



# Planning Your Wedding at Salem Alliance Church

You recently contacted Salem Alliance Church regarding your wedding plans. We would like to help with this important time in your life!

Proper preparation for your wedding day and marriage are very important to the pastoral staff of Salem Alliance Church. Premarital counseling is part of our commitment to you in preparation for a lifelong union. For this reason we require **four months advance notice** of your wedding day.

To get the process started, you need to complete a *Wedding Application* form. Then, you need to meet with your assigned pastor to discuss your wedding plans and the required marriage preparation class.

The wedding planning information that follows is designed to answer questions you may have about weddings at Salem Alliance Church. Please read it carefully.

May Christ bless your relationship in these days of anticipation. We look forward to preparing for your special day.

The Pastoral Staff  
Salem Alliance Church

## **Who may be married at Salem Alliance?**

Because of the size our church, we are only able to accommodate members and active attenders (of a year or more) of Salem Alliance Church. Also, our pastors will not officiate at marriages where, by their own testimony, one partner is a believer and the other is an unbeliever.

## **Date & Facility**

Once your application has been submitted, your request will be reviewed in light of other calendar events and church policies on marriage.

- ♥ Please allow no less than four months lead time for your wedding.
- ♥ Wedding dates will not be finalized nor confirmed on the master calendar until the pastor has agreed to officiate at the wedding.
- ♥ Due to Saturday evening services, Saturday weddings are limited to Cedar Hall and should begin no later than 1:00 p.m. finish by 2:00 p.m. Wedding receptions on Saturdays cannot be accommodated.
- ♥ Due to the heavy seasonal usage of the facilities, no December or holiday weddings will be scheduled.

## **Officiating Pastor**

The bride and groom are expected to contact their desired pastor and confirm his/her availability before completing a wedding application. Those couples who need assistance finding a pastor may contact Mike Jared at [mjared@salemalliance.org](mailto:mjared@salemalliance.org).

If you desire the officiating pastor to be someone other than the staff at Salem Alliance Church, please contact Mike Jared at [mjared@salemalliance.org](mailto:mjared@salemalliance.org) to obtain approval. Non-staff pastors must be approved before the wedding is confirmed and must agree to our church policy on weddings.

## **Wedding Coordinator**

Once the date and officiating pastor(s) are confirmed, a wedding coordinator from the church will be assigned to your wedding. The purpose of the wedding coordinator is to facilitate your access to and use of the church facilities.

## **Premarital Counseling**

In order to provide maximum marriage preparation, all couples are required to participate in our marriage preparation class, "Growing Together," prior to their wedding at Salem Alliance Church. These classes are offered three times each year. Additionally, each couple will meet with the officiating pastor for two or more follow-up counseling sessions to review the marriage preparation material, to discuss their relationship strength/growth areas and to finalize ceremony details.

## **Music**

Appropriate wedding music should be approved by the officiating pastor and given to the musicians one month prior to your wedding. If the purchase of music is necessary, it is your responsibility to cover these costs. If you are using a CD, plan to have the music on the CD in the correct order at least one week before the wedding.

## **Rehearsal Ceremony**

Plan your rehearsal in consultation with your officiating pastor and wedding coordinator. Rehearsals usually take an hour.

## **Marriage License**

You should apply at the county courthouse for your marriage license at least one week prior to the day of the wedding. The officiating pastor must have the license by the rehearsal time in order to perform your ceremony.

## **Decorations**

Floral decorations may be arranged through the florist of your choice. All decorations must be in place at least three hours before the ceremony to allow adequate time for photography. Only **dripleless** candles may be used! All decorations must be removed immediately following the wedding. The church cannot store decorations.

## **Photography**

All pictures must be taken prior to the wedding ceremony. Pictures usually are taken three hours before the ceremony and are arranged through a photographer of your choice. No flash pictures should be taken during the ceremony, but time exposures may be taken in the rear of the sanctuary or from the balcony. If videotaping is desired, please consult with your photographer for details.

## **Other Things You Need To Know**

If you want to invite the congregation to your wedding via the weekly bulletin, you need to send an invitation to the church one month in advance.

Smoking and the use of alcoholic beverages are not permitted on the church premises.

The church cannot be responsible for wedding gifts brought to the church or left in the church. We recommend you select someone in advance to take charge of gifts.

Personal items (apparel, food, decorations, flowers, etc.) should be removed from all rooms (including dressing rooms) promptly after the ceremony. The church is unable to store anything until the next day.

## **Cancellations/Location/Date Changes**

If you decide to hold your wedding at a different location after submitting an application, please notify Tim France ([tfrance@salemalliance.org](mailto:tfrance@salemalliance.org)) at the church office.

## Basic Wedding Fees

The wedding coordinator will review the fee schedule with you.  
 Please pay pastors and musicians (if any) directly following the rehearsal.  
 Fees for the wedding coordinator, facility rental, media and/or sound engineer are to be paid to the coordinator at least one week prior to wedding day.

<b>SANCTUARY</b>		\$175
	Includes use for rehearsal and ceremony, dressing rooms, wedding accessories and janitorial service.	
<b>CEDAR Hall</b>		\$125
	Includes use for rehearsal and ceremony, dressing rooms, wedding accessories and janitorial service.	
<b>WEDDING COORDINATOR</b>		\$150 ♥
	Coordinates and organizes rehearsal and wedding day details.	
<b>SOUND &amp; LIGHTING</b>		(Sanctuary) \$100 ♥
	Runs sound & lighting at rehearsal & ceremony. (Includes CD of ceremony)	(Cedar Hall) \$75 ♥
<b>MEDIA</b>		\$30
	Runs video or <i>PowerPoint</i> presentations at ceremony. If required at rehearsal, an additional \$30 will be charged.	
<b>OFFICIATING PASTOR</b>		(Suggested) \$150
	Officiates at rehearsal and wedding.	

♥ *Charges determined by the size and scope of wedding*