



## Your Wedding Day!

If you are a newly engaged couple, then congratulations! We understand what an important and exciting time this is for you and your families. Our team would love to help you prepare for a meaningful wedding day. If you are interested in either requesting a Soul City pastor to perform your wedding ceremony or renting space at Soul City Church for your wedding ceremony and/or reception, please read the following carefully.

### Requesting a Soul City Pastor to Perform Your Ceremony

The pastors of Soul City Church would be honored to perform your ceremony and desire for you and your future spouse to have a lifelong, fulfilling and transforming marriage that both honors God and each other. For this reason, one of the requirements to be married by our pastors is attendance and participation in our Soul Mates class or another approved premarital preparation class or counseling.

Once you begin the Soul Mates class, we can work with you to secure a date for a pastor to perform your ceremony. Soul City pastors are available for weddings that take place in the Chicagoland area, and generally on the following days and times:

- Friday 5:30 pm
- Saturday 10:00 am
- Saturday 1:00 pm
- Saturday 4:00 pm

A member of the Soul Mates team will email you to let you know if a marrying pastor is available for your date. If available, our pastoral team will tentatively set the date and time aside to give you time to complete the Soul Mates class and mentoring process. If you would like to request a day or time that is outside of the parameters listed above, please indicate that on your application, and we will check availability. **Please note** that our pastors are unable to perform weddings that fall on holidays. Couples can make a special request, but there is not a guarantee that we will be able to accommodate them.

After you complete the class, and with the recommendation of your mentors, a member of the Soul Mates team will email you to confirm your finalized date and marrying pastor. Prior to this email, your date, time, and the availability of a specific pastor are pending and are based on your completion of the Soul Mates class and mentoring process. Please know that we will work to accommodate your wedding date and requested marrying pastor; however, there are times when location and schedule conflicts may prevent this. In those cases, an alternative marrying pastor may be offered. Upon final confirmation of your pastor, there is a \$400.00 honorarium due that we will collect and give to your designated pastor to compensate them for their time and service.

It will be up to you to arrange a time, before your wedding day, to meet with your marrying pastor to discuss your wedding details and to walk through the order of the service for your ceremony. He/she will not, however, be able to attend your rehearsal. We recommend that you hire a wedding coordinator to assist you with these details. On your wedding day, the marrying pastor will arrive about an hour before and will remain about an hour after your ceremony.

If you are requesting a Soul City pastor, are unable to attend the Soul Mates class, and are taking or have taken another approved premarital preparation class or counseling, please indicate the details of such class or counseling in your application. Once we receive this information, the process will

be the same as above. However, a finalized date and marrying pastor will be confirmed to you via email only after we have received confirmation of completion of your class or counseling, and with the recommendation for marriage from your mentor or counselor.

Please indicate all requests for a Soul City pastor in the Confidential Soul Mates Application, and a member of the Soul Mates team will follow up with you.

## **Renting Space at Soul City Church for Your Wedding**

If you are interested in having your wedding at Soul City Church we would be glad to speak with you about the specifics. Because of Soul City's church calendar and the variety of events held throughout the week there are days and times that are best for weddings. Soul City's auditorium may be reserved for a wedding on the following days and times:

- Fridays between 3 pm and 6 pm
- Saturdays between 10 am and 3 pm
- Weekday evenings on occasion

There is a rental fee required for those who want to hold their wedding at Soul City Church. The fee is based on the space requested and the scope of the wedding. Rental of the facility includes the following:

- A dedicated venue manager to help navigate venue tours, open hours, facilities requests and any building related needs
- A dedicated production coordinator available the day of the wedding to coordinate audio and lighting needs
- Usage of Soul City's state of the art audio, and lighting equipment as needed
- Dedicated, private access to the rented areas for the entire day of the wedding
- A full professional cleaning of the space before and after the wedding
- Usage of additional spaces or Soul City resources as indicated in the rental contract that will be provided

If your date and time is available, our facilities team will tentatively set the date and time aside in order to give you time to participate in the Soul Mates class and mentoring process, or other approved pre-marital preparation class or counseling. After recommendation by your mentors, your desired date and time will be released to you and confirmed via email. Upon receiving the confirmation email, our team will send you details about how to make payment. Your payment (due within 30 days) finalizes your space reservation.

Please know that we will work to accommodate your wedding date and time. However, there are times when our space is unavailable due to holidays and special events.

If you would like to rent space at Soul City Church for your wedding, please indicate that in your Confidential Soul Mates Application and a member of our facilities team will follow up with you.