

BROOKVILLE ROAD COMMUNITY CHURCH



BRCC Wedding's

Effective September 1, 2015

Brookville Road Community Church

7480 W US 52
New Palestine, IN 46163

317.861.3880
E-mail: weddings@brconline.net

To the Bride and Groom:

Thank you for your interest in scheduling your wedding at Brookville Road Community Church. We want to do everything possible to make your wedding a very special and sacred occasion.

Please read the enclosed information thoroughly and carefully so that you will understand well the wedding policies of our church. They have been established so that everyone will be treated fairly and that the building will be respected and used to the best advantage for your wedding.

*Your first step will be to contact the pastor you wish to perform your ceremony and set an appointment. Please fill out the enclosed **Wedding Information Sheet**, and take it with you when you meet. After you have met with the pastor I will call you to set an appointment so that we can work out any necessary details regarding your wedding.*

Best wishes and God bless you both!

*Trisha Johnson
Wedding Coordinator*

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Wedding Information Sheet

Please complete and take it with you for your initial meeting with the pastor.

Date of Application _____
Wedding Date _____ Time _____
Alternate Date _____ Time _____
Pastor Requested _____

Bride

Full name: _____
First Middle Last

Street _____

City _____ ST _____ ZIP _____

Phone (Home) _____
(Work) _____

E-mail _____

DOB _____ Age _____

Participate/Attender of BRCC? _____

First marriage? _____

If no, number of previous marriages _____

Parents' names:
Father _____

Mother _____
(Maiden name)

Maid/Matron of honor _____

of Bridesmaids _____

Flower Girl _____ Age _____

Groom

Full name: _____
First Middle Last

Street _____

City _____ ST _____ ZIP _____

Phone (Home) _____
(Work) _____

E-mail _____

DOB _____ Age _____

Participant/Attender of BRCC? _____

First marriage? _____

If no, number of previous marriages _____

Parents' names:
Father _____

Mother _____
(Maiden name)

Best Man _____

of Groomsmen _____

Ring Bearer _____ Age _____

Wedding Information Sheet *(continued)*

Ring Ceremony Single Double # of Ushers _____

Unity Candle Yes No Unity Sand Yes No

Address after wedding _____

Location of Wedding: Family Life Center (up to 425) Fireside Chapel (up to 75)

Number of guests expected: _____

Rehearsal Dinner location: _____ Catering Cooking

Kitchen use: None Chapel kitchen Café kitchen

Location of reception (Café limit 168, FLC limit 224) _____

Name of Family Clean-up Coordinator & phone #: _____

Keyboardist: _____

Soloist: _____

Photographer: _____

Videographer: _____

Florist: _____

Your Wedding at BRCC

CHRISTIAN MARRIAGE

Marriage is one of the most important commitments made in a lifetime, and one of the most loving ways to glorify God through Jesus Christ. Our goal at BRCC is to do everything we can to increase the sense of God's presence as a partner in the promise you each make to one another in the sacred and joyful celebration of marriage as a service of Christian worship.

We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. BRCC staff will not perform a wedding if the couple is currently living together.

SCHEDULING YOUR WEDDING

The initial contact for couples desiring to be married at BRCC is the pastor you select to perform your wedding ceremony. Please schedule at least 4 months prior and no sooner than 8 months to your anticipated wedding date. Weddings will not be scheduled on holiday weekends or any time on Sunday. All weddings/receptions on Saturday must be finished by 1:30 p.m. (Additional fee of \$50 per half-hour fee thereafter.) No wedding date is absolutely firm until the pastor conducting the service and the church office manager approves it.

It is appropriate to request a particular pastor with whom you have a special relationship. Every attempt will be made to honor your preference but, regrettably, this is not always possible due to pastoral schedules. In the event that a couple wants another ordained minister to assist in the ceremony you will need to contact Pastor Jay Fern for a consultation.

Our facilities may be used after 6 months of attendance by participants, as defined in the Participant Covenant of Brookville Road Community Church, or by those who affirm our statement of faith.

PREPARING FOR MARRIAGE

Each pastor requires two or more appointments with the couple to discuss the upcoming marriage, to provide pre-marital counseling, to discuss details about the wedding ceremony, and to become acquainted better with the couple.

FACILITIES

The Family Life Center or Fireside Chapel, Bride's Room and Men's Dressing Room will be available to each wedding party. Normally we schedule a four-hour block of time on your wedding day. The arrival of wedding flowers, time allotted for dressing, the taking of photographs, the ceremony, and the greeting of guests are to be completed in this block of time. The building usually is open two hours before the ceremony unless requested otherwise, and in advance of the day.

It is important that your wedding party and guests know that Community Church does not permit and will not tolerate smoking or the use of alcohol or drugs in church building, or anywhere on church property. Anyone who shows up impaired will be asked to leave. If unwilling, police will be called.

FLORIST/CANDLES/DECORATIONS

It is the responsibility of the bride's family, or the couple, to arrange with the florist regarding floral decorations. The flowers need to arrive within your four-hour block of time. No-drip candles must be used in all candelabras. Isle runners cannot be used on Family Life Center floor.

If a wedding is scheduled during special church observances such as Christmas, Easter, Thanksgiving, or during any **ministry event** please plan to adapt your wedding decorations to the **existing** church décor.

REHEARSAL

One hour is allocated for the wedding rehearsal, which usually is held on the hour at 5:00 P.M., 6:00 P.M., or 7:00 P.M. on the day preceding the wedding. The pastor responsible for the wedding will conduct the rehearsal. Promptness at the rehearsal is expected and appreciated.

If gowns are brought to the bride's room at the rehearsal, Community Church **takes no responsibility** for them.

REHEARSAL DINNER

For your wedding rehearsal dinner party of less than 75 people, we can accommodate you in the Fireside Chapel. It will be your responsibility to set up tables, provide decorations, linens, tableware, etc. Please note: On Friday evening our building closes promptly at 10:00pm.

LEAVING THE WEDDING

The Board of Elders of BRCC has established the policy that no rice, confetti, birdseed, or rose petals shall be brought into the church building or used on church property. We ask for your cooperation with this policy. All personal belongings of the wedding party must be taken as you leave for your reception.

RECEPTIONS

If you are planning to hold a reception at the church, please schedule it at the time when you are scheduling your wedding and request reception information at that time. All receptions on Saturday must be finished by 1:30 p.m. (Additional fee of \$50 per half-hour fee thereafter.) We encourage an alternate facility for those desiring live entertainment and/or dancing.

FEES AND PAYMENTS

Full payment for fees and \$200 refundable damage deposit are due at the time of scheduling your wedding. No exception will be made. If the wedding is cancelled all monies will be refunded with the exception of the fee for the Wedding Coordinator. All fees are to be paid directly to the Wedding Coordinator. Please make the check payable to BRCC.

WEDDING COORDINATOR

Our BRCC Wedding Coordinator will schedule the building and contact the personnel needed to assist with your ceremony. Our church Wedding Coordinator is required at all BRCC weddings.

Before the wedding she will meet with you to outline the details of your wedding. She will make herself available to you to answer any questions you may have about the use of the facility.

During the wedding weekend she will open and close the building for the rehearsal and the ceremony. She will assist the pastor in organizing and overseeing the rehearsal, help ushers to be comfortable with their responsibilities. She is the cue person for the ceremony and will provide communion for you if you desire. Afterwards she will direct your family clean-up coordinator in taking down wedding decorations and see that all church personnel are paid for their services.

Wedding Policies and Procedures

Brookville Road Community Church

Community Church rejoices in the opportunity to minister to a couple at one of the most important moments in their lives. We see our building as an instrument of God's grace because it can provide a place for the couple to make a lifelong covenant to each other. We see our pastor as a vessel of God's love because he can walk alongside this couple as they prepare for a lifelong commitment and then be the one to officiate as they share their vows with each other.

PASTORAL REQUIREMENTS

1. Every couple wanting a current pastor to perform their wedding must meet with the pastor a minimum of two separate times. These premarital sessions are a time to plan the ceremony and prepare for a lifetime commitment.
2. Premarital sessions are scheduled through the pastor.
3. Fees for premarital counseling and officiating are paid directly to the church and are outlined in the fee section of this policy.

GENERAL POLICIES FOR USE OF THE FACILITY

1. Any couple wishing to book a wedding in our facility must meet with a pastor and complete a Wedding Reservation Form. The Reservation Form must include the name and phone number of a contact person who will assume responsibility for making sure the building policies and procedures are followed.
2. All participants and guests of the wedding party agree to Christian standards of decorum and activity. Property and persons will be respected. The use of drugs and/or alcoholic beverages is not permitted on the premises.
3. The wedding party is responsible for making monetary restitution for damage or neglect caused while they are using the building or because they used the building. Rooms will be made available for both the bridal party and the groomsmen for dressing at no extra charge.
4. Only the space requested and reserved may be re-arranged. No furniture is to be moved from other areas of the church and no furniture is to be stored in other areas of the church. Exceptions to this policy must be cleared with the wedding coordinator.
5. No rice or birdseed may be used inside or outside the building. You may use bubbles outside the building.

