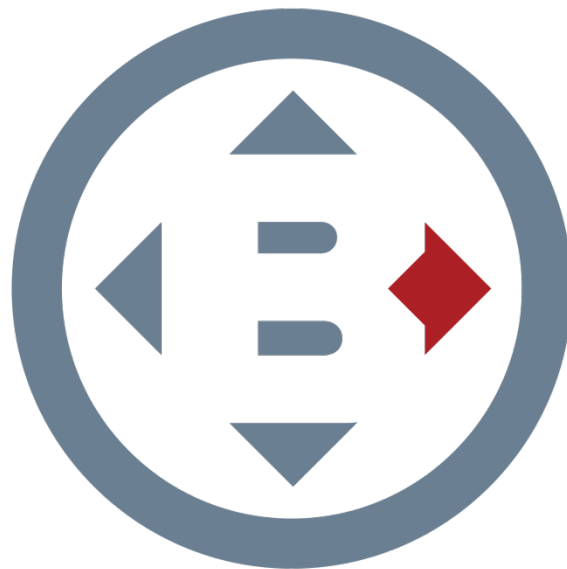


Brookstone Weddings Policy



Congratulations on your Engagement!

We at Brookstone Church congratulate you on your decision to participate in God's covenant of marriage. Usually the next big decision is what kind of wedding you would like to have and where it will be held. Whether you're planning a large or small ceremony, it is our desire to help you make it an occasion that will honor God and accommodate your wishes during this exciting (and perhaps exhausting) time of your life! To help in that process, we have prepared this comprehensive Wedding Planning Guide at Brookstone Church. We are here to help you, so please don't hesitate to ask questions.

Are you a member of Brookstone Church?

For ceremonies that will take place in our facilities or on our grounds, the policy of Brookstone Church is to only marry those who are church members in good standing of Brookstone Church and who have successfully completed the required pre-marital counseling. A member in good standing is an individual that is in full agreement with and is endeavoring to live in such a way that their life reflects harmony with the vision, mission, and doctrinal statement of Brookstone Church.

Scheduling Your Wedding Date

1. The bride and groom must coordinate with the Senior Pastor's Assistant at Brookstone Church to schedule a wedding date. (828-658-9443)
2. The Pastoral Assistant will determine if the requested date conflicts with another scheduled event, and will notify the bride-elect to confirm or change the date.
3. Your signature on the request form indicates that you have read, understood, and are willing to comply with all the policies of the church regarding weddings.
4. Because of regular church programming, weddings will not be scheduled on Sundays. Weddings will not be scheduled on any holiday weekend
5. Indoor weddings will only be conducted in the Brookstone Worship Center. Instruments and technical equipment should not be moved. Additionally, weddings may be held at Brookstone Park.
6. Weddings are subject to a time limit of four hours for the day of the wedding and one hour for the rehearsal.
7. Brookstone Church does not allow the use of our facilities or grounds to host wedding receptions.

The Officiating Pastor

1. It is the desire of the staff of Brookstone Church to make each wedding ceremony a worship experience where two lives are joined in Christ and He is honored. The Senior Pastor Assistant will coordinate with the engaged couple to decide which of our staff pastors will officiate the wedding.

- It is the policy of Brookstone Church to require that only pastors on staff with Brookstone Church perform wedding ceremonies in our facility or on any property owned by the trustees of Brookstone Church.

2. Care is taken to ensure that individuals are prepared spiritually and practically for their marriage. After you have made a request to be married at Brookstone Church, our Biblical Counselor will require that you and your fiancée meet with the Counselor for an interview. It is the responsibility of the bride and groom to schedule the first pre-marital counseling interview.

- At that meeting, we will discuss the Biblical foundation for marriage, and the responsibilities of a Christian marriage. This meeting will also give each of you the opportunity to share about your personal relationship with Christ.
- Once the Biblical Counselor completes the initial interview, you will be scheduled to return for four additional pre-marital counseling sessions.

3. You are required to attend four pre-marital counseling sessions with the Brookstone Counseling department prior to your wedding in addition to the initial interview (see Pre-marital Counseling section below).

4. The officiating Pastor will be glad to assist you with your wedding ceremony. It will be his desire to honor your wishes, but he will have the final authority to approve or reject any element of the ceremony.

5. Please discuss with the officiating Pastor your planned attire for both the wedding and the rehearsal. (tuxedo, coat and tie, etc.)

6. Your signed marriage license must be delivered to the officiating Pastor at the rehearsal. He will obtain the required signatures on your wedding day and ensure that it is mailed to the Register of Deeds.

Your Brookstone Event Host

As a help to you and your wedding party, an event host will be assigned to your event. The host will unlock and lock entrance doors, be available for any questions you may have about the facility, and can direct you to appropriate areas. The event assistant will not be responsible for wedding planning leading up to your ceremony or coordinating the wedding party the day of the wedding. The Executive Pastoral Assistant will provide you with the name and contact information for your Event Assistant at least two weeks prior to your ceremony.

Pre-marital Counseling

1. Pre-marital counseling through the Brookstone Counseling Department is a requirement for all weddings performed by a pastor of Brookstone Church. Each couple is required to attend all five sessions of pre-marital counseling.
2. Pre-marital counseling must begin a minimum of three (3) months prior to the wedding date.
3. Please contact the Counseling office at Brookstone Church to sign up for your pre-marital counseling. (828-658-9443)

People You Should Know

The following Brookstone Church staff members are ready to assist you with your wedding ceremony. It is the responsibility of the bride and groom to contact the Senior Pastor Assistant as soon as possible to prevent scheduling conflicts. Also, you must contact the Biblical Counselor for the required premarital counseling sessions.

Senior Pastor Assistant: Angie Mace, 828-658-9443 ext. 7633

Executive Pastoral Assistant: Regina Ellison, 828-658-9443 ext. 7625

Counseling Office: 828-658-9443

Facilities Manager: Bruce Ballard, 828-658-9443 ext. 7624

Facility

In order to provide a joyous occasion in a sacred setting, all members of the wedding party are expected to conduct themselves in a Christ-like manner. The sacredness of the wedding is of utmost importance for the blessings of God and the happiness of the wedding party.

This is a smoke-free campus. Smoking is not permitted anywhere, inside or outside on church property.

Alcohol is not permitted at any time, nor will anyone be allowed to participate in the rehearsal or the ceremony that appears to be under the influence of alcohol or drugs. Our Pastors will not participate in any wedding where alcoholic beverages are served in any part of the wedding, including the receptions, even if held at another location. No exceptions. It is the responsibility of the bride and groom to inform their guests of these policies.

No pets are allowed inside the church building with the exception of certified service animals.

Cancellations

Please be considerate of others. If you need to change or cancel the date you have selected for your wedding, please contact the Senior Pastoral Assistant as soon as possible.

Wedding Receptions

Our facilities may not be used to host wedding receptions.

Wedding Set-Up

The Building Use Request Form must be returned to our Facility Manager and a meeting must be scheduled directly with our facilities manager to go over requests made on the Building Use Request Form. A time may be arranged to admit the florist. Click the link below to complete the Building Use Request Form.

Click [here](#) to complete the Building Use Request Form

Facility staff will not be available for decorating and set-up. Facility staff will not be responsible for clean up after floral preparation or cleanup of decorations. They are responsible for cleaning and re-setting the rooms for the next event.

Your Wedding Ceremony

Decorations

Decorations should be kept simple and beautiful. The bride may choose to decorate with flowers, ferns, etc. The Facility Manager will need to be notified of the time needed to decorate.

The following considerations must be observed:

1. Candles—Only battery-operated/LED candles are permitted.
2. Florists should make an appointment to decorate. Florists and others must coordinate their activities with the Facility Manager. The facilities will not be opened earlier than six (6) hours prior to the wedding time.
3. Flowers-Delivery: For summer weddings, flowers are not to be delivered more than two hours prior to the ceremony, unless the florist has a cooler to place them in.
4. Set-Up—Please be considerate of the carpet and furniture as you plan the placement of floral arrangements and plants.
5. Clean Up—The florist will be responsible for any clean-up necessary after decorating. Florists must pick up all decorations on or before the first working day after the ceremony, unless other arrangements are made with the Facilities Manager.
6. The use of nails, tacks, staples, pins and adhesives is prohibited. We suggest wrapped wire, chenille, or ribbon.
7. All wedding decorations must be removed immediately following the ceremony. The bride's family ultimately assumes responsibility for immediate clean-up.
8. No bird seed, rice, glitter, or confetti is to be used.

Photography and Videotape

In keeping with the sanctity of the ceremony, the following procedures are required of the photographer and videographers:

1. The church does not provide videotaping of weddings, nor does it loan video equipment.
2. Videos may be recorded if the video equipment is inconspicuous.
3. Photographers' movements should be limited to minimize distraction.

NOTE: It is the responsibility of the bride and groom to make sure the photographer and/or videographer is aware of the policies that are in effect before, during, and after the ceremony.

Sound and Audio

An Audio/Video technician is available to assist with audio and technical needs for a fee. The technician will attend the Rehearsal and Wedding Ceremony. (See fee page). Sound and lighting equipment is to be operated only by the technicians designated by the church. Any recorded music to be used is to be given to the sound technician at the rehearsal.

If video or projection playback is needed then 2 technicians will be needed for the event.

Audio and video needs should be indicated on the Facility Request Form.

Wedding Music

1. The church can recommend musicians for use, but ultimately the bride and groom are responsible for scheduling the musicians, vocalists, and instrumentalists themselves. Fees for these individuals are not included in the fees charged by the church. You will need to ensure that musicians have the required sheet music, CD's, etc... of the selections you choose.
2. Your choice of wedding music should be sacred and in keeping with the spirit of worship and the Christian faith.
3. Worship Pastor of Brookstone Church must approve a list of all ceremony music at least 30 days prior to the wedding.
4. Rehearsals by instrumentalists and vocalists, etc... must be during regular office hours.

