

# Wedding Handbook



8911 Third Street Road  
Louisville, KY 40272  
(502) 935-5142  
[www.valleyviewchurch.org](http://www.valleyviewchurch.org)

## Policies and Procedures

## ***Congratulations !***

*Your wedding is certainly a time of great celebration. We appreciate the opportunity to share it with you. As you plan for your wedding day, try to relax and enjoy the process.*

*Our desire is to build healthy, strong marriages that will last a lifetime. This wedding handbook provides answers to some of the most frequently asked questions about weddings at Valley View.*

*Valley View Church is here to serve you as you prepare for your wedding date. Please feel free to contact us if you have any questions.*

*May God richly bless your marriage!*  
*Kimberlee Slaughter*  
*Marriage Coordinator*  
*366-2620*

## **Questions?**

Marriage Ministry  
Valley View Church  
8911 Third Street Road  
Louisville, KY 40272

502.935.5142 x 34

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## **Notes**

## What do you need to know?

### Fees\*

#### Wedding

<b>Wedding Coordinator</b>	\$200.00
<b>Reception Coordinator</b>	\$100.00
<b>Mentoring Only</b>	\$ 50.00
<b>Minister</b>	\$100.00
<b>Sound Technician</b>	\$100.00
<b>Food Service Coordinator**</b>	\$ 50.00
<b>Vocalists/instrumentalists/ other personalities</b>	Payment arranged between the individual involved and the wedding couple.

#### Facilities

	<u>Members</u>	<u>Others</u>
<b>WORSHIP CENTER</b>	\$100.00	\$250.00
<b>CHAPEL</b>	\$ 75.00	\$150.00
<b>FELLOWSHIP HALL***</b>		
50—100 people	\$100.00	\$150.00
101—200 people	\$150.00	\$200.00
201—300 people	\$200.00	\$250.00
301—400 people	\$250.00	\$300.00

Facility fee must be paid immediately after completion of Marriage Mentoring Program. All remaining fees must be paid at least one month prior to the wedding.

\* These fees are for the 2010 calendar year and are subject to change without notice.

\*\* Food Service Coordinator is required only if reception is at Valley View. Otherwise, disregard this fee.

\*\*\* Fellowship Hall rental fees only apply if reception is at Valley View. Otherwise, disregard this fee.

## *General Guidelines*

Because we are committed to building strong, healthy marriages that last a lifetime, we abide by the following guidelines. Before proceeding with your wedding plans, please read the following guidelines carefully. While, it is not our goal to condemn or judge anyone, we are committed to following God's Word and using wisdom when approving marriages here at Valley View. Our greatest desire is to help couples have successful marriages. In order to see that happen, we abide by the following general guidelines.

1. Couples must know Jesus Christ as their personal Savior and Lord. Each person must be a Christian (2 Corinthians 6:14).
2. Each couple must agree to complete the premarital preparation process at least 30 days prior to wedding date. Failure to complete this program will immediately terminate your wedding here at Valley View.
3. Divorced persons may be married at Valley View if one or more of the following applies:
  - former spouse is deceased (Romans 7:2; 1 Corinthians 7:39)
  - divorce occurred prior to conversion (2 Corinthians 5:17)
  - divorce occurred because of sexual unfaithfulness by spouse (Matthew 19:3-9)
  - desertion by an unbelieving spouse (1 Corinthians 7:15)
  - former spouse initiated divorce and has remarried (Romans 7:3)
4. Each couple is committed to having a Christian marriage and home (Ephesians 5:21-33).
5. Some Valley View ministers require that a person be divorced or widowed for at least two (2) years before seeking remarriage at Valley View.

## What do you need to do?

- Step 1:** Review, understand, and abide by the policies in this handbook.
- Step 2:** Complete and return the Marriage Request Form (included with this packet).
- Step 3:** Receive call from Marriage Coordinator for any clarifications or questions about Marriage Request Form (your date is penciled in after this conversation)  
\* \$50.00 non-refundable deposit due
- Step 4:** Enroll and complete the Marriage Mentoring Program (see page 5 of this handbook)
- Step 5:** Return, either in person or via the mail, the Marriage Mentoring Program Completion Confirmation Form and wedding fees to church office (see page 9 of this handbook for fees). This confirms your wedding date. Failure to complete the mentoring or to pay the fees will result in the removal of your wedding from our books.
- Step 6:** Work with your Wedding Coordinator on the details of your rehearsal and ceremony.
- Step 7:** Meet with the minister performing your ceremony 2-4 weeks prior to the date to discuss the particular elements of the service.
- Step 8:** Enjoy your big day!

## What do you need to know?

### Reception

If you choose to have a Friday night reception at Valley View, please state on the Wedding Request Form the exact number of guests that plan to attend. Since Fellowship Hall is designed with movable walls, the area to be used for your event will be designed based upon the number attending. Fees are charged based according to the space needed. Your Wedding Coordinator will work with you to diagram an appropriate set-up for your reception.

A member of our Food Service Team will be present during your reception to supervise use of kitchen equipment. They will not prepare food or clean up, but will be available to assist and direct the caterer/food preparers in locating equipment and ensuring that the kitchen is left in proper order. Certain fees apply when the Food Service Team is used (see page 9 of this handbook for fees).

The use of rice, birdseed, etc. is not permitted inside or outside our facilities. Bubbles may be used outside the facility to celebrate the “going away” of the newly-weds. DJ’s and dancing are not permitted in the church facility.

