

Guidelines Governing Weddings and Receptions

Your wedding is a sacred worship filled occasion. Everything planned as part of the service should be with this objective in mind and in accordance with the doctrines, beliefs and regular worship practices of Stonebriar Community Church (SCC). Your wedding will be most meaningful to you, your family, and friends when there is careful planning. The following guidelines will help put order to your plans. PLEASE READ THEM CAREFULLY.

1. Priority will be given to members and children of members of SCC. For wedding purposes, membership of the prospective bride, groom and/or parents should include regular participation in the activities of SCC for at least three months prior to the wedding date.
2. The SCC worship center seating capacity is approximately 1,600. There is a center aisle. Large or small weddings work well in the SCC worship center.
3. Our Classrooms are available for weddings and seat approximately 150-200. They can be used for simple, medium sized weddings.
4. Our Prayer Room is ideal for small weddings that do not need a rehearsal. The seating capacity for this room is 20-25 people.
5. Call Care Ministries at 469-252-5364 to check on an available wedding date. When the date has been approved, you will be contacted by phone with the confirmed date. This process may take up to two weeks but is usually completed within one week.
6. After you receive a phone confirmation of your date from Care Ministries you will then be given a SCC Wedding Guide notebook. You may pick up the notebook during the church offices normal business hours, Monday-Friday 8:30am-5pm.
7. **PLEASE READ THE WEDDING GUIDE IN ITS ENTIRETY.** It is important that you have a clear understanding of the contents.
8. Return the completed Request for Wedding Reservation Form (Appendix A) along with a \$250 security/damage deposit made payable to "Stonebriar Community Church" to Care Ministries. We do not accept credit cards for payment. The security/damage deposit is required to hold your date. The deposit will be returned to you within 30 days after the ceremony after it is determined that the Wedding Guidelines, as outlined in the notebook, were followed and no church property is missing and no damage was done to church property.
9. The \$250 security/damage deposit is fully refundable upon written request up to 60 days prior to requested date should you choose to cancel your reserved date.
10. Weddings and receptions will be allotted two hours before and up to three hours after the scheduled wedding hour to complete all activities, including clean up, removal of all personal items, vendor's equipment, supplies and reconfiguration of the building.
11. The \$250 deposit is fully refundable upon written request up to 60 days prior requested date.
12. If you need to change the date of your wedding please contact the Wedding Coordinator immediately.
13. The Wedding Coordinator will contact you to set up an appointment.
14. Select and contact pastor from SCC pastor you prefer to perform your ceremony.

15. The officiating pastor will require a period of mandatory counseling with the bride and groom after scheduling the wedding. The counseling may be in the form of our Foundations for Marriage course (SCC premarital classes, details on page 4) and/or through private counseling with the officiating pastor. This is the pastor's opportunity to help the bride and groom prepare themselves in such a way that the marriage celebration will truly represent the spiritual union of two persons before God and those who represent God's love.
16. We welcome pastors other than those at SCC, but they must be approved in advance. To request a non-SCC pastor, please complete the Guest Pastor Request form (Appendix D) and give to the Wedding Coordinator. While there is no set fee for the pastor, an honorarium is usually given. The Wedding Coordinator will assist you in determining the amount.
16. Select and contact your musicians. Read "Planning Music for Your Wedding" (page 6) before selecting music. Complete the Wedding Music Information form (Appendix G).
17. 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 the guests, it must be approved by your pastor.
18. After meeting with your Wedding Coordinator and pastor:
 - A. The following forms **MUST** be completed and given to the Wedding Coordinator at least four weeks prior to the wedding:
 1. Wedding Coordinator's Worksheet — Appendix E
 2. Suggested Order of Service — Appendix F
 3. Wedding Music Information — Appendix G.
 - B. The following forms **MUST** be completed, and given to Wedding Coordinator at least three weeks prior to the wedding:
 1. Signed Policy Agreement for Florists — Appendix I
 2. Signed Policy Agreement for Photographers — Appendix J
 3. Signed Policy Agreement for Videographers — Appendix K
 4. Signed Policy Agreement for Caterers — Appendix L
 - C. Payment for SCC facilities use is due two weeks prior to the wedding date.
 - D. Individual checks for personnel fees (i.e. Wedding Coordinator, sound/lighting technician, custodian, organist/pianist, vocalists, kitchen supervisor, and honorarium to the pastor) must be delivered to the Wedding Coordinator at the rehearsal. The checks will be distributed for you on your wedding day.
19. SCC is not responsible for items lost, stolen or damaged. Please secure all valuables during the wedding and reception.
20. The Wedding Coordinator **MUST APPROVE** all decorations for weddings and receptions.
21. Smoking and alcoholic beverages are not permitted inside the church facilities. This is a zero tolerance policy. Please advise your family and guests accordingly.
22. The bride and groom are responsible for any damage to floors, carpets, furniture, etc. and ensuring the facilities are cleaned, cleared of all personal items, vendor's equipment and supplies after the wedding and reception. It is your responsibility to see that all vendors also abide by the guidelines.

