



1170 North Hairston Road
Stone Mountain, Georgia 30083
Office: (678) 476-6000
Fax: (678) 476-6010

Dr. Kenneth L. Samuel
Pastor & Organizer

VICTORY CHURCH

WEDDING AND FACILITY RENTAL POLICY & PROCEDURES

The information and prices within this Manuel may change without notice

Table of Contents

<i>WEDDING AND FACILITY RENTAL POLICY & PROCEDURES.....</i>	<i>2</i>
<i>RESERVING DATE & FACILITY.....</i>	<i>2</i>
<i>PRE-MARITAL CLASSES.....</i>	<i>3</i>
<i>GUEST MINISTER.....</i>	<i>3</i>
<i>MARRIAGE LICENSE.....</i>	<i>3</i>
<i>EVENT COORDINATOR.....</i>	<i>4</i>
<i>EVENT COORDINATOR DUTIES.....</i>	<i>4</i>
<i>PHOTOGRAPHS.....</i>	<i>4</i>
<i>GUIDELINES FOR USE OF THE CHURCH.....</i>	<i>5</i>
<i>THE WEDDING DAY.....</i>	<i>5</i>
<i>PHYSICAL FACILITIES.....</i>	<i>6</i>
<i>DECORATIONS.....</i>	<i>6</i>
<i>WEDDING MUSIC.....</i>	<i>6</i>
<i>EXPLANATION OF FEES.....</i>	<i>7-8</i>
<i>MANDATORY WEDDING FEES.....</i>	<i>9-11</i>

Your forthcoming marriage is a significant time in your life and the life of the Church. Marriage is the birth of a new family through the union of two individuals. A wedding is Holy, sacred, and special from all other times in any person's life. **THEREFORE, THE FOLLOWING RULES AND REGULATIONS OUTLINED IN THIS PACKET MUST BE OBSERVED.**

WEDDING POLICY AND PROCEDURES

The date and time of each wedding will be confirmed according to the Church calendar. No wedding will be scheduled after 5:00 p.m. **The Wedding Party is encouraged to start on time; after 30 minutes of delay, the ministers and musicians are under no obligation to stay and perform the ceremony. No fees will be reimbursed in this event.**

RESERVING DATE AND FACILITY

To begin the reservation process:

- Leave your name and desired wedding date with the Church. You should receive a call within 48 hours informing you that your requested date is being reviewed.
- You will be notified via telephone as soon as possible as to whether or not your date has been approved.
- If your application is approved, a signed contract and deposit/fees are due in the Church Office within 7 business days of the date of your approved application. The signed contract and deposit/fees should be sent to the same address as the application above. If a signed contract and deposit/fees are not received within 7 business days of the date of your approved application, your wedding date will be removed from the Church Calendar and your approved reservation cancelled. Checks, MasterCard and Visa accepted.
- If your application is approved and fees are received in a timely manner, a confirmation letter will be mailed outlining the details of your wedding. Applications should be sent to:

The Victory Church
1170 North Hairston Road
Stone Mountain, GA 30083
Attention: Wedding Event Coordinator

You must receive written confirmation on official church letterhead, approving your wedding date on the official Church Calendar prior to any public announcement of your wedding date.

PRE-MARITAL CLASSES

It is required that couples complete a minimum of three (3) of the four (4) Pre-Marital Classes offered by Victory Church and one (1) personal counseling session with the minister who will officiate the ceremony. Classes are held every second Saturday of each month at 10 a.m. in the Shalom Suite. The classes focus on building lasting, loving relationships that are equipped to manage and resolve differences and conflicts. This course will explore practical insights and methodologies which can help relationships not only remain in tact through conflicts, but be strengthened as a result of them. When all required sessions have been completed, applicant(s) must call the church office to schedule a personal counseling session with the Pastor. The Certificate of Completion is to be signed by the class instructor and will be issued to you prior to the scheduled counseling date.

No staff minister will perform a wedding without having a personal counseling session and the Certificate of Completion submitted to the Pastor's Executive Aide. Monies will not be returned in the event that the Pre-Marital Classes are not completed prior to the wedding event.

GUEST MINISTER

Dr. Samuel performs all weddings held at the Victory Church. Guest ministers are allowed participation according to the Pastor's discretion. Guest ministers will be allowed to officiate the wedding ceremony if the Pastor is not available. The Pastor must have all guest minister's names, numbers and church affiliation before approval. All guest ministers must be approved by Dr. Samuel.

MARRIAGE LICENSE

For Office and Offsite Ceremonies – The Marriage License should be submitted to the Officiating Minister **two business days** before the date of the ceremony.

