

Introduction

God has ordained the institutions of marriage and the home. Since you are preparing to enter into a sacred institution, our prayer is that this occasion will be memorable and worshipful for all involved.

These guidelines will assist you in planning. Please read them and let us know if you need additional copies for florist, caterer, or others.

Please direct any questions or concerns to the Contact Person assigned to assist you.

General Policies

Counseling

Before a couple can receive approval to be married at the Meadowbrook Church of Christ, they must be scheduled to complete a program of pre-marital counseling. The counseling may be administered by Meadowbrook's Senior Minister or another approved marriage counselor.

The bride or groom should contact the church office to schedule counseling sessions with Meadowbrook's Senior Minister. If another counselor is chosen, the couple should contact the church's Senior Minister and provide this information to him.

Scheduling

Weddings are not scheduled on Sundays, major holidays or holiday weekends, i.e. Easter, Christmas, New Year's, and Thanksgiving.

Weddings with receptions at the church are scheduled to begin no later than 4 p.m. Weddings without receptions at the church may be scheduled no later than 7 p.m.

Rehearsal dinners may not be scheduled at the church.

Both the bride and groom and their families are responsible to ensure that members of the wedding party, guests, and contractors abide by the policies of Meadowbrook Church of Christ. You are encouraged to consult your Contact Person if there is any question about wedding plans or church policies.

Music

Your church wedding is sacred - - involving the blessing of God on the founding of a home.

All music should be in keeping with a religious ceremony. All music text should be Christian, uplifting to God, and magnifying Jesus Christ. Prenuptial music should be conducive to religious services.

Since Meadowbrook Church of Christ sings *a cappella*, arrangements for rental of musical instruments, if desired, should be made by the bride. Delivery and pickup of these instruments is to be made weekdays between 8 a. m. and 4 p. m.

The sound technician will be arranged through your Contact Person once the wedding application has been approved.

Dress

Selection of attire should reflect the occasion as a sacred ceremony. Dress should be modest at all times, including that of the bridal party.

Personal Belongings

We are happy to provide rooms for the attendants and other bridal party members to dress, however, we cannot be responsible for valuables that are left unattended in these rooms.

Childcare

Childcare is not provided and rooms in the church may not be used for babysitting.

Set-up

Normal set up of the Sanctuary for weddings includes:

- Removal of pulpit furniture
- Removal of charts, displays, or other excess items from the Sanctuary foyer

Photography

In keeping with the sacred occasion, photographs are not permitted in the Sanctuary except as follows:

- Timed exposures are permitted during the ceremony.
- Other photographs may be made before or after the wedding.
- No flash photographs will be taken during the ceremony.

Both the bride and the groom and their families are responsible for advising both the photographer and wedding guests of this policy. You may wish to:

- Place a note in the program
- Place a sign next to the guest book
- Have the wedding director announce it prior to the ceremony

Videotaping is permitted from a stationary position. A video camera may be placed in the balcony.

Prohibitions

Alcoholic beverages cannot be served on the church property at any time. Weddings and/or rehearsals will not be conducted when any member of the wedding party is under the influence of alcohol.

Use of tobacco is not permitted anywhere in the church buildings or on the church grounds.

No food or drink is allowed in the sanctuary.

If you are unsure whether some part of the wedding ceremony or related activities would be appropriate, please consult your Contact Person before proceeding with plans.

Decorations

The florist is required to provide the Contact Person a day and time for decorating the Sanctuary and/or Family Center. The Contact Person will submit these times to the church calendar. All decorations must be removed one hour after the ceremony or as previously scheduled. If changes are needed, please discuss them with your Contact Person.

- Only dripless candles may be used. Ample covering should be placed beneath them to protect furniture, carpet, and flooring.
- Tacks, pins, screws, nails, tape, and staples may not be used in attaching decorations to walls, ceilings, or furniture in the Sanctuary or Family Center.
- Potted plants or vases containing water may not be used in the Sanctuary without protection underneath for the carpet and furniture.
- Birdseed or rose petals only may be thrown outside the church buildings. Rice, confetti, or sticky substances may not be used.

Kitchen Facilities

Our policies on safety and security dictate that an outside caterer cannot use commercial cooking equipment. Refrigerator, microwave, and oven are available.

If the kitchen is used, the families of the bride and groom are responsible for ensuring the caterer leaves the kitchen clean and tidy - - i.e. counters, floors, and sinks are cleaned and all kitchen items are returned to their places.

Both the bride and the groom and their families are responsible for any damage to the church buildings or grounds before, during, or after the ceremony while participants remain on the premises.

Schedule of Fees

Non-church member

- Auditorium & two Dressing Rooms..... \$500.00
- Family Center Reception \$500.00

Maintenance Fee for members & non-members

- Auditorium and two Dressing Rooms .. \$150.00
- Family Center (for reception)..... \$100.00

Sound Operator..... \$80.00

Your Contact Person will ensure that an operator is assigned who will provide sound for the rehearsal and wedding ceremony and will also provide an audio recording of the ceremony, if desired. Audio tapes shall be provided by the bride or groom if taping is required.

Security fee

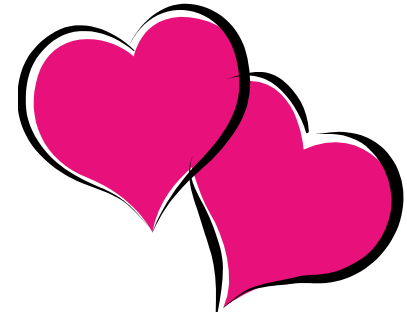
- Rehearsal \$52.50
- Wedding \$52.50

Includes on-site security for a minimum of 3 hours per evening. Scheduling of security is handled by the church office. An additional \$17.50 per hour will be charged for security beyond the initial 3 hours.

- Checks should be made out to the Meadowbrook Church of Christ.
- Fees must be paid at the time the church is reserved.

Meadowbrook Church of Christ

Guidelines for Your Wedding



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