

- Clearly mark all items before the wedding and remove everything immediately after the event. Do not leave any leftovers in the refrigerators, freezers or on the counters.
- Food is ONLY to be served in pre-designated areas.
- Alcoholic beverages or persons under the influence of alcohol are NOT permitted anywhere on the church campus.
- Smoking or the use of any tobacco products, including e-cigs is STRICTLY prohibited anywhere on the church campus.
- Weapons of ANY type, including knives, guns, et., are strictly prohibited anywhere on the church campus.

I. Pictures

- Selecting a wedding photographer/videographer needs to be done early in your planning process and with care.
- Your photographer may visit the church during office hours or by making an appointment.

J. Flowers

Please prepare a list of all the people who are to receive flowers and clearly label all flowers according to who receives each one. Flowers may be stored in the kitchen, but must be removed after the wedding.

K. Nursery Facilities

The nursery facility is not available for children during the wedding, unless pre-arranged and staffed by parties from bride or groom.

L. Marriage License

The bride and groom need to go together 60 days or less before the day of the wedding, and your license needs to be turned in to the church office no later than 1 week before your ceremony. **The Pastor cannot perform the ceremony without your license!**

M. Miscellaneous

- NO rice or marshmallows may be thrown at the end of the ceremony. Bubbles or birdseed are acceptable.
- The Worship Center can seat up to 160 people comfortably. The community room can accommodate 40-50 people.
- If Reception is held at the church, dancing is ONLY PERMITTED for the couple's first dance, groom/mother and bride/father. The reception tradition of removing the bride's garter is discouraged.
- Music for your reception will also need to be approved by the church and should be in good taste.

Revised 07-27-2016



Wedding Planning Guide/Information



Congratulations on your engagement and upcoming wedding! We trust that this season of life will be a rich experience for the two of you as you prepare to join together in Christian Marriage!

JAMESTOWN CHRISTIAN CHURCH

900 N. LEBANON ST./P.O. BOX 147, JAMESTOWN, IN 46147

OFFICE: (765) 676-5182 FAX: (765) 676-7666

EMAIL: INFO@JAMESTOWNCHRISTIANCHURCH.NET

WEDDING PLANNING GUIDE/INFORMATION

This **Planning Guide** is designed to be a tool to help you as you go through the process of preparing for your wedding day. Be sure to read it thoroughly, and should you have any questions, contact the church office for clarification.

Our **Pastor** will meet with you to assist you in establishing a solid Biblical basis for your marriage.

I. Wedding Counseling with the Pastor (*Required*)

- After completing the Wedding Preliminary Questionnaire, you will meet with the Pastor to begin counseling.
- This counseling program is provided for couples being married at Jamestown Christian Church.
- The counseling fee is \$125, and is a four-week program. This fee is due at the conclusion of the counseling.

II. Wedding Forms and Due Dates

1. Wedding Planning Guide – Read before meeting with the Pastor.
2. Wedding Questionnaire – Finish and turn in to the church office. The Pastor will call to set up 1st meeting.
3. Marriage License & Certification Form – Turn in to church office no later than one week before wedding.

III. Facility Guidelines & Procedures

* You **must** read and agree to the Facility Guidelines & Procedures and sign the form before reserving the building.

A. JCC Facility Coordinator (Required)

- We require that all weddings include our Facilities Coordinator to be present at all times in order to answer any questions, take care of any issues and insure that all the Facility Guidelines and Procedures are being followed.
- This person will be your contact and “point person” from the time the deposit is paid until the event is over.
- The fee for the Facilities Coordinator is \$25.00 per hour and must be paid at the completion of the wedding.

B. Dresses

Since it is our desire to honor God in everything, we ask that you make modesty a priority in choosing your Bridal dress and attendant’s dresses. Four fingers-width below the collarbone is appropriate for the front of the dress, the backs and side slits should be modest as well. Please feel free to talk with the Pastor if you have any questions.

C. Dressing Rooms

The church has several options available for dressing rooms for the Bride, Groom, and their respective parties. You will be informed of your

choices during your tour of the church facility.

D. Invitations

JCC does not issue open invitations to the church. It is the bride’s responsibility to send out invites to the guests 4-6 weeks before the wedding and 8-weeks if it’s a holiday weekend.

E. Decorations

Decorating is the responsibility of the Bride and Groom and their family/friends.

Access to the church may be granted the day before your wedding and the morning of. Please check with the church office to ensure someone will be available to let you into the church.

The piano and organ will stay on the stage, but any other items on the stage can be removed by JCC staff upon request.

You are responsible for any cleanup of your decorations, aisle runners, etc, before leaving the church. If there are items borrowed from the church for use, please inform the church office so that they can be returned to their correct places.

F. Music

- We desire to honor God in everything, so all of the music selected for your ceremony must be appropriate and God-honoring. Please be mindful of all the lyrics chosen for both vocalists and CD music. The Pastor and/or Church Leadership will give final approval of selections.
- The Bride is responsible for engaging the vocalists and instrumentalists of her choice. The piano and organ are available, but they cannot to be moved.

G. Sound, Light, and Media Device Technicians

JCC has a trained & approved technicians that will be in charge of the lights, sound, and media devices. If you would like to play a slideshow during your wedding, please turn in the media (CD, DVD, etc.) to the church office ***at least 2-weeks prior*** to the ceremony so that it can be tested.

H. Rehearsal Dinner and/or Reception (if applicable)

- If you are planning to have your reception at JCC, **there will be an ADDITIONAL \$250.00 deposit as well as an additional \$500.00 facility usage donation.**
- It is recommended that you have one person who is your Kitchen Coordinator and in charge of the food preparation and the serving of the food at the dinner and/or reception.



**JAMESTOWN
CHRISTIAN
CHURCH**

WEDDING (PRELIMINARY) QUESTIONNAIRE

To be completed both by prospective groom and bride

Today's Date: _____

Name: _____ Date of Birth: _____
(Mo/Day/Year)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Mother's Name: _____ Phone: (____) _____

Father's Name: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip: _____

Date(s) desired for wedding: (in order of preference)

1. _____ 2. _____

1. Have you ever been married before? Yes ___ No ___

If you answered "yes", was the marriage ended by:

1. Divorce ___ 2. Death ___ 3. Annulment ___

(over)

2. Are your parents in full agreement with your getting married?

Yes ___ No ___

If you answered "no", please state their reason for disagreement.

3. Have you read the "Wedding Planning Guide/Information" & "Facility Guidelines & Procedures"?

Yes ___ No ___

Are you willing to abide by these guidelines? Yes ___ No ___

4. The "Wedding Planning Guide/Information" states the following: "The prospective husband and wife must have accepted Jesus Christ as their personal Savior and must be able to give a testimony of their salvation to the pastor.

Please give a summary of your salvation and when you accepted Jesus Christ as your personal Savior.

Signature: _____ Date: _____

JAMESTOWN CHRISTIAN CHURCH

900 N. LEBANON ST./P.O. BOX 147, JAMESTOWN, IN 46147

OFFICE: (765) 676-5182 FAX: (765) 676-7666

EMAIL: INFO@JAMESTOWNCHRISTIANCHURCH.NET



**JAMESTOWN
CHRISTIAN
CHURCH**

WEDDING (PRELIMINARY) QUESTIONNAIRE

To be completed both by prospective groom and bride

Today's Date: _____

Name: _____ Date of Birth: _____
(Mo/Day/Year)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Mother's Name: _____ Phone: (____) _____

Father's Name: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip: _____

Date(s) desired for wedding: (in order of preference)

1. _____ 2. _____

5. Have you ever been married before? Yes ____ No ____

If you answered "yes", was the marriage ended by:

1. Divorce ____ 2. Death ____ 3. Annulment ____

(over)

6. Are your parents in full agreement with your getting married?

Yes ____ No ____

If you answered "no", please state their reason for disagreement.

7. Have you read the "Wedding Planning Guide/Information" & "Facility Guidelines & Procedures"?

Yes ____ No ____

Are you willing to abide by these guidelines? Yes ____ No ____

8. The "Wedding Planning Guide/Information" states the following: "The prospective husband and wife must have accepted Jesus Christ as their personal Savior and must be able to give a testimony of their salvation to the pastor.

Please give a summary of your salvation and when you accepted Jesus Christ as your personal Savior.

Signature: _____ Date: _____

JAMESTOWN CHRISTIAN CHURCH

900 N. LEBANON ST./P.O. BOX 147, JAMESTOWN, IN 46147

OFFICE: (765) 676-5182 FAX: (765) 676-7666

EMAIL: INFO@JAMESTOWNCHRISTIANCHURCH.NET