

# wedding guide



Guidelines Governing Weddings and Receptions  
at Stonebriar Community Church



Stonebriar  
community church™

4801 legendary drive, frisco, texas 75034 • 469.252.5200 • [www.stonebriar.org](http://www.stonebriar.org)



Dear Engaged Couple,

Congratulations on your upcoming wedding! Next to receiving Jesus Christ as your personal Savior, this is the most important decision of your life. For this reason you can know that we are praying for you as you move forward to the wedding and prepare to spend the rest of your lives together.

It is a blessing and a privilege to offer you our support. Because this is your special day, we have created this wedding manual to assist you in your planning. The manual is designed to help you think of everything you want to remember without being stressed out. Being able to consider all your options now will assure you a more relaxed wedding day and a smoother wedding ceremony. We want the ceremony to be a true reflection of your desires.

We believe a key to successful marriage is premarital counseling. This counseling is available through our Marriage Foundations class, or by the pastor who performs your wedding. It is designed to help you lay the groundwork for meaningful communication and understanding. Because of our commitment to God's Word, the focus of this course is on His guidance concerning building your home on His truth. If your pastor prefers to do the premarital counseling himself or in addition to the Marriage Foundations class, we encourage you to follow his recommendation.

May our loving heavenly Father continue to show Himself strong on your behalf as you make your commitment to this sacred relationship.

Sincerely,  
Dr. Taylor Gardner  
Associate Pastor of Care Ministries  
Stonebriar Community Church

# *table of contents*

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## **section one**

Introduction . . . . .	3
Seven Steps to Simplify Your Wedding . . . . .	4
General Guidelines . . . . .	6
Frequently Asked Questions . . . . .	8
Stonebriar Wedding Fees . . . . .	10
In Conclusion . . . . .	12
Stonebriar Community Church Map . . . . .	13

## **section two appendices**

Request for Wedding Reservation . . . . .	Appendix A
Guest Pastor Request . . . . .	Appendix B
Wedding Coordinator Worksheet . . . . .	Appendix C
Suggested Order of Service . . . . .	Appendix D
Wedding Music Information . . . . .	Appendix E
Bride's Checklist . . . . .	Appendix F
Guidelines and Signed Policy Agreement for Florists . . . . .	Appendix G
Guidelines and Signed Policy Agreement for Photographers . . . . .	Appendix H
Guidelines and Signed Policy Agreement for Videographers . . . . .	Appendix I
Guidelines and Signed Policy Agreement for Caterers . . . . .	Appendix J
Wedding Fee Itemization . . . . .	Appendix K
Marriage and Human Sexuality . . . . .	Appendix L

# *introduction*

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Congratulations! We are honored that you have chosen Stonebriar Community Church (Stonebriar) for your upcoming wedding. Your wedding is a sacred, worship-filled occasion; every part of the service should be planned with this objective in mind and in accordance with the doctrines, beliefs, and regular worship practices of Stonebriar. Your wedding will be most meaningful to you, your family, and friends when you have planned carefully.

Please read the following guidelines carefully. We have outlined seven steps to help simplify your planning. You will find a section on general information that provides additional details, a section of required forms, and a Frequently Asked Questions (FAQ) page for quick reference.

Again, please read the guidelines carefully. It is important that you have a clear understanding of the contents.

Julie Gandia  
Special Events Coordinator  
Phone: 469-252-5377  
E-mail: [julieg@stonebriar.org](mailto:julieg@stonebriar.org)

# *seven steps to simplify your wedding*

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## **step one: find out if your preferred dates are available.**

Contact the Special Events Coordinator to check on available wedding dates. It may help to have several date options in mind. Because of Stonebriar's many church activities, your first option may not be available.

The church is *not* available for weddings during these times:

- Sundays
- New Year's Day
- Palm Sunday weekend through Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving weekend
- The entire month of December

*Wedding ceremonies and wedding rehearsals will not be scheduled on Sundays or at times that will conflict with church services or special church events.*

The Special Events Coordinator will review the church calendar and submit your dates for approval from the ministry staff. Please allow up to two weeks for this process.

Once your date has been approved, you will be contacted by phone or e-mail to request that you complete and submit the Request for Wedding Reservation form (Appendix A) along with your \$250 security deposit.

## **step two: meet with your assigned stonebriar wedding coordinator.**

After you receive verbal phone confirmation, you will be contacted by one of our wedding coordinators to schedule a time to meet and discuss details relating to your ceremony.

The first meeting with your wedding coordinator will include:

- reviewing the Stonebriar Wedding Policies and Fees
- discussing video, audio, and technical needs
- answering any questions you may have and addressing any special needs concerning your wedding day
- reviewing church items available for use during your wedding

## **step three: select and contact the stonebriar pastor you prefer to perform your ceremony.**

Following your date approval and appointment with your wedding coordinator, a meeting must be arranged with the Stonebriar pastor who will be performing your ceremony. It is your responsibility to schedule this appointment through his office. Because it is important to us to help build Christian homes, the Stonebriar pastor will require a period of mandatory counseling with the bride and groom. The counseling may be in the form of our Marriage Foundations course and/or through private counseling with the officiating pastor. This counseling will be at the sole discretion of your officiating pastor.

We welcome pastors other than those at Stonebriar. However, they must be approved in advance. Only ordained ministers of like faith and practice of Stonebriar Community Church will be permitted to perform wedding ceremonies at Stonebriar. To request a non-Stonebriar pastor, please complete the Guest Pastor Request form and give it to the Special Events Coordinator.

## **step four: select and contact your musicians.**

The music you choose for your wedding is a very important part of your special day and should reflect the spiritual nature of the occasion. Only sacred music, contemporary Christian selections, or music from the classics will be permitted prior to and during the wedding ceremony.

Clear your musical selections with the officiating pastor. Because a Christian wedding is deemed sacred, some music selections may not be viewed as appropriate. If you need assistance in the selection of vocalists and other musicians, your coordinator will be able to guide you. If you choose a piece of music the church does not have on file, you are responsible for obtaining the sheet music. Complete the Wedding Music Information Form and submit it to your wedding coordinator at least four weeks prior to your wedding date.

Microphone(s) will be provided for the vocalist, and our sound engineer will do a sound check one hour prior to the beginning of the ceremony.

The musicians who will take part in your wedding may or may not attend the rehearsal. You may request the instrumentalist or vocalist to be present; however, there will be an increase in fees for such a request. The rehearsal is for the wedding party to know where to stand and move, etc. The musicians may practice separately at another time.

