



## Guidelines

### I. General

- A. Marriage is a *lifelong* covenant between a man and a woman before God. Journey Church and its pastors hold this sacred covenant with utmost sincerity and importance. All decisions made by Journey's pastors reflect this significance. Journey pastors reserve the right at any time during their involvement in the marriage process to refuse to partake in the marriage of a couple if they feel the moral expectations listed below have been compromised or if there is reason to believe the marriage will not be a lifelong covenant between the couple.
- B. Journey is for "Those Not Yet Here" and every Sunday we put on experiences with the sole purpose of introducing people to Jesus, in the hopes that He will be accepted as peoples' lord and savior, transforming them into the people God created them to be. For this reason Journey Churches always have to be kept and overseen in a manner that will protect and foster the Sunday experiences and is why all of Journey's facilities are not to be rented and overseen by outside entities. Journey's facilities may only be rented for the purpose of a ceremony being conducted by Journey staff.
- C. There are situations that arise that may prevent the requested Journey Church pastor from performing the ceremony. Once approved and planned Journey will ensure that a pastor will be present to officiate but it may not always be the pastor of choice.

### II. Applicant

- A. To be married at Journey Church or by any pastoral staff the following must apply:
  1. Both applicants have attended and served at Journey for at least 6 months (prior to application).
  2. Applicants are NOT living together or engaged in premarital sexual relations from the time the application is submitted until after the wedding.
  3. Applicants have been through Journey Church premarital classes or submit with application explanation of premarital classes or counseling taken outside of Journey Church. Outside classes/counseling may be acceptable, sole determination will be made by Journey Church pastor.



4. If divorced, applicant must submit documentation that divorce(s) have been finalized for at least 1 year from time of application.
  5. Generally both sets of parents are to be in agreement with the wedding. If this is not the case please include a written explanation with your application.
  6. If applicant feels there are special circumstances that preclude them from any of the previous requirements please submit an explanation with the application.
  7. If pastor feels there are items that they need to discuss with the applicant they may request a meeting with the couple.
- B. Applicants are responsible for obtaining marriage license and are to give to the pastor conducting the ceremony at the rehearsal. On the day of the wedding the pastor will sign, direct the couple where to sign and give the couple their portion while retaining the other portion to mail to the county office the next available business day.

### III. Facilities

- A. Facilities are NEVER available for renting on Sundays or after 4pm on Saturdays. Generally facilities will be unavailable the week prior to Easter, the week prior to Christmas and the week between Christmas, New Years Day and near or on any day of a planned Journey Church event.
- B. Use of alcohol and illegal substances on church property is strictly prohibited.
- C. Use of confetti, birdseed, rice, etc. is prohibited.
- D. The appointed person (per Journey Church) must be on site for all approved times.
- E. Use of church instruments (keyboard, drums, etc.) is prohibited except by written consent of use.
- F. Audio/Visual equipment is ONLY to be used by Journey Staff (pre-selected by rental package and deposit given).
- G. All Audio/Visual elements (slideshows, song playlists, etc.) for event are to be made BY THE RENTER and given to Journey Church at least ONE WEEK PRIOR TO EVENT.
- H. Use of the office and kitchen area is prohibited at all times.
- I. The Applicants must pay ALL DAMAGES to facilities and/or furnishings from the use of such facilities and/or furnishings that arise from this rental agreement. Applicants are responsible for all their guests, including any and all damage caused by them.



- J. Maximum attendance (seated capacity) is 150 persons in Limerick, 350 persons in Phoenixville and 110 persons in Plymouth Meeting. All exits must remain free and clear. Event attendance shall not exceed these mandated capacities. Please note that in the case of Limerick and Plymouth Meeting, if building capacities are reached there is likelihood that the parking lots will not be able to provide enough parking for guest. If it is expected that the lots cannot contain the necessary parking arrangements must be discussed in advance, do not assume that parking can take place anywhere but on the asphalt parking surfaces.
- K. The applicants will comply with all Federal, State, and Local laws.
- L. The applicants shall be responsible that all persons attending the event, as well as all private property from event (clothing, decorations, etc) are vacated from the premises at the specified finish time of event.
- M. Upon completion of the event all decorations, materials and anything brought into the church for the wedding ceremony are to be removed within 2 hours of completion.
- N. Children's areas are not included with any rental and are not to be used in any capacity. State law requires strict oversight of all children areas thereby prohibiting their use during these ceremonies.

