



ELEVATE LIFE  
CHURCH  
ELEVATE YOUR THINKING, ELEVATE YOUR LIFE

# Weddings at Elevate Life Church

# Policies and Procedures

## General Information

While we believe making Jesus Christ your Lord and Savior is the most important life-changing decision you can make, choosing the one with whom you will spend the rest of your life in the sacred covenant of marriage is incredibly significant. Now that you have chosen to commit yourselves to one another, we encourage you to align your engagement, your marriage and your home with the biblical standards God has created for us.

Believing that marriage is a holy and sacred gift from God, it is our desire that couples approach marriage according to a way that is pleasing to God.

- Elevate Life Church believes in the sanctity of marriage according to Mark 10:6-9
  - *"But at the beginning of creation God made them male and female. For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh. So they are no longer two, but one. Therefore what God has joined together, let man not separate"*
- In believing that the Bible teaches that Christians are to marry only Christians, **we require that both bride and groom individually acknowledge Jesus Christ as their Lord and Savior.**
  - 2 Corinthians 6:14-16 *"Don't team up with those who are unbelievers. How can righteousness be a partner with wickedness? How can light live with darkness? What harmony can there be between Christ and the devil? How can a believer be a partner with an unbeliever?"*
  - Romans 10:9-10 *"If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved."*
- Please see our position on Adultery, Cohabitation, and Homosexuality at the back of this policy.

All weddings are scheduled through our Event Manager and should be scheduled at **least three months** in advance. See Scheduling Procedures.

The church facilities may be reserved by both members and non-members. To qualify for booking the facilities as a member the bride, groom or parents must be a member of Elevate Life Church which means you have completed the Membership Class/Process.

Due to seasonal demands on the church facilities, wedding rehearsals, wedding ceremonies, or wedding receptions will not be scheduled on the following holidays: Easter weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, the month of December including Christmas Eve, Christmas Day (and the day after Christmas), New Year's Eve, and New Year's Day. Wedding ceremonies and wedding rehearsals will not be scheduled at times that will conflict with church services or special church events.

#### **TIME ALLOTMENT**

All locations and fees are based on a 1-hour rehearsal and 4-hour ceremony timeframe, including set-up and tear-down of vendor's equipment and supplies. If additional time is needed, please contact our Event Manager for availability and the fee adjustment. In order to accommodate Saturday evening worship services, the **last 4-hour time slot on Saturday is from 12:00-4:00pm with the ceremony start time options of 1:00pm, 1:30pm or 2:00pm**. All activities must be complete by 4:00pm on Saturday.

#### **MARRIAGE PREPARATION**

Everyone desiring to be married at Elevate Life Church or at an off-site location by an Elevate Life pastor **must complete (as a couple)** at least eight hours of approved faith based pre-marital counseling/education and meet with their officiating Pastor for a pre-marital assessment session **before 1 month prior to the wedding date**.

Elevate Life Church offers a 7-week pre-marital class three times a year, called "Saving Your Marriage Before It Starts" or "Marriage 101" as well as an individual couple's session with your officiating Pastor utilizing the SYMBIS Pre-Marital Assessment. Upon completion of the pre-marital class (at least 8 hours), attendees will receive a certificate of completion that will allow them to be married by an Elevate Life pastor and qualify for the "Twogether In Texas" program.

Elevate Life Church partners with the "Twogether In Texas" program. In the Texas legislature, a bill passed in 2007 that further expands healthy marriage efforts in Texas by encouraging those planning to marry to complete eight hours of research-based instruction on skills including managing conflict, communication, and elements of a

successful marriage. Couples who complete eight hours of instruction may waive the 72-hour waiting period between license, application and marriage.

If you complete our pre-marital class and present your certificate to the county clerk when you are applying for your Texas Marriage License, the \$60 state portion of the marriage license fee will be waived. Counties may add up to \$12 in additional fees to a marriage license. Those local fees will not be waived.

If you are not able to attend Elevate Life's pre-marital resources you may submit other faith-based counseling/education by another pastor or class for approval. Additional pre-marital education resources can be found at [www.twogetherintexas.com](http://www.twogetherintexas.com) and [www.WinShapeRetreat.org](http://www.WinShapeRetreat.org) (Prepare To Last Marriage Retreat).