23. The security/damage deposit will be returned to you within 30 days after the ceremony after it is determined that the Wedding Guideline policies, as outlined in this notebook, were followed and no church property is missing and no damage was done to church property.

IMPORTANT NOTICE

Weddings may be scheduled up to one year in advance. Care Ministries will keep a waiting list of wedding dates requested beyond one year on a first-come, first-served basis.

The church is unavailable for weddings during these times:

- Sundays
- New Year's Day
- Palm Sunday weekend through Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving weekend
- Christmas Eve and Christmas Day

Marriage Preparation Services

Stonebriar Community Church's Care Ministries provides a variety of marriage preparation services to engaged couples who have scheduled SCC facilities for their wedding. Your pastor may require you to participate in the activities below. This program is rooted in a solemn and abiding commitment that the pastor and people of SCC have for the sacredness of Christian marriage. The stakes in marriage are high and so are the biblical standards. Please consult with your officiating Pastor about his requirements for marriage.

The Foundations for Marriage course features the following elements:

1. *Couple Relationship Profile*—Individual inventories are administered and scored to assess personalities and attitudes of couples contemplating marriage. The intent is not to tell a couple that they should or should not be married but to give them an objective description of how the prospective bride and groom are internally viewing their upcoming marriage. A person trained in the administration and interpretation of the relationship profile meets with each couple to review and discuss the profile.
2. *Foundations for Marriage Course*—this course is designed to clarify self-perception and perception of the mate-to-be. The course includes presentations, discussions, and exercises.
3. *Marriage Mentors*—In addition, each couple may be assigned a trained Marriage Mentor couple who will act as a point of contact for the church and who are eager to get to know you in order to help and encourage you.
4. *Personal Counseling*—Private personal counseling is available to couples who need or desire more guidance or discussion. Appointments may be made through Care Ministries.

The premarital course is a professional service aimed at reviewing, validating and strengthening the most important interpersonal choice made by human beings: the decision to be married! The premarital course is part of the established wedding policies of SCC. The pastoral, administrative, and special events staffs coordinate these policies.

All premarital course services offered by SCC are aimed at one supreme goal – the establishment of biblically based, Christ-honoring, and Spirit-led marriage relationships.

Arrangements for participating in the premarital course may be made by calling Care Ministries at 469-252-5364.

Stonebriar Community Church Wedding Coordinator

Stonebriar Community Church provides a Wedding Coordinator who will:

1. Answer all questions concerning your wedding at SCC.
2. Assist you with securing the pastor, pianist/organist, vocalist and additional church personnel as needed.
3. Direct the wedding rehearsal or arrange for pastor to do so.
4. Direct and coordinate the wedding ceremony.

A good Wedding Coordinator is invaluable. She will save you time and apprehension. Your SCC 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.

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 and help you with questions regarding your wedding plans.

The wedding rehearsal is critical to insure that the ceremony goes as planned. The coordinator will assist the wedding party in the actual physical movements involved (where to stand, when to turn, how to usher, and specific instructions to musicians, etc.). Because she is already familiar with the preferences and ceremony styles of the pastors at SCC, she will know what to tell you to expect in your ceremony. Even if you are having an approved guest pastor, the SCC Wedding Coordinator is still responsible for conducting the rehearsal. The guest pastor is welcome to attend and offer suggestions. Each wedding party is allotted an hour and a half for worship center rehearsals.

On the wedding day, your coordinator will arrive early and will be available to calm frayed nerves, deal with minor emergencies, and assist with last minute directions. Her role on this day is to guide the ushers as they seat the guests; to see that parents and other family members are seated on time; and to cue the music, the pastor, and the wedding party for entrances. As a result, the bride and groom can relax and feel confident that everything will go as planned.

After the wedding and reception the Wedding Coordinator will inspect the facilities to ensure all areas are properly cleaned and items used are put away.

- **Note:** All weddings scheduled at Stonebriar Community Church require the services of one of our Wedding Coordinators.

Planning Music for Your Wedding

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.

Selections of Christian music appropriate for weddings are available for your review from your Wedding Coordinator. If you choose a piece of music the church does not have on file, you are responsible for obtaining the sheet music. Clear your musical selections with the officiating pastor or the Pastor of Worship and Music. *Because a Christian wedding is deemed sacred, some music selections may not be viewed as appropriate.*

The SCC pianist/organist is available for most weddings held at our church. Fees for the church organists and pianists are listed in this policy guide (see Wedding Fees, pages 12-13). If you need assistance in the selection of vocalists and other musicians, your coordinator will be able to guide you.

Complete the Wedding Music Information form (Appendix G) and submit it to the Wedding Coordinator at least four weeks prior to your wedding date.

Music and the Wedding Rehearsal

The musicians who will take part in your wedding may or may not attend the rehearsal. (You may request the instrumentalists or vocalist to be present; however, there will be an increase in the 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.

Music Needs for the Wedding Day

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

Music Check List

- Visit with your Wedding Coordinator about your desired music selections.
- Have the pastor performing your ceremony and/or the Pastor of Music and Worship approve your music selections.
- Complete the Wedding Music Information form (Appendix G) and give to the Wedding Coordinator at least four weeks prior to the wedding date.
- Provide sheet music for the musicians as required.

Stonebriar Community Church Florist Guidelines

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 the Wedding Coordinator.

Clean up should be completed within three 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 (SCC) has a selection of candelabra fitted with liquid wax candles and a variety of other silver decorating pieces that may be used by SCC church members only. The 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 the 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 sides of the worship platform for worship center weddings. Plants on the worship center stage may only be moved by SCC facilities team for the wedding ceremony and the facilities team will return them 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. (SCC 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 the close of Easter Sunday.

SCC Equipment Available for Weddings:

| | |
|---|----------------|
| Tables- 60" rounds and 72" x 30" rectangles | Lectern/Podium |
| Chairs | Microphones |
| Piano | Vacuum |
| Organ | Broom/ Dustpan |
| Music Stands | Candelabra |
| Pedestals | Silver Vases |

The Wedding Coordinator can 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.

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

There are threads above the choir loft connecting the choir microphones in order 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.

MAKE SURE YOUR FLORIST HAS A COPY OF THESE INSTRUCTIONS. Any florist who offers their services for your wedding at SCC must have a signed statement on file with the Wedding Coordinator indicating that the florist has read the SCC Florist Guidelines and agrees to abide by these stated policies. This Signed Policy Agreement for Florists (Appendix I) must be returned to the Wedding Coordinator at least two weeks prior to the wedding. Please check to see that your florist has such a statement on file.

Stonebriar Community Church Photographer and Videographer Guidelines

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. Pictures taken during the ceremony must be done unobtrusively and with sensitive discretion.
5. 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 so as not to block the guest's view of the couple.
6. Photographers must be dressed appropriately for a wedding.
7. The bride must coordinate wedding pictures and their timing in the wedding day schedule with the photographer in advance.
8. On the day of the wedding (or at the rehearsal if the photographer is present), the SCC Wedding Coordinator will review the policies and the photo schedule with the photographer.
9. Special arrangements may be made to reserve another room in the building where the photographer can use additional equipment.
10. 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

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.

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 Agreement

MAKE SURE YOUR PHOTOGRAPHER AND VIDEOGRAPHER HAVE A COPY OF THESE INSTRUCTIONS. The professional photographer and videographer you choose must be aware of the policies regarding wedding photos and video recordings at SCC in order to provide you with the services you desire. Please be sure that both the photographer and videographer have a signed agreement on file (Appendices J and K) with the Wedding Coordinator that states they have read and understand the SCC policies and agree to follow them. These must be on file two weeks prior to the wedding date.

Stonebriar Community Church Caterer Guidelines

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 the 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 Wedding Coordinator. Stonebriar Community Church (SCC) does not supply table coverings or table skirts. Furnishings or plants may be moved upon request and approval.
3. SCC church members may use selected SCC 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 SCC 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 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 SCC 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 the church facilities.

