Name of Couple: ________________________________________  Date: ____________

The process of becoming married at RCC is as follows …

- Couple obtains the following documents …
  - Premarital Counseling Application
  - A Guide For Weddings – Includes Wedding Reservation Form/Pastoral Wedding Form
  - **Wedding Process Checklist – started by Office**

- Couple returns the Premarital Counseling Application form along with a $15 payment made out to RCC to the Church Office or Officiating Pastor.

- Couple schedules an initial interview with the pastor performing the wedding. In this interview it is determined if RCC can assist and work to secure a date for rehearsal and wedding ceremony.

- Couple returns the Wedding Reservation Form along with a $50 deposit made out to RCC, once the date is approved. The Office contacts the couple once the wedding date has been approved. Approval contingent upon the availability of the following:
  - Building
  - Officiating Pastor – David, Laurie, Donnie or Bill
  - Wedding Coordinator – Michele Paese
  - A/V Technician – Chad, Al, Dave or Mike Evans
  - Custodian – Will or Palma

- Secured Rehearsal & Wedding Date will be added to the church calendar by the Office or Adult Ministries Pastor. Include on calendar description the following …
  - Site: Oakmont, Mills or Off Site Location
  - Officiating Pastor
  - Wedding Coordinator
  - A/V Technician
  - Custodian
  - Payment Information (deposit, building, coordinator, technician, custodial)

- Approved Wedding Reservation Form distributed to officiating pastor, event requisition binder & coordinator by the Office.

- Couple completes Pre-Marital Counseling Classes.
  - Pastoral Wedding Form returned.

- Couple meets with the Wedding Coordinator.
  - Fees to be discussed and/or collected.
  - Coordinator will communicate with office regarding payments.
  - Office will update fee payments on calendar.

- Couple secures Marriage License.