

Weddings @
OAKPOINTE
C H U R C H



THE BOOK OF
EVERYTHING
YOU NEED TO KNOW

Congratulations!

If you're reading this then you must have found your match made in heaven and are ready to prepare for your wedding day! Let Oak Pointe Church support you on this special day and in a God-honoring marriage that will last a lifetime.

Have you ever heard that love is a feeling, marriage is a commitment, and relationships take work? If you have, now is the time to roll up your sleeves and begin our process, like hundreds of other couples who have benefited from this preparation and experienced true compatibility the way God designed it to be.



When you have your wedding at Oak Pointe Church, you receive a Wedding Coordinator to help assist you in the ceremony and church aspects of the big day. The wedding coordinator will make sure all the details pertaining to the church are complete, including assistance with dressing rooms and the ceremony site to insure they are set up per the couple's instructions. Tech support such as sound, audio, and lighting will also be coordinated as close to the couple's desire as possible.

The coordinator or a representative will meet with the bride, groom, or couple to do a "walk thru" of the rooms they've requested to use for the wedding day. At this time, the couple and the coordinator will work out the desired flow of the ceremony and layout so it is already decided upon for the rehearsal.

Your coordinator will also be onsite for the rehearsal and ceremony. She will act as director of both days and guide the wedding party, family, and friends in where they need to be at all necessary times of each day.

Special Note: For the wedding day, you will need to assign a friend or family member ***not involved in the wedding*** to act as a "**runner**" with your coordinator to help facilitate her in ensuring a smooth flow in your wedding program.

The coordinator will not be the contact for deliveries and set up by florists, photographers, or any other rental companies or vendors. The couple will be responsible in setting up these vendors and making sure they know when to arrive at the church at the instructed time.

It is the responsibility of the bride and groom to provide a program and work with the Pastor on a ceremony, but your coordinator will be happy to provide suggestions and website resources on Christian wedding ceremonies. We look forward to helping you have a beautiful and blessed wedding day!



Meet your wedding coordinator!

Shawn Hall

Phone: 248.425.0565

Email: shawn@oakpointe.org

Your Step-by-Step Process.

We want to help you prepare for your wedding day as well as a lifetime of marriage, so we've developed a 6 step process to assist you with both!



STEP 1: Let's Get Started...Wedding Registration

Your first step is to complete the Wedding Registration Form online. Upon completion of this form you will be contacted by Shawn Hall, OPC Wedding Coordinator, who will review your Wedding Registration Form with you. Shawn will then send you the "Pre-Marriage Questionnaire" for the two of you to complete. Once completed please return to Shawn and she will process these two forms for wedding approval.



STEP 2: Pre-Marriage Questionnaire and Wedding Walk-Thru

Once the Pre-Marriage Questionnaire is approved, Shawn Hall will contact you to schedule a "Walk-Thru Meeting" of the ceremony site (should your wedding be on-site at Oak Pointe Church) and review with you the final steps of the wedding process at Oak Pointe Church.

Special Note: Upon approval of your wedding, your deposit to hold your date will be required within 10 days (please see "Fee Structure" in the OPC Wedding Packet).



STEP 3: Officiating Pastor Orientation

After completion and approval of your wedding request and submitted forms, you'll be required to setup an interview with your Officiating Pastor. This interview will include confirming your ceremony requests and discussing your pre-marriage class/counseling requirements.



STEP 4: Pre-Marriage Mentoring Program

With completion of your Wedding Registration and Questionnaire you'll be contacted by Debra Carwile, Assimilation Coordinator. Debra will review the Pre-Marriage Mentoring Program with you. This process will include registering you for the Pre-Marriage Prepare and Enrich Assessment and assigning you to a Pre-Marriage Mentor. Please allow at least six months for completion of the pre-marriage program, counting out from two weeks prior to wedding date.



STEP 5: Rehearsal

This date will be determined during your initial meeting with your Wedding Coordinator and is based on your wedding date (it's usually the night before). Rehearsal time will be 5:00 p.m. This will be a rehearsal of your ceremony in program order and will be directed by your Wedding Coordinator.



STEP 6: Get Married!

Relax and enjoy the day. Your Wedding Coordinator will be onsite overseeing the day.

Fee Structures, Building Services & Wedding Coordinator.

DEPOSIT FOR WEDDING RESERVATION:

Your deposit will be due to the Oak Pointe Administration Office 10 days after your Wedding Pre-Marriage Questionnaire is approved. Please complete the Deposit Form (included in this packet) with your check payable to Oak Pointe Church.

- o Member/Regular Attendee: \$100.00 non-refundable deposit (Attendee = 6 months or more attending OPC)

WORSHIP CENTER WEDDING: \$750.00

- o 200 guests or more

Breakdown:

- o \$100.00 – Non-Refundable Deposit
- o \$650.00 – Building Use and Services
- o Wedding Coordinator Fee Included

ATRIUM OR CHAPEL WEDDING: \$500.00

- o 200 guests maximum

Breakdown:

- o \$100.00 – Non-Refundable Deposit
- o \$400.00 – Building Use and Services
- o Wedding Coordinator Fee Included

ADVANCED TECHNICAL SUPPORT: SOUND, VIDEO, LIGHTING

- o Additional fee(s) determined by request

PASTOR HONORARIUM: \$200.00

Please Note: This is only a suggested amount; we leave this gift amount completely to the couple's discretion. Pastor Honorarium checks may be given at any time and need to be made payable to the Officiating Pastor.

Payment Guidelines.

PAYMENT PROCEDURE:

- **Non-Refundable Deposit:** Due 10 days after approval
- **Building & Coordinator Fees:** Due by Walk-Thru Meeting
 - Your Walk-Thru Meeting will be 3-4 months prior to your wedding date; your Wedding Coordinator will contact you to schedule this meeting.
- **Any Additional Fees:** Due by Walk-Thru Meeting

Please Make All Checks Payable To: Oak Pointe Church

All Checks Must Be Mailed To: Oak Pointe Church
50200 W. 10 Mile Road
Novi, MI 48374
Attn: Wedding Coordinator

CANCELLATION POLICY:

Refunds are given only when you notify us of your cancellation at least 60 days before your wedding date.

Building Use & Service Guidelines.

TECHNICAL SERVICES:

- **SOUND:** Microphone for Pastor and Groom and/or playing CD music provided by couple.
 - * The Sound Technicians will be available for up to two (2) hours for the wedding. All pre-recorded music must be on CD's and reviewed with the Sound Technicians no later than two (2) weeks prior to your wedding date.
- **VIDEO:** Screen and Projector for Slideshow Video (in the Worship Center only).
 - * Additional options for video are not included in set pricing but are possible for an additional cost.
- **LIGHTING:** General Lighting or Special Request Lighting
 - * Soft, fixed light is provided. However, if you would like the lighting to change during the ceremony or want to use spotlights, various colors, or special effects, a Lighting Technician will need to be utilized and this will be at your additional cost. Your Lighting Technician will be available for up to two (2) hours at the wedding.

Note: Please connect with your Wedding Coordinator for further details. She will connect you with the OPC Technical Director for additional information and fee structures.

CUSTODIAL SERVICES:

- **WEDDING DAY:**
 - * OPC Custodial Staff will arrange and prepare all rooms you will be using such as dressing rooms, the lounge room, Atrium and/or Wedding Chapel or Worship Center, etc.
 - * OPC Custodial will arrange all set-up/tear-down of chairs and removal of OPC borrowed decorations selected by couple

Note: All decorations, candles, flowers, etc. brought in by the wedding party are the responsibility of the wedding party and must be removed from the facility immediately following the wedding ceremony.

OPC Facility Do's & Don'ts.

CANDLES:

Candles may be used around the altar, fountain, and entry of church. Please follow these specific guidelines for acceptable types and placement:

- **Altar:** Candelabras and Unity Set (glass enclosed)
- **Fountain:** Glass enclosed candles (tea lights) for the upper fountain ledge and/or votives. Tea lights or votives only on bottom rim of fountain.
- **Entry:** Glass-enclosed candles and/or votive holders with tea lights on banquet and café tables.

- ❖ Open flame candles are not permitted in the building.
- ❖ Candles on the floor are not permitted in the building.
- ❖ If you're using OPC's glass cylinders and/or votive holders, you may **only** use tea lights.
- ❖ It is the responsibility of the wedding party to have all candles removed immediately following the wedding ceremony.
- ❖ If you're using candles around the fountain, it is the responsibility of the wedding party to make sure children of all guests are supervised at all times. OPC will not be liable if any injury should occur due to contact with candle wax or flames.

