: _____

Bride's Signature: _____ Date: ____/____/____

Groom

Name: _____

Member? Yes / No (OR) Regular Attendee? Yes / No

Current Address: _____

Home #: _____ Work #: _____ Cell #: _____

E-mail: _____

Groom's Signature: _____ Date: ____/____/____

Weddings can be scheduled on Saturdays (6-hour time frames only) between 8am and 8pm.

WEDDING REHEARSAL DATE: _____ TIME: _____

WEDDING DATE: _____ TIME: _____

MINISTER TO PERFORM THE CEREMONY: _____

Once a location, date and time have been selected, no changes can be made after two (2) weeks prior to the wedding. Changes that are requested before the two (2) week prior deadline will be considered, but cannot be guaranteed.

REFUNDABLE SECURITY DEPOSIT OF \$500 IS REQUIRED TO CONTINUE APPLICATION PROCESS AND TO CONFIRM THE DATE ON THE CHURCH CALENDAR

COMPLETION OF PREMARITAL COUNSELING

This certifies that _____ have completed
the required premarital counseling as required by Philadelphia Romanian Church.

Minister (please PRINT) _____

Minister (signature) _____

Phone _____

**Please return this signed form to your Wedding Coordinator or campus Administrative Assistant at
least 2 weeks prior to the wedding.**

FLORIST POLICIES PHILADELPHIA ROMANIAN CHURCH

1. The wedding party and florist may bring in wedding equipment but it's the responsibility of the wedding party to make sure all flowers and decorations are **removed immediately after the wedding**. No deliveries from wedding equipment rental companies please.
2. No set up of flowers is allowed in the baptistry. No nails, screws, tacks, glue or cellophane tape may be used on the walls, carpet, floors, stage, furniture or woodwork. Protective covering must be placed under the unity candelabra. Only dripless candles are to be used in the unity candelabra.
3. Use of wedding decorations or equipment in the aisles is prohibited.
4. The florist and their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the building.
5. **Absolutely** no food or drink is to be taken into the wedding venue.
6. **NO REAL FLOWERS MAY BE DROPPED BY ANY PERSON OF THE WEDDING PARTY.** Silk petals may be dropped down the main aisle. However, it is the responsibility of the wedding party to pick up ALL petals immediately after the ceremony.
7. The florist may arrive 30 minutes prior to the reserved 4-hour time frame and should be scheduled through the wedding coordinator.

We agree to comply with the rules and regulations of Philadelphia Romanian Church regarding decorations, conduct, etc., as described above for weddings.

Florist Name _____ Telephone _____

Florist Signature _____

Wedding Date and Time _____

Bride's Name _____ Telephone _____

Please return this signed form to your Wedding Coordinator or Administrator at least two weeks prior to the wedding.

MUSIC POLICIES

PHILADELPHIA ROMANIAN CHURCH

1. The Music Ministry must approve all music used during the ceremony. It is the Bride's responsibility to email the appropriate Minister a complete listing of musical selections which will be used during the ceremony 30 days prior to the wedding date. The list must include song title, composer, and lyrics where applicable.
2. Musical instruments are available for use by approved musicians only. If you desire to use any of these instruments with an outside musician, this request must be made in writing to the Music Ministry.
3. It is the Bride's responsibility to contract with any musicians being used for the wedding ceremony; therefore, musicians must consult the Bride directly with any music related questions. A list of "Special Event Musicians" is available from the Facilities Office or the Music and Worship office.
4. No flowers, ribbons, or other decorations may be affixed in any way to any church-owned musical instruments.
5. No church owned musical instruments may be removed from the church building. Neither can any church instruments be moved within the church building without the approval of the Music and Worship Minister.
6. Musicians and any of their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the building.
7. No food or drink may be taken into the wedding venue.

We agree to comply with the rules and regulations of Philadelphia Romanian Church regarding Wedding Ceremony Music as described above.

Musician Name _____ Telephone _____

Musician Signature _____

Wedding Date and Time _____

Bride's Name _____ Telephone _____

Please return this signed form to your Wedding Coordinator or Administrator at least two weeks prior to the wedding.

OUTSIDE CONSULTANT AGREEMENT PHILADELPHIA ROMANIAN CHURCH

Each wedding held at Philadelphia Romanian Church will be assigned a PRC Wedding Coordinator who will be present during all activities scheduled for the wedding.

The Outside Consultant agrees to do the following:

1. Ensure that all communication and special requests with the church go through the Wedding Coordinator.
2. Defer all decisions and interpretation of policies to the assigned Wedding Coordinator. Outside Consultant and Wedding Coordinator will go over the policies of the church and the Consultant will be responsible for ensuring all wedding attendees follow the policies.
3. Provide names and phone numbers of any vendors providing services to the wedding party at least two weeks prior to the event, with a description of services to be provided.
4. Provide information on technical needs directly to the Wedding Coordinator.
5. Ensure bride provides a list of wedding/ceremony music to the Wedding Coordinator and Worship Ministry at least 30 days prior to the wedding for approval by Music and Worship Minister.
6. Understand that under no circumstances will the Outside Consultant move any furniture, flowers, plants, instruments, panels, cameras, or ask technical staff to move them without first consulting the Wedding Coordinator.
7. Ensure that the wedding party stay confined to only those areas which have been reserved for the wedding. Non-compliance to this request may result in additional fees or loss of security deposit.
8. Ensure that the wedding ceremony begins and ends on time.
9. Ensure that they and their employees refrain from the use of irreverent language, discourteous actions and smoking inside the building.

I agree to comply with the rules and regulations of Philadelphia Romanian Church as set forth above.

Outside Consultant Name _____ Telephone _____

Outside Consultant Signature _____

Wedding Date and Time _____

Bride's Name _____ Telephone _____

Please return this signed form to your Wedding Coordinator or Administrator at least two weeks prior to the wedding.

WORSHIP CENTER WEDDING POLICIES

1. The Worship Center at PRC campus is available for weddings not to exceed 1200 attendees. All chairs must remain on the floor and cannot be moved.
2. Weddings will be allowed on Saturdays between 8am – 8pm (6-hour time periods only).
3. The bride's room will be scheduled for 4-hour time periods. Requests for longer time periods will not be permitted.
4. No musical instruments, technical equipment, furniture or greenery located throughout the building may be moved or rearranged. If staging necessitates the moving or rearrangement of musical instruments, technical equipment or furniture, it may be done ONLY with prior approval of the Music and Worship Minister and ONLY under the direction and supervision of the Wedding Coordinator, Facilities Office, and Media Technical Staff.
5. The wedding party and florist may bring in wedding equipment but it's the responsibility of the wedding party to make sure all flowers and decorations are removed immediately after the wedding. Caution must be taken to make sure the equipment does not damage the stage or floor. No deliveries from wedding equipment rental companies please.
6. No nails, screws, tacks, glue or tape of any kind may be used on the walls, floor, stage, furniture or woodwork.
7. Open flame candles are prohibited on PRC campus.
8. Use of wedding decorations or equipment in the aisles is prohibited.
9. Confetti, rice, sparklers or other materials are not to be thrown inside or outside the church building. NO REAL FLOWERS MAY BE DROPPED BY ANY PERSON OF THE WEDDING PARTY. Silk petals may be dropped down the main aisle. However, it is the responsibility of the wedding party to pick up ALL petals immediately after the ceremony.
10. Aisle runners will not be allowed.
11. Cost for this venue: \$1,350.00 (for non members)

WEDDING RECEPTION POLICIES

1. Space is available for receptions and may be reserved at the time the wedding is scheduled. **Please note:** Space does **NOT** include access to a kitchen.
2. The capacity of this area should not exceed 700 people.
3. The wedding party will be required to use PRC furniture.
4. There will be no decorations affixed to the walls, moveable partitions, stage, or surfaces in the rooms.
5. **Open flame candles are prohibited in all Philadelphia Romanian Church facilities.**
6. Catering policies will be discussed in detail with our Church Wedding Coordinator.
7. No alcoholic beverages or items containing alcohol will be served at the reception or any other wedding related activities on the church premises.
8. The wedding party and their guests must refrain from the use of irreverent language, discourteous actions and smoking inside the church building.
9. The requested event date must be approved through the Facilities Management Office.
10. Neither the use of electronically based bands nor dancing is permissible at the reception. Acoustic instruments may be played and song list should be approved by the Worship Ministry (see Music Policies).
11. Use of musical instruments must be approved by the Worship Department and coordinated in advance through the Wedding Coordinator.
12. The wedding party must vacate the area by 8:00 p.m. on Saturday evening due to the required set up time for Sunday morning worship.
13. Special arrangements must be made 30 days in advance for special audio, video and lighting technical support with the Technical Director. Tech Support is an additional \$75 for all receptions.
14. The Church Wedding Coordinator must be present for receptions.
15. Cost of this venue for a reception is \$500.

Regular Attendee Form

Name: _____

1. Date Service Attended _____ Minister Signature _____

2. Date Service Attended _____ Minister Signature _____

3. Date Service Attended _____ Minister Signature _____

4. Date Service Attended _____ Minister Signature _____

This form must be signed by a minister of the church on the date of attendance and returned to your Wedding Coordinator or campus Administrative Assistant at least two weeks prior to the wedding.