



HILLSIDE CHURCH

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Wedding Policy

Congratulations!

You are about to take a significant and exciting step in your life. We are pleased that you are looking to launch your life together by honoring God's desire and plan for your marriage. We are looking forward to working with you as you prepare yourselves for marriage.

We are committed to do everything we can to make your wedding day special. Our highest concern is your long-term relationship with each other and with the Lord. We are convinced that healthy relationships must be rooted in relationship with Christ and share those beliefs.

After reviewing our Wedding Policy, if you still wish to apply, please fill out the Application for Marriage Form and submit it to our office along with your deposit.

May God guide you as you plan and prepare to be married!



PREREQUISITES

At least one person of the couple must either be a Hillside Church member or an active attender of Hillside for at least six months.

PRE-MARRIAGE COUNSELING REQUIREMENTS

Any couple wishing to be married at Hillside Church or by a member of the Hillside Church pastoral team must complete our pre-marriage counseling requirements.

The pre-marriage counseling requires the engaged couple to work with a trained mentor couple from our marriage ministry for six sessions or more if needed. These sessions are designed to help couples learn the biblical view of marriage in the areas of communication, faith, family, money, sexual intimacy, and other pertinent topics. We also require that the couple is not living together and is abstaining from physical intimacy.

Completion of these requirements qualifies the couple for the state marriage license discount.

PASTORAL REQUIREMENTS

All wedding ceremonies held at Hillside Church must be officiated by a Hillside Church pastor.

AVAILABLE TIMES FOR WEDDINGS

Weddings will be booked no more than 9 months in advance and may be held at the times listed below. All dates will be subject to our facility availability.

Mondays-Thursdays – Subject to facility availability

Fridays – Wedding ceremonies must start not later than 7:00 p.m.

Saturdays – Weddings may begin no earlier than 9:00 a.m. and start no later than 4:00 p.m. Everything must be removed from the facility by 5:00 p.m. This is subject to change if Saturday church services are in effect.

If you can't hold your wedding at Hillside Church, we will do our best to provide a pastor for your ceremony. The Hillside pastoral team are not allowed to marry couples onsite or offsite without pre-marital counseling.

AVAILABLE FACILITIES FOR WEDDINGS

If you be getting dressed at the church, please note that, except for in the restrooms, there may not be mirrors provided in the dressing rooms. You are welcome to bring your own mirrors into the dressing rooms. Along with our Foyer and Sanctuary, we will provide our Green Room as an area for women to get ready and our Conference Room as an area for men to get ready.

Our sanctuary seats 300 guests and can accommodate technical requests such as amplification and music through the main sound system. If you would like to use our screens, please provide your wedding tech the images you would like. Our screens are 1280x720 widescreen format.

REHEARSAL DINNER & RECEPTION AVAILABILITY

Hillside Church does not provide any catering services, does not have a commercial kitchen, and cannot accommodate any rehearsal dinners or receptions.

YOUR WEDDING REHEARSAL

Rehearsals can be scheduled either the day before or on the day of the ceremony. All rehearsals are subject to facility availability. You will need to schedule the day and time of your rehearsal at the time you book your wedding date. Everyone in the bridal party as well as all ushers and musicians need to be in attendance at the rehearsal.

DECORATING AND EQUIPMENT

It is our policy that we do not remove decorations to accommodate weddings. You will have to work with what is on the stage at the time. We will do our best to assist you in making your wedding beautiful, but do not plan on having a blank stage to work with. Please take this into consideration when planning your photography. Should you choose to procure any additional equipment for your wedding setup, please note that those and/or rented items must also be removed from the facility at the conclusion of your wedding.

YOUR WEDDING COORDINATOR

Once your wedding has been booked, you will be connected to the wedding coordinator. She will assist you through the process of planning your day at Hillside and can help you with any on-site questions. She will also assist with your rehearsal (if applicable). Of course, you can always contact your coordinator with questions at any appropriate time.

TECHNICAL ELEMENTS

Your wedding fees include the hiring of one audio/visual technician who will see to the proper lighting, sound, and display preferences for your service. Your assigned technician will attend your rehearsal and see that the set-up fits your needs. Our sound technician will review any media so please make sure your media choices are appropriate to a church setting.

CUSTODIAL ASSISTANCE

The custodians will prepare the facility for the wedding. It is your responsibility to remove all personal items, food and décor from the facility following the ceremony. We recommend that you designate a friend or family member to ensure that nothing is left behind. It is also your responsibility to make sure the bridal party rooms are clean and in order before leaving the church.

MUSICIANS

Hillside Church does not make any arrangements for musicians at your ceremony. If you would like a member of the Hillside Church team to perform at your wedding, we would be happy to provide you with their contact information; however you are responsible for negotiating the details and fees with that individual. Remember that any musicians need to be in attendance at your rehearsal.

PHOTO/VIDEO

Sanctuary/Foyer: All wedding photos should be completed a minimum of 60 minutes prior to the wedding. This allows time to have sound checks for the musicians, and also allow adequate time for the guests to be seated prior to the ceremony. The video equipment in Hillside's sanctuary is not available for wedding use. You are welcome to bring your own video camera or hire a videographer if you'd like your wedding to be recorded.

Many couples find it helpful to provide snacks for their bridal party during the 60 minutes after photos and before the ceremony begins. Please refer to the building restrictions when planning these refreshments.

