



Wedding

Information Package

Pastor Danny Sutton, Sr
770-800 West Tabor Road
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The Kingdom Life Church Ministries

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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 **N/A 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 fiancée? _____
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 fiancée? { }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 an year**, there is no cost to you for any of the **basic wedding services (officiate, staff musician, sound) provided to you by TKLCM.**

However, 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.

Non-Members

1. Sanctuary \$600.00
2. Fellowship Hall \$700.00
3. Sanctuary & Fellowship Hall Package \$1,200.00
4. Library Room \$400.00 to 800.00 depending on the time frame.
5. Pastor \$250.00 **The Pastor's fee includes premarital sessions, rehearsals (2) and wedding**
6. Organist \$100.00
7. Sound Tech \$150.00
8. Custodial Fees \$100.00
9. The full package (Pastor, sanctuary, organist, Custodial, Media, Fellowship hall & 2 rehearsals) \$1600.00 depending on time.
10. 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!*****
11. There will be a \$100.00 an hour late fee each hour you go over your allotted time.

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 funeral....

“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!