

# THE CHURCH OFFICE



Wedding Pack

# [Your Church Name Here] *Wedding Pack*

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## **Building Use Policy**

One of the most meaningful ways that the building can be utilized for the [Your Church Name Here] family is to be a place where weddings and receptions are held. In order to ensure that [Your Church Name Here] facilities are available for weddings without undue conflict with other ministry use of the building the following policies have been put in place:

### **A. Building Use - Weddings**

1. The building will be available for weddings to all church members. The facilities will not be available for weddings outside the church family.
2. In order to ensure general availability of the building, a limit of two Saturday's per month will be made available on a first come basis.
3. All reservations should be made on the church calendar a minimum of four months prior to the wedding date wherever possible.
4. Weddings may be held on Friday nights or Saturdays. Rehearsals can be scheduled for Thursday or Friday nights depending on ministry activities.
5. The building will be available to wedding participants for decorating and set-up based on other ministry uses of the building. The Administrator will be able to help you coordinate the availability of the centre.
6. Only one wedding per day will be scheduled. This is to ensure that the building will be available for the greatest possible use by the church family.

### **B. Building Use - Receptions**

1. If wedding participants hold **both the wedding and reception** at the building, the reception needs to be completed by 10:00 p.m. If the wedding is on a Saturday, they should also understand that there may be an additional fee due to staff having to come in after hours to reset the church for Sunday morning. These requests will be considered on a case-by-case basis.
2. Activities at a reception must be in keeping with the building's primary purpose as a church facility:
  - o Smoking or vaping is not permitted in the church facility

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- o Alcohol can be served during a reception or evening party. We do not permit alcohol to be sold on the premises and therefore do not permit outside companies to provide a bar in the facility.

### C. Building Use - Rentals

1. Tables and chairs can be provided by the church for the wedding ceremony and/or receptions. Use of these items is free of charge.
2. Tables, chairs, and kitchen equipment are not permitted to be taken off the church property for receptions or other wedding events held in another location.
3. Please refer to the equipment list and specify what equipment you would like to utilize or hire from the church. A price list hire for any of the other equipment please contact the administrator to discuss the price list for these items.

### D. Building Set-up

1. Wherever possible, the day before a wedding we will try and make the facility fully available for you to make your preparations.
2. Whenever the main hall is being used for a ceremony the facilities manager will provide a standard chair layout as a starting point for you to move around as you will.

### E. Sound Technician – Wedding

1. If the **Engaged Couple** wishes to obtain a video tape of the wedding, they must arrange for a **Videographer** to do this, as the **PA Technician** does not video tape the weddings.
2. PA or Sound equipment should not be moved without prior approval from the **PA Technician or the Church Administrator**.
3. The **PA Technician** can assist in locating a proper power outlet for lights and any other non-sound electrical items. Extension cords can be provided please request these items on your equipment list form.
4. Please be mindful that not all of the church's resources are at the disposal of the wedding. Permission should be sought prior to using any church equipment. Being as comprehensive as possible with up front communication will allow the **PA Technician** to serve you to the best of his ability.

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### F. PA Technician - Receptions

1. Songs or music for the reception can be played either from a Spotify playlist or another other streaming service.
2. If live music or a DJ is desired for the reception, the **PA Technician** is not able to provide DJ services or tech support for a live band at an on-site reception. If a DJ or band has been hired, they will be required to provide their own sound system and tech support.
3. Should the **Engaged Couple** desire a visual presentation at the reception, please finalise the details with the PA Technical at least one month before the wedding.
4. Should the use of microphones be required for any speeches, again please speak to the PA Technician at least one month before the wedding.

## **Fees and Honorariums**

### **[Your Church Name Here] Services:**

- o Building use for wedding only – Free to Church Members
- o Building use for wedding and reception – Free to Church Members
- o Officiating Pastor – Free to Church Members
- o Church Registrar- Free to Church Members

### Additional Services

- o Facilities Manager- £15 per hour to Coordinate Sunday Morning Set Up.
- o Opening and Lock Up Charge £25
- o Sunday Morning Set Up Team £10 per hour per person.

### Non- **[Your Church Name Here]** Services

- o PA Technician - £50 (If reception requires a PA Technician – additional £50)
- o Music Coordinator- £50
- o Musicians- £40 per person

We would ask the best man if he would distribute the honorariums on the day of the wedding.

## **Guidelines for Decorating**

Every couple has a unique vision for the style of their wedding. Please find below some information that will help you plan your decoration.

### **A. Main Hall**

- o Candles
  - o Candles can be placed around the windowsills of the main hall and on any table decorations for your reception.
  - o Candle lanterns may not be placed along the center aisle, as this poses a fire risk.
  - o All candles should be mounted in appropriate non-flammable holders, which are designed to capture melting wax.
- o Fire Procedures
  - o The door handles on the auditorium doors may not be tied shut, as doors must be able to be opened freely in case of an emergency.
  - o Please have your ushers familiarize themselves with the **[Your Church's name here]** Fire Procedure, as they will need to act as stewards in the event of a fire.
- o Flowers
  - o Flowers can be used throughout the building, the church has limited glass vases, so please bring your own.
  - o Please contact the office should you have any flowers delivered to the building during office hours.

### **B. Walls and Ceilings**

- o Neither tacks nor nails are permitted for use to attach items to the tops of doors and walls.
- o We would ask that nothing be suspended from any of the ceilings throughout the building.

### **C. Chairs and Tables**

- o Church-owned chairs and tables may be used for weddings and receptions. Use of other church equipment and furnishings must be approved by the

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church through the Administrator, please refer to equipment information sheets.

- o According to church policy, church equipment and furnishings may not be used off site for non-church sponsored events.

### **D. Sound Equipment and Power**

- o Sound equipment should not be moved without prior approval from the PA Co-ordinator or Church Administrator.
- o The drums, as well as other musical and sound equipment, can be removed from the stage area for weddings, under supervision of the PA Technician.

### **D. General Information**

- o Due to space limitations, there is no permanent storage available for items used in a wedding and reception. Decorative items that do not belong to the church must be removed immediately following the event.

## Wedding Checklist

- Contact Local Registrar- Giving Notice of your planned Marriage
- Organise Registrar for the Wedding Day
- Organise Officiant for the Wedding Day
- Organise Venue for the Wedding Ceremony
- Organise Reception Venue
- Appoint Best Man, Ushers and Bridesmaids
- Finalise Guests list and arrange Invites
- Organise Gift Lists
- Arrange Wedding Dress
- Organise Wedding Suits
- Buy Wedding Rings
- Organise Wedding Cake
- Photographer
- Videographer
- Florist
- Decorations
- Caterers
- Arrange the hire of equipment, place setting, glasses etc
- Arrange Wedding Cars
- Drinks Reception
- Appoint Music Coordinator
- PA Technician
- Arrange Set up and Clear up Teams
- Plan your Ceremony- Wedding Vows, Prayers, Address, Songs, Readings
- Write out a running order for the day's events
- Arrange a wedding rehearsal
- Evening Party / Entertainment
- Arrange Honeymoon
- Make arrangements for the wedding night, hotel etc
- Passport Changes
- Organise Travel Money / Insurance for Honeymoon etc

## **Event Planning**

We have put this form together for members of **[Your Church Name Here]** who would like to use the facilities at the **[Your Church Name Here]** to host private parties and weddings. We hope this form is helpful in assisting members plan their event at the church building. Our priority as a pastoral team is to ensure that the **[Your Church Name Here]** is ready for a Sunday morning meeting and other church events. Typically, parties and weddings take place across a weekend, which has an impact on the facility being ready and organised for a Sunday morning. Within this booking form you will find information provided about event set up, equipment that is available for you to use, clear up team, alcohol policy, price list and opening and locking up times etc.

The pastoral team agrees to all events and requires the booking form to be completed. For clarification or assistance, please email **[Church Administrator's Name Here]** on **[Church Administrator's Email Address]** or telephone **[Church Administrator's Contact Number]**.

<i>Details required to book an event</i>	
Contact name	
Address	
Post code	
Phone number	
E-mail address	
Proposed Event Date(s)	
<i>About the event</i>	
<p>Please give the following details about who will be attending your event.</p> <p>No. of 0-17yrs: ___    No. of 18-30yrs: ___    No. of 30+yrs: ___</p> <p>What is the purpose of the event? (e.g. birthday party, wedding etc.)</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>	

Any other information which you think may be relevant:

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## Equipment Information

### *What Equipment Can I Use?*

#### **\*EXAMPLE LAYOUT AND EQUIPMENT\***

The following **equipment** is generally available for use:

- Any Kitchen Equipment found in the kitchen area and cupboards
- Plates, glasses, and cutlery found within the kitchen
- Hot water urns and coffee machines
- Fridge / Freezer in the Baby Crèche
- Round tables - Quantity 20
- Trestle tables- Quantity 15
- Children's Tables and Chairs
- Bar tables - Quantity 2
- Bar Stools- Quantity 6
- Main Hall Chairs- Quantity 700
- Coat Hanger- Quantity 1 (30 Coats)
- Extension Leads- Quantity 4
- BBQ Equipment

*What Equipment Can't I Use?*

**\*EXAMPLE LAYOUT\***

The following **is not** available for use:

- AV and Camera Equipment
- Conference tables and chair

*Chargeable Equipment available for Hire?*

**\*EXAMPLE LAYOUT\***

- Projectors - Quantity 2
- Projector Screens - Quantity 2
- Flip Charts - Quantity 4
- Bouncy Castles- Quantity 2
- Laptop- Quantity 1
- Table cloths
- Pipe and Drape System

Please contact **[church administrator's name]** for a price list if you would like to hire any of these items.

*Planning your layout*

For our event, we require the following *tick / fill in all that apply*

<p><b>Rooms:</b></p> <p><b>*EXAMPLE*</b></p> <p><input type="checkbox"/> The foyer</p>	<p><b>Equipment Request:</b></p>	<p><b>Furniture:</b></p> <p><b>*EXAMPLE*</b></p> <p><input type="checkbox"/> round tables <i>number</i> ____.</p>
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<input type="checkbox"/> The kitchen		<input type="checkbox"/> trestle tables <i>number</i> ____.
<input checked="" type="checkbox"/> The main hall		<input checked="" type="checkbox"/> bar tables <i>number</i> ____.
<input type="checkbox"/> Toddler Crèche		<input type="checkbox"/> bar stools <i>number</i> ____.
		<input checked="" type="checkbox"/> chairs <i>number</i> ____.
Our event will <b>start</b> at ____am/pm and <b>finish</b> at ____am/pm. (Main Hall Events are to end no later than [insert time here] <b>pm</b> )		

### What are my responsibilities?

#### *Before the Event -*

- a. Finding a key holder to open and lock up before and after the event.  
If you are unable to find someone, please speak to the office. There is a charge for calling out a key holder
- b. Set up and prepare the event room, equipment and furniture required for your event.
- c. Organising the external Hire of equipment, liaison with **[Your Church Name Here]** staff regarding storing any hired equipment in the **[Your Church Name Here]** office. (Hire equipment may **only** be stored in the church office area over a Sunday morning).
- d. Organise a clear up team who are experienced and familiar with the building and where our equipment and furniture are stored. (When using the main hall, a team of 8-10 people is required.)
- e. In addition to the clear up team, when organising an event in the main hall we would ask that you provide us with a team of church members who can organise the room and chair layout for a Sunday morning. If you do not have a team of people who have experience in this area, then please let us know and we will organise a team from the office. There will be a charge in this instance in order that the church can pay a team to come in and set this up on your behalf.

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### *During the Event -*

- a. Reporting and rectifying / paying for repair of any **breakages, damage** or **staining** to carpets / upholstery.
- b. Supervising children, at all times.
- c. Supervised tours of the building for guests are allowed, but we request you do not bring guests into any of the office areas.

### *After the Event -*

The following must be cleaned and set back after the event:

Any rooms or equipment used must be set back as they were found (i.e. ready for the next church event) including the following:

- i. **Kitchen**  
Surfaces must be cleared and cleaned with all kitchen equipment returned. The fridge and kitchen surfaces must be emptied of any food / drink from the event. Bins must be emptied at the end of the event.
  - ii. **Toilets**  
All toilets must be cleaned, restocked with toilet paper / soap / hand towels, and checked for damage or blockages. Toilet bins must be emptied at the end of the event. Please ask a member of **[Your Church Name Here]** staff for details of where supplies are kept.
2. **[Your Church Name Here]** staff are in no way liable for the following:
- a. **First Aid provision**  
It is your responsibility to provide adequate first aiders for your event
  - b. **Food hygiene**  
Any food / drink prepared on the premises, eaten on the premises, or removed from the premises is done so entirely at the risk of the individual consuming / preparing the food / drink.
  - c. **Alcohol consumption**  
It is your responsibility to manage any alcohol consumption, including over-indulgence and under-age drinking. Alcohol may not be sold on the premises.

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### Vows

This is a suggestion of how the ceremony could be conducted. The text in black MUST remain in the ceremony- they contain the legal requirements of the wedding vows. Text in blue may be changed by you if the couple would like to do personal vows. The examples given are as a suggestion for Christian marriage.

Before they give their vows to each other I would ask if there is anyone present who knows a reason why **[Groom's first name only]** and **[Bride's first name only]** may not lawfully marry, to declare it now.

#### Address Groom

I do solemnly declare // that I know not // of any lawful impediment // why I, **[Groom's full name]** // may not be joined in matrimony // to **[Bride's full name]**

#### Address Bride

I do solemnly declare // that I know not // of any lawful impediment // why I **[Bride's full name]** // may not be joined in matrimony // to **[Groom's full name]**

#### ADDRESS Groom:

**[Groom's first name only]**, will you take **[Bride's first name only]** to be your wife? Will you love her, comfort her, honour and protect her, and forsaking all others, be faithful to her as long as you both shall live?

HE ANSWERS - 'I will'

#### ADDRESS Bride:

**[Bride's first name only]**, will you take **[Groom's first name only]** to be your husband? Will you love him, comfort him, honour and protect him, and forsaking all others, be faithful to him as long as you both shall live?

SHE ANSWERS - 'I will'

#### ASK BRIDE'S FATHER (this part may be omitted)

Who gives **[Bride's first name only]** to be married to **[Groom's first name only]**? -  
Father responds: 'I do'

Bride and groom face each other and can hold hands.

Groom:



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I call upon these persons here present // to witness that I **[Groom's full name]** // do take you **[Bride's full name]** // to be my lawful wedded wife. // To have and to hold from this day forward;/ for better, for worse,/ for richer, for poorer, / in sickness and in health, / to love, cherish and protect,/ till death us do part,/ according to God's holy law,/ and before God I make this solemn vow.

**Bride:**

I call upon these persons here present // to witness that I **[Bride' full name]** // do take you **[Groom's full name]** // to be my lawful wedded husband. //

To have and to hold from this day forward;/ for better, for worse,/ for richer, for poorer, / in sickness and in health,/ to love, cherish, and support, / till death us do part, / according to God's holy law, /and before God I make this solemn vow.

**RINGS:**

**Groom**

**[Bride's first name only]**, I give you this ring as a sign of our marriage. With my body I honour you, all that I am I give to you, and all that I have I share with you, within the love of God, Father, Son and Holy Spirit.

**Bride:**

**[Groom's first name only]**, I give you this ring as a sign of our marriage. With my body I honour you, all that I am I give to you, and all that I have I share with you, within the love of God, Father, Son and Holy Spirit.

**The couple join their right hands together (elder lays hand upon theirs).**

**ELDER - 'Those whom God has joined together let no one separate.' - PRAY**

**ADDRESS CONGREGATION**

In the presence of God and before you all, **[Groom's first name only]** and **[Bride's first name only]** have given their consent and made their marriage vows to each other. They have declared their marriage by the joining of hands and the giving and receiving of rings. I therefore proclaim that they are husband and wife, in the name of the Father and of the Son and of the Holy Spirit. AMEN!

**[Groom's first name only] you may kiss your bride!**