



## **CenterPoint Church Wedding Agreement**

Congratulations on your engagement and upcoming wedding! CenterPoint is very blessed to have such a large percentage of singles and young adults who attend our church and because of this we perform a high volume of weddings. As a result, we have had to be very specific about our expectations on the couples we marry as well as your expectations of the pastors. Please carefully look over everything below, fill out the questionnaire and send it back to our office at CenterPoint (attn: Emily). If you have any questions, feel free to email us at [info@cpchurch.com](mailto:info@cpchurch.com). Thank you!

Church Staff  
CenterPoint Church

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### **Couples who wish to be married by a CenterPoint pastor must:**

- Be regularly attending (twice a month) for a minimum of six months on a consistent basis with the exception of college students, those service in the Armed Forces and related causes.
- Meet with our pastoral staff for pre-consultation meetings and have approved pre-marital counseling within or outside of CenterPoint Church.
- Fill out and sign this wedding agreement form to be reviewed by our Pastoral staff.

### **Wedding Agreement:**

- 1) In order for a couple to be married at CenterPoint and by our pastors, you must complete a pre-marriage counseling course with us or with a professional counselor. At CenterPoint, Sarah McMillan will be handling the pre-marriage classes and will contact you with further details about the sessions. Some couples who are dating and desire to get engaged start the pre-marriage counseling prior to engagement and then finish once they are engaged.
- 2) If CenterPoint is your home church we ask that you give the pastor performing the wedding an honorarium of \$250. If finances are truly tight, we will never turn away a couple because of monetary reasons. Please bring cash or a check made out to the pastor directly to the rehearsal.
- 3) Please do not plan on the pastor attending the wedding reception. Because of the numerous amounts of weddings they officiate, it is very time consuming to also attend each reception. It is certainly acceptable to invite them, we just ask that you do not have the expectation that they will be attending.

**\*If you would like to request using CenterPoint church facilities for your wedding ceremony, please continue to read the following. If not, skip to the end to fill out and sign the form.**

*Facilities Usage and Fees:*

The total fee for use of the sanctuary is **\$150**. This covers the cost of setup, teardown, cleaning and resetting our building. We need a few technically trained individuals as well as custodial workers for at least 4 hours of work-time. These individuals may vary according to each wedding, so please bring cash with you on the night of the rehearsal, give the payment directly to the Pastor officiating the wedding and he will distribute it accordingly.

*Please note the following guidelines for our facility use:*

- Saturday usage must not go beyond 8pm. At present, CenterPoint is not available on Sundays.
- Once the church is open, you or a designated person is responsible for the building.
- No alcoholic beverages are permitted in the building or on the church property, except for the use of wine during communion.
- If tables are needed for dinners or receptions, a maximum of eight tables can be used in the downstairs Living Room area for a total of 30 people.
- The facilities requested will be set up and prepared 24 hours prior to date of use as long as regular meetings permit us to do so.
- The couple will be responsible for the installation and removal of all decorations. Please have someone available to take down the decorations within two hours of the ceremony ending.

*Musicians*

We have several musicians and sound technicians in our congregation who are available on a contract basis. If you are interested, please speak with our office directly for the names of the contact people. Also, please let us know what instruments/sound equipment you will be needing from the church OR what you will bring with you for the event. **Please pay the musicians directly at the rehearsal.**

*Audio/Video*

Our sound/video technicians are available to help with microphones, general sound issues as well as video/visual slide shows. We also have projection unit/powerpoint and video for large screen. Please let us know if you would need to use any of this. **Please pay the technician directly at the rehearsal.**

*Fees*

Use of the Sanctuary .....	\$150
Fees for Officiating Pastor .....	\$250 for members/attendees
Fees for Musicians .....	each musician can be arranged by individual contract.
Fees for Sound/Video Technician.....	\$75



## Wedding Request Form

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

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

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Brides Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Do the bride and/or groom attend CenterPoint:      Yes      No

Who and how frequently: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Ceremony will be held at: \_\_\_\_\_ Time: \_\_\_\_\_

Reception will be held at: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pastor officiating wedding: \_\_\_\_\_

Phone number of officiating pastor if outside CP: \_\_\_\_\_

How long have you been dating? Engaged? \_\_\_\_\_

**Personal Bio Information**

**Bride:**

Where are you currently living? \_\_\_\_\_

Have you been married before, and if so, please tell why the marriage ended: \_\_\_\_\_

\_\_\_\_\_  
Please share with us your faith story (if you need more space, use the other side of this form or attach it to the email).

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

**Groom:**

Where are you currently living? \_\_\_\_\_

Have you been married before, and if so, please tell why the marriage ended: \_\_\_\_\_

\_\_\_\_\_  
Please share with us your faith story (if you need more space, use the other side of this form or attach it to the email).

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

**(If you are having your wedding at CenterPoint, please continue to fill out the form)**

Will flowers be delivered or installed:      Yes   No      Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will candles be used during the ceremony: Yes   No      Date: \_\_\_\_\_ Time: \_\_\_\_\_

Explain: \_\_\_\_\_

What facilities are you requesting?      Upstairs sanctuary

Downstairs Living Room

Kitchen

Kids rooms

If you will be using a caterer at CenterPoint, please complete below:

Caterer's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

What additional items will you need?

Sound/Technical Support

Tables

Piano (in sanctuary)

Kitchen/Cooking items

Musical Equipment

Other (please specify): \_\_\_\_\_

(Refund policy: If for any reason you cancel the wedding or use of our facilities, your money will be refunded minus a \$50 administration fee. If you do need to cancel, we ask that you do so in writing).

I have read and understand the policies and payment procedures outlined in this agreement. I have read and understand the requirements for a pastor of CenterPoint to officiate our wedding. I agree to pay all required fees.

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

Please email the form to [info@cpchurch.com](mailto:info@cpchurch.com) or mail a hard copy to CenterPoint Church, 3032 Merrick Rd, Wantagh, NY 11793, attn: Emily. Thank you!