

# *Legacy Bible Church*

To the Bride and Groom,

Thank you for considering the use of Legacy Bible Church for your wedding ceremony. We believe that the marriage union is established by God and designed to be a visible portrayal of Jesus Christ's love relationship with His Bride, the Church. Thus, the relationship between a husband and wife is one which must be established upon each person's individual relationship with Jesus Christ. We thank God that He has brought you together and given you the desire to enter into a holy, life-long covenant of marriage. We look forward to serving you by considering your request to use our facilities.

A Legacy pastor would like to meet with you to make sure you understand the Biblical basis of marriage and are eligible and prepared to enter into this relationship, whether he will perform your ceremony or not. We ask you to read our "Wedding Eligibility Policy" (attached) prior to meeting with one of our pastors. Please know that we reserve the right to postpone your wedding if necessary. Also, we do allow other ministers to perform weddings at Legacy, but they will need to be approved by our Pastoral staff before confirming the use of the facility.

It is our desire to help you lay a solid foundation for your marriage. To this end, all couples desiring to marry at Legacy are required to complete premarital counseling whether, or not, a Legacy pastor is officiating the ceremony. Legacy's premarital counseling is provided on an "as available" basis and is at no charge for Legacy members and their families. Other premarital counseling may be substituted, but must be approved by a Legacy pastor.

By His grace,

**Victor Halfmoon**

Pastor

# *Legacy Bible Church*

## Wedding Eligibility Policy

### Purpose

To communicate the church's policy regarding the eligibility of a wedding occurring on church premises.

### Presuppositions

1. Marriage is a divine institution.  
(Genesis 2; Matthew 19:4-6; John 2; Ephesians 5:32)
2. Marriage is regulated by God's commandments as found in the Bible:
  - There should be no unions between believers and unbelievers.  
(2 Corinthians 6:14-15)
  - Partners must be committed to fulfilling their mutual responsibilities:
    - a) "Submit to one another" (Ephesians 5:21)
    - b) "Do not deprive each other" (1 Corinthians 7:5)
    - c) "Wives, submit" (Ephesians 5:22)
    - d) "Husbands, love" (Ephesians 5:25)
3. Marriage is a permanent arrangement. (Matthew 19:6)
  - Only death dissolves the marriage relationship.  
(Matthew 5:32; Mark 10:9; Romans 7:2)
  - In the case of adultery and/or abandonment, divorce and remarriage may be permissible, but reconciliation is always preferable.

### Policy

Based on the Scriptural guidelines cited above, the following describes scenarios which meet the church's policy of eligibility:

1. Two never-married believers.
2. Two never-married unbelievers.
3. Two widowed believers.
4. Two widowed unbelievers
5. Two divorced believers who wish to reconcile and remarry each other.
6. Two divorced unbelievers who wish to reconcile and remarry each other
7. A believer who has been the "victim" of adultery or desertion leading to divorce to: (a) a never married believer; or (b) another believer who has been the "victim" of adultery or desertion leading to divorce; or (c) a widowed believer.
8. An unbeliever who has been the "victim" of adultery or desertion leading to divorce to: (a) a never-married unbeliever; or (b) another unbeliever who has been the "victim" of adultery or desertion leading to divorce; or (c) a widowed unbeliever.

Exceptions to this policy may be considered by the Elders on an individual basis.

## Policy Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen.1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union as delineated in Scripture (Gen. 2:18-25). We believe that the recognition of same-sex or trans-gendered marriages, civil unions or domestic partnerships are prohibited by Scripture. Such a redefinition of marriage devalues the institution of marriage, the family and unique role of both a man and a woman in a child's life.

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman (1 Cor. 6:18, 7:2-5; Heb. 13:4).

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Legacy Bible Church.

We believe that in order to preserve the function and integrity of Legacy Bible Church as the local Body of Christ and to provide a biblical role model to the members and the community, it is imperative that all persons employed by Legacy Bible Church in any capacity, who serve as volunteers, or those actively participating in or performing any ceremony on the premises, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

Based on the Scriptural guidelines cited above, the following describe scenarios which do not meet the church's policy of eligibility:

1. A believer to a non-believer.
2. Individuals (believer or not) prohibited by civil law (e.g. blood relatives, underage people, severely mentally retarded persons).

3. Two people of the same sex (believer or not), whether presently or formerly (e.g. transsexuals).
4. An adulterous/deserting individual (believer or not) who is divorcing or has divorced his/her mate in order to marry another.
5. A formerly adulterous/deserting individual who, having divorced his/her original spouse and now claiming to have repented, to any new partner as long as reconciliation with the original spouse is still possible (i.e. the original spouse is still not remarried).
6. Any couple who otherwise meet the church's policy of eligibility but are cohabitating while unmarried.

