

Evangel North Church Wedding Facility Use Policy

Approved by: Dr. John Carmichael

1. Purpose

Weddings are sacred ceremonies that reflect the covenant of Christ and His Church. Evangel North Church is honored to host weddings for couples seeking to celebrate their union in a Spirit-filled, Christ-honoring environment. This policy outlines the expectations, responsibilities, and procedures for using the church facilities for weddings.

2. Ministerial Oversight

- **Only the Campus Pastor, Dr. John Carmichael, may officiate weddings held at Evangel North Church.**
 - Dr. Carmichael does not charge a fee for officiating; however, it is customary and appropriate to present him with a personal honorarium or offering as a gesture of gratitude.
 - Outside officiants are not permitted to perform weddings in the church facilities.
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3. Wedding Coordinator Requirement

- All weddings held at Evangel North Church must work directly with an **approved Wedding Coordinator**.
 - The Wedding Coordinator will serve as a liaison between the couple and Dr. Carmichael, as well as coordinate logistics with the media, housekeeping, and facility teams.
 - The Coordinator ensures that all aspects of the wedding are in alignment with church policies and expectations.
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4. Facility Use and Clean-Up

- Every room used (including the sanctuary, foyer, dressing rooms, and **all restrooms**) must be **cleaned and restored** to its original condition immediately after the event.
- Couples may choose one of the following options:
 - **Clean the facility themselves** (subject to inspection by the Wedding Coordinator).
 - **Hire the church's housekeeping team for a \$175 cleaning fee.**

5. Media and Technical Services

- ENC's audio and video systems **may only be operated by our trained Media Team.**
 - A **\$100 Media Team Fee** is required to schedule an operator for the wedding ceremony and/or rehearsal.
 - This includes audio for music, microphones, and optional video recording or live-streaming if available (coordinate in advance for specifics).

6. Scheduling and Availability

- Weddings must be scheduled **at least 60 days in advance.**
- Use of the facility is **subject to the church calendar and pastoral availability.**
- Rehearsals must be scheduled with the Wedding Coordinator, and **must not conflict with church services or ministry events.**

7. Music and Ceremony Content

- All music selections and ceremony content should reflect Christian values and be **approved by Dr. Carmichael.**
- Secular music may be considered on a case-by-case basis but must be appropriate in content and tone.

8. Decorations and Use of Space

- Decorations must not damage walls, pews, flooring, or furnishings.
 - No nails, tacks, or glue may be used.
 - Candles must be enclosed or dripless and flame-safe.
- **All decorations must be removed promptly after the event.**
- Flower petals (if real) may only be used with prior approval and must be cleaned up fully after the event.

9. Conduct and Expectations

- No alcohol or tobacco is permitted on church property.
- All vendors (photographers, florists, etc.) must adhere to the standards of conduct and scheduling as communicated by the Wedding Coordinator.

- The wedding party is expected to **act with reverence** and maintain a respectful atmosphere appropriate for a place of worship.
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10. Fees Summary

Item	Fee
Use of Facilities	No fee (donations welcome)
Cleaning by Church Team	\$175
Media Team Operation	\$100
Wedding Coordinator (if applicable)	May vary or be voluntary

Note: All fees must be paid in full no later than 2 weeks before the wedding date.

11. Liability and Indemnity

Evangel North Church is not liable for any injuries, lost or stolen items, or damage incurred during the wedding or related activities. The couple assumes full responsibility for guests and vendors during their use of the facility.

12. Final Notes

- The pastor and leadership of Evangel North Church reserve the right to **deny or cancel a wedding** that conflicts with the church's biblical beliefs or operational policies.
- A formal **Wedding Facility Use Agreement** will be signed to confirm understanding and acceptance of this policy.