

The Village Chapel

WEDDING POLICIES AND PROCEDURES
FOR NON-MEMBERS

We are grateful that you have given The Village Chapel (TVC) the opportunity to share in your wedding. Our goal in providing personnel and the setting for your service is to support you in your new life together, to reaffirm the sacred nature of marriage and deepen the joy and faith of all who celebrate with you. We will work diligently to enable you to experience your wedding as a truly sacred celebration.

The Village Chapel believes God instituted the sacrament 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.”

The following are The Village Chapel’s guidelines designed to answer questions you may have about planning your wedding. Our wedding coordinator will be available to answer additional questions.

Scheduling and Fees

Weddings at The Village Chapel are available to church members, their immediate family, and non-members.

Contract and Deposit: Once you have completed and signed your Wedding Contract Form (page 14) and Waiver of Liability (page 8), please return them along with a non-refundable booking deposit of $500. Please make checks payable to "The Village Chapel" and mail to:

The Village Chapel
Attn: Weddings
10 Azalea Road
Pinehurst, NC 28374

The wedding fees include a TVC pastor, organist, wedding coordinator, and audio technician. This also includes the optional use of pew candles, window candles, additional candelabras on the altar, and communion elements, should you wish to include Holy Communion in your service.

- **Payment 1 $500** – non-refundable booking deposit due with completed Wedding Contract form.
- **Payment 2 $2,500** – this amount is due within 30 days of you receiving confirmation of your wedding date from TVC. This amount is non-refundable if the wedding is cancelled less than thirty (30) days prior to the scheduled ceremony.

Should the wedding fee not be received in total within thirty (30) days of confirmation, your wedding may be removed from the calendar and rebooked at the discretion of The Village Chapel.

Weddings are traditionally scheduled for Saturdays. If a Friday evening wedding is scheduled the same day as a rehearsal for a Saturday wedding, TVC staff may request that the rehearsal for the Saturday wedding be scheduled earlier to

accommodate the Friday evening ceremony. The rehearsal for the Friday evening wedding would be scheduled for Thursday afternoon/evening. If two weddings are scheduled for the same Saturday, there will be a minimum of 3 hours between ceremonies. Weddings are not scheduled for Easter or Christmas weekends.

Wedding Coordinator

The Village Chapel's Wedding Coordinator is available for each rehearsal and wedding ceremony. Our experienced Wedding Coordinator will work with the couple to ensure that all Chapel policies are understood and that a timely flow of the day's proceedings occurs.

Please contact the Wedding Coordinator approximately eight to ten weeks prior to the wedding to schedule a consultation either in person or via telephone or email. An in-person meeting at The Village Chapel will ensure you are best prepared for your wedding day.

Please note: if you are planning to hire a private wedding planner, you should notify the Chapel Wedding Coordinator so the proper connections may be made. Your private wedding planner should also contact the clergy person responsible for weddings as well as the Director of Music.

Clergy

A TVC pastor must officiate at all Chapel weddings. If a wedding party requests a minister not affiliated with TVC, he/she will be subject to approval and will participate in the ceremony along with the TVC pastor.

Included in this document is a service order template. Any changes requested to the order of service must be approved by a TVC pastor.

The wedding couple is expected to meet with a Village Chapel pastor at least one time, either in person or virtually (i.e. Zoom, FaceTime), for pre-marital counseling as a prerequisite to performance of the wedding.

The wedding couple is also expected to read and affirm The Village Chapel's Statement of Faith (pages 11-13), which includes TVC's understanding of holy matrimony. The couple's signatures attesting to this affirmation in the attached Wedding Contract are a prerequisite to The Village Chapel's initial acceptance to perform the wedding ceremony.

Music

Musicians: The Director of Music at The Village Chapel serves as Organist for all weddings and, when unavailable, will arrange a suitable substitute. It is recommended that the Director of Music contract all outside musicians, if requested. This includes strings, trumpet, etc. Should the wedding party request that a family member or friend sing or play, they will be subject to approval. Additionally, if the couple wishes to use another organist, his/her name and credentials must be submitted to the Director of Music for approval.

Instruments: The Village Chapel is home to one of the finest organs in Moore County and is the primary instrument for weddings. The Chapel also houses a seven-foot Yamaha grand piano, which is occasionally used for weddings.

