

# WEDDING GUIDEBOOK

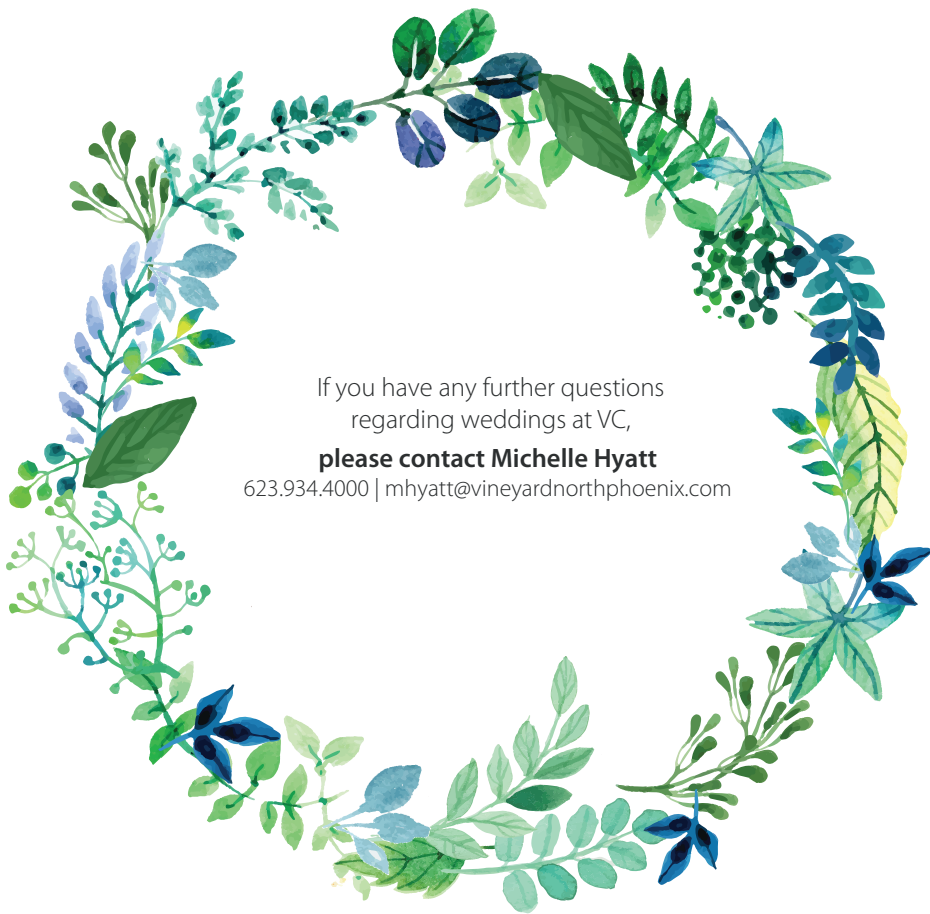


## GETTING *Married* AT VINEYARD CHURCH NORTH PHOENIX

“For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh. So they are no longer two but one. Therefore, what God has joined together, let no man separate.”

Mark 10:7-9





If you have any further questions  
regarding weddings at VC,  
**please contact Michelle Hyatt**  
623.934.4000 | [mhyatt@vineyardnorthphoenix.com](mailto:mhyatt@vineyardnorthphoenix.com)



# Congratulations!

Dear Friends,

Only a decision to follow Christ will have greater impact on your life than your decision to be married. This is why we take marriage very seriously at Vineyard Church North Phoenix. Our desire is to see every couple we marry have a satisfying, life-long relationship able to weather the storms of life.

Because of this, we place a high value on God's principles for marriage, as well as the preparation and tools needed to assist a man and woman to enter and thrive within this life-changing commitment together.

It is our hope that this guidebook will provide you with information, answer many of your questions, and help you prepare for your special day. Please read it carefully and fill it out as completely as possible before your appointment with our Wedding Coordinator.

Thank you for considering our church for hosting your wedding ceremony. It is our joy and privilege to share in one of the most precious days of your life.

May God richly bless you individually—and as a couple—as you embark on this exciting journey together!

