



SUNRISE
CHURCH

2759 N. AYALA DR. RIALTO, CA 92377 • 909.875.5566 • FAX 909.820.6281

Dear Bride and Groom to be:

We appreciate the opportunity to be part of your pre-marital counseling and wedding. Because the pastors at Sunrise Church believe marriage is an institution established by God and a lifetime commitment, we have enclosed a copy of our Wedding Policies and Procedures.

We would like for you and your fiancé to carefully read the enclosed material. If you desire to move forward with your wedding here at Sunrise Church, please complete the Wedding Request Form and return it to the church office within a week.

If you have any questions, please call the church at 875-5566.

In His Service,

Sunrise Pastoral Team

(Enclosures: Wedding Policies and Procedures, Wedding Request Form, Facilities Request Form and Wedding Couple's Checklist)

SUNRISE CHURCH
Formerly Rialto Community Baptist Church
2759 N. Ayala Dr. Rialto, CA 92377 (909) 875-5566

A Word to the Bride and Groom

As you approach the day when you make a total life commitment to each other, you, the bride and groom, are entering a time in your life marked by exciting preparation and joyful expectations. Your wedding day is a day to be remembered with gratitude to God for His grace and goodness in making the union possible.

Marriage is a union ordained by God. It was first instituted by God in the early chapters of Genesis 1 and 2. The Old Testament prophets compared it to a relationship between God and his people. Jesus Christ explained the original intention and core elements of marriage, and several New Testament Epistles give explicit instructions on this union. As such, the church views marriage as a profound spiritual institution established by God.

At Sunrise Church, our pastors are committed to the long-term growth and stability of marriage. At Sunrise Church, marriage is an ordinance that is considered to have been established by Jesus Christ to bring grace to those participating in or receiving it. Sunrise Church believes that marriage has been ordained by God and recognizes the marriage relationship as exclusively the legal union of one man and one woman in which such union is a lifetime commitment. Due to the importance of marriage in the biblical witness, Sunrise Church adopts the following policy.

PRE-MARITAL COUNSELING AND WEDDING PROCESS

1. The office directs all wedding and pre-marital counseling calls to the Pastoral Care (P.C.) Ministries Assistant.
2. The P.C. Assistant will send to the couple Set #1: *“Wedding Policies and Procedures, Wedding Request Form, and Wedding Couple’s Checklist.”* In the event that the couple doesn’t call but comes to the church during office hours, the church receptionist will provide them with Set #1.
3. All signed wedding request forms should be turned in to the P.C. Assistant, who will forward a copy to the Pastor requested by the couple to officiate the ceremony.
4. The church office will call the couple to schedule an appointment with the requested pastor.

(If a pastor is not requested or a requested pastor can not do the one-on-one pre-marital counseling, the Pastor of Pastoral Care will make the counseling

- arrangements. Please note this counseling is in addition to the 8-week “Basics of Biblical Marriage” class (offered several times per calendar year) that the couple needs to take. See Wedding Request Form
5. The P.C. Assistant will provide Set #2: “*Planning Your Ceremony, Wedding Rehearsal, Wedding Party Schedule, Wedding Vows, Information for Florist, Information for Caterer, Sunrise Church Event Request Form, Diagram of the Worship Center and Map to Sunrise Church*” to the pastor so that he can give it to the couple at the time of their first meeting.
 6. After the third one-on-one counseling appointment, the pastor notifies the couple of approval/disapproval of their wedding. The pastor giving the approval needs to have the couple fill out the Event Request Form (the form is included in Set #2) in order to pencil in the date in the church calendar. The Event Request Form is turned in to the church office within a week after approval of the wedding. ***A \$100 non-refundable deposit is required to hold the date for the wedding and can be applied to the wedding service fee.*** Once the wedding date is confirmed in the church calendar, the P.C. Assistant will inform the couple of this. In the event that there is no availability in the church calendar for the requested wedding date, the P.C. Assistant will ask the couple for another date.
 7. Once the wedding date has been confirmed, the couple will need to schedule a meeting with the Wedding Coordinator.
 8. Also, once the wedding date has been confirmed, the pastor doing the counseling sessions **MUST** review the marriage license.
 9. Wedding Day.
 10. Pre-marital counselor/pastor follow-up.