Please contact Amanda Runnels at [amandar@elevatelife.com](mailto:amandar@elevatelife.com) for questions regarding the approved faith based pre-marital counseling/education.

### **PASTOR'S FEE**

At the four week appointment with your assigned Elevate Life Wedding Coordinator, please submit a separate payment for the Elevate Life pastor's fee. Enclose a minimum payment of \$250.00 in an envelope with the pastor's name on the outside and the Wedding Coordinator will see that he receives the honorarium.

### **BRIDAL &/or ENGAGEMENT PORTRAITS**

We allow bridal and/or engagement portraits to be taken on the church property at a time other than your wedding date. Please contact our Event Manager at least three weeks in advance to schedule a time as we have other events happening at the church and want to make sure your photo session is not interrupted.

### **ALCOHOLIC BEVERAGES & SMOKING**

Alcoholic beverages of any kind are not allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any member(s) of the wedding party found to be under the influence of alcohol or drugs will be removed from the church property. Smoking is not permitted anywhere in the church building, including restrooms and dressing rooms.

### **CANDLES**

We do not permit any open flame(s) to be used at Elevate Life Church, unless used for a unity candle. Please see Wedding Coordinator for details.

### **CHILDCARE**

Childcare is not provided by Elevate Life Church for wedding rehearsals, wedding ceremonies, or wedding receptions.

## COMMUNION

If communion is to be a part of your wedding ceremony, it will be served to the bride and groom only. It must be approved by your pastor so that it can be prepared in advance.

## DRESSING AREAS

There are two private dressing areas for the wedding party to utilize while at Elevate Life Church - - Strategy Room and Nursing Room. There is a full-length mirror in both rooms. Please do not bring in irons or ironing boards. These areas will not be locked during the ceremony and Elevate Life Church assumes no responsibility for lost, stolen or damaged items. Please secure all valuables while on property of Elevate Life Church.

## DAMAGES

The bride and groom are responsible for any damage to floors, carpets, furniture, etc., and for ensuring the facilities are cleared after the wedding of all personal items and vendors' equipment and supplies.

## GUEST PASTORS

We welcome pastors other than those at Elevate Life Church; however, they must be approved in advance. Only ordained or licensed pastors of like faith and practice will be permitted to perform a wedding ceremony at Elevate Life Church. Please complete the **Guest Pastor Request** form and give it to our Event Manager. An Elevate Life Church Pastor will contact the visiting pastor to confirm his/her participation.

If a guest pastor will be performing your ceremony, it is required that he/she attends the rehearsal.

## MUSIC & DVD's

You must provide all the music (CD, iPod or hired musicians) used in the ceremony. Please bring the music to rehearsal. Elevate Life Church vocalists and musicians are available for an additional fee – please check with our Event Manager for details. DVD's are welcome so that a slideshow may play on our Lobby screen and Prayer room screen. Please place pictures in a slideshow format onto a DVD.

## MICROPHONE & SOUND

Microphone(s) will be provided for the vocalist and/or reader, and the Elevate Life Sound Technician will do a sound check one hour prior to the beginning of the ceremony.

## LOST OR STOLEN ITEMS

Elevate Life Church is not responsible for items lost, stolen or damaged. Please secure all valuables while on property of Elevate Life Church.

## FLORAL POLICIES

It is the responsibility of the couple to ensure all florists (professional, friend, or family member) performing their services at Elevate Life Church are aware and agree to abide by these policies.

- Our Event Manager is available to meet with the florist either personally or by phone at 214-387-9833 to discuss the policies and set-up for the wedding at Elevate Life Church.
- Florals and other decorations must be completed at least 30 minutes prior to the beginning of the ceremony.
- All preparations for flowers and greenery are to be made prior to arriving at the church.
- The church will be ready for the wedding ceremony when the florist arrives at the church to decorate. The florist is responsible to see that it is clean when decorating is complete.
- Arrangements should be made for all flowers and decorations to be removed within the 4-hour timeframe. The church does not store any wedding decorations. The facilities should be left clean and ready for the next event after removal of all decorations.
- **No tacks, pins, nails, glue or tape shall be used to fasten any decorations to the furniture, building, carpet, walls, or church candelabras.**
- Candles used on all candelabras must be battery operated. If using a standing candelabra for the unity candles, a plastic or subtle covering must be placed under the candelabra to prevent candle drippings on the flooring.
- Only Elevate Life facilities personnel are permitted to move or remove furniture, podiums, large plants, tables, etc. Please ask the Wedding Coordinator for assistance, if necessary.
- **Only silk flower petals can be used in the aisle, no real flower petals are permitted anywhere on the grounds of Elevate Life.**
- **The throwing of rice, birdseed, confetti, fresh rose petals, or releasing biodegradable lanterns is prohibited on the premises. Balloons or bubbles may be released outside the building.**
- It is understood that seasonal decorations for Christmas, Easter, and conferences will not be moved or removed for weddings. The florist may make use of or supplement these decorations for the wedding. The Christmas decorations go up the week of Thanksgiving and are taken down the week of January 1<sup>st</sup>. Please see Wedding Coordinator for conference dates.

