



WEDDING INFORMATION

(Please read all the information enclosed in packet)

We at The Village Chapel are glad to be a part of this exciting time in your life. You are preparing to take one of the most important steps in life and make a lifelong commitment to one another—to love, honor and care for each other, all the days of your lives. We are eager to assist you in making your wedding ceremony a wonderful experience, both memorable for you and glorifying to God.

This manual should provide answers to many of your initial questions regarding weddings here at The Village Chapel. Feel free to contact us with any unanswered questions you may have.

In everything, the one piece of encouragement we would offer you is this: relax and enjoy the process! Through it all, make your primary focus the goal of nurturing a godly, healthy marriage, not just producing a one-time event. We consider it a privilege to walk with you through this exciting and important step in your lives!

Grace & Peace,

TVC Weddings Staff

info@thevillagechapel.com

A NOTE FROM THE PASTOR

Since The Village Chapel is only able to accommodate weddings for regular attenders, it will be important for you to have made a joint commitment to The Village Chapel as your home church. While we don't have formal membership, we believe that after you have been in regular attendance and participation here at TVC for a period of no less than 6 months, this qualifies you to call yourself a member of The Village Chapel.

Christian marriage is one of the most important commitments a person can make. Aside from your decision to receive Jesus Christ as your Savior and Lord, no other decision will have greater impact on your life. Because a Christian marriage is a lifelong commitment, we encourage couples to enter into this sacred covenant prayerfully, patiently and fully committed to nurturing a healthy marriage relationship all along the way. We recommend scheduling premarital counseling *before* setting a wedding date to make sure you have prepared yourselves well for the "great adventure" of marriage!

Since you are desirous of having your wedding at TVC, we also ask that you participate in a process of evaluation and instruction in learning to embrace a biblical approach to marriage. To that end, there are several steps that begin here and hopefully, will prepare you for your wedding day.

Everyone who has a wedding ceremony at The Village Chapel is required to participate in premarital counseling, complete selected reading, engage in assigned interviews, and share together in joint serving projects. This will consist of:

- Meeting with Pastor Jim (only required if he is officiating)
- Attending 6 counseling sessions and completing the provided curriculum
- 2 interviews with assigned TVC Marriage Mentor couples
- Reading 2 assigned books together
- Serving together, once in TVC's nursery and once with Second Saturday Of City Service.

Our Wedding Staff will work with you through this process. May the Lord richly bless you both!

Sincerely,

Jim Thomas, Pastor
The Village Chapel

STEPS IN SCHEDULING YOUR WEDDING

Carefully read through this material and mark any items about which you have questions. Feel free to contact our Wedding Coordinator who will be happy to try to supply the answers you need. She is there to help you with everything regarding our facility. **Every wedding must have our TVC Wedding Coordinator coordinate all events taking place at The Village Chapel, even if the couple uses their own Director/Planner for the other elements of their wedding events.**

By the time you receive this packet you should have:

1. Established TVC as your home church before and after your wedding.
2. Filled out our online Wedding and Counseling Form.
3. Received communication from our Wedding Coordinator confirming your booking.

Now it's time to submit in your \$400 deposit and Policy Agreement to secure your wedding date. You may do this online by clicking the link: [TVC Wedding Policy Agreement and Payment Form.](#) Your date will not be officially confirmed until we receive both the agreement and your deposit.

You will also complete all the steps in the TVC Marriage Prep Program, as outlined in the email you received from the TVC Wedding Coordinator.

You will meet initially with the Wedding Coordinator to begin planning and then again with the Coordinator and the officiant (separately) to discuss logistics at least 2 weeks prior to your wedding day. The Coordinator is available to schedule additional meetings with you if necessary.

*We pray God's blessings on your marriage
& wish you both a beautiful Wedding Day!*

PAYMENT & FACILITY SPECIFICS

The facility specifications below are set in place by TVC and our landlord to help serve you in making this a special day while respecting the building and the rest of our congregation. Please keep in mind that TVC charges based on what it costs to facilitate all the details of the event. Any changes to the specifications described below will likely elevate the cost of the event and, therefore, require a raised rate. If you have any questions or concerns regarding the points below please feel free to contact the Coordinator.

Explanation of Fees:

The wedding package cost at The Village Chapel is \$950.00 for a **six (6) hour block of time** (two (2) hours from 4pm-6pm on Friday, and four (4) hours on Saturday). A \$400 deposit is due at the time of booking and the remaining \$550 will be due by the rehearsal date. These payments may be made jointly or separately via the TVC Wedding Policy Agreement and Payment Form as described above. You may request additional hours and services for your block of time. Details and fees are spelled out below.