WEDDING POLICIES AND PROCEDURES

GUIDELINES FOR BEING MARRIED AT SUNRISE CHURCH

1. Both bride and groom are to be born-again believers, who personally trust Jesus for the forgiveness of their sins and for eternal life, and are living a Christian lifestyle.
2. Both bride and groom are to be committed to a Christian marriage as defined in the Bible. They shall affirm their agreement with the statement of Faith and shall conduct themselves in a manner that is consistent therewith.
3. A Sunrise Pastor must either officiate the wedding or at least be a participant in the ceremony. An *Officiant* other than a Sunrise Pastor must be approved by a

- pastor on the Sunrise Church staff, and affirm their agreement with the Statement of Faith and shall conduct themselves in a manner that is consistent therewith.
4. Pastors employed by Sunrise Church shall be subject to dismissal and/or loss of ordination for performing a same gender marriage ceremony.
 5. The Pastors at Sunrise Church have personal convictions on the spiritual nature of marriage. This means that they may not be able to participate in a wedding ceremony when these personal convictions would be compromised.
 6. Only an ordained pastor shall officiate at marriage ceremonies conducted on Sunrise Church property.
 7. Both bride and groom are expected to attend the 8-week “*Basics of Biblical Marriage*” class (offered several times in the calendar year) as well as attending personal counseling sessions with the requested pastor. This class and counseling is required because we are committed to preparing couples for a marriage which will last a lifetime, not just conducting a ceremony which will last 45 minutes! **(If bride and groom are not regular attenders at Sunrise Church, it must be ascertained that appropriate pre-marital counseling has been completed.)**
The Pastor reserves the right to recommend the postponement or cancellation of a wedding due to information and insight gathered during the one-on-one counseling sessions.
 8. Sunrise Church facilities are dedicated to the glory of God and may be used for weddings when the participants agree to have a biblically-based ceremony that is in keeping with the testimony of Sunrise Church.

GUIDELINES FOR CHURCH FACILITIES USE

The church facilities are available for weddings and approved related activities (e.g. receptions) provided there is no conflict with any scheduled church activity. **The Elder Board or pastor assigned by Sunrise Church to implement the procedures contained in this Marriage Policy may, in their sole discretion, decline to make the church facilities available for, and/or decline to officiate at, a ceremony when, in their judgment, there is significant concerns that one or both of the bride or groom may not be qualified to enter into the sacred bond of marriage for theological, doctrinal, moral or legal reasons.**

1. Weddings will not be scheduled more than one year in advance.
2. The church does not schedule Saturday evening weddings. Saturday afternoon weddings must be concluded by 2:00 pm, including ceremony pictures and decoration clean up. The church does not schedule weddings on Sunday. An Event Request Form needs to be filled out.
3. It is your responsibility to arrange for music.
4. It is your responsibility to provide all wedding equipment.
5. All wedding materials must be removed from the church premises immediately following the wedding.
6. No candles are allowed except on the platform.
7. No smoking is permitted anywhere on the church property.
8. No alcohol or drugs are permitted anywhere on the church property.
9. No rice or confetti is to be thrown on the church property.

10. An aisle runner, if desired, will need to be supplied by you or your florist.
11. Dressing facilities will be made available for both men and women if desired.
After the wedding, please remove all valuables from the dressing rooms.
12. All weddings will include:
 - a. A sound technician. (There will be an additional fee for more than one.)
 - b. 1 hour allocated for wedding rehearsal.
 - c. 2 hour allocated for pre-wedding decorations.
 - d. 2 hour allocated for the wedding ceremony and pictures.

Note: Any damage to property or equipment must be paid by the wedding party according to costs as determined by the Business Affairs Council.

WEDDING COORDINATOR AND HOSTESS

The bride and groom will need to contact the Sunrise Church Wedding Coordinator immediately after confirmation of the wedding date by the church office. *All* wedding arrangements must be made through her -- she is an official representative of the church. All weddings held in the Worship Center will require a Wedding Coordinator and a Wedding Hostess. All weddings held in the Auditorium, up to 300 people in attendance, will require at least a Wedding Coordinator. All weddings with more than 300 people in attendance and/or 12 members in the wedding party will be required to have a Wedding Coordinator and Wedding Hostess.

The Wedding Coordinator renders invaluable assistance to the couple. She will provide assistance regarding facilities, wedding equipment, protocol, and arrangements. She will provide information regarding the "little extra things" that go into making a lovely wedding. She will assist the pastor at the rehearsal and in organizing the ceremony. She will be available immediately prior to and following the ceremony in order to assist with the many details.

AVAILABLE CHURCH FACILITIES

Adequate facilities are available to accommodate large and small weddings.

- **The Worship Center** seats 2000 people. Floor capacity 1100.
- **The Auditorium** seats 750 people. The Auditorium can be partitioned off to accommodate smaller weddings.
- **The Chapel** seats 200 people.

SCHEDULE OF HONORARIUMS AND FEES

Honorariums:

Pastor	Personal matter between the wedding couple and the pastor.
Musician	Personal matter between the wedding couple and the musician.
Wedding Coordinator	\$150
Wedding Hostess	\$ 50

Honorariums are to be given to the Wedding Coordinator by the time of the *Wedding Rehearsal*. The Wedding Coordinator will provide you with the names of honorariums and will distribute them accordingly. Checks are to be made out to the individual (Pastor, Musician, Wedding Coordinator, and Wedding Hostess) for whom they are intended.

