

CATALYST
C H U R C H

**WEDDING
POLICIES**

We are excited for you as you plan your special day. We are also honored that you would consider CATALYST CHURCH and the staff to be a part of your wedding day. The following information will help you make an informed decision about your wedding.

Sincerely,
Admin Team

Step 1 - Contact CATALYST CHURCH Office

This visit, phone call or email will allow CATALYST CHURCH to get to know you as a couple and give us an opportunity to explain to you more about how we do weddings and pre-marital coaching at CATALYST CHURCH.

No children are allowed to accompany you at the interview or any other meetings, so as not to be a distraction.

Step 2 - Contract & Payment

Submit wedding contract (attached at the end of this handbook) and payment to the CATALYST CHURCH office.

The fees for weddings performed by CATALYST CHURCH pastors varies. Please refer to the chart below. Keep in mind that the price will increase for wedding parties of more than 12 people. Call for price increase details.

Wedding Couple Status	Wedding Location	Fees
Regularly attends CATALYST CHURCH	On CATALYST CHURCH campus	\$350
Regularly attends CATALYST CHURCH	Off CATALYST CHURCH campus	\$250
Does not attend CATALYST CHURCH	On or Off CATALYST CHURCH campus	\$575

Fees can be paid by cash, check or money order. The fees above cover pre-marital coaching, wedding rehearsal, wedding ceremony, wedding administrator to help conduct the rehearsal and the ceremony, pastor to conduct the ceremony, clean up/set up, sound and lighting (if the wedding is conducted at CATALYST CHURCH). The couple is responsible for any set up, tear down/clean up of their own wedding decorations on the CATALYST CHURCH campus.

- **Full payment is required to add the wedding date to the CATALYST CHURCH calendar.**
- Dates are first come, first serve.
- All CATALYST CHURCH events on the calendar take precedence over wedding dates.
- 10am is the earliest time and 3pm is the latest time of the day for Saturday weddings.
- No Sunday weddings.

Step 3 - Pre-Marital Coaching

Pre-Marital coaching has two phases at CATALYST CHURCH. First, all couples take the Marriage 101 class together. This pre-marital coaching seminar takes place 2-3 times a year. It is a 2-hour class that covers topics such as Biblical roles for a husband and wife, finances, 5 Love Languages, expectations, baggage, communication and conflict management. These tools will equip you to have a Christ-centered and successful marriage.

The second phase of pre-marital coaching at CATALYST CHURCH is a meeting with a pastor that follows the Marriage 101 seminar. The purpose of this meeting is to continue the pre-marital coaching in a customized way addressing the specific needs, questions and/or concerns of the couple. We want to give each couple personal attention because your marriage, not just your wedding, matters to us.

Both phases of pre-marital coaching need to take place prior to your wedding day. Call the CATALYST CHURCH office and ask about the dates of the next Marriage 101.

Step 4 - Meet with Wedding Coordinator

In this meeting you will finalize the details of the wedding rehearsal and the wedding ceremony.

Important Policies

- CATALYST CHURCH does not host any receptions.
- All CATALYST CHURCH stage props and auditorium decorations are considered permanent and take precedence over wedding preferences and decor.
- To be sensitive to the time of our pastors and coaches, we ask that you give us a 24-hour notice if you will be unable to attend your interview or a pre-marital coaching session.
- CATALYST CHURCH is a non-smoking campus.
- No alcohol of any kind is allowed on the CATALYST CHURCH campus.
- All video, visual and audio elements of the wedding ceremony must be submitted for approval and compatibility one week prior to the wedding ceremony.
- No bubbles or rice are allowed at the ceremony for clean up reasons.
- Just a reminder of our no tolerance policy on the church property: No Alcohol, No Drugs, No Firearms, No Smoking, No Violence

Vow Renewals

- Dates are first come first serve.
- All CATALYST CHURCH events take precedence over wedding dates.
- 3 PM on Saturday will be the last time of the day.
- No music for renewals.
- There is no charge for renewals but gratuities are welcomed.

Wedding/Vow Renewal Contract

Bride's Name _____

Contact Number _____

Email _____

Groom's Name _____

Contact Number _____

Email _____

Wedding Date 1st Choice _____

Wedding Date 2nd Choice _____

Time of Wedding _____

Location (if not at CATALYST CHURCH)

Name of Venue _____ City _____

Expected Attendance _____ (*CATALYST CHURCH auditorium seats up to 350*)

Size of Wedding Party:

Bridesmaid(s) _____ Groomsmen _____

Ring Bearer(s) _____ Flower Girl(s) _____

Acknowledgment of Wedding Agreement

My signature below indicates that I have received and read the wedding policies. I understand the policies and fee requirements made by CATALYST CHURCH, and will abide by them for our wedding. I commit to giving a notice of 24 hours in advance if I am unable to attend any scheduled appointments.

Groom's Name

Signature Date

Bride's Name

Signature Date