Michelle Hyatt  
Administrator

# What are the requirements to be married at Vineyard Church North Phoenix?

Marriage is a commitment between two people before God. Getting married at Vineyard Church North Phoenix involves a few commitments as well.

**A Commitment to Christ.** Both the bride and groom must individually confess a personal commitment to Christ as their Lord and Savior. God's Word is clear about spiritual compatibility between marriage partners: "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 does a believer have in common with an unbeliever?" (II Corinthians 6:14-15b)

**A Commitment to Vineyard Church.** Vineyard Church North Phoenix will only perform wedding ceremonies for members. To become a member, you must complete our Newcomers' class, offered both online and in-person, followed by our Membership Class, and agree to VC's membership guidelines. You can find our online Newcomers' class at [VineyardNorthPhoenix.com/classes/newcomers](http://VineyardNorthPhoenix.com/classes/newcomers). In-person classes are offered several times a year.



**Premarital Counseling.** All couples must commit to pre-marital counseling. The key to a successful marriage is good preparation before the wedding day. We currently use the Prepare/Enrich program for premarital counseling. This tool is designed to help couples deepen and strengthen their relationship, as well as identify and work through potential problems prior to the marriage commitment.



# Steps to Getting Married at VC

Chances are if you have this booklet, you are already on your way to celebrating one of the most important days of your life with us. Please take time to walk through the process below to make sure you're on track and there aren't any surprises.

- ☐ Contact Michelle Hyatt @ 623.934.4000 or [mhyatt@vineyardnorthphoenix.com](mailto:mhyatt@vineyardnorthphoenix.com) to express your interest in being married by a VC pastor, or complete the Wedding Planning Form on our website at: [VineyardNorthPhoenix.com/life-events/getting-married](http://VineyardNorthPhoenix.com/life-events/getting-married).

Be prepared to provide all date/time possibilities on the form. We will need to check the church calendar for availability. The cost to officiate your wedding varies depending on the location. Please see the Schedule of Fees in this packet for a breakdown. All fees are due at the time of booking.

- ☐ Premarital Counseling is part of the Wedding Planning form process. You will be contacted by the administrator, once the date is secured, to begin premarital counseling. If you have questions regarding counseling, please contact Cristina Cummings @ 623.934.4000 or [ccummings@vineyardnorthphoenix.com](mailto:ccummings@vineyardnorthphoenix.com).

Your Premarital Counseling will be performed by a pastor or lay leader who has been trained in the Prepare/Enrich program. This requires approximately six weeks to complete and must be completed **one month prior** to your wedding day. Counseling is offered free of charge, however, there is a \$35 questionnaire processing fee charged to the couple.

- ☐ Apply for and obtain your Marriage License in a timely manner. Pastors cannot legally perform a wedding ceremony without a marriage license.

- ☐ Meet with our Wedding Coordinator. Once a wedding has been confirmed, our Wedding Coordinator will arrange to meet with you about 30 days before the wedding to help with the planning and direction of your wedding rehearsal and ceremony.

Complete and bring this Guidebook with you to your appointment. This will help you as a couple think through a lot of the details beforehand. Feel free to bring a list of questions as well.

- ☐ Complete your Premarital Counseling one month prior to your wedding day.

- ☐ Meet with the pastor chosen to officiate the wedding.



# A Few More Guidelines

No wedding may be performed by a VC Pastor unless the commitments contained in this booklet have been met and confirmed one month prior to the wedding date.

No wedding may be performed on campus without the presence and direction of a VC Pastor and our Wedding Coordinator.

On-staff pastors (excluding Pastor Brian) are available on a rotation-basis to perform weddings. We will do our best to accommodate requests for specific pastors.

Any outside pastors assisting in ceremonies must be cleared at the time of booking.

Weddings are booked on a first-come, first-served basis and must be scheduled as far in advance as possible.

A wedding will not be scheduled if it conflicts with regular church activities or programs.

VC permits weekend weddings on Friday evenings and Saturday mornings only. All Saturday weddings (including pictures) must be completed by noon.

We do not have facilities for receptions.

Pastors are available for off-site weddings.

We are an alcohol and tobacco-free campus.



# Schedule of Fees

(Required at time of booking)

## Meeting Room (>20 people) - \$150

- Pastor only
- No Wedding Coordinator or A/V Tech provided
- No set up provided

## Middle School Auditorium (20-175 people) - \$250

- Pastor
- Wedding Coordinator
- Audio/Visual Technician
- Maintenance Staff Set-up / Clean-up
- Use of Specified Facilities for both the Rehearsal and the Wedding
- Dressing Rooms

## Youth Auditorium (175-500 people) - \$350

- Pastor
- Wedding Coordinator
- Audio/Visual Technician
- Maintenance Staff Set-up / Clean-up
- Use of Specified Facilities for both the Rehearsal and the Wedding
- Dressing Rooms

## Optional Fees:

- Officiant for off-campus weddings: \$150
- Wedding Coordinator for off-campus weddings: \$150

All other requests will be considered and priced accordingly.

For rehearsals and ceremonies outside the greater Phoenix area, we recommend providing your pastor with an additional cash gift.





# Facilities

No alterations may be made to the seating arrangements in the auditorium.

Facilities will be open, prepared and ready for use two hours prior to the ceremony time.

## Dressing Rooms

Dressing Rooms will be provided for both the bride and her attendants and the groom and his groomsmen.

There are no alcohol or tobacco products permitted in the Dressing Rooms.

Please have someone in place to tidy up both dressing rooms following the ceremony. Responsibilities include cleaning up trash and removing all items belonging to the wedding party by the scheduled end time.



# Decorations

Decorating can be done anytime on the day before the ceremony during regularly scheduled office hours of 8am – 5pm, or before or after the rehearsal, as long as it is within the two-hour allotted time limit. Confirm this with your Wedding Coordinator.

VC does not do any decorating or clean-up of decorations. This will need to be arranged and executed by the wedding party. Please have someone in place to follow through with these responsibilities so we know who we are communicating with.

## The Following Rules Must Be Adhered To:

- If rental items are involved (plants, arches, etc.), arrangements must be made for them to be picked up immediately following the wedding.
- Decorations may be set on the floor or attached very carefully to existing equipment, such as chairs or candelabras. Do not use staples, nails, tacks or tape to fasten decorations. Ribbon, straight pins or wire ties are an acceptable means of attaching décor.
- The Flower Girl may only use artificial flowers.
- The church does not provide an aisle runner, kneeling bench or archways.
- Dripless candles must be used, with protective plastic under each candelabra.
- The Bride and Groom must assume responsibility for any damages incurred as a result of decorating.
- Due to time constraints, weddings and rehearsals must start on time.

# Rehearsal Worksheet

## General

Formal weddings must be rehearsed. This aids in a smooth execution of the actual ceremony with regard to lighting, recorded and live music, video, and the placement and movement of the Wedding Party.

Rehearsals should be held the evening before the wedding date, and should be limited to two-hours. Please advise those in your wedding party to be on time.

Relatives and other honored guests are welcome to attend, but their presence is not necessary.

Bring the following items to the rehearsal: pre-recorded music, decorations, unity candle/communion elements and anything else that is needed for the service.

Bring the Marriage License with you to give to the officiating pastor.



# Items You Need to Provide

- Fancy Loaf of Bread/White Grape Juice for Communion Ceremony
- Candles for Unity Ceremony: 1 Large pillar / 2 – 12 inch tapers plus holders
- Candles for Candelabras: 6 – large pillar, unscented/dripleless
- Runner
- Flowers (No real flower petals for Flower Girls)
- Pew Bows/Pins
- Special Music
- Guest Book/Pen

## Items Available for Use

(Discuss use of these items with your Wedding Coordinator.)

- Draped Tables for Guest Book/Communion & Unity Candle Ceremonies
- Pre-recorded Music
- Generic Screen Slide with Names and Date





# Wedding Party Worksheet

Bride

Maid / Matron of Honor \_\_\_\_\_

Bridesmaid(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mother of the Bride \_\_\_\_\_

Father of the Bride \_\_\_\_\_



Flower Girl(s) \_\_\_\_\_

\_\_\_\_\_

Person Giving Bride Away \_\_\_\_\_

Candlelighter(s) \_\_\_\_\_

\_\_\_\_\_

Guest Book Attendant \_\_\_\_\_

Groom

\_\_\_\_\_

Best Man \_\_\_\_\_

Groomsmen/Usher(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mother of the Groom \_\_\_\_\_

Father of the Groom \_\_\_\_\_

Ring Bearer(s) \_\_\_\_\_

# Audio/Visual Worksheet

## Audio Needs Overview

Basic Audio/Visual service is included in your total facility fee for rehearsal and wedding ceremony in the Middle School and Youth Auditorium.

The sound system may be operated by trained technicians of VC only.

Ceremony music may be pre-recorded or live, and may include vocal or instrumental music—or a combination of both.

Pre-ceremony music should not be less than ten minutes or more than thirty minutes.

Couples who wish the ceremony conversation to be recorded should make this request to their videographer.

Consider your music needs for the following ceremony elements (song title/length):

Seating of the Guests \_\_\_\_\_

Seating of the Mothers \_\_\_\_\_

Groom/Groomsmen Entrance \_\_\_\_\_

Bridesmaids Entrance \_\_\_\_\_

Bride Entrance \_\_\_\_\_

Communion/Unity Candle Ceremonies \_\_\_\_\_

Other \_\_\_\_\_

Recessional \_\_\_\_\_

Please indicate the number of microphones needed for each:

Vocal mic (for soloists): \_\_\_\_\_ (for instrument(s)): \_\_\_\_\_

(for any special readings): \_\_\_\_\_ Lapel mic (for pastors): \_\_\_\_\_



Will a keyboard be required?    Yes    No

Will there be pre-recorded music played over the sound system?    Yes    No

If yes, list name of song(s) and at what point in the ceremony the music will be played:

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Will there be live music performed before, during or after the ceremony?  
Yes    No

If yes, list name of soloist(s), instrument(s), song(s) and at what point in the ceremony the music will be performed:

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# Visual Needs Overview

## Media Requirements:

- Videos - MP4 or MOV format (16x9 aspect ratio - 1280x720 minimum - 1920x1080 recommended)
- Photos -JPG or PNG format (600x720 minimum – larger recommended)  
Slideshows can be provided as a folder of individual photos & music separated or a single video with photos & music already combined together
- Music - MP3 or AIFF format  
You can create your own playlist using an online music service (i.e. Spotify or similar), or  
Provide our A/V tech a list of songs (Title & Performer included), to make a wedding playlist for the ceremony
- DVDs are currently unsupported

# Ceremony Worksheet

## General

- Will you need a draped table in the lobby for a guest book?  
Yes   No
  - Will your service include a Unity Candle Ceremony?  
Yes   No
  - Will your service include a Communion Ceremony?  
Yes   No
  - Will your service include a Receiving Line in the lobby immediately following the ceremony?  
Yes   No
  - Where and when will the reception be held?
- 

## Arrival Times

Photographer/Videographer \_\_\_\_\_

Bride/Maid or Matron of Honor \_\_\_\_\_

Bridesmaids \_\_\_\_\_

Groom/Best Man \_\_\_\_\_

Groomsmen/Ushers \_\_\_\_\_

Parents \_\_\_\_\_

## Begin Times

Guest Registration \_\_\_\_\_

Pre-Ceremony Music \_\_\_\_\_

Wedding Ceremony \_\_\_\_\_

# Vow Worksheet

Sample vows may be obtained from the officiating pastor. Please review the vows with them and suggest any changes. Use the space below to jot down meaningful phrases or thoughts that will help you in this process OR to write down your own vows:



# General Order of Ceremony

Pre-Ceremony Music/Ushering and Seating of Guests

Parents Escorted In / Seated

Lighting of Candles

Groom/Pastor/Groomsmen Side Entrance  
OR Groom/Pastor Side Entrance

Bridesmaid(s) Center Aisle Entrance  
OR Bridesmaids / Groomsmen Aisle Entrance

Flower Girl(s) / Ring Bearer(s) Entrance

Bride Entrance w/Father or Designated Other

Greeting/Guest Welcome

Prayer to Invite God's Presence

Giving Away of the Bride

Ceremony Introduction

Vows

Rings

Communion/Unity Candle Ceremonies

Pronouncement/Kiss

Prayer of Blessing Over Union

Presentation of the Bride and Groom

Recessional

# Our Order of Ceremony

# Pre-Ceremony Music /Ushering and Seating of Guests

Traditionally groomsmen (except the best man) serve as ushers. If you choose to have additional designated ushers, they will assist the groomsmen in this function. Groomsmen should be in place 30 minutes prior to the ceremony.

## General instructions:

- Extend right arm to each woman guest. If she is attending with a man, he will follow behind.
- Ask, “Are you a relative or guest of the bride or groom?”
- Seat bride’s relatives / guests on the left. Seat groom’s relatives / guests on the right.

## Seating Guidelines:

- First rows: Parents / Siblings
- Second rows: Grandparents / Aunts / Uncles
- Third rows: Other Relatives / Special Guests
- Fourth rows: Friends

Parents Escorted In / Seated

Groom’s Parents escorted (first / prior to Bride’s Mother) by:

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Bride’s Mother escorted (last / just prior to Bridal Party) by:

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Bride’s Father (or designated other) gives Bride away and then takes his seat.

# Recessional

**Wedding Party:** Best Man and Maid or Matron of Honor pair off and follow the Bride and Groom. Other wedding party members follow suit, paired off in the order they are positioned.

**Relatives:** A groomsman/usher may usher out the Bride's Mother following the wedding party. Other relatives may be ushered out as well, or dismissed row-by-row with other guests.

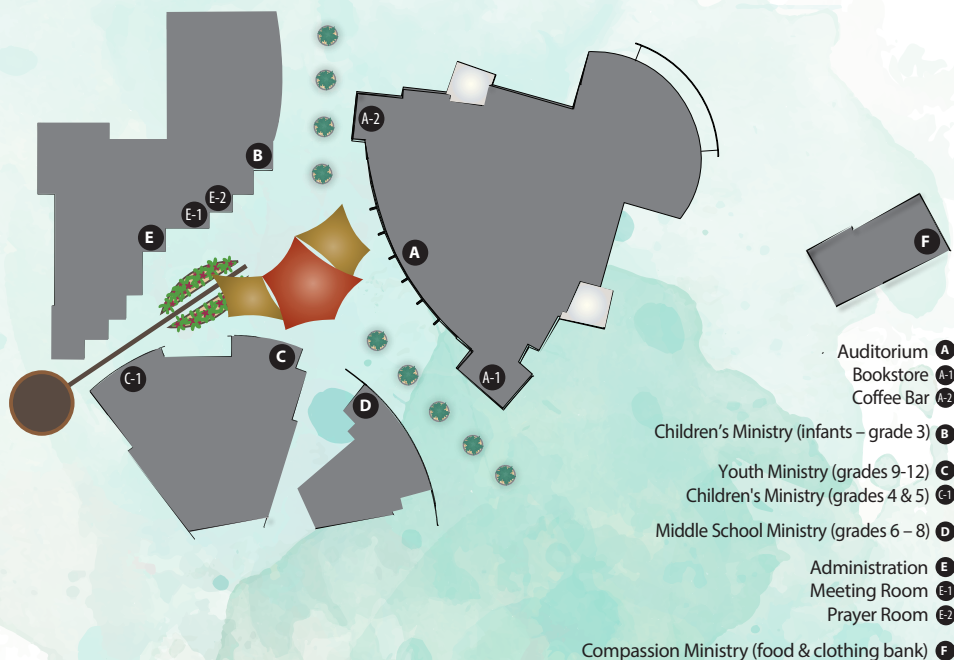
**Officiating Pastor(s):** Will remain at the front until parents and grandparents are ushered out and then exit.

**Guests:** May be dismissed row-by-row, alternating sides.





## CAMPUS MAP



**vineyard**  
church  
north phoenix

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Glendale, AZ 85302

623.934.4000

**VineyardNorthPhoenix.com**