Wedding service fees:

Church members:*

Worship Center	\$500
Auditorium	\$ 250
Chapel	\$ 150
Sound Technician	\$ 50

Non-Church members:

Worship Center	\$1500
Auditorium	\$ 750
Chapel	\$ 400
1 Sound Technician	\$ 100 (There will be an additional fee for more than one.)

*A "church member" is one who has successfully completed a Sunrise Church Membership Class with a pastoral or elder interview and whose membership has been approved by the Elder Board of Sunrise Church.

Time frame of rehearsal and pre-wedding decoration set-up will be determined by the Administrative Pastor or Facilities Coordinator based on the church calendar. All Saturday weddings must be complete by 2:00 pm including ceremony pictures and decoration clean up.

A \$100 non-refundable deposit is required to hold the date for the wedding and can be applied to the Wedding Service fee. All Wedding Service fees must be paid in full 1 month prior to the wedding ceremony. Checks should be made payable to "Sunrise Church" and addressed to the attention of the Administrative Pastor.

Reception fees:

Wedding receptions with respect to availability, fees, and location will be determined on an individual basis.

Note: All wedding service fees must be paid in full one (1) month prior to the wedding ceremony. Checks should be made payable to “Sunrise Church” and addressed to the attention of the Administrative Pastor.

Approved: Business Affairs 8/1993

Approved: Elders 3/1994

Amended: Elders 7/26/2000

Amended: Elders 3/2005

WEDDING REQUEST FORM

Today's date: _____

BRIDE: _____

Res. Phone: _____ Bus. Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

- Are you at least 18 years old? Yes No If no, your age? _____
- If under 18, parent's name _____
- Do both parents approve? _____
- What church do you attend? _____
Regular attender Member
- Are you a born again believer in Jesus Christ? _____
- Have you been married before? Yes No

GROOM: _____

Res. Phone: _____ Bus. Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

- Are you at least 18 years old? Yes No If no, your age? _____
- If under 18, parent's name _____
- Do both parents approve? _____
- What church do you attend? _____
Regular attender Member
- Are you a born again believer in Jesus Christ? _____
- Have you been married before? Yes No

If known, please provide the following information:

- Are you requesting a: Wedding ceremony? Renewal of vows ceremony?
- Are you requesting Sunrise Church facilities for the ceremony? Yes No
If no, where will the ceremony be held? _____
- Are you requesting a particular Sunrise Pastor? Yes No
If yes, pastor's name _____
- If you are not requesting a Sunrise Pastor, please provide the pastor's name and phone number _____
- Projected date and time of ceremony? _____ Of rehearsal? _____

If you are requesting a Sunrise pastor for a wedding ceremony (not a renewal of vows), carefully note the following: Sunrise pastors are committed to the long-term growth and stability of your marriage. Therefore, all Sunrise pastors **require** each prospective couple to participate in and complete our **8-week "Basics of Biblical Marriage" Class** (offered several times in the calendar year) as well as attending personal counseling sessions with the pastor. **It is highly recommended that no firm wedding date be set prior to completion of the pre-marital counseling.** If you already have a confirmed date prior to the classes and sessions, it is unlikely that one of our pastors would be able to perform your ceremony. Sunrise Church believes that marriage has been ordained by God and recognizes the marriage relationship as exclusively the legal union of one man and one woman in which such union is a lifetime commitment.

I affirm that all of the above information is accurate and will notify you immediately if anything changes. We realize that our pre-marital counseling is a vital part of the marriage preparation process. We sincerely want to know God's will for our lives regarding our future together. Therefore, we will search God's Word to really understand what His design is for us as a husband and a wife. Should it become apparent to us through the counseling process that we should postpone our wedding plans to allow for more time to discern God's perfect will for us, or even break off our engagement, we will be willing to consider those options.

BRIDE

GROOM

Signature

Signature

FOR CHURCH USE ONLY

Date	forms	sent:	Date returned:- _____
Assigned		Pastor:	Date: _____
Final approval by: _____			Date: _____

COUPLE'S CHECKLIST

Date	Action
_____	1. After receiving the wedding policies and procedures and request form, individually read and sign the form and return it to the church office.
_____	2. Scheduled first meeting for pre-marital counseling. Pastor _____
_____	3. First meeting date and time Assignment? _____
_____	5. Second meeting date and time (at the discretion of officiating pastor) Assignment? _____
_____	6. Third meeting date and time (at the discretion of officiating pastor) Assignment? _____
_____	7. After approval of the wedding, fill out Event Request Form and turn in to the church office within a week.
_____	8. Wait to hear confirmation of date availability in the church calendar BEFORE PRINTING AND SENDING OUT INVITATIONS!
_____	9. Get your marriage license.

Contacts

Name

Phone

Pastor:

Assistant: