



**NEW ERA CHURCH
517 WEST 30TH STREET
INDIANAPOLIS, INDIANA 46208
(317) 923-5644**

Wedding Policy

The New Era Church family is excited that you have chosen our church to celebrate such a memorable occasion. The following information is a list of information that is needed to help you plan your important event.

Setting the Wedding Date

Before a definite date is planned, please telephone or contact, in person, the church office, 317-923-5644 to make sure the church and the Minister are available. The marriage service at New Era Church should be performed by our Pastor or someone he delegates. All officiating ministers outside of New Era Church must be approved by the Pastor. Due to the number of weddings, it is impossible for the Pastor to perform each wedding. If you cancel your plans, please call the office as soon as possible. Members and non-members are welcome.

To better serve your needs, a New Era Church Liaison will be provided to assist with your Wedding Coordinator to explain the use of the facility. The church liaison will meet with you no

later than 30 days after your date has been confirmed. They will assist you by answering questions and help you and your coordinator with the details for your special day. All weddings, large or small must utilize the assistance of the New Era Liaison.

We do not serve communion at weddings, but we will honor the unity candle or sand ceremony.

Your ceremony must start on time. Any ceremony that has not started within 15 minutes of the designated start time will not be guaranteed to be officiated by the appointed Pastor/Minister.

No wedding will be scheduled on Sundays, you must have prior approval from the Pastor. No wedding will be scheduled after 4pm on Saturday. Everyone must be out of the building by 8pm, (Wedding Rehearsal & Wedding Day).

Rehearsal

A rehearsal date should also be set. The best time for this is the Friday before the wedding from 6:00pm through 8:00pm. All participants are urged to be prompt for rehearsal. Rehearsal time will be strictly enforced, NO EXCEPTIONS. All children must be accompanied by an adult at all times.

Music

The church is not responsible for your music. You must make your own arrangements with a Musician. Music for the wedding or reception should be in keeping with the dignity and reverence of the church. Because of the high technical sound system only the New Era Church Audio/Visual Technicians will be utilized to operate the sound system. This will also be scheduled through the church liaison. If tapes are to be used we need to know this information at the time of our consultation.

License

It is recommended that the marriage license be presented to the church liaison at the time of the rehearsal with the necessary information on the enclosed form. No wedding is official until this form is returned to the clerk's office in the City County Building. It MUST be signed by the Bride, Groom, Pastor, and a witness.

Premarital Counseling

A significant phase in preparation for the wedding is the counseling. A class will be provided for you at New Era. You must attend this class or speak to the Executive Pastor. You must also have a counseling session with a Pastoral Staff member. Please contact the church office to schedule that appointment. You must have your pre-wedding classes completed prior to your wedding date.

Decoration of the Church

Please ask your florist or the person in charge of decorations to communicate with the church liaison before making final plans to make sure the church will be available and open at the desired hour for them to decorate. All decorations must be removed from the church immediately after the wedding, NO EXCEPTIONS!! We will not be responsible for items left at the church. Carpet must have protection from dripping candles, therefore you must use plastic under all candles or use “drip-less” candles. No adhesives can be attached to painted surfaces, and no thumb tacks or pins used on seating. We ask that you please do not use rice, bird seeds, or confetti inside or outside of the church building.

The church should be returned to the same condition in which it was found, including furniture placement. This also includes the restrooms, dressing areas and the Fellowship Hall.

The client is responsible for retribution to New Era Church for any damages, loss or liability incurred due to the presence of the client’s guests and or any person/organization contracted to provide any service or goods before, during or after the function.

Wedding Ceremony & Reception

The Reception must end and be cleaned up no later than 8:00pm if held at New Era Church. All supplies for the reception must be furnished by the couple or their designee. The reception hall seats 110 people comfortably (banquet style) with a maximum of 150.

All florists, photographers, caterers, candles, accessories, etc....must be arranged by the Bride and Groom and are used at their discretion. The church does not provide wedding accessories.

Pulpit arrangements can only be altered at the discretion of the Pastor. No decorations can be put on walls or lighting fixtures, no exceptions.

No animals are allowed in the building, unless it is a licensed service animal.

There is to be NO SMOKING, ALCOHOLIC BEVERAGES, and OR ILLEGAL SUBSTANCES ON THE CHURCH'S PROPERTY.

Wedding Fee(s)

The fees must be paid sixty (60) days prior to wedding date. The fees are as follows:

Sanctuary I – \$500 (*member rate*)

**Reception Area – \$100 (In addition to Sanctuary I fee)*

Chapel -- \$300 (*member rate*)

Destination Weddings – *client is responsible for all costs for Pastor/Minister (including but not limited to: travel, lodging, and food)*

Officiating for off-campus Weddings – *Flat fee of \$200, and it must be paid prior to the ceremony date*

There is a \$1,000 fee for non-members.

A refundable deposit of \$250 (members) or \$500 (non-members) is due with your application to hold your date. You must be a member of New Era Church for one (1) year in order to receive membership rates.

Please Note: Your requested date is not secured until approved by the Pastor and your wedding application has been submitted along with the deposit.

We have enclosed the church wedding application and ask that you return it to the church office as soon as possible to secure your date.

**** This policy is subject to change without notice. ****

If you have additional questions, please contact the church office at 317-923-5644.

Sincerely,

New Era Church

Business Office

I have received and read the New Era Church Weddings Policy. I hereby sign this document to acknowledge my responsibility and intent to adhere to the contents.

Signatures:

(Bride) _____ **(Date)** _____

(Groom) _____ **(Date)** _____