## **step five: complete the forms.**

Complete the following forms (at least four weeks before ceremony):

- Wedding Coordinator's Worksheet
- Suggested Order of Service
- Wedding Music Information

Have the following forms completed and signed by your wedding vendors (at least four weeks before ceremony):

- Signed Policy Agreement for Florists
- Signed Policy Agreement for Photographer
- Signed Policy Agreement for Videographer
- Signed Policy Agreement for Caterer

## **step six: meet a second time with your wedding coordinator (usually no later than four weeks before the ceremony).**

During this meeting, the final decisions will come together in a nicely laid out plan for your wedding day. You and your wedding coordinator will confirm all the decorating, ceremony, and reception details. You are required to bring all the completed and signed forms listed in step five to this meeting.

## **step seven: make the final payment.**

Payment for use of Stonebriar facilities is due two weeks prior to the wedding date. Please give payment directly to the Special Events Coordinator.

# *general guidelines and policies*

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## **scheduling**

All weddings must be scheduled at least two months in advance through the Special Events Coordinator.

## **no holiday weddings**

Due to seasonal demands of the church facilities, wedding rehearsals, wedding ceremonies, or wedding receptions will not be scheduled on certain holidays. See Step One above.

## **reserving the facilities**

The bride, groom, or their parents may schedule the Worship Center or reception area up to nine months in advance if they are Stonebriar Community Church members. Non-members are permitted to schedule the Worship Center up to six months in advance. To qualify for booking the facilities as a member, you must have been a church member for a minimum of three months. Facilities can only be booked by the bride, groom, or their parents.

## **security/damage deposit**

The security/damage deposit is \$250. You must submit it to the Special Events Coordinator prior to our first meeting with your wedding coordinator. This deposit secures your date and is also used as a retainer for any damages that may occur as a result of any actions by you or any participants in your wedding. This deposit is refundable and will be mailed to you within 30 days after your wedding date, once it has been determined there has not been any damage to the church, furniture, or any equipment you may have used.

## **time allotment**

Weddings and receptions will be allotted two hours before and two hours after the scheduled wedding hour (three hours after if there is a reception) to complete all activities, including clean-up and removal of all personal items and vendor's equipment and supplies. Weddings in the Worship Center may be scheduled between 11 a.m. and 2 p.m. on Saturdays or between 6 p.m. and 8 p.m. on Fridays.

## **marriage preparation**

Stonebriar provides a variety of marriage preparation services for engaged couples. Please consult with your officiating pastor about his requirements for marriage. We highly recommend that all engage couples attend pre-marital counseling.

## **stonebriar wedding coordinator**

All weddings at Stonebriar require the services of our wedding coordinator. As soon as you receive confirmation of your wedding date, your wedding coordinator will contact you to set up a meeting. She will meet with you to answer questions regarding your wedding plans. Your Stonebriar wedding coordinator is aware of the church's policies concerning the use of candles, appropriate music, photography, style of ceremony, and all of the facilities and equipment available for the wedding. She is responsible for conducting the rehearsal, directing and coordinating the wedding ceremony, guiding the ushers, seating parents and family on time, cueing the music, pastor, and the wedding party for entrances, and inspecting the facilities to ensure that all areas are properly cleaned and items used are put away.

## **music**

Only sacred music, contemporary Christian selections, or music from the classics will be permitted prior to and during the wedding ceremony. You need to clear your musical selections with the officiating pastor. Your wedding coordinator can assist you in the selection of vocalists and other musicians. Complete the Wedding Music Information form and submit it to your wedding

coordinator at least four weeks prior to your wedding date. It is not necessary for musicians to attend the rehearsal, and they may charge extra to do so. The rehearsal is for the wedding party to know where to stand and move, etc. The musicians may practice separately at another time. The Stonebriar sound engineer will do a sound check one hour prior to the beginning of the ceremony.

## **bride and groom rooms**

Stonebriar has a room for the bride and her party. The groom and groomsmen gather on the opposite side of the church in a prayer room. It is suggested that the men arrive already dressed for the ceremony.

## **wedding attire**

While weddings are joyous celebrations, they are also worshipful and sacred. The staff of Stonebriar requests that the bride and wedding party select attire that is appropriate and tasteful for the wedding rehearsal and wedding ceremony. All parties involved in the wedding, including vendors and guests, should abide by the guidelines pertaining to conduct outlined in these policies.

## **communion**

If communion is to be a part of your wedding ceremony, it will normally be served to the bride and groom only. If you wish to have it served to all guests, it must be approved by your pastor.

## **vendor requirements**

All vendors (florist, photographer, videographer, and caterer) are required to carefully read the guidelines set forth for them and sign a copy stating they have read the guidelines and understand how they apply to their industry. Check our Vendor Guidelines and Agreement Forms section.

## **receptions**

Our Multi-Purpose Room serves as our reception/fellowship hall and can be used for a simple cake and finger foods reception. The Multi-Purpose Room can accommodate up to 450 guests. Stonebriar has tables, chairs, easels, candelabras, and coffee urns available for your use. Consult with your wedding coordinator for more details.

## **alcoholic beverages**

Alcoholic beverages of any kind are not allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any member(s) of the wedding party found to be under the influence of alcohol or drugs will be removed from the church property. Smoking is not permitted anywhere in the church building, including restrooms and dressing rooms.

## **lost or stolen items**

Stonebriar Community Church is not responsible for items lost, stolen, or damaged. Please secure all valuables during the wedding and reception.

## **damages**

The bride and groom are responsible for any damage to floors, carpets, furniture, etc., and for ensuring the facilities are cleared after the wedding and reception of all personal items and vendors' equipment and supplies. It is your responsibility to see that all vendors receive and sign the appropriate forms and are aware of our policies.

## **childcare**

Childcare is not provided for wedding rehearsals, wedding ceremonies, or wedding receptions.



# *frequently asked questions*

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**Q. Do I have to be a member to have my wedding at Stonebriar?**

A. Both members and non-members may schedule weddings at Stonebriar. To qualify for booking the facilities as a member, you must be a member of the church for a minimum of three months prior to submitting a request for a wedding date. The bride, groom, and/or parents of the bride or groom may book the facilities for a wedding.

**Q. Is there a price break for Stonebriar members and their families for weddings at Stonebriar?**

A. No, the prices for members and non-members are the same. Priority will be given to members and children of members at Stonebriar.

