

Oasis Christian Church

Wedding Agreement



4524 East Brookstown Drive
Baton Rouge, LA 70805
(225) 355-8274

Charles E. Wallace, Bishop

For this cause a man shall leave his father and his mother, and shall cleave to his wife; and they shall become one flesh. Genesis 2:24

Oasis Christian Church

Wedding Agreement

General Wedding Guidelines

- Oasis Christian Church is a place of worship, so it is expected that you will be respectful of our buildings and grounds as you prepare for this very special event in your life.
- The services and facilities of The Oasis Christian Church are offered only to its members, in accordance with the policies approved by our board.
- Wedding fees are based on active church membership of no less than one year at the time of application. The couple must also practice the tithing principle. Tithing means that 10% of your income is given to God through the local church. Malachi 3:8-10.
- Weddings are not usually performed on Sundays, unless agreed to by the Pastor.
- Weddings should begin on time.
- Weddings are scheduled 5 hours apart and no more than 2 will be held on any Saturday. The times of the weddings will be determined by the first perspective bride or groom to submit their application and wedding deposit.
- The bridal room is available for the bridal party on the wedding day only. Any damage, makeup on furniture, or destruction to the room or its contents will be billed to the bride and groom (persons reserving the facility).
- The female bride and male groom (persons reserving the facility) are held responsible for any damages to furnishings, equipment, interior and any other facility items of Oasis Christian Church.
- Oasis Christian Church is not responsible for any item(s) left unattended during the rehearsal, rehearsal dinner, or wedding ceremony.
- We reserve the right to decline a request for a wedding.

Wedding Director

- The OCC wedding director is not the bride's wedding coordinator. The bride is responsible for utilizing the wedding coordinator of her choice. The wedding coordinator should contact the OCC wedding director to ensure that all of the guidelines for utilizing and decorating the sanctuary are used.
- The OCC wedding director is trained and acquainted with many details involved in both the wedding and rehearsal in order to make your experience pleasant and enjoyable. Her duties include:
 - Answering your questions regarding wedding procedures
 - Being responsible for the smooth operation of your wedding by correlating with the wedding coordinator
 - Being at the church during the decoration of the sanctuary
 - Arriving at the church the day of the wedding to be certain that all decorations meet OCC's guidelines

Reservations

- Reservations for a wedding must be made through the pastoral staff in the church office at least 90 days in advance. General details of the wedding, including premarital counseling, shall first be discussed with the Pastor.
- A wedding application/agreement shall be filled out and returned to the church secretary (Sister Earlene Martin) after consulting with the Pastor. **The wedding date must be approved by the Pastor.** The wedding date will be placed on the OCC calendar, reserving the sanctuary, when the agreement is submitted, and the \$200 deposit fee is received by the church secretary.
- The balance must be paid at least 30 days prior to the ceremony. **In the event of cancellation, the \$200 deposit is non-refundable.**

- When access to the building is desired, you must contact Oasis Christian Church at least **3** days in advance of the date access is required.

Premarital Classes

- **All couples are required to attend and successfully complete a minimum of six (6) months of Marriage Enrichment classes before the date of their wedding. Classes are held once per month on the last Thursday of each month.**

Visiting Ministers

- If any minister other than Bishop Wallace is to conduct the ceremony, prior approval must be obtained.

Photographers and Videographers

- A wedding is a service of divine worship and should not be interrupted by excessive picture taking and videoing. **Although photography and videotaping is allowed during the ceremony, the goal is to avoid any movement that would distract from the flow of the ceremony.** A suggestion is that you may choose to have your photographer and videographer visit the church in advance of the wedding in order to familiarize himself/herself with the facilities.
- Photos and video may begin up to one hour before the scheduled time of the ceremony and up to 30 minutes after the ceremony. If post ceremony pictures/video are done the wedding party and all guests must be departed from the sanctuary by 45 minutes after the end of the ceremony. All decorations must be removed by one hour of the end of the ceremony.

Music

- The couple is responsible for providing their own music, musician, and/or vocalist. A Christian wedding is a service of the worship of God. As in all worship, the music is to be chosen with care and discrimination. Because the assembled people of God join with the bride and groom in asking for God's blessing upon the marriage, the music should accentuate the reverence of the service. All musical selections (name of songs and artists) must be given to the wedding director, so that it may be approved by the Pastor.

Musician

- A church musician is available to play for weddings. You are responsible for contacting the church musician (if needed) as soon as possible after the confirmation of your date. The church musician will discuss with you: musician fees, musical selections, and other rehearsal times in addition to the wedding rehearsal (if needed).
- If a guest musician is to play for the service, prior approval must be given by the Pastor. The guest musician must contact Oasis Christian Church Minister of Music to discuss proper use of musical instruments.
- No musical instruments will be removed or repositioned unless approved by the Pastor.

