

# Wedding information and forms

## **Congratulations on your engagement and upcoming wedding!**

Your engagement is an important time and we are excited that you have chosen us to be a part of your engagement process, your ceremony and future marriage. In this packet, there are a few things that will help you as you begin this process.

Once you have submitted the paperwork, it will be reviewed. The pastor who is assigned to officiate your wedding will set up a meeting with you to discuss your couple history, what the Bible says about marriage and go over the policies of CenterPoint regarding marriage. *It is only after this meeting that a pastor at CP may agree to officiate your wedding.* At CenterPoint Church, we believe that marriage is a lifetime commitment between a man and a woman that is honored by God. This belief plays an important role in our selection process of whom our pastors will marry because they are responsible before God (Hebrews 13:17).

Please carefully read over everything below, fill out the request and email or mail it back to our office. If you have any questions, feel free to email us at [info@cpchurch.com](mailto:info@cpchurch.com). Thank you!

Church Staff  
CenterPoint Church

# Wedding Policies

1. At least one person in your couple needs to be a regular attender at CenterPoint Church. If CenterPoint is your home church and you are currently not a member, we encourage you to become a member before your pre-marriage counseling begins.
2. In order for a couple to be married at CenterPoint church and/or by our pastors, you must complete a Premarital Counseling course. The course may be conducted by the pastor officiating your ceremony or another counselor approved by the officiating pastor. *\*Couples who are dating and wish to start the pre-marriage counseling prior to engagement can begin and then finish once they are engaged.*
3. We have a pastoral rotation for weddings. As marriage forms are turned in, we will choose a pastor for you. The pastor who is assigned to you will call and set up a time to meet. You can request a specific pastor, and we will do our best to accommodate (if calendars align). Please understand that a pastor cannot commit to a wedding that is more than one year away.
4. We ask that you give the pastor performing the wedding an honorarium of \$450. If the honorarium cannot be met, we never turn away a couple due to monetary difficulty; please discuss this in advance with the pastor. The honorarium is given to the pastor directly prior to the wedding day. If you pay by check, make sure it is written out to the pastor and not the church.  
*\*Please Note: If the rehearsal/ceremony is a long distance away, please include travel expenses.*
5. **Final approval and booking** with the assigned pastor will occur ONLY after meeting with your assigned pastor and agreeing to all of the above stated criteria.
6. The pastors are honored to be part of your wedding day. Due to our pastors' time please understand two things:
  1. If the wedding is straight forward and your pastor doesn't feel that a wedding rehearsal is needed, they will give you instructions on the wedding, but they do not need to attend the rehearsal - especially since there is a wedding planner involved.
  2. Please feel free to invite the pastor to the reception; however, it may not be possible to attend your reception. It is certainly generous to invite them; please be understanding if they cannot attend.

## Wedding Request Form

**Bride's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Circle who is a member at CenterPoint:	Bride	Groom	Neither
How long have you been attending CenterPoint:	Bride _____	Groom _____	
Which campus do you attend?	_____		
When did you start dating?	Month _____	Year _____	
When were you engaged?	Month _____	Year _____	
Are you currently living together?	Yes	No	
Do you have children together?	Yes	No	
Would you like to request a specific Pastor?	Yes	No	
	Whom? _____		
Are you theologically okay with having one of our female pastors officiate your wedding?	Yes	No	
When is your Wedding Date:	Month _____	Day _____	Year _____
Ceremony will be held at: _____	Time: _____:	_____	
Reception will be held at: _____	Time: _____:	_____	
Rehearsal Date: _____	Time: _____:	_____	

## Personal Bio Information

**Bride:**

Have you been married before, and if so, please tell when and why the marriage ended:

Please share with us your faith story (if you need more space, use the other side of this form or attach it to the email).

**Groom:**

Have you been married before, and if so, please tell why the marriage ended:

Please share with us your faith story (if you need more space, use the other side of this form or attach it to the email).

**Wedding Agreement**

**For using a CenterPoint Pastor:**

\_\_\_\_I have read and understand the policies and payment procedures outlined in this agreement. I have read and understand the requirements for a CenterPoint Church pastor to officiate our wedding. I agree to pay all required fees.

**For using a CenterPoint Facility:**

\_\_\_\_I plan to have my wedding at a CenterPoint Church facility. I have read and understand all of the building use terms and have attached the facility request form (pages 6-8). I agree to pay all applicable fees associated with my wedding plan.

\_\_\_\_\_

Requester Signature

\_\_\_\_\_

Date

Please email the form to [info@cpchurch.com](mailto:info@cpchurch.com) or mail a hard copy to:  
CenterPoint Church  
98 Jerusalem Avenue  
Massapequa, NY 11758

Office Use Only	
Date Received: _____	Pastor _____
Pastor Approval Initial: _____	Facility Approval Initial Here: _____

## Church Facility Use

At Centerpoint, we do not see weddings as an opportunity to make money. All fees go to cover the expenses of the people that are needed to be present so that you can have a great wedding.