#### **IV. Staff**

- A. Staff personnel are not available for ceremonies on Sundays or after 4pm on Saturdays. Generally personnel will be unavailable the week prior to Easter, week prior to Christmas and week between Christmas/New Years Day.
- B. Pastor will meet with applicants two times prior to ceremony. The first will be a planning ceremony to finalize the layout and the second will be the rehearsal (generally the day before the wedding). For the rehearsal, the pastor will arrive at designated location at the time given by the applicant and will stay for 1 hour. While the staff pastor and his/her family may choose to join the wedding party for a rehearsal dinner, this may not be possible and therefore should not be expected.
- C. On the day of the wedding, pastor will arrive approximately 30 minutes prior to the wedding and leave after the ceremony is completed and the marriage license is signed. While the staff pastor and his/her family may choose to join the wedding party for the reception, this may not be possible and therefore should not be expected. Duration of ceremony given by applicant is to be accurate. Significant differences in time may result in the pastor needing to leave prior to completion of event.

## **WEDDING APPLICATION**



Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address of Wedding: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_

Requested Wedding Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Requested Rehearsal Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

*\*Schedule times given by applicants are to be accurate. Pastor is scheduled for the times given only.*

**Officiating Journey Pastor:**

Primary Choice: \_\_\_\_\_

Secondary Choice: \_\_\_\_\_

**Package Requested & Fees (check all that apply):**

Building use + Audio/Visual System & Tech: \$300 \_\_\_\_\_

Journey Pastor (Onsite): \$325 \_\_\_\_\_

Journey Pastor (Offsite): \$350 \_\_\_\_\_

(within 10 miles of campus, over 10 miles is an additional \$30 for each additional 10 miles from campus over 10 miles)

Total Contract = \$ \_\_\_\_\_

**Deposit:**

Upon approval the renter shall submit a **non-refundable 50% deposit** of the total cost of the event. The remainder of the balance is to be paid the day of the event. For facility rentals make checks payable to "Journey Church." Payment of pastoral staff should be made directly to the pastor.

**Notes:**



1. We have read the rental agreement and all requirements and agree to abide by its terms and will implement its policies with all due diligence.
2. The church is not liable for any damage to the User's property or for injury or abuse to any person in coming to or from the premises, however caused, and the User agrees to indemnify the church against financial consequences of any such liability.
3. Journey Church agrees that so long as the User complies with the terms of this agreement, the User may use the defined areas. The Pastors, Staff, Directors of the Church, jointly or individually, reserve the right, at their sole discretion, to interrupt and require the termination of any activities of the User at any time, and shall not be required to reimburse the User for any costs incurred for the use of the premises
4. The Church may terminate this agreement for any one of the following or any other causes required or permitted by law:
  - Failing to abide by the terms of the agreement or guidelines
  - The bankruptcy or insolvency of the user
  - A material change in the use of the premises by the User and, in particular (without limiting the generality of this provision), any change that affects the Church's building insurance or that constitutes a nuisance.
  - Substantial damage or destruction of the premises
  - Any significant willful or neglect damage to the premises caused by the User or by a person permitted on the premises by the User.
  - In the event that no monetary damages were incurred by Journey Church, any deposit money will be returned to the renter. Otherwise, the damages incurred will be taken from the deposit.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount of Deposit Given: \_\_\_\_\_ Check #: \_\_\_\_\_

**/// FOR CHURCH USE ONLY**

Senior Pastor Approval: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Deposit Received (Y/N) \_\_\_\_ Check # \_\_\_\_\_

Requested Pastor Acknowledgement: \_\_\_\_\_

Approved Sound Technician Name: \_\_\_\_\_