

## *Wedding Information Package*

*Pastor Danny Sutton, Sr  
770-800 West Tabor Road  
Philadelphia, Pa. 19120*

*Office 215-549-2984  
[officetklcm@gmail.com](mailto:officetklcm@gmail.com)  
[www.kingdomlifecm.com](http://www.kingdomlifecm.com)*

*The Kingdom Life Church Ministries  
770-800 West Tabor Road  
Philadelphia, Pennsylvania 19120  
P(215)549-2984/F(215)549-2985*

📍 770-800 W. TABOR ROAD | PHILADELPHIA, PA. 19120 | ✉ OFFICETKLCM@GMAIL.COM | ☎ 215-549-2984

PASTOR DANNY & LADY MELICA SUTTON

[officerklcm@gmail.com](mailto:officerklcm@gmail.com)  
[www.tklcm.org](http://www.tklcm.org)

## Wedding Reservation Information Form

(Please Print)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***Bride:***

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ First Marriage: { }Yes { }No

Are you a member of The Kingdom Life Church Ministries? { }Yes { }No

If No, where is your Membership:

\_\_\_\_\_

***Groom:***

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ First Marriage: { }Yes { }No

Are you a member of The Kingdom Life Church Ministries? { }Yes { }No

If No, where is your Membership:

\_\_\_\_\_

## ***Wedding Information:***

Day & Date of Wedding:

---

Time of Wedding: \_\_\_\_\_

Church Facilities Needed: { } Sanctuary { } Fellowship Hall { } Kitchen

Day/Date of Wedding Rehearsal:

---

Time of Wedding Rehearsal: \_\_\_\_\_

Church Facilities Needed: { } Sanctuary { } Fellowship Hall { } Kitchen

Photographer: { } Yes { } No

Videographer: { } Yes { } No

***❖ Please Note: There is a Photography/Videographer Contract that must be signed, completed and submitted by the Bride, the Groom, the Photographer and the Videographer before these amenities can be allowed***

- ☐ By signing, we have read the Wedding Guidelines and Policies of The Kingdom Life Church Ministries Inc. and agree to uphold these guidelines and policies. We will also make an effort that our wedding party, as well as those servicing the ceremony, will uphold these guidelines and policies as well. We will also complete the Premarital Enrichment Requirements that is required and provided by The Kingdom Life Church Ministries under the teachings of Pastor Daniel Sutton. If for any reason these guidelines and policies are not kept, the Wedding agreement will be terminated.

Bride's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Premarital Enrichment Requirements

In *Hebrews 13:4-7*, it emphasizes on how a marriage should operate between a bride and a groom. The Kingdom Life Church Ministries desires to help prepare couples for a lasting marriage that will be honored by God. Therefore, TKLCM provides a program that will equip the couple with biblical principles for a successful marriage done by Pastor Daniel Sutton. There is a total of four(4) premarital counseling sessions that are required before the wedding can take place at TKLCM.

To ensure ample time for the completion of the sessions, your first session will be scheduled by our church administrator, and at that session, the other remaining sessions can be discussed and scheduled between all parties. This will be done once the wedding application is reviewed and approved by our Pastor.

Failure to attend and complete the Premarital Enrichment Requirements of TKLCM, will result in a cancelation of the use of the facilities for your wedding. If for any reason you are not approved by our Pastor to be married in our church facilities, your deposit will be refunded.

- ☐ By signing, the bride and groom have read the Premarital Enrichment Requirements of The Kingdom Life Church Ministries INC. and agree to abide and uphold to these conditions.

Bride's Signature: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

Counseling Completion Date: \_\_\_\_\_

## ***Premarital Enrichment Questionnaire***

For us to get to know you, there are some questions that are needed to be asked. Please complete questionnaire and submit.

Bride/Groom: \_\_\_\_\_ Date: \_\_\_\_\_

1. Are you a member of The Kingdom Life Church Ministries INC.? { } Yes { } No

a. If yes, how long have you been attending? \_\_\_\_\_

2. Are you willing to study God's word and design for marriage with Pastor for counseling?

{ } Yes { } No

3. How long have you known your fiancé? \_\_\_\_\_

4. How long have you been engaged? \_\_\_\_\_

5. Have you been married before? { } Yes { } No

a. If yes, how long? \_\_\_\_\_

6. Do you have children with your fiancé? { } Yes { } No

a. If yes, how many? \_\_\_\_\_ Age(s) \_\_\_\_\_

7. Explain your relationship with God. (Share a testimony)

---

---

---

---

## **Photography/Videography Contract**

Welcome to The Kingdome Life Church Ministries INC. We are delighted that you will be working in our facility for this ceremony, and we wanted to inform you of the general guidelines that is asked to be followed to keep order in the sanctuary and throughout the facility. Please take the time to read these following guidelines for your cooperation is much appreciated. Once you have read and signed these guidelines, please return to the church at least two(2) weeks before the wedding ceremony.

### ***Guidelines:***

- Flash photography is NOT allowed once the bride has made it to the altar. This applies to both guest and photographer. If a photo must be taken, it should be made from the rear of the church. At no time during the ceremony should the photographer walk around the front of the altar area or place himself/herself in a position that would a distraction to the ceremony.
  - The officiating Pastor will be happy to take pictures immediately following the ceremony. It is asked that these pictures are done first to free the Pastor to reume other duties.
  - Videography is allowed, provided that the equipment is not a distraction to the ceremony. Neither should the equipment impede the movement of guest or damage the facility. It also must be done without the addition to special lighting.
  - Photographers/Videographers are held accountable for any damages made to the facility due to their negligence. There should be no standing on chairs or pews.
  - All photographs, prior to the beginning of the ceremony, must be completed at least an hour before the ceremony is to begin, if taken inside the sanctuary to allow time for sound check and final clean up.
  - The Kingdom Life Church Ministries INC. is a smoke-free facility. Smoking is prohibited on the premises of the church.
  - No drugs or alchoholic beverages are allowed on the church grounds. Photographers, Videographers and their employees must reframe from the use of drugs or the intake of alchoholic while on the church grounds.
  - Food and drinks are permitted in the Fellowship Hall ONLY! No food or drinks is allowed in the sanctuary or in the foyer.
- ☐ By checking this box and signing below, I hereby agree to adhere to the guidelines and policies of the Photography & Videography Contract of the The Kingdom Life Church Ministries INC. listed above. I also agree that I have read and understand each guideline and I will abide by these conditions while on the premises of the church. I understand that

I will be held responsible for any damages done to the building, either the equipment and furnishings, that are a result of he/she not following standard precautions.

Name of Wedding Party: \_\_\_\_\_

Wedding Day/Date: \_\_\_\_\_

Entry Time for Photographer/Videographer: \_\_\_\_\_

Photographer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Videographer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please return the Photography and Videography Contract of The Kingdom Life Church Ministries to the church administrator once each designated person has signed the contract. It can be emailed two(2) weeks prior to the wedding date. Information is as follows:

The Kingdom Life Church Ministries, INC.  
770-800 West Tabor Road  
Philadelphia, Pennsylvania 19120  
Phone: (215)549-2984  
Attn: Dolly Carter, Church Administrator

## **What are the costs associated with getting married at TKLCM?**

As **tithing** members in **good standing** for at least a year, there is no cost to you for any of the basic wedding services (**officiate & staff musician**) provided to you by TKLCM. There is a charge of **\$150.00** for sound engineer. In the event of destination or offsite weddings, a fee will be necessary. Please note that \*\*\*There is also is a **small fee** for the materials you will need to complete your pre-marital session requirements.\*\*\*

**\*\*Please note that while Pastor Sutton sincerely desires to officiate every wedding at TKLCM, but due to scheduling constraints, **this may not be possible**. However, while we cannot guarantee that Pastor Sutton will be able to minister at your wedding, once we have approved your wedding taking place, we will make certain that one of our ordained ministers is available to preside over your service.**

*A deposit is due at the time of arrangements and final payment is due two days before the wedding. If you are paying via personal check your final payment must be made three days before the wedding.*

*PLEASE NOTE TKLCM WILL NOT BE ABLE TO CONTINUE WITH THE FINAL ARRANGEMENTS UNTIL ALL PAYMENTS HAS BEEN RECEIVED."*

***All donations can be made via: checks, debit/credit cards, cashier's check or money orders. SORRY NO CASH ACCEPTED!***

***\*\*Although there is No cost for members it's under the discretion of the couple to offer a donation. \*\****

## **What are the cost associated with getting married at TKLCM for Non-Members**

1. Main Sanctuary \$600.00
2. Fellowship Hall \$400.00. N/A
3. Library Room \$400.00 to 800.00 depending on the time frame.
4. Den Hall \$500.00
5. Pastor \$250.00 **\*\*The Pastor's fee includes premarital sessions, rehearsals (2) and wedding\*\***
6. Organist \$100.00
7. Sound & Media Person \$150.00
8. Outdoor Space \$300.00
9. Custodial Fees \$100.00
10. The full package (Pastor, sanctuary, organist, Custodial, Media, Fellowship hall & 2 rehearsals) \$1600.00 depending on time.
11. Wedding Director \$150.00 **\*\*\*\*The wedding director oversees the whole wedding to make sure everything goes smoothly and "fixes" problems before they become a catastrophes!\*\*\*\***
12. There will be a \$100.00 an hour late fee each hour you go over your allotted time.

### **ADDITIONAL INFORMATION (tables, chairs, room setup, etc... )**

Person in charge day of the event \_\_\_\_\_ Phone # \_\_\_\_\_

Person in charge of decorating/cleanup \_\_\_\_\_ Phone # \_\_\_\_\_



## Procedures for Requests for Use of Church Facilities

The following procedures for requesting the reservation of church facilities are designed to prevent misunderstanding and to ensure that the requested facilities and equipment are available and arranged according to expectations.

- 1) Please review the The Kingdom Life Church Ministries fee schedule for all pricing.
- 2) Member weddings can be scheduled one year in advance; Non-Member Weddings can be scheduled for no more than 6 months in advance.
- 3) All requests for use of church facilities must be made in writing by using the "Church Facilities Reservation Request" form. The form may be mailed to members upon request or picked up at the church office, Website or Welcome Center.
- 4) Completed request forms will be submitted to the Church Administrator's Office and reviewed for calendar conflicts. Conflicts will be discussed with other staff members before approving / disapproving. Reservations will be placed on the church activities calendar. Persons making the request will be sent a confirmation via mail or email. Events are not considered "CONFIRMED" until written confirmation has been sent and received.

## Responsibilities of Persons Using Church Facilities

- 1) For events held on weekends, the church will arrange a church custodian for all Members and Non-Members. This is to ensure proper building security and room cleaning. Please see The Kingdom Life Church Ministries fee schedule
- 2) There is to be NO alcoholic beverages or tobacco products in or on TKLCM property.
- 3) If a group reserves an area for an event to occur on Sunday afternoon, the Church Office will arrange the reserved space to meet their needs after the morning worship services.

### ***Custodial Fees will apply for non-members only***

Requested equipment and equipment for cleanup will be made available to the individual making the request. TKLCM custodians may be retained under our fee schedule.

- 4) All payments are to be made before the scheduled event. Wedding payments are due 2 weeks before the scheduled Weddings. Payments are made to TKLCM.

## Member Usage Fees

### **Prices include Ceremony ONLY**

- ☐ Main Sanctuary fees **WAIVED**
- ☐ Pastor or Ordained Elder **WAIVED**
- ☐ Musician **WAIVED**
- ☐ Janitorial fees: **WAIVED**
- ☐ Video/Audio: **\$150.00**
- ☐ 2 Rehearsals **WAIVED**
- ☐ Kitchen deposit N/A
- ☐ KL Security Team **WAIVED**

### **Total Fees:**

Cash or Check # \_\_\_\_\_

Balance Paid: \$ \_\_\_\_\_

Date: \_\_\_\_\_

## **Non- Member Usage Fees**

- ☐ Main Sanctuary \$600.00
- ☐ Fellowship Hall \$400.00
- ☐ Library Room \$400.00 to 800.00 depending on the time frame.
- ☐ Den Hall \$500.00
- ☐ Pastor \$250.00 \*\*The Pastor's fee includes premarital sessions, rehearsals (2) and wedding\*\*
- ☐ Organist \$100.00
- ☐ Rehearsal \$150.00

**X Sound & Media Person \$150.00 (One time fee for Wedding and Reception)**

**X KL Security Team \$100.00**

- ☐ Custodial Fees \$100.00
- ☐ The full package (Pastor, sanctuary, organist, Custodial, Media, Fellowship hall & 2 rehearsals) \$1600.00 depending on time.
- ☐ Wedding Director \$150.00 The wedding director oversees the whole wedding to make sure everything goes smoothly and "fixes" problems before they become a catastrophes!\*\*\*\*
- ☐ There will be a \$100.00 an hour late fee each hour you go over your allotted time.

