



Congratulations!

Your wedding is an exciting and joyful event, and one of the most significant and serious commitments of your life. It is important to remember that getting married is a spiritual matter. We believe that marriage was created by God, and therefore is very sacred. Third Church is committed to working with you to see that your wedding honors God and is a worshipful, memorable and personal experience for all involved. May God continue to bless you as you look to him for guidance regarding this important event.

(1). Setting the Date:

Set your wedding date and contact Shaughn Roorda, Third Church Communications Leader, at 641-628-4900 x411 or sroorda@trcpella.com to discuss the potential date and worship venue for your ceremony. Once your date is approved by the Senior Pastor and the Worship Department, you will be asked to submit additional paperwork and a deposit to hold your date and start the planning process.

(2). Wedding Planning:

Three to six months before the wedding, schedule an appointment to meet with Shaughn Roorda to discuss wedding details. Meetings are typically scheduled during the office hours of 8:00 am-5:00 pm on weekdays, but special arrangements can be made if required.

(3). Wedding Coordinator:

The wedding coordinator assigned to your wedding will contact you to set up a time to discuss and finalize your wedding plans.

(4). Pre-marriage Counseling:

Schedule your counseling sessions with Life Leadership, New Day Counseling or Pine Rest of Pella. Third Church requires any couple being married by a Third Church pastor to complete pre-marriage counseling.

(5). Meeting with the Pastor:

Call the Third Church office at 641-628-3051 to schedule a meeting to discuss wedding details with the pastor performing the ceremony.

Setting the Date:

Initial contact for scheduling a wedding ceremony is to be made by calling Shaughn Roorda, Communications Leader, at 641-628-4900 x411 to check for date availability. If the requested date is open, you will be asked to complete some initial paper work at which time the request will first be directed to the Senior Pastor for approval, followed by approval from our Worship Department. Typically, the approval process takes two weeks and

we will contact you with our determination. Once approved, there will be additional paper work required along with a \$100 deposit to confirm the arrangements. Weddings cannot be scheduled more than one year prior to the date of the ceremony.

Wedding Planning:

Three to six months before the wedding, you will need to schedule an appointment with Shaughn Roorda to discuss wedding details. She will be your contact person at Third Church and help to answer many of the preliminary questions that you may have and discuss guidelines for weddings held at Third Church. At this meeting you should be prepared to discuss details (e.g. pastor to officiate, number of bridesmaids and groomsmen, musicians, decorations, ceremony and rehearsal times).

Wedding Coordinator:

Following this meeting, a wedding coordinator will be assigned to your wedding to further assist you in your planning. The coordinator will be your liaison between you and Third Church. She will be able to answer questions, assist you with the ceremony outline and attend the rehearsal and wedding to help provide additional support and the coordination of any final details.

Pre-marriage Counseling:

Any couple requesting to be married by a Third Church pastor is required to attend pre-marriage counseling. It is the responsibility of the wedding couple to set up sessions with Third Church approved counselors at Life Leadership, New Day Counseling or Pine Rest of Pella. These sessions will be very helpful as you prepare for your married life together. Counseling information will be available for you at the initial wedding meeting.

Meeting with the Pastor:

Three to four months prior to your wedding, you will also need to schedule an appointment to meet with the pastor performing your ceremony. Appointments can be made by calling the church office at 641-628-3051.

Where and when are weddings held at Third?

Four main areas are available for weddings at Third:

- The Sanctuary: seats up to 800 people
- The Auditorium: seats up to 400 people
- The Chapel: seats up to 200 people
- The Fellowship Hall: seats up to 300 people

Wedding ceremonies are typically scheduled on Friday evenings and Saturday afternoons. All parties must leave the Third Church campus no later than 6:00 pm on Saturday and 10:00 pm on other days. No weddings will be scheduled on Sundays or holiday weekends. Please note that due to the size of our facility, there may be another event(s) in the church on the day of your wedding. This may include another wedding, concert or various other ministry events.

Are Third Church pastors available off-site?

Third Church pastors are available to officiate at off-site weddings as their schedules allow. Please contact the church office.

Can a non-Third pastor perform our ceremony?

Guest pastors are welcome to perform ceremonies at Third after submission and approval of their statement of faith.

Facilities:

We ask that you, your families, attendants and guests treat the church with care and respect. In particular, please note that there is no smoking in the Third Church building and no alcoholic beverages are allowed anywhere on the church campus. The use of rice, confetti and flower petals is not permitted. Bird seed and bubbles may be used outside the building.

Tech and Lighting:

Standard lighting and tech set-up is included in the rental of Third Church; but additional fees will apply in order to staff our equipment with trained personnel. The amount will be determined according to the tech requirements of your wedding ceremony. We do not provide video taping services.

Decorating:

Fire code prevents the use of candles or hurricane candles along the aisles. All candles used at the ceremony must be covered with glass or placed on a charger plate. All candelabras used on stage should be placed on plastic sheeting. The aisle cloth is not provided, and any pew decorations must be hung using 3M removable plastic hooks.

The church will be available for you to decorate at 10:00 am on the day prior to the wedding. An exception to this policy would be in the case of a funeral, which would take priority. Removal of wedding decorations and replacement of any items borrowed from the church must be completed by the party concerned immediately following the ceremony. Weekend storage arrangements may be made under the direction of the facilities team and your wedding coordinator.

Can we have our reception at Third?

Rental of the Third Church fellowship hall is available for receptions. Please see the insert attached.

Information Form:

(Must be completed and returned to the office to start the approval process for a wedding.)

Bride's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell Phone: _____

Parent's Name(s): _____

Groom's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell Phone: _____

Parent's Name(s): _____

Date Requested for Ceremony: _____

Time: _____

Date Requested for the Rehearsal: _____

Time: _____

Pastor Requested:

1. _____

2. _____

3. _____

Location Requested for Ceremony:

Sanctuary Chapel

Auditorium Fellowship Hall


Reception Location: _____

For Office Use:

Signature of Senior Pastor

Approved: Yes No Date: _____

Third Church Wedding Fees

	Member (1)		Non-Member	
	Chapel Sanctuary Auditorium	Fellowship Hall	Chapel	Sanctuary Auditorium Fellowship Hall
Facility Charge (2)	-	200	250	450
Pre-Marital Counseling (3)	-	-	150	150
Wedding Coordinator (4)	125	125	125	125
Estimated Audio/Visual Technicians (5)	100	100	100	100
Facilities Team (6)	50	50	50	50
Total	275	475	650	850
Deposit due with reservation (7)	100	100	100	100
Suggested Pastor Honorarium (8)	100	100	100	100
Musicians (8)	Responsibility of the couple to find and compensate.			

- When any of the following are members of Third Church: Bride, Groom, Mother or Father of the Bride or Groom
- The facility charge includes the choice of worship venues for the ceremony as well as the Bridal Room and Luma Loft (dressing areas for the wedding party).
- Premarital counseling is required for all couples being married by a Third Church pastor. The counseling sessions may be completed at either Life Leadership, New Day Counseling or Pine Rest of Pella. Third Church covers the \$300 counseling fee in full for members and \$150 of the fee for non-members.
- Wedding coordinators are required for all weddings held at Third Church. The fee charged is equivalent to the compensation given to the wedding coordinator, and coordinators are assigned on a date availability basis.
- Due to the complexity of our audio/visual systems, Third Church will assign technicians to work your wedding. Third Church pays the sound technician the greater of \$50 or \$15 per hour and the video technician the greater of \$30 or \$15 per hour. Your charge will equal the amount of compensation paid to technicians, typically in the \$100 range. Your actual cost will vary depending on the technical requirements for your wedding.
- The facilities team fee covers cleaning before and after the wedding.
- A deposit of \$100 is required when the wedding is booked. The total deposit will be applied to the final bill provided no damage has occurred to church property. Any damages will be deducted from deposit. A refund of \$75 will be given in the case of cancellation.
- Honorarium for the pastor and musicians should be paid directly to the parties involved and not to Third Church.

General Wedding Notes:

- No tobacco use is allowed inside Third Church facilities.
- No alcoholic beverages are allowed on the Third Church campus.
- The property must be vacated by 6:00 pm on Saturdays and 10:00 pm on other days.
- No dance receptions will be allowed on the Third Church campus.

