



## WEDDING REQUEST FORM

### GROOM'S Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Are you a member of the Hillsboro Church of Christ? YES / NO  
If no, are you a member of another church? YES / NO  
If yes, give the name & location \_\_\_\_\_  
Which best describes your involvement in church? Active Occasional Rarely Never  
Have you been married before? Yes No Divorced Widowed  
If divorced, what date was it finalized? \_\_\_\_\_  
Are there children involved? YES / NO  
Minister performing the ceremony \_\_\_\_\_  
Minister's phone number \_\_\_\_\_

	DATE	TIME
Date and time requested for rehearsal:	_____	_____
Date and time requested for wedding:	_____	_____
Date and time requested for reception:	_____	_____

Your decision to marry is more than a commitment, it is a covenant made between you and Almighty God, and your wedding day is the beginning of a life-long journey. Because we take marriage so seriously, we are eager to help you form a lasting marriage that is both God honoring and satisfying. Toward that end, we have established some guidelines that we ask couples who are to be married at HCC or off-site by and HCC minister, to abide by as they plan toward their wedding.

- Sincerely examine your individual relationship with Jesus Christ and His place in your upcoming marriage
- Be active in weekly attendance and involvement at Church of Christ/Christian Church
- Attend pre-marital counseling sessions with a HCC minister (or others approved by him)
- Abstinence from sexual relations from this point forward until your wedding day

Thank you for giving us the opportunity to invest in this commitment with you and to assist in your preparations for this life-long journey.

*I am willing to commit myself to these guidelines and understand that before a date can be secured for the wedding, a pre-marital interview must be scheduled to discuss this questionnaire and other matters relating to our wedding request and the church's wedding and marriage policies.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Return this copy to the church



## WEDDING REQUEST FORM

### BRIDE'S Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Are you a member of the Hillsboro Church of Christ? YES / NO  
If no, are you a member of another church? YES / NO  
If yes, give the name & location \_\_\_\_\_  
Which best describes your involvement in church? Active Occasional Rarely Never  
Have you been married before? Yes No Divorced Widowed  
If divorced, what date was it finalized? \_\_\_\_\_  
Are there children involved? YES / NO  
Minister performing the ceremony \_\_\_\_\_  
Minister's phone number \_\_\_\_\_

	DATE	TIME
Date and time requested for rehearsal:	_____	_____
Date and time requested for wedding:	_____	_____
Date and time requested for reception:	_____	_____

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Signature \_\_\_\_\_

Date \_\_\_\_\_

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## HILLSBORO CHURCH OF CHRIST WEDDING POLICIES

***Congratulations!*** The Bible clearly says that marriage is honorable. It is God's idea - and a great idea! We wish to be of service in this important step in your life. Our desire is to bring couples closer to Christ and to each other throughout the process. Please call us at 937-393-1752 if you have any questions.

Wedding will not be scheduled on our calendar until the bride and/or groom (or one of their representatives) have:

Met with and HCC staff member to review the terms and conditions of the agreement. In addition, all fees for building use (Sanctuary and/or Connection Café and kitchen must be paid in full at this time to insure your date is guaranteed.

- A HCC staff minister, or minister of a sister Church of Christ/Christian Church shall officiate or assist in each wedding.
- Our decorations on stage and in the foyer change often. Please check the month prior to your scheduled wedding date to see if the decorations will fit in with your wedding, and if not, who should move them. Instruments must remain on the stage. If you feel they need to be moved, please contact our worship minister to arrange this (his information is on the next page).
- If amplified sound or recorded music is to be used, you must use one of Hillsboro Church of Christ's sound technicians. The bride and groom must contact the church to arrange for a technician through our worship minister (his information is on the next page).
- Our custodian (Jeanette Ludwick) serves as a helpful on-site coordinator during the rehearsal and wedding as well as opening, closing, and cleaning the building. She is available to you for the rehearsal and rehearsal dinner for a total of four hours and a total of six hours on your wedding day. Please plan accordingly. You must give her a call at 937-402-7470 as soon as your wedding is scheduled so she will put it on *her* calendar.
- Building use fees cover a portion of the wear, maintenance and the extra utilities incurred by using the building for your special event.
- The use of alcohol, smoking and illegal drugs are all prohibited on Hillsboro Church of Christ property. It is up to the bride and groom to enforce this.

**PLEASE NOTE: ALL WEDDINGS MUST START BEFORE 5:00 PM AND THE SANCTUARY CLEARED BEFORE 7:00 PM**

**IF THE RECEPTION IS AT THE CHURCH, THE CONNECTION CAFÉ MUST BE CLEARED BY 9:00 PM**

Keep this copy for your records

The following fees are to compensate these people for their time and commitment to making your wedding a wonderful memory and a success.

**PEOPLE YOU NEED TO CONTACT:**

Officiating Minister	_____	
Custodian	_____	(Jeanette Ludwick, 937-402-7470)
Worship Minister	_____	(Micah Herrick, 937-393-1752)
<i>(for the sound technicians and moving anything on the stage)</i>		

**WHAT IS DUE AND WHEN:**

\$750.00	Use of the Sanctuary <i>(Payable to Hillsboro Church of Christ, this fee is waived for active members of the church)</i>	Due at the signing of this agreement
\$500.00	Use of the Café and Kitchen for the Reception <i>(payable to the Hillsboro Church of Christ, this fee is waived for active members of the church)</i>	Due at the signing of this agreement
\$150.00	Payable to the custodian <i>(this is for the wedding only)</i>	Due at the rehearsal
\$300.00	Payable to the custodian <i>(this is for the wedding <u>and</u> reception at the church)</i>	Due at the rehearsal
\$250.00	For the officiating minister <i>(Payable to the minister)</i>	Due at the rehearsal
\$250.00	For each sound technician used <i>(Payable to the sound tech)</i>	Due at the rehearsal
\$300.00	If you want sound for reception <i>(payable to the sound tech)</i>	due at the rehearsal

- *Check with the custodian regarding what decorations may be available for your use*

Keep this copy for your records