Approval of Music: The Director of Music must approve all music, including selections with which he may not be directly involved in the ceremony. All ceremony music must be sent to the Director of Music for approval at least four weeks before the wedding date. It is strongly advised that wedding parties contact the Director of Music well before then to allow enough time for discussion of music, if necessary. The Director of Music reserves the right to discourage any selection but may also suggest appropriate alternatives. The use of recorded music is not permitted.

Payment of Additional Musicians: Payment for any supplemental musicians contracted by The Village Chapel must be submitted to the organist no later than the time of the wedding rehearsal. There are no exceptions.

Rehearsals

The wedding rehearsal will be directed by the TVC Wedding Coordinator in conjunction with the minister and organist. Outside wedding coordinators may be asked to work with the TVC Wedding Coordinator to ensure all procedures are followed.

Wedding rehearsals are scheduled for the day before your wedding date and will last for one hour. All members of the wedding party are expected to attend and arrive on time. This includes ushers (if separate from groomsmen) and parents of the bride and groom, flower girls and/or ring bearers, and scripture readers.

Marriage License

Wedding parties are required to bring their marriage license to the rehearsal for signatures of the minister and witnesses.

Decorations

Two floral arrangements may be placed behind the altar on either side of the cross. The wedding party may leave these arrangements in place for Sunday morning worship services. Please notify the TVC Wedding Coordinator not less than 30 days in advance. No flowers or greenery are permitted on or around the altar steps.

TVC provides a candelabra consisting of three candles each on either side of the altar, which are lit before the ceremony. Pew candles may also be used. TVC provides all candles. Modest greenery may be placed around the pew candles.

A unity candle may be used but must be provided by the wedding party or florist. No fresh flower petals may be used inside the church. If artificial petals are used, removing them from the church is the responsibility of the florist. No rice or birdseed may be thrown outside following the ceremony. Bubbles are an acceptable substitute.

Flags or TVC banners may not be removed from the sanctuary. Depending on the liturgical season, the church may be decorated, and decorations may not be removed.

It is the responsibility of the florist and/or wedding party to remove all decorations immediately following the ceremony. Please advise your florist that no nails, tacks, tape, wire or other instruments are to be used that would in any way harm church property.

Children

Flower girls and ring bearers are permitted; however, they must be 4 years of age or older.

Children aged 8 years or older may serve as acolytes or crucifer. Adults may also serve as acolytes or crucifer. Robes may be provided by TVC.

If children are involved in the ceremony in any capacity, they and their parents must be present for the rehearsal. The size of the Chapel and length of the center aisle may be intimidating and a rehearsal for them is as imperative as for other members of your wedding party.

Pets

Under no circumstances will pets be allowed to participate in the wedding ceremony. Only service animals, properly leashed at all times, are allowed on TVC property.

Photography

Flash photography is allowed from the balcony from the time the bride and her father reach the chancel steps until the giving of the bride, and from the "first kiss" through the recessional. No flash photography is allowed while the couple is in the chancel, or during any musical portion of the service, including the prelude music. Photographers ARE NOT PERMITTED in the chancel area during any portion of the ceremony.

TVC does not grant permission to photographers, representatives, or employees the right to photograph TVC staff members, and does not authorize the right to print and/or publish electronically. No photographs of TVC staff may be used for publicity, illustration, advertising, or web content without prior written consent. Video recording is allowed from the balcony and/or via an unattended tripod mount inconspicuously placed inside the pulpit. Wedding ceremonies may be live streamed for an additional fee. Arrangements to be made with TVC audio/visual technician.

Personal Conduct

It is expected that all members of the wedding party and guests will keep in mind the dignity of the marriage ritual and respect the sacred space of The Village Chapel. The bride and groom are responsible for the actions of their guests.

No alcoholic beverages or smoking, vaping, or chewing tobacco are permitted on Chapel property. Any member of the Chapel staff reserves the right to ask any guest whose conduct is deemed to be disorderly to leave the campus. Any member of the wedding party whose conduct is deemed to be disorderly may not be allowed to participate in the wedding ceremony.

Any issues not covered by this written policy, will be at the discretion of the Senior Pastor.

WAIVER OF LIABILITY

The undersigned hereby releases and forever discharges The Village Chapel, its administrators, agents, assigns, and all other persons, from any and all claims, demands, actions, causes of action suits of any kind or nature whatsoever and particularly on account of all injuries known and unknown, both to person and property, which have resulted or may in the future develop from any accident which might occur as a result of any activity in or under the auspices of The Village Chapel.

This is a voluntary release for any and all future accidents or injuries. The undersigned is aware of the risks involved in the activities in which they are participating and hereby assumes all risk. The risks include those foreseen and unforeseen, known and unknown.

I have read and agree to abide by the rules stated.

Signature of Responsible Party/Date

Wedding Ceremony Template

Prelude Music (begins 30 minutes before the ceremony)

Seating of the Mothers (grandmothers optional)

Chiming of the Hour (from the organ)

Processional of the Wedding Party

Procession of the Bride

Greeting

Charge to the Bride and Groom

Declaration of Intent

Presentation of the Bride

Reading of Scripture (traditionally between one and three readings)

Commitment of Vows

Exchange of Rings

Pronouncement

Wedding Prayer/Lord's Prayer

Blessing

First Kiss/Introduction of Bride and Groom

Recessional

*Additional vocal or instrumental music may be included during the ceremony

* The inclusion of a Unity Candle is permitted if the couple so desires

* Holy Communion may be included if the couple so desires

Any changes to this order of worship must be approved by a TVC pastor.

Once your wedding date has been confirmed, and you have submitted the wedding fee, please contact our Wedding Coordinator to coordinate the various aspects of the ceremony.

Primary Point of Contact for this Event:

Deborah Davis
TVC Wedding Coordinator
ddeventplanner@gmail.com
(910) 690-5280

The Village Chapel Statement of Faith

As a Christian Church, TVC espouses and practices the following beliefs: TVC acknowledges Jesus Christ as the Head and serves Him as its Lord and Savior. We are a Trinitarian community (Father, Son and Holy Spirit) in practice, word and deed. We proclaim and advocate the basic Christian beliefs as stated in both the Nicene Creed and the Apostles' Creed. We study, proclaim and use the Holy Bible as the inspired word of God. We believe that our prayer guides, directs and empowers all we do in fulfilling God's will for our lives. As an independent, inter-denominational Christian congregation, TVC has no stated or inferred denominational polity, dogma, or doctrine.

- We believe the Bible to be the inspired, authoritative word of God revealing the love of God to the world. [1 Thessalonians 2:13; 2 Timothy 3:17; John 3:16]

- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. [Matthew 28:19; John 10:30; Ephesians 4:4-6]

- We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in his vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. [Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:22-24; Romans 8:34; 1 Corinthians 15: 3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15]

- We believe that all people everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful humanity, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit. Furthermore, we believe that God will reward the redeemed with eternal life in heaven, and that by

their own choice the unredeemed are committed to everlasting separation from God's eternal grace. [Luke 24:46-47; John 14:6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:8-9; Titus 3:4-7]

- We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life. [John 3:5-8; Galatians 5:16-18; Ephesians 6:12; Colossians 2:6-10]

- We believe in the resurrection of both the saved and the lost, the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal separation from God. [1 Corinthians 15:51-57; Revelation 20:11-15]

- We believe in the spiritual unity of believers in the Lord Jesus Christ and that all true believers are members of His body, the Church. [1 Corinthians 12:12, 27; Ephesians 1:22-23]

- We believe we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to his Ministry. [Matthew 9:35-38, 22:37-39 and 28:18-20; Acts 1:8; Romans 10:9-15 and 12:20-21; Galatians 6:10; Colossians 2:6-10; 1 Peter 3:15]

- We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellow people. [Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10]

- We believe God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society, and that God created man and woman as unique biological persons made to complete each other. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. [Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9]

- As members of the human family, living in a sinful world, we believe that God expects us to use our resources to support and reach out to those near and far, in need of God's grace that heals, inspires, and saves, as a reflection of the forgiveness we have received through our Savior and Lord, Jesus Christ. [Psalm 133:1; Galatians 6:2; Hebrews 10:24-45; and 1 Thessalonians 5:14]

The Village Chapel Wedding Contract

Bride's name: _____

Home Address: _____

Email: _____ Phone: _____

Groom's name: _____

Home Address: _____

Email: _____ Phone: _____

Requested Wedding Date (Month/Day/Year/Time _____

Rehearsal Date and Time (may be flexible) _____

$500 non-refundable booking deposit is included.

We have read and understand the policies set forth by The Village Chapel and agree to the policies and provisions contained herein.

Signature of Bride: _____

Signature of Groom: _____

Today's Date: _____

Please both sign and return to:

The Village Chapel, Attn: Weddings
10 Azalea Road, Pinehurst 28374
or email to info@tvcpinehurst.com

For Office Use Only: Date of Confirmation _____