Wedding Decorations

- Decorations and signs are not to be taped, tacked, or nailed to any furniture, fixture, painted surface, or door. All decorations and the hanging of such must be submitted for approval by the Pastor and wedding director.
- The facility is available for decorating two hours prior to the wedding on the actual wedding day (not before 9:00 am) or at the rehearsal pending no other Oasis Christian Church event is taking place. **If decoration of the church is to be done on the date of the wedding rehearsal, a total of 3 hours will be allotted for both**

the rehearsal and the decorating (a total of 1.5 hours for each). In this event, the time will begin no earlier than 5 pm and end no later than 8:30 pm.

- If decorations are done on the same night as the rehearsal, the church will not be available on the actual wedding day, until one hour before the beginning of the scheduled ceremony time, as indicated on the wedding agreement.
- Only drip-less candles may be used in the facility. Aisle candles require globes. Votive candles are allowed but require globes.
- Birdseed, glitter, sparklers, rice, grain and confetti are **NOT** allowed inside or outside of the church building. Bubbles and flower petals are acceptable.
- ALL flowers, decorations, rental equipment and personal belongings must be removed from the facility and property **IMMEDIATELY** following the wedding ceremony. This must be completed within one hour of the end of the ceremony.
- No sanctuary furniture may be moved without permission from the Pastor. If permission is granted, all furniture must be returned to its proper location. Any damage incurred is the responsibility of the bride and groom (persons reserving the facility).

Food, Drugs, Alcohol

- Alcoholic beverages are strictly prohibited within the Oasis Christian Church facility and on the Oasis Christian Church property.
- Smoking and any use of illegal drugs is strictly prohibited throughout the facility and the property.
- Food and beverages are not allowed in the Sanctuary or the Bridal room.
- It is the responsibility of the bride and groom (persons reserving the facility) to make known of those things which are forbidden to the bridal party and guests.

Rehearsal

- Rehearsals are to take place the night prior to the wedding unless an Oasis Christian Church event is to take place at that time. All rehearsals are allotted 1.5 hours. All rehearsals must begin no earlier than 5:00 pm and must conclude by 8:30 pm unless scheduled and approved otherwise. The 1.5 hours will begin at the scheduled time you have indicated on the wedding agreement.
- When access to the building is desired, you must contact Oasis Christian Church at least **3** days in advance of the date access is required.

Marriage License

- It is the responsibility of the couple to obtain the marriage license. The license shall be left with the Pastor at least **3 days** before the ceremony.
- A 72 hour waiting period between time of issuance of the Marriage License and the ceremony applies. Marriage Licenses are valid for **thirty (30) days** from the date of issuance. Please see the Clerk of Court website for further details.

Wedding Expenses

Wedding fees are based on active church membership of no less than one year at the time of application. The couple must also practice the tithing principle. Tithing means that 10% of your income is given to God through the local church Malachi 3:8-10.

Pastor Honorarium

Facilities Rental Fee

Wedding Director

Audio Technician

Custodial Fee /Maintenance

- All stated fees/costs are non-negotiable

- In addition to the wedding agreement, a \$200.00 deposit is due at least 90 days prior to the date of the ceremony.
- The balance must be paid at least 30 days prior to the ceremony. In the event of cancellation, your \$200 deposit fee is non-refundable.



Wedding Agreement

If a couple requests only an exchange of vows ceremony and it takes place immediately following Sunday service in the sanctuary, Bishop's office, or in the bridal room, the total fees are reduced to \$200.00. If this is the case, only complete parts indicated in blue.

I have read the general wedding guidelines and I accept and agree to be bound by the policies therein.

Bride's Name (Print)

Groom's Name (Print)

Wedding Date: _____

Wedding Time: _____ 1 hr.

Wedding Location & address: _____

Rehearsal Date: _____

Rehearsal Time: _____ 1.5 hrs

Decoration Date: _____

Decoration Time: _____ 1.5 hrs

Contact Information:

Bride's Address: _____

Bride's Telephone Number: _____

Groom's Address: _____

Groom's Telephone Number: _____

Non-negotiable Fees and Services that I agree to pay total **\$500.00**, which include the fees for:

Pastor Honorarium

Audio Technician

Facilities Rental Fee

Custodial Fee / Maintenance

Wedding Director

I understand that a \$200 deposit must be submitted at the time of submission of this agreement, and that the balance must be paid at least 30 prior to the ceremony. In the event of cancellation, your \$200 deposit will be non-refundable.

Deposit Paid \$ _____ Date Deposit paid _____ Method of Deposit _____

Balance paid \$ _____ Date Balance Paid _____ Method of Balance payment _____

Bride's Signature _____

Date _____

Groom's Signature _____

Date _____