

PINELAKE WEDDING POLICY

WE ARE DELIGHTED THAT YOU PLAN TO BE MARRIED AT PINELAKE CHURCH!
It is our joy and privilege to assist in making your wedding a time of celebration. We have prepared the following information for prospective brides and grooms to outline the accepted customs, policies and procedures relating to weddings at Pinelake.

First Steps

If you're a member of Pinelake and have determined the desired date for your wedding, contact the church office at 601.829.4500. You can also go online to pinelake.org/weddings and complete an application. Someone will then contact you to direct you to your next step. Please take a few minutes to read the following Wedding Policy information before submitting your application.

Before a date can be secured at Pinelake, you will be required to enroll in our Engage workshop and take an online premarital assessment (the PREPARE/ENRICH Inventory). Once you have completed the inventory, you will walk through several weeks of premarital counseling meetings with marriage mentors that will go over your results with you. The fee to cover the cost of the inventory and the Engage workshop is \$50.00.

A deposit of \$500 must be submitted with your wedding application. This deposit is not applicable to any other fees or gratuities. Your deposit check will be held in a church account, and a refund will be made after your wedding, provided there are no damages to the church facilities. Please submit your check payable to Pinelake Church along with your wedding application.

Arrangements with Your Minister

It is the responsibility of the bride or groom to contact a Pinelake minister and coordinate the wedding date with the minister. It will be necessary for a member of our ministerial staff to ensure that your marriage meets biblical principles. To do so, every couple married by a Pinelake minister will meet with that minister for one to two sessions prior to the wedding date. This meeting will be set at the time you contact the minister and will be in addition to the Engage workshop. You are more than welcome to use any ordained minister approved by Pinelake within your wedding ceremony, but a Pinelake minister will be responsible for officiating the ceremony.

Selecting a Date

We want to be considerate of the employees of Pinelake by not scheduling weddings or rehearsals on major holidays. Weddings may not be scheduled that conflict with the day-to-day operation of the ministries of Pinelake Church. You may schedule your wedding as late as 2 p.m.

Attire and Behavior

Weddings at Pinelake Church are sacred occasions taking place in God's house. Therefore, it is expected that each bride will select attire for herself and her attendants that is both tasteful and modest. No alcoholic beverages may be served, nor are they allowed on the church premises. Any wedding party member found to be under the influence of alcohol or drugs will not be permitted to participate in the rehearsal or wedding. Smoking is not permitted anywhere in the church building.

or on church grounds including restrooms, dressing rooms and parking lots.

Wedding Coordinator

A Wedding Coordinator is required and will need to communicate with the appointed Pinelake Wedding Hostess to insure the Wedding Policy of Pinelake be followed as discussed with the bride and groom prior to the wedding.

Decorations

Flowers and greenery may be fresh or silk. Please place plastic under candles, any plants or containers/vases that could possibly leak. To prevent staining the carpets and rugs, all petals dropped by the flower girl should be silk or paper rather than fresh. Birdseed, bubbles or balloons, rather than rice or confetti, should be used outside the building as the couple departs. Please DO NOT throw birdseed, rice, confetti or blow bubbles inside the buildings as this may result in forfeiture of your deposit.

The florist will have access to the reserved facility any time in the afternoon on the day before the wedding. Pinelake Church does reserve the right to change this time should it conflict with church activities. Pinelake Church does not have decorations available for public use. Plants in the building are not to be moved and are not available as decorations for weddings or rehearsals. The furniture and musical equipment in the church may NOT be moved or altered. Pew markers should be attached with ribbon. Do not use nails, glue or tape that will leave sticky residue when decorating. We ask that you clean up after you finish decorating, including your preparation area, stage, aisle etc. Our housekeeping staff will clean the area before you arrive and will not return until the wedding is over. Please remove all equipment, greenery and flowers immediately after the wedding. We are not able to store items overnight and are not responsible for items left.

Photography

The reserved facility and surrounding church grounds are available for photographs immediately before, during and after the ceremony. If you desire a reservation to have bridal portraits made in the church facilities or on the church grounds at any other time, the Wedding Hostess will assist with these arrangements. Flash photography during the ceremony is allowed only at the discretion of the officiating minister. Please check with your officiating minister when planning photography taken during the ceremony. Pinelake does not have photography or video equipment available for public use. Please note that the bridal party may arrive up to four hours before the ceremony.

Music and Rehearsals

Music must be approved by the Worship Ministry office at least six weeks prior to the wedding. You may secure accompanists, soloists and/or other musicians of your choice. If you would like a list of available musicians and vocalists, please do not hesitate to request this list from the Pinelake Wedding Administrator. All fees for these services should be arranged between you and the individual providing the service. Because the time for the wedding rehearsal is limited, the Pinelake Wedding Hostess will be happy to help you arrange rehearsal time for your musician or vocalist during normal business hours.

The Pinelake Wedding Administrator will make arrangements for an audio technician. The audio technician will be available at the rehearsal and one hour before the wedding. All sound checks must be completed one-half hour prior to the start of the wedding. Please request that your soloist be there at that time.

The normal hours for the church are Monday through Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to 4 p.m. If the bride and groom are having a rehearsal the night before the wedding, the church will be open until 8 p.m. On the day of the wedding, the church will be opened at 7:30 a.m. unless other arrangements have been made in advance through your Wedding Coordinator.

