



Congratulations on your engagement!

We share in your excitement as you journey through one of the most exciting and significant experiences of your life...preparing to be married. We are delighted to assist you and trust you will find this wedding handbook helpful and informative.

Your wedding date will be reserved after you have completed the wedding application, met with the Director of Care Ministries, one of our pastors has agreed to marry you, and your \$100 deposit has been received.

Please read through this wedding handbook before submitting your wedding application. We trust this will be a joyful and God-honoring experience for you and your families.

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Scheduling Your Wedding

1. Read this **wedding handbook** thoroughly. Many of your questions will be answered within its pages.
2. Fill out the **wedding application** and turn it in to the Director of Care Ministries.
3. Meet with the **Director of Care Ministries** for a **premarital interview**. You may look to see if your preferred dates are available at this time as well.
4. Meet with a **pastor** for an **initial consultation**. When he has agreed to marry you, he will outline a pre-marital counseling/mentoring plan for you.
5. Upon final approval from your pastor and the receipt of your \$100 deposit, you may **schedule** your wedding date and on-site reception with the Director of Care Ministries.
6. Select your **wedding coordinator**. If you do not wish to choose a coordinator, one will be designated for you. You should meet with her three to six months in advance of your wedding.
7. If your reception will be held at Bethel Church, you will need to meet with your **reception coordinator** three to six months in advance of your wedding as well.

Guidelines & Policies

The Executive Leadership Team of Bethel Church has established the following policies regarding preparation for marriage, planning of your wedding, and usage of facilities, equipment, and staff. Please read carefully the information below prior to filling out and signing the wedding application.

Preliminary Considerations

The ministry leadership team and board of elders at Bethel Church, believe marriage to be a lifetime commitment between a man and a woman deserving the highest esteem, effort, and integrity. Our approach is that marriage is an important expression of the community, honor, and holiness of the Triune God. Furthermore, marriage is not merely about the man and the woman being together in covenant relationship; but it is about them desiring to leave a legacy of godliness and nobility for generations they may never actually see.

With these things in mind there are some preliminary matters to consider. Couples that will be given consideration at Bethel Church will only be those couples: 1) where both the man and the woman recognize Jesus Christ as Lord and Savior; 2) who are not currently cohabitating or are sexually active; 3) about whom it can be said that any previous marriage-divorce scenarios can stand the test of the Scriptures; 4) who are willing to participate fully in Bethel Church's pre-marital mentoring process or similar pre-marital preparation; and 5) who are willing to abide completely by the logistical guidelines included within this wedding handbook.

Couples in agreement with these five considerations are invited to review the wedding handbook in its entirety and complete the wedding application. When the wedding application is returned to the Director of Care Ministries at Bethel Church, arrangements will be made for one of our pastors to interview the couple. No wedding date will be reserved or scheduled on the church calendar until the pastor is satisfied that the couple is indeed prepared to proceed.

Should a couple determine that their unique circumstances merit some kind of exception to one or more of the five considerations, they should communicate this to the Director of Care Ministries, who will review the matter or matters with the Executive Leadership Team.

Guidelines & Policies continued...

Premarital Mentoring Process

Because so much is at stake when a man and a woman come together for marriage, it is vital that couples commit to an in-depth equipping process that will better ensure success within the marriage relationship. While the pastor conducting the wedding will engage in the initial consultation, and will also spend time with the couple so as to prepare for the wedding ceremony itself, the equipping process involves a partnership with a mentor couple assigned by Bethel Church. With the mentor couple, the man and woman to be married will work through a variety of resources focusing on matters like spiritual maturity, communication, sexuality, and home organization. This process may take several months, requires a handful of designated meetings and homework, and is most productive when the couple to be married engages it as honestly and authentically as possible.

Bethel Church Scheduling

Bethel Church hosts a wide range of ministries throughout the week, including multiple weddings on given weekends and multiple worship services on Sundays. The Director of Care Ministries and officiating pastor will work with the couple to determine the best date for the wedding ceremony within the parameters of Bethel Church's master calendar. Flexibility is greatly appreciated in this regard. Bethel Church reserves the right to have other ministry events throughout the facility on the dates of any wedding rehearsals, ceremonies, and/or receptions.

Ceremony Venues

Two large worship areas are available for weddings. The main venue is the Worship Center, which seats 850 people on the main floor; and the Family Life Center which can seat 500. Both of these venues require the presence of one of Bethel Church's technology team members as well as one of Bethel Church's wedding coordinators. Bethel Church reserves the right to have events take place in both venues simultaneously. The Director of Care Ministries will help determine which venue will best accommodate a couple's wishes and goals.

A smaller venue known as the Prayer Chapel is also available. The Prayer Chapel seats up to 50 guests and has a small piano and stereo system. A technology team member and wedding coordinator are not offered when this venue is selected.

Guidelines & Policies continued...

Bethel Church Wedding Coordinators

The couple will work with the Director of Care Ministries to select a wedding coordinator for the entire wedding event. The wedding coordinator will assist with wedding procedures, church facilities, any appropriate furnishings, etc. The wedding coordinator will work with the officiating pastor to direct the rehearsal and the ceremony so the couple can focus on enjoying the activities.

