

Wedding Policy & Procedure

Definitions within this document:

Church Members- Any Person who regularly attends Eastcoast Church and is involved in Church life.

Non-Member – Any Person who does not consider Eastcoast Church their home Church, they do not regularly attend and are not involved in any of our activities.

Couples wanting to be married by any Eastcoast Church Pastoral Staff can do so by requesting through the office staff or directly to the Pastor. The Pastor must be fully licensed to marry by law, unless the Senior Pastor who holds the marriage license is available to oversee the ceremony and sign legal documents.

Eastcoast Pastoral Staff are able to refuse to marry any couple, members and non-members if they are not available on the requested date or if the circumstances of the relationship do not line up with the Australian Christian Churches Marriage Rites. (See attached document)

By using Eastcoast City Church Pastoral Staff, you are consenting for the pastor to do a short biblical message.

For Church Members

There are no costs involved for;

the pastoral staff to conduct the wedding.

Premarital Counselling – 4-6 sessions of Prepare & Enrich. This may be with another trained couple in the Church. (Prepare & Enrich have a \$42 expense for the material which you will need to pay)

If there are flights or accommodation involved, cost will need to be discussed with the Pastor requested to do the Wedding

All costs are to be paid before the wedding day.

For Members wanting to use the Church building for their Wedding

- Sound & Lighting \$100

- Cleaning Cost \$100

Any other requests would need to be negotiated with Pastoral Staff.

For example; props and other Church sets are not available for use. Tables and table cloths, Tea/coffee and other can be discussed and arranged.

All costs are to be paid before the wedding day.



For Non- Members

There are no costs involved for;
the pastoral staff to conduct the wedding.

It will be based on the Pastoral Staffs availability and time capacity on proposed date.

If there are flights or accommodation involved, cost will need to be discussed with the Pastor requested to do the Wedding

All costs are to be paid before the wedding day.

For Non Members wanting to use the Church building for Wedding.

We do not rent out the Eastcoast Church for Weddings or other celebrations for non-members.

Procedure & requirements for Members and Non Members

1. Premarital counselling will commence approximately 2-3 months before the day ceremony.
2. The Pastor will meet with you exactly one month before to sign legal documents and discuss details of the ceremony.
3. On the week of the wedding either at the Wedding rehearsal or at an arranged time, both Bride and Groom must come and sign documents again.
4. On the day of the wedding the Pastor is responsible for bringing all documentation for the Wedding, pen to sign, handing over the Wedding Certificate to an assigned family member. Then posting the documents to BD&M's NSW.
5. The Order of Service, Wedding Vows, readings and the names of people involved in the ceremony will need to be provided to the pastor 2 weeks before the wedding day.
6. Confirmation whether a microphone and speaker will be supplied by venue is required 2 weeks before the wedding day.
7. Emergency contact details will also need to be provided prior to the wedding day.

Requirements for all Weddings held at Eastcoast Church building.

- All music, video, slideshows to be played on the wedding day to be provided to the pastor 2 weeks before the Wedding on a USB Key formatted in FAT32.
- All multimedia resolution to be 1920 x 1080 (16 x 9)
- Picture file to be in jpg or png.
- Movies to be in MP4 format.
- Music to be in MP3 format.

Note: Eastcoast church reserves the right to review any files provided and not play any material we deem inappropriate.



Baby Dedication Policy & Procedure

Definitions within this document:

Church Members- Any Person who regularly attends Eastcoast Church and is involved in Church life.

Non-Member – Any Person who does not consider Eastcoast Church their home Church, they do not regularly attend and are not involved in any of our activities.

For Church Members

The Baby Dedication can be held by any Pastoral staff OMC/PMC provided there has been approval from the Senior Pastor.

Church Members Baby Dedications must be held on Sunday during the Worship Service. There are no costs for the Baby Dedication held at Eastcoast on a Sunday during a Worship service. However if members request a Baby Dedication outside the Sunday Worship service, the cost will be \$200.

These arrangements can be made through office staff.

Tyrah-Jade

Email: tyrahjade@eastcoast.org.au

ph: 9531-6554

Certificates will be provided on the day of dedication.

For Non-Members

Non- Members requesting a baby dedication.

The Baby Dedication can be held by any Pastoral staff OMC/PMC provided there has been approval from the Senior Pastor.

Non-Members Baby Dedications **can** be held on Sunday during the Worship Service. They are also able to be held on a Saturday off site subject to availability of the pastors. There are no costs for the Baby Dedication held at Eastcoast on a Sunday during a Worship service. The cost of an off-site Baby Dedication is \$200.

Certificates will be provided on the day of dedication.

Non-Members can contact preferred Pastors directly for an offsite dedication. Use the above contact details for a Sunday Dedication.

Declaration & Commitment for Members & Non Members

On the day of dedication, you will be asked to make a declaration and commitment. Please read the following declaration and commitment you will be making.



In presenting this child for dedication you not only signify your faith in Christ and the Christian way of life, but you also indicate your desire that he/she should grow to know the Lord and live a Christian life.

You come with thanks in your hearts for the little life which God has placed in your care.

You can do nothing better than to put the child in God's hands, for only God knows what possibilities there are wrapped up in this little life. And only God can develop in this little life all the possibilities that are there.

(Insert Parents name here)

Will you do your utmost to endeavour to bring him/her up in the Fear of the Lord and lead him/her to a commitment to Jesus Christ as Lord and Saviour at an early age? Will you make a time and space as a family to value gathering together with other Christians.

Will you teach him/her how to pray, how to hear from God for themselves, how to live a life of faith and trust in God.

Will you model for Him/her a Godly example by living Christian role models so as to create a deep inquisitiveness in Him/her for the things of God?

Questions for Members & Non Members

The following questions must be returned to the pastor doing the dedication 1 week before the day of the dedication.

1. Child's Full name and reason for choosing name.

2. If applicable god parents full names and connection (for example sister, good friend).

3. Both sets of grandparent's names and other special people to mention.



4. Special information, how life has changed for you guys since child's arrival, things about child's nature and personality you have noticed.

5. Hopes and dreams for child (related to his/her faith and growth in God).

6. Any special bible verses.

7. Extra information you think would be good for us to know. (Only if you want to add anything we have not asked about)



Funeral Policy & Procedure

Definitions within this document:

Church Members- Any Person who regularly attends Eastcoast Church and is involved in Church life. *(Church member can be either the deceased or immediate family member of the deceased)*

Non-Member – Any Person who does not consider Eastcoast Church their home Church, they do not regularly attend and are not involved in any of our activities.

Eastcoast Church will assist families in these very difficult times and will endeavour to make the process as easy and smooth as possible.

For Church Members

There are no costs involved for members requesting any of the Pastoral Staff at Eastcoast Church to be involved in part or all of the running of a Funeral service if the service is held at Eastcoast Church. If there are flights or accommodation involved, cost will need to be discussed with the Pastor requested to do the Funeral.

Following your meeting with the Funeral director to make arrangements;
The family must arrange a meeting with the Pastor to go through the details for the service. It is recommended to have as many of the important family members involved in that meeting to make sure no details are missed.

For Funerals wanting to use Church building

- Sound & Lighting \$100
- Cleaning Cost \$100

Any other requests would need to be negotiated with Pastoral Staff.
For example; props and other Church sets are not available for use. Tables and table cloths, Tea/coffee and other can be discussed and arranged.
All cost is to be paid before the funeral day.

For Non-Members

For non- members requesting any of the Pastoral Staff at Eastcoast Church to be involved in part or all of the running of a Funeral service, will incur a minimum cost of \$300 (Some Funeral Directors will include a fee for the pastor which they will pass on directly to the pastor).

For funerals held more than 1.5hrs and no more than 3hrs from Caringbah NSW an additional \$250 travel cost will be incurred. For funerals held more than 3hrs from



Caringbah NSW, or if there are flights or accommodation involved, cost will need to be discussed with the Pastor requested to do the Funeral.

Following your meeting with the Funeral director to make arrangements, The family must arrange a meeting with the Pastor to go through the details for the service. It is recommended to have as many of the important family members involved in that meeting to make sure no details are missed.

For Funerals wanting to use Church building

- Sound & Lighting \$100
- Cleaning Cost \$100
- Additional Staff required for parking/hosting/open & Lock up \$100 per person.

Any other requests would need to be negotiated with Pastoral Staff. For example; props and other Church sets are not available for use. Tables and table cloths, Tea/coffee and other can be discussed and arranged.

All cost is to be paid before the funeral day.

Requirements for all Funerals held at Eastcoast Church building.

- All music, video, slideshows to be played on the funeral day to be provided to the pastor no later than 2 business days before the funeral on a USB Key formatted in FAT32.
- All multimedia resolution to be 1920 x 1080 (16 x 9)
- Picture file to be in jpg or png.
- Movies to be in MP4 format.
- Music to be in MP3 format.

Note: Eastcoast church reserves the right to review any files provided and not play any material we deem inappropriate.