**Q. How much does it cost to have a wedding at Stonebriar?**

A. For information on pricing, please see our Wedding Fees schedule. Fees differ according to the location of your ceremony and size of your guest list. The fees include:

- A wedding coordinator who will organize and facilitate your wedding rehearsal and ceremony
- Facilities for your wedding rehearsal
- Facilities for your wedding ceremony
- Facilities for your reception (if taking place at Stonebriar)
- Tables and chairs
- Wedding accessories such as candelabras, votives, vases, punch bowls, serving pieces, etc. . .
- Lighting and sound technician
- Facilities personnel for setting up and cleaning before and after your wedding
- Utilities
- Kitchen supervisor (if your event is catered)

**Q. How do I schedule a wedding at Stonebriar?**

A. Contact Julie Gandia at 469-252-5377 or [julieg@stonebriar.org](mailto:julieg@stonebriar.org) to check on available wedding dates. It may help to have several date options in mind. Due to other church activities, your first option may not be available. Once your date has been approved, you will be contacted with your confirmation and a request that you complete and submit the Request for Wedding Reservation form (Appendix A) along with your \$250 security deposit.

**Q. When do weddings take place at Stonebriar?**

A. Weddings are scheduled in the Worship Center at the following times:

- Between 11 a.m. and 2 p.m. on Saturdays (church must be cleared of all items by 5 p.m.)
- Between 6 p.m. and 8 p.m. on Fridays
- Weddings scheduled in the Multi-Purpose Room must be finished by 9 p.m.

Wedding rehearsals usually occur the day before your wedding. Weddings are not scheduled on Sundays, during churchwide events, or on holiday weekends.

**Q. Can I have a minister who is not on the Stonebriar staff perform my ceremony?**

A. We do permit ministers who are not on staff to officiate wedding ceremonies. All outside ministers must be ordained ministers of like faith and practice. To request a non-Stonebriar pastor, please complete the Guest Pastor Request form and give it to the Special Events Coordinator.

**Q. Do I have to use a Stonebriar wedding coordinator?**

A. Yes, all weddings scheduled at Stonebriar Community Church require the services of one of our wedding coordinators. You may use an outside wedding coordinator for planning, but the Stonebriar wedding coordinator must be involved with the entire use of our facilities.

**Q. What is the seating capacity of the Worship Center?**

A. Our Worship Center seats approximately 3,000, but with the right lighting it is beautiful for much smaller ceremonies as well.

**Q. Is there a place for a smaller wedding?**

A. Yes, our Prayer Room is very intimate and can seat up to 50 people. We also have our Ministry Center which can accommodate 120 people for a ceremony or 80 people for a reception. Many of our Sunday Fellowship rooms like B241–B242 can seat approximately 150 guests for a reception. When you have a date set and are ready, you can meet with the Special Events Coordinator Julie Gandia, and she will show you the different options available.

**Q. Do you accept credit cards for payment?**

A. No.

**Q. When is the final payment due?**

A. The final payment for wedding fees is due two weeks prior to the wedding date. The Special Events Coordinator will provide you with an itemized statement of your account. Please give all payments to your wedding coordinator.

**Q. Can I decorate any way I want?**

A. Your wedding coordinator must approve all decorations for weddings and receptions. We try to accommodate your wishes as best as we can.

**Q. Can I have my reception at Stonebriar?**

A. Yes, our Multi-Purpose Room can accommodate receptions of up to 450 people. Receptions should be limited to finger foods, cake, punch, and coffee, as we are not equipped to do full dinners. You must provide your own caterer.

# *stonebriar wedding fees*

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All Stonebriar Community Church wedding fees are listed below.

I. RESERVATION FEE/SECURITY DEPOSIT \$250  
(Refundable if policies and procedures are followed—paid to Stonebriar Community)

## II. FACILITIES USAGE

(Required—paid to Stonebriar Community Church)

Ceremony:

A. Worship Center \$750

B. Multi-Purpose Room \$500

C. Prayer Room or Ministry Suite for small wedding \$100

Reception:

A. Multi-Purpose Room \$500

B. Prayer Room or Ministry Suite \$100

## III. PERSONNEL

(These payments are made directly to the individual)

Wedding Coordinator:

Small Ceremony only (Prayer Room/Ministry Suite) \$350

Small Reception (Prayer Room/Ministry Suite) \$350

Large Ceremony (Worship Center, MPR) \$500

Large Reception (MPR) \$500

Facilities Fee (Ceremony with or without reception) \$200–\$500

Kitchen Supervisor:

Required with a caterer \$100

## IV. AUDIO/VISUAL TECHNICIANS AND MUSICIAN FEES

Ceremony in the MPR \$250

Ceremony and rehearsal in MPR \$300

Ceremony in Worship Center \$300

Ceremony and rehearsal Worship Center \$400

Audio recording for any event

Compact Flash Board Mix \$50

Multi-Track Pro Tools Mix (Worship Center only) \$250

You will receive an itemized statement of your account from the Special Events Coordinator. Payment for Stonebriar facilities use is due two weeks prior to the wedding date. Make check payable to Stonebriar Community Church.

Individual checks for personnel fees (wedding coordinator, sound/lighting technician, musicians, vocalists, kitchen supervisor, and honorarium to the pastor) must be delivered to your wedding coordinator two weeks prior to the ceremony. Please make checks payable to the person performing the service. Enclose these payments in individual envelopes and give them to your wedding coordinator. The check will be distributed for you on your wedding day. These fees are not tax deductible or refundable and are subject to change periodically. Please verify fee structure with Special Events Coordinator prior to wedding confirmation.

In the case of cancellation, a refund will be provided until two weeks prior to the wedding date. No refund will be given after this date. Please sign below to state that you understand this policy.

**Special Events Coordinator:** \_\_\_\_\_

**Person Financially Responsible:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## *in conclusion*

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We are happy you have chosen Stonebriar Community Church as the location for your wedding ceremony. If you have any questions regarding our policies or facilities, please call Julie Gandia at 469-252-5377 or e-mail her at [julieg@stonebriar.org](mailto:julieg@stonebriar.org).

Please be sure you to complete the Request for Wedding Reservation form (Appendix A) requesting Stonebriar facilities. You will receive confirmation of the rehearsal and wedding times following receipt of your application and \$250 deposit. You will then be assigned a Special Events Coordinator who will assist you with your wedding plans. This deposit is refundable within 30 days following the wedding if all conditions are met according to our policy.

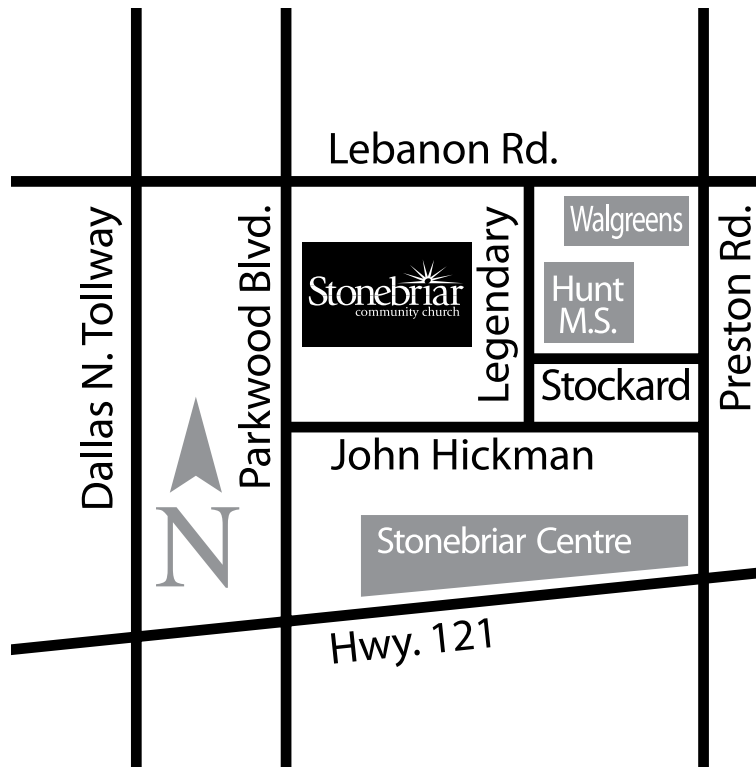
If it becomes necessary to cancel the date reserved for your wedding ceremony, the \$250 is refundable upon written request up to two weeks prior to the requested date. Contact the Special Event Coordinator to cancel your event.

A location map of our church is printed on the following page. It may be used in various ways to assist your wedding party. We suggest that you mail a copy of this map to the wedding party with a reminder of the rehearsal date, time, and location. This will be useful for guest who may not be familiar with Frisco or Stonebriar Community Church. The map may be reduced and printed on paper that matches your wedding invitation. It can be enclosed with the invitation or sent separately to guests needing directions.

To assist you in keeping track of all the last minute details, please carefully review the Bride's Checklist.

# *stonebriar community church map*

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# request for wedding reservation

**Bride** (full name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of Previous Marriages: \_\_\_\_\_ Children: \_\_\_\_\_ Ages: \_\_\_\_\_

Do both parents approve? \_\_\_\_\_

Reason for divorce(s) (please use attached sheet): \_\_\_\_\_

Member of Stonebriar Community Church since: \_\_\_\_\_

Bride's Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Church Membership: \_\_\_\_\_

**Groom** (full name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of Previous Marriages: \_\_\_\_\_ Children: \_\_\_\_\_ Ages: \_\_\_\_\_

Do both parents approve? \_\_\_\_\_

Reason for divorce(s) (please use attached sheet): \_\_\_\_\_

Member of Stonebriar Community Church since: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Church Membership: \_\_\_\_\_

**Wedding Date:** First Choice: \_\_\_\_\_ Time: \_\_\_\_\_

Second Choice: \_\_\_\_\_ Time: \_\_\_\_\_

**Rehearsal:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Estimated number of guests attending:** \_\_\_\_\_





# guest pastor request

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Church: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Church: (    ) \_\_\_\_\_ Home: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_  
(Bride) (Groom)

have requested that you be allowed to officiate their wedding at Stonebriar Community Church on

\_\_\_\_\_ at \_\_\_\_\_  
(Wedding Date) (Time)

In order to help us respond to this request, please complete the following information. Indicate your beliefs on the items listed below by checking one:

Yes    No

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

I believe in the deity of Jesus Christ.

I believe eternal salvation is available only through Jesus Christ.

I accept the Bible as the authoritative Word of God.

To the best of my knowledge, the bride is a believer in Jesus Christ.

To the best of my knowledge, the groom is a believer in Jesus Christ.

I am providing premarital counseling for this couple.

I am licensed/ordained to the ministry under the authority of:

\_\_\_\_\_

Guest Pastor Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## wedding coordinator's worksheet (page two)

What time will the florist return following the ceremony? \_\_\_\_\_

*The florist should return to the church within an hour after the ceremony to pick up any equipment.*

Photographer: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Name of family member or friend to assist photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Will the bride be receiving guests before the wedding? If so, whom? \_\_\_\_\_

Are there any plans for special wedding vows or other changes or additions to the ceremony? \_\_\_\_\_

Who will keep the bride's and groom's rings before the wedding?

*Assign someone, e.g., maid of honor, best man, or parent, to keep up with the rings on the day of the wedding.*

Are there any special relationships or conditions that require extra attention for seating (stepparents/grandparents, special friends or relatives, persons with handicaps requiring assistance, etc.)?

Who will remove any personal items used to decorate the church (e. g., candles, tablecloths, or items used at the wedding/reception)?

### extra rooms

Reserve Room for Photographer: ( ) Yes ( ) No Room # \_\_\_\_\_

Other Room Requirements: \_\_\_\_\_

### reception

Will the caterer need access to the main kitchen? ( ) Yes ( ) No

Caterer: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Cake Provider: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

## wedding coordinator's worksheet (page three)

### stonebriar equipment requirement and location

Tables: 72" round \_\_\_\_\_ 72" x 30" rectangle \_\_\_\_\_

Chairs: \_\_\_\_\_

Lectern/podium: \_\_\_\_\_

Piano: \_\_\_\_\_

Organ: \_\_\_\_\_

Music Stand: \_\_\_\_\_

Microphones: \_\_\_\_\_

Easels: \_\_\_\_\_

Pedestals: \_\_\_\_\_

Garbage Containers: \_\_\_\_\_

Ice: \_\_\_\_\_

Coffee Urns: \_\_\_\_\_

#### *Stonebriar Members Only*

Candelabra: \_\_\_\_\_

Unity Candle Holder: \_\_\_\_\_

Silver Vases: \_\_\_\_\_

#### *Special Needs or Requests*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* If the reception is at Stonebriar, please give details of arrangements of chairs, tables, etc. to the wedding coordinator four weeks prior to the wedding.

# suggested order of service

*Submit this completed form to your wedding coordinator at least four weeks prior to your wedding date.*

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Wedding Rehearsal Date/Time: \_\_\_\_\_

Wedding Ceremony Date/Time: \_\_\_\_\_

Guest Book Attendant: \_\_\_\_\_

*Plan to arrive 30 minutes prior to the start of the ceremony.*

Lighting of the Candles Time: \_\_\_\_\_

*20 minutes prior to the ceremony*

Who will be lighting the candles? \_\_\_\_\_

## the worship of God in sacred music

Music Start Time: \_\_\_\_\_

*Prelude starts 20 minutes prior to the ceremony*

Prelude Music

Seating of Family and Friends

*Starts 20 minutes prior to the ceremony*

Usher: \_\_\_\_\_

Usher: \_\_\_\_\_

Usher: \_\_\_\_\_

Usher: \_\_\_\_\_

## processional music for grandparents and parents

*Starts 5-10 minutes prior to the ceremony*

Grandparents of *Groom* Seated

Grandparents: \_\_\_\_\_

Usher: \_\_\_\_\_

Grandparents: \_\_\_\_\_

Usher: \_\_\_\_\_

Grandparents of *Bride* Seated

Grandparents: \_\_\_\_\_

Usher: \_\_\_\_\_

Grandparents: \_\_\_\_\_

Usher: \_\_\_\_\_

suggested order of service (page two)

chiming of the hour

Start of ceremony

Groom's Parents Seated

Groom's Parents: \_\_\_\_\_ Usher: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_ Usher: \_\_\_\_\_

Light Unity Candle? ( ) Yes ( ) No

Bride's Parents Seated

Bride's Parents: \_\_\_\_\_ Usher: \_\_\_\_\_

Bride's Parents: \_\_\_\_\_ Usher: \_\_\_\_\_

Light Unity Candle? ( ) Yes ( ) No

Solo (optional) Title: \_\_\_\_\_

Vocalist: \_\_\_\_\_ Location: \_\_\_\_\_

processional music for pastor/groom/groomsmen \_\_\_\_\_

Pastor and Groom Entrance Location: \_\_\_\_\_

Name and Entrance Location

Best Man: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Groomsman: \_\_\_\_\_

## suggested order of service (page three)

### processional music for the maid of honor/bridesmaids \_\_\_\_\_

#### Bridal Procession: Name and Entrance Location

Maid of Honor: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

#### Entering of the Ring Bearer and Flower Girl

Ring Bearer: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

### processional music for the bride and her escort \_\_\_\_\_

#### Entering of the Bride and Escort

Escort Name/Relationship: \_\_\_\_\_

### ceremony

Wedding Message Addressed to Congregation

Welcome from Pastor

Giving of the Bride

Solo (optional) Title: \_\_\_\_\_

Vocalist: \_\_\_\_\_ Location: \_\_\_\_\_

Wedding Message

Scriptural Setting

## suggested order of service (page four)

Scripture Reading (optional) Passage: \_\_\_\_\_

Reader: \_\_\_\_\_ Location: \_\_\_\_\_

Marriage Ceremony Addressed to the Couple

Exchange of Vows

Giving of Rings (Double ring ceremony?) ( ) Yes ( ) No

Lighting of the Unity Candle (optional)

Solo (optional) Title: \_\_\_\_\_

Vocalist: \_\_\_\_\_ Location: \_\_\_\_\_

Prayer (Bride and Groom Kneel for Prayer?) ( ) Yes ( ) No

Kiss of Unity and Devotion

Presentation of the Couple to the Congregation as Husband and Wife

**recessional music** \_\_\_\_\_

—

Recessional

Recess Bride and Groom

Recess Bridal Party

Flowers to Mothers by Bride or Groom? ( ) Yes ( ) No

Recess Mother and Father of Bride Usher: \_\_\_\_\_

Recess Mother and Father of Groom Usher: \_\_\_\_\_

Invitation to Reception: Pastor

Dismiss Guests: Usher or Pastor?

**postlude** \_\_\_\_\_

—

*Please return this completed form at least four weeks before the wedding to your wedding coordinator.*



# wedding music information

*Submit this completed form to your wedding coordinator at least four weeks prior to your wedding date.*

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Organist: \_\_\_\_\_

Confirmed: ( ) Yes ( ) No

Pianist: \_\_\_\_\_

Confirmed: ( ) Yes ( ) No

Vocalist(s): \_\_\_\_\_

Other Musicians: \_\_\_\_\_

## Vocal Selections

Song Title:

Placement in Ceremony:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prelude: (Select sacred, contemporary Christian, or classical): \_\_\_\_\_

\_\_\_\_\_

Processional Music—Grandparents/Parents: \_\_\_\_\_

Processional Music—Groom/Groomsmen: \_\_\_\_\_

Processional Music—Maid of Honor/Bridesmaids: \_\_\_\_\_

Processional Music—Bride and Escort: \_\_\_\_\_

Recessional: \_\_\_\_\_

Postlude: \_\_\_\_\_

## wedding music information (page two)

If the vocalists need the church organist/pianist to accompany their selection, the bride/groom should arrange to have a copy of the music given to the accompanist at least four weeks in advance. Give the music to your wedding coordinator, and she will give it to the church organist/pianist.

Approved: \_\_\_\_\_

*Signature of Pastor*

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

*Signature of Wedding Coordinator*

Date: \_\_\_\_\_

# bride's checklist

## getting started—reserve stonebriar community church

- Contact Julie Gandia at 469-252-5377 to check available wedding dates.
- Return the completed Request for Wedding Reservation form (Appendix A) with a \$250 deposit payable to Stonebriar Community Church. Don't forget that the bride and groom must sign the Wedding Policy Agreement on the second page of the request form. Remember that nothing is officially on the church calendar until this form and deposit are submitted to Marge Ditka and the dates and location have been confirmed.

## assignment of wedding coordinator

- Your wedding coordinator will call you and schedule an appointment.
- Your wedding coordinator can assist you in securing the pastor, pianist/organist, vocalist, and additional church personnel as needed for the wedding.
- To request a non-Stonebriar pastor, please complete the Guest Pastor Request form (Appendix B) and return to your wedding coordinator.

## four weeks prior to the wedding

- Arrange time to meet with pastor to determine the order of service.
- **The following forms *must* be completed and submitted to your wedding coordinator:**
  - Wedding Coordinator's Worksheet—Appendix C
    - Request decorations/equipment for Worship Center and/or reception (e.g., candelabra, gift table, guest book table, pedestals, etc.).
    - Inform your wedding coordinator about any special seating arrangements for parents, grandparents, and extended family.
  - Suggested Order of Service—Appendix D
  - Wedding Music Information—Appendix E
    - Select music, complete form, and obtain approval from the pastor performing the ceremony and/or our Pastor of Worship and Music for each selection of the wedding ceremony music.
    - Meet with organist/pianist to go over music selections.
    - If the vocalists need the church organist/pianist to accompany their selection, give a copy of the music to the accompanist. This may be given to the wedding coordinator, who will forward it to the church organist/pianist.
    - Submit music form to your wedding coordinator.
- Receive personalized statement of your account balance from your wedding coordinator.

## three weeks prior to the wedding

- Upon completion of the Marriage Foundations course, you will receive a "certificate of completion" signed by the instructor. Please give a copy of this certificate to your wedding coordinator.
- Decide what you will do with the floral arrangements after the wedding. If you wish to use them for your reception, be sure to assign someone to take them to the appropriate place. If you wish to leave them for the Sunday services, call the church office and request an announcement be placed in the worship folder about altar and/or foyer flowers.

## bride's checklist (page two)

### two weeks prior to the wedding

- Send a check for the balance of the Stonebriar facilities fees to your wedding coordinator.
- **The following forms *must* be completed, signed, and submitted to your wedding coordinator:**
  - Signed Policy Agreement for Florists—Appendix G
  - Signed Policy Agreement for Photographers—Appendix H
  - Signed Policy Agreement for Videographers—Appendix I
  - Signed Policy Agreement for Caterers—Appendix J

The \$250 security deposit is refundable up to two weeks prior to the wedding if it is necessary to cancel the requested date.

*Write checks to the persons performing services for your wedding. Enclose each check in an individual envelope and give them to the wedding coordinator. The wedding coordinator will distribute them for you on your wedding day:*

- Audio/Visual Technician
- Wedding Coordinator
- Custodian
- Pianist
- Organist
- Vocalists
- Pastor
- Additional Musicians
- Kitchen Supervisor

### wedding rehearsal

- No later than the morning of the wedding rehearsal, remind the men renting wedding attire to try on everything, including their shoes.
- Provide printed order of service for pastor and wedding coordinator.
- Give your marriage license to your wedding coordinator.
- Inform all members of the bridal party of the time they are to arrive at the church, be dressed, and ready for photos on the day of the wedding. The bride and her attendants usually arrive two hours prior to the start of the wedding. The groom and his attendants arrive no later than one hour before. Pre-service photos taken in the Worship Center must be completed no later than 30 minutes prior to the start of the wedding. The photographer will begin taking pictures of the groom, groomsmen, and their families first. Photography may continue outside the Worship Center until 15 minutes before the start of the ceremony.
- Ask the guest book attendant to arrive 30 minutes prior to the start of the ceremony.
- Please ask musicians, photographer, and videographer to check in with the Wedding Coordinator when they arrive at the wedding. She will show them where to set up.

### wedding day

*Assign someone to:*

- Take guest book and floral arrangements to reception.
- Take gifts to reception and home.
- Take care of clothes and personal items of bride and groom after the ceremony.
- Remove any personal items used to decorate the church (e.g. candles, tablecloths, or items used at the reception).
- Ensure Stonebriar facilities are cleaned properly following ceremony and reception.

## bride's checklist (page three)

### *Items to Remember:*

- Snacks such as fruit, crackers, cheese, etc. for bride's room and/or groom's dressing room. We recommend that you only have clear liquids, just in case something spills.
- Sewing kit, scissors, safety pins, etc.
- Medicine e.g. pain medicine, antacids, etc.
- Toiletries, bobby pins, extra hose for bride/bridesmaids, clear nail polish, Shout (stain remover) wipes.
- Rough up the bottoms of new shoes. They can be slick on the carpet.

### *Questions to Consider:*

- Who will keep the rings? Be sure to assign someone (e.g. maid of honor, best man, or parent) to keep up with the rings on the day of the wedding.
- Will you be receiving guests before the wedding? If so, whom?
- What time will the florist deliver the flowers?
- What time will the florist return following the ceremony? The florist should be back at the church within an hour after the ceremony to pick up equipment.

## **reception**

### *Questions to Consider:*

- What equipment will need to be reserved for your reception?
- What time will the caterer and/or cake delivery arrive?
- If you are having your reception catered, are the caterers staying throughout the reception and cleaning up? If not, assign someone other than immediate family to be sure all your items are returned to you and that the reception area is cleaned, cleared of all personal items, vendor's equipment, and supplies after the reception.
- Will the caterer need access to the main kitchen?
- Use of the church kitchen must be requested in advance. Your wedding coordinator will determine if a Stonebriar kitchen supervisor will be required.
- Will you have music during the reception?

### *FYI:*

- Be sure to let everyone (family, friends, etc.) involved in setting up your reception know your wishes.
- Please do not let anyone move tables or chairs out of the reception area.

**enjoy your special day!**

# wedding guidelines for florists

## *Copy for Florists*

- We request that you make every effort to preserve the dignity, simplicity, and atmosphere of this place of worship.
- Florists may have access to the Worship Center or other rooms to decorate two hours in advance of the wedding hour. If you want to decorate at another time or feel you need more time, make arrangements through your wedding coordinator.
- Clean up should be completed within two hours after the scheduled beginning time of the wedding ceremony. The florist must provide a crew sufficient to adequately remove decorations within that time frame.
- Church wedding equipment may not be removed from the premises.
- Any questions from your florist should be referred to your wedding coordinator.

## answers to frequently asked questions

1. Stonebriar Community Church has a selection of candelabra fitted with liquid wax candles and a variety of other silver decorating pieces that may be used by our church members only. The Stonebriar wedding coordinator has pictures of the available pieces. When a rental company or florist furnishes other candelabra, dripless candles must be used. Each candelabrum must be placed on a clear plastic or subtle covering large enough to keep wax from dripping on the carpet. It is the responsibility of the rental company and/or florist to insure that all carpets are clean after their use. Failure to do so will result in loss of deposit or additional cleaning costs.
2. All requests for use of plants, greenery, and other furnishings within the church must be made through your wedding coordinator. Only items included on the Wedding Coordinator's Worksheet will be available for use. The pulpit, orchestra stands, orchestra chairs, and the piano will be moved to the sides of the worship platform for Worship Center weddings. Plants on the Worship Center stage may be carefully moved for the wedding ceremony but must be returned to their original setting following the ceremony.
3. The throwing of rice, birdseed, confetti, potpourri, rose petals, etc. is prohibited on the premises. All of these items can be hazardous underfoot, causing a safety risk. Balloons may be released outside the building.
4. The use of plastic or fabric-covered clamps is required to attach arrangements and/or greenery to chairs. Please do not use pins, bare wires, nails, tacks, masking tape, or scotch tape in any part of the building.
5. It is the responsibility of the florist to clean debris upon completion of decorating. A broom, dustpan, and vacuum will be available. (Stonebriar will vacuum following the wedding.)
6. During celebration times (particularly Christmas and Easter) when the Worship Center is specially decorated, the decorations WILL NOT be removed or disturbed until the celebration period is over, e.g., the last Sunday in December or after Easter Sunday.

## stonebriar equipment available for weddings

Tables: 72" rounds and 72" x 30" rectangles

Chairs

Piano

Organ

Lectern/Podium

Microphones

Music Stands

Broom/Dustpan

Pedestals

Silver Vases

Vacuum

Candelabra

The Stonebriar wedding coordinator will assist the bride in her selection of equipment for the wedding. This information must be submitted on the Wedding Coordinator's Worksheet (Appendix E) six weeks prior to the ceremony.

## wedding guidelines for florists (page two)

***Caution! Be careful of the choir microphone connections!***

Threads above the choir loft connect the choir microphones to keep them lined up. Any disturbances will cause the threads to break or turn the microphones, requiring a professional sound technician to correct the damage. Charges for sound technician services will be billed to the florist or the decorating personnel.

# signed policy agreement for florists

*Please Print*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Office Phone: (    ) \_\_\_\_\_ Home Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Other Phone: (    ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I have read the Stonebriar Community Church guidelines for florists and understand how the policies apply to my assignment at Stonebriar.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: (    ) Worship Center (    ) Classroom/Room # \_\_\_\_\_

*Please return this signed agreement at least two weeks before the wedding to your wedding coordinator.*





# wedding guidelines for photographers

## *Copy for Photographers*

Preserving the memory of a wedding ceremony is important, and Stonebriar Community Church (SCC) is grateful for the cooperation of photographers and videographers. We welcome them to our church and wish to cooperate with them in every way to make their task easier and to please the families involved in the wedding ceremony and reception. Cooperation of photographers and videographers in the following requirements is expected:

### *Photographer*

1. Photographers and videographers will not move furniture or use furniture as ladders.
2. They will observe the "no smoking" policy.
3. The photographer may take as many pictures BEFORE the ceremony as desired. Please begin with the groom, groomsmen, and their families. Pre-service pictures taken in the Worship Center must be completed no later than 30 minutes prior to the start of the wedding. This allows the ushers to begin seating guests on time. Rooms for pictures will be assigned according to availability.
4. The photographer may take flash pictures of the parents being seated, entrance of the bridal party, entrance of the bride and escort,\* the kiss, and the couple during the recessional. Timed exposures may be taken during this interval.
5. \*It is suggested that photographers not step in front of the bride and her escort as they make their way down the aisle. There will be plenty of time to take pictures of the bride on her escort's arm before the doors are opened for her entrance into the Worship Center.
6. After the pronouncement, the photographer may take pictures of the bride and groom as they make their way down the aisle. Flashes may be used. Please stand behind the last row of guests to take this picture to avoid blocking the guests' view of the couple.
7. Photographers must be as unobtrusive as possible and should be dressed appropriately for a wedding. Once the ceremony has begun, the photographer's equipment (not being used) must be stored out of sight.
8. The bride must coordinate wedding pictures and their timing in the wedding day schedule with the photographer in advance. We recommend that the photographer use an assistant.
9. On the day of the wedding (or at the rehearsal if the photographer is present), the Stonebriar wedding coordinator will review the policies and the photo schedule with the photographer.
10. Special arrangements may be made to reserve another room in the building where the photographer can use additional equipment.
11. All policies and restrictions that apply to the photographer also apply to any friends or members of the family who use their personal cameras for pictures of the wedding.

### *During the Reception*

During the reception, both the photographer and the videographer will have the freedom to move through the reception as requested by the bride. All parties must work together in a spirit of cooperation so that others wishing to film or photograph the reception may do so without lighting difficulties. Again, no additional lighting may be used.

# signed policy agreement for photographers

*Please Print*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Office Phone: (    ) \_\_\_\_\_ Home Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Other Phone: (    ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I have read the Stonebriar Community Church guidelines for photographers and understand how the policies apply to my assignment at Stonebriar.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: (    ) Worship Center (    ) Classroom/Room # \_\_\_\_\_

*Please return this signed agreement at least two weeks before the wedding to your wedding coordinator.*



# wedding guidelines for videographers

## *Copy for Videographers*

Preserving the memory of a wedding ceremony is important, and Stonebriar Community Church (SCC) is grateful for the cooperation of photographers and videographers. We welcome them to our church and wish to cooperate with them in every way to make their task easier and to please the families involved in the wedding ceremony and reception. Cooperation of photographers and videographers in the following requirements is expected:

### *Videographer*

1. The videographer and photographer must establish a working relationship. Both provide the service of “documenting” your wedding, yet each differs in filming and equipment needs and the end product. Neither professional will want to have the other in the “picture.”
2. The videographer should allow adequate time to set up, test connections, and shoot any pre-service footage at least one hour prior to the time of the wedding.
3. Videotaping with the available light is required.
4. The church makes a digital minidisk recording of the ceremony that includes placement of a wireless microphone on the pastor and groom. Videographers can be provided with a full mix feed. The feed available is an XLR at line (+4) level. Videographers are responsible for adapting this to their cameras. The level of the signal provided by the sound technician is constant, and the sound technician is not responsible for any distortion or other damage caused to the camera from the feed. Videographers bear the full responsibility for frequency conflicts and their resolution. Demonstration of non-conflict must be satisfactory to the church sound technician and must occur at least 45 minutes prior to the start of the ceremony. The sound technician’s decision will be final.
5. Photographers and videographers will not move furniture or use furniture as ladders.
6. They will observe the “no smoking” policy.

### *During the Reception*

During the reception, both the photographer and the videographer will have the freedom to move through the reception as requested by the bride. All parties must work together in a spirit of cooperation so that others wishing to film or photograph the reception may do so without lighting difficulties. Again, no additional lighting may be used.

# signed policy agreement for videographers

*Please Print*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Office Phone: (    ) \_\_\_\_\_ Home Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Other Phone: (    ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I have read the Stonebriar Community Church guidelines for videographers and understand how the policies apply to my assignment at Stonebriar.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: (    ) Worship Center (    ) Classroom/Room # \_\_\_\_\_

*Please return this signed agreement at least two weeks before the wedding to your wedding coordinator.*



# wedding guidelines for caterers

## *Copy for Caterers*

1. The wedding caterer may have access to the reception room and kitchen two hours in advance of the wedding hour, unless other provisions have been made. Catering services are to be completed three hours after the scheduled beginning hour of the wedding ceremony. If your caterer needs extra time for set up or clean up, please prearrange through your wedding coordinator.
2. The church will provide tables and chairs that may be used by the caterer. Arrangements for tables and other setups must be made through the Stonebriar wedding coordinator. Stonebriar Community Church does not supply table coverings or table skirts. Furnishings or plants may be moved upon request and approval.
3. Stonebriar members may use selected decorative/serving pieces by reserving them with the wedding coordinator. She will answer any questions you may have about what is available and suitable for the size of your reception.
4. A Stonebriar kitchen supervisor is required whenever the church kitchen is needed for a reception. The kitchen supervisor will be available to make the coffee, furnish ice, and lend a helping hand to the caterer as needed. Your caterer will be responsible for cleaning the kitchen after the reception. Failure to properly clean the kitchen will mean loss of the deposit and may require additional charges.
5. When a couple plans to have a reception without the services of a caterer, careful planning is important. Someone other than the bride, groom, or immediate family members must be in charge of decorating, mixing the punch, instructing the house party concerning serving duties, picking up cups and plates from the guests, post-reception cleaning, etc.
6. The Stonebriar facilities team will take down tables and chairs, vacuum carpets, remove trash containers, and take down wedding equipment.
7. Smoking and alcoholic beverages are not permitted inside of the church.

