



# **L I F E   C E N T E R**

CENTRAL CAMPUS

WEDDING GUIDE

**Life Center Church believes in the sanctity 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.”**

A wedding is one of the most important days in a person’s life, and we want to make your wedding at Life Center as wonderful as possible. The following information contains wedding guidelines for Sanctuary or Chapel weddings at Life Center’s Central campus. We are honored to be a part of this very special day.

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## **HOW TO MAKE WEDDING ARRANGEMENTS & INFORMATION**

- Everyone desiring to be married at a Life Center campus must first complete a Marriage Application. The application is then submitted to Life Center’s Central campus office Attn : Heather Dinwiddie at 1717 South Union Ave, Tacoma, WA 98405 or email [hdinwiddie@life-center.org](mailto:hdinwiddie@life-center.org).
- Dates are only confirmed after a completed application has been submitted. A confirmation call or email will be made when the wedding date has been confirmed.
- A minister from Life Center must participate in the wedding ceremony.
- Pre-marriage counseling is required for all couples being married at a Life Center campus and/or being married by a Life Center pastor. The pre-marriage counselor will communicate approval to the officiating pastor at the end of the counseling. Please call our Care Ministry as soon as possible to register for pre-marriage counseling, 253-756-5300.
- A Washington state marriage license is required for all weddings to take place at Life Center. Each couple is responsible for obtaining their marriage license through their county clerk’s office and should be valid at the time of the wedding. The license is valid for 60 days from the date it is issued. Your marriage license needs to be brought to the church no later than one-month prior to the wedding and put to the attention of Heather Dinwiddie. Please include the names of two witnesses.
- It is the policy of Life Center that every wedding held on a Life Center campus work with the appointed Wedding Consultant to coordinate the wedding. If a reception will be held on Life Center’s campus a Reception Hostess will be appointed to coordinate and oversee the reception details. We ask that you bring this packet to your first appointment with the Wedding Consultant.
- Please refer to the Financial Section for Fee Information.

## **SEATING CAPACITY**

- The LC Central Campus Chapel is appropriate for weddings of approximately 120 guests
- The LC Central Auditorium holds approximately 1,500 guests.

## **FACILITY INFORMATION**

- Weddings are not scheduled on holiday weekends of Easter, Thanksgiving, Christmas or New Years.
- In order to accommodate Saturday evening worship experiences on Life Center’s central campus, the wedding ceremony must start no later than 11:00AM with everything cleaned up by 2:00PM. If there is a ceremony and reception, the ceremony must start

no later than 11:00AM with everything cleaned up by 2:00PM from the Auditorium and 3:30PM from the foyer.

- Our Church facility is dedicated to the Lord. We require that all those who use our facility show respect for the property. No smoking, alcoholic beverages, dancing, questionable language or conduct will be permitted under any circumstances in any part of the facility. The wedding party will be held responsible for compliance for their guests of the above stated requirements.
- We invite you to rehearse prior to the ceremony. This is usually scheduled for the evening before your wedding depending on the campus calendar. One hour is sufficient for rehearsals in the Chapel and two hours for rehearsals in the Auditorium, if the entire party arrives promptly. Only actual members of the wedding party (and parents of the bride and groom, if they wish) need to be present. Ushers should be at the rehearsal to receive instructions for seating. The Pastor does not normally attend. Rehearsal dinners are not allowed at the church. Decorating of the Auditorium/Chapel and Foyer is determined by the availability of the facility.
- The Bride and Groom will be held responsible for any damages incurred to the property or equipment.
- Rice, confetti, bird seed, real flower petals or any other material that might be thrown or dropped at the wedding or reception may not be used inside or outside the facilities. Blowing bubbles is allowed outside the facility only.
- Do not leave any valuables in any room. Life Center will not be responsible for lost or stolen items. All decorations from the Auditorium and Chapel need to be removed immediately following the ceremony. Remember to remove all belongings from the reception area and dressing rooms as well. Friday weddings must be cleaned up by 10:00 PM; Saturday weddings must be cleaned up by 2:00PM from the Auditorium and 3:30PM from the foyer.

## ADDRESS

The address for the invitations should read: Life Center, 1717 South Union Ave. Tacoma, WA 98405. **Do not proceed with arrangements until you have received definite confirmation of the proposed date for your wedding. You will be contacted with your confirmation.**

## MINISTER

The minister is honored to be a part of your wedding and to help make it an unforgettable experience, which shall be marked with spirituality, dignity, reverence and warmth. A minister from Life Center must participate in the a wedding ceremony held on a Life Center campus. Our ministers will perform ceremonies depending on availability in their schedules. On the Marriage Application you can request which pastor you would like to officiate your ceremony. When your wedding date is confirmed the pastor will be contacted. Once the pastor has been confirmed, we ask that you connect with them to schedule a time to meet with them before the wedding ceremony. The Life Center Central Campus office number is 253-756-5300.

### Ministers available to officiate weddings at Life Center :

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Chad Johnson	Melanie Grassi
Roberto Tejada	Anson Dawkins
Barbara Kelley	Jacob Coyne
Eric Boles	Adam Barta
Tyler Sollie	Garrett Werner

## **WEDDING CONSULTANT**

It is the policy of Life Center that every wedding held on a Life Center campus work with the appointed Wedding Consultant. The Life Center Wedding Consultant is a vital part of your wedding day. They will take care of the behind the scene details, allowing you to enjoy your wedding, worry-free. The Wedding Consultant will coordinate details with the pastor, sound tech, musicians, facilities team and others who are doing their part to make your day memorable. We believe the Wedding Consultant will be a positive part of your wedding experience.

### **What are the Life Center Wedding Consultant's Responsibilities :**

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- Confirm the facility room and set up reservations on the church calendar.
- To discuss your needs for the Facility, Decorating, Video/Audio and other special requests (communion, chair/aisle set up, etc.)
- To be the liaison between you and any church staff for any questions or concerns you may have.
- It is your responsibility to secure your florist, photographer, musicians and provide their contact information to the Wedding Consultant.
- To secure such items from Life Center such as Communion, kneeling bench, etc., and provide access to the facility for your decorating team, florist, etc.
- To prepare dressing rooms for bride and groom parties.
- To oversee the rehearsal, making sure everyone is in the right place at the right time. Because the Wedding Consultant is familiar with the church facility and each of the pastors, they will be responsible for directing the wedding rehearsal. If you use an outside wedding coordinator, that person must work with the Life Center Wedding Consultant to ensure that all Life Center wedding procedures are followed.
- To oversee details on the wedding day and take care of any emergencies that may arise.
- To secure signatures on your marriage license and submit to the County Clerk's Office.

## **SERVICE ORDER**

Please prepare your order of service in duplicate and give to the consultant one month prior to the wedding. An example of a ceremony order is provided in this packet.

## **VOWS**

Examples of wedding vows are provided in this packet. Please share with the wedding consultant which vows you would prefer to use in your ceremony.

## **CANDLES**

Hurricane or votive candles are allowed through your florist. These, alone, are permitted in the Auditorium or Chapel. NO EXCEPTIONS. Candles of any nature are not permitted down the aisle. Unity Candles may be used on the Communion table.

## **PICTURES**

Taking pictures of the wedding party and the wedding itself is permissible as long as it does not interfere with the ceremony. Pictures, both in the Auditorium and in the Chapel, must be taken before the ceremony. These must be finished at least one-half hour before the time set for the ceremony.

## **AUDIO RECORDING**

Audio recording of the ceremony is available and will be arranged by the consultant, if desired.

## **RECEPTION / RECEPTION HOSTESS**

The Reception Hostess is required if you plan to have your reception at a Life Center campus. They will help make everything run smoothly, providing additional servers if needed, for a fee, so that your celebration will be just as you had planned. You may provide your own servers. Caterers may provide their own servers. Receptions on Fridays must be cleaned up by 10:00 PM; on Saturdays by 2:00 PM. Please refer to the Financial Section for Reception

### **The Church Furnishes the Following Items for your Reception :**

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- Two (2) silver service with trays
- Two (2) silver punch bowls with ladles
- Two (2) silver candelabras
- Silver serving trays for mints and nuts

The Bride and Groom will be responsible for all paper plates, napkins, utensils and any food or beverages that will be served. If you wish to serve coffee, you are responsible to provide the correct amount of coffee to be brewed. Brewing and serving are provided for a fee. If you choose to have your reception catered, arrangements must be made and shared with the Reception Hostess. If you choose to rent dishes, arrangements must be made for pick up immediately following the wedding reception. Life Center requires authorized personnel to be in the kitchen to operate and facilitate the use of the kitchen equipment. The Reception Hostess will help arrange someone to be at the reception to oversee the details.

For an additional fee, the Reception Hostess will arrange for the beverages such as punch and coffee to be prepared and served. Arrangements can be made for food servers as well for a fee. They will also arrange clean up of reception beverages and food. If linens need to be rented, the Reception Hostess will arrange this. Please see the Life Center Linen Rental procedures below.

## **LINEN RENTAL PROCEDURES**

Life Center has an account with American Party Place under First Assembly of God, Life Center. We have a 20% discount and orders are billed directly to the church. We do not receive a discount or price break for delivery and pick up charges. American Party charges \$80 round trip for delivery and pick up.

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If a bridal party would like to order through the church's account, the order will need to be placed by the Wedding or Reception Consultant. The total cost of the linen order will need to be collected from the bridal party before the wedding date and paid in full to Life Center with a note attached detailing what the payment is for. This will help accounting keep clear records and be sure we have payment for the rental fees when the invoice arrives from American Party Place. We will require the bridal party to pay for the \$80 round trip delivery and pick-up fee. This will ensure the linens are returned on time and that our account will remain in good standing.

**American Party Place Contact :** 253-473-3300 | 4522 South Tacoma Way, Tacoma 98409

## **COMPENSATION**

The following are the required facility charges for Life Center's central campus and must be paid **in full prior to the event**. Please refer to the notes below and the expenses fee chart.

- A security deposit of one half of the room fee must be collected at the first meeting with the wedding consultant to reserve the facility for your wedding ceremony or paid to the reception hostess to reserve your reception event; this deposit is non-refundable. All wedding guidelines must be followed. Weddings will start on time with the Bride, Groom and Minister.
- Envelopes will be given to you at your first meeting with the wedding consultant. These envelopes are to collect the required expense. Please bring the envelopes back with the remaining balance and give to the wedding consultant on the day of your rehearsal.

### **Expense Fees :**

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#### **Minister**

The honorarium for the minister is \$350.

#### **Musicians / Soloist**

The Bride and Groom are to make arrangements for musicians. We are happy to recommend musicians from Life Center if needed. Fees for soloists and musicians should be arranged directly with them. Please submit the contact information of all musicians to the wedding consultant.

#### **Consultant**

The wedding consultant fee is \$250. We require each Bride and Groom to pay the first \$100 which is non-refundable, at the first appointment with the reception hostess. The additional \$150 is required at the rehearsal. Additional fees are required for extra services.

#### **Reception Hostess**

The Reception Hostess fee is \$250. We require each Bride and Groom to pay the first \$100 which is non-refundable, at the first appointment with the wedding consultant. The additional \$150 is required at the rehearsal. Additional fees are required for extra services.

## LIFE CENTER CENTRAL CAMPUS WEDDING FEES

### Auditorium Only :

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Includes : facility rental of Auditorium, technical (audio/visual/lighting) and wedding consultant. This does not include the minister's honorarium.

**Non-Member: \$1,650**

**Member: \$1,150**

### Auditorium Wedding with Foyer Reception :

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Includes: facility rental of Auditorium, foyer, 18th Street Kitchen, technical (audio/visual/lighting), wedding consultant and reception hostess. Additional reception fees will be charged for linens, servers etc. This does not include the minister's honorarium.

**Non-Member: \$3,000**

**Member: \$2,050**

### Chapel Wedding Only :

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Includes: facility rental, technical (audio/visual/lighting) and wedding consultant. This does not include the minister's honorarium.

**Non-Member: \$950**

**Member: \$700**

### Chapel Wedding with Foyer Reception :

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Includes: facility rental of chapel, foyer, 18th Street Kitchen, technical (audio/visual/lighting), wedding consultant and reception hostess. Additional reception fees will be charged for linens, servers etc. This does not include the minister's honorarium.

**Non-Member: \$2,300**

**Member: \$1,600**

## FINANCIAL FEES FOR WEDDINGS

<b>Rooms</b>	<b>Non-Member Fee</b>	<b>Member Fee</b>
Auditorium	1,000.00	500.00
Korum Activity Center	1,500.00	750.00
Chapel	500.00	250.00
Foyer Wedding	700.00	350.00
Foyer Reception	500.00	250.00
18th Street Gym	500.00	250.00
18th Street Kitchen	400.00	200.00
Commons	500.00	250.00
Heritage Room	700.00	350.00
Heritage Kitchen	500.00	250.00

Rental fee includes custodial charges. One half of Room Fee is the deposit due at the first meeting with the Wedding Consultant and/or reception hostess. \*To attain the member fee, the bride, groom, or immediate family must be an active voting member of a Life Center campus.

<b>Technical</b>	<b>Non-Member Fee</b>	<b>Member Fee</b>
Auditorium	400.00	400.00
Chapel	200.00	200.00
Foyer	200.00	200.00

Audio, Visual & Lighting (fee includes rehearsal and ceremony)

<b>Required Consultants</b>	<b>Non-Member Fee</b>	<b>Member Fee</b>
Wedding Consultant	250.00	250.00
Reception Consultant	250.00	250.00

<b>Ministers</b>	<b>Non-Member Fee</b>	<b>Member Fee</b>
Life Center Pastor	350.00	350.00

<b>Reception</b>	<b>Non-Member Fee</b>	<b>Member Fee</b>
Beverage & Cake Servers (2 servers per 100 guests @ \$60 ea)	120.00 (per 100 guests)	120.00 (per 100 guests)
Food Servers (2 servers per 100 guests @ \$80 ea)	160.00 (per 100 guests)	160.00 (per 100 guests)



## WEDDING VOW EXAMPLES

### Example 1

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**Man :** Do you **Groom** take this woman to be your wife? To live together in Holy Matrimony. Will you love here comfort her, HONOR and keep her in sickness and in health and forsaking all others give yourself only to her so long as you both shall live.

**Woman :** Do you **Bride** take this man to be your Husband? To live together in Holy Matrimony. Will you love him comfort him, Honor and keep him in sickness and in health and forsaking all others give yourself only to him so long as you both shall live.

### I DO

**Pastor to Groom :** I, **Groom** take you **Bride**, to be my wife, I promise, to love, honor and cherish you. From this day forward, in good times and in bad. And I promise to be faithful to you, for as long as we live.

**Pastor to Bride :** I, **Bride** take you **Groom**, to be my wedded husband, I promise, to love, honor and cherish you. From this day forward, in good times and in bad. And I promise to be faithful to you, for as long as we live.

### Example 2

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**Man :** Do you **Groom** take **Bride** as your wife before God and these witnesses? To love her and honor her as Christ loves His Church? To forsake all others and seek the highest good for her according to the will and the inspiration of God?

### I DO

**Pastor to Groom :** I, **Groom** take you **Bride**, to be my wedded wife, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love, cherish, with the breath, smiles and tears of all my life, till death shall separate us.

**Woman :** Do you **Bride** take **Groom** as your husband before God and these witnesses? To love him and honor him? To be his inspiration and companion? To seek the highest good for him according to the will and inspiration of God?

### I DO

**Pastor to Bride :** I, **Bride** take you **Groom**, to be my wedded husband, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love, cherish, with the breath, smiles and tears of all my life, till death shall separate us.

## WEDDING VOW EXAMPLES

### Example 3

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**Man : Groom** do you take **Bride**, as your wife, as your own flesh, to love her even as Christ loves the church, to protect her and care for her the rest of your lives?

**I DO**

**Woman : Bride** do you take **Groom** as your husband, submitting yourself to him as unto the Lord, showing reverence to him as the head of this union for the rest of your lives?

**I DO**

I **Groom**, take you **Bride** to be my wedded wife, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, until death do us part. According to God's Word, I leave my father and mother and I join myself to you to be a husband to you. From this moment forward we shall be one.

I **Bride**, take you **Groom** to be my wedded husband, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish until death do us part. According to God's Word, I come along side you to be your wife. From this moment forward we shall be one.

### Example 4

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**Man : Groom**, do you take **Bride** as your wife, to love her, be kind, gentle and faithful to her even as Christ loves the Church, to protect her and care for her in times of joy and sorrow, for richer or for poorer, and in sickness or health the rest of your lives?

**I DO**

Turn to **Bride** & make this profession of your faith : I, **Groom**, according to the Word of God, unite myself to you, to be a husband to you, from this moment forward. we shall become one.

**Woman : Bride**, do you take **Groom** as your husband, showing respect and love, bringing him good not harm, standing by his side in times of joy and sorrow, for richer or for poorer, and in sickness or health for the rest of your lives?

**I DO**

Turn to **Groom** & make this profession of your faith : I, **Bride** according to the Word of God, pledge to be a wife to you, From this moment forward, we shall become one.

## WEDDING CEREMONY OUTLINE EXAMPLE

Prelude Music

- Guests ushered in and seated

Mother of Bride escorted to seat

Mother of Groom escorted to seat

Processional of wedding party

Procession of Bride

Pastor welcomes guests

- Who gives this woman to be married to this man?

Pastor

- Prayer
- Message

Vows

Communion

Song

Unity Candle

Sign Marriage License

Pronouncement / Declaration

Kiss

Presentation of Husband & Wife

Postlude Music