SCC Reception Equipment Available:

| | | |
|--------------------------|----------------|----------------|
| Chairs | Piano | Candelabra |
| Easels | Lectern/podium | Plates-250 |
| 60" Round Tables | Microphones | Glasses-250 |
| 72'x30' Rectangle Tables | Coffee Urns | Silverware-250 |

Signed Agreement

MAKE SURE YOUR CATERER HAS A COPY OF THESE INSTRUCTIONS. Caterers who desire to service receptions at SCC are required to have a Signed Policy Agreement for Caterers (Appendix L) on file with the Wedding Coordinator. The bride must confirm with the Wedding Coordinator to insure her caterer has submitted these forms or has one presently on file.

Stonebriar Community Church Wedding Fees

All Stonebriar Community Church wedding fees are listed below.

| | <u>Member</u> | <u>Nonmember</u> |
|---|---------------|------------------|
| I. RESERVATION FEE / SECURITY DEPOSIT (Refundable if policies and procedures are followed—paid to SCC) | \$ 250 | \$ 250 |
| II. FOUNDATIONS FOR MARRIAGE (<i>Required</i> premarital course—paid to SCC) | \$ 75 | \$ 75 |
| III. FACILITIES USAGE (<i>Required</i> —paid to SCC) | | |
| A. Worship Center | \$ 100 | \$ 200 |
| B. Prayer Room | \$ 50 | \$ 100 |
| C. Reception Room (The reception may be scheduled in a classroom according to availability) | \$ 75 | \$ 125 |
| IV. PERSONNEL (These payments are made directly to the individual) | | |
| A. Wedding Coordinator (<i>Required</i> – includes all services to facilitate your wedding at the church) | \$ 300 | \$ 350 |
| Wedding Coordinator - Wedding and Reception | \$ 350 | \$ 400 |
| B. Sound/Lighting Technicians (Includes wedding rehearsal and one hour prior to and during wedding ceremony) | \$ 250 | \$ 250 |
| Sound/Lighting Technicians (Includes one hour prior to and during wedding ceremony) | \$ 150 | \$ 150 |
| C. Custodial Fee (<i>Required</i>) | \$ 200 | \$ 200 |
| Custodial Fee with Wedding & Reception | \$ 300 | \$ 300 |
| D. Organist/Pianist (Worship center weddings require the use of an SCC organist or a guest organist who has been approved by SCC Worship Ministries) | \$ 150 | \$ 150 |

- E. Pastoral Honorarium (Suggested \$150 to \$300)
 (This fee is paid to the pastor, not to the church.
 Guest pastors may perform the ceremony; however,
 the SCC ministries must approve them.)

V. OPTIONAL SERVICES

- | | | |
|--|-------|-------|
| A. Vocalist (wedding only—one song) (If you wish to use an SCC vocalist your Wedding Coordinator has a list of available vocalists.) | \$ 50 | \$ 50 |
| B. Vocalist (wedding only—two to three songs) | \$ 75 | \$ 75 |
| C. Vocalist (rehearsal) (This fee is assessed only if you wish the vocalist to attend the rehearsal.) | \$ 25 | \$ 25 |
| D. Organist/Pianist (rehearsal) (This fee is assessed only if you wish the organist/pianist to attend the rehearsal.) | \$ 50 | \$ 50 |
| E. Kitchen Supervisor (When using the church dishes the Kitchen Supervisor will receive a fee of \$1/per dish.) | \$ 50 | \$ 50 |

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

Individual checks for personnel fees (i.e. Wedding Coordinator, sound/lighting technician, custodian, organist/pianist, vocalists, kitchen supervisor, and honorarium to the pastor) must be delivered to the Wedding Coordinator at the rehearsal. Please make the checks payable to the person performing the service. Enclose these payments in individual envelopes and bring them to the wedding rehearsal, along with your marriage license and give them to the Wedding Coordinator. The checks will be distributed for you on your wedding day. These fees are not tax deductible.

In Conclusion

We are happy you have chosen Stonebriar Community Church as the location for your wedding ceremony. If you have any questions regarding the policies or facilities, please call Care Ministries at 469-252-5364.

Please be sure you have completed the Request for Wedding Reservation form (Appendix A) requesting SCC facilities. Please give this to the Wedding Coordinator at your first meeting, along with the \$250 reservation fee/security deposit.

You will receive a confirmation of the rehearsal and wedding times *following receipt of your application and \$250 deposit*. You will then be assigned a Wedding 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 policy.

The SCC Locator Map (Appendix B) may be used in various ways to assist your wedding party. We suggest that you mail a copy of this map with a reminder of the rehearsal date, time, and location to the wedding party. This will be useful for guests who may not be familiar with Frisco or SCC. 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.

If it becomes necessary to cancel the date reserved for your wedding ceremony, the \$250 deposit is refundable upon written request up to 60 days prior to requested date. Please send your written request to:

Care Ministries
Stonebriar Community Church
4801 Legendary Drive
Frisco, TX 75034

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

Stonebriar Community Church
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: _____

Foundations for Marriage—Have attended? () Yes () No When _____

Will attend: When _____

SCC Facilities Needed:

Wedding Ceremony: () Worship Center () Classroom (Room # _____)

Reception Site: () Classroom (Room # _____) () Away from church

SCC Kitchen: () Yes () No

Pastor: I would like the following Stonebriar Community Church pastor to perform our ceremony:

First Choice: _____

Second Choice: _____

Guest Pastor: Must be an ordained minister of the Gospel to perform your ceremony at SCC and be approved by the SCC ministries. Please complete the Guest Pastor Request form (Appendix D) and submit to Wedding Coordinator. **Pastor Name and Church:** _____

Organist: _____ **Pianist:** _____

Florist: _____ **Caterer:** _____

Photographer: _____ **Videographer:** _____

We have read and understand the policies concerning weddings held at Stonebriar Community Church and we agree to follow these policies as stated herein. We will do our utmost to see that members of our wedding party understand and follow these policies.

With this application, we are enclosing the reservation fee/security deposit of \$250. We understand that nothing is officially on the church calendar until this form and deposit are returned to the Wedding Coordinator and the dates and location have been confirmed with the bride.

We understand that it is our responsibility to contact SCC Care Ministries to enroll in the Foundations for Marriage course. We understand that we must complete Foundations for Marriage at least 30 days prior to the wedding date.

Bride: _____ **Groom:** _____

Date: _____ **Date:** _____

After your wedding: **Home Address** _____

City, State, Zip _____

Phone () _____

Please give this completed form and the \$250 security/damage deposit to Julie MacManus. This will secure your reservation on the church calendar

Stonebriar Community Church
Guest Pastor Request

Submit this completed form to the Wedding Coordinator.

Please Print

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 | |
|-----|----|---|
| | | 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: |

Signature: _____

Stonebriar Community Church
Wedding Coordinator's Worksheet

Submit this completed form to the Wedding Coordinator at least four weeks prior to your wedding date.

TO BE COMPLETED BY THE BRIDE:

Bride: _____ **Groom:** _____

Wedding Rehearsal: Date: _____ **Time:** _____

Location: _____

Rehearsal Dinner: Date: _____ **Time:** _____

Location: _____

Wedding Ceremony: Date: _____ **Time:** _____

Location: _____

Wedding Reception*: Time: _____ **Location:** _____

Number Expected to Attend: Wedding: _____ **Reception:** _____

Officiating Pastor: _____

WEDDING DAY

Time bridal party will arrive at church: _____

Guest Book Location: _____ **Attendant:** _____

Who will take the guest book to the reception? _____

Gift Table Location: _____ **Attendant:** _____

Who will take the gifts to the reception/home? _____

Florist/Decorator: _____ **Time of Arrival:** _____

Will the florist need access to the main kitchen? _____ Yes _____ No

Who will distribute flowers to bridal party and family? _____

What is to be done with the floral arrangements after the wedding?

➤ **If you wish to use them for your reception, who will 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 bulletin about altar and/or foyer 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 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:** _____

SCC EQUIPMENT REQUIREMENT and LOCATION

Tables: 60" round _____ 72"x 30" rectangle _____

Chairs: _____

Lectern/podium: _____

Piano: _____

Organ: _____

Music Stand: _____

Microphones: _____

Easels: _____

Pedestals: _____

Garbage Containers: _____

Ice: _____

Coffee Urns: _____

SCC Members Only

Candelabra: _____

Unity Candle Holder: _____

Silver Vases: _____

SPECIAL NEEDS OR REQUESTS:

* If the reception is at SCC, 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 the Wedding Coordinator at least four weeks prior to your wedding date.

Bride: _____ **Groom:** _____

Date/Time of Wedding: _____ **Date/Time of Rehearsal:** _____

Guest Book Attendant: (Arrive 30 minutes prior to the start of the ceremony)

Name: _____

The Lighting of Candles Time: _____ **Name:** _____
(20 minutes prior to the wedding ceremony)

The Worship of God in Sacred Music

Music to Begin Time: _____
(Prelude starts 20 minutes prior to ceremony)

Prelude Music _____

Seating of Family and Friends
(Starting 20 minutes prior to ceremony)

Ushers: _____

Ushers: _____

Ushers: _____

Processional Music Grandparents/Parents _____
(Starting 5-10 minutes prior to ceremony)

Grandparents of Groom Seated

Grandparents: _____ **Usher:** _____

Grandparents: _____ **Usher:** _____

Grandparents of Bride Seated

Grandparents: _____ **Usher:** _____

Grandparents: _____ **Usher:** _____

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 Pastor/Groom/Groomsman _____

Pastor and Groom Entrance Location: _____

Name and Entrance Location

Best Man: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Groomsman: _____

Processional Music 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 Bride and Escort _____

Entering of the Bride and Escort

Escort Name/Relationship:

Wedding Message Addressed to Congregation

Welcome from Pastor

Giving of the Bride

Solo (optional) Title: _____

Vocalist: _____ **Location:** _____

Wedding Message

Scriptural Setting

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 the Wedding Coordinator.

Stonebriar Community Church
Wedding Music Information

Submit this completed form to the 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/Groomsman: _____

Processional Music—Maid of Honor/Bridesmaids: _____

Processional Music—Bride and Escort: _____

Recessional: _____

Postlude: _____

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 the Wedding Coordinator, and she will give it to the church organist/pianist.

Approved: _____ **Pastor**

Approved: _____ **Wedding Coordinator**

Stonebriar Community Church Bride's Checklist

Getting Started - Reserve Stonebriar Community Church:

- Call Care Ministries at 469-252-5364 to check on an available wedding date.
- Return the completed Request for Wedding Reservation form (Appendix A) with a \$250 deposit payable to Stonebriar Community Church to Care Ministries. *Don't forget that the bride and groom must sign the Wedding Policy Agreement on the last page of the request form. Remember that nothing is officially on the church calendar until this form and deposit are returned and the dates and location have been confirmed by the Wedding Coordinator to the bride.*

Assignment of Wedding Coordinator:

- The Wedding Coordinator will call you and schedule an appointment.**
- The 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-SCC pastor, please complete the Guest Pastor Request form (Appendix D) and give to the Wedding Coordinator.**

60 Days Prior to the Wedding:

- The \$250 security deposit is refundable up to 60 days prior to the wedding if it is necessary to cancel the requested date.

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 Wedding Coordinator:

- Wedding Coordinator's Worksheet - Appendix E
 - Request decorations/equipment for worship center and/or reception (e.g., candelabra, gift table, guest book table, pedestals, etc.)
 - Inform Wedding Coordinator about any special seating arrangements for parents, grandparents and extended family.

- ❑ Suggested Order of Service - Appendix F
- ❑ Wedding Music Information - Appendix G
 - Select music, complete form, and obtain approval from your pastor performing the ceremony and/or the Pastor of Music and Worship 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 Wedding Coordinator.
- ❑ Receive personalized statement of your account balance from Wedding Coordinator.

Three Weeks Prior to the Wedding:

- ❑ Upon completion of the Foundations for Marriage course you will receive a "certificate of completion" signed by the instructor. Please give copy of this certificate to the 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 bulletin about altar and/or foyer flowers.

Two Weeks Prior to the Wedding:

- ❑ Send a check for the balance of the SCC facilities fees to the Wedding Coordinator.

The following forms MUST be completed, signed, and submitted to Wedding Coordinator:

- ❑ Signed Policy Agreement for Florists - Appendix I
- ❑ Signed Policy Agreement for Photographers - Appendix J
- ❑ Signed Policy Agreement for Videographers - Appendix K
- ❑ Signed Policy Agreement for Caterers - Appendix L

WEDDING REHEARSAL:

- No later than the morning of the wedding rehearsal, remind the men renting wedding attire to try on everything including shoes.
- Provide printed order of service for pastor and Wedding Coordinator.
- Give your marriage license to Wedding Coordinator.
- Let all members of the bridal party know what time they are to arrive at the church, be dressed, and ready for pictures 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 pictures 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.

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

- Sound/Lighting Technician
- Wedding Coordinator
- Custodian
- Pianist
- Organist
- Vocalists
- Pastor
- Additional Musicians
- Kitchen Supervisor

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).
- Insure SCC facilities are cleaned properly following ceremony and reception.

Items to Remember:

- Snacks for bride's room and/or groom's dressing room. (Fruit, crackers, cheese, etc. We recommend that you only have clear drinks, 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 you need 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. Wedding Coordinator will determine if an SCC 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!

Stonebriar Community Church *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 the 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:

6. Stonebriar Community Church (SCC) has a selection of candelabra fitted with liquid wax candles and a variety of other silver decorating pieces that may be used by SCC church members only. The 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.
7. All requests for use of plants, greenery, and other furnishings within the church must be made through the 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 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.
8. 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.
9. 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.*
10. It is the responsibility of the florist to clean debris upon completion of decorating. A broom, dustpan, and vacuum will be available. (SCC 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 the close of Easter Sunday.

SCC Equipment Available for Weddings:

| | |
|---|----------------|
| Tables- 60" rounds and 72" x 30" rectangles | Lectern/Podium |
| Chairs | Microphones |
| Piano | Vacuum |
| Organ | Broom/ Dustpan |
| Music Stands | Candelabra |
| Pedestals | Silver Vases |

The 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.

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

There are threads above the choir loft connecting the choir microphones in order 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.

Stonebriar Community Church *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.
*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.
5. 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 so as not to block the guests view of the couple.
6. Photographers must be as unobtrusive as possible and they 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.
7. 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.
8. On the day of the wedding (or at the rehearsal if the photographer is present), the SCC Wedding Coordinator will review the policies and the photo schedule with the photographer.
9. Special arrangements may be made to reserve another room in the building where the photographer can use additional equipment.
10. 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.

Stonebriar Community Church
Wedding Guidelines for Videographer

Copy for Videographer

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.
7. 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.

Stonebriar Community Church
Signed Policy Agreement for Videographer

Please Print

Name: _____

Firm: _____

Contact Numbers: Office: _____ Home: _____

Cell: _____ Other: _____

Address: _____

City: _____ Zip Code: _____

E-Mail Address: _____

Signature: _____ Date: _____

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

Bride: _____ Groom: _____

Date of Wedding: _____ Time: _____

Location: () Worship Center () Classroom (Room # _____)

Please return this signed agreement at least two weeks before the wedding to the Wedding Coordinator.

Stonebriar Community Church
Wedding Guidelines for Caterers

Copy for Caterers

3. 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 the Wedding Coordinator.
4. 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 Wedding Coordinator. Stonebriar Community Church (SCC) does not supply table coverings or table skirts. Furnishings or plants may be moved upon request and approval.
3. SCC church members may use selected SCC 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. An SCC 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.
7. The SCC facilities team will take down tables and chairs, vacuum carpets, remove trash containers, take down wedding equipment.
7. Smoking and alcoholic beverages are not permitted inside of the church.

SCC Reception Equipment Available:

| | | |
|--------------------------|----------------|----------------|
| Chairs | Piano | Candelabra |
| Easels | Lectern/podium | Plates-250 |
| 60" Round Tables | Microphones | Glasses-250 |
| 72"x30" Rectangle Tables | Coffee Urns | Silverware-250 |
| Garbage Containers | Ice | |

Stonebriar Community Church
Signed Policy Statement for Caterers

Please Print

Name: _____

Firm: _____

Contact Numbers: Office: _____ **Home:** _____

Cell: _____ **Other:** _____

Address: _____

City: _____ **Zip Code:** _____

E-Mail Address: _____

Signature: _____ **Date:** _____

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

Bride: _____ **Groom:** _____

Date of Wedding: _____ **Time:** _____

Location: () **Worship Center** () **Classroom** (Room # _____)

Please return this signed agreement at least two weeks before the wedding to the Wedding Coordinator.

Stonebriar Community Church
Wedding Coordinator's Worksheet

TO BE COMPLETED BY THE WEDDING COORDINATOR:

Bride: _____ **Groom:** _____

Wedding Rehearsal: Date _____ **Time** _____

Location: _____

Rehearsal Dinner: Date _____ **Time** _____

Location: _____

Wedding Ceremony: Date _____ **Time** _____

Location: _____

Wedding Reception: Time _____ **Location** _____

Number Expected to Attend: Wedding _____ **Reception** _____

Officiating Pastor: _____

Wedding Date and Time Confirmed:

- The *Request for Wedding Reservation* form and the \$250 security deposit has been received.
- Assist in securing the pastor, pianist/organist, vocalist and additional church personnel as needed.
- Review the Guest Pastor Request form (Appendix D) if a non-SCC pastor is requested.
- Obtain approval of the non-SCC pastor from Care Ministries.

Six Weeks Prior to the Wedding:

Receive the following forms from the bride:

- Wedding Coordinator's Worksheet* - Appendix E
- Suggested Order of Service - Appendix F
- Wedding Music Information - Appendix G
- Confirm with the pastor performing the ceremony and/or the Pastor of Worship and Music that all music selections have been approved.
- Confirm with organist/pianist and vocalist that they have received sheet music as required.

- Provide the bride personalized statement of account balance.
- Confirm the following service providers:

_____ Sound/Lighting Technician: _____
 (forward copy of Wedding Music Information and Suggested Order of Service)

_____ SCC Kitchen Supervisor: _____ Time: _____

_____ Hostess from Marriage Mentors: _____

Four Weeks Prior to the Wedding:

- Confirm the bride and groom have completed the Foundations for Marriage course.
- Approve the requested decorations to be used for the wedding and reception.
- Confirm with the bride what is to be done with the floral arrangements after the wedding:
 - If she wishes to use them for the reception, confirm who will transfer them to the reception

- If she wishes to leave the flowers for the Sunday services, confirm with the church that arrangements have been made for an announcement to be placed in the worship folder about altar and/or foyer flowers.

Two Weeks Prior to the Wedding:

- Confirm Special Events Coordinator has received check for the balance of the SCC facilities fees.
- Complete *Facilities Use Request* form for decorations/equipment for worship center and/or reception (i.e., candelabras, gift table, guest book table, pedestals, etc.)

Confirm the following forms have been completed, signed, and received:

- Signed Policy Agreement for Florists - Appendix I
- Signed Policy Agreement for Photographers - Appendix J
- Signed Policy Agreement for Videographers - Appendix K
- Signed Policy Agreement for Caterers - Appendix L

WEDDING DAY:

Time church to be opened on wedding day: _____

Facilities coordinator: _____

Dressing area for bride/bridesmaids: _____

Dressing area for groom/groomsmen: _____

Who has the bride requested 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 ceremony. _____

Remove any personal items used to decorate the church (e. g., candles, tablecloths, or items used at the reception). _____

Keep the rings? _____

- On the day of the wedding (or at the rehearsal if present), meet with musicians, photographer and videographer to review the church policies and show them where to set up.
- Confirm the sound/lighting technician, photographer, and videographer have all met and coordinated their efforts.
- Confirm plastic has been placed under each candelabra.
- Confirm the SCC sound technician has fitted the pastor and all vocalists with a microphone. (The videographer may put a microphone on the groom.)
- Confirm the sound/lighting technician has completed a sound check one hour prior to the beginning of the ceremony.
- Direct and coordinate the wedding ceremony.
- Location of bride and groom to greet guests after ceremony and pictures:

- Distribute checks for the individuals performing services at the wedding.

Stonebriar Community Church
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. Sound/Lighting Technician

Name _____ \$ _____

C. Custodial Fee

Name _____ \$ _____

D. Organist/Pianist

Name _____ \$ _____

E. Vocalist

Name _____ \$ _____

Name _____ \$ _____

F. Pastoral Honorarium

Name _____ \$ _____

G. Kitchen Supervisor

Name _____ \$ _____

H. Additional Personnel

Name _____ \$ _____

I. Additional Personnel

Name _____ \$ _____

Other

_____ \$ _____

_____ \$ _____

TOTAL

\$ _____

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

** Individual checks to the Wedding Coordinator, sound/lighting technician and the custodian are due at the rehearsal. 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 the wedding day.