If you would like to request CenterPoint Church facilities for your wedding ceremony, please carefully read the following and complete the **Facility Request** form on page 8.

Service	Cost
<p><b>Facility use</b> (Required for all locations)</p> <p>Guidelines for our facility use:</p> <ul style="list-style-type: none"> <li>• Standard facility use includes use of sanctuary and one classroom. Use of other rooms can be arranged</li> <li>• Saturday usage must not go beyond 8pm. CenterPoint Church is not available on Sundays.</li> <li>• Wedding rehearsals may be scheduled at the church as long as it does not interfere with church services or activities.</li> <li>• Once the church is open, you and your the wedding coordinator are responsible for the building.</li> <li>• No alcoholic beverages are permitted in the building or on the church property, except for the use of wine during communion.</li> <li>• The facilities requested will be set up and prepared 24 hours prior to date of use as long as regular meetings permit us to do so.</li> <li>• The couple will be responsible for the installation and removal of all decorations. Please have someone available to take down the decorations within two hours of the ceremony ending.</li> </ul> <p><b>Once your request has been approved, you will need to pay this fee before your date is booked.</b> Make check payable to CenterPoint Church.</p>	<p><b>\$150</b></p> <p>This covers the cost of setup, teardown, cleaning and resetting our building</p>

Service	Cost
<p><b>Wedding Coordinator</b> (Required for all campuses)  <b>All weddings at a CenterPoint Church facility require a wedding coordinator.</b> The officiating pastor cannot coordinate wedding parties and properly conduct your service. The wedding coordinator will:</p> <ul style="list-style-type: none"> <li>• Work to execute your pre-determined wedding plan.</li> <li>• Ensure the rooms are set-up according to the wedding plan.</li> <li>• Run the rehearsal (Officiating pastor does not need to be present.)</li> <li>• Coordinate the procession and recession of the service</li> <li>• Facilitate reasonable special requests</li> <li>• This person is NOT responsible for any details that occur off the property.</li> <li>• This person is NOT a wedding planner who makes arrangements and decisions or decorations. If you are already working with a wedding planner who will direct the service, this fee is waived.</li> </ul> <p><b>Pay the coordinator directly at the rehearsal.</b></p>	<p><b>\$200</b>  Includes initial meeting, preparations, rehearsal, and wedding ceremony</p>
<p><b>Audio Technician</b> (Required for Massapequa)  You need a CenterPoint audio technician if you have any requirements beyond a the use of one basic microphone.</p> <p><b>Please pay the technician directly at the rehearsal.</b></p>	<p>\$100</p>
<p><b>Video/lighting Technician</b> (Required for Massapequa)  If your wedding is at the Massapequa campus and you want to use the video wall or have creative lighting (beyond basic stage lighting), you will need a technician to operate it. Having a technician allows you to use different color accent lights, show simple graphics and play a video on the screen.</p> <p><b>Please pay the technician directly at the rehearsal.</b></p>	<p>\$100</p>
<p><b>CenterPoint Church Musicians</b>  We have several musicians in our congregation who are available on a contract basis. If you are interested, please speak with our office directly for the names of the contact people. Also, please let us know what instruments/sound equipment you will need from the church OR what you will bring with you for the event.</p> <p><b>Please pay the musicians directly at the rehearsal.</b></p>	<p>Varies</p>

## Facility Request Form

Which campus would you like to host your wedding? \_\_\_\_\_

Requested Facility Wedding Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Wedding Time \_\_\_\_\_

Requested Facility Rehearsal Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Will flowers be delivered or installed: Yes No Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will candles be used during the ceremony (**live candles may be used on stage only**): Yes No

Describe: \_\_\_\_\_

Will any additional decoration be used during the ceremony:

\_\_\_\_\_

What additional rooms will you need (i.e. Sunday School room for dressing)?

\_\_\_\_\_

What additional services/items will you need?

\_\_\_\_\_

\_\_\_\_\_

### Facility Fee Summary

Facility Use*	\$150	_____	Pay church with application
Wedding Coordinator*	\$200	_____	Pay directly at rehearsal
Audio Technician*	\$100	_____	Pay directly at rehearsal
Video Technician*	\$100	_____	Pay directly at rehearsal
Musicians		_____	Pay directly at rehearsal
	Total:	_____	

\* Required for Massapequa Campus

**Refund policy:** If for any reason you cancel the wedding or use of our facilities, your facility fee will be refunded minus a \$50 administration fee. If you do need to cancel, we ask that you do so in writing.