



VICTORY WORLD CHURCH

Wedding
Information and Guidelines

TABLE OF CONTENTS

INTRODUCTION.....	3
CHECKLIST	4
PASTOR'S GUIDELINES	5
GENERAL PRACTICES.....	7
PLANNING THE REHEARSAL	10
SET UP & CLEANING PERSONNEL.....	11
WEDDING INVESTMENT	12
INVESTMENT TABLES.....	14
FOOD STANDARDS	15
INSTRUCTIONS TO THE FLORIST/DECORATOR.....	16
WEDDING DETAILS	18
BRIDAL PARTY INFORMATION	19
WEDDING AGREEMENT	20
THE STATEMENT OF FAITH.....	21

Initial _____/_____

INTRODUCTION

Congratulations! We are excited about your wedding plans! This is a very important event and we want to do everything we can to help make it both spiritually meaningful and naturally beautiful.

With this in mind, Victory has established some guidelines and checklists to help you as a couple throughout the process of planning your wedding. Please share them with your wedding party, florist, caterer, photographer and any other person(s) to ensure a well-organized and smoothly run celebration.

We are looking forward to sharing in the experience of your very special day!

God Bless You,
The Pastoral Team



Initial _____/_____

CHECKLIST

- Complete PreMarried Life class.
- Complete up to 4 premarital counseling sessions with a pastor.
- **Receive the Executive Pastor of Ministries' approval for wedding.**
- Set up meeting dates with Victory's Wedding Director and Wedding Coordinator for the following:

Wedding Director

- **Finalize preferred date for wedding and wedding rehearsal.**
- Review wedding packet and tour facility.

Wedding Coordinator

- Discuss ceremony flow options.
- **Two (2) weeks prior to the ceremony a final meeting will take place** to review final flow, turn in wedding license and equipment needs, inform the Wedding Coordinator of the person(s) responsible for setup and cleanup of the facility, and confirm time layout for wedding day.
- Perform day-of services to ensure the ceremony runs smoothly and confirm all requests have been acknowledged and performed by VWC.
- Ensure that couple obtains a marriage license from the appropriate issuing agency to be legally married. Inform them to bring this to be signed immediately following the wedding ceremony.
- Make sure to reference monetary page and that couple is aware of the cost.
- Couples desiring to schedule a date for a wedding ceremony at Victory World Church must understand that all reserved dates are tentative upon completion of the checklist items above. Once all requirements are completed and couple is approved by an executive pastor, a deposit is required **2 months** prior to the wedding date in the form of a money order. Couples will have up until **2 weeks** prior to their wedding date to cancel and receive deposit in full. Once the deposit is received the tentative date will be considered permanent.
- Failure to complete VWC requirements for a wedding and/or without receiving executive approval will result in the termination of any tentative dates held and use of a Victory pastor as officiant.

Initial _____/_____

PASTOR'S GUIDELINES

The procedures indicated below are to be adhered to if the wedding is either performed at our facility or away from Victory World Church.

- Marriage is a covenant made between two people – one man and one woman – with God. The Christian marriage covenant requires the married parties to be faithful, loving and helpful to each other as long as they both shall live. (***Malachi 2:15-16; Matthew 5:32; 19:5-6, 9; Romans 7:2-3; 1 Corinthians 7:10-11, 15; 2 Corinthians 6:14; Ephesians 5:22-25***)
- Only Victory World Church licensed or ordained staff pastors may perform wedding ceremonies on church facilities or properties.
- A staff pastor will counsel with the bride and groom up to 4 sessions (in addition to the completion of the PreMarried Life class) prior to performing the wedding ceremony. This premarital counseling should be completed before any arrangements and wedding plans have been finalized. During the counseling session, the pastor should ascertain from both parties if they are born again according to Romans 10:9. NO ONE should be married if they both are not born again and are not on one accord in the major areas. (***2 Corinthians 6:14-15***)

Premarital Process	
PreMarried Life Class	6 weeks
Premarital Counseling	Up to 4 sessions
Once completed couples will meet with Wedding Director.	

- Upon completion of premarital counseling a recommendation to proceed with the ceremony will be submitted to the Executive Pastor for review and final approval. **No marriage ceremonies will be permitted without the Executive Pastor's approval first.**
- All weddings/rehearsals performed at Victory World Church must start on time.
 - In the event the bride, groom or members of the wedding party are late the officiating pastor may leave the church premises no earlier than 30 minutes after the time that the wedding/rehearsal was to begin.
 - Weddings should start no later than 15 minutes past scheduled start time.

