



NEW COVENANT CHRISTIAN MINISTRIES
WEDDING POLICIES
& PROCEDURES

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New Covenant Christian Ministries Policies and Procedures for Church Weddings

A Message to the Bride & Groom

We believe that a wedding ceremony is a worship service as sacred as a Sunday service. Communion, Baptism, or any such rite of the church. It is a religious ceremony in which a man and a woman ask the blessings of God as He joins their lives as one. Our goal for your marriage is a partnership in which Christ-centered love, mutual respect, and permanent fulfillment will stand against any disappointments and discouraging influences.

In order to establish a uniform and regular practice with regard to weddings at New Covenant Christian Ministries, and to make available to all interested parties the accepted practices of the church, the following procedures have been instituted.

Understanding the Church's Position on Marriage

In an increasingly secular society, New Covenant Christian Ministries seeks to be an effective agent of the healing power of Jesus Christ and, as such, believes it is important that the church's position on marriage and family be clear and consistent with the tenets of its faith. Therefore, in accordance with our understanding of biblical foundation and practice, New Covenant Christian Ministries believes marriage to be a sacred institution established by God that joins the life of a natural born man and woman in a covenantal relationship (Genesis 2:24; Leviticus 20:13; Matthew 19:4-9; Romans 1:17-32; 1 Corinthians 6:9-10; Ephesians 5:22-25, 28).

We believe that marriage is divinely created and blessed by God for more than a civil, economic, or social arrangement. This union is designed to be monogamous, lifelong, and for spiritual oneness and marital harmony. Both partners need to be consecrated to the Lord Jesus Christ and His will for their lives.

As a God ordained church, New Covenant will not directly, or indirectly, support any marriage or union between persons other than a natural born man or woman by performing a wedding ceremony, nor will it permit the usage of its property or ministry facilities of any kind for a same sex marriage. Furthermore, New Covenant shall not permit the usage of its property or ministry facilities by a person or persons with a non-biblical lifestyle for an event or activity of any kind.

In Preparation for the Wedding

As soon as you have decided that you wish to be married, the Premarital Counseling (PMC) Enrollment Form must be completed and turned in to the Church Office by email, fax, or postal mail. Completion of the PMC Enrollment Form will begin the process of registering you in the Premarital Counseling class. The form will be reviewed, and you will be contacted by a member of the Couples in Covenant leadership staff to schedule an initial conference call.

Pre-Marital Counseling Requirements

The full premarital counseling process consists of eight (8) premarital counseling classes and two personal counseling sessions. Classes span a period of four months including one orientation and seven (7) instructional sessions and are currently held virtually.

Personal counseling sessions are scheduled two to three weeks apart and are usually held on Tuesdays, Thursdays, or Saturdays.

Weddings are only performed after successful completion of the entire premarital counseling process.

Setting the Date

Upon completion of your eight-week premarital counseling classes you may discuss a feasible date for your wedding with a member of the CIC leadership staff. You will then be directed to complete the Facility Request Form for Weddings to obtain available dates and times for your rehearsal and wedding. To avoid conflict with the scheduled activities of the church, this should be done prior to making a public announcement of your wedding date. Please note that, due to regular ministry activities, weddings or rehearsals cannot be scheduled on Sundays and Wednesdays without special approval.

Church Expenses

Janitorial and utility expenses are always incurred when using the church facilities. These expenses are a part of the fee paid. (See schedule below.) Offerings to ministers, musicians, disc jockeys for receptions, and wedding consultants should be privately arranged in advance if you choose to use them. Otherwise, following you will find our fees for the services we offer:

- Wedding Ceremony Only (\$700.00); Wedding Ceremony and Reception in Fellowship Hall (\$800.00); Wedding Ceremony and Reception in Sanctuary (\$950.00).
- The fee covers the use of the facilities, staff, and the reception area. This fee does not cover cleaning of kitchen when there is a reception. The caterer or person designated by the bride and groom is responsible for disposal of food and returning the kitchen to its original order.
- To secure use of the building, a \$350.00 deposit is required with your Facility Request Form for Weddings. The requested date will not go on the calendar without a deposit. The balance is payable two weeks prior to the wedding. The marriage license also needs to be submitted for completion at that time.
- A damage deposit of \$750.00 is required for all weddings held at New Covenant. This deposit will be returned within ten (10) business days following the wedding if no damage has been incurred to the church property. If damage is discovered, the cost of repairing that damage will be charged against the deposit and the remaining portion (if any) will be returned. If the cost to repair the damage exceeds the deposit amount, the couple must submit payment for the difference immediately upon notice.
- The church's Media Ministry may be secured for video and photography services at an additional cost by contacting the Media Director at (770) 484-9300.

Reception

The Fellowship Hall or Sanctuary may be used for the wedding reception if desired. Attention should be given to these regulations:

1. All food and drink should be confined to the reception area. All drinks should be clear or pale in color. Absolutely no red-dyed drinks are allowed.
2. No alcohol is permitted in the church building or on the church property.
3. No smoking is permitted in the church building or on the church property.
4. The kitchen may be used for food preparation only. All food should be cooked away from the church. Only prepared foods are to be served in the reception area.

The Wedding Coordinator

The NCCM Wedding Coordinator will serve as a liaison between your privately hired consultant and the church. It is your responsibility to ensure that any privately hired consultant contacts the church's Wedding Coordinator and that all procedures for the rehearsal and the wedding and/or reception are followed in accordance with the rules as stated in this manual.

The Music

The policy of our church stresses that the music used in weddings should be under the guidance of our Worship & Arts Director. Music used in connection with the ceremony should be in keeping with the sacredness and dignity of a worship service. The bride and groom can select the music after consulting with the Worship & Arts Director. The musicians and vocalists of our church are usually available and are recommended. Please work directly with musicians and vocalists to obtain set fees or offering amounts. You may also designate your privately hired consultant to work with the NCCM Wedding Coordinator in securing musicians and/or vocalists. A copy of the wedding program must be submitted to the NCCM Wedding Coordinator at least two weeks prior to the wedding. Following is a list of songs you may want to consider in your wedding ceremony:

Give Us This Day (This Day)	Edwin
HawkinsThe Lord's Prayer	Traditional
Flesh of My Flesh	LaVerne Hudson
I Have Come Too Far	Richard Smallwood
Parent's Prayer	Greg Davis
Trumpet Voluntary	Henry Purcell
Center of My Joy	Richard Smallwood, Gloria and Bill Gaither
Up Where We Belong	Nitzsche, Sainte-Marie, Jennings
O Perfect Love	Dorothy F. Gurney
For Always	CeCe Winans
Make Us One	Phillip Bailey
Bridal March	Traditional

Decorations

The wedding party must furnish any decorations and equipment. The church property must be protected against damages. The person responsible for the decorations shall be responsible for returning the sanctuary to its original order. The church will not be responsible for any equipment brought into the facilities. The following regulations must be observed:

1. Nails, tacks, or staples may not be used to attach decorations or equipment to the walls, woodwork, furniture, or floors. Removable tapes that do not peel paint or other surfaces are acceptable.
2. Adequate mats or cloths must be used to ensure that candle drippings do not fall on the carpet or woodwork.
3. All decorations and equipment must be removed immediately following the wedding.
4. The church reserves the right to bill the florist or wedding party for damages incurred when the above regulations are violated.
5. Any removal of furniture must be approved through the NCCM Wedding Coordinator.
6. Florists must contact the Church Office (770-484-9300) at least five (5) days before the wedding for setup. The florist should have decorations completed one and a half (1 ½) hours prior to the time of the wedding. The NCCM Wedding Coordinator will assign dressing rooms to you. Please be sure to clear all personal belongings and trash from the assigned rooms before the wedding begins. Beverages, food, and smoking are not permitted in these rooms. Please make sure that all electrical objects are unplugged immediately after use.

Photography

Most wedding consultants suggest that desired photos be taken prior to the wedding. Photographs requiring flash will not be permitted during the processional or recessional. The church reserves the right to restrict photographers who violate these regulations. The wedding party may return to the sanctuary to pose for additional wedding pictures. Video photography is permissible.

Throwing Rice

Rice, birdseed, and other grains and items for throwing are prohibited inside the church. Rice, birdseed, or other biodegradable items can be thrown outside of the church in the parking lot.

Rehearsal

The NCCM Wedding Coordinator will attend the rehearsal. It is very important that the wedding party arrive promptly for the rehearsal to begin on time. Your party will be allowed two (2) hours for rehearsal. In the absence of the officiating minister, your wedding license, if not already submitted, should be given to the NCCM Wedding Coordinator at this time.

Rehearsal Dinner

Special arrangements for the rehearsal dinner must be made along with the arranging of the wedding rehearsal. Please refer to Church Expenses for a fee schedule.

The Wedding Day

On the day of the wedding, the church doors are opened ninety (90) minutes prior to the time of the wedding. The wedding ceremony should last no longer than two (2) hours (without a reception). The NCCM Wedding Coordinator will arrive one (1) hour before the wedding to assist with the following:

1. Checking all last-minute details.
2. Checking the sanctuary to make sure the decorations are within the guidelines in this manual.
3. Directing the wedding party to their assigned dressing room(s). Please note the church assumes no responsibility for the security of personal articles left unattended.
4. Ensuring the wedding begins on time and the ceremony runs smoothly.
Remember punctuality is a must.

We would like to thank you for including us in this special event. Our goal is help make this a most memorable and God-honoring day. If you have any questions concerning practical arrangements for your wedding, please contact the NCCM Wedding Coordinator at (770) 484-9300.