



We believe that marriage is a covenant relationship between one man and one woman, centered on Jesus Christ, and established on the truth of God's Word. Our top priority at Epikos is partnering with couples throughout their marriage not just on their wedding day, and our expectations strive to reflect God's design for marriage.

This policy is designed for couples seeking to have their wedding at an Epikos facility, officiated by an Epikos pastor at an Epikos campus or at another location. The expectations for couples are:

- Both bride and groom are followers of Jesus Christ.
- Bride and groom may not be living together. Consideration will be given to couples who meet with their campus pastor to discuss alternative living arrangements.
- Bride and groom are abstaining from premarital sex. Consideration will be given to couples who commit to purity and abstinence immediately. Accountability will be discussed with the couple.
- Neither bride nor groom has been unjustifiably divorced as a Christian. Each case is different and will be discussed with the couple in detail.
- Both bride and groom have completed approved premarital counseling. Counseling may be completed through our Marriage Prep class, a non-Epikos pastor that has a relationship with the bride and/or groom, or professional counselors.
 - The Epikos Marriage Prep classes are typically offered 3 times a year (Fall, Spring, Summer).
 - The class meets weekly for ten weeks, typically in the evenings.
 - The cost of the class is \$70 which includes the book, materials and an assessment for each couple.
- Both bride and groom are active participants at Epikos, scheduling preference is given to current covenant members.
- Both bride and groom have recently been or are currently part of an Epikos small group, either together or alone. (Marriage prep class counts towards this requirement, and Epikos encourages signing up for a small group in the next season.)

We would love the opportunity to meet with any couple to bring clarity for those that may have concerns or questions about the expectations listed above. Please email weddings@epikos.org to set up a meeting with one of our pastors. In the email, please note the campus which you primarily attend.

RESERVING AN EPIKOS FACILITY FOR YOUR WEDDING CEREMONY

Use of church facilities will be scheduled on a "first come, first serve" basis with church programming receiving priority. Epikos is used primarily for corporate worship and reserves the right to make any changes to the facility without any notice. Currently, the only facilities available to reserve for wedding ceremonies are the East Side and West Allis campuses.

- Facility rentals include a 2 hour rehearsal time block and a 4 hour wedding ceremony time block. Additional time can be requested for \$75 additional charge.
- Date will be booked on the facilities calendar **only** once the signed contract and deposit of $\frac{1}{3}$ of total balance.

- The remaining balance is due by **30 days** prior to the date of the ceremony. Checks are to be made out to Epikos Church. (*See Planning Process Checklist, pg. 7*)
- Weddings may be scheduled for **Saturday** with a Friday afternoon or evening rehearsal.
- Weddings may be scheduled for **Friday** with a Wednesday evening rehearsal.
 - If a Thursday rehearsal is requested, it must:
 - Conclude by 6pm for worship team practices
 - Is contingent on the availability of a tech person
 - In the instance of a Wednesday (or Thursday) rehearsal, decorating for the wedding will need to take place on Friday before the ceremony as the space is in use on Thursday evenings worship team practices.
- Tech/Set-up:
 - *At the East Side campus:* stage will be cleared and platform removed if desired. More explanation given on the facility tour.
 - *At the West Allis campus:* lower stage will be cleared, instruments on upper stage will be covered. More explanation given on the facility tour.
 - Technology for ceremony (lighting, music, sound, and other tech-related requests) are indicated by submitting the Wedding Tech Needs form. To ensure the rehearsal runs smoothly, this form needs to be submitted no later than **three weeks prior** to your rehearsal.
- Decorating:
 - You are responsible for providing all your own decorations.
 - Flowers must be in leak-proof containers.
 - Only dripless candles are permitted, as long as there is a protective covering under them.
 - A communion table can be provided upon request if you would like to incorporate communion into your ceremony.
- Cleaning:
 - The facility will be cleaned prior to your ceremony.
 - The facility must be returned to its original state following the ceremony. This means all decorations and personal items are cleaned up within the four hour block of time given.
 - See Cleaning Checklist (*pg. 7*) for expectations post-ceremony.
- The following is ***NOT allowed:***
 - Decorations that will leave a mark. (e.g. nails, tacks, adhesives, etc.)
 - Throwing of confetti, rice, glitter, or sprinkles.
 - Smoking or alcohol on church premises.
 - Service animals of any kind.
 - Blocking off street parking for your guests. Help us be good neighbors and maintain a positive presence in the community!

PLEASE NOTE: Epikos Church reserves the right to revoke facility use in the event that there is a *significant* event or discovery that might conflict with the values or doctrines of the church. This right has never been invoked nor would it be our desire to take this action, but in order to protect the integrity of the church and the use of the facility we must retain this right.

REQUESTING AN EPIKOS PASTOR AS OFFICIANT (ON-SITE)

If seeking an Epikos pastor to officiate a wedding ceremony at an Epikos facility:

- Review above-stated expectations and submit the wedding application for approval.

- Our desire is to support a couple's marriage before and after the wedding day. *That is why we strongly recommend that the campus pastor of the couple's primary campus is the first selection.* The campus pastor will be in more regular contact with the couple throughout their time at Epikos.
- Please indicate the selection on the wedding application and on this facilities contract.
*Please note that this does not guarantee your request will be met, as it is dependent upon availability.
- Once the officiant is confirmed, the couple will coordinate with the campus pastor's ministry assistant to schedule at least one meet prior to the event. (Number of meetings is determined by the officiant)
- There is a \$300 honorarium for the pastor officiating the ceremony.

If seeking an outside officiant to perform the ceremony at an Epikos facility:

- Request a Visiting Officiant Form after the facilities contract and deposit is submitted.
- Instruct the desired officiant to complete and submit the form **at least 90 days prior to the wedding date.** All non-Epikos officiants must be approved by Epikos **at least 60 days** prior to the wedding date.
- The couple will be contacted once the outside officiant has been approved.

EPIKOS PASTOR AS WEDDING OFFICIANT (OFF-SITE)

If seeking an Epikos pastor to officiate a wedding ceremony at a non-Epikos location:

- Review above-stated expectations and submit the wedding application for approval.
- Our desire is to support a couple's marriage before and after the wedding day. *That is why we strongly recommend that the campus pastor of the couple's primary campus is the first selection.* The campus pastor will be in more regular contact with the couple throughout their time at Epikos.
- Please indicate the pastor request on the wedding application and on this facilities contract.
*Please note that this does not guarantee your request will be met, as it is dependent upon availability.
- Once the officiant is confirmed, the couple will coordinate with the campus pastor's ministry assistant to schedule at least one meeting prior to the event. (Number of meetings is determined by the officiant)
- There is a \$300 honorarium for the pastor officiating the ceremony. There is a Wedding Officiant Agreement that should be submitted with the honorarium **30 days prior to the ceremony date.** Checks are to be made out to Epikos Church. (*See Planning Process Checklist, pg. 7*)
- Please note that reserving an Epikos pastor does not give access to an Epikos facility as a rain location or for any other purposes. If you would like to use a facility, please follow the facility rental process.

NEXT STEPS TO RESERVE AN EPIKOS FACILITY FOR YOUR WEDDING CEREMONY

Complete and submit a wedding application. The application will be reviewed and followed up if there are questions or further explanation needed. You will be notified when it is approved.

1. Schedule wedding tour of facility.
2. Submit the *Wedding Fees* and *Facility Rental Contract* portions of this document with deposit to secure the date of wedding on Epikos facilities calendar.

3. Check the Epikos website or email premaritalclass@epikos.org to register for the upcoming Marriage Prep Class. (Classes are offered seasonally)
4. 90 days prior to your wedding date, submit your Visiting Officiant form for an outside officiant OR communicate with Epikos pastor ministry assistant to schedule a meeting.
5. Pay remaining balance by 30 days prior to the date of the ceremony.
6. Submit the Tech Needs form no later than three weeks prior to your rehearsal.

NEXT STEPS TO RESERVE AN EPIKOS PASTOR FOR YOUR WEDDING CEREMONY OFF-SITE

1. Complete and submit wedding application. The application will be reviewed and followed up if there are questions or further explanation needed. You will be notified when it is approved.
2. Your request will be submitted to the pastor for approval. You will be notified when your ceremony is confirmed on the pastor’s calendar or for next steps.
3. Check the Epikos website or email premaritalclass@epikos.org to register for the upcoming Marriage Prep Class. (Classes are offered seasonally)
4. 90 days prior to your wedding date, communicate with the pastor’s ministry assistant to schedule meeting.
5. Submit your *Wedding Officiant Agreement* and Honorarium **30 days prior to your ceremony date.**

WEDDING FEES

WEDDING CEREMONY	\$3,000.00
<i>Ask about alternate pricing available for current Covenant Members</i>	
<p>This fee covers:</p> <ul style="list-style-type: none"> ■ Use of designated areas ■ Heating/cooling of the facility ■ Two hour block of time for rehearsal ■ Four hour block of time for ceremony <p>A third of the charges (non-refundable) are due at signing of wedding contract. The remaining balance is due 30 days prior to the ceremony.</p>	

HONORARIUM	\$300.00
<p>This fee covers:</p> <ul style="list-style-type: none"> ■ Meeting(s) prior to the wedding (determined by Officiant) ■ Rehearsal ■ Wedding ceremony <p><i>Reimbursement for a pastor’s mileage and lodging will be an additional cost if necessary.</i></p>	

TECH COORDINATOR	\$150.00
This fee covers: <ul style="list-style-type: none"> ■ Coordination of lights and sound for rehearsal ■ Coordination of lights and sound for wedding ceremony 	

FACILITY COORDINATOR	\$150.00
This fee covers: <ul style="list-style-type: none"> ■ Cleaning facility prior to ceremony ■ Help setting up space for ceremony ■ Cleaning following ceremony 	

TOTAL	\$3,600.00
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ADDITIONAL OPTIONS	
ADDITIONAL TIME \$75.00/hour <i>This fee covers:</i> <ul style="list-style-type: none"> ■ Extending a facility reservation for rehearsal and/or for your ceremony. 	SECOND TECHNICIAN \$50.00 <i>This fee covers:</i> <ul style="list-style-type: none"> ■ An additional tech representative to assist with complex lighting or sound needs.

We understand and agree to all of the information stated in this Wedding Policy and Contract.

Groom Initial:	Bride Initial:
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Wedding Facility Rental Contract

Contact Info (Please print):	
Bride	Name: _____
<input type="checkbox"/> Return deposit to this address	Address: _____

	Email: _____
	Phone: _____

Groom	Name: _____
<input type="checkbox"/> Return deposit to this address	Address: _____

	Email: _____
	Phone: _____

Wedding	Facility Requested:	_____
	Ceremony Date and Time:	_____
	Rehearsal Date and Time:	_____
	Officiant Requested on Application:	_____

Wedding Facility Use Invoice

FEE	CHARGE	
Facility Use Fee: (Rehearsal & Ceremony) <i>(Member pricing available for current Covenant Members)</i>		\$3,000
Tech Coordinator Fee:		\$150
Facility Coordinator Fee:		\$150
Epikos Officiant Honorarium: <i>(Not applicable for an outside officiant)</i>		\$300
	Sub-total charges:	\$3,600 <small>(no addt'l fees inc.)</small>
ADDITIONAL/OPTIONAL FEES:	COST	CHARGE
Additional Rehearsal Time (1 hour increment)	\$75	
Additional Ceremony Time (1 hour increment)	\$75	
Second Sound/Light Technician (Optional):	\$50	
	Total charges:	
NON-REFUNDABLE AMOUNT DUE AT SIGNING: (A THIRD OF TOTAL CHARGES)	Chk #:	
ADDITIONAL PAYMENT RECEIVED:	Date:	Amount:
BALANCE DUE 30 DAYS PRIOR TO	Date Due:	Balance:
<p>Right to Revoke Facility Use: Epikos reserves the right to cancel this facility agreement in the event that there is a <i>significant</i> event or discovery that might conflict with the values or doctrines of the church. This right has never been invoked nor would it be our desire to take this action, but in order to protect the integrity of the church and the use of the facility we must retain this right.</p> <p>We understand and agree to all of the information and terms stated in this Wedding Facility Rental Contract.</p> <p>CONTRACT AGREEMENT:</p>		
Groom Signature	Bride Signature	
Epikos Representative	Date	

PLANNING PROCESS CHECKLIST

- Read through the wedding policy to determine if requirements are met.
- Submit the wedding application.
 - ↳ After submitting the application, wait for email about next steps
- If Marriage Prep class (or other marriage counseling) is not yet complete, sign up for and complete this requirement before the date of wedding.¹

On-Site Ceremony	Off-Site Ceremony
<ul style="list-style-type: none"> <input type="checkbox"/> Wedding Facilities tour. <input type="checkbox"/> Confirm Pastor to officiate. <input type="checkbox"/> Sign contract and submit deposit. <input type="checkbox"/> Submit Visiting Officiant Form (only if requesting an outside officiant). <input type="checkbox"/> Submit the remaining balance at least 30 days prior to your ceremony date. See below for instructions. <ol style="list-style-type: none"> 1. Place in a sealed envelope and write “Attn: Weddings” on the front. 2. Place in black boxes at the back of the sanctuary (at East Side and West Allis only), drop in lower dropbox of East Side mailbox, or mail to: <p style="text-align: center;">Epikos Church Attn: Weddings 2308 E Belleview Place Milwaukee, WI 53211</p> <input type="checkbox"/> Submit Wedding Tech Needs and Time Block Rental Forms no later than 4 weeks prior to your rehearsal. 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm Pastor to officiate. <input type="checkbox"/> Submit Wedding Officiant Agreement Form and Honorarium 30 days prior to your ceremony date. <input type="checkbox"/> Confirm meetings with Pastor about officiating and planning (number of meetings determined by Pastor) <input type="checkbox"/> Get Married!

¹ Application approval subject to be revoked at Marriage Prep leaders and pastoral staff discretion.

<ul style="list-style-type: none"><input type="checkbox"/> Confirm meetings with Pastor about officiating and planning (number of meetings determined by Pastor).<input type="checkbox"/> Get Married!	
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CLEANING CHECKLIST (DAY OF CEREMONY)

- All decorations are taken down and/or removed.
- All pews/seats and aisles are cleared of all wedding bulletins, decorations, and garbage.
- All furniture is moved back to its original place.
- All rooms used by the wedding party are cleared of all food, drink, and garbage.
- All personal belongings are removed from the facility. Epikos church is not held responsible for anything left behind.

If you need any clean up equipment (vacuum, broom, mop, etc.) please ask the Sound/Light/Tech Person.