Initial _____/_____

- Wedding ceremonies need to begin on time. We will begin no later than 15 minutes after scheduled time. It is the couple's responsibility to make the wedding party, guests and vendors aware of the schedule. **The wedding party is asked to be on the church campus 1 hour before the wedding.**

Initial _____/_____

GENERAL PRACTICES

- Thoroughly read the Victory World Church (VWC) Wedding Information and Guidelines packet, which includes all policies and procedures related to planning your wedding or vow renewal.
- **VWC provides wedding services to members only.** A member is an individual who has formally joined Victory World Church via the membership class and whose name appears in the church's database.
- Prior to choosing a wedding date please regard the following:
 - You will be able to select a date based on Victory's availability.
 - Our dates are pre-determined and we will work with you to try to find the best day that works.
 - We recommend that you schedule your wedding date 9 months in advance.
 - Weddings should not be scheduled on major holidays or on Sundays.
- In order to reserve your wedding, the bride and groom must sign Victory's Wedding Agreement and submit a refundable deposit within **2 weeks**. Once completed, you must meet with your Wedding Coordinator to discuss your wedding details. The Wedding Coordinator will meet with you 2 to 3 times prior to your wedding day.
- We request that there be **no smoking or alcohol** in any of the church buildings or on church property.
- If a couple decides to cohabitate prior to marriage, VWC will decline the use of a staff pastor as a wedding officiant and the use of VWC facilities for the marriage ceremony. We also ask that couples that are living together but not having sex to move into separate homes from one another. Scripture tells us to "flee sexual immorality" (**1 Corinthians 6:18**) and to place ourselves in a living situation that gives us the best chance for purity and separation from temptation (**1 Thessalonians 4:3-5; Ephesians 5:3; Hebrews 13:4**). It is our observation that couples that honor the Lord in every aspect of their relationship experience greater oneness, peace, and joy in marriage.

Initial _____/_____

GENERAL PRACTICES

CONTINUED

SOUND SYSTEMS, MUSICIANS & INSTRUMENTS: Sound amplification is required for weddings at VWC. The vocalists, musicians and speakers are asked to meet with the Victory Production team one hour prior to the wedding to finalize equipment location and microphone use. Please provide a jump drive with both music and pictures if you want to have those in the wedding. The Production team's fee is located on pages 11-13.

DRESSING ROOM: You will need to bring your own equipment for this room (iron, ironing board, full-length mirror, etc.). All other members of the wedding party are asked to arrive fully dressed.

COMMUNION: The church offers communion and will provide the elements for communion where necessary (with the exception of kneelers).

PHOTOGRAPHERS: Pictures before the ceremony should conclude 30 minutes prior to the start time of the wedding. **Pictures must be completed no later than 1 hour after the wedding ceremony is concluded or your reserved end time.**

UNITY CANDLES: We offer unity candleholders here at Victory, but you are responsible for providing your own candles.

RECEPTIONS: At this time, we are unable to perform receptions here on campus.

Initial _____/_____

GENERAL PRACTICES

CONTINUED

SANCTUARY CAPACITIES:

The Chapel

- The Chapel accommodates a maximum of 810 people.
 - The only chairs we are able to remove are those for the center aisle. Other than that we cannot remove any chairs from the Chapel.

Student Building Sanctuary

- This sanctuary accommodates a maximum of 300 people.
 - If you would like a special setup, please let the Wedding Coordinator know and they will let you know what can and cannot be done.

Main Building Elementary Sanctuary

- This sanctuary accommodates a maximum of 400 people in a theatre seating arrangement.
 - If you would like a special setup, please let the Wedding Coordinator know and they will let you know what can and cannot be done.
- During the school year, rehearsals need to be held after 4pm.

Day	Ceremony Begins	Ceremony Ends
Friday	5pm or later	10pm
Saturday	10am to 12pm	2pm*
Sunday	We are unable to hold weddings on Sundays due to weekend services.	

*Building must be cleared by this time to prepare for subsequent events on the campus.

Initial _____/_____

PLANNING THE REHEARSAL

Once your wedding date is confirmed, your reservation will be scheduled on the master event calendar. All members of your wedding party, hosts and honorary guests should be in attendance at your wedding rehearsal. Please ask your guests to arrive 15 minutes early, as there are other events that may be scheduled on the church campus. Your rehearsal needs to start on time. Wedding rehearsals are scheduled to last 2 hours.

- Schedule your wedding rehearsal date with the Wedding Director at the same time that you schedule your wedding date.
- Your Wedding Coordinator is to be used for the coordination of locking/unlocking the building and supervising the building's condition before and after your rehearsal.
- Schedule your rehearsal at a time when ALL members of the wedding party can be present. Please see that everyone involved in the wedding rehearsal remains in the area of the rehearsal. In the event one of them cannot be present, a stand in (substitute) must be provided.
- We recommend that you use stand-in props in your rehearsal to simulate the flowers, rings, etc. that you plan to use in the actual wedding.
- You will be able to request musicians from our Victory staff, but you will not be guaranteed to have them at your wedding. Their attendance will be based on their availability. There will be a separate fee based on the artist.

Initial _____/_____

SETUP & CLEANING PERSONNEL

It is the wedding party and/or decorator's responsibility to set up all décor needed for the wedding. Notify your Wedding Coordinator if you will be using a wedding planner for the day. Please send a list of all names and respective duties to your Wedding Coordinator at least two weeks prior to the wedding date. She will be available to your representative for direction and assistance.

Decorations need to be removed from the building at the conclusion of the ceremony. Any rental items that need to be picked up may be stored in a designated storage room (see Wedding Coordinator for exact location). All rented equipment should be delivered to the church no more than 24 hours before the wedding and returned immediately after the wedding, or the following business day.

The throwing of birdseed and the use of bubbles are permitted outside the church building. **No rice, confetti, silly string, sparklers or flower petals (real or fake) are permitted due to the mess they leave behind.** Outside premises should be cleaned from wedding celebrations and activities. Please let your coordinator know what you would like to use. All items that you are looking to have as a sendoff need to be approved by our executive pastoral team.

There is also a cleaning fee assessed to ensure that building is back in order for the services for the upcoming weekend. Cleaning fee is located on pages 11-13.

Initial _____/_____

WEDDING INVESTMENT

PLEASE READ THE NEXT FEW PAGES IN THEIR ENTIRETY.

ANY QUESTIONS MAY BE DISCUSSED WITH THE WEDDING DIRECTOR OR COORDINATOR.

- **DEPOSIT:** A separate, refundable deposit of **\$400.00 in the form of a money order** should be given to the Wedding Director **60 days** prior to the wedding date. It will be held until 1 week after the wedding as surety until compliance with all of the above duties has been determined. **FAILURE TO COMPLY WILL RESULT IN FORFEITURE OF THE DEPOSIT.** Otherwise, your deposit will be sent in the mail.

- **PASTOR:** An honorarium is to be submitted for the officiating pastor performing your wedding ceremony (whether on-site or off-site). The honorarium covers the pastors time during the counseling sessions as well as covers the rehearsal and day of the wedding. We have set a minimum of 250 dollars but can give more if you would like to.

- **WEDDING MINISTRY:** For all weddings held at Victory World Church, we require that the bride and groom use Victory's Wedding Ministry Team. You will be given a Wedding Director who will provide access to the church building and assign a Wedding Coordinator. The Wedding Coordinator will then meet with you to provide access to church owned material and our technical crew and staff. The Wedding Coordinator will direct your rehearsal, as well as your on-site wedding day events with a Wedding Assistant. ***(Note: The Wedding Coordinator is not a wedding planner.)***

- **SOUND:** Victory has a state-of-the-art sound system. We require that a sound technician from the church run the equipment both at the rehearsal and during the wedding ceremony.

- **SOUND (BACKSTAGE):** If you will have a band during your ceremony, an additional sound technician is required to run sound backstage with two or more individuals for an additional fee. Services will include running sound on the night of the rehearsal and the ceremony on the day of the wedding.

Initial _____/_____

WEDDING INVESTMENT

CONTINUED

- **LIGHTING:** Victory has a highly sophisticated lighting system, which can only be run by approved personnel. A Victory lighting technician will be needed for your ceremony in the event that lights go out, there is a fire alarm, the system shuts down, etc. Services will include the rehearsal, wedding ceremony and 1 hour of programming. We recommend that a meeting take place between the couple and the lighting tech at least **1 month** prior to the rehearsal night to allow viewing of all available options. The Wedding Coordinator will facilitate this meeting and coordinate dates.

- **GRAPHICS:** For any graphical needs (slideshows, etc.) please provide a USB flash drive with pictures and music. This is an optional expense.

- **FACILITY SERVICES:** Our Facility Services team will ensure your wedding sanctuary site is set up with the proper amount of seats in your requested arrangement. This team also ensures that additional items (tables, chairs, etc.) are pulled from storage and set up as you've requested for your special day.

Initial _____/_____

INVESTMENT TABLES

WEDDING ONLY	
ITEM	RATE
Refundable Deposit	\$400
Pastoral Honorarium	\$250 (Minimum) *You will be required to pay lodging and gas if off-site ceremony is further than 25 miles from Victory.
Wedding Ministry Honorarium	\$350 *This is for the wedding coordinator(s) that will be present during the wedding.
Sound Technician	\$250
Lighting Technician	\$250
Facility Services	\$75
Cleaning Fee	\$150

ADDITIONAL SERVICES AVAILABLE	
ITEM	RATE
VWC Musician	TBD (Based on Availability)
Sound Technician (Backstage)	\$250
Graphics	\$250

PAYMENT SCHEDULE

Item	Due Date
Deposit	60 Days before Wedding Date
50% Fees	60 Days before Wedding Date
Balance	2 weeks before Wedding Date

Initial _____/_____

FOOD STANDARDS

- Food and beverages are not allowed in the Sanctuary or Chapel.
- No alcoholic beverages of any kind will be served on church property.
- You may bring light snacks for your wedding party while waiting for the ceremony to begin.

Initial _____/_____

INSTRUCTIONS FOR THE FLORIST/DECORATOR

PLEASE GIVE THIS SHEET TO YOUR FLORIST/DECORATOR

Groom: _____ Bride: _____

Phone: (_____) _____ Phone: (_____) _____

Date of Wedding: _____

Time: _____

Location of Wedding: _____

Sanctuary (if location is VWC): _____

Other: _____

GENERAL GUIDELINES:

- The church facilities are made beautiful for the worship of God. When floral displays are used, they must be placed in such a manner as not to cause damage. Any florist/decorator will be expected to leave the facility in the same manner that they found it. Under no circumstances should any of Victory World Church's floral arrangements from the stage, lobbies, or Sanctuary be used.
- LED lights are to be used in place of candles, **as candles with flames are not allowed** because of Gwinnett Fire Marshall Safety standards. The Unity candle is the only candle allowed on stage. There are also no sparklers allowed for send-off as well.
- Helium balloons may not be used in any of the buildings, as they tend to get loose and drift to the ceiling.
- Nails, tacks, tape, staples, pins, or anything that will damage the wall may not be used.
- A designated person from the wedding party must be available to check the floral order upon its arrival to ensure its accuracy.
- The Wedding Coordinator will distribute corsages and boutonnieres. If you have a large wedding party, please ask a member of your family or a friend to assist with distribution.

Initial _____/_____

- The florist must contact the Wedding Director at least **1 week** in advance of the wedding to agree on a time for decorating the church. Decorations must be completed at least one hour before the ceremony.
- The florist must correspond with the Wedding Coordinator before decorating.
- The florist/decorator is expected to remove all decorations and equipment promptly following the ceremony. The church shall not be held responsible for any items not picked up by the florist.
- The bride and groom will be held financially responsible for any damage done to the building or furniture.
- The church properties must be left in the condition in which they were found.

If you have any questions pertaining to the above, please contact the Wedding Coordinator at:

Phone: _____

Email: _____

WEDDING DETAILS

PLEASE FILL OUT THIS FORM AND RETURN TO THE WEDDING COORDINATOR

Time of the following arrivals:

Bride & Bridesmaids: _____

Groom & Groomsmen: _____

Bride to dress at church?

___ Yes ___ No

Bride's hair & makeup at church?

___ Yes ___ No

Starting time for pictures before wedding: _____ AM/PM

(Sanctuary pictures should conclude 30 minutes before the wedding.)

Photographer: _____

Name: _____

Contact Number: _____

Florist: _____

Name: _____

Phone Number: _____

Setup Crew Leader: _____

Phone Number(s): _____

Arrival Day/Time: _____

Cleanup Crew Leader: _____

Phone Number(s): _____

Arrival Day/Time: _____

Initial _____/_____

BRIDAL PARTY INFORMATION

PLEASE COMPLETE IN FULL DETAIL WITH NAMES & ORDER OF ALL BRIDAL PARTY MEMBERS

Maid of Honor: _____

Best Man: _____

Bridesmaids:

Groomsmen:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

6. _____

6. _____

7. _____

7. _____

8. _____

8. _____

9. _____

9. _____

Flower Girls:

Ring Bearers:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Initial _____/_____

WEDDING AGREEMENT

I HAVE READ THE MATERIAL AS WRITTEN IN THE WEDDING INFORMATION AND GUIDELINES PACKET AND AGREE TO ABIDE BY IT IN WHOLE AND IN PART WHERE APPLICABLE.

Bride Signature: _____

Date: _____

Groom Signature: _____

Date: _____

Wedding Coordinator Name and Contact Information:

FOR OFFICE USE ONLY:

Deposit Collected

Collected by (initial): _____

Total Amount Collected: _____ Date: _____

Collected by (initial): _____

Balance: _____

Balance Due Date: _____

Balance Collected: _____ Date: _____

Collected by (initial): _____

Deposit Refunded: _____ Date: _____

Sent by (initial): _____

Agreement with the Statement of Faith (bride and groom initial): _____/_____

Initial _____/_____

THE STATEMENT OF FAITH

THE SCRIPTURES

The Bible is the inspired Word of God – the product of men who spoke and wrote as they were moved by the Holy Spirit. His holy Word is what we accept as our infallible guide in all matters of life and doctrine. (**2 Timothy 3:16; 1 Thessalonians 2:13; 2 Peter 1:21**)

THE TRINITY

There is one God, eternally existent in three persons – the Father, the Son, and the Holy Spirit being coequal. (**1 John 5:6-8; Philippians 2:6**) God the Father is the sender of the Word. (**John 16:28; John 1:14**) The Son is the Word made flesh, and has existed with the Father from the beginning. (**John 1:1; John 1:18; John 1:14**) The Holy Spirit proceeds forth from both the Father and the Son, and is eternal. (**John 15:26**)

MAN, HIS FALL & REDEMPTION

Man is a created being made in the likeness and image of God, but through Adam's fall sin came into the world. "**All have sinned and come short of the glory of God.**" Jesus Christ came in the form of man and gave His life to restore us back to God, undoing the work of the devil. (**Romans 5:14; Romans 3:10 & 23; 1 John 3:8**). Salvation is the gift of God to man, which we receive by faith in Jesus Christ. (**Ephesians 2:8**)

ETERNAL LIFE & NEW BIRTH

Man's first step toward salvation is godly sorrow through repentance. The New Birth is necessary for all men, and when experienced it produces eternal life. (**2 Corinthians 7:10, 1 John 5:12; John 3:3-5; Romans 10:9-10**)

HELL & ETERNAL RETRIBUTION

The one who dies in his sins without accepting Christ is hopelessly and eternally lost in the Lake of Fire and, therefore, has no further opportunity to hear the Gospel or repent. The terms "eternal" and "everlasting", which are used in describing the duration of the punishment of the damned in the Lake of Fire, carry the same meaning of endless existence as used in denoting the duration of joy and ecstasy of the saints in the presence of God. (**Hebrews 9:27; Revelation 20:15**)

WATER BAPTISM

Baptism by immersion in water is a direct commandment of our Lord, and is for believers only.

Initial _____/_____

The ordinance is a symbol of the Christian's identification with Christ, His death, burial, and resurrection. (***Matthew 28:19; Romans 6:4, Colossians 2:12; Acts 8:36-39***)

BAPTISM IN THE HOLY SPIRIT

The promise of the baptism in the Holy Spirit as a commensurate experience is available to all believers with the evidence of speaking in other tongues, as well as the demonstration of spiritual power in daily life. (***Acts 2:4; Acts 10:44-46; Acts 19:6; Acts 1:8; Matthew 3:11***)

SANCTIFICATION

The Bible teaches that, without holiness, no man can see the Lord. We believe in the Doctrine of Sanctification as a definite, yet progressive work of grace, beginning at the time of salvation, and continuing until the return of Christ. (***Hebrews 12:14; 1 Thessalonians 5:23; 2 Peter 3:18; 1 Corinthians 3:18; Philippians 3:12-14; 1 Corinthians 1:30***)

SEXUALITY

God's plan is for us to walk in holiness in all areas, especially in what we do with our bodies. God's Word affirms heterosexual union for married persons and committed celibate behavior for unmarried persons as the only Biblical options for human sexual conduct. All alternative sexual activity outside of heterosexual marriage, such as homosexuality/bisexual practices, adultery, fornication, bestiality, incest, polygamy, pedophilia, and pornography are sin. (***Genesis 1:27; 2:24, 1 Thessalonians 4:3-8; Hebrews 13:4; Romans 1:18-32; 1 Corinthians 6:9-11***)

DIVINE HEALING

Healing is for the physical ills of the human body, and is available to us by the power of God through the prayer of faith and the laying on of hands. Jesus Christ made this available to all believers at Calvary. (***Mark 16:18; James 5:14-15; 1 Peter 2:24; Matthew 8:17; Isaiah 53:4-5***)

THE RESURRECTION

Jesus will return to the earth as King of kings and Lord of lords. Those who have died in Christ will rise first, and those of us who live will rise to meet Him also. Then God will make all things new – a new heaven and a new earth. His coming is imminent and we must live as such! (***Acts 1:11; 1 Thessalonians 4:16-17; Revelation 21:1-8***)

Initial _____/_____