**EVENT IS NOT APPROVED UNTILL CONFIRMATION IS SENT BY EMAIL, PHONE OR MAIL**

Having read the procedures and responsibilities, I agree to  
abide by them.

*YES / NO ( Please circle)*

Date: \_\_\_\_\_ Contact method: Confirmation / Phone / In person /

Email \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Total Fees:**

Cash or Check # \_\_\_\_\_ Balance Paid \$ \_\_\_\_\_

Date \_\_\_\_\_

**EVENT IS NOT APPROVED UNTILL CONFIRMATION IS SENT BY EMAIL, PHONE OR MAIL**

Having read the procedures and responsibilities, I agree to  
abide by them.

*YES / NO ( Please circle)*

Date: \_\_\_\_\_ Contact method: Confirmation / Phone / In person /

Email \_\_\_\_\_

Comments \_\_\_\_\_

**Reception Cost for Members**

- ☐ Fellowship Hall N/A
- ☐ Den Hall \$400.00
- ☐ Outdoor Space \$200.00
- ☐ Upper Hall \$400.00
- ☒ Sound \$150.00
- ☐ Environmental Services **WAIVED**
- ☐ Building Security. **WAIVED**

**Reception Cost for non- Members**

- ☐ Fellowship Hall N/A
- ☐ Kitchen N/A
- ☐ Den \$500.00
- ☐ Outdoor Space \$300.00
- ☐ Upper Hall \$400.00
- ☐ Sound \$150.00
- ☐ Environmental Services \$100.00 (Cost for COVID-19 spraying)
- ☒ Building Security \$100.00
- ☒ Media and Sound \$150.00

**Total Fees \$ \_\_\_\_\_ . Balance Paid \$ \_\_\_\_\_**

## **Rules and Guidelines for Receptions**

- TKLCM reserves the right to refuse rental of building to any organization or person who are not in harmony with TKLCM principles and values
- All decorations, staging and equipment must be broken down and removed immediately following the event
- All personals must follow Philadelphia's COVID-19 Laws and Standards
- No smoking or alcoholic beverages allowed on the premises
- Secular music is **ALLOWED** please refrain from using music with profanity.

**Please sign : I \_\_\_\_\_ agree to abide by the laws  
and expectations of the Kingdom Life Church Ministries.**

**Date:** \_\_\_\_\_

**Office Representative**

**Please sign** \_\_\_\_\_

**Date:** \_\_\_\_\_

# COVID-19 Standards and Expectations

## TERMS AND CONDITIONS: •

**ALL EVENTS MUST FOLLOW the City of Philadelphia COVID-19 restrictions. See restrictions here: The following is intended as a plain-language summary of rules during the COVID-19 emergency and does not replace the need to follow all applicable federal, state, and local laws and regulations.**

### **Protections Needed**

#### ***Masks***

- Provide masks for staff including the leader or celebrant and require them to mask when on site except only:
  - As necessary for the staff member to eat or drink during break times. The staff member should be seated at least 6 feet from others when taking off mask.
- Require all congregants to mask while on site, except for children under age 2.

#### ***Barriers***

- If it is your practice to have the service leader or celebrant sing, place a clear plastic shield/barrier that extends well above the service leader's head between the service leader and the congregation.

#### ***Isolate***

- Screen every staff member for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct onsite temperature measurement for staff or visitors. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain onsite.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take **additional precautions** to stop the virus from spreading further.

#### ***Distance***

- Use signage to encourage individuals/family groups to space themselves at least 6 feet from others.
- Use floor decals or other visual cues to encourage spacing of at least 6 feet between attendees.
- Use signage or floor markings to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting the service.