- Staffing

- The Village Chapel wedding package includes the Wedding Coordinator to oversee the use of the facility, an A/V technician, and basic custodial services. You will be expected to provide additional helpers for load in, set up, tear down, and load out to ensure the building is left in acceptable condition. Any requests which require additional staffing will result in a raised rate.
- Every wedding must have our TVC Wedding Coordinator coordinate all events taking place at The Village Chapel, even if the couple uses their own Director/Planner for the other elements of their wedding events.
- **The TVC Wedding package fees do not include honorariums paid to Pastor or Officiant.** *It is customary for you to honor their services with some stipend. If you have specific questions about this please contact your officiant directly.*
- The TVC Wedding Coordinator is available for two (2) meetings during the planning period. Additional meetings are typically not necessary, but may be scheduled on a case by case basis. Please feel free to bring any family members, friends, or vendors to these meetings.

- Rehearsals

- All rehearsals are scheduled from **4pm-6pm on Friday**.
- The TVC Wedding Coordinator is available to direct the rehearsal based on the details agreed upon during the wedding planning meetings. Some couples prefer to have their officiant or an outside Wedding Planner direct this time.
- If another church event is scheduled on the same day as your rehearsal the Coordinator will have to schedule your rehearsal around the other event.

- Rehearsal participants must arrive on time to ensure that your ceremony can be rehearsed sufficiently within the allotted amount of time. It is your responsibility to ensure that they are punctual.
- **It is strongly recommended that any live musicians be present for the rehearsal.** While this may not be common practice with some hired wedding musicians, The Village Chapel does not have a typical venue layout and is not subject to the usual logistical assumptions.

- Ceremony Day

- The church will be unlocked for four (4) hours on Saturday for deliveries, set-up, ceremony, pictures, clean-up, and any pick-ups that need to take place. Additional hours may be added. Those details are included below.
- **Flowers, decorations, musical gear, and other such items** must be delivered within the block of time scheduled. All items that you provide must also be removed from the church during that same block of time or an additional fee will be billed to you.
- *Due to very limited storage space, you may not store any items here at The Village Chapel after the wedding.*
- TVC will not be responsible or liable for any lost, stolen, or damaged items brought to the building. However, every reasonable effort will be made to assist the wedding party in protecting such property.

Additional hours of facility use, above and beyond the original six (6) hours scheduled, will be charged at a flat rate of \$100.00 per hour. Please let the Wedding Coordinator know six (6) weeks in advance if you need additional hours. It is unlikely that we will be able to accommodate any requests made within six (6) weeks of the event date. You will be billed for any unplanned additional hours following your ceremony.

Facilities, Furniture, and Equipment:

The specifications and details below are provided for your convenience as you plan your special day. Please note that our janitorial and facilities crew members are fellow TVCers that are working on a part-time basis to ensure the building is a welcoming place to worship. The regulations below have been created to ensure that you are able to have the most wonderful wedding day while still respecting the time that our crew members will have to spend cleaning and resetting for a full day of worship the next day (Sunday).

- Rooms

- One room for the bride (The Den) and one room for the groom (The Parlor) will be provided. We ask that each couple have someone that will be responsible for removing all belongings and clean up each room after the ceremony.
- Food and non-alcoholic beverages are allowed in both the bride's and groom's rooms, but MUST be removed and cleaned up within the block of time allowed.
- **No smoking or alcohol will be permitted in the church or inside the rest of the building.**
- All furniture must be left in the exact same arrangement and condition in which you found it.

If this is overlooked, you will be charged an additional fee of \$100.00 for resetting and/or cleaning that will be billed to you after your ceremony.

- The “Baby Lounge” at the rear of the Sanctuary may be opened for your ceremony upon request. No nursery facilities or workers will be made available. If you do not request this room in advance it may be used as storage for your event.
- Chapel Entrance - Because of the unique setting, the entrance to our Chapel is in the front of the room. Some brides are concerned about how this might disrupt the ceremony should late comers enter while it is in progress. Due to safety codes, we cannot block entrance to or exit from this door. We can put a sign on the back of the door directing late comers to reenter the building through the back stairway entrance. It is suggested that the wedding party provide a balloon, floral arrangement, or other identifying object to place on or near the back stairway entrance to help late comers find their way. A church staff member can be available in the entry hall to direct attendees upon request.
- Coffee Machines - We do not allow use of our coffee machines or accouterments for the wedding party or attendees. The coffee machines are attached to the plumbing in the building and cannot be moved. Out of respect for the aesthetics of your event, we will tastefully drape the coffee station in black cloth.

- Chairs

- We have one predetermined arrangement for the chairs in our chapel. This arrangement allows for widened passages in the back of the chapel and the center aisle. This arrangement accommodates seating for approximately 280 people. In order to keep to a minimum the number of hours required to reset for church services on Sunday, we do not make any exceptions to this layout.
- An image depicting the layout of our chapel is included on the last page of this packet.

- Tables and Table Cloths

- We have a few four foot (4') and six foot (6') long folding tables that may be used on stage or in the Chapel entry hall for unity candle, communion, guest book, etc.
- We only have black table cloths for these tables. You are welcome to provide your own cloths for these tables if desired.

- Communion

- If you choose, you may participate in communion during your wedding. You may also invite your guests to participate with you.
 - The bride and groom are responsible for providing the communion elements and serving pieces for communion. TVC does not have any back up elements or serving pieces for your wedding.
 - TVC does have a kneeling bench that may be used upon request.

- Technical Equipment

- You will have use of the TVC sound system, simple lighting and projector screen for simple slide content. Requests for additional equipment/time (use of overflow rooms, large musical groups, extra sound check time, robust slide shows, etc.) must be submitted in advance to the Coordinator and are subject to additional fees.
- **You must use our TVC A/V Technicians who are capable of meeting any or all of your audio/visual needs. No other technician will be allowed to access our equipment. Please refer to the attached TECHNICAL RIDER for more details.**

Music, Decorations, and Vendors:

Many of the regulations spelled out below are a product of our unique building and location. Therefore, we are not able to make any exceptions.

- Decorations

- **All decorations must be approved by the TVC Wedding Coordinator 2 weeks prior to your ceremony date.**
- Rice, confetti, birdseed, real flower petals and uncontained wax candles are *not* allowed inside or outside any part of the building. Flowers, plants, runners, bubbles, balloons, silk petals, no-drip/dripless candles, and wax candles in votive holders, hurricanes or other containers *are* allowed. TVC does not have any candelabras or candle containers. You must provide these.
- Due to the age of our building we do not allow you to use nails, screws, tape, glue, or any other adhesives on our walls, woodwork, doors, pillars, or floors. - During certain times of the year (ie. Christmas and Easter) there are decorations in the sanctuary that cannot be removed for any reason. Please be sure to ask the Coordinator if you have any questions regarding any seasonal decor located in the Sanctuary.

- Music

- You must provide all music (pre-recorded or written) and musicians, if applicable.
- While we do not have any set rules about the music you use, we simply ask that you submit a list of songs and artist/composer's names prior to your wedding.
- Please refer to our TECHNICAL RIDER for additional details about the logistics of your wedding music.

- Other Vendors

- While we do not have any set rules or regulations about photographers and videographers, we do ask that these vendors respect the sacredness and reverence of the ceremony by practicing tasteful reserve in their positioning and timing during the ceremony.
- **Flowers, decorations, musical equipment, and other such items** must be delivered and removed within your allotted block of time.
- **The bride and groom are liable for any and all damage incurred by vendors, participants, and/or attendees before, during or after the event and will be billed for any additional costs incurred by TVC.**

TVC TECHNICAL RIDER

Wedding Ceremonies

*The general rental fee of \$950 for The Chapel facility **includes** the basic services of a TVC staff A/V Technician to operate the Audio/Visual system. The Village Chapel would be glad to provide further assistance with extra A/V services upon client request. Additional fees, provisions, and deliverables are outlined below.*

AUDIO

Our current audio system has permanently installed speakers, amplifiers, and a mixing console and is provided for basic sound reinforcement to amplify the spoken word, singers, and a limited number of musical instruments.

All microphones, stands, cables, etc. are provided, assuming normal inputs for a typical wedding ceremony with up to 4 musicians and/or vocalists. If a wedding has unusual instrumentation or a large music ensemble (with drums), these plans need to be submitted to the Wedding Coordinator at least 4 weeks in advance of the ceremony and TVC will determine if the requests are feasible with our setup and if any additional fees are applicable.

The audio system cannot be moved, dismantled, or patched into by audio or musical equipment not belonging to The Village Chapel. Under no circumstances will additional speakers or mixing consoles be allowed to be integrated with our existing audio system.

The Village Chapel will furnish an approved Audio/Visual Engineer to set-up and run sound for the event. ONLY approved Audio/Visual Engineers on TVC staff are authorized to operate the audio system.

Any pre-recorded music should be given to the engineer on a FLASH DRIVE or via SPOTIFY PLAYLIST.

The client is welcome to record the service via video or otherwise with their own external equipment and vendor. If a videographer or other vendor needs a line out of the audio console for recording purposes we need to know by the REHEARSAL TIME. The Village Chapel is not responsible for the sound quality of the recording. It is the responsibility of the external vendor to test the quality of the audio on site and provide back up microphones or other equipment for recording audio directly to his or her camera or other equipment in the event that the sound quality from the TVC audio equipment does not meet his or her standards.

MUSICIANS/STAGE LAYOUT

Musicians and singers should be set-up on the right front (downstage left) portion of the stage in The Chapel. Any other location requests are subject to approval. None of the musical and audio equipment on stage including monitor speakers, mic stands, microphones, and cabling can be moved without approval from the Wedding Coordinator. Please submit these requests at least 2 weeks in advance so your needs can be accommodated. Due to pre-scheduled staffing limitations and other program preparations, it is unlikely that we will be able to accommodate any requests submitted at the rehearsal or ceremony.

Due to the reverberant acoustic environment of The Chapel, it is recommended that client's utilize acoustic instrumentation as much as possible and limit their use of electronic and amplified instruments to keep the overall sound pressure level of the space at a reasonable level (85dB at the mix position). The use of a drum kit with "standard" type drum sticks is not recommended, but brushes or softer sticks may be used.

It is highly recommended that any musicians participating in the ceremony be present at the rehearsal. This makes for a more effective rehearsal and a more prepared wedding party. Please make those preparations in advance. The sound system and room layout of The Village Chapel are unique to our location and are not typical to other wedding venues.

Load in, setup, rehearsal, tear down, and load out of any musical equipment must begin and end during your reserved block of time. Should you need any additional time, this needs to be requested and approved in advance.

LIGHTING

The chapel contains chandelier lighting for both stage and sanctuary. Our default lighting setup includes either sanctuary/stage chandelier lighting with or without the addition of a spotlight on our stage cross and fill lights on the center of the stage. If alternate lighting needs are required (including, but not limited to: on the sides for musicians or other wedding party members; stage setups that incorporate more than the immediate front/center area; or other special requests) **these details need to be submitted to the Wedding Coordinator at least 4 weeks in advance of the event.** If alternate lighting needs are planned, a separate Lighting Engineer may need to be scheduled for the ceremony at an additional charge of \$200. Only TVC Lighting Engineers are allowed to manage and/or adjust the lighting system.

PLEASE NOTE: Although our lighting system can offer a variety of lighting locations, we will NOT be able to re-aim or re-focus any of the lights to accommodate very specific special requests. Any additional lighting equipment you or your vendor wish to integrate with our existing system must be submitted 4 weeks in advance and approved by the Wedding Coordinator. These requests may be subject to additional fees. Due to pre-scheduled staffing limitations and other program preparations, it is unlikely that we will be able to accommodate any requests submitted at the rehearsal or ceremony.

VIDEO & VISUAL MEDIA

PLEASE NOTE: This is an A/V item that is not included in your package by default. If you wish to include a slide presentation we can add a TVC Media Operator to your package for an additional fee.

If there are any visual elements (such as videos, slideshows, etc.), these will need to be provided to the Wedding Coordinator at least 2 weeks prior to the event. This is to ensure that we can evaluate and convert the content as needed in order to accommodate the particular A/V setup that is used in the chapel. If for some reason the client knows that they will have materials, but will not have them ready 1 week prior to the event, then a dedicated Visual Media Operator will need to be scheduled for the rehearsal & ceremony.

If a client requires additional help with either development of their wedding presentation or a dedicated Media Operator during their ceremony, an additional charge of \$200 (within the Rehearsal & Ceremony time frame) and/or \$50/hour (not within the Rehearsal & Ceremony time frame) will be included on their invoice.

Slide Presentations:

All media for slide presentations must be submitted to The Wedding Coordinator no later than two weeks prior to the event.

Video:

All video must be delivered on a FLASH DRIVE or through an online service such as DROPBOX, GOOGLE DRIVE, or WETRANSFER. **We do NOT have a DVD Player or disc drive.** If the video is through an online service such as YouTube or Vimeo, it must be ripped to a local file and given to us through one of the above methods. This needs to be provided to the Coordinator 2 weeks in advance and NOT brought the day of the rehearsal or event, as conversion and setup will need to be done with our A/V setup.