For Onsite Ceremonies (Worship Center, Sanctuary, Prayer Garden) – The Marriage License should be submitted to the Event Coordinator **two business days** before the date of the ceremony.

EVENT COORDINATOR MANDATORY

Event Coordinators are assigned to all weddings held at the Victory Church. The Event Coordinator is responsible for answering any questions and clarifying any concerns regarding Victory Church and its policies. The Event Coordinator will contact you within 7 calendar days of the approval of your wedding application. The Event Coordinator will meet with the couple two (2) times prior to the wedding date to go over the details of the wedding event.

The Duties of the Event Coordinator Include, But Are Not Limited To, The Following

The Event Coordinator is not a wedding director.

1. Contact couple within 7 calendar days of the approval of their wedding application.
2. Set at least two meetings with couple prior to the wedding to solidify all details.
3. Schedule meeting with the Food Service Director for culinary needs.
4. Coordinate set-up of Communion at the request of the couple.
5. Be present during the rehearsal, rehearsal dinner, wedding and wedding reception (if held on the Victory Campus).
6. Oversee and approve decorations.

PHOTOGRAPHS

Pictures may be taken before and/or after the ceremony in designated parts of the Worship Center/ Sanctuary. **NO FLASH PHOTOGRAPHY IS PERMITTED DURING THE CEREMONY.** The wedding party may return to the Worship Center/Sanctuary following the ceremony for additional pictures. Videography is permitted with non-intrusive lighting during the ceremony. “Non-Intrusive” lighting will be determined by the officiating minister.

GUIDELINES FOR USE OF THE CHURCH

Wedding Rehearsal Night

- It is always in order to pray before starting your rehearsal.
- Your rehearsal is the night before the wedding unless otherwise indicated. Rehearsals are scheduled between the hours of 6:00 p.m. and 9:00 p.m., keeping in mind that Rehearsal Dinners must be completed by 10:00 p.m. (Rehearsal Dinners may be priced separately).
- We ask that ***ONLY*** the wedding party arrive for the rehearsal. Please have a designated responsible adult care for children during the rehearsal.
- Children must be monitored and supervised at all times.
- Marriage License must be submitted to the Event Coordinator **two business days** prior to the ceremony.
- The church is available for decorating **FOUR** hours prior to the wedding in the Sanctuary and **SIX** hours in the Worship Center. Victory Church is not responsible for any items left on the Church Campus.

THE WEDDING DAY

- Only dripless candles should be used in the Sanctuary.
- **It is church policy that no furniture be removed from the pulpit, without prior authorization.**
- The wedding party should arrive at least **TWO** hours before the wedding time.

WEDDING MUSIC

Due to the sacred nature of this event, Victory reserves the right to approve all music that is selected to be a part of the Wedding event. Therefore, prior to committing to any musical selections, it is **mandatory** that the song list be submitted to the Event Coordinator along with the lyrical content in writing (typewritten) for **final approval**.

PHYSICAL FACILITIES

- Nothing shall be thrown in or outside the building.
- No smoking is allowed on the church campus.
- No alcoholic beverages are allowed on the church campus.
- Rehearsal Dinners held at the church must be over by 10:00 p.m.
- The Pastor's podium will remain in the pulpit area.
- No persons will be allowed to stand on the grass.

DECORATIONS

- No nails, tacks, staples, or pins that mar woodwork or walls may be used.
- Any furnishings to be removed must be approved.
- Notify the Event Coordinator as to what time the Caterer (rehearsal dinner) and Florist will arrive.
- Candles must be the dripless type, not positioned near flammable materials and the carpet and woodwork must be protected by plastic runners.
- All items used for the ceremony should be removed from the Church premises on the same day. The church is not responsible for storage or safekeeping of these items.

An inspection of the Worship Center/ Sanctuary will be made prior to and after the wedding to see if the rules have been adhered to.

EXPLANATION OF FEES

WEDDING

Fees for weddings at Victory Church are determined by two factors: Membership status and location of wedding.

Membership Status

1. Member Fee To qualify for this fee, the bride, groom, or the parents must have been an active member at least **12 months** prior to application date. (To be verified by current giving records.)
2. NonMember Fee – Neither the bride, groom, nor parents have been an active member at least 12 months prior to application date.

WEDDING LOCATION

Sanctuary, Worship Center & Prayer Garden.