Miscellaneous

The church will not be responsible for the loss or damage of items such as clothing, equipment, etc... that is left at the church for use in a wedding. However, every reasonable effort will be made to assist the wedding party in protecting such property.

The bride and her family are responsible for the personal property that is brought to or left at the church. If rented or borrowed property has been used, it is the responsibility of the bride's family to remove it from the church premises and see to its return immediately after the wedding.

Wedding Fees

The Senior Pastoral Assistant will determine in advance the total fees for your wedding activities at our facility. All fees are due at the time the event is booked.

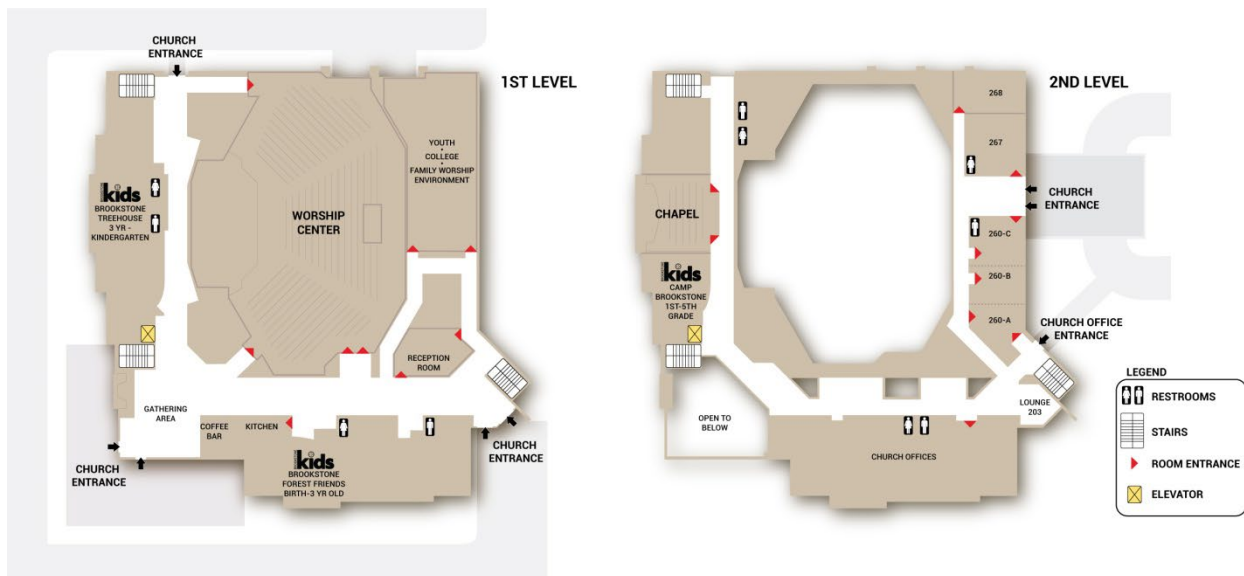
Please make checks payable to: **Brookstone Church**

- The church does not compensate the Pastor for performing the ceremony.
- An honorarium should be provided to the Pastor for his services, as weddings are not part of his church duties and they take him away from his limited family time.
- Other fees should be provided in accordance with the personal policies of each individual soloist or accompanist.

Wedding Ceremony Fee Schedule

- *Pastor's (Suggested) Honorarium: \$200.00 (Separate check to the Pastor)*
 - *Audio/Video Technician: \$25.00 per hour (2 hr. minimum)*
 - *Facility Team Member: \$25.00 per hour (2 hr. minimum)*
 - *Cleaning Fee: \$28.00 per hour (2 hr. minimum)*
 - *Event Assistant: \$25.00 per hour (3 hr. minimum)*
- (These fees can be combined on one check made out to Brookstone Church)*

Fees are due at the time the event is booked. All fees are returned if the wedding is cancelled prior to 72 hours from the scheduled date and time.



Date of Last Update: 1/18/2023

Liability Release Form

This is to certify that I have read and I agree to comply with the Brookstone Church Wedding Policies and Procedures Manual.

I understand that if any damages, whether incurred by my guests and/or the businesses or individuals with whom I have contracted for my wedding, I will be responsible to Brookstone Church and will settle this amount in a timely manner. In addition, I agree to pay other fees in accordance with Fee Schedules.

I understand that Brookstone Church reserves the right to make the final decisions in regard to any details and/or areas not covered by the policy statements as outlined in the Wedding Policies and Procedures Manual.

Bride's Name: _____

Groom's Name: _____

Bride's Address _____

Groom's Address: _____

Home Phone: _____ Cell Phone: _____

Bride's Email: _____

Groom's Email: _____

Wedding Date: _____ Time: _____

Location: _____

Rehearsal Date: _____ Time: _____

Location: _____

Signature: _____

Check # _____ Date: _____

Wedding Planner Contact Info: _____

Bride Signature: _____

Groom Signature: _____