CUSTODIAL FEES & PROCEDURES

The church custodian is available to do the final clean up after a wedding. However, all belongings must be removed from the church. All furniture must be returned to its original location and arrangement. No food may be left behind without plans for its further use or disposal. The custodian will do the final vacuuming, taking out the trash, wiping cabinets, and sweeping/mopping the floor.

USE OF THE KITCHEN

- Kitchen space shall be cleaned after each use. Any spills should be cleaned up. The counter tops should be wiped up. Floors should be swept.
- All dishes and utensils used shall be washed, dried and returned to the cabinet space designated. Nothing should be left on the cabinet. (White dishes in Chapel kitchen are for church functions only and not for wedding usage.)
- Wet towels shall be taken home, laundered, and returned to the church within four days.
- All trash and garbage shall be removed from trash receptacles and placed in main hallway. A clean bag is in the bottom each trashcan for replacement.
- In case of breakage, please note item broken on a sheet of paper and drop in offering box.
- No food or beverage shall be left in the refrigerator or freezer without plans for its further use or disposal. Please use the available masking tape and permanent marker to record when it was left, what group is responsible for it, and a contact phone number.

SERVICE CHARGES

BRCC is honored to offer you the use of our facilities without rental or utility. The personnel fees and service fees provided have been established below:

Description	Fee
Clergy counseling and officiating	\$150
Wedding Coordinator	\$200
Reception Coordinator	\$150
Family Life Center <i>(Custodial Fee)</i>	\$150
Fireside Chapel <i>(wedding)</i>	\$100
Rehearsal Dinner (Fireside Chapel)	\$100
Chapel Kitchen	\$10 per hour usage
Café <i>(Custodial Fee)</i>	\$125
Café Kitchen	\$15 per hour usage
Tech fees	
1 hour wedding in FLC (includes 1 light setting, audio & video presentation – if desired) -	\$100
Wedding rehearsal -	\$100
White curtains on platform -	\$100
Removal of current stage set - \$25 per hour per person necessary to remove & reset, to be determined by Worship Pastor)	
Keyboardist <i>(rehearsal & wedding) (optional)</i>	\$50
Projection <i>(optional)</i>	\$50
Extensive A/V or Lighting <i>(optional)</i>	\$50
Damage Deposit <i>(REFUNDABLE)</i>	\$200

Any special set-up fees will be determined accordingly.

*Fees are paid directly to the church and then disbursed from the church treasury. Please make Check payable to BRCC. *Payment is expected in full at the time of scheduling your wedding.*

Wedding Reservation Form

Name of Bride: _____

Phone _____ E-mail _____

Name of Groom: _____

Name & phone number of the family clean-up coordinator responsible for the building: _____

Date/Time of Wedding: _____

Date/Time of Rehearsal: _____

Name of Officiant: _____ Phone _____

Which room(s) will you be using? _____

Expected Fees:

Description	Amount
Clergy counseling and officiating	\$
Wedding Coordinator	\$
Reception Coordinator	\$
Family Life Center	\$
Café	\$
Café Kitchen	\$
Fireside Chapel	\$
Chapel Kitchen	\$
Keyboardist, Extensive A/V, Projection	\$
Damage Deposit (Refundable)	\$
Special Set-up Fee	\$
Total:	\$

We understand and agree to the following:

- The space must be left as it was found.
- Persons and property will be respected while your group is using the building.
- Your group is responsible for making monetary restitution for all damages to the building.
- All fees must be paid in full when scheduling your wedding.
- We have signed a Participant Covenant of Brookville Road Community Church, or affirm BRCC's Statement of Faith.

Signature of Bride

Date

Signature of Groom

Date

Wedding Music Choices

Name of Bride _____ Name of Groom _____

Wedding Date _____ Time _____

PRELUDE

Title _____ Composer _____

Title _____ Composer _____

Title _____ Composer _____

Title _____ Composer _____

PROCESSIONAL

Attendants:

Title _____ Composer _____

Bride:

Title _____ Composer _____

RECESSIONAL

Title _____ Composer _____

OPTIONS

Name of Vocalist(s) _____ Phone _____

Title _____ Composer _____

Title _____ Composer _____

Other: _____