Exceptions to this policy may be considered by the Elders on an individual basis.

## Application Summary

Please familiarize yourselves with the criteria described above. After a careful and contemplative reading of the criteria, please continue to General Wedding Facilities & Pastor Policies.

Please note: Eligibility according to this policy document is not an automatic guarantee that your wedding ceremony will be performed by your selected pastor or on the premises of the church.

# *Legacy Bible Church*

## General Wedding Facility and Pastor Policies

### Scheduling & Reservations

Our facilities may be reserved for the weddings of regular attenders (6 months), members, and their children. Dates may be guaranteed no more than nine months in advance and applications must be submitted at least three months in advance of your proposed wedding date.

Our facility is available for Saturday weddings from 11 a.m. to 5 p.m. and all activity should end no later than 7 p.m. Facilities must be clear of all guests and decor by 7:30 p.m. Due to the nature of our staffing, facilities may only be reserved for two weddings per month on Saturday's.

On your wedding day, the facility will be open a maximum of four hours prior to the wedding for deliveries/preparation/pictures. You are responsible for informing the florist, photographer, etc. of these hours. The facility will be closed one hour following the conclusion of the ceremony or, if the reception is at Legacy, three hours after the ceremony ends. The facility will be closed no later than 7 p.m. All décor and equipment must be removed at the conclusion of the events at Legacy. The church is not responsible for personal items left in the facilities.

To reserve our facility, please fill out the application and follow the procedures listed on page 9. The Wedding application can be found on pages 10 and 11.

### Facility Policy

The use of alcoholic beverages and tobacco is not allowed anywhere on the premises at any time. We do not allow dances at Legacy. If you would like to host a dance as part of your reception, please plan to host your reception at another facility.

### Pastors & Premarital Counseling

Once the application is submitted, our wedding reservation staff will then arrange to have the couple meet with a Legacy pastor. A non-Legacy pastor may perform a ceremony at Legacy, but that pastor must be approved by our Pastoral staff. Any couple wishing to use a non-Legacy pastor will need to complete the Guest Pastor Request form (p.12) and submit it for approval before the wedding date.

## Pastors & Premarital Counseling *continued*

Premarital counseling is required for weddings performed at Legacy and for weddings performed by our Pastors. This counseling does not provide a discount on your marriage license. Both the bride and groom are expected to attend the training. If you choose to do another form of pre-marriage counseling, approval of the program is required by our Pastoral Staff. You will be contacted by the Legacy Premarital Counsel coordinator approximately 2–3 months before the wedding to arrange counseling sessions. Counselors and pastors reserve the right to postpone a wedding. The application for premarital counseling is included in the wedding application on pages 10 and 11.

## Wedding Liaison

A Legacy Wedding Liaison is required and included in your fees. She will contact the bride (at least one month prior to the wedding date) concerning church facilities and equipment needs. If the bride desires the liaison to direct the rehearsal and wedding, the liaison will need to review the “order of service” with the bride at this time. The wedding liaison represents our staff, and will be with you during the rehearsal and wedding to assist you and will serve as a guide to our policies.

## Rehearsal

The facility will be available for a maximum of 1½ hours for the wedding rehearsal. The Legacy wedding liaison and sound personnel will be present.

## Wedding Music

A Legacy Sound Technician is required and will be at the rehearsal and ceremony only (a reception media technician is an additional expense). If you plan to use multiple CD selections during the ceremony, it is best to burn them to one CD in the order they will appear in the service. CDs must be submitted to the sound tech at the beginning of the rehearsal. If you are planning to have a worship set that requires slides, we require the additional use of a Legacy media technician.

Musicians should be consulted well in advance concerning music for the wedding. Musicians must coordinate at least two weeks prior to the wedding with the sound/media technicians on their music plans, instrumentation, and Legacy’s technical abilities and limitations. The soloist, solos, worship music, and instrumental requests should be chosen by the couple with care. Musicians and Vocalists are to be hired directly by the couple as Legacy does not provide these for you. Fees are at the discretion of the musicians. All musicians should be present during the rehearsal.

The music you choose for your wedding is a very important part of your special day and should reflect the spiritual nature of the occasion. Only sacred music, contemporary Christian selections, or music from the classics will be permitted prior to and during the wedding ceremony.

## Wedding Music *continued*

Please clear your musical selections with the wedding liaison. Because a Christian wedding is deemed sacred, some music selections may not be viewed as appropriate.

## Decorations

Please plan to decorate the facility during business hours and clear your plans and hours with your wedding liaison. All decorations must be removed from the facility at the conclusion of the ceremony. Legacy's property may not be removed from the premises for any reason, including taking items to the reception. Please note that all Holiday décor remains in place in the foyer and sanctuary and cannot be removed.

Some of the instruments on the stage can be removed at the discretion of our staff. If live music will be played, some of the instruments and equipment are available for use and can be coordinated through one of our Legacy technicians to ensure the proper equipment is available.

Dripless candles must be used and/or the carpet/furniture protected. Clear plastic cellophane can be purchased in rolls like gift wrap and placed under arrangements. If you plan to take pictures with candles lit, you may plan to have two sets of candles, one set for pictures and one set for the ceremony. Ventilation causes them to burn quickly. Please note that tapers burn quickly and can be blown out by the a/c, therefore we recommend pillar candles.

No tacks or nails may be used in decorations. We'd love to visit with you as you plan your décor and let you know what has worked well in the past.

Birdseed may be thrown outside only. No rice may be used. White or yellow rose petals may be dropped by flower girls, but no red/pink or other dark colored petals. We recommend silk petals as an inexpensive and cleaner option.

## Reception

Receptions hosted at Legacy will be limited to three hours following the conclusion of the ceremony. Events should conclude no later than 7 p.m. The use of alcoholic beverages and tobacco is not allowed at Legacy. We do not allow dances at Legacy. If you would like to host a dance as part of your reception, please plan to host your reception at another facility.

## Reception *continued*

Kitchen facilities must be completely cleaned following the reception. Leftover supplies, food, or equipment not belonging to the church must be disposed. It is the responsibility of the couple to inform the caterer(s) or individuals working in the kitchen regarding this policy. If it is not followed, the couple's deposit will be forfeited.

## Fees

A deposit of \$150.00 is required with the confirmation form to secure the wedding date. The deposit will be refunded after the wedding if all policies and procedures have been followed. If any church items are broken or missing, Legacy will replace these items and deduct the cost from the deposit.

All fees for the wedding should be paid to the church one month in advance of the wedding date. Checks should be payable to Legacy Bible Church and payments made in the church office or mailed to Legacy Bible Church, Attn: Facilities Coordinator, 2005 Hendricks St., Hutchinson, KS 67502.

The Pastor & Musicians are to be paid directly by the couple.

### Required Fees:

Deposit-----	\$150
Wedding & Rehearsal-----	\$450
Includes Legacy wedding coordinator and sound technician	

Ministers Honorarium (see below)

### Additional Fees:

Fellowship Hall-----	+\$250
Sound at reception-----	+\$100
Additional Media Technician-----	+\$100
Musicians & Vocalists (fees at the discretion of the musicians)	

## Minister's Honorarium

The minister's honorarium for conducting the wedding rehearsal and ceremony is normally the responsibility of the groom. The amount of the honorarium is left to your discretion; however, the suggested honorarium for a pastor would be a minimum of two hundred dollars (\$200.00).



## Procedure to Reserve Legacy Facilities

1. Complete the Wedding application and submit to the Legacy wedding reservation staff.
2. Request a meeting with a Legacy pastor (regardless of whether a Legacy pastor performs the ceremony or not) who may require additional clarification. If you are planning on using a Legacy pastor, please request a meeting with that specific pastor. Based on this meeting(s), the pastor retains the right to accept or refuse the wedding.
3. Once a date & pastor are scheduled by Legacy reservation staff, you will receive a confirmation form.
4. Once the confirmation form & deposit of \$150 are received by Legacy reservation staff, your date is confirmed.
5. All fees are due one month before the wedding date.

## Contact Information

All policies & forms may be found online at [www.legacybiblechurch.com](http://www.legacybiblechurch.com) under the Resources tab.

You may contact the Legacy Wedding Reservation Staff at:

Legacy Bible Church  
2005 Hendricks Street  
Hutchinson, KS 67502  
620-314-9902

# Legacy Bible Church

LOVING GOD, LOVING PEOPLE, LEAVING A LEGACY

## WEDDING APPLICATION

### BRIDE

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_

PHONE (CELL): \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU ATTENDED LEGACY? \_\_\_\_\_

DESCRIBE YOUR INVOLVEMENT AT LEGACY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE REQUESTED:

DATE

TIME

1<sup>ST</sup> CHOICE: \_\_\_\_\_

2<sup>ND</sup> CHOICE: \_\_\_\_\_

DO YOU PLAN TO HAVE ANY OF THE FOLLOWING?

REHEARSAL DINNER     YES     NO

RECEPTION     YES     NO

PASTOR PERFORMING THE CEREMONY:

NAME

CHURCH (IF NOT LEGACY)

1<sup>ST</sup> CHOICE: \_\_\_\_\_

2<sup>ND</sup> CHOICE: \_\_\_\_\_

HAVE YOU CONTACTED THE ABOVE PASTOR(S)?     YES     NO

WILL THE PASTOR'S AVAILABILITY AFFECT YOUR CHOICE OF THE WEDDING DATE?     YES     NO

NOTE: THE USE OF A NON-LEGACY PASTOR MUST BE APPROVED BY THE PASTORAL STAFF. YOU WILL NEED TO FILL OUT THE GUEST PASTOR REQUEST FORM BEFORE YOUR DATE CAN BE CONFIRMED.

OTHER INFORMATION YOU WOULD LIKE US TO KNOW:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### OFFICIAL USE ONLY

DATE RECEIVED: \_\_\_\_\_ PASTOR: \_\_\_\_\_ CONFIRMATION MAILED: \_\_\_\_\_

APPLICATION DISTRIBUTION:     PASTOR     WEDDING LIAISON     PRE-MARITAL COORDINATOR

MAINTENANCE     SOUND     FINANCE

OUR POLICY REQUIRES PRE-MARITAL COUNSELING FOR ALL PERSONS MARRIED AT LEGACY OR BY A LEGACY PASTOR. PLEASE ANSWER THE FOLLOWING QUESTIONS:

HOW LONG HAVE YOU DATED? \_\_\_\_\_  
WHEN DID YOU GET ENGAGED? \_\_\_\_\_  
HAVE YOU OR YOUR FIANCÉ BEEN MARRIED BEFORE? \_\_\_\_\_ IF YES, WHEN? \_\_\_\_\_  
WHEN IS THE WEDDING DATE? \_\_\_\_\_ WHERE IS THE WEDDING? \_\_\_\_\_  
WHO IS PERFORMING THE CEREMONY? \_\_\_\_\_

**BRIDE**

AGE: \_\_\_\_\_ EDUCATION AND MAJOR: \_\_\_\_\_

JOB EXPERIENCE: \_\_\_\_\_

INTERESTS/HOBBIES: \_\_\_\_\_

PLEASE WRITE A BRIEF TESTIMONY OF HOW YOU BECAME A CHRISTIAN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GROOM**

AGE: \_\_\_\_\_ EDUCATION AND MAJOR: \_\_\_\_\_

JOB EXPERIENCE: \_\_\_\_\_

INTERESTS/HOBBIES: \_\_\_\_\_

PLEASE WRITE A BRIEF TESTIMONY OF HOW YOU BECAME A CHRISTIAN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEN WOULD YOU PREFER TO BEGIN PRE-MARITAL COUNSELING? \_\_\_\_\_

WHEN DO YOU NEED TO COMPLETE TRAINING? \_\_\_\_\_

IF YOU ARE NOT RECEIVING PRE-MARITAL COUNSELING AT LEGACY, WHO IS PROVIDING THE COUNSELING AND WHAT ARE THE DETAILS OF THE PROGRAM? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE READ CAREFULLY THE INFORMATION ABOUT OUR POLICIES ATTACHED TO THIS APPLICATION. AFTER DOING SO, PLEASE SIGN BELOW INDICATING YOUR ACCEPTANCE OF THOSE POLICIES. KEEP THE POLICIES FOR YOUR REFERENCE.

BRIDE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

GROOM'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Legacy Bible Church

LOVING GOD, LOVING PEOPLE, LEAVING A LEGACY

## GUEST PASTOR REQUEST

PLEASE SUBMIT THIS FORM TO LEGACY WEDDING RESERVATION STAFF

PLEASE PRINT

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
CHURCH: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: ( ) \_\_\_\_\_ HOME: ( ) \_\_\_\_\_ CELL: ( ) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

\_\_\_\_\_ & \_\_\_\_\_  
(BRIDE) (GROOM)

HAVE REQUESTED THAT YOU BE ALLOWED TO OFFICIATE THEIR WEDDING AT LEGACY BIBLE CHURCH IN HUTCHINSON, KS ON:

\_\_\_\_\_ AT \_\_\_\_\_  
(WEDDING DATE) (TIME)

IN ORDER TO HELP US RESPOND TO THIS REQUEST, PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE PIECE OF PAPER:

HOW WOULD YOU SHARE THE GOSPEL (CONTENT)?

WHAT IS YOUR VIEW ON THE PURPOSE OF MARRIAGE?

DO YOU BELIEVE THAT MARRIAGE SHOULD BE A LIFE-LONG COVENANT?

DO HAVE ANY AREAS OF DISAGREEMENT WITH OUR DOCTRINAL STATEMENT?

WHAT IS YOUR DOCTRINAL STATEMENT?

THE LEGACY BIBLE CHURCH DOCTRINAL STATEMENT MAY BE FOUND ONLINE AT:  
[HTTP://LEGACYBIBLECHURCH.COM/OURGOVERNMENT](http://legacybiblechurch.com/ourgovernment)