



Congratulations on your engagement! We are excited and honored to be a part of your wedding. Your marriage is one of the biggest decisions you will make. **It is for this reason that our emphasis at Fellowship Bible Church is not only on performing weddings, but rather on preparing couples to have a healthy, life-long marriage.**

The following materials reflect our desire to help couples establish a God-honoring pre-marital relationship and prepare them for the commitment they will make to one another before God. Our assumption is that you desire to honor God in your marriage and pre-marriage process, and that's why you are seeking to be married in the church instead of through a Justice of the Peace. With that in mind, please review the frequently asked questions and our philosophy/policies on marriage to insure you are in agreement. **Please note these policies and our philosophy on marriage apply to any wedding ceremony to be performed at Fellowship.** If you have any questions, please feel free to contact our office. We look forward to serving you in preparing for a beautiful wedding and a life-long marriage.

#### **Frequently Asked Questions:**

##### **1. What is our first step?**

**Your wedding date must be at least four months from the date you turn in the completed paperwork.** This time frame is necessary to complete all required pre-marital counseling requirements, and allow the couple time to implement concepts that are discussed.

Read and sign "Our Philosophy on Marriage" (below) to confirm we are in agreement on the purpose of getting married in the church, and fill out the attached Couple Questionnaire. Return these to the church office.

Once the forms have been completed and returned, you will be contacted to set up an initial meeting with the church Wedding Coordinators. You will then meet with the pastor to discuss Fellowship's beliefs and values. The pastor will make the final confirmation about performing the ceremony after he has met with the couple.

Our pastors have limited availability to perform weddings and have discretion over which weddings they perform. Pastors are only available to perform weddings in the greater Topeka area. Having the initial meeting does not guarantee that the pastor will perform your wedding.

##### **2. Is Pre-Marital counseling required?**

You must sign up for the Marriage Mentors premarital counseling sessions. There are six sessions before your wedding and one session, 6 months after your wedding. These sessions will be either with the pastor who will marry you, or with a married couple trained to guide you through the pre-marital process. If you meet with a Marriage Mentor couple, your times will be determined by mutual availability. If you meet with a pastor for these sessions, your times will need to be scheduled during regular business hours during the week (8:30a-4:00p).

##### **2. Do I need to be a member of the church to be married at Fellowship?**

Fellowship does not have a formal church membership. However, because we have numerous requests for weddings and a limited staff to accommodate all whom we would like to serve, we are usually limited to marrying couples who are a part of our church community (i.e., regularly attending Fellowship for at least 4 months, or attending and serving in a ministry area, or involved in a small group).

**3. Can we use Fellowship's facility?** Fellowship's facility is available for weddings subject to scheduling. Please see the following wedding information for further details.



## ***Our Philosophy on Marriage***

1. Marriage is a sacred covenant established by God to teach two people to love each other with God's kind of love, for better or for worse, for a lifetime. Marriage is not a 50/50 proposition, but a 100% commitment of one person to the love and betterment of the other.
2. Premarital preparation and early marriage support can make a significant difference in the long-term health and viability of a marriage.
3. An authentic relationship with God through Jesus Christ provides a firm spiritual foundation that gives an individual guidance and power to better relate to a spouse and to grow in love and commitment for a lifetime.
4. **Fellowship will marry two professing Christians, but we cannot, in good conscience, marry a couple where only one is a professing Christian.** This is based on our understanding of II Corinthians 6:14 (two people heading in different spiritual directions) and our experience with the tension created from a couple not sharing a common spiritual foundation.
5. We believe that God's ideal for our sexuality is for it to be expressed in the monogamous commitment of marriage. Pre-marital sex often masks issues and keeps couples from learning emotional intimacy, friendship and communication independent of sexual intimacy. If a couple is dependent on a sexual relationship to be happy and content together before marriage, the more important foundations for a lasting marriage are often underdeveloped. For these reasons, we ask couples to honor God's expressed desire for their sexuality (Hebrews 13:4) and abstain from sex, whether from the beginning of the relationship or from this moment on, until their marriage. **Our spiritual convictions (based on Hebrews 13:4) prevent us from being able to perform the ceremony if the couple does not agree to abstain from sex before marriage. While we understand that living together before marriage is fairly common in our society today, we do not see this as God's intended design for a couple. Living together places a couple in a compromised position to follow through on sexual purity during their preparation for marriage. This conviction also prevents us from performing marriages of couples who refuse to live separately before marriage.**
6. Fellowship wants you to know that if, for any reason, we do not perform your wedding ceremony, our desire as a church is to offer you the tools and resources you need to have the healthy, lasting marriage God intends for you.

X \_\_\_\_\_ X \_\_\_\_\_  
Signature of **Future Bride** Signature of **Future Groom**

Please read and sign this form to confirm we are in agreement on the purpose of getting married in the church. Once signed, return it to the church office.

Return or Mail to: **Fellowship Bible Church**  
**6800 SW 10<sup>th</sup> Street**  
**Topeka, KS 66615**  
**Ph. 785-478-0002**



## **COUPLE QUESTIONNAIRE**

Today's Date: \_\_\_\_\_

Day and Date of Wedding: \_\_\_\_\_ \*\*must be at least four months from today's date\*\*

Time of Wedding: \_\_\_\_\_

Are you planning on having the ceremony at Fellowship? YES  NO

If not, where is the ceremony being held? \_\_\_\_\_

Where is the reception being held? \_\_\_\_\_

**Name of Future Bride:** \_\_\_\_\_ Age: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Hm Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

1. How long have you attended Fellowship? \_\_\_\_\_
2. Are you currently serving in ministry at Fellowship? \_\_\_\_\_ If so, in what area(s)? \_\_\_\_\_
3. Are you in a small group? \_\_\_\_\_ If so, who is your small group leader? \_\_\_\_\_
4. Have you been married before? If so, for how long and when did the marriage end (i.e. date of divorce, annulment, etc.)? \_\_\_\_\_  
\_\_\_\_\_
5. Do you have children? If so, how many and what are their ages? \_\_\_\_\_
6. Please describe your current relationship with God, or your current spiritual desires or concerns:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Future Groom:** \_\_\_\_\_ Age: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

1. How long have you attended Fellowship? \_\_\_\_\_
2. Are you currently serving in ministry at Fellowship? \_\_\_\_\_ If so, in what area(s)? \_\_\_\_\_
3. Are you in a small group? \_\_\_\_\_ If so, who is your small group leader? \_\_\_\_\_



4. Have you been married before? If so, for how long and when did the marriage end (i.e. date of divorce, annulment, etc.)?

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5. Do you have children? If so, how many and what are their ages? \_\_\_\_\_

6. Please describe your current relationship with God, or your current spiritual desires or concerns:

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**Questions for the Couple:**

1. How long have you dated/ known each other? \_\_\_\_\_

2. Which Fellowship Pastor would you like to request to perform your wedding ceremony?

Joe Hishmeh \_\_\_\_\_ David Hinkle \_\_\_\_\_ Frank Eschmann \_\_\_\_\_ No Preference \_\_\_\_\_

3. Do you have any questions for us?

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Complete and return this questionnaire to:

**Fellowship Bible Church**  
**6800 SW 10<sup>th</sup> Street**  
**Topeka, KS 66615**  
**Ph. 785-478-0002**



**Wedding Information** (Retain the following pages regarding your wedding)

**Your wedding date must be at least four months from the date you turn in the completed paperwork.** This time frame is necessary to complete all required pre-marital counseling requirements, and allow the couple time to implement concepts that are discussed.

Read and sign "Our Philosophy on Marriage" (above) to confirm we are in agreement on the purpose of getting married in the church, and fill out the attached Couple Questionnaire. Return these to the church office.

Once the forms have been completed and returned, you will be contacted to set up an initial meeting with the church Wedding Coordinators. You will then meet with the pastor to discuss Fellowship's beliefs and values. The pastor will make the final confirmation about performing the ceremony after he has met with the couple.

**How do I rent the facility for my wedding?**

Return the forms as mentioned above. Submit the \$100 down payment to hold your reservation. **Your reservation is not officially confirmed and on the church calendar until your down payment has been received.** The remainder of the rental fee is due 30 days prior to your wedding. See the following fee structure chart.

If your wedding date is cancelled or rescheduled, the down payment is refundable up to 30 days prior to the reserved date.

**Note the following scheduling information when considering our facility for your wedding:**

1. No weddings or wedding rehearsals may be scheduled in the church on the following days and holidays/ holiday weekends:

Overflow weekends (the second weekend of every month), New Year's Eve/Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Eve/Day. Weddings may be scheduled in December with the understanding the wedding party must use the existing decorations. No weddings may be scheduled on a Sunday that would interfere with church activities.

2. As of July 1, 2010, **Saturday weddings and receptions must be completed by 12:00pm**, due to the evening church services now available. Friday ceremonies can begin at 5:30pm or later.

3. Wedding receptions and/or rehearsal dinners may be held at the church in agreement with the availability listed above. **The Fellowship Hall, lower level, is available for an additional fee** (see the following fee structure chart).

4. You may begin to decorate and set-up at 3:00pm on the day of your rehearsal. The wedding coordinator will be in the building at this time. No earlier day rehearsals or decorating will be scheduled due to the availability of staff and other persons needed. Rehearsals can begin at 5:00pm or later.

5. **No alcohol is allowed in the building or on surrounding church property at any time. No dances can be held at the church in conjunction with your event.**

**What rooms are available for my wedding day?**

The Worship Center is available for your wedding ceremony. We will provide separate dressing rooms for the women and men of your wedding party. Please speak to the wedding coordinator if you have any other room needs. Again, the Fellowship Hall is also available for an additional fee, for your reception or rehearsal dinner.

**Worship Center Set-Up:** The musical equipment on the stage will be moved into the storage areas behind the stage for your wedding. The stage will be clear for your decorations. The rows of chairs will remain in the same set-up as a normal church service.

**Worship Center Clean-Up:** You must provide people to remove your decorations from the stage and Worship Center immediately after the ceremony. Fellowship assumes no responsibility for lost or stolen items and therefore cannot store items after the ceremony.



**Fees and Honorariums**

Because weddings involve additional duties for the church staff, there is a fee to use the facility. **You are welcome to give the pastor any honorarium in appreciation for his services. In this case, checks should be made out directly to the pastor performing the ceremony.**

**1. The fee to rent the church for your wedding ceremony is detailed below in our fee schedule.**

The rental fee includes fees for the church Wedding Coordinator (please see the information about the Wedding Coordinator services listed below), and janitorial services to clean before and after your ceremony. The fee for the Audio/Visual Technician to run sound and lights for your ceremony will be payable directly to the technician.

**2. All fees must be paid 30 days prior to the wedding date.** We reserve the right to cancel your reservation if you have not: 1) Paid all fees necessary, 2) Met with the pastor performing your ceremony, and 3) Met with the church wedding coordinator.

**Fellowship Attendees**

Fee Title	Amount	Payable To	Due	
Down Payment	\$100	FBC	To Reserve Facility	<i>Required</i>
Remaining Rental fee	\$100	FBC	30 days prior to wedding	<i>Required</i>
Audio/Visual fee	\$100	A/V Technician TBD	30 days prior to wedding	<i>Required</i>
Fellowship Hall Use	\$200	FBC	30 days prior to wedding	<i>Optional</i>

**Non-Attendees**

Fee Title	Amount	Payable To	Due	
Down Payment	\$100	FBC	To Reserve Facility	<i>Required</i>
Remaining Rental fee	\$300	FBC	30 days prior to wedding	<i>Required</i>
Audio/Visual fee	\$100	A/V Technician TBD	30 days prior to wedding	<i>Required</i>
Fellowship Hall Use	\$200	FBC	30 days prior to wedding	<i>Optional</i>

**Please mail or deliver all checks to the church office:**

**Fellowship Bible Church  
6800 SW 10<sup>th</sup> Street  
Topeka, KS 66615  
Ph. 785-478-0002**

**Fellowship Wedding Coordinator Services**

The church Wedding Coordinator includes the following wedding services:

- Initial one hour consultation to assess your vision and needs for the wedding ceremony and rehearsal, and answer any questions about the process.
- Additional one hour consultation approximately 30 days prior to the ceremony, after the final meeting with the officiating pastor, to obtain scheduling information for all events of the ceremony and rehearsal.
- Direct the rehearsal and ceremony at the church.
- Ensure the set-up and layout of the facility.
- Ensure that clean up has been arranged and that the church is aware of any special needs.
- Be available on site during set-up, clean-up, rehearsal, and ceremony, to aid in preparation and help in case of any emergencies.