## **stonebriar reception equipment available**

Chairs

Easels

72" Round Tables

72"x30" Rectangle Tables

Piano

Lectern/Podium

Microphones

Garbage Containers

Candelabra

Coffee Urns

Ice

# signed policy agreement for caterers

*Please Print*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Office Phone: (    ) \_\_\_\_\_ Home Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Other Phone: (    ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I have read the Stonebriar Community Church guidelines regarding caterers and understand how the policies apply to my assignment at Stonebriar.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: (    ) Worship Center (    ) Classroom/Room # \_\_\_\_\_

*Please return this signed agreement at least two weeks before the wedding to your wedding coordinator.*



# wedding fee itemization

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Reservation Fee/Security Deposit (*due with Request for Wedding Reservation form*) \$ \_\_\_\_\_

Facilities Usage\*

A. Worship Center/Classroom \$ \_\_\_\_\_

B. Reception Room \$ \_\_\_\_\_

Personnel Fees\*\*

A. Wedding Coordinator

Name: \_\_\_\_\_ \$ \_\_\_\_\_

B. Audio/Visual Technician

Name: \_\_\_\_\_ \$ \_\_\_\_\_

C. Custodial Fee

Name: \_\_\_\_\_ \$ \_\_\_\_\_

D. Organist/Pianist

Name: \_\_\_\_\_ \$ \_\_\_\_\_

E. Vocalist(s)

Name: \_\_\_\_\_ \$ \_\_\_\_\_

Name: \_\_\_\_\_ \$ \_\_\_\_\_

F. Pastoral Honorarium

Name: \_\_\_\_\_ \$ \_\_\_\_\_

G. Kitchen Supervisor

Name: \_\_\_\_\_ \$ \_\_\_\_\_

H. Additional Personnel

Name: \_\_\_\_\_ \$ \_\_\_\_\_

I. Additional Personnel

Name: \_\_\_\_\_ \$ \_\_\_\_\_

Other

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

## wedding fee itemization (page two)

\* Payment to Stonebriar is due two weeks prior to the wedding date. Make checks payable to Stonebriar Community Church.

\*\* Individual checks to the wedding coordinator, audio/visual technician, and the custodian are due two weeks prior to your ceremony. These fees must be made directly to the person performing the service. Enclose these payments in individual labeled envelopes and bring them to your wedding rehearsal, along with your marriage license, and give them to your wedding coordinator. These will be distributed for you on your wedding day.



# marriage and human sexuality

We regard marriage as a part of God's good creation and marriage within the Church as a rite and institution tied directly to our foundational belief of God as creator who made us male and female. We also regard marriage as a sacred institution which reflects the mysterious and wonderful bond between Christ and His Church. Marriage is more than a contract between two persons (a secular notion). It is a covenant based upon promises between one man and one woman and finds its divinely intended expression in the "one flesh" covenant union of husband and wife. We therefore will only authorize and recognize heterosexual marriages.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

(Genesis 1:26-28, 2:18-24; Exodus 20:14; Leviticus 18:7-23, Leviticus 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 11:28-30, 15:19, 19:4-9; Mark 10:5-9; Romans 1:26-32, 3:23, 12:10; 1 Corinthians 6:9-13, 10:13, 12:12-13; Galatians 5:19; Ephesians 2:1-10, 4:17-19, 5:25-27 and 31-33; Colossians 3:5; 1 Thessalonians 4:3; 1 Timothy 5:1-2; Hebrews 2:17-18, 4:14-16, 13:4; Revelation 19:7-9, 21:2)

**Marriage**—Stonebriar Community Church believes that Scripture defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" covenant union between one man and one woman, intrinsically ordered to procreation and family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)

**Sexual Immorality**—Stonebriar Community Church believes that sexual acts outside marriage are sinful. Consequently, Stonebriar Community Church members should resist and refrain from any and all sexual acts outside marriage—including but not limited to adultery, fornication (cohabitation; living together while not legally married), and homosexuality. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Matthew 15:19, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5)

**Sexual Identity**—Stonebriar Community Church believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, Stonebriar Community Church members should affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)

**Sexual Orientation**—Stonebriar Community Church believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" covenant union of man and woman. Consequently, Stonebriar Community Church members should affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

## marriage and human sexuality (page two)

Sexual Redemption—Stonebriar Community Church believes that all have sinned and fall short of the glory of God and encourages all to come to a saving knowledge of Jesus Christ by grace alone through faith in Him, and to live our lives unto Christ redemptively through putting off sin and putting on Christ by the word of God in the power of the Holy Spirit. As members of Stonebriar Community Church, we are all broken by sin and each of us struggles with its effects in our lives and relationships. Yet, the regeneration, sanctification, and justification that are ours by faith in Jesus Christ, through the power of the Holy Spirit, allow us to walk in complete forgiveness and provide true hope that in Christ our lives can be transformed and redeemed (I Corinthians 6:9–11). In grace, Stonebriar Community Church members should welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior consistent with the teaching and admonition of scripture as affirmed in the Stonebriar Community Church Statement of Faith. (Matthew 11:28–30, Romans 3:23, Ephesians 2:1–10, I Corinthians 10:13, Hebrews 2:17–18, Hebrews 4:14–16)

Celibacy—Stonebriar Community Church believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one flesh” marital covenant union of one man and one woman, and (2) celibacy. Both are gifts from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed. (Genesis 1:27–28; 2:18, 21–24; Matthew 19:4–6; Mark 10:5–8; Hebrews 13:4; 1 Corinthians 7:1–8; Matthew 19:12; 1 Corinthians 12:12–13; Romans 12:10; 1 Timothy 5:1–2)

Religious Ceremony—Stonebriar Community Church, for itself and each of its ministers and pastors, reserves the right to refuse to participate in any religious ceremony of any kind, or to facilitate or recognize any union or other conduct, that involves a relationship or other conduct contrary to these religious tenets.