BUILDING GUIDELINES & RESTRICTIONS

Because we are concerned about preserving the condition of our facility, we have established the following guidelines and restrictions. Please relay the following information to your wedding party so as to avoid any misunderstandings or embarrassment:

1. Alcoholic beverages are not permitted on our premises.
2. The use of rice, birdseed, sparklers, bubbles, glitter, or any type of confetti are not permitted inside or outside the church facility.
3. Red or orange drink of any kind is prohibited as it stains the carpet.
4. Candles may be used in enclosed containers, like a vase, with the exception of the unity candle. If you are planning to use candles, we ask that only dripless candles be used.
5. Wall hangings of any kind are not permitted.
6. The use of nails, screws, or staples is not permitted, nor is the use of adhesive materials (i.e. 3M type tapes) on painted or varnished surfaces.
7. Breakage or damage to church property and items will be an additional cost.

WEDDING FEES

Your fees at Hillside Church include the cost of your pastor, pre-marital counseling, facility use, sound technician, coordinator, and janitorial. The fee to have a wedding at Hillside is \$800.

After reviewing our Wedding Policy, please fill out the Wedding Application and turn it in to the church office with a \$100 deposit. If we find that prerequisites are not met or that your dates are unavailable, your deposit will be returned. Your remaining balance is due in full at the time of your rehearsal or earlier. All checks should be made out to Hillside Church with the couple's name in on the memo line.

IMPORTANT NOTE

Any of the above statements may be discussed with Hillside Church's lead pastor or his staff. Due to the individual nature of interpersonal relationships and levels of maturity, we may make exceptions to these guidelines if approved by the lead pastor.

Our leadership team is thankful for this opportunity to serve you at one of the most exciting points of your lives. Please be assured that as we walk through this process our goal is to help you lay the strongest foundation possible so that your marriage will reflect the character of Christ.

WEDDING CHECKLIST

- Fill out the Wedding Application and turn it into the Hillside Church secretary with your \$100 deposit.
- Receive wedding approval and secure the date of your ceremony & rehearsal. You will be assigned a wedding coordinator, officiating pastor, and an audio/visual technician. We will also connect you with our pre-marital counseling team. *Remember we allow weddings to be booked no earlier than 9 months prior to the ceremony.*
- Begin pre-marital counseling with a mentor couple from our marriage ministry, preferably six months before the ceremony.
- Your wedding coordinator will schedule a meeting with you to discuss questions about costs, facility and equipment usage, and technical aspects of your wedding.
- Your officiating pastor will schedule a meeting with you to discuss the wedding ceremony.
- Finalize all wedding plans with the coordinator and the officiant at least 2 weeks prior to the wedding ceremony.
- Submit your marriage license to the officiating pastor during the week of your wedding.

WEDDING APPLICATION

| GROOM | BRIDE |
|-------------------|-------------------|
| Name: | Name: |
| Address: | Address: |
| City, State, Zip: | City, State, Zip: |
| Phone: | Phone: |
| Email: | Email: |
| Parents: | Parents: |
| Employer: | Employer: |

ARE YOU A MEMBER/ACTIVE ATTENDER OF HILLSIDE CHURCH? (at least 6 months)

| | | |
|------------------------|-------------------------------------|--------------------------------------|
| GROOM | <input type="checkbox"/> YES | If not, where? (Church, City, State) |
| BRIDE | <input type="checkbox"/> YES | If not, where? (Church, City, State) |
| GROOM'S PARENTS | <input type="checkbox"/> YES | If not, where? (Church, City, State) |
| BRIDE'S PARENTS | <input type="checkbox"/> YES | If not, where? (Church, City, State) |

HAS EITHER PERSON BEEN MARRIED BEFORE?

| | | | |
|--------------|------------------------------------|-----------------|--------------------------|
| GROOM | <input type="checkbox"/> NO | If so, to whom? | Children? (Names & ages) |
| BRIDE | <input type="checkbox"/> NO | If so, to whom? | Children? (Names & ages) |

WHAT ARE YOUR CURRENT LIVING ARRANGEMENTS?

| | | | |
|--------------|--|--------------|--|
| GROOM | <input type="checkbox"/> ALONE <input type="checkbox"/> WITH SAME SEX ROOMATES <input type="checkbox"/> WITH FIANCE <input type="checkbox"/> WITH PARENTS <input type="checkbox"/> WITH RELATIVE | BRIDE | <input type="checkbox"/> ALONE <input type="checkbox"/> WITH SAME SEX ROOMATES <input type="checkbox"/> WITH FIANCE <input type="checkbox"/> WITH PARENTS <input type="checkbox"/> WITH RELATIVE |
|--------------|--|--------------|--|

ARE YOU A CHRISTIAN?

| | | |
|--------------|------------------------------------|-------------------------------|
| GROOM | <input type="checkbox"/> NO | If yes, when did that happen? |
| BRIDE | <input type="checkbox"/> NO | If yes, when did that happen? |

DESIRED OFFICIATING PASTOR FROM HILLSIDE

| | |
|----------------------|--|
| FIRST CHOICE | |
| SECOND CHOICE | |

DESIRED WEDDING & REHEARSAL DATES & TIMES

| FIRST CHOICE | | SECOND CHOICE | |
|---------------------|--|----------------------|--|
| Wedding Day/Time | | Wedding Day/Time | |
| Rehearsal Day/Time | | Rehearsal Day/Time | |

WEDDING & REHEARSAL LOCATION

| WEDDING | | REHEARSAL | |
|--|--|--|--|
| <input type="checkbox"/> Hillside Church | | <input type="checkbox"/> Hillside Church | |
| <input type="checkbox"/> Offsite (<i>List Venue</i>) | | <input type="checkbox"/> Offsite (<i>List Venue</i>) | |