

March 22, 2011

Congratulations on your engagement and plans to marry!

Important months of preparation will come between now and your wedding day. The church service and reception involve numerous details and arrangements. Included in this packet are all worksheets, application forms, and a checklist to help you think through and follow through with those pre-wedding responsibilities.

Your first step in reserving the space for your wedding is to complete the Wedding Date Contract. Please carefully read this entire packet before you sign your contract. You will be contacted by our church office within 2 weeks to notify if your requested date is approved. A deposit of 50% of the total fee is due within 5 days of the approval of this form in order to hold the reservation. If you should need to cancel your reservation, a refund will be returned to you less a \$50 cancellation fee. The remaining balance is due in the office 1 week prior to rehearsal date listed on this form. Please make check payable to: *Mount Olivet Assembly of God*.

Once your date is approved, the Wedding Hostess will schedule your pre-marriage planning interview. This meeting will be held approximately 4-6 weeks before your scheduled wedding date. After this meeting with the hostess, you will schedule a meeting with your officiating pastor to confirm details for your ceremony.

More important than the preparation for that day is your preparation for a lifetime as husband and wife, therefore, your officiating pastor will request that you complete pre-marital counseling before your ceremony. We pray that the pre-marital counseling sessions you go through will lay a foundation of Biblical principles for the marriage relationship. Please read this packet for complete details regarding pre-marital counseling.

If you have any additional questions after you have read this packet, please call the church office at 952 432-4332.

Sincerely,

Amber Stumph
Wedding Hostess
Mount Olivet Assembly of God

The Wedding Process at Mount Olivet

- **Complete and return Wedding Date Contract and Wedding Registration Form.**

The Wedding Date Contract includes a place to fill in two options for possible wedding dates and time along with your pastor preferences. Your requested dates will be reviewed and confirmed by our Pastoral Staff. All wedding ceremonies must be completed and vacated within a 60 minute time frame. Extra time will be allowed for decorating and photography.

You will receive a call or e-mail to confirm that your paperwork has been received and is in process of being approved. Please note that we do not tentatively reserve any wedding dates on our calendar without the proper paperwork returned.

- **Receive confirmation call from Wedding Hostess.**

You will be contacted by our church office within 2 weeks to notify if your requested date is approved. A deposit of 50% of the total fee is due within 5 days of the approval of this form in order to hold the reservation. If you should need to cancel your reservation, a refund will be returned to you less a \$50 cancellation fee. The remaining balance is due in the office 1 week prior to rehearsal date listed on this form. Please make check payable to: *Mount Olivet Assembly of God*.

At this time, the Wedding Hostess will **schedule your pre-marriage planning interview**.

- **Complete your Pre-Ceremony Outline.**

This form can be emailed to you at your request, or can be found online at www.themount.org/forms. This form must be completed before you attend your interview.

- **Meet with your Wedding Hostess for your pre-marriage planning interview.**

A Wedding Hostess is required for every couple being married at Mount Olivet with a guest list of 25 or more. The planning interview will be held approximately 6-8 weeks before your scheduled wedding date and will take approximately 1 hour. At this meeting, your Hostess will organize the details of your ceremony with your completed Pre-Ceremony Outline (it is very important that you bring the completed outline with you).

At the interview, your Wedding Hostess will discuss facilities and procedures with you. The Hostess will work closely with you on wedding details, answer any questions, and provide a tour of your requested space. Bring a list of any questions you have to this meeting.

Your Hostess will finalize your details and prepare your Rehearsal Outline. The role of the Hostess after this meeting will be to coordinate your use of the church space and facilitate the rehearsal and wedding day. You will meet with the Hostess one final time on the night of your rehearsal (meeting time is one half hour before scheduled rehearsal).

- **Schedule a meeting with your Officiating Pastor.**

Once you have completed your pre-marriage planning interview with the Wedding Hostess, you will contact your Officiating Pastor to schedule a meeting. You will bring your Pre-Ceremony outline to this meeting.

