



WEDDING INFORMATION AND APPLICATION

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WEDDINGS:

Rental of the building	\$750*
Sound Technician	<i>Included</i>
Clean-up	<i>Included</i>
2 Changing Rooms <i>Included</i>	Each Additional \$25

RECEPTIONS:

We are sorry, but we currently do not allow receptions at the church facilities.

****If you are an active, tithing member of Central Church, the wedding fee is \$300.
Contact the office for more information.***

Wedding fees include full custodial services. The services consist of cleaning sanctuary, halls, restrooms and dressing rooms. This also includes a sound technician, present for the wedding and rehearsal. Fees must be paid to the office prior to the rehearsal.

Make all checks payable to Central Church.

****It is customary to extend an honorarium to the Pastor, any soloist, organist, or other musician.***

DEPOSIT:

A \$250 deposit is required at the time of scheduling your wedding.

NOTE:

Central Church does not perform same-sex weddings.

CENTRAL CHURCH WEDDING POLICIES

1. The enclosed Wedding Application must be completed, signed, and returned to the church.
2. It is expected that members of the wedding party conduct themselves in a manner befitting a place of worship.
3. Wedding attire should be modest.
4. Smoking/vaping is not permitted anywhere inside the building.
5. No alcoholic beverages will be served or consumed on the church premises. Members of the wedding party should not attend the rehearsal or wedding ceremony intoxicated.
6. The music of the wedding service should be appropriate of the church. It is the responsibility of the bride to see that music rehearsals are scheduled for all singers and instrumentalists. Because of time, songs will not be rehearsed during the rehearsal of the wedding.
7. Central Church requires all couples wishing to be married to complete the pre-marital counseling program offered at Central. This program consists of 4-6 counseling sessions, outside work, and a commitment to attend a minimum of 3 Sunday church services at Central Church prior to the wedding date
8. Rehearsals must be completed and the sanctuary must be cleared by 7:00 p.m. Friday evenings.
9. It is required by the State of Iowa to have a valid marriage license. It is necessary for the groom to provide the officiate minister with a valid marriage license before the wedding may begin (preferably before the rehearsal). After the ceremony, the officiate will complete the license with the signature of bride and groom along with two witnesses. The officiate will return the license to the couple for them to submit to the County Clerk's office.
10. Confetti and rice may not be thrown in the church or on the premises. Bird seed, however, may be thrown OUTSIDE the building. The ushers are responsible for carrying out the policy.
11. Carpet must have protection from dripping candles by placing plastic underneath candle holders.
12. No adhesive material should be attached to painted surfaces. All decorations which require attachment to the walls or structure of the building must be cleared through the office. Please obtain permission before moving furniture or fixtures.
13. Decorations may be set up the afternoon before the wedding day and should be removed from the church immediately following the ceremony. They cannot be stored at the church.
14. Members of the wedding are only permitted in pre-designated areas of the facility. The main floor classroom, nursery space and upstairs lounge are allowed for preparation.

15. All weddings must be officiated by a Central Church pastor or an appointed leader of Central Church. Special requests may be considered to allow outside clergy to assist in the wedding ceremony.

SCHEDULING YOUR WEDDING

We are eager to assist you in the planning of this most important event in your life. Due to the size and activity level of Central Church, we encourage you to plan your wedding as early as possible (6 weeks in advance). This will help minimize scheduling conflicts.

This document is designed to guide you through the policies and procedures of having your wedding at Central Church.

The following guidelines will help you schedule your wedding:

1. Complete the Wedding Application and submit with deposit.
2. Call the church office and schedule a counseling session with the Pastor or his assigned representative. Note: Your request will be reviewed by the pastoral staff for final approval.
3. Providing the date selected is available, if the Pastor or his assigned representative is available, and your request has been approved by the pastoral staff, your wedding date will be placed on the church calendar. Every effort is made to accommodate your request; however, in the case of a scheduling conflict, an alternate date should be considered.
4. Shortly after your request is confirmed, you will be contacted by the church staff to begin preparations for your wedding.



SAMPLE CEREMONY OUTLINE

- _____ Seat Parents/Grandparents Time_____
- Bridal processional begins with wedding march
 - How entering? (Together? Only Bridesmaids?)_____
 - Flower girls/ring bearer ____Yes ____No
- Opening Remarks
- Congregation is seated
- Giving away of the Bride ____Yes ____No Who?_____
- Optional scripture reading
- The charge of the Bride and Groom/the pledge (the I Do's)
- Wedding vows
- Exchanging of the rings
- Unity candle/Sand/Knot, etc ____Yes ____No Which?_____
- The pronouncement
- The closing prayer
- The kiss
- Presentation of the couple
- Recessional

The wedding party normally exits the front in the following order:

- Bride and Groom
- Maid or Matron of Honor and Best Man
- Bridesmaids and Groomsmen
- Pastor/Officiant
- Ushers then dismiss the remaining guests, one row at a time

Solemnizing Marriages in Iowa

Authority to Marry

Iowa Code Chapter 595 governs Iowa marriages; and Chapter 144 administers the registration process.

There is no formal “registration” of Officials in Iowa. You are authorized to solemnize marriage ceremonies in Iowa if you are

1. An Iowa judge, magistrate, or associate judge serving on the Iowa supreme court, court of appeals, or district court; or
2. An individual ordained or designated as a leader of the person’s religious faith, regardless of the state of residence or service (595.10).

You are **NOT** authorized, however, if you are a federal judge, a judge serving in another state, a seminary student, a riverboat captain, or not ordained/leader of your faith.

- If you are not authorized to perform marriages in Iowa, a fine could be levied against everyone involved with the wedding party (595.11).

In addition, you may only perform marriage ceremonies in Iowa

1. if the parties to be married present a valid License to Marry in Iowa indicating they made proper application to marry in Iowa at a County Registrar’s office;
2. if the “valid date” on the License to Marry in Iowa is prior to or the same date as the marriage ceremony; and
3. if the parties to be married, plus at least two (2) witnesses are all physically present at the same time and in the same location. Ceremonies by proxy, telephone, Internet, or other electronic means are not legal in Iowa.

Fee for Performing Marriages

Authorized Iowa judges may charge the marrying couple a reasonable fee for time and expenses only if the ceremony takes place outside of normal judicial working hours. No fee may be charged when the ceremony occurs during regular working hours (595.12).

Authorized ministers may charge a reasonable fee as agreed upon by him or her and the parties to be married.

Before the Ceremony

Application. To be married in Iowa, the parties to be married are required to first apply for a “License to Marry in Iowa” with a County Registrar, who are county officials serving as County Recorders located in county courthouses or county administration buildings.

The application fee is \$35.00 in U.S. funds, payable to the County Recorder where the license will be issued. The fee includes a certified copy of the Certificate of Marriage record once it has been filed and registered. The fee is NOT refundable if the marriage ceremony does not take place as planned.

License to Marry. The parties to be married must present a copy of their “License to Marry in Iowa” to you prior to the ceremony. The valid date to perform the ceremony will be stated on the license, or the 4th day after the date of application. Couples should speak to their County Registrar about special requirements to waive the waiting period in emergency situations.

- You are neither required, nor prohibited, by law to maintain a copy of the couple’s license in your files. You are prohibited, however, from making a photocopy of the Certificate of Marriage or affixing your seal to the certificate.
- The License to Marry indicates, by law, any legal name change that the marrying couple has requested to use after the ceremony.
- The License to Marry serves as proof that the couple has made application to marry – but **NOT** proof that the marriage event actually occurred. In Iowa, couples may make application and obtain a license without being required by current law to follow through with the wedding event within a given time period.

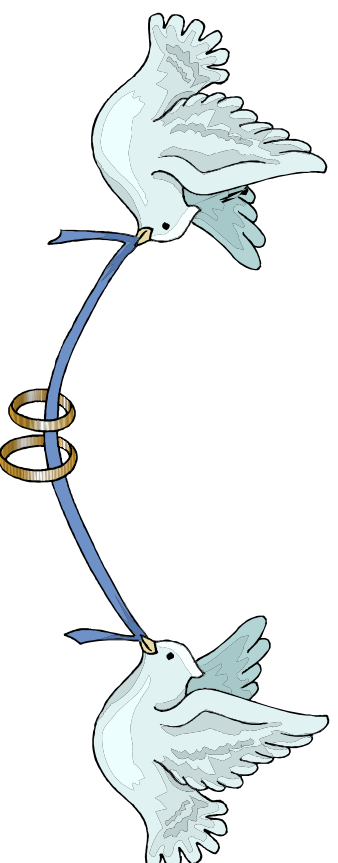
Certificate Form. Along with the License to Marry, the marrying couple was issued a partially completed Certificate of Marriage form – also known as the “return of marriage” or “original state copy.” They should present this to you along with their License, and it must be completed and signed immediately after the ceremony. See the back panel of this brochure for further instructions.

After the Ceremony

Complete the lower portion of the "Certificate of Marriage" form and obtain the necessary signatures immediately after the ceremony.

1. Use only black ink and type or print clearly to ensure a legible legal document for certifying and accuracy when the information is entered into the state vital records system.
2. Provide the information regarding the date and specific location of the marriage event, as well as information regarding yourself. Cross-offs and white-outs are not acceptable.
3. Certify to the facts of the marriage event by signing only on line 15a. Do not affix any kind of notarization or seal.
4. Have the newly married couple sign only on lines 13a and 13b in the order as stated for Party A and Party B. To ensure the integrity of the record, they must sign exactly as they have stated that their names shall be after the marriage. The County Recorder may refuse to register the record if it is not signed properly.
5. Have two (2) persons who were present at the ceremony sign as witnesses. Witnesses should be of an age and competency that they understand the nature of the event and are competent to enter into civil contracts themselves. Ensure that witnesses sign only on lines 16a and 16b, otherwise you'll need to get a new form and start over later.
6. Print your name and the witnesses' names in the space provided.
7. Have the couple complete and sign an Address Update statement, if necessary. Marrying couples are responsible for ensuring that their County Registrar has accurate information to mail the certified copy (or arrange to pick it up in person).
8. Review the certificate for completeness and accuracy. Ensure that signatures are on the proper lines.
9. The next business day, return the Certificate of Marriage form, along with any Address Update, to the County Registrar in the county that issued the marriage license.***
10. The County Registrar will review the returned form prior to registration to ensure that all items are properly completed (595.15). Inadequate certificate forms will be returned to you for completion or to start over.

*** *By law, officiants must file the record for registration within 15 days. However, agencies now require certified copies of the record before they will update a name change, add a new spouse to a benefit package, etc.*



*Important
Information
About Iowa
Marriage Records
... What Officiants Need
to Know to Solemnize
a Marriage Ceremony*

Developed by
Iowa Department of Public Health
Bureau of Health Statistics & Vital Records
Distributed in cooperation with local
County Registrars of Vital Records

Updated February 2015



WEDDING REQUEST FORM

(Please read the wedding policy before placing reservation)

Name of Groom _____	Name of Bride _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Phone _____ Work _____	Phone _____ Work _____
Email _____	Email _____
Number of previous marriages? _____	Number of previous marriages? _____

WEDDING CEREMONY:

Date requested _____

Time (Start) _____ (End) _____

REHEARSAL:

Date requested _____

Time (Start) _____ (End) _____

Number expected at your wedding? _____

Number in your Wedding Party _____

We have read the policies of Central Church regarding weddings held at the church:

Yes _____ No _____

We agree to comply with policies of Central Church regarding wedding policies:

Groom's Signature _____

Bride's Signature _____