- Direct row by row exiting after the service.
- Rope off rows of chairs or pews so that congregants can only sit in every 3rd row and 6 feet away from other households.
- For gatherings where congregants pray on mats, separate mats by at least 6 feet or use other visual cues to congregants to separate.
- Congregants should be encouraged to proceed to their seats and remain there throughout the service.
- Consider using contactless door openers to avoid having each person touch door handles.
- Separate service leader from front row of congregants and from other service leaders by at least 20 feet (6 feet is likely to be inadequate because of vocal projection and/or singing).
- Avoid choirs. Any performances must follow the **Indoor live theater, music venue, and movie theater guidance**.

#### ***Reduce crowds***

- Indoor events and gatherings are limited to 15% of maximum occupancy regardless of venue size. Outdoor events and gatherings are limited to 20% of maximum occupancy.
- Food may not be served at indoor services.
- At outdoor services food may be consumed if no more than 100 people are present.
- Consider having people sign up for in person services to prevent overcrowding or turning congregants away.
- Continue to offer remote service options even after in-person services resume to offer a safe option to those at high risk and to allow for greater physical distancing of in-person attendees.
- If possible, offer staggered service times to increase physical distancing.
- Avoid unplanned communal gatherings pre- or post-service.

#### ***Handwashing***

- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms for all staff and congregants with prominent signage promoting use.
- Give staff hourly handwashing breaks.

#### ***Clean***

- Wipe down high-touch surfaces with disinfectant at least every 4 hours. See **CDC guidance** for details.
- Clean spaces and items used by staff or congregants between uses unless those items remain unused for at least 4 days between uses. Spaces that remain empty for at least 4 days do not require special cleaning.

#### ***Ventilation***

- If possible, increase ventilation in the building by either:
  - Opening windows and/or doors on opposite sides of the building and using fans to blow outside air through the building OR
  - Optimizing ventilation provided by the heating, ventilation, and air conditioning (HVAC) system by:
    - Having the HVAC system checked to assure that it is working properly. If it can be adjusted, the system should be set to provide at least 6 air exchanges per hour.
    - Maximizing the amount of outside air circulated by the system.

- Installing filters with minimum efficiency reporting values (MERV) of 13, or the highest compatible with the filter rack. It is not necessary to use high-efficiency particulate air (HEPA) filters or ultraviolet light irradiation systems.
- Checking that the external air inlet duct is not blocked and that it is at least 15 feet from people.

### ***Communicate***

- Educate staff and congregants about symptoms and prevention of COVID-19.
- Ask people who are sick or who have had close contact with someone with COVID-19 within the past 10 days to not enter, stay home, and follow **CDC quarantine guidelines**. If you do not have any symptoms, you may end your quarantine period after:
  - Day 10 without testing OR,
  - Day 7 after receiving a negative test result (lab-based or rapid) after day 5.
- Persons who have been fully vaccinated do **not** need to quarantine when exposed to someone with COVID-19 **if** they meet **all** of the following criteria:
  - They are fully vaccinated, and it's been at least 2 weeks after the last dose in the vaccine series,
  - They are within 3 months following receipt of the last dose in the series; AND,
  - They have remained asymptomatic since the current COVID-19 exposure.
- Vaccination is not 100% effective.
  - Anyone who develops COVID-19 symptoms should get tested.
  - Anyone who is positive for COVID-19 must isolate according to CDC guidelines.
  - After vaccination you must still wear a mask, keep your distance, and avoid crowds.
- Post prominent signs at entrances and in staff break rooms (if applicable):
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all staff and congregants wear masks.

---

**On behalf of Overseer Danny Sutton and Lady Melica Sutton we would like to thank you for choosing The Kingdom Life Church Ministries to celebrate this special occasion. We pray your time at The Kingdom Life Church Ministries will be an unforgettable experience.**

***Approved by The Kingdom Life Church Ministries:***

Pastor \_\_\_\_\_ Date \_\_\_\_\_

Office Rep: \_\_\_\_\_ Date \_\_\_\_\_

Financial Team Rep: \_\_\_\_\_ Date \_\_\_\_\_