## PHOTOGRAPHY/VIDEOGRAPHY

It is the responsibility of the couple to ensure all photographers and videographers (professional, friend, or family member) performing their services at Elevate Life Church are aware and agree to abide by these policies.

- Access to the building, as well as all photos and video must fall within the 4-hour ceremony time frame on the day of the wedding. If additional time is needed, please contact our Event Manager for availability and the fee adjustment.
- Because the wedding ceremony is a religious service, all photographers and videographers (amateur and professional) are asked to reverence the ceremony and the church. We ask that the photographer and videographer be as unobtrusive as possible, and that he or she be dressed appropriately for a wedding.
- Please do not move any furniture or accessories in the church. Please do not stand on the furniture.
- The equipment (not being used) must be stored out of sight 30 minutes prior to the start of the wedding ceremony. They may place their equipment in the Strategy Room where the groom's room is located.
- All pre-ceremony photos and video taken in the ceremony area must be completed no later than 30 minutes prior to the start time of the wedding. This allows the ushers to begin seating guests on time.
- Photographers and Videographers are permitted to stand in the back of the room, on the sides or behind the last row of guests to capture the photos/footage to avoid blocking the guests' view of the couple.
- **No movement at or near the altar area is permitted.** Vendors are not permitted to stand near the altar area; however, **an unmanned camera is permitted on or near the altar area.** Ask the Wedding Coordinator for assistance with placement.
- If the photographer is present at the rehearsal, he/she is asked not to disrupt the flow of the rehearsal. Please save questions for after the rehearsal.
- Spotlights may not be used during the ceremony.

# Deposit and Fees

A reservation fee of \$200 is required with submission of your **Wedding Request Form** to secure your reservation on the church calendar. *You must have your deposit to save your date.* The deposit is non-refundable but does apply to the total facilities reservation fee. If you choose to cancel your wedding after you have paid the \$200 deposit, it may be applied to a future wedding day at our facility, up to one year after the original planned date, based on availability of Elevate Life Church facilities.

Following the approval of your wedding date availability on the church calendar, an appointment will be scheduled with our Event Manager.

**The final payment of your facilities cost is due no later than 30 calendar days prior to the scheduled wedding date.**

Failure to submit your final payment one month prior to your wedding date could result in the wedding being removed from the church calendar and all deposits being forfeited.

All checks are to be made payable to Elevate Life Church. We also accept the following credit cards: Discover, MasterCard, Visa and American Express.

Fees cover:

- Chairs for the ceremony and rehearsal
- Event Manager who will organize and facilitate your wedding rehearsal and ceremony
  - *Please note: The Event Manager is not for use as a wedding planner. Please keep in mind that the Event Manager is in charge of the facility and the use of the building, not in charge of planning the wedding or day of wedding planning procedures.*
- Facilities for the Wedding Ceremony
- Facilities for the Wedding Rehearsal
- Facilities Personnel for setting up and cleaning before and after your wedding
  - *Please note: Facilities Personnel will clean what Elevate Life Church has set up which includes tables, chairs, and Elevate Life Church decor. Anything that has been brought in by the wedding party or by a vendor(s) must be cleaned by the wedding party and/or vendor(s) themselves. The wedding party must be present at Elevate Life Church when vendors pick up their things after the wedding.*
- Sound Technician
- Utilities
- Administrative Costs



*Please note: Any tables or chairs must be requested when the contract is signed – any request after this time will not be permitted. We have multiple closets on our premises that are not for wedding use. Elevate Life Church reserves the right to fine the wedding party contact for any damages, misuse, or searching through these closets.*

## Locations & Fees

### ELEVATE LIFE CHURCH MEMBER RATES

It is our privilege to extend to members of Elevate Life Church a special rate on their facility reservation fee. To qualify for booking the facilities as a member (bride, groom or parents), you must have been an *active* member of Elevate Life Church for a minimum of three months prior to booking your wedding date. To be an *active* member, one must consistently tithe, have completed the Elevated Membership class/process, and consistently serve on a Dream Team. Please contact the Event Manager to inquire more about this.

