



Pastoral Care
Wedding
Policies and Procedures



Weddings

Introduction

Milestone Church is committed to building healthy marriages through premarital and post marital counseling and pastoral care.

I. Policies

- A. In order to be married by a Milestone pastor, a couple must be **members** of Milestone Church and are required to:
 1. Ascribe to a biblical view of the model of marriage:
 - a) **One man and one woman**
 - (1) Genesis 1:27-28 (NIV)

"So God created mankind in his own image, in the image of God he created them; male and female he created them. God blessed them and said to them, 'Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish in the sea and the birds in the sky and over every living creature that moves on the ground.'"
 - (2) Genesis 2:20-24 (NIV)

"So Adam gave names to all cattle, to the birds of the air, and to every beast of the field. But for Adam, there was not found a helper comparable to him. And the LORD God caused a deep sleep to fall on Adam, and he slept; and He took one of his ribs, and closed up the flesh in its place. Then the rib, which the LORD God had taken from man, He made into a woman, and He brought her to the man. And Adam said: 'This is now bone of my bones and flesh of my flesh; she shall be called Woman, because she was taken out of Man.' Therefore a man shall leave his father and mother and be joined to his wife, and they shall become one flesh."
 - b) **Equally Yoked**
 - (1) 2 Corinthians 6:14-15 (NIV)

"Do not be yoked together with unbelievers. For what do righteousness and wickedness have in common? Or what fellowship can light have with darkness? What harmony is there between Christ and the Devil? Or what does a believer have in common with an unbeliever?"
 - c) **Sexual Purity**
 - (1) Hebrews 13:4 (NIV)

"Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral."
 2. Complete Premarital Counseling in a small group setting or with a coach utilizing a premarital assessment.
 3. Agree to meet with a Milestone Church Pastor.

B. Remarriage

1. In cases where there was a previous divorce, remarriage can only be done if the previous marriage has legally ended:
 - a) For biblical reasons:
 - (1) Adultery – Matthew 19:9 (MSG)
 - (2) Abuse – Ephesians 5:21-28 (NLT)
 - (3) Abandonment – 1 Corinthians 7:15 (NLT)

C. Approval to Proceed

1. The final decision to proceed in conducting a wedding ceremony with a Milestone Officiating Pastor will be left to the discretion of the pastor who conducted the premarital pastoral interview.

D. Financial Arrangements for the Officiating Pastor

1. An honorarium of \$350.00 plus any agreed upon travel expenses will be paid at the discretion of the couple directly to the Officiating Pastor.
2. If no honorarium is offered to the Officiating Pastor, Milestone Church will reimburse the Officiating Pastor for his mileage/travel expenses only.

E. Requirements for Officiating Pastor

1. Officiating Pastor must be a recognized ordained minister of Milestone Church.

II. Procedures

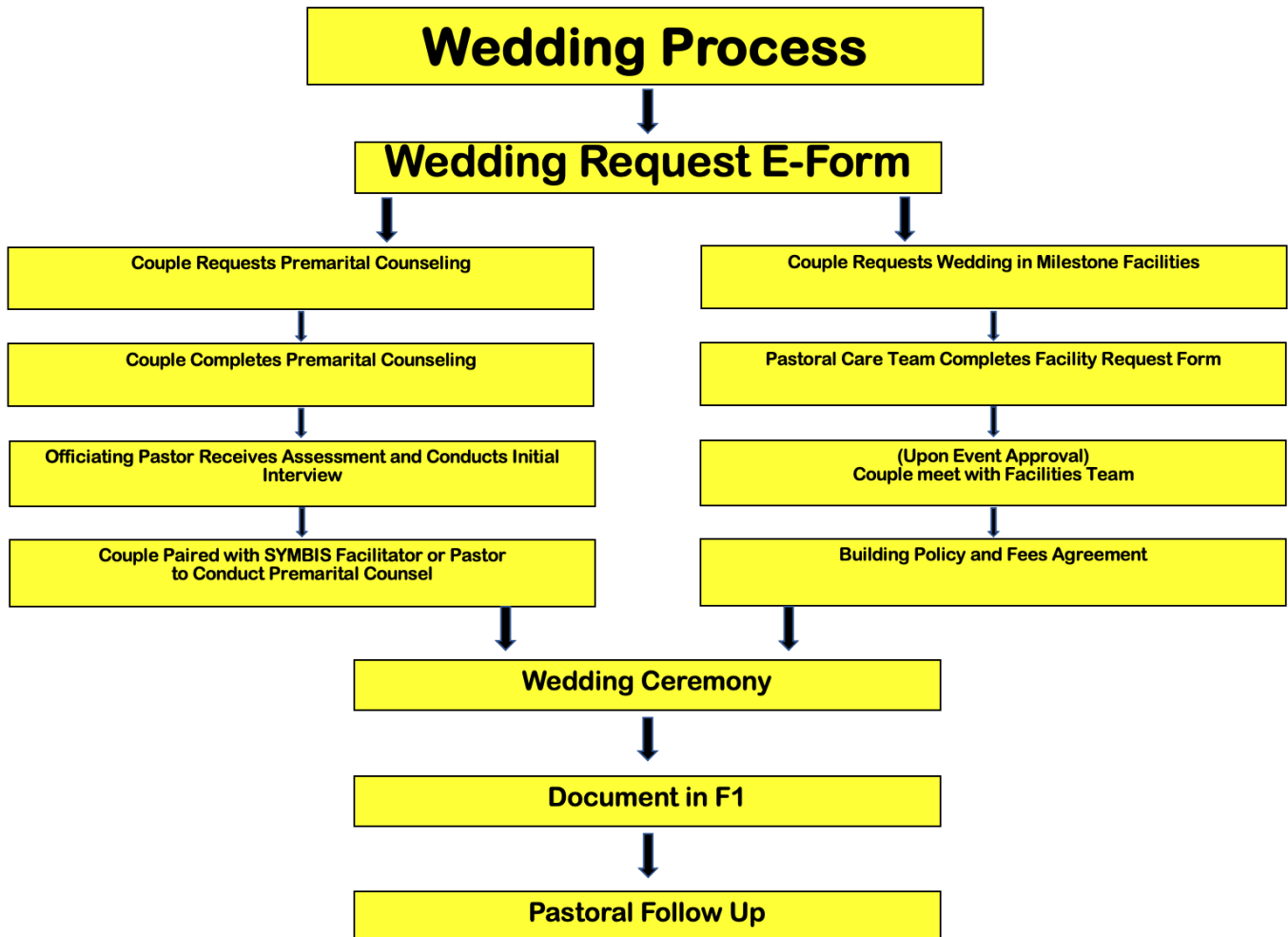
- A. All those requesting to be married by a Milestone pastor will be directed to the Pastoral Care Assistant.
- B. The Pastoral Care Assistant will guide the individual to the Wedding Request Form (See Appendix A) on the website if they have not already filled it out.
- C. If a couple is requesting to be married at Milestone Church, a Facility Request Form must be completed and approved. (See Appendix B)
- D. After the couple has completed their premarital counseling, the Officiating Pastor will be notified.
- E. The Officiating Pastor will set up an initial interview with the couple.
- F. The wedding ceremony will take place. (See Appendix C)
- G. The Pastoral Care Assistant will document the wedding ceremony date and update the couple's information in F1.
- H. The Officiating Pastor will contact the couple two weeks after the wedding to thank them for the privilege of being a small part of their special day and to offer further pastoral care.

