



Dear Bride and Groom to be,

Marriage is the second most important decision a person can make. It is second only to one's personal commitment to Jesus Christ. Therefore, preparation for marriage is much more than simply preparing for the wedding. As a pastor, I am committed to contributing to both a beautiful wedding and a meaningful marriage.

In order to fulfill this commitment, I will marry only those couples that both profess a personal commitment to Jesus Christ (I Corinthians 7:39, II Corinthians 6:14-18).

Furthermore, three pre-marital counseling sessions must take place prior to the wedding. Each scheduled session should be at least two weeks apart. Before posting a wedding date on the church calendar, the bride and groom should have a brief meeting with me to insure the availability of the date and to establish a clear understanding of the aim of pre-marital counseling. You may call the church office (561-496-1252) and speak with my secretary to schedule this appointment.

My prayer is that the Lord Jesus might give you a marriage that is truly made in heaven.

At the feet of Jesus,

A handwritten signature in black ink that reads "Michael J. LoBrutto". The signature is written in a cursive style with a white shadow effect behind the text.

Michael J. LoBrutto, Pastor.

Introduction

There are few things more beautiful than a Christian wedding or more wholesome than a Christian home. This can be attributed to the fact that God established the rite of marriage and authored the Christian home. Jesus sanctioned marriage by His presence and power at the marriage of Cana in Galilee. Even the Apostle Paul declared that marriage was honorable in all.

Therefore, your wedding in this church is considered to be a sacred occasion. It is our conviction that all elements of the service should be in keeping with that purpose.

We, at Barwick Road Baptist Church, wish to extend to you, every possible assistance to help make your wedding that sacred, dignified, and memorable experience in your Christian life that you want it to be. Therefore, we have seriously studied and carefully prepared the following policies and information regarding weddings in this church. We sincerely believe that these policies are the most suitable and practical for all concerned.

We urge you to review the following information carefully and insist upon your full cooperation. It is the desire of Barwick Road Baptist Church to make every wedding ceremony a beautiful and worshipful experience.

Wedding Policies

I) **Reserving the Church for your Wedding:**

To reserve the Barwick Road Baptist Church, please read this policy and sign the wedding agreement as well as include all necessary payments.

Reservations for the church facility require **at least a two (2) month notice**.

II) **Unacceptable Calendar Dates:**

No weddings, rehearsals, or wedding receptions may be scheduled on:

- 1) Sundays
- 2) Wednesday evenings
- 3) New Year's Day
- 4) Memorial Day
- 5) 4th of July
- 6) Labor Day
- 7) Thanksgiving Day
- 8) Christmas Eve
- 9) Christmas Day

III) **Starting Time:**

Wedding Rehearsal:

The time in which you set for your wedding rehearsal is the time in which we will begin the rehearsal. Please inform your wedding party to be at the church 15-20 min. prior to the rehearsal start time. **Rehearsals will last approximately one (1) hour after the time you have set.**

Wedding Ceremony:

Out of respect to your wedding guests, we ask that your wedding ceremony start on time. If there are delays that are beyond your control (i.e. Acts of God, or transportation problems) we ask that you immediately call the church wedding coordinator. If your wedding ceremony is delayed 30 minutes after the time in which it was scheduled to start (except for extreme emergencies), there will be a late fee of \$100.00 not including any other additional cost from musicians, sound technicians, and those whom you have contracted for your wedding, who are also waiting for you to arrive. All late fees must be paid in full before the wedding ceremony may proceed. If the service is delayed 1 hour, the decision may be made by the Pastor to dismiss your guests and cancel the wedding held at Barwick Road Baptist Church.

****Please note that All times are in U.S. Eastern Time zone – not Island time, South American time, European time, etc. Please communicate strongly to those in your wedding party to be here on time. The Pastor will not tolerate tardiness.***

IV) Outside Minister:

The pastor or one of the staff members of Barwick Road Baptist Church will officiate at all weddings in the Barwick Road Baptist Church. In the event that a couple desires an outside minister to perform the ceremony, our pastor must give his consent. Requests for this exception must be made directly to him, giving reasons for desiring an outside minister.

V) Wedding Music

The selection of appropriate music and competent musicians are of tremendous importance to the beauty, worship and significance of your wedding. The Bride and/or Groom must submit in advance (at least one month prior to wedding) a list of all music to be used within the wedding.

1. Pre-recorded Music:

The church can supply pre-recorded traditional wedding music if you like or if you desire special music we ask that you supply all necessary music two weeks prior to your wedding date. All pre-recorded music must be on cassette tape or compact disc.

2. Musical selections:

We highly recommend music that is worshipful, meaningful, and contributes to the sacredness and dignity of the wedding service. The Pastor reserves the right to veto musical selections if they are, in his opinion, out of focus with a Christian wedding.

3. Musicians/accompanists:

The pianist, etc. must be approved by the Pastor
The bride is responsible for contacting and furnishing fees or honorariums.

4. Vocalist(s):

The bride is responsible for contacting and furnishing fees or honorariums.

5. Rehearsal schedules:

The accompanists and vocalists may contact the Church office for rehearsal times during regular church office hours: 9:00 a.m. – 2:00 p.m. (Monday – Friday).

VI) Sound System Technicians:

Only authorized sound technicians from Barwick Road may operate the church sound system during the rehearsal and ceremony.

VII) Photo Slideshows/ Video

If you wish to have a photo slideshow, playing as your guests arrive or at a specific time within the ceremony, please provide the slideshow in Microsoft PowerPoint presentation. Video format can be in VHS or DVD.

VIII) Decorations:

The sanctuary of Barwick Road Baptist Church provides a beautiful and dignified setting for a sacred service. A minimum of decorations is required and these should be carefully planned.

Please schedule a time with the church wedding coordinator for you to decorate the sanctuary. All decorations must be removed following the ceremony.

*** Under NO conditions shall decorations be attached in any way, to the building or furniture by pinning, gluing, or nailing. This includes any area used by the wedding party. The bride will be held responsible for any damage done while decorating.**

IX) Candles:

When used, all candles must be of the **dripless** variety. All floor areas must be thoroughly protected by placing clear plastic under all candelabra. No candles may be placed where drippings may adhere to woodwork, cushions, or furniture.

X) Florist / Flowers:

When flowers are to be delivered after church office hours or during weekend, arrangements must be made with the church wedding coordinator to secure opening church doors for delivery.

Florists and their employees must refrain from use of irreverent language, discourteous actions, or from smoking inside all church buildings.

If the bride desires to leave any flowers for church service use, please notify the church office, in advance, to avoid conflicts. Otherwise all flowers and or flower arrangements along with pedestals, arches, or other floral supports must be removed following the wedding ceremony.

***It is the bride's responsibility to inform the florist, in advance, of all church policies involving florist and their employees and to obtain their agreement to adhere to said policies.**

XI) Photographs / Video Recording:

In order to preserve the dignity and sacredness of your wedding ceremony, cooperation between the photographer and or videographer and the minister is absolutely necessary.

If pictures are scheduled after the ceremony, the session should be completed as soon as possible to avoid wedding guests having to wait a lengthy time for the reception to begin.

XII) Wedding Planner:

If you are using a wedding planner to help you with the preparations of your special day, please advise our church event coordinator in advance and provide us with your wedding planner contact information.

XIII) Payment:

All fees associated with the usage of Barwick Road Baptist Church and wedding staff associated with the church must be paid in full, unless otherwise noted, on or before the date of the rehearsal. Please make all checks payable to the appropriate people.

XIV) General Church Regulations

1. No wedding or rehearsal will be conducted when any member of the wedding party is **UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES or HALLUCINATORY DRUGS.**
2. No alcoholic beverages may be allowed on church premises at anytime.
3. Tobacco in any form is not permitted within our church. Please request all members of the wedding party to **REFRAIN FROM SMOKING INSIDE THE CHURCH BUILDINGS AT ALL TIMES (this includes RESTROOM FACILITIES).**
4. **THE USE OF VILE OR PROFANE LANGUAGE WHILE ON CHURCH PROPERTY IS STRONGLY PROHIBITED.**
5. The dress of the wedding party shall be in good taste and should conform to suitable clothing for a Christian service.
6. **No Confetti, glitter, birdseed and like material may be thrown INSIDE ANY CHURCH BUILDINGS.**
7. As the Bride and Groom leave we ask that only environmentally safe products be used. Absolutely NO rice may be thrown outside the building.
8. Breakage, and/or damage of any kind, of church equipment or property must be reimbursed at replacement purchase price.
9. **Barwick Road Baptist Church WILL NOT BE RESPONSIBLE for loss or damage of personal items such as wedding gowns, wraps, purses, silver appointments, or glassware brought to the church for wedding use.**

Wedding Fees

Sanctuary Usage:

For Barwick Road Baptist Church Members and active attenders:

(Bride, groom, or at least one of their parents must be an active member of this church.)

The fee is \$106.00 (includes tax)

For Non-Members:

The fee is \$318.00 (includes tax)

**The Sanctuary usage fee does not include pastoral services, pianist, music, sound equipment, sound engineer, or any other services. Please make this check out to Barwick Road Baptist Church.*

Additional Fees:

Church Event Coordinator - \$100.00

Pastor – \$75.00

Sound Technician – \$50.00

Janitorial Services - A deposit of \$150.00 is required. This fee is refundable according to the conditions of this wedding policy.

Price Chart:

Members & Active Attenders	Non- Members
Sanctuary Usage - \$106.00	Sanctuary Usage - \$318.00
Barwick Event Coordinator - \$100.00	Barwick Event Coordinator - \$100.00
Minister Fee - \$75.00	Minister Fee - \$75.00
Barwick Sound Tech - \$50.00	Barwick Sound Tech - \$50.00
Member Total: \$331.50	Non – Member Total: \$544.50

**BARWICK ROAD BAPTIST CHURCH
WEDDING APPLICATION AND AGREEMENT**

Bride's Name:

Address:

Home or Cell Phone:

(_____) _____ - _____

Work Phone:

(_____) _____ - _____

Groom's Name:

Address:

Home or Cell Phone:

(_____) _____ - _____

Work Phone:

(_____) _____ - _____

Wedding Rehearsal:

Rehearsal Date: _____

Rehearsal Time: _____

Wedding Ceremony:

Wedding Date: _____

Wedding Time: _____

(Please read carefully section II and III of our wedding policy)

I request the use of the Barwick Road Baptist Church facility for my wedding/wedding rehearsal at the date(s) and times stated above. I have carefully read and fully understand the wedding policies of Barwick Road Baptist Church and agree to abide by the terms of this policy.

Bride's Signature

Groom's Signature

Date

Date

*Please return this signed agreement with a check for \$106.00 (members) or \$318.00 (nonmembers) for Sanctuary usage fee and a separate check for \$150.00 for the janitorial deposit, as soon as possible. **Your dates will not be considered for reservation until these items are received.** Make checks payable to Barwick Road Baptist Church. Thank you!*