Decorating

Typically, you may have access to your wedding ceremony venue at 12:00 noon on the day of your rehearsal. Please confirm this time with your wedding coordinator prior to making plans for decorating.

Flower Petals

If you choose to have a flower girl drop live flower petals, you are required to use an aisle runner. The aisle in the Worship Center is 92' and the aisle in the Family Life Center is 68' long so you will want to purchase a 100' aisle runner for either location.

Candles

If you wish to use Bethel's candelabra, we provide candles at no charge. You will need to provide your own unity candle and unity candle tapers. Candles are allowed on the platform only.

Technology Support

A trained technology team member will handle set-up on the platform in either of the two larger venues, including arranging of any necessary equipment such as microphones and lighting, and will facilitate all other technology needs. This person will be present at both the rehearsal and the wedding ceremony.

Technology Planning

- Please provide an Order of Service to your wedding coordinator no less than two weeks prior to rehearsal.
- Please provide all video and all digital music (must be on a CD) to your wedding coordinator or technology staff member no later than the Monday prior to your wedding. No flash drives or tapes.
- Use of PPT requires you provide a volunteer to run it.
- Technology equipment and instruments may NOT be moved on the platform by anyone other than the technology team member.
- The instruments Bethel provides for your use are piano and organ.

Guidelines & Policies continued...

Order of Service

The following is a general outline for a wedding ceremony from which there are many variations you may choose. This sample is provided simply to help you consider your preferences for the elements common in most ceremonies.

- Musical Prelude (begins 20-30 minutes prior to the ceremony)
- Candle Lighting (optional)
- Seating of Grandparents (continuation of prelude or special song)
- Seating of Parents (continuation of prelude or special song)
- Special Music (optional)
- Processional
- Giving of the Bride/Welcome
- Special Music
- Scripture Reading
- Message
- Vows/Rings/Pronouncement
- Unity Candle Lighting/Special Music
- Prayer
- Presentation of Couple
- Recessional

Receptions

Bethel Church's Gymnasium and Family Life Center, along with their respective kitchens, may be available for receptions. Receptions at Bethel Church require a reception coordinator who will work with the couple or their representative to plan the reception. It is required that the couple hire an outside caterer. The couple is responsible for the costs associated with renting all linens and they are also responsible for decorating, finding volunteers to serve during the reception, and clean-up of the reception venue. The Gymnasium accommodates 48 tables with a maximum seating of 384. The Family Life Center has room for 45 tables with a maximum seating of 360.

Guest Officiants

Couples wishing to have a man from outside of Bethel Church perform the ceremony and/or pre-marital counseling must communicate this upfront. This individual will be required to sign a statement of faith agreement that certifies a shared commitment with Bethel Church to essential biblical orthodoxy.

Guidelines & Policies continued...

Wedding Day Arrival Time

The wedding party may arrive four hours prior to the wedding ceremony. We have two dressing rooms available for your use at that time.

Alcoholic Beverages & Smoking

Alcoholic beverages and smoking are strictly prohibited inside Bethel Church and on all church grounds.

Tossed Items

Bethel Church does not permit the throwing of rice, birdseed, confetti, glitter or the like within our facility or on church grounds.

Child Care

We are not able to provide childcare facilities or open up a nursery for the use of any children present.

Our Team

Officiating Pastors

Pastor Paul Bond
Pastor Jonas Bundy
Pastor Gary Ellingson
Pastor Neal Kloster
Pastor Gary Siefers
Pastor Matthew St. John
Pastor Marty Thompson

Wedding Coordinators

Wanda Arnhalt (701) 235.6460
Shirley Blake (701) 293.9953
Nancy Rosslund (701) 388.3124
Karen Teigland (218) 233.3514
Verona Winkler (701) 232.4476

Reception Coordinators

Lynette Briden (218) 789.7792
Karen Teigland (218) 233.3514

Technology Support

A member of our Bethel technology team will be assigned to do your wedding.

Wedding Fees

	Fee	
Wedding Fee:		
Worship Center	\$300	_____
Family Life Center	\$300	_____
Prayer Chapel *	\$ 50	_____
Technology Support **	\$100	_____
 Reception Fee:		
Gymnasium	\$600	_____
Family Life Center	\$600	_____
Technology Support **	\$50	_____
Deposit [Paid _____]	\$100	<\$100>

Fees include: Facility Use, Wedding Coordinator, and Reception Coordinator.

** The Prayer Chapel does not include Wedding Coordinator or Technology support.*

*** The Technology Support fee is paid directly to the technology team member.*

Deposit & Payment Information

A \$100 deposit is required to confirm your wedding date and payment is due upon pastoral approval of your wedding. The \$100 deposit will be applied to your total balance due. Full payment should be made no later than one week prior to your wedding.

Pastor Compensation Guideline

The fee for pastoral services includes guidance in wedding planning, sermon preparation, rehearsal, and officiating the wedding ceremony. The fee for the officiating pastor is left to your discretion. Payment should be given directly to him.