III. Services Provided and Explanation of Fees

- A. A deposit of \$500 is due at the signing of the approved facility request form (Payable to: Milestone Church)
 1. The deposit is fully refundable upon conclusion of the wedding. Deposit is not refunded for any breach of contract or damage. The couple is responsible for the cost to repair any damage to the facility or ground during the event.
 - a) \$300 of the \$500 damage deposit is non-refundable if the event is canceled within 45-days of the approved date specified on the facility request form.
- B. Milestone Church Fee \$1,085 (if 100+ guests \$1,235) [Payable: Milestone Church]
Itemized breakdown as follows:

1. \$275 building usage fee
 2. \$150 room set up
 3. \$200 AV technician (includes 2 hours for rehearsal and wedding)
 4. \$400 event coordinator
 - a) Additional \$150 for an assistant wedding coordinator (mandatory if attendance exceeds 100 guests)
 - b) Additional \$50 for each hour an AV/technician is needed.
 5. \$60 Cleaning (the day before the wedding)
- C. Fees (Payable to pastor/officiant **not** to Milestone):
1. \$350 honorarium fee - Payable directly to the pastor/officiant serving at the wedding event
- D. Production pastor (NLT 14 days from Event Date) to notify payroll employees contracted to serve this event for payment.

Wedding Process



Appendix A

Wedding Request E-Form

[Marriage Ministry | Milestone Church](#)

Facility Request Form

Contact Person: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Groom's Name: _____

Is Groom a member of Milestone Church? Yes No

Bride's Name: _____

Is Bride a member of Milestone Church? Yes No

Requested Pastor: _____

Requested Date and Time of Event: _____

Contact Person Signature: _____

Only Milestone Church members in good standing are allowed to rent the building.

The church is **only** available for weddings on Friday nights between 5:00–10:00 pm. Rehearsals can be held on Thursday nights between 5:00–9:00 pm. No childcare facilities will be made available. No children may be left unattended in the building. When requesting Milestone Church facilities a Wedding Coordinator is mandatory.

A deposit of \$500 is due at the signing of the approved facility request form (Payable to: Milestone Church)

1. The deposit is fully refundable upon conclusion of the wedding. Deposit is not refunded for any breach of contract or damage. The couple is responsible for the cost to repair any damage to the facility or ground during the event.
 - a) \$300 of the \$500 damage deposit is non-refundable if the event is canceled within 45-days of the approved date specified on the facility request form.

Milestone Church Fee is \$1,085 (if 100+ guests \$1,235) [Payable to: Milestone Church]

Itemized breakdown as follows:

2. \$275 building usage fee
3. \$150 room set up
4. \$200 AV technician (includes 2 hours for rehearsal and wedding)
5. \$400 event coordinator, to be assigned by Milestone
 - a) Additional \$150 for an assistant wedding coordinator (if attendance exceeds 100 guests)
 - b) Additional \$50 for each hour an AV/technician is used for more than two hours.
6. \$60 Cleaning (the day before the wedding)

Officiant fee of \$350 - Payable directly to the pastor/officiant serving the wedding

Office Use Only

Scheduled in Resources: _____

Executive: _____ Approved Unapproved Date _____Facilities: _____ Approved Unapproved Date _____

Appendix C

Wedding Ceremony Options

Sample 1:

Prelude Music

Seating of the Grandparents

Seating of the Parents

Ceremony

Entrance of Bridal Party

Entrance of the Bride

Prayer

Giving of the Bride

Address to the Congregation

Address to the Bride and Groom

Exchanging of Vows

Exchanging of Rings

Communion for Couple

Pronouncement

Presentation of the Couple

Recessional

Sample 2:

Prelude Music

Seating of the Grandparents/Parents

Ceremony

Processional

Entrance of the Bride

Pastoral Prayer

Giving of the Bride

Address to the Congregation

Address to the Bride and Groom

Scripture Reading

Exchanging of the Vows

Exchanging of the Rings

Lighting of Unity Candle

Presentation of Roses to Mothers

Communion

Pronouncement

Blessing of the Parents

Presentation of the Couple

Recessional