Non-Mount Olivet Pastors: We do allow ministers from other Christian congregations to perform wedding ceremonies at Mount Olivet however, these pastors must be approved prior to your date being reserved on the calendar. Please provide contact information for the pastor you have chosen and one of our pastors will contact them.

- **Attend Pre-Marriage Counseling.**

Please contact your Officiating Pastor to set up your marriage counseling. The counseling must be completed before your wedding date.

- **Apply for a marriage license.**

It is your responsibility to apply for and obtain a marriage license. Minnesota law requires couples to secure a license to marry. The license must be applied for a minimum of seven days before the wedding at any Clerk of Court office. The Apple Valley location is in the Western Galaxie Center (County Road 42 & Galaxie Avenue

in Apple Valley). Contact Dakota County Vital Statistics at 651-438-4313 for additional information. Only one person need apply, but he/she must have proof of age for both persons, social security numbers, birth dates, addresses, and information on former marriages, divorces, or death of a spouse. There is a fee for the license. The license should be given to the Wedding Hostess at the final meeting prior to the rehearsal. *Present your Pre-Marital Education Certificate for your license discount.*

- **Attend Rehearsal**

Please bring your wedding music and marriage certificate. You are also welcome to bring any wedding attire you would like to store in the church until your ceremony.

It is requested that all wedding party, ushers, and family (including parents and grandparents) attend the rehearsal. Your rehearsal will be coordinated by your Wedding Hostess and will take approximately 1 hour.

- **Enjoy your Wedding Day!**

GENERAL INFORMATION

Building Accommodations

Sanctuary

The main sanctuary seats 275 people comfortably, 350 uncomfortably. The aisle runner (if using one) should be at least 50'. There are 12 pews each side (center).

Youth Centre

The Youth Centre can accommodate up to 280 people at round table or 500 people auditorium style. The use of the Youth Centre includes use of the foyer, fireside room, kitchen and main auditorium space. The prayer room is used for prayer events only and is not available for wedding groups.

The Youth and Family Centre rental includes use of our Youth Centre kitchen space (see Kitchen Space for additional instructions).

The coffee bar is not to be used by wedding groups unless a reservation has been made through the Student Ministries Department at Mount Olivet. Reservation fees will be determined by the Student Ministries Department.

Chapel

The chapel can accommodate up to 60 people with a center aisle. The chapel is not equipped with sound equipment for wedding groups.

Room 114a

This room can accommodate round tables for up to 40 people and includes use of the adjacent kitchen space (see Kitchen Space for additional instructions).

Kitchen Space

Rental of the Youth Centre and/or Room 114a include use of one specified kitchen space. You are invited to use our sinks, double oven, gas stove, pots and pans and cooking utensils. There is a very limited amount of refrigerator and freezer space for your food storage. Consumable items currently in the space are property of the ministries of the church and should not be used by the wedding party (paper and plastic products, food, condiments, sugars, etc.) All cleanup will be the responsibility of the wedding party: including dishwashing, wiping of surfaces, and sweeping and mopping the floor.

Wedding ceremony earliest and latest possible start times and location options:

	<u>Youth & Family Centre</u>	<u>Sanctuary</u>	<u>Chapel</u>
Friday	4:00-9:00 pm	4:00-9:00 pm	1:00-6:00 pm
Saturday	10:00 am-9:00 pm	10:00 am-3:00 pm	10:00 am-3:00 pm
Sunday	not available	-----	-----

Regular Fee Schedule

1. Rental Fees (per day of usage)

Ceremony Space Options

Chapel	\$500.00	seating capacity 60
Youth and Family Centre*	\$1500.00	seating capacity 500
Sanctuary*	\$1000.00	seating capacity 250

Reception Space Options

Youth and Family Centre Auditorium*	\$1500.00	seating capacity 280
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Rehearsal Dinner Space Options

Room 114a	\$500.00	seating capacity 40
Youth and Family Centre Fireside Room	\$500.00	seating capacity 40

2. Additional Required Fees

Wedding Hostess	10% of total space fee (\$150 minimum)
Damage Deposit	\$500.00 (payable by check or credit card)

3. Optional Fee

Removal of 1 Drum Cage	\$500.00
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4. Honorariums

Officiating Pastor	\$200.00 minimum
Musicians	\$100.00 minimum

* Includes traditional setup, cleaning and sound technician fee for one day. Additional charges may apply if the technician is needed more than 4 hours or if more than one technician is needed.

Damage deposit can be paid by a held check or credit card number. Fees will not be charged unless necessary following the event. Major cleanup or damage to the property following an event will result in damage charges.

Mount Olivet membership receives a 75% discount on rental rates. Regular attendees receive a 50% discount. Rates will be determined at the confirmation of your Wedding Date Contract. Discounts are not provided on required or optional fees.

Individual checks are required for the musician(s) and the Officiating Pastor. Names will be provided by the Wedding Hostess.

Fees are not a tax-deductible donation to the church.

Please note above fees are subject to change.

MOUNT OLIVET ASSEMBLY OF GOD CHURCH WEDDING POLICY

The following rules and regulations are required by Mount Olivet Assembly of God for the use of our facility.

Who may be married

Members and constituents of Mount Olivet and their immediate families will be given first consideration for building usage.

Weddings and Receptions may be booked for individuals from outside the church if proper paperwork is filed and approved by the church staff.

Officiating Pastor

Your pastoral preference will be noted on your Wedding Date Contract. The pastor reserves the right to decline participation in any wedding on the following basis:

- The pastor feels the couple is not adequately prepared or mature.
- There is a previous marriage and unresolved conflict from that marriage.
- Both partners are not Christians (according to I John 1:9 and Ephesians 2:8-9).
- There is to be alcoholic beverages and/or dancing at the reception.
- The couple is already living together (if they are, they must separate until marriage).

In addition, the pastor reserves the right to refuse to conduct the rehearsal and/or perform the ceremony if any member of the wedding party is under the influence of drugs or alcohol.

Non-Mount Olivet Pastors: We do allow ministers from other Christian congregations to perform wedding ceremonies at Mount Olivet however; these pastors must be approved prior to your date being reserved on the calendar. Please provide contact information for the pastor you have chosen and one of our pastors will contact them.

Pre-marital Counseling

All couples desiring to be married at Mount Olivet must complete a premarital counseling course. Counseling is available, for a fee, through the pastoral staff of Mount Olivet (if available). It is the responsibility of the bride and groom to contact the pastor to set this up. Counseling may take 4-6 weeks to complete and must be completed before the ceremony.

In the event of a marriage of individuals who are not being married by a Mount Olivet Pastor, counseling may be secured through their officiating minister. Mount Olivet must receive written notification when counseling is complete.

Mount Olivet reserves the right to refuse facility usage if premarital requirements are not met.

Wedding Hostess

A Wedding Hostess is required for every couple being married at Mount Olivet with a guest list of 25 or more. The planning interview will be held approximately 6-8 weeks before your scheduled wedding date and will take approximately 1 hour. At this meeting, your Hostess will organize the details of your ceremony with your completed Pre-Ceremony Outline (it is very important that you bring the completed outline with you).

At the interview, your Wedding Hostess will discuss facilities and procedures with you. The Hostess will work closely with you on wedding details, answer any questions, and provide a tour of your requested space. Bring a list of any questions you have to this meeting.

Your Hostess will finalize your details and prepare your Rehearsal Outline. The role of the Hostess after this meeting will be to coordinate your use of the church space and facilitate the rehearsal and wedding day. You will meet with the Hostess one final time on the night of your rehearsal (meeting time is one half hour before scheduled rehearsal).

Sound Operator

Mount Olivet Assembly of God's wedding facilities include sound system and the services of a trained sound operator. No one other than a specified Mount Olivet sound person, may operate the equipment.

Wedding Service

The wedding service allows for a variety of options. The Hostess will provide samples of the order for the wedding service when you meet with her. We encourage you to read the Pre-ceremony Outline carefully and discuss your options together before you meet with the Hostess. Your message and vows will be determined in your meeting with your officiating pastor.

Wedding Programs

Mount Olivet does not provide ceremony programs. It is recommended that you have these printed by an outside source 1 week before your ceremony. A copy your final outline (to aid you in creating a program) can be provided by your Hostess at your request.

Wedding Communion

Communion during wedding ceremonies is possible if you discuss this with your Officiating Pastor. It is the responsibility of the bride and groom to provide the elements. Mount Olivet has open communion, meaning that the act of taking communion is available to anyone who believes in Jesus Christ as their savior.

Music/Dancing

The quality and selection of music is an important part of every wedding service. Selections should be made by the Pre-Marriage Planning Interview. All music selections must be Christian sacred and approved by the wedding hostess and/or Mount Olivet pastor as soon as selections have been made.

You may ask family or friends to participate in your service if you wish. Your Hostess can provide names of Mount Olivet vocalists, pianists, and instrumentalists if you need them. You will need to contact those individuals regarding their availability. The pianist you choose will help with music selection and will rehearse with vocalists and instrumentalists. (Note: Mount Olivet has a grand piano or keyboard in the Sanctuary and a keyboard in the Youth and Family Centre, but no organ).

We ask that there be no dancing at any time or at any place in or around our facilities.

Florist/Decorations

Mount Olivet does not provide any decorations for your ceremony; therefore, you may want to select a florist or someone to decorate the church. Aisle runners can be purchased from a florist or stores that have wedding supplies. The Sanctuary aisle is approximately 50 feet long. A unity candle is often desired. The couple must provide the candles

and unity candle stand. Decorations other than flower arrangements, candles and pew bows must be discussed with the Hostess. Mount Olivet reserves the right to refuse any decoration that could cause damage to the premises.

It is the responsibility of the Bride and Groom to communicate with their florist as to when the building will be open for setup.

Care should be taken to cause no damage to furniture, walls, floors, or carpets. No thumbtacks, nails, screws, hooks, or scotch tape shall be used at any time. Glass encased or dripless candles shall be used.

Photographer

It is your responsibility to secure a photographer. We strongly encourage that pictures be taken before the wedding and completed at least 45 minutes prior to the service. You must communicate with your photographer when the building will be open to begin setup for photography.

Audio / Video Taping

It is your responsibility to secure a videographer if so desired. Discretion must be used by the person(s) taping, so as not to disrupt or interfere with the ceremony.

Rehearsal

A rehearsal will be scheduled for the evening before the wedding. It lasts approximately one hour and is conducted by the Hostess and/or pastor. The time will be arranged according to the church schedule of events. Music rehearsals are not included in this time and must be arranged through the church office.

Clean up / Building Setup

The building will be open and ready 3 hours before the wedding and 1 hour after the wedding. Included in your rental fee is general cleaning and setup of the buildings after the event. Our custodians are not responsible for decorations. *Please arrange for the removal of any decorations you want to keep as soon as your guests have left the reserved space.* Specific areas will be provided for the wedding party to dress; the consultant will direct you to those areas. Any items that are left behind will be disposed of. It is your responsibility to remove all decorations, leftover food, and personal belongings within your allotted rental hours.

Please note: no confetti of any kind may be used in the building or on the premises. Bubbles may be used in non-carpeted areas and outside.

Youth Centre

The Youth Centre reservation fee includes setup of up to 40 round tables with 7 chairs at each table or up to 500 chairs set up auditorium style. Your desired arrangement of these tables/chairs must be communicated during your Pre-Ceremony Planning Meeting. Decorations, including table cloths are not included. You are encouraged to purchase plastic table cloths or rent cloth ones from an outside source. Music items on the platform will be placed behind a wall divider. Because of the damage that can be caused to our equipment, the drum cage can only be moved for an additional fee (see fee schedule).

Sanctuary

The Sanctuary reservation fee includes removal of music pieces on the platform with the exception of the piano. Because of the damage that can be caused to our equipment, the drum cage can only be moved for an additional fee (see fee schedule).

Chapel

The Chapel reservation fee includes setup of 60 chairs with a center aisle.

Childcare

Childcare is not available during the wedding.

Tobacco, Alcohol, and Drug Policy

Smoking is not allowed anywhere in the building or on the grounds. Use or possession of alcoholic beverages or illegal drugs on church property is prohibited. A fine of \$500.00 will be incurred for violation of this policy. The wedding couple will be responsible for the fine.

Responsibility

The couple being married is responsible for the premises and for their guests. Please note our tobacco, alcohol, and drug policy. If any physical damage to the church is incurred by the guests or wedding party, the couple will be responsible for the cost of repairs. The damage deposit will be charged for any extra cleaning or repairs needed after your event.

MOUNT OLIVET ASSEMBLY OF GOD
Wedding Date Request Form & Contract

Bride Info

First Name _____ Last Name _____ Email _____

Address _____ City _____ State _____ Home/Work Phone _____

Cell Phone _____ First Marriage Previously Married Children

Church Affiliation _____ Church member Regular Attendee
 Neither

Groom Info

First Name _____ Last Name _____ Email _____

Address _____ City _____ State _____ Home/Work Phone _____

Cell Phone _____ First Marriage Previously Married Children

Church Affiliation _____ Church member Regular Attendee
 Neither

Wedding Details

Please see wedding policy manual for wedding ceremony earliest and latest possible start times and location options. Mark your requested use of space including ceremony, reception and rehearsal options below. See wedding policy manual for complete list of available space options and fees. You must request all locations and times you require at the time this form is completed.

Wedding Ceremony	Location	Date	Time
First Choice			
Second Choice			
Reception	Location	Date	Time
First Choice			
Second Choice			
Rehearsal Dinner	Location	Date	Time
First Choice			
Second Choice			

Number of Expected Guest for Ceremony _____ Reception _____

Rehearsal Date _____ Time _____ Number of Expected Guests _____

Who will handle all details with the Wedding Hostess:

Name _____ Phone _____ Email _____

Name of Officiating Pastor _____

If a non-Mount Olivet pastor please give church name and phone # _____

Name(s) of Musicians _____

Signatures

We have read the Mount Olivet Wedding Policies and will honor them to the best of our ability. We acknowledge that if our date is approved, a deposit of 50% of the total fee is due within 5 days of the approval of this form in order to hold the reservation.

Bride x _____ Date _____ Groom x _____ Date _____

You will be contacted by our church office within two weeks to notify if your requested date is approved. If you should need to cancel your reservation, a refund will be returned to you less a \$50 cancellation fee. The remaining balance is due in the office one week prior to rehearsal date listed on this form. Please make check payable to: *Mount Olivet Assembly of God.*

Please return this form to:

Mount Olivet Assembly of God
14201 Cedar Ave S Apple Valley, MN 55124
P. 952.432.4332 F. 952.432.2029

Office Use Only

- Wedding Hostess _____ date _____
- Music Pastor _____ date _____
- Pastor _____ date _____
- Sound Tech _____ date _____
- Custodian _____ date _____
- Master Calendar _____ date _____

Rental Amount _____
Other Fee _____
Wedding Hostess Fee _____
Total _____

- Deposit Received
- Balance Paid
- \$500 Damage Deposit Held Check# _____ Credit Card# _____ exp _____

Notes:

