

# WEDDING GUIDE



WATERMARK  
COMMUNITY CHURCH

**Updated October 27, 2015**

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## LETTER FROM WATERMARK COMMUNITY CHURCH

Congratulations on the decision you have made to enter into the covenant of marriage! We believe marriage is a gift from the Lord, given to us in order to put His greatness on display for the world (James 1:17, Matthew 5:14-16). Our desire at Watermark Community Church (WCC) is to help in any way we can to get you ready for your wedding day. More importantly, while we desire couples to have a wonderful wedding day, our greatest passion is for your marriage to bring God the glory He deserves.

Whether we are providing you a location to get married and/or a pastor to officiate your ceremony, as the body of Christ, we are primarily concerned with God being honored in the process. Since marriage is one of the most important decisions you will ever make, we see it as our responsibility to help best prepare you for marriage. To that end, we have put together this wedding policy guide to help assist you in the process. In the following pages you will find all the information you need in order to use our facility, as well as pricing, policies, procedures, requirements/qualifications, and much more.

We hope that our website, as well as this wedding policy guide will be a great help to you. The first step is for you to become familiar with our policies and procedures as related to using our facilities by reading over this policy guide. The second step will be for you to contact our Wedding Assistant at 214-393-3043 or at [weddings@watermark.org](mailto:weddings@watermark.org). She will help you get the process started.

May God bless you as you prepare for both your marriage and wedding day!

In Christ,

Premarital Ministry Team  
Watermark Community Church  
214.361.2275



## OVERVIEW

**Please note all necessary documents and fees must be turned in before your event date and venue is finalized (wedding application, premarried wedding agreement, event agreement, along with said fees).**

### *Membership*

Facilities are available for weddings and receptions exclusively to members of WCC who are actively serving in an area of ministry, children of active members, or to non-members who are actively pursuing membership at WCC. All events must be scheduled through the Wedding Assistant.

- To become a member at WCC, an individual must:
  - Attend the Membership Classes
  - Sign the Membership Covenant
  - Share their testimony with a member of the Believe Team
  - Become part of a community group
  - Choose and commit to an area of service
- Actively pursuing membership is defined as someone who has attended all three Membership Classes, and has started to complete the membership requirements stated above.
  - If you have not attended the membership class, you must agree to attend the next class.
  - If you are not a member of a community group, then you must agree to join a married Foundation Group (community group for newly married couples) or a Community Group at the next possible GroupLink (offered throughout the year to connect people in groups).
  - If you have questions about the membership process or your membership status email [membership@watermark.org](mailto:membership@watermark.org).
- Couples must also complete the premarital process at WCC.
  - Couples must attend the WCC Premarital Class, called Merge (offered several times throughout the year), as well as go through 2on2 premarital mentoring with a married WCC mentor couple.
  - If you are unable to complete the process, please contact the marriage ministry, at [merge@watermark.org](mailto:merge@watermark.org).
- Adult children of WCC members may use the facilities for wedding ceremonies if at least one parent is an active member of WCC.
  - If a parent is not a member of WCC, then the individual desiring to be married must either be a member or actively pursuing membership.
  - In addition, the couple must either go through the WCC premarital process or will need to discuss their marriage preparation with the marriage ministry at [weddings@watermark.org](mailto:weddings@watermark.org).

## SCHEDULING

### ***General***

- Your event date will be confirmed by the Wedding Assistant.
- Weddings may not be scheduled more than 9 months in advance.
- Receptions may not be scheduled more than 9 months in advance and are given a 7-hour time slot.
- All facility rental charges must be paid in full to the Events Coordinator one month prior to the wedding weekend.
- WCC only performs weddings on Saturdays.
- Weddings dates are unavailable during the following dates/holidays:
  - Easter weekend
  - Memorial Day weekend
  - Independence Day (if it falls on Friday, Saturday, Sunday, or Monday)
  - Labor Day weekend
  - Thanksgiving weekend
  - Christmas / New Years weeks
  - Other weekends throughout the year may not be available due to previously scheduled all-church or all-staff events.

### ***Rehearsal***

- Rehearsals are scheduled for the Friday before the wedding for one-hour time slots at 4:00pm, 5:00pm or 6:00pm. We are unable to provide AV for the rehearsals.

### ***Ceremony***

- There are two available time slots for the ceremony: 9:00am – 3:00pm and 3:00pm – 9:00pm. In order to be consistent with all couples that get married in the chapel, we will be unable to accommodate any requests to change the aforementioned time slots, even in the case that there is not a wedding before or after your time slot.
- The earliest a ceremony can begin is 1½ hours after your time slot begins, and the latest a ceremony can begin is 1½ hours before your time slot is over.



## **AGREEMENT WITH WATERMARK'S ESSENTIAL BELIEFS**

### The Bible

We believe the Bible to be the verbally inspired Word of God, without error in the original writings, as well as, the supreme and final authority in doctrine and practice (2 Timothy 3:16-17; 2 Peter 1:21; John 17:17).

### The Trinity

We believe there is one God, that the Father and the Son and the Spirit is each God, and that the Father and the Son and the Spirit is each a distinct person (Deuteronomy 6:4; Matthew 28:19-20; 2 Corinthians 13:14; see also 1 Corinthians 8:6, Colossians 2:9 & Acts 5:3-4).

### Jesus Christ

We believe the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God. He was conceived of the Holy Spirit and born of the Virgin Mary, in order that He might reveal God, fulfill prophecy and redeem sinful man. We believe He accomplished our redemption through His substitutionary sacrifice on the cross, burial and bodily resurrection. We believe our redemption and salvation are guaranteed by His literal, physical resurrection from the dead and that He is the only means of salvation (John 1:1, 14, 18; Luke 1:35; Romans 3:24-26; 4:25; John 14:6; Acts 4:12; Philippians 2:5-8; 1 Timothy 2:5).

We believe that Jesus Christ is the visible image of the invisible God, the firstborn of all creation, the creator and sustainer of heaven and earth, and the Head of the church. We believe the Lord Jesus Christ is now in heaven, exalted to the right hand of God where, as High Priest to His people, He serves as our Advocate and intercedes for us (Colossians 1:15-19; Hebrews 1:3; 3:1; 7:23-25; 1 John 2:1-2).

### The Holy Spirit

We believe God the Holy Spirit is a person who restrains evil in the world and convicts men of sin, righteousness and judgment. He dwells in all who believe in Jesus. From the moment of belief in the Son, the Spirit baptizes believers into the body, seals them for salvation, regenerates them to new life, bestows spiritual gifts on each one, and is fully present to continually fill (control and guide) His own (John 16:7-11; John 3:8; 1 Corinthians 12:4-11, 13; John 14:16-17; Ephesians 4:30, 5:18; 1 Thessalonians 5:19).

### Man

We believe God created all things in heaven and earth and that they exist by His power (Genesis 1:1; Colossians 1:16-17). We believe man was created innocent and in the image and likeness of God but that he sinned, bringing both physical and spiritual death to himself and his posterity. We believe man inherited a sinful nature, is alienated from God, can do nothing to merit God's favor, and is therefore, in need of salvation (Genesis 1:27; 2:17; 3:19; Ephesians 2:1-3).

We believe that God created mankind in His image: male (man) and female (woman), sexually and biologically different, but with equal personal dignity. It is inconsistent with God's design for a follower of Christ to in any way practically live or physically seek to change, alter, or disagree with their obvious biological sex which has been assigned by God (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).

We believe that marriage is a union ordained by God and intended as a lifelong commitment between one man and one woman (Genesis 1:27-28, Genesis 2:18, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33). In keeping with the Bible's clear teaching on marriage as a union between one man and one woman, we will not conduct nor host wedding ceremonies inconsistent with Scripture.

#### Salvation

We believe salvation is a sovereign gift of God and is received by man through personal faith in Jesus Christ and His sacrifice for sin. We believe man is justified by grace through faith apart from works (Acts 13:38-39; Romans 6:23; Ephesians 1:4-5 & 2:8-10). We believe that Jesus Christ is the only means of salvation and that no one is saved apart from a conscious and personal decision to trust in Christ as his or her one and only Savior (John 14:6; Acts 4:12; Romans 10:9-10). We believe all true believers elect of God, once saved, are kept secure in Christ forever (Romans 8:1, 29-30, 38-39; John 10:27-30).

#### The Second Coming

We believe in the future, visible, and bodily return of Jesus Christ to the earth, commonly called the Second Coming, to rule the nations and establish His kingdom on earth (Philippians 3:20; Matthew 24:15-31; Zechariah 14:4-11; Revelation 19:11-21).

## **Cohabitation Stance**

The Scriptures teach that cohabitating couples fall short of God's standard for premarried couples. Please see the Appendix for the WCC Statement on Cohabitation (pages 45-46).

Despite growing popularity and practice of cohabitation within the broader culture today and even in some churches, we desire to honor scripture with respect to cohabitation prior to marriage. The findings of secular research notwithstanding, it is WCC's conviction that cohabitation is a biblically sinful decision for couples. If a couple decides to continue cohabitating, WCC will decline the use of a staff pastor for the marriage ceremony and will not host a wedding in our facilities.

We also ask couples who are living together but not having sex move into separate homes. Scripture tells us to "flee sexual immorality" (1 Corinthians 6:18) and to place yourself in a living situation that you have 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.

If you are currently cohabitating or have questions about cohabitation, we would like to have the opportunity in which to discuss further with you. Please contact us at [merge@watermark.org](mailto:merge@watermark.org) if you have any questions.

## WCC FACILITIES

### Ceremony

#### Chapel

- Our chapel will seat up to 320 people.
- All seating will be on wooden pews with cushions.
- The center aisle is 6 feet wide.
- The Chapel may be decorated only with flowers and candles after prior approval (see page 17 for flower and candle requirements).
- All candles MUST be dripless and must be in an approved holder.
- The grass fixtures in the chapel cannot be removed.
- It is the responsibility of the wedding party to remove all decorations prior to leaving for the reception.

### Reception

#### 2<sup>nd</sup> and 3<sup>rd</sup> floor assembly rooms

- The 2<sup>nd</sup> floor assembly room will seat a maximum of 20 round tables.
- The 3<sup>rd</sup> floor assembly room will seat a maximum of 23 round tables.
- 8 chairs per table is recommended, however up to 10 chairs per table will fit.
  - $8 * 20 = 160$                        $8 * 23 = 184$
  - $9 * 20 = 180$                        $9 * 23 = 207$
  - $10 * 20 = 200$                        $10 * 23 = 230$

#### 3<sup>rd</sup> banquet room

- This room will seat a maximum of 15 round tables.
- 8 chairs per table is recommended, however up to 10 chairs per table will fit.
  - $8 * 15 = 120$
  - $9 * 15 = 135$
  - $10 * 15 = 150$

#### Loft

- If the Loft is available one month prior to the wedding day, the couple that contacted us the earliest is eligible to use the facility.
- The Loft will seat a maximum of 32-34 round tables depending on dance floor and layout.
- 8 chairs per table is recommended, however up to 10 chairs per table will fit.
  - $8 * 30 = 240$
  - $9 * 30 = 270$
  - $10 * 30 = 300$

\*Rounds are 5' (60") and rectangle tables are 6'x2.5'. \*Important Note: these are rough numbers and depending upon how the room is set up, they are subject to change. \*

***Custodial Services/Clean Up***

Custodial services are provided to assure clean, ready-to-use facilities; however, the wedding party is responsible for kitchen clean up done according to cleaning checklist on page 59 and fee schedule on page 21.

## **BEFORE THE WEDDING**

### ***Merge***

All couples are required to attend and complete Merge. The eight-week class is offered at least 5 times a year and the weekend class is offered throughout the year as well for couples who are unable to attend the eight-week class. You can sign-up or find more information on this class at <http://www.watermark.org/dallas/ministries/merge>. The cost of the class is \$80/couple for the eight-week class and \$100/couple for the weekend class. *If for some reason you are unable to attend one of WCC's classes, you may take a different class after approval from the WCC marriage ministry.*

### ***Premarital Mentoring***

In addition to completing the 8 sessions of Merge, all couples are required to complete premarital mentoring with either the pastor who will officiate the ceremony or a staff-approved mentor couple. Couples are required to take the PREPARE inventory, which provides specific feedback (both strengths and growth areas). Results of the PREPARE inventory will be discussed and reviewed with the mentor couple and/or officiating pastor. The cost of the inventory is \$30/couple. If a mentor couple is meeting with you instead of the officiating pastor, you may be asked to meet with the officiating pastor 1-2 times, in order to discuss your service/ceremony as well as to give the pastor the opportunity to know you as a couple.

### ***The Wedding Coordinator***

A Wedding Coordinator will be assigned to you by the WCC Wedding Assistant after approval of your wedding date and finalization of reservations. She will meet with you one month prior to your wedding. She will help ensure that you have all areas covered, including: florists, food, decorations, room layout, etc. The Wedding Coordinator is the representative of WCC, and will be responsible for total adherence to WCC wedding policies. In addition, you may use your own outside wedding planner if you already have one; however, that person must meet with the WCC Wedding Coordinator and inform WCC of all plans for the wedding. Everything must be approved by WCC Wedding Assistant. Also, please note that the WCC Wedding Coordinator will be responsible for running all wedding related events on WCC campus.

### ***The Marriage License***

In order to officiate a ceremonial wedding, a marriage license issued by the State of Texas is required. A wedding will not take place without a valid marriage license.

- More information on obtaining a Texas marriage license can be found at this website:  
<http://www.dallascounty.org/department/countyclerk/marriage-license.html>
- Licenses are valid for a period of 30 days from issue date.
- Please discuss with your officiating pastor their process for obtaining and signing the license.

### ***Ceremony Rehearsal***

Rehearsals are scheduled for the Friday before the wedding for one hour time slots at 4:00pm, 5:00pm or 6:00pm and will be directed by the officiating pastor and the Wedding Coordinator. The rehearsal time slot will be arranged through the Wedding Assistant. The entire wedding party should attend, including, ushers and immediate family members. Rehearsals will begin on time and will last no longer than one hour. Participants should arrive at least 15 minutes ahead of the scheduled start time. Any changes must be approved by the Wedding Coordinator by the end of the rehearsal. There will be no changes on the day of the ceremony.

## THE WEDDING CEREMONY

### ***The Officiating Pastor***

Whenever possible, we encourage you to select a pastor with whom you have a personal relationship. You will have the opportunity on your Wedding Application form to request a specific WCC pastor to officiate your ceremony. We will do our best to accommodate your requests; please note that the senior pastor is rarely available to officiate ceremonies. If you do not have a relationship with a pastor or if you do not have a preference of your wedding officiant, we will assign one of our pastors to officiate the ceremony. Pastors from outside of WCC with whom you have a prior relationship are welcome to officiate ceremonies at WCC; however, you must fill out an Outside Officiant Form (page 71), and he must be approved by the WCC Premarital Director. Please discuss this option with the WCC Wedding Assistant as soon as possible so we may begin the approval process. Kindly note that WCC adheres to 1 Timothy 2:12 regarding the use of female officiants.

WCC maintains the right to back out of a ceremony at any time in the process if we do not believe the couple should be married. While we do not desire to see this ever happen, if a couple has not conducted themselves in a manner worthy of the gospel or if there are concerns about the potential health of the marriage, difficult conversations will be had with the couple.

### ***Officiating Pastor's Fee***

WCC does not have a set fee for the officiating pastor, and there is no fee allocated in the cost of the facility for the pastor. You may consult the officiating pastor to see if he has a set fee, but our suggested honorarium for the pastor is \$300.

### ***The Service***

For a document outlining Order of Ceremony, see page 29 in the Appendix for couples to review together. The Wedding Coordinator and the officiating pastor will be able to help you establish your ceremony's order and answer any questions you might have. Please select music that is in good taste and appropriate for a Christian wedding service. All music selections will be reviewed and approved by the WCC Wedding Assistant (see sample music for us on page 33).

## **Vows**

The wedding vows provide the opportunity for the two of you in the ceremony to express your lifelong commitment to one another. Please choose your words carefully and consider the weight of the commitment you are making. For instance, if you say that you are committing to stay married ‘in sickness and in health, for better for worse, for richer for poorer’, before you agree to get married, you must be willing to speak these words and live them out with integrity.

There are two primary choices you will need to make with your vows: you can either use standard vows (several different options for you in the Appendix on pages 31-32), or you may choose to write your own vows. If you choose to write your own vows, you will be asked to submit them to your officiating pastor one week prior to your wedding date so that he may review them before they are read publicly. We would suggest that you read your written vows (the pastor will hold your copy) and not try to memorize them. Please let your officiating pastor know which option you choose.

## ***Wedding Scriptures for Reading***

You are encouraged to choose your own readings for your wedding. A suggested Scripture reading list is located in the Appendix on pages 35-40. The Officiating Pastor and/or Wedding Coordinator will assist you in placing your reading(s) at the proper place(s) in the ceremony.



## GENERAL POLICIES

### **Security**

Please ensure the Wedding Assistant knows the names and expected times of arrival of all wedding vendors that will need access to the building ahead of the wedding ceremony. An extra security officer is required for all weddings; this is included in the price of the wedding.

**Audio/Visual (A/V) and Music** (see pages 51-53 for guidelines and agreement and page 33 for sample music)

- **A/V Technician**

Due to the complexity of the church's sound equipment, only a trained approved church A/V Technician may operate the system. No exceptions will be made. A/V Tech will not be required to perform sound checks more than 2 hours prior to event start time.

- **Vocalists, Pianists and Musicians**

These services may be requested through the Wedding Assistant. Vocalists' and musicians' fees may vary based on time requirements and music selections. It is your responsibility to see to it that payment arrangements are made for the musicians.

Please keep all music tasteful and appropriate for a Christian church event. All music will be approved by the Wedding Assistant: see page 73 for the music approval form.

**Floral and Décor** (see pages 55-57 for guidelines and agreement)

- The Chapel may be decorated with flowers or preapproved candles **ONLY**.
- The grass fixtures in the chapel cannot be removed.
- Confetti, rice, birdseed, and like materials may **NOT** be thrown inside or outside the building,
- Rose petals, sparklers, and bubbles are permitted for send-off outside the building only,
- WCC staff will **NOT** be responsible for helping decorate, deliver or move rented equipment and/or set-up for any other ancillary function related to your event,

### **Candles**

- All candles must be **smokeless, dripless**, in an **approved glass container** in which the candle is fully covered,
- No open flames, no space heaters, no candles without approved glass holders. Use of candles requires approval in advance,
- Absolutely no candles along the aisle, stairways, exits or in front of fire extinguishers.

**Catering** (see pages 59-61 for guidelines and agreement)

- All Caterers must be approved by Wedding Assistant at least one month prior to your event.
- All Caterers must submit proof of insurance with signed agreement.
- We do not have a kitchen that can be used for the reception in the Loft. Our only kitchen is located on the 3<sup>rd</sup> floor of the Tower. If no other event is taking place, this kitchen may only be used for keeping and storing food. Cooking is not permitted.
- The kitchen must be cleaned according to the cleaning checklist (see page 59).

**Liability and Responsibility**

- Absolutely no alcoholic beverages are allowed on WCC premises. Drunkenness will not be tolerated and is cause for the event to be cancelled.
- Wine is permitted if the couple chooses to include communion in their ceremony. We do not include any of the elements for communion – i.e. bread, grape juice, a plate, napkin, etc.
- Smoking is not permitted in the building.
- Neither coordinators nor WCC are responsible for any lost or stolen items.
- WCC will not be liable for injuries to those attending your event.

**Miscellaneous and Property**

- Rehearsal dinners may not be held at WCC.
- Set up and breakdown of **tables and chairs only** is provided by WCC (unless notified to the contrary). Set-up requirements must be specified with the specified Wedding Assistant and diagrammed on appropriate floor plan, two weeks prior to the event.
- All WCC items will be cleared from the floor (might be good to include the exception of the corners of the Loft b/c there is always stuff in the corners and sometimes even on stage; this language seems contradictory to what we tell them about not moving ministry stuff), and tables and chairs will be set up for the event. After the event, items will be reset on floor and church owned items returned to storage.
- Items included in your rental of the facility include banquet round and rectangular tables and the coordinating chairs. You are responsible for renting and returning all other items such as linens. White round and rectangular linens may be rented from WCC for \$6.50 per linen.
- There will be no moving of permanent WCC furniture such as sofas, lounge chairs and decorative tables. Only the event furniture (banquet rounds, rectangle tables and coordinating chairs) is available for use. The 2<sup>nd</sup> and 3<sup>rd</sup> floor assembly room stages cannot / will not be moved for any reason.

- The proper use of equipment is required at all times. Any breakage or damage to church equipment must be reimbursed at replacement cost.
- No childcare or nursery facilities will be available.
- Reservations may be cancelled; however the original \$500 deposit becomes non-refundable 90 days out from the wedding date.
- Decorations cannot be hung from light/conduits, sprinkler pipe or sprinkler heads.
- The grass fixtures in the chapel cannot be removed.
- The following are mandatory services when getting married at WCC: wedding coordinator, utilities, security guard, set-up, cleaning and A/V staff.

Custodial services are provided to assure clean, ready-to-use facilities. However, the Wedding Party is responsible for kitchen clean up done according to cleaning checklist.

## **SERVICES OF WCC WEDDING COORDINATOR** *Required for all weddings*

Serving as your WCC liaison for your event, the Wedding Coordinator will be the main contact for any questions and assistance pertaining to your event. The coordinator's responsibilities include one pre-event planning meeting, the event timeframe and the post event clean-up timeframe.

Please note that if you plan on having an outside Wedding Planner, the WCC Wedding Coordinator will be responsible for running all wedding related events on WCC campus.

### ***Specific services provided to you by the church Wedding Coordinator:***

- Meet with you to discuss the process and review all details and plans for the event.
- Assure that all policies are understood and followed.
- Assist with approving type of event, florists, caterers and entertainment.
- Direct vendors and help with time management of the celebration.

## **SERVICES OF A/V TECHNICIANS** *Required for all weddings*

### ***Services available are as follows:***

- Resources available include – video projection, CD players, PowerPoint, DVD players, live band support (per prior arrangements with the Technical Resources Coordinator).
- No AV will be used at the rehearsal.
- We cannot accommodate lowering the stage from the 2<sup>nd</sup> and 3<sup>rd</sup> Floor assembly rooms to function as a dance floor. Dance floors must be rented from and assembled by an outside vendor. Arrangements for delivery and set-up of the dance floor are the responsibility of the user, in coordination with the Wedding Assistant or representative.
- Due to the nature of the audio system installation in the 3<sup>rd</sup> floor banquet room, we cannot relocate any staging into the room.
- Outside groups are required to supply their own musical instruments; we will supply only appropriate microphones and input points.
- Outside parties are responsible for bringing their own source media (i.e. videos, music compilations)
- Media to be used by outside parties must be in the following formats only:
  - Audio* – Finalized/Closed CD, mp3 Player
  - Video* – MPEG file, AVI file, Finalized/Closed DVD, Microsoft PowerPoint (.ppt)
- Outside groups are solely responsible for any pre- or post-production of media (i.e. source material, video or audio editing, etc.).
- The rates for A/V team will be compiled based upon the needs by the Technical Director and Technical Resources Coordinator (i.e. set-up, rehearsals, event, and tear-down) – please see fee schedule.
- Live music may incur an additional fee depending on the needs of the band. This will be decided prior to the wedding ceremony, and you will be informed of any price change.
- Any changes made within two weeks from the wedding date will not be guaranteed to be accommodated.

NOTE: Outside groups are required to use in-house A/V team unless an outside operator has been previously approved by the Technical Director or Technical Resources Coordinator.

## FEE SCHEDULE

*Use of facilities enlists standard contract hourly expectations. Rehearsal dinners may not be held at WCC.*

### STANDARD CONTRACT HOURLY EXPECTATIONS

	Rehearsal	Ceremony	Reception*
Event Hours Allowed Under Contract	1	1	4
Facility Use Hours Allowed Under Contract	2	6	7

**\* everything must be cleaned up by 11pm**

### Costs

Chapel Ceremony only (320 people) \$1300

Reception in the Tower building/The Loft \$600

Audio / Visual is included for the following:

Ceremony – 2 hour

Reception – 1 hour

Coffee service at the Reception \$12.50 per 25 people plus \$65 charge for brewer

Table Cloths at the Reception \$6.50 per linen

### FEE INCLUDES THE FOLLOWING SERVICES

- |                           |             |
|---------------------------|-------------|
| • WCC Wedding Coordinator | • Set-up    |
| • Utilities               | • Cleaning  |
| • Security guard          | • A/V staff |

A \$500 deposit will be collected no later than 2 weeks after the Wedding Policy Meeting. This will be deducted from the total rental fee. The deposit is refundable up to 90 days prior to the wedding date at which point it becomes non-refundable.

### IMPORTANT DATES

50% of the remaining fee is due two months prior to the wedding.

- The final 50% is due one month prior to the wedding.
- Please make checks payable to: WATERMARK COMMUNITY CHURCH
- Payments should be sent to: WCC Wedding Coordinator  
7540 LBJ Freeway, Dallas, Texas 75251

\*Please include “Watermark Weddings” along with your first/last name in the notes section on your check\*



## WCC PROCESS CHECKLIST

- Completed by: \_\_\_\_\_ Paid Deposit (due within two weeks of the initial meeting)
- Completed by: \_\_\_\_\_ Complete WCC Premarital Class or recommended retreat
- Completed by: \_\_\_\_\_ Contact Premarried Assistant for 2on2 Documents  
(2 weeks after initial chapel meeting)
- Completed by: \_\_\_\_\_ Premarital mentoring with mentor couple (4-6 sessions)
- Completed by: \_\_\_\_\_ 1<sup>st</sup> meeting with Pastor
- Completed by: \_\_\_\_\_ 2<sup>nd</sup> meeting with Pastor
- Completed by: \_\_\_\_\_ 1<sup>st</sup> meeting with Wedding Coordinator
- Completed by: \_\_\_\_\_ Submit Music/AV Form (due 1 month prior to the ceremony)
- Completed by: \_\_\_\_\_ Submit Musicians/DJ Form (due 1 month prior to ceremony)
- Completed by: \_\_\_\_\_ Submit Floral/Décor Form (due 1 month prior to ceremony)
- Completed by: \_\_\_\_\_ Submit Catering/Bakery Form (due 1 month prior to ceremony)
- Completed by: \_\_\_\_\_ Submit Photographer/Videographer Form (due 1 month prior to ceremony)
- Completed by: \_\_\_\_\_ Submit WCC Event Agreement (due 1 month prior to ceremony)
- Completed by: \_\_\_\_\_ Paid 2<sup>nd</sup> payment
- Completed by: \_\_\_\_\_ Paid final payment





## WCC PREMARRIED WEDDING AGREEMENT

Congratulations on your decision to get married! Please take some time to read over the following information about the biblical, lifelong marital commitment you are about to make, as well as WCC's requirements related to preparing for marriage.

Many couples work very hard at putting together a beautiful wedding day, but most couples do not put time into preparing for the realities of marriage and do not consider the implications of entering into a covenant relationship with one another. For this reason, at WCC, we see premarital preparation as being an integral part of the wedding/marriage process, and for this reason will not allow couples to use our facilities unless they have taken steps to prepare for marriage.

While premarital education and mentoring is not biblically mandated per se, we believe premarital preparation would fall in line with seeking wisdom from the counsel of others (see Proverbs 9:1-12, 11:14, 15:22, 24:6). As a result, we require all couples who desire the use of our facility or a WCC pastor to officiate a ceremony, to complete the WCC premarital process. Specifically, we require couples to take and complete the WCC premarital class (8-week or weekend class), as well as 4-6 sessions premarital mentoring with a staff member, an approved WCC mentor couple, or your officiating pastor. If, for some reason, you are unable to complete WCC's premarried class, you may be eligible to take another class (as approved by WCC marriage ministry).

### **Qualifications**

NOTE: The following qualifications will be assessed throughout the premarital process. The officiating pastor or the premarried pastor will determine whether or not the qualifications have been met by the individuals and couple. We will seek to determine whether or not the qualifications have been met as soon as possible in the premarried process. There are occasions where the premarried couple may not agree with the WCC pastoral assessment, but WCC staff will hold the final authority in the decision making process of whether or not a couple has qualified for facility usage.

### **Spiritual Qualifications:**

- Both male and female must be believers in Christ who are able to testify to their faith in the Triune God. At WCC, we believe salvation is a sovereign gift of God and is received by man through personal faith in Jesus Christ and His sacrifice for sin. We believe man is justified by grace through faith apart from works (Acts 13:38-39; Romans 6:23; Ephesians 1:4-5 & 2:8-10). We believe all true believers elect of God, once saved, are kept secure in Christ forever (Romans 8:1, 29-30, 38-39; John 10:27-30).
  - A believer is not permitted to marry a non-believer (2 Corinthians 6:14).
  - You each will be asked to share your testimony throughout the premarital process.
- Both must be free to marry:
  - Never married before
  - Widowed
  - Divorced, but ex-spouse must either be deceased or remarried. Please see Pages 47-50 for Watermark Community Church's stance on Marriage, Divorce and Remarriage.

- Both must understand and be committed to the Biblical pattern of permanence in the one-flesh union that marriage creates (Matthew 19:6).
- Marriages will be officiated and hosted for only heterosexual couples – marriage is a covenant relationship established by God between one man and one woman (Genesis 2:24, Matthew 19:3-6, Ephesians 5:21-33, among many other passages). This will hold true for WCC pastoral staff regardless of Texas state law.

**Relational Qualifications:**

- Each individual must be able to understand and accept the responsibility and commitment of marriage (Ephesians 5:21-33, Matthew 19:6)
- Each must have a realistic view of and an appreciation for marriage and the other person (1 Peter 3:7, Philippians 2:1-4)
- Each must agree to pursue biblical community both before and after marriage (Hebrews 10:24-25, Proverbs 11:14, 12:15, 13:10, 15:22, 16:25, 19:20, 20:18)

**Requirements**

1. You must attend the WCC premarital class (or an equivalent marriage preparation class approved by the WCC marriage ministry). If any sessions are missed, you must agree to listen to the audio of the class.
2. You must commit to a minimum of four premarital mentoring sessions with either a staff-approved mentor couple or the officiating pastor.
3. You will be expected to complete all assignments from the class and mentoring, which have been designed to best prepare you for marriage. In addition, you will take the PREPARE inventory to help assist your mentor couple or officiating pastor in helping you best prepare for marriage. You may also be given a book(s) to read as part of your marriage preparation.

# APPENDIX



## **SAMPLE ORDER OF SERVICE**

1. Seating of Grandparents
2. Seating of Parents
3. Processional
4. Welcome
5. Giving of the Bride
6. Scripture Reading
7. Song
8. Message
9. Exchange of Vows
10. Giving of Rings
11. Lighting of Unity Candle
12. Communion
13. Prayer
14. Pronouncement of marriage

NOTE: if officiating pastor is not from Watermark, please note on your ceremony program what church or organization he is representing



## **SAMPLE VOWS**

### **Option #1**

Do you, [groom], take [bride], to be your wife, according to God's holy decree; do you promise to be to her a loving and loyal husband, to cherish and keep her in sickness and in health; and, forsaking all others, to be faithful only to her as long as you both shall live? [I do.]

Do you, [bride], take [groom], to be your husband, according to God's holy decree; do you promise to be to him a loving and loyal wife, to cherish and keep him in sickness and in health; and, forsaking all others, to be faithful only to him as long as you both shall live? [I do.]

### **Option #2**

[Bride], will you have this man to be your husband; to live together in the covenant of marriage? Will you love him, comfort him, honor and keep him, in sickness and in health; and, forsaking all others, be faithful to him as long as you both shall live? [I will.]

[Groom], will you have this woman to be your wife; to live together in the covenant of marriage? Will you love her, comfort her, honor and keep her, in sickness and in health; and, forsaking all others, be faithful to her as long as you both shall live? [I will.]

### **Option #3**

[Groom], the command of God to husbands is, "Husbands, love your wife as Christ loved the church and gave His own life for it." Loving as Christ is the key to the enjoyment of all that God has designed marriage to be. Therefore, do you willingly express your desire and intent to fulfill God's command to husbands and do you now commit to 'Wife' to be her husband? [I do.]

[Bride], the Scriptures teach that wives are to honor and respect their husbands, just as the church honors and respects Christ. To the wives God says, "Wives, be subject to your own husbands as to the Lord, for the husband is the head of the wife as Christ is the head of the church." 'Wife', this command of God is His word designed to make your marriage relationship a thing of beauty and joy. So in acceptance of this principle of God's word, do you now commit yourself to 'Husband' to be his wife, to join your lives together in living, permanent union as Christ to His church? [I do.]

### **Option #4**

I, [groom], take you [bride], to be my wedded wife. To have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness or in health, to love and to cherish 'till death do us part. (or as long as we both shall live) And hereto I pledge you my faithfulness.

I, [bride], take you [groom], to be my wedded husband. To have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, 'till death do us part. (or as long as we both shall live) And hereto I pledge you my faithfulness.

**Option #5**

I, [groom], take you [bride], to be my wedded wife, and I do promise and covenant before God and these witnesses, to be thy loving and faithful husband; in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

I, [bride], take you [groom], to be my wedded husband, and I do promise and covenant before God and these witnesses, to be thy loving and faithful wife; in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

**Option #6**

I do commit myself to you, [bride], before God, to be your faithful and loving husband for all the years of our earthly life, to seek to love you even as Christ loves the Church, which is His bride.

I do commit myself to you, [groom], before God to be your faithful and loving wife for all the years of our earthly life to cherish our relationship in Christ and God's order for the family.

**Option #7**

I, [groom], created in God's image solely for His glory, saved by grace through faith in Jesus Christ, promise to love you, [bride], not only with words, but with actions and truth so that God's love is brought to full expression through us. I promise to be considerate and treat you with respect, to feed, care for, and manage our family well. Not to be harsh, quick-tempered, or overbearing. I will keep myself only unto you. I will put God first and you second, striving to love you better each day as your husband and your best friend. As Christ taught us to love by laying down His life I too will gladly lay down my life to protect you. May the Lord deal with me, be it ever so severely, if anything but death separates us.

I, [bride], created in God's image solely for His glory, saved by grace through faith in Jesus Christ, promise to love you, [groom], not only with words, but with actions and trust so that God's love is brought to full expression through us. I promise to submit to you as you submit to Christ, to bring you good, not harm, to honor you with the dignity and reverence of my life keeping myself only unto you. I will put God first and you second, serving alongside you as your helper. I will strive to love you better each day as your wife and your best friend. Where you go, I will go and your God will be my God. May the Lord deal with me, be it ever so severely, if anything but death separates us.

**Option #8**

I [groom] / [bride] take you [bride] / [groom] as my wedding wife / husband to have to and to hold, from this day forward, for better for worse, for richer for poorer, in sickness or in health, to love and to cherish, 'til death do us part, for as long as we both shall live



## **SAMPLE MUSIC FOR THE CEREMONY**

### ***Pre-Ceremony Worship or Communion / Prayer Songs***

Made to Worship

Mighty to Save

Here is Our King

Oh Praise Him

Unfailing Love

How Great is Our God

Cannons

Blessed Be Your Name

Here I am to Worship

Everything Glorious

Kindness

Glory to God Forever

### ***Processional or Recessional Songs***

Cannon in D

Jesu, Joy of Man's Desiring

Ode to Joy

Great is Thy Faithfulness

Be Thou My Vision

Joyful, Joyful We Adore Thee

Trumpet Voluntary

Bridal Chorus



**SUGGESTED SCRIPTURE READINGS** (all listed in English Standard Version)**Old Testament:****Genesis 2:18-24**

Then the LORD God said, "It is not good that the man should be alone; I will make him a helper fit for him. Now out of the ground the LORD God had formed every beast of the field and every bird of the heavens and brought them to the man to see what he would call them. And whatever the man called every living creature that was its name. The man gave names to all the livestock and to the birds of the heavens and to every beast of the field. But for Adam there was not found a helper fit for him. So the LORD God caused a deep sleep to fall upon the man, and while he slept took one of his ribs and closed up its place with flesh. And the rib that the LORD God had taken from the man he made into a woman and brought her to the man. Then the man said, "This at last is bone of my bones and flesh of my flesh; she shall be called Woman, because she was taken out of Man." Therefore a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh.

**Ruth 1:16-17**

But Ruth said, "Do not urge me to leave you or to return from following you. For where you go I will go and where you lodge I will lodge. Your people shall be my people and your God my God. <sup>17</sup>Where you die I will die, and there will I be buried. May the LORD do so to me and more also if anything but death parts me from you."

**Isaiah 55:12-13**

For you shall go out in joy and be led forth in peace; the mountains and the hills before you shall break forth into singing, and all the trees of the field shall clap their hands. Instead of the thorn shall come up the cypress; instead of the brier shall come up the myrtle; and it shall make a name for the LORD, an everlasting sign that shall not be cut off.

**Isaiah 63:7**

I will recount the steadfast love of the LORD, the praises of the LORD, according to all that the LORD has granted us and the great goodness to the house of Israel that he has granted them according to his compassion, according to the abundance of his steadfast love.

**Psalms 33**

Shout for joy in the LORD, O you righteous! Praise befits the upright. Give thanks to the LORD with the lyre; make melody to him with the harp of ten strings! Sing to him a new song; play skillfully on the strings, with loud shouts. For the word of the LORD is upright, and all his work is done in faithfulness. He loves righteousness and justice; the earth is full of the steadfast love of the LORD. By the word of the LORD the heavens were made, and by the breath of his mouth all their host. He gathers the waters of the sea as a heap; he puts the deeps in storehouses. Let all the earth fear the LORD; let all the inhabitants of the world stand in awe of him! For he spoke, and it came to be; he commanded, and it stood firm. The LORD brings

the counsel of the nations to nothing; he frustrates the plans of the peoples. The counsel of the LORD stands forever, the plans of his heart to all generations. Blessed is the nation whose God is the LORD, the people whom he has chosen as his heritage! The LORD looks down from heaven; he sees all the children of man; from where he sits enthroned he looks out on all the inhabitants of the earth, he who fashions the hearts of them all and observes all their deeds. The king is not saved by his great army; a warrior is not delivered by his great strength. The war horse is a false hope for salvation, and by its great might it cannot rescue. Behold, the eye of the LORD is on those who fear him, on those who hope in his steadfast love, that he may deliver their soul from death and keep them alive in famine. Our soul waits for the LORD; he is our help and our shield. For our heart is glad in him, because we trust in his holy name. Let your steadfast love, O LORD, be upon us, even as we hope in you.

**Psalm 34:1-3**

I will bless the LORD at all times; his praise shall continually be in my mouth. My soul makes its boast in the LORD; let the humble hear and be glad. Oh, magnify the LORD with me, and let us exalt his name together!

**Psalm 67**

May God be gracious to us and bless us and make his face to shine upon us, that your way may be known on earth, your saving power among all nations. Let the peoples praise you, O God; let all the peoples praise you! Let the nations be glad and sing for joy, for you judge the peoples with equity and guide the nations upon earth. Let the peoples praise you, O God; let all the peoples praise you! The earth has yielded its increase; God, our God, shall bless us. God shall bless us; let all the ends of the earth fear him!

**Psalm 100**

Make a joyful noise to the LORD, all the earth! Serve the LORD with gladness! Come into his presence with singing! Know that the LORD, he is God! It is he who made us, and we are His; we are his people, and the sheep of his pasture. Enter his gates with thanksgiving, and his courts with praise! Give thanks to him; bless his name! For the LORD is good; his steadfast love endures forever, and his faithfulness to all generations.

**Psalm 150**

Praise the LORD! Praise God in his sanctuary; praise him in his mighty heavens! Praise him for his mighty deeds; praise him according to his excellent greatness! Praise him with trumpet sound; praise him with lute and harp! Praise him with tambourine and dance; praise him with strings and pipe! Praise him with sounding cymbals; praise him with loud clashing cymbals! Let everything that has breath praise the LORD! Praise the LORD!

**Proverbs 18:22**

He who finds a wife finds a good thing and obtains favor from the LORD.

**Song of Solomon 2:10-13**

My beloved speaks and says to me: "Arise, my love, my beautiful one, and come away, for behold, the winter is past; the rain is over and gone. The flowers appear on the earth, the time of singing has come, and the voice of the turtledove is heard in our land. The fig tree ripens its figs, and the vines are in blossom; they give forth fragrance. Arise, my love, my beautiful one, and come away.

**Ecclesiastes 4:9-12**

Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up his fellow. But woe to him who is alone when he falls and has not another to lift him up! Again, if two lie together, they keep warm, but how can one keep warm alone? And though a man might prevail against one who is alone, two will withstand him—a threefold cord is not quickly broken.

**New Testament:**

**Matthew 5:13-16**

You are the salt of the earth, but if salt has lost its taste, how shall its saltiness be restored? It is no longer good for anything except to be thrown out and trampled under people's feet. You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. <sup>16</sup>In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.

**Matthew 7:24-27**

Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock. And the rain fell, and the floods came, and the winds blew and beat on that house, but it did not fall, because it had been founded on the rock. And everyone who hears these words of mine and does not do them will be like a foolish man who built his house on the sand.

**Matthew 19:4-6**

He answered, "Have you not read that he who created them from the beginning made them male and female, and said, 'Therefore a man shall leave his father and his mother and hold fast to his wife, and the two shall become one flesh'? So they are no longer two but one flesh. What therefore God has joined together, let not man separate."

**Mark 10:6-9**

But from the beginning of creation, "God made them male and female. Therefore a man shall leave his father and mother and hold fast to his wife, and the two shall become one flesh." So they are no longer two but one flesh. What therefore God has joined together let not man separate.

**John 15:9-15**

As the Father has loved me, so have I loved you. Abide in my love. If you keep my commandments, you will abide in my love, just as I have kept my Father's commandments and abide in his love. These things I have spoken to you, that my joy may be in you, and that your joy may be full. This is my commandment, that you love one another as I have loved you. Greater love has no one than this that someone lay down his life for his friends. <sup>14</sup>You are my friends if you do what I command you. No longer do I call you servants, for the servant does not know what his master is doing; but I have called you friends, for all that I have heard from my Father I have made known to you.

**Romans 12:9-18**

Let love be genuine. Abhor what is evil; hold fast to what is good. Love one another with brotherly affection. Outdo one another in showing honor. Do not be slothful in zeal, be fervent in spirit, serve the Lord. Rejoice in hope, be patient in tribulation, be constant in prayer. Contribute to the needs of the saints and seek to show hospitality. Bless those who persecute you; bless and do not curse them. Rejoice with those who rejoice, weep with those who weep. Live in harmony with one another. Do not be haughty, but associate with the lowly. Never be wise in your own sight. Repay no one evil for evil, but give thought to do what is honorable in the sight of all. If possible, so far as it depends on you, live peaceably with all.

**I Corinthians 13:1-8**

If I speak in the tongues of men and of angels, but have not love, I am a noisy gong or a clanging cymbal. And if I have prophetic powers, and understand all mysteries and all knowledge, and if I have all faith, so as to remove mountains, but have not love, I am nothing. If I give away all I have, and if I deliver up my body to be burned but have not love, I gain nothing. Love is patient and kind; love does not envy or boast; it is not arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrongdoing, but rejoices with the truth. Love bears all things, believes all things, hopes all things, endures all things. Love never ends. As for prophecies, they will pass away; as for tongues, they will cease; as for knowledge, it will pass away.

**Galatians 5:22-23**

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.

**Galatians 6:2**

Bear one another's burdens, and so fulfill the law of Christ.

**Ephesians 3:17b-20**

...that you, being rooted and grounded in love, may have strength to comprehend with all the saints what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, that you may be filled with all the fullness of God. Now to him who is able to do far more abundantly than all that we ask or think, according to the power at work within us...

**Ephesians 4:1-6, 20-32**

I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit—just as you were called to the one hope that belongs to your call— one Lord, one faith, one baptism, one God and Father of all, who is over all and through all and in all.

But that is not the way you learned Christ! — assuming that you have heard about him and were taught in him, as the truth is in Jesus, to put off your old self, which belongs to your former manner of life and is corrupt through deceitful desires, and to be renewed in the spirit of your minds, and to put on the new self, created after the likeness of God in true righteousness and holiness.

Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another. Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil. Let the thief no longer steal, but rather let him labor, doing honest work with his own hands, so that he may have something to share with anyone in need. Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.

**Ephesians 5:21-33**

...submitting to one another out of reverence for Christ. Wives, submit to your own husbands, as to the Lord. For the husband is the head of the wife even as Christ is the head of the church, his body, and is himself its Savior. Now as the church submits to Christ, so also wives should submit in everything to their husbands. Husbands, love your wives, as Christ loved the church and gave himself up for her, that he might sanctify her, having cleansed her by the washing of water with the word, so that he might present the church to himself in splendor, without spot or wrinkle or any such thing, that she might be holy and without blemish. In the same way husbands should love their wives as their own bodies. He who loves his wife loves himself. For no one ever hated his own flesh, but nourishes and cherishes it, just as Christ does the church, because we are members of his body. "Therefore a man shall leave his father and mother and hold fast to his wife, and the two shall become one flesh." This mystery is profound, and I am saying that it refers to Christ and the church. However, let each one of you love his wife as himself, and let the wife see that she respects her husband.

**Philippians 2:1-4**

So if there is any encouragement in Christ, any comfort from love, any participation in the Spirit, any affection and sympathy, complete my joy by being of the same mind, having the same love, being in full accord and of one mind. Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.

**Colossians 3:12-17**

Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in one body. And be thankful. Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

**Hebrews 13:4-6**

Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous. Keep your life free from love of money, and be content with what you have, for he has said, "I will never leave you nor forsake you." So we can confidently say, "The Lord is my helper; I will not fear; what can man do to me?"

**I Peter 4:8**

Above all, keep loving one another earnestly, since love covers a multitude of sins.

**I John 3:18**

Little children, let us not love in word or talk but in deed and in truth.

**I John 4:7-12**

Beloved, let us love one another, for love is from God, and whoever loves has been born of God and knows God. Anyone who does not love does not know God, because God is love. In this the love of God was made manifest among us, that God sent his only Son into the world, so that we might live through him. In this is love, not that we have loved God but that he loved us and sent his Son to be the propitiation for our sins. Beloved, if God so loved us, we also ought to love one another. No one has ever seen God; if we love one another, God abides in us and his love is perfected in us.



## Premarital Purity Pledge (updated May 2015)

We believe that sex is a gift from God to be enjoyed in the context of marriage and that He had our best in mind when He gave us strong directives about sexual purity before marriage. There are many benefits to staying sexually pure before marriage. By waiting until marriage<sup>1</sup>:

- You please God and experience the blessing of obedience.
- You build trust, which is necessary for intimacy.
- You develop the godly qualities of patience and self-control.
- You affirm that you care more for the other person than yourself.
- You protect yourself from feelings of guilt and shame.
- You provide yourself with an example to give your (future) children and others.
- You are protected from emotional, mental and physical trauma should you break off your relationship.
- You develop healthy communication habits and skills.
- You avoid the possibility of an unplanned pregnancy.
- You avoid the possibility of contracting a sexually transmitted disease.
- You increase the anticipation and enjoyment of your wedding night.
- You discover more about each other than just the physical.
- If you are a Christian, you maintain a witness to the world.
- If you are a Christian, you keep from bringing reproach on the name of Christ.

Although many couples believe engaging in sex prior to marriage will strengthen their relationship, we believe the opposite is true. We believe sex outside of marriage can slow down the growth of a couple's relationship by causing emotional confusion and distracting couples from pursuing activities that would be more meaningful and beneficial during the dating/engagement stage of a relationship. We believe it is worth noting that research<sup>2</sup> indicates a positive relationship between couples who live by biblical standards<sup>3</sup> regarding purity and marriage longevity.

While physical intimacy is of huge importance in a healthy marriage, we do not believe it is the *foundation* upon which to build a great marriage. Therefore, the aim of this pledge is to help each couple focus on the essential building blocks of establishing a healthy marriage.

What is outlined below is a voluntary pledge, taken by a seriously dating or engaged couple, to sexual purity. This pledge is optional, but strongly encouraged. Therefore, we ask you to consider agreeing to limit your physical involvement, as indicated below, and to be held accountable by your mentor couple.

Sexual purity means much more than not having sexual intercourse before marriage. Many couples avoid intercourse but are still sexually intimate. Scripture defines sexual purity as being morally

excellent. And moral excellence means being holy. It means avoiding the appearance of evil. It means purity of thought as well as purity of deed. It means protecting one another's innocence from being stained by impure actions.

Those considering or preparing for marriage are asked by their mentors to talk about the pledge privately and to pray about it before deciding whether to take this step. Regardless of what the decision is, the matter will remain a private one between Merge leadership and you. Ultimately, however, it is a spiritual matter between you and God.

Be honest about the physical part of your relationship. We know the Bible does not specifically address 'how far a couple can go before marriage,' however, it is clear that we are to flee from sexual immorality (1 Corinthians 6:18).

If you are a follower of Jesus, then you want to live in a way that is radically different than culture. We are not to be conformed by the pattern of this world but be transformed by the renewing of our mind (Romans 12:1-2).

Consider making a commitment to keeping your physical activities between #1 – #3.

- 1) Holding hands
- 2) Hugging
- 3) Light kissing
- 4) French kissing
- 5) Kissing on the neck, ears or other parts of the body
- 6) Indirect stimulation of the breasts/genitals (e.g. "grinding")
- 7) Manual stimulation of the breasts/genitals
- 8) Oral stimulation of the breasts/genitals
- 9) Intercourse

If your physical activities exceed #3, we suggest the following steps:

- Confess to the Lord, and repent of your actions (Psalm 51.3-4).
- Confess and seek forgiveness from your partner.
- Inform your mentor couple. We recommend the male contact the male leader within 24 hours after exceeding the physical limit. If the man does not do so, the woman should call the female mentor.
- Calling your mentor does not circumvent the need to confess your actions to God; however, letting your mentor know keeps you accountable, so your focus can be on the spiritual, character-building issues that are important in forging a lifelong committed marriage.

Please note our expectation is that individuals who are members or leaders at Watermark Community Church will sign this pledge. If you chose not to, please initiate a conversation with Merge leadership and your community group so we can better understand your decision.

*We pledge to hold our relationship to a Biblical standard, so the Lord might bless this relationship now, and in the many years ahead. Therefore, we agree to call our mentors if the physical involvement goes beyond level #3.*

PREMARITAL COUPLE

\_\_\_\_\_  
\_\_\_\_\_

MENTOR COUPLE

\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Obtained from "Preparing for Marriage: Discover God's Plan for a Lifetime of Love" by David Boehi, et al

<sup>2</sup> See Kahn and London, "Premarital Sex and the Risk of Divorce" in Journal of Marriage and Family (1991) 53:845-855.

<sup>3</sup> Selected scripture related to sexual purity:

I Corinthians 6:18 Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body.

Ephesians 5:3 But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints.

I Thessalonians 4:3-8 For this is the will of God, your sanctification: that you abstain from sexual immorality; that each one of you know how to control his own body in holiness and honor, not in the passion of lust like the Gentiles who do not know God; that no one transgress and wrong his brother in this matter, because the Lord is an avenger in all these things, as we told you beforehand and solemnly warned you. For God has not called us for impurity, but in holiness.

Therefore whoever disregards this, disregards not man but God, who gives his Holy Spirit to you.

Hebrews 13:4 Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous.

Proverbs 6:27-28 Can a man carry fire next to his chest and his clothes not be burned? Or can one walk with hot coals and his feet not be scorched?



## Statement on Cohabitation

### Biblical Marriage Relationship

The biblical picture of marriage is a formal commitment and covenant resulting in a man and a woman becoming one family that can only be separated by death (Genesis 2:24; Matthew 19:5-6). This act of publicly leaving one's family (ceremony) and becoming "one flesh" involves sexual intercourse (1 Corinthians 6:18). Sex is intended to be enjoyed only within the marriage covenant. From an Old Testament perspective, scripture speaks out against sex outside of marriage 93 times, primarily ending with severe consequences (Leviticus 20:10-21; Exodus 20:14).

Similarly, in John 4:16-18 Jesus speaks of the issue of cohabitation directly. As Jesus spoke to the Samaritan woman, he referenced the fact that the man she lived with was not her husband. Based on his interaction with the woman, Jesus clearly did not approve of her living situation.

The theme of sexual purity is also repeated throughout Acts and the Epistles. In Acts 15:20, the apostle James instructs new believers to abstain from sexual immorality. Similarly, the author of Hebrews states that marriage must be honored among all and a person's sexual life should be kept pure (Hebrews 13:4). For further support, see Galatians 5:19, 1 Corinthians 6:13 - 20, Ephesians 5:3 and 1 Thessalonians 4:3.

### Cohabitation in our Society

Webster's Dictionary defines a cohabitating couple as one that lives together and is sexually active.<sup>1</sup> Both the percentage of couples living together and moral acceptance of cohabitation are increasing among evangelical Christians.<sup>2</sup> The primary reason is fear, derived from a divorce rate that has more than tripled in the last 50 years leaving two generations with a very real fear of broken homes and broken marriages.<sup>3</sup> This leads couples to want to "test drive" living together without any formal commitment.

While on the surface it sounds like a good idea, the negative consequences of cohabitation are validated in secular studies. The Center for Disease Control indicates that 80% of all couples who live together and get married will end up divorced<sup>4</sup>. Couples that cohabitated before marriage were found to have less positive interactions (higher levels of unresolved conflict)<sup>5</sup>, which is a reliable predictor of the relationship's future success or failure.<sup>6</sup> Among cohabitating couples, domestic violence increases by five times the amount of married couples. Abuse, depression, financial hardship, and infidelity of your significant other greatly

<sup>1</sup> Merriam-Webster Inc., *Merriam-Webster's Dictionary and Thesaurus* (Springfield, Mass.: Merriam-Webster, 2007).

<sup>2</sup> The Barna Group, *The Buster Report: A New Generation of Adults Bends Moral and Sexual Rules to Their Liking*, Oct. 31, 2006.

<sup>3</sup> Bramlett MD and Mosher WD. Cohabitation, Marriage, Divorce, and Remarriage in the United States. *National Center for Health Statistics. Vital Health Stat. 23(22)*. 2002. 26.

<sup>4</sup> *ibid*, 56.

<sup>5</sup> Kline, Stanley, Markman, Olmos-Gallo, St. Peters, Whitton and Prado, Timing is Everything: Pre-Engagement Cohabitation and Increased Risk for Poor Marital Outcomes. *Journal of Family Psychology*, Vol. 18. (2), 2004. 311-318.

<sup>6</sup> John Mordechai Gottman and Nan Silver, *Why Marriages Succeed or Fail: What You Can Learn from the Breakthrough Research to Make Your Marriage Last* (New York: Simon & Schuster, 1994), .28.

increase as well.<sup>7</sup> Practically, an individual must be willing to invest a great amount of time, money and other resources in a relationship that statistically only has a 20% chance of surviving.

### **Conclusion**

Despite growing popularity and practice within the church and culture, we desire to submit to scripture. The findings of secular research notwithstanding, it is Watermark's conviction that cohabitation is a biblically sinful decision for individuals and couples. If a couple decides to continue cohabitating, Watermark will decline the use of a staff pastor for the marriage ceremony. We also ask that couples who 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 yourself in a living situation that you have 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. If you are currently cohabitating or have questions about cohabitation, your merge table leaders and/or the merge team would be happy to discuss further with you.

### **Spending the Night & Traveling Together**

We believe you can best honor God and one another, while dating, by not spending the night together or traveling alone together for the reasons listed below. Spending the night & traveling together:

1. does not protect your heart. (Song of Solomon 3:5 & Proverbs 4:23)
2. is not fleeing from temptation or immorality. (1 Corinthians 6: 18, 10:12-13 & Ephesians 5:3)
3. is not a good witness to others. (Romans 12:2 & Colossians 4:5)
4. is not the way to "test-drive" the relationship. (Proverbs 16:25)

If you have any questions, please discuss with your Merge table leader or Merge leadership.

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<sup>7</sup> McManus, Michael and Harriet. Living Together: Myths, Risks & Answers. Howard Books, New York, NY, 2008, 41-57.

## Watermark's Pastoral Statement on Marriage, Divorce and Remarriage

### MARRIAGE

God is profoundly serious about the sacredness of marriage, and as His followers and servants it is our privilege to share this high view. Every passing year has brought a steady increase in both the numbers of, and ease with which one can file for divorce in our land. Therefore, it is more important than ever to reiterate the wisdom and goodness of God's plan for marriage.

As a result of the constant increase in the number of relationships ending in divorce, we are compelled to reassert a biblical view of marriage, divorce and remarriage that we prayerfully hold to based on our understanding of God's Word. The Bible clearly teaches that the Lord, in His creation of Adam and Eve as husband and wife, so designed that marriage should be lifelong, covenantal, monogamous and between male and female. In addition, Scripture explicitly commands that a believer is not to be "joined together" with an unbeliever.

**Conclusion:** Marriage was uniquely created by God for the display of His glory and is a portrait of God's relation to His people and Jesus' love for the church (and therefore how the church is to be devoted to Christ).

**Suggested Scripture Study:** Genesis 2:18-24, Malachi 2:14-16, Matthew 19:3-6, Romans 7:2, 1 Corinthians 7:39, 2 Corinthians 6:14, Ephesians 5:22-33

### DIVORCE

Few life experiences are more painful personally or destructive societally than divorce, so it is unsurprising to find that God hates it. God hates divorce because He loves people, including those who have been through the divorce process.

Just as the pain of divorce permeates our culture, it likewise permeates the church, and so with sensitive hearts, we weep with those who weep and mourn with those who mourn as a result of divorce. Given the tremendous emotional pain involved with this topic, we seek to be clear, compassionate and careful when sharing our convictions. Our heart is to be faithful to God's Word and loving to God's people. Consistent with the core values of our body, we want to be firm where the Bible is firm and flexible where it is flexible, remaining vigilant in our responsibility to shepherd well the flock of God among us while appropriately trusting each individual's convictions to our Father.

It is the collective belief, of the elders of Watermark Community Church, that divorce was never intended to be part of God's design and is always costly to the divorcing parties, connected children and society. While God hates divorce, He does not hate divorcees. Divorce is not the unforgivable sin, but it is a result of sin and hardness of heart. Divorce is never God's best, and anyone who loves God and knows of His goodness would never consider it without broad input from community and spiritual counsel. Even when divorce is necessary to protect individuals from danger/abuse, it is to be done as an expression of love and in hopes of producing repentance in the guilty party that leads to healing and reconciliation. Even in these

extreme cases, divorce is never to be considered as the end to a relationship, but only a severe mercy that will ultimately lead to less sin and eventual restoration of the relationship.

Whenever discussing possible situations that might allow for divorce, it is imperative that serious believers continually reiterate their desire and deep conviction that the hopeful resolution to all marital strife is reconciliation (restoring a marriage, of course, depends on two tender hearts). In other words, just as we never encourage anyone to rush *into* marriage, we likewise never encourage anyone to rush *out* of marriage. Forgiveness and reconciliation are clearly near to the heart of Jesus' life and message. That said, after many years of extensive study, thought, prayer, dialogue and debate, the elders of Watermark Community Church and community understand that God's best for this body of believers is to handle the difficult topic of divorce (and subsequently remarriage) as follows:

**Sexual Immorality:** The "exception clause" for divorce (Matthew 19:3-9) which mentions sexual immorality (*porneia*) is not a permission slip or loophole which would allow or in any way recommend divorce as an appropriate action for an offended Christ follower. Just as God's gracious covenant of love ultimately overcomes Israel's infidelity (Jeremiah 3), the covenant love modeled by God's people can, and should, overcome the immense pain and hurt of infidelity. As a result, where a spouse has been unfaithful, we are committed to counsel the faithful spouse to uphold the sacredness of the marriage covenant and to pursue and exhaust every means necessary to **grant forgiveness and reconciliation** (rather than expeditiously pointing he or she to the exception). The expectation of Scripture is that followers of Jesus *first and always* be for **genuine repentance and restoration** of the marriage by calling the unfaithful spouse to be reconciled to God.

**Conclusion:** There is a broad call on the believer's life to a ministry of reconciliation and this certainly includes the Christian marriage. Even in cases of adultery in the marriage, divorce is *never* the first option and rarely the final option. We are fully committed to wisely and cautiously counseling toward repentance and restoration of the relationship. Though the humble work of forgiving, peacemaking and reconciliation may not be easy, the effort is worth seeing God glorified and His children walking in the light.

**Suggested Scripture to Study:** Genesis 2:18-24, Malachi 2:14-16, Jeremiah, Hosea, Matthew 19:3-9, Mark 10:1-12, Luke 16:18, 2 Corinthians 5:11-21, Colossians 1:19-22

**Abandonment:** A tenderhearted marriage consisting of two Christ-followers is always God's "ideal." Hard hearts cannot support a marriage, and it is not uncommon to find a *hard* heart in the midst of a "mixed" marriage (i.e., one composed of a believing and an unbelieving spouse). Though Scripture suggests that a "mixed" marriage, once it exists, is preferable to divorce (1 Cor 7), the Scripture allows for divorce when an *unbelieving* spouse insists on divorcing a *believing* spouse.

**Conclusion:** Though the "mixed" marriage may end in divorce, the believing spouse is *not* given permission to *initiate* divorce. Rather (as mentioned in the *sexual immorality* conclusion above), the faithful, believing spouse should grant forgiveness, work through difficult circumstances and push for reconciliation.

**Suggested Scripture Study:** 1 Corinthians 7:10-11, 14-16, 1 Peter 3:1-2



## Weddings at Watermark

**Abuse:** It is never our counsel to recommend to a spouse to stay physically present in a physically abusive situation. Additionally, in a home where there is physical abuse and physical danger to children, prudence (Proverbs 22:10) demands action. Where obvious danger exists for either a spouse or child, we support the execution of all appropriate means to bring the abuse to an immediate halt including separation, church discipline, police action, a court order and other kinds of intervention by church members, family and friends. When all means of biblical intervention have been deployed and yet denied by the unrepentant spouse, he or she will then be treated as an unbeliever. Should the unrepentant spouse (unbeliever) “force the issue” by insisting on divorce, Scripture calls the offended spouse to allow for divorce that is clearly initiated by the unrepentant spouse (unbeliever).

**Conclusion:** Though we realize that extreme cases of abuse may escalate to a level where an unrepentant spouse (unbeliever) abandons the offended spouse (believer), we stop short of stating that physical abuse, *without* appropriate biblical intervention, *justifies* divorce. Even in cases where divorce (legal action) is the only loving recourse to protect the sinning party from continuing in his/her sin, any action taken by the believing spouse is to be done with a heart toward eventual healing and reconciliation as God allows.

**Suggested Scripture Study:** Matthew 18:15-17, Romans 13:1-5, I Corinthians 7:12-16, Ephesians 4:32, Colossians 3: 12-17, I Peter 3:1-2

### REMARRIAGE

While there is a broad range of convictions on the issue of divorce among serious students of Scripture, there is an even greater variety of positions when it comes to remarriage. We are continually devoting ourselves to struggle in prayer on how to best honor Jesus and glorify God in our teaching/convictions on this issue. After carefully reading through the *sexual immorality*, *abandonment* and *abuse* sections above, an obvious “guiding principle” at Watermark Community Church is our call to a “ministry of reconciliation.” Before we ask when/if remarriage after divorce is permissible, we must first ask if reconciliation is a viable option. Even in the most heartbreaking cases of sexual immorality, the most perplexing cases of abandonment and the most gut-wrenching cases of abuse, as long as **the former spouse has not remarried or is not deceased**, we believe that reconciliation is a viable option. While in a season where the possibility of reconciliation exists, we believe it best honors Jesus that one should remain single or be reconciled in marriage to the ex-spouse.

**Conclusion:** Freedom to remarry is *not* determined by the guilt or innocence of either spouse, whether either spouse is a believer or not, nor by whether divorce happened before or after either spouse’s conversion. It is our humble conviction that freedom to remarry is to be considered permissible only when the former spouse is deceased or has entered into a marital covenant with another party.

**Suggested Scripture Study:** Deuteronomy 24:1-4, Matthew 19:3-9, Mark 10:1-12, Luke 16:18, Romans 7:2, I Corinthians 7:10-11, 15, 39

*Given the above convictions before God, we, as elders of His church at Watermark Community Church, do not have conviction that it is honoring to God for any ordained or commissioned leader of our body to officiate a remarriage of an individual whose spouse is not either deceased or already remarried. Likewise, we do not believe it is appropriate to use the church’s facilities for a marriage in these circumstances.*

## Weddings at Watermark

*We encourage our members to practice chastity and live a life of devotion and singleness, fully depending on and deepening in relationship with their Lord while they prayerfully wait for Him to win their separated/divorced spouse to Christ and then begin the process of restored trust and eventual reconciliation. Given the difficulty of absolute dogma on this issue, we extend grace and respect the individual believer's right to understand God's revealed Word to provide broader freedom. In these cases, we may, for the sake of the ministry (2 Corinthians 6:3), ask that these individuals not serve in ministries related to marriage, but will not consider them deserving of church discipline when great reverence for God's Word, caution and humility before the community of God's people is modeled.*

*We ask that grace and understanding is expressed toward our position/conviction even as we will extend and offer that to our brothers/sisters who find a broader freedom before the Lord. We pray that the love, care, sensitivity and humility we have sought in writing this document would be evident to all who read it and are affected by our leadership. It would seem appropriate to conclude this statement by expressing our gratitude that the cross of Christ is sufficient to cover all of our sin, and we pray with you that His Spirit continually guides us into all truth.*

## MUSICIAN(S) / DJ GUIDELINES

**Please make sure your Musician(s)/DJ is aware of and has a copy of these guidelines. The Musician/DJ must sign and return the attached agreement at least one month before the event.**

- The Musician/DJ must contact the Wedding Assistant at least one month before the event to make arrangements for set-up and location information. The facilities will be made available for set-up two hours before the event start time. If this creates a conflict with another scheduled event, the Coordinator will set another time for set-up. If the room is not occupied for another event earlier access may be available.
- Musicians & DJs are required to supply all their own equipment and will not be allowed to use any WCC A/V equipment. Watermark does have a full keyboard available for use in the Chapel.
- Any equipment used must not deface the church furniture or building property.
- Musicians & DJs are responsible for removal all equipment immediately following the event.



**MUSICIAN(S) / DJ GUIDELINES AND AGREEMENT**

Bride / Groom:	Event Date:
WCC Wedding Assistant:	Phone: (214) 393-3043
Vendor:	Phone:

Thank you for helping to make this a joyous occasion. WCC is happy to assist you in creating a worshipful atmosphere for the event. We ask that you read, sign, and return this agreement at least one month prior to the event. If you have questions or need assistance, please call the Wedding Assistant.

The following guidelines are furnished so that we may work together as smoothly as possible:

- Return signed Agreement to Wedding Assistant one month prior to event.
- The Musicians/DJ should contact the Wedding Assistant at least one month before the event to make arrangements for set-up and location information.
- The facilities will be made available according to the agreed upon time slot.
- Musicians & DJ are required to supply all their own equipment and will not be allowed to use any WCC A/V equipment. Watermark does have a full keyboard available for use in the Chapel.
- Any equipment used must not deface the church furniture or building property.
- **Musicians & DJ are responsible for removal of all their equipment immediately following the event.**

Acceptance:

\_\_\_\_\_

**Vendor**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Wedding Assistant**

\_\_\_\_\_

**Date**

**Please make a copy for your records and return this signed form at least one month before the event to: WCC, Attn: Wedding Assistant, 7540 LBJ Freeway, Dallas, TX 75251**



## FLORAL / DÉCOR GUIDELINES

**Please make sure your florist is aware of and has a copy of these guidelines. The decorator/florist must sign and return the attached agreement at least one month before the event.**

- The florist must contact the Wedding Assistant at least one month before the event to make arrangements for decorating. The facilities will be made available for decorating according previously agreed upon time slot. Earlier access to decorate is not available.
- Please have the florist provide the final floral order to the Wedding Assistant as soon as it is complete.
- Florists are expected to provide their own plants and decorations for the event.
- Real flower petals **may not** be scattered on the carpet.
- The placing of decorations must not deface the church furniture or building property. This prohibits the use of nails, tacks, screws, staples, pins or most kinds of tape in any part of the building or on any furniture. There can be nothing hanging from the ceiling.
- Smokeless and dripless candles are permitted in approved glass holders only.
- The chapel may only be decorated with flowers.
- Decorators must strike all decorations immediately following the event.
- If church staff is being used for set up and breakdown then room arrangements must be communicated in the event detail page.





**FLORAL / DÉCOR GUIDELINES AND AGREEMENT**

Bride / Groom:	Event Date:
WCC Wedding Assistant:	Phone: (214) 393-3043
Vendor:	Phone:

Thank you for helping to make this a joyous occasion. WCC is happy to assist you in creating a worshipful atmosphere for the event. We ask that you read, sign, and return this agreement at least one month prior to the event. If you have questions or need assistance, please call the Wedding Assistant.

The following guidelines are furnished so that we may work together as smoothly as possible:

- Return signed Agreement to Wedding Assistant one month prior to event. Include copy of complete Floral Order with signed Agreement.
- The facilities will be made available according to the agreed upon time slot.
- Florists are expected to provide their own plants and decorations for the event.
- Real flower petals **may not** be scattered on the carpet.
- The placing of decorations must not deface the church furniture or building property.
- Smokeless and driplless candles are permissible only when used in approved glass container.
- **Decorators must strike all decorations immediately following the event.**
- If church staff is being used for set up and breakdown then room arrangements must be discussed with the Wedding Assistant at least one month before the event and must be detailed in this Agreement.

Acceptance:

\_\_\_\_\_  
**Vendor**  
 \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Wedding Assistant**  
 \_\_\_\_\_  
**Date**

**Please make a copy for your records and return this signed form at least one month before the event to:**  
 WCC, Attn: Wedding Assistant, 7540 LBJ Freeway, Dallas, TX 75251



## CATERER / BAKERY GUIDELINES

Please make sure your caterer and/or bakery is aware of and has a copy of these guidelines. The caterer/bakery must read, sign, and return the attached agreement and guidelines, along with proof of insurance and a copy of the Banquet Event Order (BEO) at least one month before the event.

Caterers/bakeries must adhere to the following guidelines:

- **The caterer/bakery must contact the Wedding Assistant at least one month before the event to make arrangements for set-up.**
- Bring his / her own equipment and staff for serving and cleaning at the event.
- Follow the below cleaning checklist. The cleaning standards should be posted in the kitchen as well.
- **The kitchen may not be used for food preparation** but simply as a place from which to serve during the event. Food should be prepared off-site and delivered to the Tower or Loft for the reception. A refrigerator and microwave are in the kitchens. Preparation of the meal and cleanup of the kitchen is the responsibility of the event host. They should appoint someone in advance of the event day to assure that cleanup is done and trash is left in appropriate containers.
- The caterer is responsible for any damage to property, equipment, carpets, etc. beyond reasonable wear.

### Cleaning Checklist:

- \_\_\_\_\_ Remove all decorations and personal items
- \_\_\_\_\_ Empty refrigerator
- \_\_\_\_\_ Bag all trash
- \_\_\_\_\_ Empty coffeemaker filter
- \_\_\_\_\_ Clean, dry and put away coffee pots
- \_\_\_\_\_ Wipe down cutting boards
- \_\_\_\_\_ Wash, dry and put away all dishes
- \_\_\_\_\_ Put all items in the appropriate labeled areas



**CATERING / BAKERY GUIDELINES AND AGREEMENT**

Bride / Groom:	Event Date:
WCC Wedding Assistant:	Phone: (214) 393-3043
Vendor:	Phone:

Thank you for helping to make this a joyous occasion. WCC is happy to assist you in creating a worshipful atmosphere for the event. We ask that you read, sign, and return this agreement at least one month prior to the event. If you have questions or need assistance, please call the Wedding Assistant.

The following guidelines are furnished so that we may work together as smoothly as possible:

- Return signed Agreement to Wedding Assistant one month prior to event. Include copy of Banquet Event Order (BEO) or Event Menu and proof of insurance with signed Agreement.
- The facilities will be made available according to the agreed upon time slot.
- Must provide his / her own equipment and staff for serving and cleaning before, during, and after the event.
- Follow the list of cleaning standards per attached checklist (page 59).
- **The church kitchen may not be used for food preparation** but simply as a place from which to serve during the reception.
- The caterer is responsible for any damage to property, equipment, carpets, etc. beyond reasonable wear.

Acceptance:

\_\_\_\_\_  
**Vendor**

\_\_\_\_\_  
**Wedding Assistant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Please make a copy for your records and return this signed form at least one month before the event to:**  
 WCC, Attn: Wedding Assistant, 7540 LBJ Freeway, Dallas, TX 75251



## RENTAL COMPANY GUIDELINES

**Please make sure your Rental Company is aware of and has a copy of these guidelines. The company must sign and return the attached agreement at least one month before the event.**

- The Rental Company must contact the Wedding Assistant at least one month before the event to make arrangements for set-up and location information. The facilities will be made available for set-up two hours before the event start time. If this creates a conflict with another scheduled event, the Coordinator will set another time for set-up. If the room is not occupied for another event earlier access may be available.
- The rented equipment – linens, tables, dance floor, etc. – must be removed immediately after the event. We do not permit overnight storage.
- Any equipment used must not deface the church furniture or building property.





## RENTAL COMPANY GUIDELINES AND AGREEMENT

Bride / Groom:	Event Date:
WCC Wedding Assistant:	Phone: (214) 393-3043
Vendor:	Phone:

Thank you for helping to make this a joyous occasion. WCC is happy to assist you in creating a worshipful atmosphere for the event. We ask that you read, sign, and return this agreement at least one month prior to the event. If you have questions or need assistance, please call the Wedding Assistant.

The following guidelines are furnished so that we may work together as smoothly as possible:

- Return signed Agreement to Wedding Assistant one month prior to event.
- The Rental Company should contact the Wedding Assistant at least one month before the event to make arrangements for set-up and location information.
- The facilities will be made available according to the agreed upon time slot.
- Any equipment used must not deface the church furniture or building property.
- **The Rental Company is responsible for removal of all their equipment immediately following the event. There will be no overnight storage.**

Acceptance:

\_\_\_\_\_  
**Vendor**

\_\_\_\_\_  
**Wedding Assistant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Please make a copy for your records and return this signed form at least one month before the event to:**  
WCC, Attn: Wedding Assistant, 7540 LBJ Freeway, Dallas, TX 75251



## PHOTOGRAPHER / VIDEOGRAPHER GUIDELINES

**Please make sure your photographer and/or videographer is aware of and has a copy of these guidelines. We believe marriage is a great gift from the Lord, given to us in order to put His greatness on display for the world. The majority of couples want to remember this great day with photos and/or videos. We ask that all Photographers and Videographers respect the guidelines below:**

- The photographer may take pictures before or after the ceremony in several areas of the building: The Bride's Room, The Groom's Room, Atrium, The Loft, The Chapel. You can also use outside of the building if desired.
- All pre-wedding photos must be completed 30 minutes prior to the start of the Ceremony.
- Flash photography is not allowed during the wedding ceremony.
- Movement allowed near the altar will be communicated by the WCC Wedding Coordinator.
- If you move furniture, we ask that you please return it to its original position.
- If the photographer is present at rehearsal, we ask that they do not disrupt the flow of the rehearsal because there is a one-hour time limit.
- After ceremony photos must be completed within one hour.
- Lighting will be arranged with the Bride, Groom and A/V individual prior to the wedding.
- Please remember this is a Wedding and we request that you dress appropriately for the occasion. Comfortable business casual would be considered appropriate.
- A video may be set stationery and may not be moving around during the ceremony.
- All photographers/videographers must use their own equipment. No WCC equipment is available for use.



# PHOTOGRAPHER / VIDEOGRAPHER AGREEMENT AND GUIDELINES

Bride / Groom:	Event Date:
WCC Wedding Assistant:	Phone: (214) 393-3043
Vendor:	Phone:

Thank you for helping to make this a joyous occasion. WCC is happy to assist you in creating a worshipful atmosphere for the event. We ask that you read, sign, and return this agreement at least one month prior to the event. If you have questions or need assistance, please call the Wedding Assistant.

The following guidelines are furnished so that we may work together as smoothly as possible:

- The photographer may take pictures before or after the ceremony in several areas of the building: The Bride’s Room, The Groom’s Room, Atrium, The Loft, The Chapel. You can also use outside of the building if desired.
- All pre-wedding photos must be completed 30 minutes prior to the start of the Ceremony
- Flash photography is not allowed during the wedding ceremony.
- Movement allowed near the altar will be communicated by the WCC Wedding Coordinator.
- If you move furniture, we ask that you please return it to its original position.
- If the photographer is present at rehearsal, we ask that they do not disrupt the flow of the rehearsal because there is a one-hour time limit.
- After ceremony photo’s must be completed within one hour
- Lighting will be arranged with the Bride, Groom and A/V individual prior to the wedding.
- Please remember this is a Wedding and we request that you dress appropriately for the occasion. Comfortable business casual would be considered appropriate.
- A video may be set stationery and may not be moving around during the ceremony.
- All photographers/videographers must use their own equipment. No WCC equipment is available for use.

Acceptance:

\_\_\_\_\_  
**Vendor**  
 \_\_\_\_\_

**Date**

\_\_\_\_\_  
**Wedding Assistant**  
 \_\_\_\_\_

**Date**

**Please make a copy for your records and return this signed form at least one month before the event to: WCC, Attn: Wedding Assistant, 7540 LBJ Freeway, Dallas, TX 75251**



**OUTSIDE OFFICIANT FORM**

*Please Print*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Church or Ministry: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone of church/ministry: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

Your services have been requested by (please list the names of both bride and groom)

\_\_\_\_\_ to officiate their wedding at WCC.

*In order to help us respond to this request, please answer the following questions: Yes or No.*

**I believe in the deity of Jesus Christ. Y / N**

**I believe eternal salvation is available only through Jesus Christ. Y / N**

**I accept the Bible as the authoritative Word of God. Y / N**

**To the best of my knowledge, the person(s) who has requested my pastoral services for the above ministry is a professed and practicing follower of Jesus Christ. Y / N**

**During the wedding ceremony, I am committed to giving a clear presentation of the Gospel. Y / N**

**I am licensed or ordained under the authority of the following church/ministry:**

\_\_\_\_\_

Signature: \_\_\_\_\_

**Please fax or mail this completed form at least one month before the event to:**

**WCC, Attn: Wedding Assistant at 214.361.6519 or 7540 LBJ Freeway, Dallas, TX 75251**





DATE OF CEREMONY: \_\_\_\_\_

START TIME OF CEREMONY: \_\_\_\_\_

**MUSIC:**

Please whether the music will be:

- a.) Tracks (if Tracks, please see the NOTE below)
- b.) Live Accompaniment (if Live Accompaniment, please list all instruments and/or vocals)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c.) Both

\* NOTE: WCC requires all music/media/tracks to be provided by the wedding party and given to the wedding coordinator at the rehearsal. Approved methods of music/media/tracks include:

- CD with tracks in correct order as well as edits (song starts at a certain time)\
- Mp3 player with playlist entitled "Wedding Ceremony"

**SET-UP LOCATION:**

Location of Instrument(s) and/or Singer(s):

\_\_\_\_\_ Stage Right (Facing out from the stage, the RIGHT side (Traditionally the BRIDE'S SIDE))

\_\_\_\_\_ Stage Left (Facing out from the stage, the LEFT side (traditionally the GROOM'S SIDE))

\_\_\_\_\_ Balcony

**OFFICIANT/READERS**

Please indicate how many people will be speaking during the ceremony:

\_\_\_\_\_ Pastor

\_\_\_\_\_ Scripture Reader

\_\_\_\_\_ Other (please clarify) \_\_\_\_\_

**VIDEO:**

Please indicate if there are any video requirements during the service:

\_\_\_\_\_

\_\_\_\_\_

**RECEPTION:**

(If applicable)

\_\_\_\_\_ iPod

\_\_\_\_\_ DJ

\_\_\_\_\_ Band

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

\*Due ONE MONTH prior to the ceremony



**WCC  
EVENT AGREEMENT**

Bride / Groom:	Event Date:
Phone:	Alternate Phone:
WCC Wedding Assistant	Phone: (214) 393-3043

WCC is happy to assist you in creating a worshipful atmosphere for the Event. This Agreement is entered into by you and WCC. The policies in this document are furnished so that we may work together as seamlessly as possible: By signing this Agreement, you agree to adhere to all WCC Event policies as outlined in this document and pay all related WCC fees. If you have questions or need assistance, please call the Wedding Assistant.

In exchange for WCC permitting use of its facilities, Host hereby assumes all liability for, and shall indemnify, defend, protect, save and hold harmless, WCC, its affiliates, officers, agents, subcontractors and employees from and against any and all liabilities, claims, judgments, damages and losses, including all costs, attorneys' fees and expenses incidental thereto, caused by or arising out of the negligence, gross negligence and/or willful misconduct of the Host and Host's respective guests and/or agents. The Host shall give WCC, prompt written notice of any claim made or suit instituted against the Host arising out of or related to the Event and WCC shall have the right to control the defense of same with counsel of its choosing.

WCC disclaims all, responsibility and liability for the damage or loss of any items, effects, merchandise or articles on WCC's premises prior to, during or following the Event. WCC reserves the right to inspect and regulate all Events. Host shall pay WCC for all damages incurred during the Event to the WCC premises, furniture, fixtures and equipment. Host has been informed of and understands the possibility of other WCC ministry events occurring on the wedding day. There may be other people or events on campus, but we will do our best to prevent any interference or distraction. Acceptance:

\_\_\_\_\_  
**Host/WCC member**

\_\_\_\_\_  
**Wedding Assistant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Please make a copy for your records and return this signed form two weeks after the Wedding Policy Meeting:** WCC, Attn: Wedding Assistant 7540 LBJ Freeway, Dallas, TX 75251