FLOWERS:

- ❖ Real rose petals may be used *outside* of the building only and, after the ceremony, must be blown into the grass away from the outside church doors so they are not tracked into the church.
- ❖ We ask that artificial flower petals be used *inside* the building so that the carpet will not be stained.
- ❖ We ask that there are no flowers floating in or hanging over the fountain.
- ❖ The OPC silk floral around the fountain (surrounding the elevator) and stairwell are not to be removed.

FOOD:

- ❖ We ask that there be no eating or drinking inside the Worship Center or Atrium.
- ❖ Alcoholic beverages and the use of cigarettes are not allowed on the church premises.
- ❖ Snacks are allowed for the wedding party in the dressing rooms only.

OTHER:

- ❖ Rice and/or confetti may not be used inside or outside the building.
- ❖ Birdseed and bubbles may be used outside of the building only.
- ❖ We ask that pipe cleaners, twisty ties, or rubber bands be used to attach bows to the seating (not tape!).
- ❖ For other decorations requiring tape, only blue painter's tape is allowed throughout the building.

Frequently Asked Questions...

Q: When can we start?

A: As soon as you are engaged! A year out of your desired wedding date is ideal for planning and organizing all the details and counseling. We ask that no later than 6 months out of your desired date you begin working with Oak Pointe to plan your ceremony and begin pre-marital counseling.

Q: How do I find an Oak Pointe Pastor to officiate our wedding?

A: If you have a specific Pastor in mind, please inform our Wedding Coordinator. Be sure to give her a few dates to work with. If you don't have a specific Pastor in mind, our Wedding Coordinator will help you find a Pastor available on or near your desired date.

Q: Can an Oak Pointe Pastor marry us off-site?

A: Yes. You must confirm the dates with your Officiating Pastor just as you would if the ceremony were performed at Oak Pointe Church.

Q: Who will help us in coordinating for the wedding?

A: Our Wedding Coordinator, Shawn Hall, can assist you in facility coordination for your wedding ceremony. The Officiating Pastor will help you in creating the program order of your Christian ceremony.

Q: What does the Wedding Coordinator actually provide in preparation and the day of the wedding?

A: The Wedding Coordinator will explain her role, provide details about the materials available for your ceremony, and give a tour of the facility during your scheduled consultation/walk-through meeting. She will be on-site the day of the wedding to assist the wedding party.

Q: Can we have our wedding reception at Oak Pointe Church?

A: Due to the number of ministry events that happen at the church every day, we are unable to host wedding receptions; you'll need to find a separate location. Sorry!

Q: Once we register online and submit the Pre-Marriage Questionnaire Form, can we go ahead and secure a reception off campus?

A: No, we recommend couples wait until they have received confirmation before securing a reception hall off campus. This assures that your wedding is approved and a ceremony site for the date of your wedding within our facility has been secured.

Q: My fiancé lives long distance from Oak Pointe. How are we to participate in the premarital preparation process?

A: Some couples are faced with a proximity issue in preparing for marriage and making wedding plans. Through our online Wedding Registration we'll receive important information that will help us determine the status of your relationship for marriage without a fiancé(e) being present.

During your interview with an Oak Pointe Pastor, the three of you will discuss the direction of Pre-Marriage classes and/or counseling (this will need to be completed prior to the wedding date). **Note:** In some cases (e.g., military service), there are restrictions which will limit the participation in the sessions and seminar. Your Officiating Pastor will review such cases and suggest alternative plans that will effectively prepare you for a lifetime of marriage.

Q: Does Oak Pointe accommodate small weddings of 30 or fewer guests?

A: Yes. However, the availability of our Wedding Coordinator and Technical Support will be limited. If you are interested in a wedding of this size or less please contact our Wedding Coordinator to review your request.



Wedding Deposit Form

Wedding Date: _____

Officiating Pastor: _____

BRIDE'S INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Phone: (home) _____ (cell) _____

Email: _____

GROOM'S INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Phone: (home) _____ (cell) _____

Email: _____

DEPOSIT FEE:

Check Number: _____ Amount: _____

DIRECTIONS:

Please mail this form *with your check* within 10 businesses of your Wedding Registration Approval to:

Oak Pointe Church
50200 W. 10 Mile Rd.
Novi, MI 48374
ATTN: Wedding Coordinator

Thank you!