All locations and fees are based on a 1-hour rehearsal and 4-hour ceremony timeframe, including set-up and tear-down of vendor's equipment and supplies. If additional time is needed, please contact our Event Manager for availability and the fee adjustment. In order to accommodate Saturday evening worship services, the **last 4-hour time slot on Saturday is from 12:00-4:00pm with the ceremony start time options of 1:00pm, 1:30pm or 2:00pm.** All activities and clean-up from the wedding party must be complete by 4:00pm on Saturday.

LOCATION	CAPACITY	FEE
Prayer Room	140 chairs	\$800 Member \$1200 Non-Member
Cathedral Lobby	190 chairs	\$1000 Member \$1500 Non-Member
Main Auditorium**	3000 stadium and movable	\$2500 Member** \$4000 Non- Member**
Conference Room A	70 chairs	\$200 Member \$300 Non-Member

Conference Room B	\$100 Member \$150 Non-Member
Conference Room A&B	\$250 Member \$375 Non-Member

\*Depending on the needs of the specific event in the Main Auditorium, these fees may increase. Our Event Manager will determine what staff is needed for your event in the Main Auditorium based on your specific needs. If additional services are needed such as clearing the whole stage, use of a lighting technician or video technician, or use of additional areas of the church, additional time and/or additional security, then these fees will increase.\*

# Scheduling Procedures

## STEP #1: INITIAL CONTACT & WEDDING REQUEST FORM

To find out if your preferred dates are available, please call our Event Manager, Morgan Moore, at 214-387-9833 or email at [morganm@elevatelife.com](mailto:morganm@elevatelife.com). Our Event Manager will assist you in selecting the date, time and location for your wedding. Every effort will be made to schedule your wedding on the date you desire. However, due to the large number of church activities at Elevate Life, we suggest that you have several options in mind.

Wedding ceremonies, wedding rehearsals and wedding receptions are not scheduled during church-wide events, Sunday's, or on holiday weekends: Easter Weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving Weekend, Christmas Eve, Christmas Day (and day after Christmas), New Year's Eve, and New Year's Day.

### Wedding Request Form

To secure your date, fill out the **Wedding Request Form**. Return the form to our Morgan Moore/Event Manager with a non-refundable reservation fee of \$200. This deposit will apply to your facilities reservation.

The form and payment can be dropped off at the church office or mailed to:

**Elevate Life Church**  
**Attn: Morgan Moore**  
8500 Teel Parkway  
Frisco, TX 75034  
Phone: 214-387-9833  
Fax: 214-387-9568  
Email: [morganm@elevatelife.com](mailto:morganm@elevatelife.com)

*Please note: If handing in your form rather than mailing, please do not hand your form to the information desk during service hours at Elevate Life Church. Please make sure that your form and deposit are handed into the front desk of Elevate Life Church during business hours, Monday – Friday, 9am – 5pm.*

All checks made payable to Elevate Life Church. We also accept the following credit cards: Discover, MasterCard, Visa and American Express.

Our Event Manager will review the church calendar and submit your dates for approval. Considering all the ministries we must contact for date approval, please allow up to *one week* for this process.

Once your date has been approved, our Event Manager will contact you by phone and/or email.

## STEP #2: APPOINTMENT WITH OUR EVENT MANAGER

Following the approval of your wedding date availability on the church calendar, an appointment will be scheduled with our Event Manager. At this appointment, important information relating to church policies and guidelines and vendor information will be explained. Our Event Manager will answer any questions you may have and address any special needs concerning your wedding day.

Our Event Manager will assist you with the following:

- Calendar Reservations
- Facility Reservations
- Payments/Fees
- Video/Audio/Technical
- Securing a Team Pastor for your wedding
- Assignment of our Wedding Coordinator to conduct your wedding rehearsal and wedding ceremony

## STEP #3: SCHEDULE MEETING WITH AN ELEVATE LIFE PASTOR

Following your date approval and appointment with our Event Manager, a meeting must be arranged with the Elevate Life Pastor who will be performing your ceremony. Because of our commitment and desire to build faith-based Christian homes, each pastor requests a meeting(s) with each couple. **It is your responsibility to schedule this meeting with the pastor directly.** Please fill out the Pre-marital Questionnaire and SYMBIS Pre-Marital Assessment (\$35 per couple) a least one week prior to meeting with the Pastor. Please contact Amanda Runnels at [Amandar@elevatelife.com](mailto:Amandar@elevatelife.com) to complete the SYMBIS Pre-Marital Assessment.

STEP #4: MEET YOUR ASSIGNED WEDDING COORDINATOR (four weeks prior to your wedding date)

Your assigned Wedding Coordinator will contact you to schedule your four week appointment to discuss and finalize your wedding plans. At this meeting you will:

- Confirm your wedding date, time and location of your rehearsal and wedding ceremony.
- Review all details, including the seating of family members, processional for bridesmaids and groomsmen, music selections, usher responsibilities, order of wedding ceremony, etc.
- Submit final payment for using the church facilities.
- Submit a separate payment for the Elevate Life pastor's fee. Enclose a minimum payment of \$250.00 in an envelope with the pastor's name on the outside and the Event Manager will see that he receives the honorarium.

The Elevate Life Event Manager will conduct the wedding rehearsal and facilitate the wedding ceremony for your wedding day. If a private wedding consultant has been hired to assist in your wedding planning, the Elevate Life Event Manager will be present to ensure that all Elevate Life wedding guidelines are followed and to assist in any way.

### **Elevate Life Church POSITION ON ADULTERY, COHABITATION, AND HOMOSEXUALITY**

At Elevate Life Church we love and accept people from all backgrounds and walks of life, and we believe fully in the Bible as the true and uncompromising Word of God. With that said, we believe the Bible is clear and prohibits same sex relationships (Romans 1:25-27; 1 Corinthians 6:9-10) and only affirms the relationship and marriage covenant between one man and one woman (Genesis 1 & 2). The Bible also prohibits sexual acts outside the marriage covenant (Matthew 5:27-28; 15:19; Romans 1:26-27; 1 Corinthians 6:9-13; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4) which includes adultery, fornication, and pornography.

***Elevate Life Church attendees that choose to practice homosexuality, adultery or cohabitation as an ongoing current behavior are encouraged to attend ELC services and serve on a Dream Team, but it is our policy that they would not be able to serve as a leader of a Dream Team, become a member of Elevate Life Church, be married at Elevate Life Church or by one of our Pastors while practicing these or a similar lifestyle.***

Our desire is that at Elevate Life Church people will never feel condemnation when participating in any of our events or worship services and that they will grow in their faith and understanding of God's best for their lives (1 John 1:9; 2 Corinthians 5:17). We believe that God created us and therefore knows how we operate best.

**This is how we define these terms:**

**Adultery:** A sexual, emotional or intimate relationship between a married person and someone other than his or her lawful spouse.

**Cohabitation:** to live together as if married, usually without legal or religious sanction.

**Homosexuality:** sexual desire or behavior directed toward a person or persons of one's own sex.

Our commitment as a church is to Accept People, Provide Accountability, and Affirm all to God's way as described in the bible to the best of our ability.

- 1.) **Accept People-** Our acceptance is authentic and because we value all people as God himself does... we choose to lovingly lead them to what He says is best.
- 2.) **Accountability-** Accountability is proof of value and trains us through and ultimately out of our behaviors that miss the mark.
- 3.) **Affirmation-** We will affirm and encourage each other because all humans doubt at times that they are valued by God. God values everyone and gives us other people who build us up and encourage us on our journey of striving for God's best.

**This is how we provide Acceptance, Accountability, and Affirmation**

**Acceptance-** Attendance of Services, Events, and Servant Leading

**Accountability-** Talk honestly about all issues, not just these

**Affirmation-** Attendance of Small Groups, Servant Leading, Celebrate Recovery

**Through these processes, we discover who God had called us to be.**