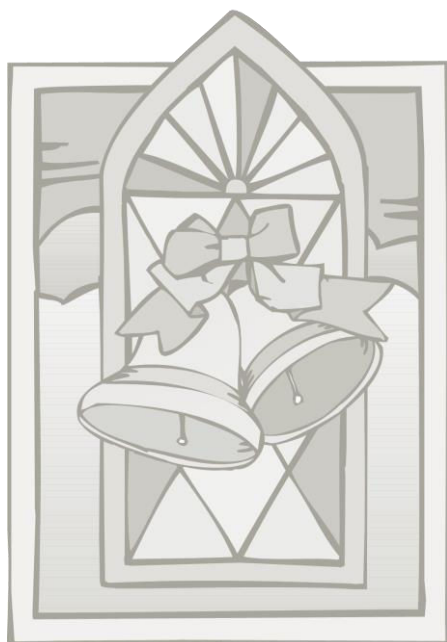
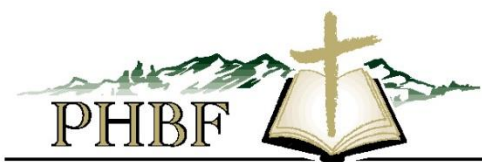


# ***Wedding Ceremony Handbook***



**January 2023 revision**



---

**PARKER HILLS BIBLE FELLOWSHIP**

7137 PARKER HILLS COURT  
PARKER, COLORADO 80138



## **Wedding Policies & Procedures of the Parker Hills Bible Fellowship**

PHBF facilities are available for weddings of our own church members and, by special approval of the elders, members in good standing of other like-minded churches.

The purpose of this handbook is to answer your initial questions concerning wedding ceremonies held at PHBF. We know every wedding is unique, and it is our desire to serve you in planning a ceremony that will bring delight to your heart, blessing to those who attend, and honor to our Lord Jesus Christ.

As stated in the PHBF Statement of Faith:

We believe the term “marriage” has only one meaning: the uniting by God of one man and one woman in a single, exclusive union. This covenant union between husband and wife portrays the spiritual union between Christ and His bride, the Church. Any attempted redefinition or alteration of marriage, therefore, does violence to the sacred, spiritual realities it was created by God to represent. (Gen 2:18-25; Mal 2:14; Eph 5:31-32)

We require that any couple desiring to be united in matrimony at PHBF be in agreement with this article of our faith and acknowledge their agreement in writing when they complete the Wedding Ceremony Request Form.

### **First Steps**

1. The bride and groom must complete, sign, and return to the church office a Wedding Ceremony Request Form.
2. This request will be forwarded to the elders for their consideration and approval.
3. Upon approval, a refundable security deposit of \$200 is required.
4. Upon receipt of the security deposit, the date(s) will be placed on the church calendar and reserved for the wedding.

5. Within two weeks following approval, the church will assign a Concierge for the wedding, who will assist the couple with all needs and questions related to the facility—for example, opening and closing the building for the rehearsal and wedding, using certain rooms, decorating questions, etc.
6. Within two weeks following approval, the bride and groom must contact the church office with details regarding their pre-marital counseling.

### **Pre-Marital Counseling**

Because of the solemnity and value of marriage, the importance of the spiritual realities involved, and the complexities involved in joining two sinners as “one flesh,” we require that all couples uniting in marriage at PHBF receive pre-marital counseling. The couple should select their own counselor, who may be a PHBF elder, a qualified member of PHBF, or an appropriate and qualified counselor outside the PHBF membership. Details regarding pre-marital counseling must be reported to the church office within two weeks of securing the wedding date.

Although we do believe in the value and importance of biblically based pre-marital counseling, the bride and groom should understand that the counseling offered by anyone at PHBF is part of our ministry as a church and not a certified guarantee of marital success. Our members—and even our elders—who might offer such counseling are not acting as licensed mental health professionals; rather, their credentials are the more ordinary (and sometimes more valuable!) stuff of seasoned experience, sound biblical understanding, and personal accountability offered in love.

### **Officiating Minister**

Any officiant other than an elder at PHBF must be approved by the elders. Officiant name and contact information is required on the Wedding Ceremony Request Form.

## **Scheduling**

1. Weddings may be scheduled up to one (1) year in advance of the desired date. All requests will be handled on a first-come, first-served basis.
2. Because the PHBF facilities are used extensively on the Lord's Day, Sunday weddings are rarely permitted. The elders are willing, however, to make an exception in extreme and/or special cases. Couples desiring to have a Sunday wedding should include a written appeal to the elders with their Wedding Ceremony Request Form, explaining in full their situation, the reasons a Sunday wedding is required in their case, and the consequences they would experience, should their request be denied.
3. No more than one wedding ceremony will be scheduled on any one day.
4. For Saturday weddings, all activities must be completed no later than 8:00 PM.

## **Set up and Decorating**

The couple should refer all decorating and set up questions to the Facility Concierge. We expect that all areas of the PHBF facility used for the wedding, including the lobby, auditorium, kitchen, gymnasium, classrooms, and restrooms, will be returned to their original condition.

## **Damages**

Following the wedding ceremony, the PHBF facilities used will be inspected for damages resulting from the event. If damage has occurred, the bride and groom will be notified, and costs of any and all repairs will be their responsibility. If no damage has occurred, the security deposit will be returned in full within five (5) business days of the ceremony.

## **Other Requests, Restrictions, and Provisions**

1. PHBF will provide its own AV Technician and Facility Concierge for all weddings.
2. All decorations must be freestanding; nothing should be attached to the walls, floors, or church fixtures. If in doubt, please ask the Facility Concierge.
3. Only dripless candles may be used in the auditorium.
4. Decorations and other items may be stored in the PHBF facilities up to two (2) days before the wedding ceremony and up to five (5) days following. Unless other arrangements are made with the Facility Concierge, all items not removed within the designated timeframe will be disposed of.
5. Fireworks are not permitted on the church premises.
6. Alcoholic beverages are not permitted on the church premises.
7. Smoking is not permitted inside the church facilities.
8. Rice is not to be thrown on the church premises. Bird seed may be used instead and only outdoors.
9. The bride and groom shall ensure that any dancing on church premises is tasteful and appropriate.
10. Legal matters pertaining to the wedding (including marriage licenses, certificates, etc.) are the sole responsibility of the bride and groom.

## **Fees**

For members of PHBF, the facility is available for weddings and receptions at no charge.

For non-members, the following suggested donations are requested to acknowledge the volunteers:

AV Technician	\$200
Facility Concierge	\$300
Live Stream tech	\$150

\*These payments should be made directly to the volunteers. If a special cleaning is needed, we will pass that fee along directly from our cleaning company.

*Wedding Ceremony Handbook* revision dates

01/01/09

11/01/13

01/04/16

01/19/23

*Unless the LORD builds the house,  
those who build it labor in vain.*

**Psalm 127:1**



*So the LORD God caused a deep sleep to fall upon the man, and while he slept took one of his ribs and closed up its place with flesh. And the rib that the LORD God had taken from the man he made into a woman and brought her to the man. Then the man said, "This at last is bone of my bones and flesh of my flesh; she shall be called Woman, because she was taken out of Man." Therefore a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh. And the man and his wife were both naked and were not ashamed.*

**Genesis 2:21-25**

