

# Pre-Marriage & Wedding Information Booklet

## Bethel Richland



On behalf of the Bethel family, we rejoice with you on your decision to get married. Marriage is a gift from God and designed by God to be a life-long covenant between a man and a woman. Marriage has the potential to reflect Christ and the church (Ephesians 5:21-33) when we submit to God's plan for marriage as outlined in the Bible. For this reason, marriage should be approached prayerfully, patiently, and honestly.

This Pre-Marriage and Wedding Information Booklet is intended to provide you with the practical information you need for your wedding day; however, we know you are preparing for a marriage and not just a wedding. So, we have also included information on pre-marriage counseling, marriage classes, marriage bible studies, and more as a few of our offerings to help you build a marriage foundation in Jesus Christ.

We look forward to meeting you and helping you during this special time. As you proceed, feel free to contact any of us at 509-628-0150.

Dale Shaver, Pastoral Care Director | [dshaver@bethel.ch](mailto:dshaver@bethel.ch) | pastoral care, general marriage questions

Leslie Henrikson, Facilities Coordinator | [lh Henrikson@bethel.ch](mailto:lh Henrikson@bethel.ch) | facility reservations and questions

Tim and Kathy Bush, Marriage Ministry | [marriageandparenting@bethel.ch](mailto:marriageandparenting@bethel.ch) | marriage classes, mentors

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## Pre-Marriage Check List

The following check list is helpful for engaged couples interested in 1) having Bethel staff officiate their wedding and/or 2) using a Bethel facility for their wedding event(s). We have found it best to start these steps 6 months prior to your wedding date.

1. Download the Pre-Marriage and Wedding Information Booklet at [www.bethel.ch/facilities](http://www.bethel.ch/facilities)
2. (6 months prior) Complete the following:
  - a. Read Bethel's View on Marriage and identify any questions/concerns
  - b. Review and sign the Pre-Marriage Agreement (Appendix 1)
  - c. Complete the Pre-Marriage Questionnaire (Appendix 2)
  - d. Contact Dale Shaver (Pastoral Care Director) at 509-628-0150 or [dshaver@bethel.ch](mailto:dshaver@bethel.ch) to schedule your initial pre-marriage meeting
3. (4 months prior) Attend initial pre-marriage meeting – at this meeting you will:
  - a. Discuss any concerns or questions about Bethel's marriage requirements and process (ref 2a, 2b, and 2c above)
  - b. Register for pre-marriage counseling
  - c. Reserve facility space and/or request a Bethel staff officiant
  - d. Obtain a Wedding and/or Reception Coordinator
4. (3 months prior) Start pre-marriage counseling course – this is typically done with a small group of engaged couples weekly for 2 months (\$10 per person for materials)
5. (1 month prior) Contact Leslie Henrikson (Facility Coordinator) at 509-628-0150 or [lhenrikson@bethel.ch](mailto:lhenrikson@bethel.ch) to finalize reservations (you must have completed pre-marriage counseling)

*Please note it is your responsibility to follow through with each of the above contacts, appointments and requests. Please contact Dale Shaver if you have any questions.*

## **Bethel's View on Marriage**

Marriage is designed by God as a life-long covenant between a man and a woman for the purpose of pleasure, procreation, partnership, and spiritual growth – it is a gift from God. Bethel has developed the following position on marriage in an effort to establish a Biblical foundation for those seeking to be married at Bethel and/or by Bethel staff.

1. Marriage was instituted and designed by God (Genesis 2:21-23; Matthew 19:4-6).
2. Christians should not be bound to someone who does not believe in Jesus Christ (2 Corinthians 6:14-18). This means a believer should not marry a non-believer. Though both parties may say they are Christians, their common faith and vision for the future should be explored in the pre-marriage process.
3. Sexual relations outside of marriage are not Biblical (1 Corinthians 6:14-18). Couples are expected to abstain from sexual intercourse and any other sexual activity until married. If the couple is cohabitating, or living at the same address, every effort must be made to project a godly testimony (1 Thessalonians 5:21-22) by separating residences until married.
4. Marriage is a lifetime covenant made before God (Matthew 19:5-6). The following criteria are used in evaluating re-marriage situations:
  - a. Former spouse is deceased OR
  - b. A believer has been deserted by their former spouse (Matthew 5:32, 1 Corinthians 7:10-15) OR
  - c. Former spouse broke the marriage covenant through sexual activity outside of marriage (Matthew 5:31-33) OR
  - d. Former spouse is remarried or has taken another partner

If Biblical grounds for divorce are lacking, reconciliation will be encouraged with the former spouse rather than re-marry and enter into an adulterous relationship.

The Bible is clear about the significance of marriage and the Bethel is committed to maintaining the Biblical standards detailed above. We believe these standards were given by God for our protection and provision. Marriage is His gift and for His glory when lived as He designed. For these reasons, each couple seeking to be married at Bethel and/or by Bethel staff is asked to abide by these Biblical standards.

## **Scheduling & Hired Help**

### Scheduling

At least 6 months prior to your wedding date, Contact Dale Shaver (Pastoral Care Director) at 509-628-0150 or [dshaver@bethel.ch](mailto:dshaver@bethel.ch) to schedule your initial pre-marriage meeting. At this meeting you will make your initial reservation of facility space and/or request a Bethel staff officiant. Please be prepared to suggest three potential wedding dates so we can work around other facility needs.

After you have completed your pre-marriage counseling and at least 1 month prior to the wedding date, contact Leslie Henrikson (Facility Coordinator) at 509-628-0150 or [lhenrikson@bethel.ch](mailto:lhenrikson@bethel.ch) to finalize your facility reservation. Once your wedding date is finalized and deposit paid, Leslie will assign you a Wedding Coordinator and Reception Coordinator (if applicable). Your Wedding and Reception Coordinators will be in contact with you to discuss and finalize all arrangements for your special day.

### Wedding Officiant

If you have a specific Bethel staff member you would like to officiate your wedding, please confirm their availability prior to scheduling your wedding date. If you need a wedding officiant, Bethel can provide you with options. Others (non-Bethel staff) may officiate your wedding with approval from Bethel – contact Dale Shaver for more information.

### Wedding Coordinator

In order to ensure the success of your special day, we require the use of a Bethel Wedding Coordinator for all weddings held at Bethel. Your Wedding Coordinator will work with you on the details of your wedding, share ideas, and serve as a liaison between the wedding party and Bethel, ensuring that your wedding day runs as smoothly as possible.

Your Wedding Coordinator will meet with you to go over your plans and desires for your wedding as well as coordinate and oversee the flow of the rehearsal and wedding. Note that they are required to be at Bethel whenever you are working on your wedding, NOT including the rehearsal dinner.

The Wedding Coordinator is responsible for:

1. Confirming the wedding date and time with the facility coordinator
2. Assisting in the planning of the ceremony (service order, music, decorations, etc.)
3. Coordinating with the audio/visual technicians
4. Facilitating the wedding rehearsal in partnership with the Officiant
5. Overseeing decorators selected by the wedding party
6. Overseeing clean-up by the wedding party
7. Approving the clean-up of the facility for deposit refund purposes
8. Unlocking the church 2 hours before the ceremony
9. Being available to answer questions and address concerns in a timely manner

10. Serving as the Officiant's assistant during the ceremony

If you choose to also have your own wedding consultant, they will need to work closely with Bethel's Wedding Coordinator.

Reception Coordinator

Bethel also requires the use of a Reception Coordinator to help with your reception if it is held at Bethel. Your Reception Coordinator will meet with you to go over your plans and desires for the reception, coordinate and oversee the flow of the reception, and oversee reception clean-up. Note that reception clean-up is the wedding party's responsibility.

The Reception Coordinator is responsible for:

1. Assisting in the planning of the reception (flow, music, decorations, etc.)
2. Coordinating with the audio/visual technicians
3. Coordinating the setup team selected or hired by the wedding party
4. Overseeing decorators selected by the wedding party
5. Overseeing clean-up by the wedding party
6. Approving the clean-up of the facility for deposit refund purposes
7. Being available to answer questions or address concerns in a timely manner

## **Rehearsal & Rehearsal Dinner**

### Rehearsal

It is essential for everyone involved in the ceremony to arrive at the rehearsal on time. Bethel typically schedules the rehearsal in the afternoon or evening the day before the wedding and in lasts around 1 1/2 hours. This is also an ideal time for decorating as long as it does not interfere with the rehearsal.

### Rehearsal Dinner

Typically, the rehearsal dinner is held immediately after the rehearsal. If a room at Bethel will be used for the rehearsal dinner, be sure to schedule the room with the Facility Coordinator. The setup and clean-up of the room is the wedding party's responsibility, unless Bethel staff are hired.

### Marriage License

Please bring all marriage license documents to the rehearsal and give them to your Officiant. You are responsible for obtaining your own marriage license documentation.

## **Wedding**

### Photography

Wedding photography is your responsibility, so please work directly with a wedding photographer. Photographs may be taken in the church at any time the day of the rehearsal and/or the wedding. Please note that the Bethel offices are not available for photos.

### Music, Sound & Video

Bethel's video, sound, and lighting equipment is available for use when Bethel staff are hired to operate the equipment. This may be for recording of the ceremony, video during the ceremony, recorded audio/music, live music, etc. If you would like to use Bethel's equipment, make sure to work through these details early in the process with your Wedding Coordinator.

Note that for live music it is the wedding party's responsibility to obtain the musician(s), and each musician is responsible to bring their own instruments. All pre-recorded videos and music must be given to the sound technician two weeks in advance of the rehearsal.

The number of audio/video technicians required varies based on the chosen venue and wedding plan. A minimum of two technicians is required in the auditorium. Reference the "Wedding & Facility Fees".

### Decorations

Decorating is usually done the day before the wedding. Please work with the Wedding Coordinator to schedule a time, typically two hours. Final touches in decorating may also happen on the wedding day. If your decorating takes substantially longer than two hours, you may be charged for additional Wedding Coordinator time.

During certain times of the year, Bethel may be decorated for special events and/or holidays. If your wedding is at one of these times, be prepared to plan around the decorations.

### Candles

Candles are the responsibility of the wedding party, and must be smokeless and dripless. Lit candles are not permitted in the Auditorium aisles for safety reasons.

### Flowers

Fresh flower pedals (flower girl, center aisle, etc.) may only be used on carpeted surfaces IF an aisle runner is present. There are no other restrictions on flowers.



## **Reception**

### Setup and Tear Down

Setup for the reception occurs the day before the wedding unless it is an outdoor reception, in which case setup is the day of the wedding. The wedding party may choose to hire Bethel staff for setup and teardown. If hiring Bethel, provided a diagram of the table and chair configuration to the Reception Coordinator to ensure setup is done correctly. Each round table is 60 inches in diameter and fits 8 chairs.

Note that if the reception and wedding are in the same location (i.e. the Hub), any changes in the configuration of tables and chairs between the ceremony and reception is the wedding party's responsibility.

### The Hub and Kitchen

The Hub is the most common location at Bethel for a reception and has a seating capacity of 250 with tables or 400 without tables. Reservation of the Hub includes the adjacent kitchen and the items in it. Note that if the Hub is not reserved by the wedding party and is being used by another group at the church, then the kitchen will not be available for the wedding party.

The wedding party may request to use the Hub stage for the wedding or reception, but it may not be possible depending on the Hub's scheduled use before or after the wedding or reception.

### Decorations and Cleanup

The wedding party is responsible to decorate, serve food during the reception, take down decorations, and cleanup directly after the reception. Cleanup includes all food items and consumables (i.e., paper plates, cups, plastic cutlery, etc.). If the facility is not adequately clean, then some or all of the deposit will be forfeited.

### Music and Dancing

Music and dancing is encouraged at the reception – after all, it is a wedding! We do request that you be respectful and please choose non-offensive music and dance.

Note that any outdoor audio will need to be provided by the wedding party, as Bethel is not able to provide an outdoor sound system.

The number of audio/video technicians (if any) varies based on the reception venue and planned activities. This will be coordinated through the Reception Coordinator. Reference the "Wedding & Facility Fees".

### Alcohol, Smoking & Drugs

Alcohol and drugs (including legal marijuana) are not allowed anywhere on Bethel's grounds or inside Bethel's facilities. We respectfully request the removal of any member of the

wedding party who is under the influence of drugs or alcohol during the rehearsal, wedding, or reception.

Smoking (including vaping or e-cigarettes) is allowed outdoors only, a minimum of 25 ft away from building entrances according to Washington State Law.

#### Drinks

Other than alcohol, there are no restriction on drinks.

#### Candles

All candles must be self-contained during the reception so as to reduce the fire hazard and contain melted wax. Self-contained is defined that the top of the flame does not extend beyond the top of the container.

## Building Use & General Guidelines

Please keep in mind the following as you plan your wedding:

1. **Children** – Children must be supervised at all times. If the ceremony is in the Auditorium, the Nursing Room may be used for children who are supervised by a parent or guardian. Bethel's Kids Zone is not available.
2. **Valuables** – The church is not responsible for lost valuables by anyone in the wedding party.
3. **Storage** – It is the wedding party's responsibility to remove decorations immediately after the wedding and reception – Bethel is not able to hold items for pickup at a later date.
4. **Dressing Rooms** – Dressing rooms are available as needed.
5. **Small Items** – No rice, bird seed, confetti, glitter, etc. may be thrown inside or outside the building. Bubbles and sparklers may be used outside only.
6. **Balloons** – Balloons are allowed, but care should be taken to prevent balloons from being released indoors.
7. **Attaching to Seats** – No adhesive, nails, or tacks may be used for attaching decorations to seating. Use of pins or floral tape is permitted.
8. **Attaching to Walls** – Nothing may be attached to the walls or ceilings except with use of sticky tack adhesive.
9. **Stages** – Do not change Bethel's stage equipment or decoration layout in any Bethel venue (Auditorium, The Hub, etc.) without the assistance of your Wedding Coordinator. The drum set in the Auditorium can be moved on the stage, but not removed. The drum set in the Hub cannot be moved. The Auditorium and Hub stages can be modified on a case-by-case basis depending on the church calendar. The stage adjustment fees will be case-by-case and based on the hourly rate in the "Wedding & Facility Fees".

## Wedding & Facility Fees

### WEDDING FEES

Venue (Auditorium, Hub or Desert View) & dressing rooms	\$0 (no fee)
Bethel pastor (minimum honorarium)	\$200
Wedding Coordinator	\$350
Wedding Coordinator hourly rate (for extended decorating time)	\$25/hour
Custodian hourly rate (minimum 2 hours)	\$20/hour
Set-up/Tear-down hourly rate (minimum 2 hours when requested)	\$20/hour
Audio/Video/Stage Adjust Technician hourly rate (minimum 3 hours)	\$25/hour

### RECEPTION FEES

Reception Coordinator	\$350
Custodian hourly rate (minimum 1 hour)	\$20/hour
Set-up/Tear-down hourly rate (minimum 2 hours when requested)	\$20/hour
Audio/Video/Stage Adjust Technician hourly rate (minimum 3 hours)	\$25/hour

### OTHER FEES

Tablecloth rental (per tablecloth)	\$5 each
Background music portable sound system	\$25

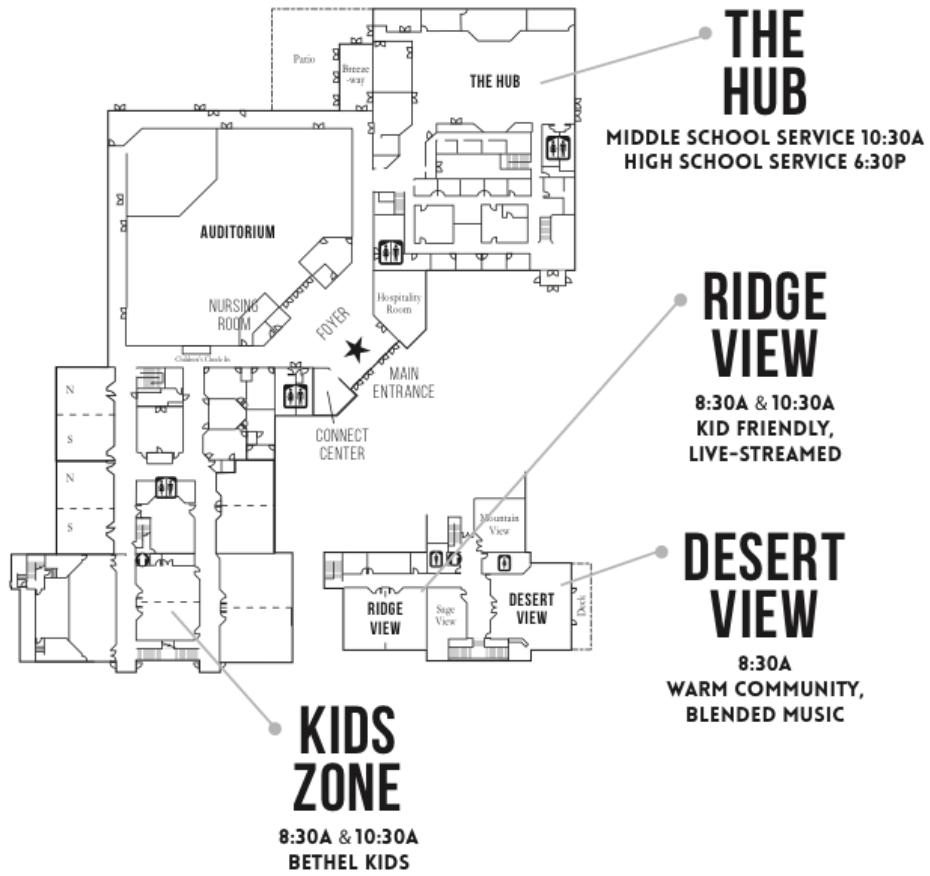
### DEPOSIT

Deposit (refundable)	\$500
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### NOTES

- \$500 security deposit due at time of reservation.
- Security deposit is NOT applied to wedding and reception fees, and will be refunded no more than 30 days after wedding and/or reception when all costs have been reconciled.
- Total wedding and reception fees are due four weeks prior to wedding date.
- Total wedding and reception fees determined by Wedding Coordinator and/or Reception Coordinator based on wedding plan and/or reception plan.
- Payment to hired individuals such as musicians, bakery, photographer, florist, and non-Bethel pastors should be made directly to them, NOT to Bethel.
- Facility damage, table cloth damage, additional cleanup hours, etc. will be removed from the security deposit.
- Hourly rates charged based on rounding up to the nearest 15 minutes.

## Facility Map



## Marriage & Parenting Ministry Information

Bethel Marriage and Parenting Ministry exists to support, encourage, and equip you to grow in Jesus through your marriage. We offer conferences, retreats, classes, and opportunities to be mentored by seasoned married couples. Visit [www.bethel.ch/marriageandparenting](http://www.bethel.ch/marriageandparenting) for current opportunities or contact Tim and Kathy Bush at [marriageandparenting@bethel.ch](mailto:marriageandparenting@bethel.ch).

We regularly offer the following classes throughout the year:

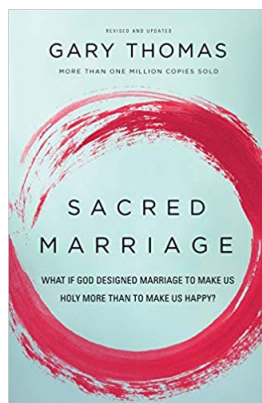
- **Art of Marriage:** Experience God's design for your marriage through a 6-week interactive, video-based class done in small groups with mentor couples.
- **Art of Marriage Connect Series:** Dive deeper into real life marriage issues like communication, conflict or teamwork for 6 weeks with a small group.
- **Art of Parenting:** Integrate faith into your everyday parenting moments through a 8 week interactive, video based class done in small groups with mentor couples.

Additionally, we regularly send couples to Family Life's Weekend to Remember.

### Recommended Video Resources

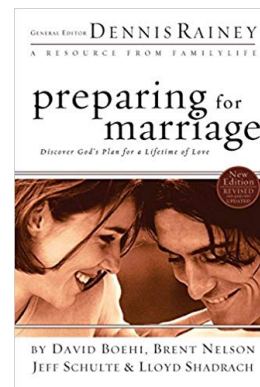
RightNow Media is a "Netflix of Christian resources" with a video library of marriage conferences, books, bible studies, and trainings. Contact [richland@bethel.ch](mailto:richland@bethel.ch) to subscribe free of charge as a Bethel attendee.

### Recommended Books



Sacred Marriage  
Gary Thomas

Preparing for Marriage  
Dennis Rainey



## **Healing and Recovery Ministry**

Bethel's Healing and Recovery Ministry provides support groups, clinical counseling, and trained lay-pastoral care to offer hope in Jesus when you encounter trials in your relationship. Contact Jessica Wallace at [care@bethel.ch](mailto:care@bethel.ch) or visit [www.bethel.ch/care](http://www.bethel.ch/care) for more information.

### **Support Groups**

Support Groups regularly offered at Bethel include:

- Divorce Care for recently separated or divorced individuals
- Addiction Support Groups for men and women
- Betrayal and Beyond Support Groups for women
- Door of Hope for women survivors of sexual abuse

### **Counseling Network**

Bethel's Counseling Network provides regular Bethel attendees with counseling services at Bethel or with a vetted, Christian counselor in the community. Additionally, Bethel assists to make the counseling fee manageable based on individual need.

### **Stephen's Ministry**

Bethel's Stephen's Ministry provides one-on-one pastoral care by a trained lay leader who will care, listen and share God's love with you as you overcome whatever you're going through.

## Appendix 1 | Pre-Marriage Agreement

Note: This form may also be completed electronically by visiting [www.bethel.ch/pre-marriage-agreement](http://www.bethel.ch/pre-marriage-agreement).

It is important for you to understand that Bethel views performing a wedding as a sacred trust, not simply a ritual or service. Therefore, we consider your request to perform your wedding as an invitation to be involved in your lives through the process of preparing for and beginning your marriage (Hebrews 13:4).

Before we will consider performing your wedding, this agreement must be initialed and signed by the prospective groom and bride.

GROOM

BRIDE

\_\_\_\_\_

\_\_\_\_\_

We agree to practice sexual abstinence until our wedding. If we are cohabitating, we agree to change or adjust our living arrangements until the wedding.

\_\_\_\_\_

\_\_\_\_\_

We agree to a minimum of eight (8) pre-marriage counseling sessions to be completed prior to the wedding.

\_\_\_\_\_

\_\_\_\_\_

We will have known each other for at least one year before the wedding.

\_\_\_\_\_

\_\_\_\_\_

We agree to a minimum four-month engagement period so we can best prepare for our marriage.

\_\_\_\_\_

\_\_\_\_\_

(If applicable) We meet the criteria for Biblical re-marriage and have honestly disclosed relevant information during our pre-marriage meeting.

We agree to abide by this Pre-Marriage Agreement as an investment in the future success of our marriage.

\_\_\_\_\_  
Signature of Groom | Date

\_\_\_\_\_  
Signature of Bride | Date



## Appendix 2 | Pre-Marriage Questionnaire

Note: This form may also be completed electronically by [www.bethel.ch/pre-marriage-questionnaire](http://www.bethel.ch/pre-marriage-questionnaire).

Be prepared to review and discuss your responses during the pre-marriage process.

### Groom's Personal Information

First Name:

Last Name:

Date of Birth:

Email Address:

Phone Number:

Address:

City, State, Zip:

### Groom's Marriage History

Have you been previously married? Yes No (if "no", skip remainder of this section)

Is the divorce final? Yes No

Date divorce final (or expected to be final):

Why was your marriage terminated?

### Groom's Spiritual Information

Briefly define what it means to be a Christian:

Are you a Christian? Yes No Unsure

How long have you been a Christian?

Do you have a home church you attend regularly? Yes No

If so, what church do you regularly attend and how long have you attended?

What are the names of any church staff or leaders you know personally?

Briefly state your view on the authority of the Bible and its place in your life:

### Bride's Personal Information

First Name:

Last Name:

Date of Birth:

Email Address:

Phone Number:

Address:

City, State, Zip:

### Bride's Marriage History

Have you been previously married? Yes No (if "no", skip remainder of this section)

Is the divorce final? Yes No

Date divorce final (or expected to be final):

Why was your marriage terminated?

### Bride's Spiritual Information

Briefly define what it means to be a Christian:

Are you a Christian? Yes No Unsure

How long have you been a Christian?

Do you have a home church you attend regularly? Yes No

If so, what church do you regularly attend and how long have you attended?

What are the names of any church staff or leaders you know personally?

Briefly state your view on the authority of the Bible and its place in your life:

### Engagement Information

How long have you known each other?

How long have you been dating?

How long have you been engaged?

Are you currently living together?

Have you completed or started pre-marriage counseling? Yes No

If so, please provide the name and number of the person/couple you did pre-marriage counseling with:

### Wedding Ceremony Information (if known)

Wedding Date and Time:

Who will perform the ceremony?

Where will you be married?

Where will your reception be held?