The fees cover the following mandatory expenses:

- Use of Church facility
- Dressing rooms (2)
- Event Coordinator
- Audio Engineer (sound only)
- Full Audio/Visual Staff is encouraged for weddings in the Worship Center
- Premarital Classes (Minimum of 3 required for Certificate of Completion.
- Members of the Facilities Maintenance Staff
- Officiating Minister
- One counseling session with officiating minister to be held after the completion of the premarital class
- Security Deposit is mandatory regardless of whether you are a member or a non-member

OFFICE CEREMONY

These are considered “No Frills” ceremonies in which there are no decorations and only the Bride, Groom, and two witnesses are present. There is no fee for the use of the Pastor’s Study, but you will be required to attend the counseling sessions as well as pay

the basic fees of \$200/\$250.

OFF-SITE CEREMONY

This is defined as a ceremony that will not take advantage of the use of any of the church facilities. However, the couple would like the Pastor or an Associate Minister to officiate the wedding.

REHEARSAL DINNER

This dinner typically takes place immediately following the wedding rehearsal. There is an additional cost associated with use of facility as well as food services, which is a separate contract.

MUSICIAN

Victory's keyboard musician is available for an additional fee. This fee includes:

- One hour and thirty minutes for scheduled wedding rehearsal time.
- Fifteen (15) minutes pre-nuptial music.
- Accompaniment of three selections and The Lord's Prayer. Additional solos require additional fees.

SECURITY DEPOSIT

A Security Deposit is required to secure the date of your event. It will include, but not be limited to, potential damages, missing property, and timeliness. The security deposit will be mailed within ten (10) business days of the event to the address on file if no damages to the property are found. If property damages are found a detailed report will be mailed to the address on file within ten (10) business days of the event.

OVERTIME FEES

There is a 15-minute grace period and a penalty of \$50.00 per hour assessed for every thirty (30) minutes that the event goes past the assigned ending time.

SECURITY

On-site security for your event will cost \$15.00 per hour for members and \$18.00 per hour for non-members. The number of security officers needed will be determined by

the number of invited guest. **Security Officers are mandatory for every event.**

MANDATORY WEDDING FEES

Office Ceremony **(Seating Capacity - 10)**

	Member	Non-Member
Officiating Minister	\$200.00	\$250.00
	<u>\$200.00</u>	<u>\$250.00</u>
Total		

Offsite Ceremony

	Member	Non-Member
Officiating Minister	\$250.00	\$300.00
	<u>\$250.00</u>	<u>\$300.00</u>
Total		

Sanctuary **(Seating Capacity - 650)**

	Member	Non-Member
Event Coordinator	\$300.00	\$300.00
Maintenance/ Facility	\$850.00	\$1300.00
Officiating Minister	\$200.00	\$250.00
Sound Engineer	\$100.00	\$100.00
Security Deposit	\$300.00	\$1000.00
Total	<u>\$1,750.00</u>	<u>\$2,950.00</u>

Disclaimer:

Victory reserves the right to recover cost of damages by wedding party and guests.

Worship Center
(Seating Capacity - 3,000)

	Member	Non-Member
Event Coordinator	\$500.00	\$500.00
Maintenance	\$200.00	\$350.00
Officiating Minister	\$200.00	\$300.00
Facility	\$1650.00	\$2100.00
Sound Engineers	\$500.00	\$500.00
Security	\$200.00	\$200.00
Security Deposit	\$300.00	\$1000.00
 Total	 <u>\$3,550.00</u>	 <u>\$4,950.00</u>

Video package consists of camera operator, a technical director, and one unedited videotape of the ceremony.

Prayer Garden
(Seating Capacity - 20)

	Member	Non-Member
Event Coordinator	\$200.00	\$200.00
Maintenance	\$50.00	\$50.00
Officiating Minister	\$200.00	\$250.00
Prayer Garden	\$100.00	\$250.00
 Total	 <u>\$550.00</u>	 <u>\$750.00</u>

Optional Fees

	Member	Non-member
Musician	\$250.00	\$250.00
Victory Banquet Hall A <i>(Seating Capacity 350)</i>	\$1250.00	\$1850.00
Banquet Hall B & C <i>(Seating Capacity 150)</i>	\$650.00	\$950.00
Banquet Hall A, B & C <i>(Seating Capacity 500)</i>	\$1700.00	\$2600.00
<i>Kitchen usage</i>	\$300.00	\$500.00
<i>Deposit Required</i>	\$300.00	\$1000.00

These fees do not include catering of the event.

CATERING

Catering can be done through the Victory Culinary Ministry or by your own caterer.

CANCELLATION POLICY

All fees must be paid by check or money order made payable to "Victory Church". If the wedding is canceled prior to 90 days of wedding date, 50% of the fee will be returned. Cancellations after 90 days will yield no refund.

Members will receive a 10% referral fee for all non-members services.

