



Eligibility:

- You must be a member of Sojourn Community Church. (Bride and/or groom)

Fees:

- | | |
|----------------------------|-------|
| ▪ Sojourn Presiding Pastor | \$100 |
| ▪ Wedding Coordinator | \$200 |
| ▪ Sound Engineer | \$100 |
| ▪ Clean Up Fee | \$100 |
| ▪ Security Fee | \$50 |

Procedure for Getting Married At Sojourn Community Church

1. Bride contacts Karen Cheong (kcheong@sojournchurch.com) to reserve desired wedding date.
2. Once the date is confirmed on the church calendar, a wedding coordinator is assigned to the bride.
3. It is the bride's responsibility to contact the coordinator and schedule an appointment with her.
4. The coordinator is a representative of Sojourn Community Church and will assist the bride during the planning, rehearsal and wedding process and must be a member of Sojourn Community Church.

First Meeting:

- This meeting is scheduled at least 3 months prior to the wedding date.
- The wedding coordinator will meet the bride and begin a caring, nurturing relationship with her from the moment they meet!
- The wedding coordinator will review Sojourn's wedding policies with the bride.
- Inform the bride that it is required for all members of Sojourn (whether they are married at Sojourn or not) are required to go through pre-marital counseling.
- The wedding coordinator will help the bride plan the wedding ceremony to include organizing the bridal party and answering any questions she may have. (See pertinent forms)
- Inform the bride that it is her (& the groom's) responsibility to ask a Sojourn pastor to officiate their wedding.
- 1/3 (Or 1/4 if needed) of the wedding fee is due at this time. (The wedding date cannot be finalized until this form and the deposit fee is provided. Make checks payable to Sojourn.)

Second Meeting:

- This meeting is scheduled 1 month prior to the wedding date.
- Wedding coordinator and the bride will discuss wedding plans and check to see if there are any changes that need to be made.
- Media requests for wedding and rehearsal are due.
- Music selection and musician list for wedding and rehearsal are due.
- 1/3 or (1/4 if needed) of the wedding fee is due at this time.

Third Meeting:

- At this time, the coordinator, bride (MOB and/or the groom) may join you in this meeting to verify the plans. This meeting should take place a week prior to the wedding date.
- Ask the bride for her itinerary for the day of the rehearsal and for the day of the wedding.
- Make sure you have all of the phone numbers for those serving in the wedding. (See Vendor form)

Pre-Marital Counseling:

- All couples (Who are members of Sojourn) must attend 6 sessions with an approved Sojourn pre-marital counseling couple.
- The bride and groom must complete the PMC survey and return to Pastor Robert Cheong as soon as the couple is engaged. This allows Pastor Robert enough time to assign a PMC couple to them.
- The link to this website is <http://counseling.sojournchurch.com/receive-care-counseling/pre-marital/>

Decorations:

- Reserved rooms may be decorated, however the following items may not be used: glitter, confetti, nails, tacks, screws, tape, adhesives, hot wax, staples or fasteners. Only bows, greenery or flowers with elastic can be used.
- Only drip less candles are permitted. Please place a cover over carpet/floor or window ledges where candles are used. Candles in other areas must be approved.
- If you would like to provide an aisle runner, the runner needs to be 41' long.
- There are 430 chairs in the sanctuary. You may decorate the chairs but without the use of nails, screws, tape, adhesive, hot wax, staples or fasteners.
- Members of the wedding party are not allowed to move or change any furniture within the event space.
- Bubbles may be used outside of the building. No rice, confetti or birdseed allowed.
- All decorations must be removed from all events space after the ceremony and/or after all pictures are taken.
- Any damages to the facilities, furniture, equipment, fixtures, grounds, landscaping or any other Sojourn property will be the responsibility of the wedding party and will result in additional charges on the final bill. \$50 deposit is required, but will be returned to the bride if there is no damage.
- All decorations must be removed within 1 hour of the end of the wedding ceremony and photos.
- If a wedding is scheduled on a holiday weekend (Easter, Mother's Day), the bride will NOT be able to remove any of the decorations that are up for the holiday.

Wedding Rehearsal:

- 1.5 hours is allowed for the rehearsal.

Wedding:

- 5 hours will be allowed for each wedding.

Media:

- To request media for the wedding, reception and / or rehearsal dinner, you must complete the "media request" form and return it to your wedding coordinator during the second scheduled wedding meeting.
- All events at Sojourn require a Sojourn media technician to be present to run the equipment. No outside sound technicians are allowed to operate the equipment.
- A Sojourn media technician will be present for the rehearsal and wedding during the scheduled event times only with equipment that was requested on the "media request" form.
- All CDs used during the wedding are needed at the time of the rehearsal.
- Sojourn does not videotape weddings, though recommendations can be given.

Music:

- Only Christian music or non-Christian music must be approved by Jamie Barnes at least 1 month before the wedding.
- Music played during the wedding ceremony must be the original CD.. We cannot allow a recorded copy.

Other Important Information:

- No alcohol is allowed unless wine is used for communion.
- Smoking is not allowed inside the Sojourn facility.

Rental Equipment:

- Sojourn is not responsible for any rental equipment. All rental equipment must be removed from the premises immediately following the event unless prior arrangements have been made through your wedding coordinator.

Security Information:

- Security is provided for \$25 per hour.
- This “security” is in the main parking lot for safety purposes.

Some Last Details:

1. Groom’s dressing room will be in the school age room of Sojourn Kids, room # , located on the second floor.
2. Bride’s dressing room will be in the infant room of Sojourn Kids, room # , located on the first floor.
3. No outside coordinators allowed.
4. No alcohol allowed during the time of the wedding, rehearsal or “getting ready time.” (Wine for communion is allowed)
5. Final payment is due 8 days before the day of rehearsal.

Sojourn Community Church
Wedding Information Sheet

Bride's Name _____

Groom's Name _____

Wedding Date _____

Wedding Time _____

Bride's Information:

Name _____

Address _____

Home # _____ Cell # _____

Bride's Parents:

Name _____

Address _____

Home # _____ Cell # _____

Bride's Mother Escorted By:

Bride's Mother Escorted Out By:

Groom's Information:

Name _____

Address

Home # _____ Cell # _____

Groom's Parents:

Name _____

Address _____

Home # _____ Cell # _____

Groom's Parents Escorted In By:

Groom's Parents Escorted Out By:

Sojourn Wedding Coordinator/Consultant:

Name _____

Home # _____ Cell # _____

Rehearsal Date _____

Rehearsal Time _____

Time of rehearsal dinner _____ Number attending wedding _____

Time of Reception _____

Decorations:

_____ Aisle Runner _____ Candles

_____ Unity Candle _____ Chair Decorations

_____ Window Decorations _____ Candleabra

Other Important Needs:

Wedding Media
Request Form

Name of Wedding Party

Date of Wedding _____ Time of Wedding _____

Date of Rehearsal _____ Time of Rehearsal _____

Media Needs:

_____ CD playback _____ Handheld mic # _____

_____ Lavalier mic # _____ Standing mic # _____

_____ piano will be used _____ keyboard will be used

* All events at Sojourn require a Sojourn media technician to be present and run equipment.

* A Sojourn technician must be present for the rehearsal and wedding during the scheduled event times with only the equipment that was requested on this form.

* All audiocassette tapes and CDs that will be used during the wedding are needed at the time of the rehearsal.

* Music played during the wedding ceremony must be the original CD or tape. We cannot allow a recorded copy.

*** Please return form to Jamie Barnes after the 2nd meeting with the bride. This must be given to him at least 3 weeks before the wedding date.