# What do you need to know?

## Flowers & Decorations

The wedding coordinator will inform you about the wedding equipment available at Valley View. You are welcome to use what we have or arrange for your own equipment through the florist of your choice. All wedding decorators must be approved through Kimberlee Slaughter. You are responsible for arranging the time of the florist's decorating with your Wedding Coordinator. Inform the florist that only smokeless, dripless candles are permitted. No tape, glue, nails, screws, or wire may be used on the furnishings or the building property that could result in any damages. You are responsible if damages occur.

If the Worship Center is used, no instrumental or technical equipment can be removed from the stage and surrounding areas. A curtain is available to conceal the orchestra area during your ceremony. If you desire to use the curtain, you must inform your Wedding Coordinator. Due to the layout of the Worship Center, the use of aisle runners is not safe and therefore not permitted.

## Music

The selection of musicians for your wedding is up to you. Pianists from Valley View may be available if requested 1-2 months prior to your wedding date. Payment for such musicians is customary and mutually agreed upon before the wedding.

Valley View Pianists:

Mary McClung (502.935.1477)

Mary Wolf (502.937.8548)

All music selected to be played or sung must be in agreement with the Christian message. If secular music is used, the lyrics must be clearly appropriate for a Christian wedding. All musical selections must be approved by the Wedding Coordinator.

A sound technician will serve at your rehearsal and wedding ceremony. Only Valley View technicians are permitted to operate the sound and lighting systems in both the Chapel and Worship Center.

# What do you need to know?

## Approval of your date

After receiving the Wedding Request Form, the Marriage Pastor and Wedding Coordinator of Valley View uses biblical guidelines, wisdom, and the church calendar in the approval or denial of a wedding request. To ensure as little confusion as possible, please complete the Wedding Request Form in great detail.

Since our church calendar is planned over a year in advance, your desired wedding date may be in conflict with previously scheduled church events. Because of this, please list three dates, as we cannot guarantee your first choice.

As mentioned on pages 2 and 3, if your wedding is approved, your date is in pencil on the church calendar. Confirmation of your date is contingent upon the completion of the Marriage Mentoring Program.

Also, due to regular church programs and special events, we do not schedule weddings on Sundays, Wednesdays, holidays, during the entire month of December, or on the weekends surrounding Vacation Bible School in June.

## The Time of Your Wedding

Weddings at Valley View are scheduled no later than 5:00pm on Saturdays if there is no reception on campus. Those desiring a reception at Valley View must schedule wedding no later than 2:00pm. The decorations and wedding party must be cleared by 6:00pm.

Times on other eligible days of the week are subject to approval by the church staff.

This policy allows ample time for our staff and volunteers to clean and prepare the building for Saturday and Sunday activities. Therefore, these times are non-negotiable.

## What do you need to know?

### Marriage Mentoring Program

Couples being married at Valley View Church must participate in and complete the Marriage Mentoring Program. Each engaged couple is assigned to a trained and experienced mentoring couple for a series of premarital study and discussion sessions. These sessions cover such topics as:

- Effective communication skills
- Money management
- Conflict resolution
- Marital commitment

Again, the Marriage Mentoring Program must be completed before the church confirms your wedding date (*it is in pencil until completion of the program*). Additionally, the **Mentoring Program must be completed at least 30 days prior to your wedding date**. This ensures that the process is not rushed; it is vitally important to the health of your marriage. Be advised, the Marriage Mentoring Program takes approximately three months to complete (you will meet a total of six times, once every other week). Please plan accordingly. It is up to you and your mentors to decide the times and locations of the meetings. The seventh session will be a group session at church led by the Marriage Pastor. Date and time will be determined bi-annually.

### Minister Performing the Ceremony

By default, a minister from Valley View Church is assigned to perform each wedding hosted here. After being assigned to your wedding, the church office will contact you to set up a meeting with the officiating minister 2-4 weeks prior to your wedding date. If you desire someone other than a Valley View minister to perform your ceremony, approval must be granted by the Marriage Pastor at Valley View. If this is your desire, please include the name, position, and contact information for the minister you would like to perform the ceremony on the Marriage Request Form. The Marriage Minister at Valley View will make

## What do you need to know?

### Wedding Coordinator

You will be assigned a Wedding Coordinator to work with you through the planning of your rehearsal and ceremony. Due to their familiarity with the facilities and policies, the use of a Valley View Wedding Coordinator is required for all weddings here.

Your Wedding Coordinator will help you fill out a checklist for the use of wedding equipment and facilities during your wedding. Additionally, your coordinator will be in charge of the wedding rehearsal. In advance of your wedding rehearsal, you will receive a detailed copy of the order of events, where each person enters and stands, what music is played, etc. Please note: the minister may or may not be in attendance at the rehearsal.

### Wedding Rehearsal

Conducting a complete wedding rehearsal that includes all members of the wedding party is essential to a meaningful wedding ceremony. Punctuality of all members of the wedding party is a requirement in order for the rehearsal to be conducted effectively. Please inform your wedding party that their full cooperation is expected. The wedding coordinator will be in charge of the rehearsal and will give instruction to each person as to their participation and responsibilities.

Be advised that smoking, alcoholic beverages, and illicit drugs are not permitted on the church property. We reserve the right to remove any member of your wedding party who fails to abide by these guidelines.