

Cornerstone Church of Aurora Wedding Policy and Guidelines

1. Cornerstone Church of Aurora (CCA) believes that marriage is a union between one man and one woman, following Biblical principles (*Gen. 2:24, Lev. 18:22, Mark 10:6–9, Heb. 13:4*). We also believe that Christian marriage requires the joining of two Christians (on the basis of new birth by grace along through faith alone in the work and person of Jesus Christ) together in holy matrimony (*2 Cor. 6:14*). **To this end, we require a letter signed by the pastor of an evangelical church where the bride and groom are active in attendance and service if non-members of CCA prior to wedding approval.** We further require, as the basis of Christian marriage, couples to remain sexually pure, both in a sexually inactive relationship and in separate living arrangements from the date of the signing of this document until after the wedding ceremony. **The church may require proof of separate living arrangements, as it deems necessary, prior to wedding approval.** As CCA does not allow its facilities to be used in a way that contradicts its faith, we are unable to accommodate any wedding that is incompatible with these standards.
2. CCA further expects that the officiant will be a godly man, licensed/ordained in the Gospel ministry, and recognized by the State of Ohio. Any officiates other than CCA pastors must make communication with the pastors of CCA regarding their stance on Christian marriage, their licensing/ordination, and recognition by the State of Ohio.
3. CCA requires that any couple to be married undergo an intense biblical pre-marital counseling program. CCA has a 6-8 session counseling program available through her pastor if utilizing the pastor as officiate (at a charge for non-members). **Counseling by officiates other than CCA pastors are acceptable, but a listing of the content and programming of the pre-marital counseling must be made available to the pastor of CCA prior to wedding approval.**
4. A wedding is a worship service. We encourage the couple to design a ceremony that is personally meaningful but more importantly that is glorifying to God. **All aspects of the wedding service must be appropriate for a worship service** (musical selections, readings, etc.). Members of the wedding party are expected to conduct themselves at all times in a manner appropriate for a place of worship, including no abusive/foul language and violent behavior. It is the responsibility of the bride and groom to familiarize the members of the wedding party with the policies of the church.
5. Members of the wedding party must refrain from using alcoholic beverages or drugs prior to and during any activities held at the church. No alcoholic beverages, drugs, or related paraphernalia may be brought to the church or served/used on the church premises at any time. Smoking and peanut products are not permitted in the facility at any time. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all the members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
6. CCA's Pastor makes all final determinations regarding our facility's use and his service as an officiant. As such, he is able, **at any point in time**, to cancel this agreement if he determines that the couple has violated the agreement, is unprepared for Christian marriage, is biblically disqualified for marriage, or for any other reason he deems appropriate. If this agreement is canceled, all fees will be refunded within four weeks.

Decorating

1. It is the responsibility of the bride and groom to provide decorations and decorate the building for the wedding. The church has some decoration that may be available for the wedding at the discretion and availability of the church decorator.
2. Birdseed and fresh flower petals may not be thrown inside the church building, but may be used outside as the bride and groom depart. Rice is prohibited inside and outside the building.
3. Only "drip-less" candles are permitted in the sanctuary.
4. The chairs in the sanctuary will be set-up by CCA to the brides and grooms standards. Chair set-up beyond 150 chairs will incur an additional \$50 fee.
5. Breakage, damage, or excessive soiling to any church facility, church equipment, or other equipment in use by the church will be reimbursed to the church from the refundable deposit.

Clean-Up

It is the responsibility of the bride and groom to ensure the following tasks are completed:

1. Return any furniture to their original locations.
2. Remove all decorations immediately after the wedding.
3. Remove all personal items and food from the dressing rooms immediately after the wedding.

The cleaning fee paid by the bride and groom will cover all additional normal soiling.

Fee Schedule

- To immediately hold a date, a \$250 refundable deposit is due (refundable if building is returned without damage, without excessive soiling, etc.)
- 3 months before the wedding date, ½ of the remaining total is due. This fee is non-refundable.
- 1 month before the wedding the remaining balance is due. This fee is non-refundable.
- 2 weeks before the wedding the counseling and officiant fee is due, payable to the officiant.

Fee Service

All Fees are to be made payable to the Cornerstone Church of Aurora, except fees or honorariums given for the usage of the pastor.

- \$250 Refundable Deposit (returned within four weeks of wedding)
- \$500 Wedding fee (not including the refundable deposit) which includes:
 - Building use (Friday evening, Saturday morning, and Saturday afternoon for most weddings)
 - Sound technician
 - Building coordinator (to assist with set-up needs, opening and closing facility, etc. This individual will be on-site for the rehearsal and wedding.)
 - Cleaning services (as listed in this document)
- \$50 Chair Set Up Fee (for more than 150 attendees)
- \$500 CCA Member discount
- \$250 counseling and officiate fee if utilizing the pastor of CCA (waived for CCA members, though voluntary honorariums are encouraged)

CCA Facilities Usage Request Form for Weddings

Today's Date _____

Bride's Contact Information

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Church Name _____

Church Address _____

Church Phone _____

Groom's Contact Information

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Church Name _____

Church Address _____

Church Phone _____

Officiant's Information (If not the pastor of CCA)

Name _____

Church _____

Phone _____ Email _____

Desired Ceremony Date _____ Start/End Time _____

Desired Rehearsal Date _____ Start/End Time _____

Approx. Number Expected _____ (Sanctuary seats up to 300. Additional fee is incurred with a set-up of over 150.)

**** Please note that the church is currently not allowing rehearsal dinners or wedding receptions to take place on site for non-members.**

Statement of Agreement and Responsibility

I, the undersigned, have read and understand the wedding policies for Cornerstone Church of Aurora and agree to abide by them. I also acknowledge that the \$250 deposit will not be used toward the overall fee and is refundable only if the building is returned to its original condition minus normal soiling and wear & tear. I further recognize the fee schedule and that additional monies are nonrefundable after the 3 month and 1 month mark.

Further, I recognize that I am responsible for the replacement value of any property owned or in use by the church that is damaged above and beyond the refundable deposit as a result of the actions or inactions of a person or persons affiliated with this wedding.

Lastly, I agree with CCA's expectations for a Biblical marriage, as outlined in Scripture, and listed in the "Conduct & Expectations" section of this document, and affirm that this wedding adheres to those same criteria.

Signature of responsible person Relation to the wedding party (Bride or Groom)

Final Details and Contact Information

Please return this form to the church office, along with your \$250 refundable deposit. You will be notified when approved. Please remember, your wedding date is not confirmed until this form has been received, the deposit has been paid, and you are contacted with approval. If additional documentation is required, a "conditional approval" will be issued where the date is held until additional documentation is received. Please make checks payable to CCA and notate "Wedding Fees" on the memo line.

Cornerstone Church of Aurora
79 E. Mennonite Road, Aurora, OH 44202
(330) 562-8233, office; (330) 562-8244, fax
info@cornerstoneaurora.com

For Office Use

_____ Fee total (include refundable Deposit)

_____ Approval (Approved by _____, Conditional Approval date _____, Final Approval date _____)

_____ Additional Documentation Received

- Proof of Christianity Testimony (Letter from Church)
- Proof of Separate Living Arrangements
- Program plan for pre-marital counseling
- Communication to/from non-CCA officiant

_____ Entered on master calendar

_____ Deposit (Date received _____)

_____ Receipt of first half of total fee (Date received _____)

_____ Receipt of second half of total fee (Date received _____)

Notes: